

MINUTES  
CARBON LEHIGH INTERMEDIATE UNIT  
BOARD OF DIRECTORS

**CARBON LEHIGH INTERMEDIATE UNIT #21**  
**4210 INDEPENDENCE DRIVE**  
**SCHNECKSVILLE, PA**

MONDAY, APRIL 30, 2025

**6:30 P.M. - REGULAR MEETING – BOARD ROOM**

Meeting No. 652

CALL TO ORDER

President George Williams called the six hundredth and fifty second meeting of the Carbon Lehigh Intermediate Unit Board of Directors to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

Ms. Jeanne Coy served as Board Secretary in place of Ms. Jennifer Roselli for this meeting.

ATTENDANCE

Board Members in Attendance: Jason Bashaw, Dr. William Whitney, Gale Husack, Sherry Haas, Anthony DeMarco, Annette Wilcox, Laura McKelvey, Emily Gehman, Barbara Sipler, and George Williams. Board Members Absent: Andrene Brown-Nowell, Richard Flacco, Jeremy Glaush, and Jennifer Senavaitis. Staff: Dr. Gregory Koons, Gretchen Boyer, Jeanne Coy, George Husack, Eric Lech, Dr. Cathy Nelson, Randy Parry, David Russell, Dr. Lisa Schumacher, Dr. Mark Scott, Kim Talipan; Mark Crenshaw, IT support; and Kelli Tremba, C&I Staff Development Facilitator, C&I Student Services presentation. Also in attendance: Lauren Elsenbaumer, Student Advisor; Avri Chandler, student; Makayla Bressi, student; Kamarie Grim, student; Northwestern Lehigh School District, C&I Student Programs presentation, and Ellis Katz, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

There was no audience input on the agenda.

APPROVAL OF THE MARCH 17, 2025 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the March 17, 2025 meeting as presented:

Moved: Emily Gehman; Seconded: Sherry Haas; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

BOARD PRESIDENT’S REPORT

President Williams thanked everyone for attending the Spring Fling saying it was wonderful to meet everyone and it was a nice evening of camaraderie.

President Williams then reminded the Board that the Carbon Lehigh Special Needs Children's Foundation's golf outing is rapidly approaching as it is scheduled for Tuesday, June 17, at Olde Homestead Golf Club and there are still openings for golfers.

President Williams reminded the Board that Officer nominations are coming up and there is a need for a CLIU Board Officer Nominating Committee. He asked that if anyone was interested to reach out to him.

President Williams closed his report by letting the Board know that an email regarding the Executive Directors evaluation was sent recently, and that he will be sending a follow up email with more details on that after the Board meeting.

## CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Koons updated the Board on the following items:

The audit books are located at everyone's place this evening. Dr. Koons then expressed his appreciation for the diligence and dedication of the CLIU Business Office under the direction of Jeanne Coy.

Dr. Koons then noted that a copy of the 2025 Graduation Ceremonies schedule is also at everyone's place. He asked the Board to please RSVP with Jen Roselli if they plan to attend any of the ceremonies.

Dr. Koons relayed that in regard to the 2024–2025 Advocacy Initiatives, CLIU administrators participated in Day on the Hill at the State Capitol on March 25th, where they advocated for Early Childhood Education, Special Education, and Behavioral Health. Additionally, a legislative visit was held at our CLIU Innovation Lab on April 28th. During this visit, our Curriculum and Instruction Department, led by Eric Lech, presented four stations highlighting Leadership Initiatives, eSports, Student Competitions, and Literacy Initiatives.

Dr. Koons noted he submitted a letter to the editor to three local newspapers in support of the Governor's Budget, specifically addressing the critical need for increased funding for public education.

Finally, Dr. Koons then turned it over to Kim Talipan who said there will be a new member to the CLIU family—Gemma, an 18-month-old black Labrador who will arrive on May 12. Gemma comes from the same breeder as other CLIU service dogs, Lassie and Bobby Ray, and will be based out of the central office, supporting itinerant staff who work with students with multiple disabilities. Gretchen Titmas, a vision teacher, and her family will serve as Gemma's primary caregivers. The CLIU Foundation covers all costs for Gemma and our other service dogs, who provide essential support to students each day.

