

MINUTES

CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

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

MONDAY, JULY 19, 2021

6:30 P.M.—CLIU BOARD MEETING

Meeting No. 611

CALL TO ORDER

President Mary Ziegler called the six hundredth and eleventh meeting of the Carbon Lehigh Intermediate Unit Board of Directors to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

ATTENDANCE

Board Members in Attendance: Sara Jane Brace, Duane Deitrich, Alisa Bowman, Gale Husack, Dr. James Warfel, Sherry Haas, Lisa Roth, and Mary Ziegler. Board Members Absent: Pearl Downs-Sheckler, Wayne Wentz, Keith Krapf, Emily Gehman, Matthew vonFrisch and George Williams. Staff: Dr. Elaine E. Eib, Tara Houser, George Husack, Steve Kuhet, Eric Lech, Sean LeDonne, Randy Parry, David Russell, Dr. Lisa Schumacher, Dr. Mark Scott, and Kimberly Talipan. Also in attendance: Diane Carfara, Contracted Services; and Ellis Katz, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

There was no audience input on the agenda.

APPROVAL OF THE JUNE 21, 2021 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the June 21, 2021 meeting as presented.

Moved: Alisa Bowman; Seconded: Duane Deitrich; Vote: Yes – Sara Jane Brace, Duane Deitrich, Alisa Bowman, Gale Husack, Dr. James Warfel, Sherry Haas, Lisa Roth, and Mary Ziegler; No – 0; Abstentions – 0; Absent – Pearl Downs-Sheckler, Wayne Wentz, Keith Krapf, Emily Gehman, Matthew vonFrisch, and George Williams.

BOARD PRESIDENT'S REPORT

President Ziegler welcomed all, whether attending in-person or virtually, noting that “it is good to be back in the CLIU Board Room.”

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Eib also echoed Mary’s sentiments noting that it was wonderful to see all in attendance at CLIU for this Board meeting. CLIU Board meetings will be held in the CLIU Board Room, with a hybrid structure available for those who may need it. Our MIS technology staff have been working diligently to update the Board Room for the continuation of virtual attendance as needed.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE (continued)

Dr. Eib shared the following updates:

- CLIU has been revitalizing its existing website, www.cliu.org, and will be ready to share the enhanced product on July 30, 2021. With the new and streamlined look, there will be expected minor changes in the website navigation including links, section content and other areas. Board members will receive updated web access procedures prior to the next Board meeting.
- The Carbon Lehigh Special Needs Children's Foundation 2021 Golf Tournament profited \$14,000, which will provide many opportunities for students to attend camp, obtain adaptive bicycles, and assist families with expenses, i.e., i.e., rent, heat.

2021-2022 CLIU HEALTH AND SAFETY PLAN PRESENTATION

Kim Talipan, Assistant to the Executive Director, provided an overview of the 2021-2022 CLIU Health and Safety Plan. The plan presented to the Board follows the template offered by the Pennsylvania Department of Education. Important aspects of the Plan are the over-arching themes that account for conditions that may require us to transition as the school year evolves.

CLIU's plan was developed in consultation of the CLIU Executive Director, CLIU Cabinet, and Pandemic Committee, and reviewed by the Lehigh Valley Health Network and the PA Department of Health.

The CLIU Health and Safety Plan will provide guidelines for the following segments/locations of CLIU programming and services:

- Programs/Services provided in District, Nonpublic or State Facilities or in the community or business setting.
- Programs/Services provided in CLIU leased facilities.
- Student Transportation Services
- Driver Education Program
- CLIU Central Office or Transportation Office

The Plan has three (3) main areas: Prevention & Mitigation for the Reopening and Operation of School Facilities, Continuity of Services, and Maintenance of Health and Safety.

