MINUTES

CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

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

MONDAY, JULY 15, 2013

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

Meeting No. 523

CALL TO ORDER

President Robert Bold called the five hundredth and twenty-third 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, Wayne Wentz, Raymond Follweiler, Jr., Darryl Schafer, Clarence Myers, Robert E. Bold, Mary L. Ziegler, and Dorothy Mohr. Board Members in Attendance via Audio Conference: Francee Fuller. Board Members Absent: Debra Lamb, Robert Schaninger, Anthony DeMarco, John Toft, Jr., and Robert Kolb. Staff: Diane L. Carfara, Tee Decker, Dr. Elaine E. Eib, Philip Fiore, Molly Flood, Lauren Ganser, Dr. Charlotte Golden, Melissa Johnson, James E. Kochie, Andrew Lechman, Danielle Roland, and Kim Talipan.. Also in attendance was Ellis Katz, Esq., Solicitor.

APPROVAL OF THE JUNE 17, 2013 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the June 17, 2013 meeting as presented, amending the following Personnel Matter as follows:

> Contracted Services: Contract with Gina Spicknall-Cook, School Psychologist, at the rate of $40 per hour (not *at the rate of $35 per hour* as previously approved), for the 2012-2013 and 2013-2014 fiscal years, up to 29 hours per week, effective May 15, 2013.

Moved: Raymond Follweiler, Jr.; Seconded: Wayne Wentz; Vote: Yes - 9 No – 0; Abstentions – 0; Absent – 5.

BOARD PRESIDENT'S REPORT

Mr. Bold welcomed Kim Talipan, newly-appointed Assistant to the Executive Director, to the Board table.

President Bold reported on the following:

- The 2013 PASA-PSBA School Leadership Conference is being held from October 15-18, 2013. A voting delegate to represent the CLIU Board of Directors at the Assembly on October 15, 2013 will be chosen by the Board at the August 19th Board meeting;
- A list of officers on the ballot for the PSBA Board of Directors will be posted on their website in the near future. Please be reminded that school districts, intermediate units, and career and technical institutes will be allowed one vote per entity. Voting instructions are forthcoming.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Board Correspondence

A copy of the CLIU Camp Parkland Newsletter highlighting weeks 1 & 2 of the program was shared with each Board member.

CLIU Update

Dr. Eib provided an Update on the following:

- CLIU is transitioning well and has done an excellent job of filling key administrative positions, and finalizing the selection process for the Director of Transportation and Special Education Supervisors by August;
- The Annual Cabinet Retreat will be held on Thursday, July 25, 2013 at Cedar Crest College, with a priority being team building and goal setting; and
- Lastly, we are busy preparing for our two opening in-service programs. Opening day for Transportation will be held on August 15th at Lehighton High School; and for CLIU, it will be conducted on August 20th at Parkland High School. All Board members are welcome to join us. Thanks were extended to both the Lehighton Area and Parkland School Districts for allowing us to use their facilities; as well as to Mr. Bold and Mr. Wentz for speaking at these events.

PROJECT SEARCH GRADUATION VIDEO

Dr. Eib reported on the CLIU-operated, school-to-work transition program, Project SEARCH; and in particular, the celebratory graduation ceremony held on June 13, 2013. Shared with the Board were the highlights of the ceremony which included:

- The presentation of a citation to Project SEARCH sponsored by State Representative Dan McNeill; and
- A video showcasing the program's twelve interns as prepared by the Project SEARCH staff; Melissa Johnson, Supervisor of this program; Danielle Roland, Project SEARCH Teacher; and Jim Kochie, Project SEARCH Teacher and newly-appointed Supervisor of Special Programs and Services.

On behalf of the Board, both President Bold and Dr. Eib thanked the Project SEARCH staff for their attendance at the meeting and for sharing that wonderful video with them.

AUDIENCE INPUT ON AGENDA

There was no Audience Input on the Agenda.

FISCAL MATTERS—TREASURER'S REPORT, RATIFYING PAYMENT OF BILLS, AND PAYMENT OF BILLS

- 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 July 31, 2013 as presented.

Ratifying Payment of Bills

Ratify the following payment of bills as follows:

June 11, 2013 through June 30, 2013 in the amount of $4,101,642.75; and
July 1, 2013 through July 8, 2013 in the amount of $1,259,432.89.

Payment of Bills

Payment of bills for July, 2013 as listed: Bills for Approval – 7/15/2013 - $1,466,585.50.