## MULTIPLE DISABILITIES SUPPORT FUNCTIONAL PROGRAM OVERVIEW

Mr. Eric Lech, Director of C&I/Ed. Tech., began by expressing his appreciation for the opportunity to share specific student-centered programs offered through the Curriculum and Instruction department. While the department is often recognized for its professional learning initiatives and resources like the lending library and innovation lab, this presentation focused on programs designed directly for students, emphasizing academic excellence, creativity, and leadership development. He highlighted a variety of student competitions for grades K–12, such as coding events in partnership with DeSales University, the STEM K'NEX Challenge, Reading Olympics, and the Media and Design Competition—many of which led to state-level recognition. Participation has grown significantly, with over 1,000 students expected to engage in the 2024–2025 school year. Dr. Koons also spotlighted two leadership initiatives: the Chief Science Officers program, a national model that empowers student leaders in STEM to support their schools through community-focused events, and the Student Journalism Summit, which brings together student media participants to learn from professional journalists. These events, such as the summit hosted at Lehigh Carbon Community College, attract hundreds of students and offer real-world insights into journalism. Finally, he introduced the revival of the Student Forum program, paused during the pandemic and reinstated at district request, with facilitators and students from Northwestern Lehigh presenting their experiences.

Following Mr. Lech, Student Advisor Lauren Elsenbaumer and three students from Northwestern Lehigh—Avri Chandler, Makayla Bressi, and Kamarie Grim—spoke about their experiences with the revived Student Forum. Elsenbaumer shared her personal connection to Student Forum from her own high school years and expressed gratitude for its return, highlighting its value in building leadership, collaboration, and communication skills. The students described organizing and participating in a service project benefiting the Children's Hospital, where they partnered with students from other districts to collect and package items by age group. They also attended a guest speaker session and took a career interest assessment, which added meaningful career exploration to the experience. The students emphasized how the forum helped them step out of their comfort zones, build connections, and develop valuable life and leadership skills.

To conclude the presentation, a brief video of the Student Forum program was shown to the Board.

## FISCAL MATTERS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the following fiscal matters as presented:

### Treasurer's Report

Treasurer's Report for the month ended March 31, 2025 as presented.

### Bills to be Ratified—March 10, 2025 through April 20, 2025

Ratification of bills paid from March 10, 2025 through April 20, 2025 in the amount of \$6,780,288.18.

### Bills to be Approved

Payment of bills for April 30, 2025 as listed: Bills for Approval – 4/30/25  
- \$2,146,634.95.

### Contracted Operational Services

Contract with the firm of Sweet, Stevens, Katz, and Williams, LLP, Solicitors to the Carbon Lehigh Intermediate Unit Board of Directors, as presented, for the 2025-2026 fiscal year.

Moved: Barbara Sipler; Seconded: Gale Husack; Vote: Yes – 10; No – 0; Abstentions – 0 ; Absent – 4.

## PERSONNEL MATTERS

Before requesting a motion, President Williams congratulated the five retirees, recognizing their combined 79 years of dedicated service.

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the following personnel matters removing the following resignation:

### Resignations

Resignation of the following person(s):

Morgan Hoffner, Instructional Assistant, effective the close of business March 11, 2025.

Jeanine D'Souza, Administrative Assistant, effective the close of business April 4, 2025.

Giorka Tavaréz, Part-Time Cleaning Staff, effective the close of business June 30, 2025.

Cynthia Moyer, Vehicle Assistant and Substitute Utility Staff, effective the close of business March 20, 2025.

Madylin Zegalia, Behavioral Health Technician (AA/HS), Behavioral Health Technician (ABA), effective the close of business March 28, 2025.

Samantha Roth, Speech Therapist, effective the close of business June 13, 2025.

Linette Goodchild, Vehicle Assistant, effective the close of business April 15, 2025.

Heidi Frack, Instructional Assistant and Summer Employment Pool Support Staff, effective the close of business May 2, 2025.

Katie Titano, Early Intervention Facilitator and Contracted Early Intervention Facilitator, effective the close of business June 30, 2025.

Angelique Baran, Social Worker, Contracted Social Worker and Contracted Safety Care Trainer, effective the close of business May 9, 2025.

Shneil Maier, Vehicle Assistant, effective the close of business April 2, 2025.

PERSONNEL MATTERS (continued)

Retirement

Resignation, due to retirement, of the following person(s):

Cheryl Romanell, Vehicle Assistant and Transportation Summer Employment, effective the close of business June 30, 2025 (7 Years of Service).

