

MINUTES  
CARBON LEHIGH INTERMEDIATE UNIT  
BOARD OF DIRECTORS  
  
**CARBON LEHIGH INTERMEDIATE UNIT #21  
4210 INDEPENDENCE DRIVE  
SCHNECKSVILLE, PA**

MONDAY, NOVEMBER 18, 2024

**6:30 P.M.—REGULAR BOARD MEETING**

Meeting No. 648

CALL TO ORDER

President George Williams called the six hundredth and forty eighth of the Carbon Lehigh Intermediate Unit Board of Directors to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

ATTENDANCE

Board Members in Attendance: Jason Bashaw, Richard Flacco, Gale Husack, Jennifer Senavaitis, Sherry Haas, Annette Wilcox, Laura McKelvey, Emily Gehman, and George Williams. Board Member Absent: Andrene Brown-Nowell, Dr. William Whitney, Jeremy Glaush, Anthony DeMarco, and Barbara Sipler. Staff: Dr. Gregory S. Koons, Gretchen Boyer, Jeanne Coy, George Husack, Eric Lech, Sean LeDonne, Dr. Cathy Nelson, Randy Parry, Jennifer Roselli, David Russell, Dr. Lisa Schumacher, Dr. Mark Scott, Kim Talipan; Mark Crenshaw, IT support; Rebecca DeFeo, Early Intervention Supervisor, EI presentation; Susan White, Early Intervention Supervisor, EI Presentation; Amber Snyder, CLIU Social Worker, EI Presentation. Also in attendance: Caitlin and Shaun Kelly, Early Intervention Presentation, parents; Ellis Katz, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

There was no audience input on the agenda.

APPROVAL OF THE OCTOBER 21, 2024 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the October 21, 2024 meeting, as presented.

Moved: Gale Husack; Seconded: Jennifer Senavaitis; Roll Call Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

BOARD PRESIDENT’S REPORT

President Williams asked Dr. Mark Scott to give an update on the basket raffle. Dr. Mark Scott then gave a brief update on the holiday baskets, noting anticipated needs will be higher this year than in years past. Dr. Scott then thanked the CLIU Board for their basket contributions.

President Williams reminded the Board of the second annual Board Spring Fling which will be held April 30<sup>th</sup>, 2025, at 4:45 p.m. prior to the start of the regular Board meeting.

BOARD CORRESPONDENCE/CLIU UPDATE

Dr. Koons updated the Board that the CLIU Leadership Team started a No Shave November fundraiser whose proceeds will go to the Carbon Lehigh Special Needs Children’s Foundation.

BOARD CORRESPONDENCE/CLIU UPDATE (continued)

Dr. Koons recognized American Education Week and informed the Board about his classroom visits earlier that day. He highlighted that all CLIU Cabinet members would be visiting programs throughout the week to express their appreciation. Additionally, he noted that the Special Programs and Services Department had prepared small tokens of appreciation to distribute during these visits.

Dr. Koons highlighted the annual Superintendent Advisory Council Leadership Conference, held from October 30 to November 1, 2024. This year's conference focused on Safety and Security and included an opportunity to earn Act 45 hours through job-embedded activities. Dr. Koons also noted that the event featured a tour of the Pennsylvania State Police Academy and Museum in Hershey.

Dr. Koons relayed to the Board that there will be a legislative visit to the Whitehall Coplay Early Learning Center tomorrow, November 19, 2024.

Dr. Koons invited Dr. Scott to explain the booklets provided at each Board member's seat. Dr. Scott informed the Board that the booklets were from the Pennsylvania Positive Behavior Interventions and Support system. He also acknowledged that all three of the organization's Emotional Support Centers are operating at the highest level.

EARLY INTERVENTION PRESENTATION

Dr. Cathy Nelson, Assistant Director of Special Programs and Services, highlighted the journey of the early intervention program, culminating in the development of the Whitehall Coplay Early Learning Center, a new facility that consolidates classrooms and staff into a shared space designed for children with developmental, physical, and social-emotional needs.

The program operates across three centers and numerous satellite locations, providing specialized instruction, itinerant services, and evaluations in partnership with community organizations. The new center, featuring 11 classrooms, sensory-friendly spaces, and assistive technology, enables increased collaboration among educators, therapists, and students, addressing academic, social, emotional, and physical needs holistically.

Serving over 2,700 children in the 2023-2024 school year, the program emphasizes early identification and support to reduce the need for special education by kindergarten. Dr. Nelson celebrated the professional team and community partnerships that have driven the program's success and shared a commitment to continued growth, outreach, and collaboration.