Moved: Penny Hahn; Seconded: Dorothy Mohr; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

FISCAL MATTERS—APPROVAL OF LEASE AGREEMENTS—EARLY INTERVENTION

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the approval of lease agreements for early intervention as presented:

A five (5) year lease agreement between Saucon Valley Rental LLC, 2793 Wassergass Road, Hellertown, PA, 18055, and the Carbon Lehigh Intermediate Unit #21, to lease 2,722 square feet of space, located at 128 Delaware Avenue, Palmerton, PA 18071, at a cost of $3,221.03/month for the first year; $3,311.77/month for the second year; $3,402.50/month for the third year; $3,493.23/month for the fourth year; and $3,583.97/month for the fifth year, commencing August 1, 2013 and terminating on July 31, 2018, as approved by the Solicitor (Early Intervention Budget);

A three (3) year lease agreement between the Borough of Lehighton, Lehighton Municipal Building, 1 Constitution Avenue, P.O. Box 29, Lehighton, PA 18235, and the Carbon Lehigh Intermediate Unit #21, to lease four (4) rooms, 1,635 square feet of space, located at the Lehighton Borough Annex, 110 N. Third Street, Lehighton, PA 18235, at a cost of $20,437.50/year for the first year; $21,255.00/year for the second year; and $22,072.50 for the third year, commencing July 1, 2013 and terminating June 30, 2016, as approved by the Solicitor (Early Intervention Budget).

Moved: Francee Fuller; Seconded: Penny Hahn; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

REAPPOINTMENT OF EXECUTIVE DIRECTOR FOR THE CARBON LEHIGH INTERMEDIATE UNIT #21

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the reappointment of Dr. Elaine E. Eib, Executive Director of the Carbon Lehigh Intermediate Unit #21, for a term of four years to begin on April 17, 2014 and to end on April 17, 2018, in accordance with the terms of the contract as filed with the Official Minutes. Moved: Dorothy Mohr; Seconded: Wayne Wentz; Vote: Roll Call: Yes – Penny Hahn, Francee Fuller, Wayne Wentz, Raymond Follweiler, Jr., Darryl Schafer, Clarence Myers, Robert Bold, Mary Ziegler, and Dorothy Mohr; No – 0; Abstentions – 0; Absent – 5.

Dr. Eib thanked Mr. Bold, the Board, Cabinet, Supervisors, and entire CLIU Staff for their continued support and faith in her.

PERSONNEL MATTERS

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

Resignations

Resignation of the following person(s):

Sarah Leibelsperger, Speech Therapist and Homebound Instruction & Instruction in the Home Pool-Professional, effective the close of business August 1, 2013.

Julie Tonnies, Speech Therapist, effective the close of business August 19, 2013.

Wendy Savage, Instructional Assistant, effective the close of business July 5, 2013.

Full-Time Employment

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

Valerie Orwan, Speech Therapist, Itinerant, at an annual salary of $44,532, Step 1, Column M, prorated for the 194-day work year, effective July 16, 2013 or upon receipt of pending paperwork and proper certification (New Position; Early Intervention Budget; Non-Tenured).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Brandi Pace, Speech Therapist, Itinerant, at an annual salary of $44,532, Step 1, Column M, prorated for the 194-day work year, effective July 16, 2013 or upon receipt of pending paperwork and proper certification (Replacement for Jennifer Shegina, Resigned; Early Intervention Budget; Non-Tenured).

Courtney Scholl, Speech Therapist, Itinerant, at an annual salary of $44,532, Step 1, Column M, prorated for the 194-day work year, effective July 16, 2013 or upon receipt of pending paperwork and proper certification (Replacement for Karen Luma, Resigned; Early Intervention Budget; Non-Tenured).

Selene Polaha, Teacher, Itinerant, at an annual salary of $47,332, Step 4, Column B, prorated for the 194-day work year, effective July 8, 2013 (Replacement for Jane Seng, Transferred; Early Intervention Budget, Non-Tenured).

Stephanie Santee, Teacher, Northwestern Middle School, at an annual salary of $49,832, Step 4, Column M12, prorated for the 194-day work year, effective August 20, 2013 or upon receipt of pending paperwork (New Position; Special Education Budget, Non-Tenured).

Part-Time Employment

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

Edward Patterson (CDL), at the hourly rate of $13.61/Mini Bus and $14.04/Bus Driver, effective June 12, 2013 (Transportation Budget).

Position Transfer

Position transfer of the following person(s):

Valerie Rex, Secretary (Confidential), position transfer from Secretary to the Human Resources Director to the Administrative Assistant to the Assistant to the Executive Director, at an annual salary of $41,000, prorated for the 240-work day year, effective August 1, 2013 (Replacement for Marilyn Shephard, Retired; Assistant Executive Director Budget).

Unpaid Leave

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

Karen Gursky, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning March 18, 2013 and ending on June 28, 2013 with a return to work date of August 15, 2013.

Change of Date—Unpaid Leave

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

Corey McHugh, Mechanic, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning April 30, 2013 with a change of end date from August 8, 2013 to June 14, 2013 with a return to work date of June 17, 2013.

Jacqueline Panarello, Autism Support Interventionist, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning March 5, 2013 with a change of end date from June 25, 2013 to August 14, 2013 with a return to work date of August 15, 2013.

Tenure

Grant tenure to the following person(s):

Desireah Poandl

PERSONNEL MATTERS (continued)

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 2013-2014 fiscal year, at the appropriate hourly rates, up to 29 hours per week:

Carley Knappenberger

Contracted Services

Contract with the following person(s) for the 2012-2013 and 2013-2014 fiscal years, up to 29 hours per week:

Suzanne Hammond, CPI Instructor, at the appropriate hourly rate, effective June 15, 2013.