Nadine Schmidt, Vehicle Driver/Vehicle Assistant and Substitute Utility Staff, effective the close of business June 30, 2025 (23 Years of Service).

Roderick Lowe, Substitute Teacher and Instructional Assistant and Summer Employment Pool Professional Staff, effective the close of business June 30, 2025 (16 Years of Service).

Kathryn Strausberger, Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business June 30, 2025 (16 Years of Service).

Lynne Stout, Speech Therapist, effective the close of business June 30, 2025 (17 Years of Service).

Full-Time Employment

Full-Time Employment of the following person(s):

Logan Clouse, Vehicle Assistant, at an hourly rate of \$15.00, effective April 10, 2025 (Transportation Pool; Transportation Budget).

Megin German, Instructional Assistant, Lehigh County Enhanced Autism, at an annual salary of \$27,500, prorated for the 191-day work year, effective April 8, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Amy Brigidi, Occupational Therapist, Itinerant, at an annual salary of \$78,000, prorated for the 191-day work year, effective April 7, 2025 (Replacement for Dorothy Hess, Retired; Special Programs and Services Budget).

Sandra Zellers, Job Coach, Itinerant, at an annual salary of \$28,000, prorated for the 191-day work year, effective April 16, 2025 (Replacement for Sandra Walter, Retired; Special Programs and Services Budget).

Laurie Stinson, Instructional Assistant, Panther Valley Junior Senior High School, at an annual salary of \$31,000, prorated for the 191-day work year, effective April 22, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Jericho Burger, Teacher, Special Education, Itinerant, at an annual salary per the schedule in place as of his start date, Step 1, Column B, prorated for the 194-day work year, effective May 1, 2025 or upon receipt of final paperwork and proper certification, but no later than August 1, 2025 (Replacement for Marla Palonis, Resigned; Special Programs and Services Budget; Non-Tenured).

Kathryn Costa, Vehicle Assistant, at an hourly rate of \$15.00, effective April 10, 2025 (Transportation Pool; Transportation Budget).

Brittany Seibert, Job Coach, Itinerant, at an annual salary of \$26,500, prorated for the 191-day work year, effective May 1, 2025 or upon receipt of final paperwork, but no later than August 1, 2025 (Replacement for Cynthia Pereira, Resigned; Special Programs and Services Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Melissa Echevarria, Teacher, Special Education, Carbon Learning Achievement School, at an annual salary per the schedule in place as of her start date, Step 1, Column M12, prorated for the 194-day work year, effective May 1, 2025 or upon receipt of final paperwork and proper certification, but no later than August 1, 2025 (Replacement for Thomas Hartman, Transferred; Special Programs and Services Budget; Non-Tenured).

Liliana Roque, Instructional Assistant, Lehigh County Enhanced Autism, at an annual salary of \$27,000, prorated for the 191-day work year, effective May 1, 2025 or upon receipt of final paperwork, but no later than August 1, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Gilian Peralta, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective April 23, 2025 (Transportation Pool; Transportation Budget).

Katie Titano, Teacher, Special Education, Whitehall Coplay Early Learning Center, at an annual salary per Step 19+, Column M, of the salary schedule in place for the 2025-2026 school year, prorated for the 191-day work year, effective July 1, 2025 (Replacement for Julianne Smith, Resigned; Early Intervention Budget; Tenured).

Amber Perry, Mental Health Worker, Itinerant, at an annual salary of \$32,000, prorated for the 195-day work year, effective May 1, 2025 (Replacement for Justin Zuk, Resigned; Special Programs and Services Budget).

Part-Time Employment

Part-Time Employment of the following person(s), up to 29 hours per week:

Timothy Frantz, Cleaning Staff, Carbon County Enhanced Autism, at an hourly rate of \$18.25, effective May 1, 2025 or upon receipt of final paperwork, but no later than August 1, 2025 (Replacement for Peter George, Retired; Operations Budget).

Feebie Snow, Instructional Assistant, Whitehall Coplay Early Learning Center, at an hourly rate of \$17.50, effective May 1, 2025 or upon receipt of final paperwork, but no later than August 1, 2025 (Instructional Assistant Pool; Early Intervention Budget).

Jaimie LaBar, Instructional Assistant, Whitehall Coplay Early Learning Center, at an hourly rate of \$18.00, effective May 1, 2025 or upon receipt of final paperwork, but no later than August 1, 2025 (Instructional Assistant Pool; Early Intervention Budget).