- **Prevention & Mitigation:** CLIU has and will continue to review recommendations from the CDC, State, and Local Agencies and monitor regional and local community spread, adapting to protocols, facilities and support systems to prevent and mitigate the community spread at the regional and local levels to the greatest extent practicable. CLIU will follow the Health and Safety Plan of the District, Nonpublic or State Facility where our programs or services are provided to students unless unique circumstances of CLIU programming require different measures.
- **Continuity of Services:** CLIU serves students with special needs. Their academic, social, emotional, and mental health needs are reviewed and addressed by support teams (comprised of teachers, related services staff, social workers, mental health professionals, school psychologists, parents/guardians, district representatives and other pertinent staff) throughout the school year. Same model as done in 2020-2021. Social workers and other pertinent staff may seek financial assistance from the Carbon Lehigh Special Needs Children's Foundation to support students' basic needs such as access to medical providers, clothing, shelter, and food.
- **Maintenance of Health and Safety:** The CLIU protocols will be informed by the CDC, PA Department of Health and/or PDE recommendations to the greatest extent practicable unless such recommendation counters specific state or local government requirements in CLIU Leased Facilities. Our students, educators, other staff and visitors will follow the Health and Safety Plan or protocols of the District, Nonpublic or State Facilities or in the

community or business setting where the CLIU programs or services are provided to students unless unique circumstances of CLIU Programming require different measures.

- **Universal and Correct Wearing of Masks:** At CLIU Leased Facilities, masks should be worn by all individuals, 2 or older, who are not fully vaccinated. However, any individual may choose to wear a mask and will be permitted to do so unless specific circumstances dictates otherwise, i.e., Speech Therapist. CLIU will continue to monitor this. If regional and/or local masking requirements are updated, modifications will be made to the CLIU's masking practices. Requirements may be dependent on the CLIU Location. Masking is ultimately optional as the CLIU is not collecting vaccination cards at this time. Students, especially those served by the CLIU, may fall into an exemption as occurred last year.

Currently, in regard to our Transportation Services, there is a CDC mandate that does require masking on public transportation, which has also been deemed to be school buses. CLIU has and will continue to mask on our school vehicles.

- **Physical distancing:** CLIU will abide and encourage physical distancing as is feasible.
- **Handwashing/Respiratory Etiquette:** Signs continue to be in full view and all staff and students are expected to adhere to hygiene practices set forth by the CDC and PA Department of Health to the greatest extent practicable.
- **Cleaning and Maintaining Healthy Facilities:** CLIU will continue to follow all CDC guidelines, including our transportation vehicles.
- **Contract Tracing in Combination with Isolation and Quarantine:** CLIU will continue the established case investigation/contact tracing, isolation, and quarantine procedures for COVID-19 positive cases as established by the PA Department of Health until otherwise deemed unnecessary by the PA Department of Health.
- **Diagnostic and Screening Testing:** CLIU will continue to work with our local partners, Lehigh Valley Health Network, St. Luke's, and various locations throughout the Lehigh Valley for screening of our cases.
- **Vaccinations:** CLIU will continue to encourage staff and students to obtain a vaccination. The CLIU will share vaccination opportunities in the school community and general community with staff and students. CLIU, as well as your districts, have also partnered with Lehigh Valley Health Network to offer vaccination clinics.
- **Appropriate Accommodations for Students with Disabilities:** Districts, as the Local Educational Agency, are responsible to ensure that students with disabilities will have access to the same programs and opportunities as non-disabled peers, as well as accommodations detailed within their IEP or 504 plan based on their individual needs.
- **Coordination with State and Local Health Officials:** CLIU meets with our health officials at least once a month with the PA Department of Health, Lehigh Valley Health Network, and our school districts.

Dr. Eib expressed how fortunate we are to be in this region with the wealth of assistance we have experienced working together (CLIU, School District, and Health Organization partnerships). These partnerships were proven to be invaluable. Superintendents have been very cooperative. Dr. Eib also thanked Kim Talipan and the Pandemic Coordinators for their hard work.

APPROVAL OF THE CLIU HEALTH AND SAFETY PLAN

- **MOTION:** The Carbon Lehigh Intermediate Unit Board of Directors approves the 2021-2022 CLIU Health and Safety Plan as presented including the authority of the Executive Director or designee to adjust the Plan at their discretion to comply with federal, state, county or local mandates or considerations applicable to CLIU programming.