Amber Snyder, CLIU social worker, was introduced to share a family's experience at the new center. The family shared a testimonial about their child's experience in the Early Intervention program, highlighting that although their child typically struggles with change, the transition to the new facility has been remarkably smooth.

A brief video supporting the Early Intervention Program was then shown to the Board.

CLIU PROPOSED 2025-2026 GENERAL OPERATING BUDGET PRESENTATION

Dr. Gregory Koons, Executive Director, together with Jeanne Coy, Director of Business Services, shared the first draft of the Carbon Lehigh Intermediate Unit Proposed 2025-2026 General Operating Budget (GOB) with the Board of Directors. The adjusted GOB structure now solely funds the CLIU Curriculum and Instruction/Educational Technologies Department.

The GOB is the only budget mandated by Pennsylvania statute that requires Board action by each member school district; and the one budget that requires a school district contribution, which is formula driven by the Pennsylvania Department of Education. This PDE-developed formula for this budget takes into consideration the enrollment of each school district in conjunction with their market value. Dr. Koons was pleased to report to the Board that this year's proposed GOB contains no increase to the required school district contribution.

CLIU PROPOSED 2025-2026 GENERAL OPERATING BUDGET PRESENTATION  
(continued)

The first draft of the GOB was presented to the Superintendents Advisory Council at the November 15, 2024 meeting. Next, this first draft budget is shared with the CLIU Board of Directors for Board action in November. Following this budget timeline ensures that our school districts have our proposed numbers as they prepare their own district budgets.

At the December CLIU Board meeting, Dr. Koons will present the final GOB to the Board for approval, which will include the final PSERS and medical benefit rates but will maintain the same proposed district contribution. After CLIU Board approval in December, the proposed GOB will be distributed to our school districts in January for district Board action; and per Pennsylvania School Code, must be submitted to PDE by May 1<sup>st</sup>.

Jeanne Coy shared highlights of the 2025-2026 Proposed General Operating Budget (GOB) as follows:

- The GOB totals \$1,729,075;
- District contribution - \$819,040
  - \$0 (0%) change from 2024-2025. The actual school district contribution is assembled through a formula created by the Pennsylvania Department of Education, and is based on student enrollment and your district's market value.
- Overall GOB increase of \$36,701
  - Due to normal salary and benefit increases; and
  - Does not impact district contribution.

The preliminary projections include the following assumptions, as shared by Jeanne Coy:

- Medical and Prescription Benefits – 11.3% increase;
- Dental – 16.0% increase;
- PSERS –34.72%
- Salary Increases:
  - Teachers and Act 93 salary increases are based on school district average increases for similar positions; and
  - Support Staff increases are based on the current ESPA contract.

In summary, Ms. Coy presented the estimated 2025-2026 district-specific contributions to the General Operating Budget noting that while there is a 0% increase overall, individual district contributions will fluctuate based on each district's Market Value/Aid Ratio and Weighted Average Daily Membership (WADM) which are both provided to the IU by the state. She then asked for any questions regarding her presentation.

Dr. Koons thanked Jeanne Coy and the business office, Eric Lech, and Kim Talipan for their diligent work on the General Operating Budget.

Emily Gehman took a moment to thank Dr. Greg Koons and Kim Talipan for their thorough review.

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

-MOTION: The Carbon Lehigh Intermediate Unit #21 Board of Directors adopts the CLIU General Operating Budget for the fiscal year 2025-2026 as presented.

Moved: Sherry Haas; Seconded: Emily Gehman; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

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 October 31, 2024 as presented.

Bills to be Ratified—October 14, 2024 through November 10, 2024

Ratification of bills paid from October 14, 2024 through November 10, 2024 in the amount of \$1,418,152.62.

Bills to be Approved

Payment of bills for November 18, 2024 as listed: Bills for Approval – 11/18/24 - \$2,592,152.62.

Lease Extension

Approve 6-month lease extension between Tycolialo LLC, and Carbon Lehigh Intermediate Unit #21 for 2881 Tycolia Court, Orefield, PA commencing January 1, 2025 and expiring June 30, 2025 Special Programs and Services budget – Lehigh County Enhanced Autism.

Moved: Jennifer Senavaitis; Seconded: Gale Husack; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

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):

Shasta Young, Autism Support Interventionist, effective the close of business November 8, 2024.

Brent Meinhart, Vehicle Driver/Vehicle Assistant and Substitute Utility Staff, effective the close of business October 30, 2024.

Cindy Ziegler, Teacher, Special Education, effective the close of business October 28, 2024.

Paulette Rauch, Emergency Employment, Substitute Instructional Assistant, effective the close of business October 30, 2024.

Bama Bhashyam, Mental Health Worker, effective the close of business November 18, 2024.

Jeremy Henry, Vehicle Driver/Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business November 6, 2024.

