

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

MONDAY, DECEMBER 16, 2024

**6:30 P.M.— REGULAR BOARD MEETING**

Meeting No. 649

CALL TO ORDER

President George Williams called the six hundredth and forty ninth 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.

MOMENT OF SILENCE

The Board united in a moment of silence for the passing of the son of former CLIU Board President, Mr. Robert Bold.

ATTENDANCE

Board Members in Attendance: Andrene Brown-Nowell, Jason Bashaw, Dr. William Whitney, Richard Flacco, Gale Husack, Jennifer Senavaitis, Sherry Haas, Anthony DeMarco, Lisa Roth, Laura McKelvey, Emily Gehman, Barbara Sipler, and George Williams. Board Members Absent: Jeremy Glaush. Staff: Dr. Gregory 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, and Kim Talipan. Also in attendance: Mark Crenshaw, IT Support; and Ellis Katz, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

There was no Audience Input on the Agenda.

APPROVAL OF THE NOVEMBER 18, 2024 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the November 18, 2024 meeting as presented.

Moved: Gale Husack; Seconded: Annette Wilcox; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

BOARD PRESIDENT’S REPORT

President Williams reminded everyone that the next board meeting will take place on Wednesday, January 29, instead of the usual Monday, and encouraged members to mark their calendars.

He then shared exciting news about the success of the basket raffle, which raised a total of \$4,695, surpassing last year’s total of \$4,156. This amount included \$3,545 from the raffle and two additional donations of \$150 and \$1,000.

Gratitude was expressed to all contributors, as well as to Dr. Scott for overseeing the process. President Williams concluded his report with warm holiday wishes for everyone.

## CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Koons' updates highlighted several meaningful events and initiatives. First, as part of Board Appreciation, members received gifts prepared by students in the Lehigh Community Enhanced Autism (LCEA) program, featuring "Out of This World" orange spice drink mix and "Cosmic Cocoa" coffee mix. Gratitude was expressed to the students for their thoughtful work.

Dr. Koons noted a successful legislative visit took place on November 19 at the Whitehall Coplay Early Learning Center, showcasing the consolidation of nine early intervention programs and resources, including a facility dog, Bobby Ray. The event was attended by the following legislators: Representative Michael Schlossberg, Representative Zachary Mako, Mr. Timm Berger for Representative Doyle Heffley, Ms. Sarah Hildrebrant for Senator Jarrett Coleman, Mr. Michael Dee for Representative Jeanne McNeill, and Ms. Nancy Wilt for Representative Peter Schweyer.

On November 21, the Allentown Learning Achievement School (ALAS) hosted a "Thanks-Giving" event, where students shared their progress and demonstrated how they reach their milestones.

On December 3, the Toy Adaptation Day, facilitated by Assistive Technology Consultant Carley Nicholas, brought together 25 students from diverse programs to adapt 42 toys for children with physical limitations. Mrs. Nicholas said, "This event goes beyond adapting toys for students with physical limitations. It fosters awareness, empathy and acceptance."

Additionally, the holiday luncheon featured a student performance by the MDS program at Catasauqua High School. The students danced and sang holiday songs for staff to enjoy, and they did an amazing job!

Finally, Dr. Scott shared touching stories of families supported by the foundation, including one impacted by a devastating apartment fire, highlighting the profound impact of these efforts and the spirit of giving during the holiday season.

## CLIU DEPARTMENTAL SERVICES PRESENTATION

Dr. Mark Scott, Director of Special Programs and Services, presented a video featuring students from various IU programs performing *The Twelve Days of Christmas*. The students delivered an outstanding performance in the thoughtfully produced video, which brought joy and festive spirit to the Board.

## FISCAL MATTERS

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

### Final 2025-2026 General Operating Budget

The Carbon Lehigh Intermediate Unit Board of Directors adopts the final CLIU General Operating Budget for the fiscal year 2025-2026 as presented, and requests the budget be distributed to the fourteen school districts of the Carbon Lehigh Intermediate Unit for approval.

### Treasurer's Report

Treasurer's Report for the month ended November 30, 2024 as presented.

### Bills to be Ratified—November 11, 2024 through December 18, 2024

Ratification of bills paid from November 11, 2024 through December 8, 2024 in the amount of \$1,904,400.71.

### Bills to be Approved

Payment of bills for December 16, 2024 as listed: Bills for Approval – 12/16/24 - \$2,622,482.18.