APPROVAL OF THE CLIU HEALTH AND SAFETY PLAN (continued)

Moved: Alisa Bowman; Seconded: Gale Husack; Vote: Yes – Duane Deitrich, Alisa Bowman, Gale Husack, Dr. James Warfel, Sherry Haas, Lisa Roth, Sara Jane Brace, and Mary Ziegler; No – 0; Abstentions – 0; Absent - Pearl Downs-Sheckler, Wayne Wentz, Keith Krapf, Emily Gehman, Matthew vonFrisch, and George Williams.

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 June 30, 2021 as presented.

Bills to be Ratified

Ratification of bills as follows:

June 14, 2021 through June 30, 2021 in the amount of \$5,296,584.15.

July 1, 2021 through July 11, 2021 in the amount of \$1,409,991.80.

Bills to be Approved

Payment of bills for July 19, 2021 as listed: Bills for Approval – 07/19/2021 - \$2,227,794.20.

Approval of Lease Extensions

Approve a lease extension between Corporate Court LLC and Carbon Lehigh Intermediate Unit #21 for 2936 Corporate Court, Orefield, commencing February 16, 2022 and expiring February 15, 2029, pending Solicitor approval (Special Programs and Services Budget – Lehigh Learning and Achievement School).

Approve a lease extension between Jordan Lutheran Church and Carbon Lehigh Intermediate Unit #21 for three (3) classrooms located at 5103 Snowdrift Road, Orefield, commencing July 1, 2021 and expiring August 31, 2021, pending Solicitor approval (Special Programs and Services Budget – Early Intervention).

Approval of Leases

Approve a lease between Brookside Office Partners and Carbon Lehigh Intermediate Unit #21 for 4949 Liberty Lane, Unit 20, Allentown, commencing August 1, 2021 and expiring July 31, 2031, pending Solicitor approval (Special Programs and Services Budget – Early Intervention).

Approve a lease between Brookside Office Partners and Carbon Lehigh Intermediate Unit #21 for temporary space located at 1005 Brookside Road, Allentown, commencing August 1, 2021, pending Solicitor approval (Special Programs and Services Budget – Early Intervention).

Moved: Duane Deitrich; Seconded: Alisa Bowman; Vote: Yes – Alisa Bowman, Gale Husack, Dr. James Warfel, Sherry Haas, Lisa Roth, Sara Jane Brace, Duane Deitrich, and Mary Ziegler; No – 0; Abstentions – 0; Absent – Pearl Downs-Sheckler, Wayne Wentz, Keith Krapf, Emily Gehman, Matthew vonFrisch, and George Williams.

PERSONNEL MATTERS

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

PERSONNEL MATTERS (continued)

Resignations

Resignation of the following person(s):

Danny Martin, Vehicle Driver/Vehicle Assistant and Transportation Summer Employment, effective the close of business June 23, 2021.

Tammy Steele, Instructional Assistant, effective the close of business July 19, 2021.

Dawn Nickisher, Fiscal Analyst, effective the close of business July 6, 2021.

Elizabeth Frantz, Substitute Teacher and Instructional Assistant, effective the close of business June 30, 2021.

Brielle Haas, Autism Support Interventionist, effective the close of business August 8, 2021.

Marita Paton, Instructional Assistant, effective the close of business July 6, 2021.

Erik Tracy, Teacher, Special Education, Summer Employment Professional Staff Pool and Homebound Instruction/Instruction in the Home Pool, effective the close of business July 7, 2021.

Ann Quigley, Instructional Assistant and Summer Employment Support Staff Pool, effective the close of business July 27, 2021.

Retirement

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

Lloyd Moyer, Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business January 28, 2022 (5 Years of Service).

James Gilson, Job Coach and Summer Employment Pool Support Staff, effective the close of business September 10, 2021 (12 Years of Service).