Unpaid Leave

Grant an Unpaid Leave to the following person:

#4154, Certified Occupational Therapy Assistant, Medical Leave, without precedent, not provided for under the federal Family and Medical Leave Act, beginning March 27, 2025 and ending on May 2, 2025 with a return to work date of May 12, 2025.

Mentor(s)

Payment(s) per the CLEA contract, to the following Mentor(s) after the end of the mentoring period, for serving in the Mentor role for Year 1 of the CLIU Induction Program:

<u>Mentor(s)</u>	<u>Inductee(s)</u>
Kelly Howatt	Raven Freund
Natalie Bojko	Tessa Palmer

PERSONNEL MATTERS (continued)

Mentor(s) (continued)

Payment(s) per the CLEA contract, to the following Resource Mentor(s) after the end of the mentoring period, for serving in the Resource Mentor role of the CLIU Orientation:

Resource Mentor(s)	PDE	Certified	Staff
	Member(s)		
Kari Walbert	Jaclyn Fenstermacher		
Julianne Smith	Megan Wagner		

Emergency Employment

Emergency employment of the following person(s) for the 2024-2025 fiscal year, up to 29 hours per week:

- Tina Duhigg, Contracted School Guidance Counselor, at the hourly rate of \$50.00, effective April 9, 2025.
- Duane Fenon, Substitute Vehicle Driver (CDL)/Vehicle Assistant, at the hourly rate of \$20.25/Vehicle Driver (CDL) and \$15.00/Vehicle Assistant, effective April 23, 2025.

Contracted Services

Contract with the following person(s) for the 2024-2025 fiscal year, up to 29 hours per week:

- Jessica Binder, Mental Health Worker, at the appropriate hourly rate, effective May 1, 2025.
- Rebecca Lozowsky, Speech Therapist, at the appropriate hourly rate, effective May 1, 2025.
- Philip Haines, Special Education Teacher, at the appropriate hourly rate, effective May 1, 2025.
- Alexa Roberts, Speech Therapist, at the appropriate hourly rate, effective May 1, 2025.

Behavioral Health Services Personnel Pool

Behavioral Health Services Personnel Pool, casual employment, on an as-needed basis, for the 2024-2025 fiscal year, at the board approved rates for the position listed, up to 29 hours per week:

- Lauren Heller, Behavioral Health Technician (BA), effective April 25, 2025.

Summer Employment Pool Professional Personnel

Summer Employment Pool Professional Personnel, on an as-needed basis, September 1, 2024 to August 31, 2025 at the appropriate hourly rate or board approved rate, up to 29 hours per week:

- Rebecca Lozowsky
- Jaime Luquis
- Rene Wunderlich
- Brooke Zumas
- Heather Unangst
- Ian Pychinka

Summer Employment Pool Support Personnel

Summer Employment Pool Support Personnel, on an as-needed basis, effective per date below through August 31, 2025 at the appropriate hourly rate or board approved rate, up to 29 hours per week:

- Bianca Mullner, effective September 1, 2024.
- Matthew Johnson, effective June 1, 2025 or upon receipt of final paperwork and onboarding requirements, but no later than June 27, 2025.

PERSONNEL MATTERS (continued)

Summer Staff Employment Pool Rates

Approve the following hourly rates for the Extended School Year Staff not employed in a full-time or part-time capacity from September 1, 2024 to August 31, 2025:

<u>Professional Staff</u>	
Master’s Degree	\$40.00
Bachelor’s Degree	\$35.00
<u>Support Staff</u>	
	\$17.20

Approval of Stipend(s), to be paid to Summer Employment Pool Staff, for the 2024-2025 Extended School Year Program who work the required fourteen (14) days

Teacher of Record assigned to any location	\$750
Professional and Support Staff assigned to Enhanced Autism	\$750
Professional Staff (not Teacher of Record) and Support Staff Assigned to any location (not Enhanced Autism)	\$500

Approval of Stipend(s), to be paid to Transportation Summer Employment Staff, who work the required fourteen (14) days during the Summer 2025 Programs

Vehicle Driver/Vehicle Assistant	\$500
Vehicle Assistant	\$500

Tenure Acknowledgement

Tenure has been granted to the following CLIU Employee:

Erin Kisselbach

Moved: Jason Bashaw; Seconded: Annette Wilcox; Vote: Yes – 10; No – 0; Abstentions – 0 ; Absent – 4.