Robert Kresge, Substitute Vehicle Driver/Vehicle Assistant, effective the close of business November 8, 2024.

Alyssa Murphy, Instructional Assistant and Summer Employment Pool Support Staff, effective the close of business November 27, 2024.

Erica Laudermilch, Speech Therapist, effective the close of business December 4, 2024.

Full-Time Employment

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

Michelle Revelle, Administrative Assistant, CLIU Central Office, at an annual salary of \$42,000, prorated for the 242-day work year, effective November 4, 2024 (Replacement for Dana Davies, Resigned; Special Programs and Services Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Nicole Selert, Instructional Assistant, L.B. Morris Elementary School, at an annual salary of \$27,500, prorated for the 191-day work year, effective November 19, 2024 (Instructional Assistant Pool; Special Programs and Services Budget).

Bianca Mullner, Instructional Assistant, Catasauqua Middle School, at an annual salary of \$24,800, prorated for the 191-day work year, effective November 19, 2024 or upon receipt of final paperwork, but no later than February 19, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Damali Edwards, Instructional Assistant, Weisenberg Elementary School, at an annual salary of \$27,500, prorated for the 191-day work year, effective November 19, 2024 or upon receipt of final paperwork, but no later than February 19, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Abir Alali, Instructional Assistant, Peters Elementary School, at an annual salary of \$27,000, prorated for the 191-day work year, effective November 19, 2024 or upon receipt of final paperwork, but no later than February 19, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Anna Himes, Speech Therapist, Whitehall Copley Education Center, at an annual salary of \$68,543, Step 10, Column M, prorated for the 194-day work year, effective November 19, 2024 (Replacement for Lindsay Beck, Resigned; Early Intervention Budget; Non-Tenured).

Joseph Zukowski, Job Coach, Itinerant, at an annual salary of \$27,500, prorated for the 191-day work year, effective November 19, 2024 or upon receipt of final paperwork, but no later than February 19, 2025 (Replacement for Faye Foulk, Retired; Special Programs and Services Budget).

Melissa VerHeecke, Instructional Assistant, Weisenberg Elementary School, at an annual salary of \$27,500, prorated for the 191-day work year, effective November 19, 2024 or upon receipt of final paperwork, but no later than February 19, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Tessa Palmer, Social Worker, Itinerant, at an annual salary of \$64,285, Step 7, Column M, prorated for the 194-day work year, effective November 19, 2024 or upon receipt of final paperwork and proper certification, but no later than February 19, 2025 (Replacement for Katie Lennon, Resigned; Special Programs and Services Budget; Non-Tenured).

London Savage, Administrative Assistant, CLIU Central Office, at an annual salary of \$33,500, prorated for the 242-day work year, effective November 19, 2024 or upon receipt of final paperwork, but no later than February 19, 2025 (Replacement for Patti Kohler, Retired; Special Programs and Services Budget).

Bama Bhashyam, Mental Health Specialist, Itinerant, at an annual salary of \$51,000, prorated for the 195-day work year, effective November 19, 2024 (Replacement for Dani Butz, Resigned; Special Programs and Services Budget).

Beth Maury, Administrative Assistant, CLIU Central Office, at an annual salary of \$40,000, prorated for the 242-day work year, effective December 3, 2024 or upon receipt of final paperwork, but no later than March 3, 2025 (Replacement for Barbarann Lichtenwalner, Retired; Special Programs and Services Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Vanessa Hernandez Acevedo, Vehicle Driver (CDL)/Vehicle Assistant, at an hourly rate of \$20.25/Vehicle Driver (CDL) and \$15.00/Vehicle Assistant, effective November 11, 2024 (Transportation Pool; Transportation Budget).

Shneil Maier, Vehicle Assistant, at an hourly rate of \$15.00, effective November 19, 2024 or upon receipt of final paperwork, but no later than February 19, 2025 (Transportation Pool; Transportation Budget).

Unpaid Leave

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

#4365, Vehicle Driver/Vehicle Assistant, Unpaid Family Sick Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning October 24, 2024 and ending on November 1, 2024 with a return to work date of November 4, 2024.

Mentor

Payment per the CLEA contract, to Donna Getz serving in the Mentor role for September 2024 through October 2024 for Inductee Cindy Ziegler in Year 1 of the CLIU Induction program.

Contracted Services

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

Lerin Hagenbuch, Special Education Facilitator, at the appropriate hourly rate, effective July 1, 2024.

Bama Bhashyam, Mental Health Specialist, at the appropriate hourly rate, effective November 19, 2024.

Ellen O'Neill, Mental Health Specialist, at the appropriate hourly rate, effective November 19, 2024.

