

MINUTES  
CARBON LEHIGH INTERMEDIATE UNIT  
BOARD OF DIRECTORS

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

MONDAY, MARCH 18, 2013

**7:00 P.M.--CLIU BOARD MEETING – CLIU BOARD ROOM**

Meeting No. 518

CALL TO ORDER

President Robert Bold called the five hundredth and eighteenth meeting of the Carbon Lehigh Intermediate Unit Board of Directors to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

ATTENDANCE

Board Members in Attendance: Penny Hahn, Francee Fuller, Raymond Follweiler, Jr., Darryl Schafer, Robert E. Bold, and Robert Kolb. Board Members in Attendance via Audio Conference: Debra Lamb, Wayne Wentz, Clarence Myers, and Mary L. Ziegler. Board Members Absent: William Allison, Anthony DeMarco, Patti Mohr, and John Toft, Jr. Staff: Diane L. Carfara, Dr. Elaine E. Eib, and Andrew Lechman. Also in attendance was James Bova and Michele Bitner, Auditors, Campbell, Rappold, and Yurasits. Ellis Katz, Esq., Solicitor, was in attendance via audio conference.

BOARD PRESIDENT'S REPORT

President Bold thanked the Board members for their attendance.

He also noted that an Executive Session will be held following the presentations to discuss personnel matters.

APPROVAL OF THE JANUARY 30, 2013 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the January 30, 2013 meeting as presented. Moved: Penny Hahn; Seconded: Robert Kolb; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Board Correspondence

The Board Correspondence was shared with Board members via [www.cliu.org/CLIU Board Room/Board Correspondence](http://www.cliu.org/CLIU Board Room/Board Correspondence), and is filed with Board Related Materials.

CLIU Update

Dr. Eib highlighted the following:

- Consortium pricing is currently being offered to school districts for legal services through the Technology Pool Counsel as offered by Mark Cheramie Walz, Esquire, an expert in technology law, from the firm of Sweet, Stevens, Katz and Williams.

REPORT OF AUDIT FOR THE 2011-2012 FISCAL YEAR

James Bova, Auditor, from the firm of Campbell, Rappold, and Yurasits, provided a brief overview of the Single Audit Package for the CLIU #21 for the year ended June 30, 2012.

REPORT OF AUDIT FOR THE 2011-2012 FISCAL YEAR (continued)

Mr. Bova stated that there were no difficulties encountered in dealing with management in performing and/or completing the audit, and commended the Business Office Administration and Staff for a job well done.

There being no further discussion, the following motion was brought to the floor:

- MOTION: The Carbon Lehigh Intermediate Unit #21 Board of Directors accepts the Carbon Lehigh Intermediate Unit #21 General Purpose Financial Statements, Auditors' Report, Supplementary Information and Supplementary Auditors' Reports, Single Audit Package, for year ended June 30, 2012. Moved: Raymond Follweiler, Jr.; Seconded: Francee Fuller; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

Dr. Eib acknowledged Andrew Lechman, Director of Business Services, and Lucille Gallis, Fiscal Coordinator, for their attention to detail and the outstanding job done with the reorganization of the Business Office.

Following the report of the audit, James Bova, Michele Bitner, and Andrew Lechman left the meeting at 7:10 p.m.

FACILITIES PLAN PRESENTATION

Dr. Eib shared the Facilities Plan Report and Recommendations with the Board. Action on this report will be taken to approve these recommendations later in the meeting.

EXECUTIVE SESSION

An Executive Session was called at 7:15 p.m. to discuss personnel matters.

The Board meeting reconvened at 7:30 p.m.

AUDIENCE INPUT ON AGENDA

There was no Audience Input on the Agenda.

APPROVAL OF 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 January 31, 2013 and February 28, 2013 as presented.

Ratifying Payment of Bills

Ratifying payment of bills from January 21, 2013 to January 29, 2013 and January 31, 2013 to March 11, 2013 in the amount of \$7,686,736.60.

Payment of Bills

Payment of bills for March 18, 2013 as listed: Bills for Approval – 3/18/13 - \$1,125,224.55.