Michael Sharkazy, CPI Instructor, at the appropriate hourly rate, effective June 15, 2013.

Contract with the following person(s) for the 2013-2014 fiscal year, up to 29 hours per week:

Samantha Solomon, Behavioral Support, at the rate of $20 per hour, effective July 1, 2013.

David Abruzzi, Behavioral Support, at the rate of $20 per hour, effective July 1, 2013.

Melissa Hunter, Behavioral Support, at the rate of $20 per hour, effective July 1, 2013.

Jessica Woods, Behavioral Support, at the rate of $20 per hour, effective July 1, 2013.

Elizabeth Fox, Behavioral Support, at the rate of $20 per hour, effective July 1, 2013.

Linda Kelly, Behavioral Support, at the rate of $20 per hour, effective July 1, 2013.

Vincent Andrews, Behavioral Support, at the rate of $20 per hour, effective July 1, 2013.

Contract with the following person for the 2013-2014 fiscal year:

Cynthia Gillette, Absence Coordinator, at the hourly rate of $14.85, effective July 1, 2013.

Substitutes

Approve the following substitutes for the 2013-2014 fiscal year, up to 29 hours per week:

Substitute Utility Staff

Norman Walker

Provider 50 Personnel Pool

Provider 50 Personnel Pool, casual employment, on an as-needed basis, for the 2012-2013 and 2013-2014 fiscal years, at the board approved rates for the position(s) listed, up to 29 hours per week:

Nicholas Weschler/Mobile Therapist
Brittany Smith/Therapeutic Staff Support Worker (BA)
Vincent Andrews/Therapeutic Staff Support Worker (BA)
Lisa Bartel/Therapeutic Staff Support Worker (BA)
Kristyn Labyack/Mobile Therapist
Meranda Hess/Behavioral Specialist/Mobile Therapist

PERSONNEL MATTERS (continued)

Provider 50 Personnel Pool (continued)

Renew the Provider 50 Personnel Pool, casual employment, on an as-needed basis, for the 2013-2014 fiscal year, at the board approved rates for the position(s) listed, up to 29 hours per week:

Barbara Haas-Givler/TSS/MT/BS (Master's Level/BCBA)
Sharon Studzienko/TSS/MT/BS (Master's Level/BCBA)

Summer Employment Pool Professional Staff

Summer Employment Professional Personnel Pool, on an as-needed basis, September 1, 2012 to August 31, 2013 at the appropriate hourly/daily rate or board approved rate, up to 29 hours per week:

Dara Kelly
Ashley Ziegler
Jeremy Haloskie

Summer Employment Pool Support Staff

Summer Employment Support Personnel Pool, on an as-needed basis, September 1, 2012 to August 31, 2013 at the appropriate hourly/daily rate or board approved rate, up to 29 hours per week:

Felecia Strauch
Iraida Rosfelder

Transportation Summer Employment

Approve the following 2013 Transportation Summer Employment person(s):

Vehicle Drivers

Stephanie Messinger, at the hourly rate of $12.82
Catherine Rang, at the hourly rate of $12.82
Ralph Green, at the appropriate hourly rate

Vehicle Driver/Vehicle Assistant

Norman Walker, at the hourly rate of $9.35/Vehicle Assistant and $12.82/Van Driver

Moved: Penny Hahn; Seconded: Mary Ziegler; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

COORDINATOR OF EFFORT TO COMPLY WITH SECTION 504

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors designates Deborah Popson as the Coordinator of Section 504 Compliance for the 2013-2014 school year. Moved: Wayne Wentz; Seconded: Darryl Schafer; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

Francee Fuller left the meeting at 7:15 p.m. Votes from this point reflect her absence.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss.

NEW BUSINESS

Diane Carfara, Board Secretary, requested that CLIU Board Officers remain for a few minutes following the meeting so that a photograph may be taken.

BOARD SHARING

Nothing was offered by any of the Board members during this portion of the meeting.

BOARD SHARING (continued)

At this time, the Board allowed input from an audience member. Lauren Ganser, Northern Lehigh School Board member and CLIU Provider 50 and substitute employee, addressed the Board regarding her receipt of a letter noting the decrease in her employment hours for the 2013-2014 school year. Of particular concern was for her inability to adequately serve the students and their families of Carbon and Lehigh Counties due to this decrease in work hours. Per this concern, President Bold shared that he will address this issue and her concerns with Dr. Eib, Ms. Talipan and Board Solicitor Katz, reporting back to the Board on this at the August Board meeting.

LEGISLATIVE UPDATE

Mr. Bold noted that the Budget of the Commonwealth of Pennsylvania was passed.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:26 p.m. Moved: Dorothy Mohr; Seconded: Wayne Wentz; Vote: Yes – 8; No – 0; Abstentions – 0; Absent – 6.

Respectfully submitted,

Diane L. Carfara

(Mrs.) Diane L. Carfara
Board Secretary

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NEXT MEETING

MONDAY, AUGUST 19, 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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