APPROVAL OF THE 2025-2026 CLIU CALENDARS/SCHEDULES

- MOTION: The Carbon Lehigh Intermediate Unit #21 Board of Directors adopts the following CLIU Calendars/Schedules for the 2025-2026 fiscal/school year as presented:

- (a) Office Calendar
- (b) Board Meeting Calendar
- (c) Payroll Schedule

Moved: Anthony DeMarco; Seconded: Sherry Haas; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

SECOND READING OF POLICIES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors accepts and accomplishes the second reading of the following policies, as presented, and adopts as policy:

<u>Policy Number</u>	<u>Policy Name</u>
1003	Employment of CLIU Managers
1007	Disciplinary Guidelines
1010	Dress and Grooming
1015	Sick Days
1016	Parenting Leave
1020	Alcohol and Drug-Free Workplace
1022	Family Medical Leave Act
1054	Child and Sexual Abuse
2003	Employment of CLIU Supervisors
2007	Disciplinary Guidelines
2010	Dress and Grooming
2015	Sick Days
2016	Parenting Leave

SECOND READING OF POLICIES (continued)

<u>Policy Number</u>	<u>Policy Name</u>
2020	Alcohol and Drug-Free Workplace
2022	Family Medical Leave Act
2054	Child and Sexual Abuse
3003	Employment of CLIU Professionals
3007	Disciplinary Guidelines
3010	Dress and Grooming
3015	Sick Days
3016	Parenting Leave
3020	Alcohol and Drug-Free Workplace
3022	Family Medical Leave Act
3054	Child and Sexual Abuse
4003	Employment of CLIU Support Staff
4007	Disciplinary Guidelines
4010	Dress and Grooming
4015	Sick Days
4016	Parenting Leave
4020	Alcohol and Drug-Free Workplace
4022	Family Medical Leave Act
4054	Child and Sexual Abuse
5001	Definition of CLIU Behavioral Health Services Pool Position
5002	Creating a Position
5003	Employment of CLIU Behavioral Health Services Pool Employees
5004	Furloughs or Layoffs
5005	Evaluation of Performance
5006	Pre-Employment Physical Examination
5007	Disciplinary Guidelines
5008	Personnel Files
5009	Tobacco-Free Workplace
5010	Dress and Grooming
5011	Complaint/Problem Resolution
5012	Salary Determination
5013	Job-Related Expenses
5020	Alcohol and Drug-Free Workplace
5022	Family Medical Leave Act
5023	Conflict of Interest
5054	Child and Sexual Abuse

Moved: Sherry Haas; Seconded: Emily Gehman; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

UNFINISHED BUSINESS

There was no Unfinished Business discussed.

NEW BUSINESS

There was no New Business discussed.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

Proportionate Vote/2025-2026 CLIU General Operating Budget

President Williams reviewed the General Operating Budget district vote results with the Board as noted below:

The proportionate vote has been received from the Pennsylvania Department of Education. The proportionate vote was calculated for each district vote returned for the 2025-2026 CLIU General Operating Budget and passed as noted in the overall total of proportionate votes below, as of April 8, 2025:

531 votes in favor; 0 votes against; 1 abstention



BOARD SHARING (continued)

President Williams acknowledged the votes and thanked the Board for their continued support, both during meetings and within their home districts.

Laura McKelvey shared that the Special Olympics track and field event will be held at Whitehall Coplay School District on Friday May 2<sup>nd</sup>. She extended an invitation to everyone to attend the event.

Emily Gehman thanked the CLIU Administration for their help with Federal programs at Southern Lehigh.

Sherry Haas expressed her thanks for ongoing prayers during her recovery.

President Williams noted that May meetings can be difficult to get a quorum, so members are encouraged to attend—especially since the new service dog might be present. The Board was asked to respond promptly to Ms. Roselli once the meeting notice goes out.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:19 p.m.

Moved: Gale Husack; Seconded: Sherry Haas; President Williams declared the meeting adjourned.

Respectfully submitted,

  
Jennifer Roselli  
Board Secretary

**NEXT BOARD MEETING**  
**MONDAY, MAY 19, 2025**  
**6:30 P.M.**  
**Via Zoom or at the Carbon Lehigh Intermediate Unit**  
**4210 Independence Drive**  
**Schnecksville, PA 18078**