FISCAL MATTERS (continued)

Lease Extension

Approve Lease Extension between Jeff Greenberg and Carbon Lehigh Intermediate Unit #21 for parking lot at 1729-31 Hanover Ave, Allentown PA commencing January 1, 2025 and expiring June 30, 2025. Special Programs and Services budget – Allentown Learning & Achievement School.

Approval of Committed Fund Balance Amounts

Approve the commitment of General Fund Balance as of June 30, 2024 for:

Capital Projects	\$1,076,000
Other Post Employment Benefits (OPEB)	\$2,400,000
PSERS Retirement	\$500,000

Moved: Anthony DeMarco; Seconded: Emily Gehman; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

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):

Averi Ellis, Early Intervention Coordinator and Contracted Safety Care Trainer, effective the close of business January 24, 2025.

Rachel Reinert, Outpatient Therapist (Licensed), effective the close of business December 19, 2024.

LeDonne Wanamaker, Speech Therapist, Contracted Speech Therapist and Summer Employment Pool Professional Staff, effective the close of business December 16, 2024.

Stephanie Milnes, Instructional Assistant, effective the close of business December 9, 2024.

New Position(s)

Approve the following new position(s):

Five (5) Full-time Speech Therapists.

Full-Time Employment

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

Amanda Clader, Administrative Assistant, CLIU Central Office, at an annual salary of \$40,000, prorated for the 242-day work year, effective December 3, 2024 (Replacement for Tammy Steele; Resigned; Special Programs and Services Budget).

Renee Ferguson, Vehicle Driver (CDL)/Vehicle Assistant, at an hourly rate of \$20.25/Vehicle Driver (CDL) and \$15.00/Vehicle Assistant, effective November 25, 2024 (Transportation Pool; Transportation Budget).

Cheyenne Burton, Instructional Assistant, Salisbury High School, at an annual salary of \$23,500, prorated for the 191-day work year, effective December 17, 2024 or upon receipt of final paperwork, but no later than March 17, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Raven Freund, Speech Therapist, Itinerant, at an annual salary of \$61,488, Step 5, Column M, prorated for the 194-day work year, effective December 17, 2024 or upon receipt of final paperwork, but no later than March 17, 2025 (Replacement for Ellen Krajcir, Transferred; Early Intervention Budget; Non-Tenured).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Jamie Incorvaia, CDL Driver, at an hourly rate of \$20.25, effective November 15, 2024 (Transportation Pool; Transportation Budget).

Anthony LaRocca, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective December 11, 2024 (Transportation Pool; Transportation Budget).

Katherine Orwan, Vehicle Assistant, at an hourly rate of \$15.00, effective December 11, 2024 (Transportation Pool; Transportation Budget).

Tyler Forker, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective December 11, 2024 (Transportation Pool; Transportation Budget).

LeDonne Wanamaker, Educational Consultant, CLIU Central Office, at an annual salary of \$79,053, Step 16, Column M, prorated for the 191-day work year, effective December 17, 2024 (Replacement for Shaun McElmoyle, Resigned; Special Programs and Services Budget; Tenured).

Linette Goodchild, Vehicle Assistant, at an hourly rate of \$15.00, effective December 11, 2024 (Transportation Pool; Transportation Budget).

Jeniemarie Farrow, Teacher, Special Education, Panther Valley Elementary School, at an annual salary of \$73,281, Step 13, Column M, prorated for the 194-day work year, effective December 17, 2024 (Replacement for Cindy Ziegler, Resigned; Special Programs and Services Budget; Tenured).

Unpaid Leave

Grant an Unpaid Leave to the following person:

#59, Instructional Assistant, Unpaid Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning December 18, 2024 and ending on January 10, 2025 with a return to work date of January 13, 2025.