Contract with the following persons as Contracted Career Educators for up to two hours at the appropriate hourly rate for preparation and participation on one educator panel between November 20, 2024 and June 30, 2025, payment to be made upon completion:

Christine Bloch  
Wanda Rousenberger  
Amber Snyder  
Suzanne Hammond  
Lauren Rivers  
Corinne Durange  
Alix Olesak  
Jessica O'Brien

Substitutes

Approve the following substitutes for the 2024-2025 fiscal year, up to 29 hours per week:

Substitute Teacher and Substitute Instructional Assistant

Errin Volitis, effective November 19, 2024 or upon receipt of final paperwork and completion of onboarding requirements, but no later than February 19, 2025.

Substitute Instructional Assistant

Kathryn O'Malley, effective November 19, 2024 or upon receipt of final paperwork and completion of onboarding requirements, but no later than February 19, 2025.

PERSONNEL MATTERS (continued)

Substitutes (continued)

Substitute Vehicle Driver and Vehicle Assistant

Shaborn Henderson, effective November 19, 2024 or upon receipt of final paperwork and completion of onboarding requirements, but no later than February 19, 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 rate for the position listed, up to 29 hours per week:

Calnisha Thomas, Contracted Behavioral Health Technician (AA/HS), effective December 3, 2024 or upon receipt of final paperwork and onboarding requirements, but no later than March 3, 2025.

Tenure Acknowledgement

Tenure has been granted to the following CLIU Employees:

Murphy Lynch

Ellen Krajcir

Moved: Sherry Haas; Seconded: Annette Wilcox; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

President Williams took a moment to acknowledge those who achieved tenure.

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>
822	Privacy of Individually Identifiable Health Information
3001	Definition of CLIU Professional Employee
3002	Creating a Position
3003	Employment of CLIU Professional Employees
3004	Furloughs or Layoffs
3005	Evaluation of Performance
3006	Pre-Employment Physical Examination
3007	Disciplinary Guidelines
3008	Personnel Files
3009	Tobacco-Free Workplace
3010	Dress and Grooming
3011	Complaint/Problem Resolution
3012	Salary and Benefit Determination
3013	Job Related Expenses
3014	Work Schedule
3015	Sick Days
3016	Parenting Leave
3017	Jury Duty
3019	Continuing Health Care Coverage for Retirees
3020	Alcohol and Drug-Free Workplace
3022	Family Medical Leave Act
3023	Conflict of Interest
3024	Vacation
3054	Child and Sexual Abuse

Moved: Jennifer Senavaitis; Seconded: Emily Gehman; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

APPROVAL OF THE PROPOSED 2025-2026 EARLY INTERVENTION CALENDAR

-MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the 2025-2026 proposed CLIU Early Intervention School Calendar as presented.

Moved: Gale Husack; Seconded: Annette Wilcox; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

STAFF RECOGNITION—AMERICAN EDUCATION WEEK—NOVEMBER 18-22, 2024

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the following resolution:

BE IT RESOLVED, on this 18<sup>th</sup> day of November 2024 that the Carbon Lehigh Intermediate Unit Board of Directors recognizes the dedication and hard work of all Carbon Lehigh Intermediate Unit staff members on this occasion of American Education Week, November 18-22, 2024. Thanks to all for their efforts with the children of Carbon and Lehigh Counties.

Moved: Sherry Haas; Seconded: Jennifer Senavaitis; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss at the meeting.

NEW BUSINESS

Carbon Lehigh Special Needs Children’s Foundation Annual Fiscal Report

President Williams explained that per the by-laws of the Carbon Lehigh Special Needs Children’s Foundation, the Board is to receive an annual Fiscal Report which has been provided by Jeanne Coy, Director of Business Services.

The Board accomplished the first reading of the 4000 Policies: CLIU Support Staff Employees. The policies will now be put on the agenda for a second reading in December.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

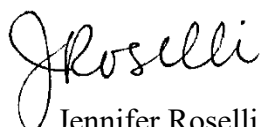
Sherry Haas thanked each of the Board members for their contributions to the Board Holiday basket.

President Williams thanked the CLIU for their work on the Whitehall-Coplay School district executive search. He noted that Dr. Gregory Koons and Kim Talipan did a tremendous job.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:14 p.m. Moved: Jennifer Senavaitis; Seconded: Sherry Haas. President Williams declared the meeting adjourned.

Respectfully submitted,



Jennifer Roselli  
Board Secretary

<p><b>NEXT BOARD MEETING</b> <b>Monday, December 16, 2024</b> <b>6:30 P.M.</b> Carbon Lehigh Intermediate Unit 4210 Independence Drive Schnecksville, PA 18078</p>
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