Approval of Lease Agreement—Early Intervention

Approve a three-year lease agreement between Office Plaza Irrevocable Trust dba Weinstein Realty, c/o Sunburst Property Management, Inc., 739 N. 12<sup>th</sup> Street, Allentown, PA, and the Carbon Lehigh Intermediate Unit #21, to lease 1,377 square feet of office space, located at Sunburst Office Plaza, 1541 Alta Drive, Suite 201, Whitehall, PA 18052, at a cost of \$1,837.00/month for the first year, \$1,892.00/month for the second year, and \$1,949.00/month for the third year, commencing April 1, 2013 and terminating on March 31, 2016, per Solicitor approval (Early Intervention Budget), as presented.

FISCAL MATTERS (continued)

Approval of Bid Awards for Sale of Decommissioned Vehicles

Approve the bid awards for the sale of decommissioned vehicles to the following individuals:

<u>Vehicle</u>	<u>VIN #</u>	<u>Mileage</u>	<u>Name/Address</u>	<u>Amount</u>
J07 1999 Plymouth Voyager	2P4FP253XXR450352	103,248	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$550.01
J08 2000 Plymouth Voyager	2P4GP2539YR615698	102,286	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$751.01
J13 1998 Chevy Venture	1GNDU03E4WD165801	164,991	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$625.01
J24 1998 Chevy Venture	1GNDU03E7WD171415	93,087	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$625.01
J27 2000 Plymouth Voyager	2P4GP2534YR600526	94,221	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$750.01
J28 2000 Plymouth Voyager	2P4GP2532YR556672	105,060	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$750.01
J33 1998 Chevy Venture	1GNDU03E5WD172241	85,888	Jeffrey Wirth 3173 Pine Road Danielsville, PA 18038	\$729.00
J38 1999 Plymouth Voyager	2P4FP2539XR108195	77,070	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$500.95
J40 2003 Dodge Caravan	1D4GP25343B215773	96,349	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$1,875.50
J52 1998 Chevy Venture	1GNDU03E3WD171010	95,600	Thomas & Heather Pasquaniello 2605 Hahns Dairy Road Palmerton, PA 18071	\$652.00
MIS 4 1997 Dodge Caravan	2B4GP4530VR292666	170,550	Frank Ruffino 1549 Northampton St. Easton, PA 18042	\$390.00
2002 Dodge Stratus	1B3AL46R02N135334	74,680	Anthony Sebelin 139 Silk Street Jim Thorpe, PA 18229	\$2,000.95

Moved: Robert Kolb; Seconded: Raymond Follweiler, Jr.; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

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):

Staci Wolfe, Substitute Teacher and Substitute Instructional Assistant, effective the close of business January 30, 2013.

Colleen Karba, Contracted Behavioral Support and Therapeutic Staff Support Worker, effective the close of business January 11, 2013.

Dale Loch, Sr, Mechanic, effective the close of business February 8, 2013.

Laura Bonfante, Behavioral Specialist (Master's Level/BCBA), effective the close of business February 25, 2013.

Stephanie Mohler, Substitute Teacher and Instructional Assistant, effective the close of business February 8, 2013.

Karen DeLong, Vehicle Driver, effective the close of business February 20, 2013.

Retirement

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

Marilyn Shephard, Confidential Secretary, effective the close of business June 30, 2013 (26 Years of Service).

Phoebe Sechrist, Speech Therapist, Homebound Instruction and Instruction In The Home Pool-Professional Staff, and Summer Employment Pool Professional Staff, effective the close of business June 28, 2013 (20.5 Years of Service).

Wayne Rodgers, Vehicle Assistant, effective the close of business March 28, 2013 (2.5 Years of Service).

Jacob Molchany, Maintenance Coordinator, effective the close of business April 4, 2013 (23.5 Years of Service).

Willard Fairchild, Vehicle Driver/Vehicle Assistant, effective the close of business June 30, 2013 (7 Years of Service).

Ruth Fairchild, Instructional Assistant, effective the close of business June 30, 2013 (6 Years of Service).

Sandra Piescienski, Instructional Assistant, effective the close of business June 30, 2013 (14.5 Years of Service).

Employment Termination

Employment termination of the following person(s):

Michele Hewitt, Vehicle Driver/Vehicle Assistant and Transportation Summer Employment, effective the close of business February 13, 2013.

Full-Time Employment

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

Michelle Gold, Secretary, Transportation Office, at an annual salary of \$26,000, prorated for the 242-day work year, effective February 26, 2013 (Replacement for Rebecca Strongowski; Retired; Transportation Budget).