Mentor(s)

Payment per the CLEA contract, to the following Mentor after September 30, 2025 for serving in the Mentor role for Year 1 of the CLIU Induction Program:

<u>Mentor</u>	<u>Inductee</u>
Dana Graziul	Alexa Roberts

Payment per the CLEA contract, to the following Mentor after October 31, 2025 for serving in the Mentor role for Year 1 of the CLIU Induction Program:

<u>Mentor</u>	<u>Inductee</u>
Carley Nicholas	Rebecca Lozowsky

Payment per the CLEA contract, to the following Mentor after November 30, 2025 for serving in the Mentor role for Year 1 of the CLIU Induction Program:

<u>Mentor</u>	<u>Inductee</u>
Amy Haas	Anna Himes

Homebound Instruction and Instruction in the Home Pool

The following Professional Employee to provide Homebound Instruction/Instruction in the Home on an as-needed basis for the 2024-2025 fiscal year, at the appropriate hourly rate, up to 29 hours per week:

Rudy Mendez

PERSONNEL MATTERS (continued)

Contracted Services

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

Celeste Green, School Psychologist, at the hourly rate of \$55.00, effective December 17, 2024 or upon completion of onboarding requirements, but no later than March 17, 2025.

Michael Papay, Driver Education Teacher, at the hourly rate of \$25.25, effective December 4, 2024.

Contract with the following person(s) as Fingerprint Technicians at the hourly rate of \$20.00, effective December 17, 2024:

AnneMarie Cronk

Cheryl Faustner

Heather Levitt

Stacey Perriello

Sandra Taschler

Substitutes

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

Substitute Vehicle Assistants

Sheila Marsh, effective December 4, 2024.

Beth Fisher, effective December 11, 2024.

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(s) listed, up to 29 hours per week:

Kimberly Townsend, Contracted Outpatient Therapist (Master's), effective December 17, 2024 or upon receipt of final paperwork and onboarding requirements, but no later than March 17, 2025.

Kiley Althouse, Contracted Behavioral Health Technician (ABA), effective December 17, 2024 or upon receipt of final paperwork and onboarding requirements, but no later than March 17, 2025.

Joyce Erlandsen, Contracted Behavioral Consultant ABA (Licensed), effective July 1, 2024.

Moved: Gale Husack Seconded: Jennifer Senavaitis; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

REAPPROVAL 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: Dr. William Whitney; Seconded: Emily Gehman; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

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:

SECOND READING OF POLICIES (continued)

<u>Policy Number</u>	<u>Policy Name</u>
4001	Definition of CLIU Professional Employee
4002	Creating a Position
4003	Employment of CLIU Professional Employees
4004	Furloughs or Layoffs
4005	Evaluation of Performance
4006	Pre-Employment Physical Examination
4007	Disciplinary Guidelines
4008	Personnel Files
4009	Tobacco-Free Workplace
4010	Dress and Grooming
4011	Complaint/Problem Resolution
4012	Salary and Benefit Determination
4013	Job Related Expenses
4014	Work Schedule
4015	Sick Days
4016	Parenting Leave
4017	Jury Duty
4019	Continuing Health Care Coverage for Retirees
4020	Alcohol and Drug-Free Workplace
4022	Family Medical Leave Act
4023	Conflict of Interest
4024	Vacation
4054	Child and Sexual Abuse

Moved: Sherry Haas; Seconded: Emily Gehman; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

CARBON LEHIGH INTERMEDIATE UNIT BOARD OF DIRECTORS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves that the Board members of CLIU #21 be maintained at fourteen (14) members; one for each district.

Moved: Annette Wilcox; Seconded: Gale Husack; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

CARBON LEHIGH INTERMEDIATE UNIT CONVENTION

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves that the Carbon Lehigh Intermediate Unit will not hold a convention and Board Members are to be elected by mail ballot. If the Board approves this action, the fourteen districts are to be notified.

Moved: Jennifer Senavaitis; Seconded: Emily Gehman; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss at the meeting.

NEW BUSINESS

There was no New Business to discuss at the meeting.

PUBLIC COMMENT

There was no public comment at the meeting.

BOARD SHARING

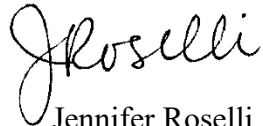
President Williams wished everyone a happy holiday and announced that there will be an executive session immediately following adjournment.

ADJOURNMENT

President Williams reminded the Board that the next Board meeting will be Wednesday, January 29, 2025, not the typical third Monday, due to the Martin Luther King Day observance.

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 6:50 p.m. Moved: Jennifer Senavaitis; Seconded: Sherry Haas. President Williams declared the meeting closed.

Respectfully submitted,



Jennifer Roselli  
Board Secretary

**NEXT BOARD MEETING**  
**WEDNESDAY, JANUARY 29, 2025**  
**6:30 P.M.**  
Carbon Lehigh Intermediate Unit  
4210 Independence Drive  
Schnecksville, PA 18078