Position Transfers

Position transfer of the following person(s):

Kelly Aschenbach, Accounting Specialist, position transfer to Senior Accounting Specialist, at an annual salary of \$73,500, prorated for the 242-work day year, effective August 1, 2021 (Replacement for Kelly Aschenbach, Transferred; Business Office Budget).

Full-Time Employment

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

Tammy Steele, Secretary, Central Office, at an annual salary of \$30,500, prorated for the 242-day work year, effective July 20, 2021 (Replacement for Rita Christman, Resigned; Special Education Budget).

Amy Fusselman, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$12.82/Van Driver and \$10.00/Vehicle Assistant, effective August 17, 2021. (Transportation Pool; Transportation Budget).

Marla Palonis, Teacher, Special Education, Itinerant, at an annual salary of \$60,495, Step 8, Column M, prorated for the 194-day work year, effective August 2, 2021 (New Position; Special Education Budget).

Brielle Haas, Teacher, Special Education, Lehigh County Enhanced Autism, at an annual salary of \$50,000, Step 1, Column B, prorated for the 194-day work year, effective August 9, 2021 or upon receipt of final paperwork and proper certification (Replacement for Erin Crawford, Resigned; Special Education Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Hannah Sommer, Teacher, Special Education, Carbon County Enhanced Autism, at an annual salary of \$50,861, Step 1, Column B+12, prorated for the 194-day work year, effective August 9, 2021 or upon receipt of final paperwork and proper certification (Replacement for Brandon Pugh, Resigned; Special Education Budget).

Cindy Nguyen, Human Resources Specialist, Central Office, at an annual salary of \$52,000, prorated for the 242-day work year, effective August 2, 2021 (Replacement for Rachel Knoblach, Resigned; Human Resources Budget).

Emily Ripper, Teacher, Special Education, Itinerant, at an annual salary of \$57,497, Step 6, Column M, prorated for the 194-day work year, effective August 2, 2021 or upon receipt of final paperwork (Replacement for Julia Hanlund, Resigned; Special Education Budget).

Contracted Services

Contract with the following person(s) for the 2021-2022 fiscal year, up to 29 hours per week:

Kimberly Marchessault, Physical Therapist, at the appropriate hourly rate, effective July 1, 2021.

Holly Sharkazy, Physical Therapist, at the appropriate hourly rate, effective July 1, 2021.

Shauntise DuBose, Occupational Therapist, at the appropriate hourly rate, effective July 6, 2021.

Lynette Wendling, Occupational Therapist, at the appropriate hourly rate, effective July 6, 2021.

Dana Smith, Occupational Therapist, at the appropriate hourly rate, effective July 6, 2021.

Christopher Krajcir, Occupational Therapist, at the appropriate hourly rate, effective July 6, 2021.

Donna Andrews, Occupational Therapist, at the appropriate hourly rate, effective July 6, 2021.

Erin Charnick, Special Education Teacher, at an hourly rate of \$45.15, effective July 1, 2021.

Kelly Green, Absence Coordinator, at an hourly rate of \$15.15, effective July 1, 2021.

Substitutes

Approve the following substitutes for the 2021-2022 fiscal year, up to 29 hours per week:

Substitute Teachers and Substitute Instructional Assistants

Veronica Barron

Marla Palonis

Summer Employment Pool Professional Staff

Summer Employment Professional Personnel Pool, on an as-needed basis, September 1, 2020 to August 31, 2021 at the appropriate hourly rate or board approved rate, up to 29 hours per week:

Barley Hodges

Jenna Brody

Brielle Haas

Roderick Lowe

Denyse Edwards

Anne Marie Beckerman

Donna Decesaris

PERSONNEL MATTERS (continued)

Summer Employment Pool Professional Staff (continued)

Summer Employment Professional Personnel Pool, on an as-needed basis, July 1, 2021 to August 31, 2021 at the appropriate hourly rate or board approved rate, up to 29 hours per week:

Casey Creyer
Larry Heintzelman
Evan Pensabene

Summer Employment Pool Support Staff

Summer Employment Support Personnel Pool, on an as-needed basis, July 1, 2021 to August 31, 2021 at the appropriate hourly rate or board approved rate, up to 29 hours per week:

Michelle Scalleat

Transportation Summer Employment

Approve the following person(s) for the 2021-2022 Transportation Summer Employment Vehicle Driver/Vehicle Assistant, at the appropriate hourly rate:

Amy Fusselman

Tenure Acknowledgement

Tenure has been granted to the following CLIU Employee:

Katrina Creveling

Moved: Dr. James Warfel; Seconded: Gale Husack; Vote: Yes – Gale Husack, Dr. James Warfel, Sherry Haas, Lisa Roth, Sara Jane Brace, Duane Deitrich, Alisa Bowman, and Mary Ziegler; No – 0; Abstentions – 0; Absent - Pearl Downs-Sheckler, Wayne Wentz, Keith Krapf, Emily Gehman, Matthew vonFrisch, and George Williams.

APPROVAL OF CLIU #21 ADMINISTRATIVE PERSONNEL ORGANIZATIONAL CHART

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the proposed Carbon Lehigh Intermediate Unit #21 Administrative Personnel Organizational Chart as presented.

Moved: Sherry Haas; Seconded: Alisa Bowman; Vote: Yes – Dr. James Warfel, Sherry Haas, Lisa Roth, Sara Jane Brace, Duane Deitrich, Alisa Bowman, Gale Husack, and Mary Ziegler; No – 0; Abstentions – 0; Absent - Pearl Downs-Sheckler, Wayne Wentz, Keith Krapf, Emily Gehman, Matthew vonFrisch, and George Williams.

APPROVAL OF THE 2021-2022 CLIU YOUTH FORESTRY CAMP #2 SCHOOL OPERATIONS AND JOINT POLICIES AND PROCEDURES MANUAL

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the 2021-2022 Youth Forestry Camp #2 School Operations and Joint Policies and Procedures Manual as presented.

Moved: Duane Deitrich; Seconded: Sherry Haas; Vote: Yes – Sherry Haas, Lisa Roth, Sara Jane Brace, Duane Deitrich, Alisa Bowman, Gale Husack, Dr. James Warfel, and Mary Ziegler; No – 0; Abstentions – 0; Absent - Pearl Downs-Sheckler, Wayne Wentz, Keith Krapf, Emily Gehman, Matthew vonFrisch, and George Williams.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss at the meeting.

NEW BUSINESS

First Reading of Policy 435, PDE Certified Professional Employees, Parenting Leave

The first reading of Policy 435, PDE Certified Professional Employees, Parenting Leave, was accomplished. This policy will be brought before the Board at its next regularly scheduled meeting, August 16, 2021, for a second reading and adoption of the policy.

PSBA Delegate Assembly—October 23, 2021

The PSBA 2021 Delegate Assembly will occur on Saturday, October 23, 2021, and will be held as a hybrid event. With the Board's approval, President Ziegler designated Gale Husack, CLIU Board Vice President, to represent and vote on behalf of the CLIU Board of Directors at the delegate assembly. The PSBA Delegate Assembly is the association-wide business meeting that includes platform and bylaws consideration, financial updates, and leadership election results. On behalf of the CLIU Board of Directors, President Ziegler thanked Ms. Husack for her serving in this capacity.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

Sherry Haas, CLIU Board Member from the Palmerton Area School District, reported that they will be holding a vaccine clinic in August.

As we return to meeting in person and in an effort to get to know each other better, it was requested by President Ziegler that one Board member each month during Board Sharing provide a little bit of information about themselves, i.e., name/school district they represent/years on their Board/hobbies/interests, etc.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:00 p.m. Moved: Duane Deitrich; Seconded: Sherry Haas. President Ziegler declared the meeting adjourned.

Respectfully submitted,

Tarabeth Houser
CLIU Director, Business Services/
Acting Board Secretary

NEXT BOARD MEETING
Monday, August 16, 2021
6:30 P.M.
Carbon Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078