Corey McHugh, Mechanic, Transportation Office, at an hourly salary of \$19.12, prorated for the 260-day work year, effective March 19, 2013 (Replacement for Dale Loch, Resigned; Transportation Budget).

PERSONNEL MATTERS (continued)

Part-Time Employment

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

Denise Mickle, Instructional Assistant, St. Paul's Church, at the hourly rate of \$11, up to 29 hours per week, effective March 19, 2013 (IA Pool; Early Intervention Budget).

Eullanda Hall, Instructional Assistant, Early Intervention Troxell Building, at the hourly rate of \$11, up to 29 hours per week, effective March 19, 2013 (IA Pool; ACCESS/Early Intervention Budget).

Ruth Marlatt, Vehicle Driver (CDL), at the hourly rate of \$13.61/Mini-Bus and \$14.04/Bus Driver, effective March 1, 2013 (Transportation Budget).

Unpaid Leave

Grant an Unpaid Leave to the following person(s):

Mary Lou Harvan, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning February 7, 2013 and ending on April 2, 2013 with a return to work date of April 3, 2013.

Deborah Ciappa, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning April 12, 2013 and ending on June 11, 2013 with a return to work date of August 15, 2013.

Michele Hewitt, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning January 25, 2013 and ending on February 13, 2013.

Maani Nemeh, Instructional Assistant, Family Illness Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning February 12, 2013 and ending on May 3, 2013 with a return to work date of May 6, 2013.

Julie Borden, Reading Specialist, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning the afternoon of May 2, 2013 and ending on May 17, 2013 with a return to work date of May 20, 2013.

Jacqueline Panarello, Autism Support Interventionist, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning March 5, 2013 and ending on March 21, 2013 with a return to work date of March 22, 2013.

Change of Date—Unpaid Leave

Change of Date for an Unpaid Leave for the following person(s):

Donna Behler, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning January 8, 2013 with a change of end date from January 18, 2013 to March 18, 2013 with a return to work date of March 19, 2013.

Eileen Balliet, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning January 7, 2013 with a change of end date from January 28, 2013 to February 21, 2013 with a return to work date of February 25, 2013.

PERSONNEL MATTERS (continued)

Change of Date—Unpaid Leave (continued)

Sally Gilbert, Instructional Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 12, 2012 with a change of end date from February 28, 2013 to July 1, 2013 with a return to work date of August 20, 2013.

Tenure

Grant tenure to the following person(s):

Robin McGeehan effective February 2013

Support Teacher

Payment per the CLEA contract to the following support teacher(s) on September 30, 2013:

<u>Support Teacher</u>	<u>Scholar</u>
Leanne Lorenzo (replacing Allison Haberman) September 30, 2012 to February 1, 2013	Kristen Onder

Support Teacher

Payment per the CLEA contract to the following support teacher(s) on March 31, 2014:

<u>Support Teacher(s)</u>	<u>Scholar(s)</u>
Adriane Strohl Lynn Koncz	Justine Andrews Holly Yon

Change of Days

Approve the change of Days for the following person(s) for the 2012-2013 fiscal year:

Janet Waxmonsky, Emergency Employment School Psychologist, at the rate of \$65 per hour, up to 4 days per week/7 hours per day, (previously approved for up to 3 days per week/7 hours a day) effective February 25, 2013 (Special Education Budget).

Homebound Instruction and Instruction in the Home Pool

The following Professional Employees to provide Homebound Instruction/Instruction in the Home on an as-needed basis for the 2012-2013 fiscal year, at the appropriate hourly rates:

Jayne Luca  
Bethann Garcia

Emergency Employment

Emergency employment of the following person(s) for the 2012-2013 fiscal year:

Dale Snyder, Substitute Vehicle Assistant, at the hourly rate of \$9.35, effective January 30, 2013 (Transportation Pool).

Louis Muenker, Contracted Interim Director of Special Programs and Services, at the daily rate of \$550, effective March 18, 2013 or upon receipt of pending paperwork to June 30, 2013 (CORE Budget).

Emergency employment of the following person(s) for the 2013-2014 fiscal year:

Sandra Piescienski, Substitute Instructional Assistant

PERSONNEL MATTERS (continued)

Contracted Services

Contract with the following person(s) for the 2012-2013 fiscal year:

Jennifer Fandl, Behavioral Support, at the rate of \$20 per hour, up to 5 days per week/40 hours per week, effective January 29, 2013.

Elaine McCarthy, Behavioral Support, at the rate of \$20 per hour, up to 5 days per week/40 hours per week, effective February 21, 2013.

Thomas Frantz, Maintenance Worker, at the rate of \$13.75 per hour, up to 90 days per year, effective February 19, 2013.

Janine Wargo, Psychologist, at the rate of \$65 per hour, up to 28 hours per week, effective March 4, 2013.

Gina Spicknall-Cook, Behavioral Support, at the rate of \$20 per hour, up to 5 days per week/40 hours per week, effective March 4, 2013.

Anthony R. Haddad, Behavioral Support, at the rate of \$20 per hour, up to 5 days per week/40 hours per week, effective March 6, 2013.

Substitutes

Approve the following substitutes for the 2012-2013 fiscal year:

Substitute Teacher

Suzanne Kelly

Substitute Vehicle Driver/Vehicle Assistant

Michael Nemeth-\$14.04/Big Bus and \$13.61 Mini-Bus effective March 6, 2013.

Provider 50 Personnel Pool

Provider 50 Personnel Pool, casual employment, on an as-needed basis, for the 2012-2013 fiscal year, at the board approved rates for the position(s) listed:

Elizabeth Rivera/Therapeutic Staff Support Worker (AA)  
Ann Waibel/Therapeutic Staff Support Worker (BA)  
Mary Luchansky/Therapeutic Staff Support Worker (BA)  
Holly Yon/Therapeutic Staff Support Worker (BA)  
Cindy Carr/Therapeutic Staff Support Worker (BA)  
Jason McElmoyle/Mobile Therapist

Moved: Robert Kolb; Seconded: Raymond Follweiler, Jr.; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

APPROVAL OF RESIGNATION—ASSISTANT DIRECTOR, SPECIAL PROGRAMS AND SERVICES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the resignation of Deborah Dendas, Assistant Director of Special Programs and Services, in accordance with the terms discussed and approved by the Solicitor. Moved: Penny Hahn; Seconded: Darryl Schafer; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

APPROVAL OF ACT 93 AGREEMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves a four-year extension of the Act 93 Agreement effective July 1, 2013 as filed with the Official Minutes. Moved: Robert Kolb; Seconded: Francee Fuller; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

APPROVAL OF 2013-2014 SPECIAL EDUCATION FACILITIES PLAN COMMITTEE REPORT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the 2013-2014 Facilities Plan Committee Report as adopted by the CLIU Facilities Plan Committee on February 22, 2013 as filed with Board Related Materials. In addition, the Board reaffirms its commitment to the original construct of the facilities planning, approved November 1, 1989, which consists of a series of prioritized inquiries to be considered in determining the future location of the CLIU and school district special education classes. Moved: Darryl Schafer; Seconded: Penny Hahn; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

APPROVAL OF 2013-2014 CLIU PROGRAM CALENDARS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors adopts the following CLIU Program Calendars for 2013-2014 as filed in Board Meeting Resources:

- (a) Youth Forestry Camp #2
- (b) Youth Services ACT Programs, Jim Thorpe and Wind Gap
- (c) Lehigh Valley Health Network Adolescent Transitions/Lehigh County Juvenile Detention Center

Moved: Darryl Schafer; Seconded: Penny Hahn; 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.

BOARD SHARING

Condolences were extended to the East Penn School District community following a recent fire tragedy in Emmaus.

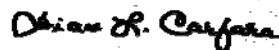
LEGISLATIVE UPDATE

President Bold reported that school boards are invited to submit resolutions and/or legislative items to be considered for PSBA's 2014 Legislative Platform. The deadline to submit items is June 28, 2013.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:32 p.m. Moved: Penny Hahn; Seconded: Raymond Follweiler, Jr.; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

Respectfully submitted,



(Mrs.) Diane L. Carfara  
Board Secretary

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NEXT MEETING

MONDAY, APRIL 15, 2013

Carbon Lehigh Intermediate Unit  
4210 Independence Drive  
Schnecksville, PA 18078

7:00 P.M. – Regular Board Meeting – CLIU Board Room

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