

MINUTES
CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 29, 2025

6:30 P.M.--CLIU BOARD MEETING—VIRTUAL BOARD MEETING

Meeting No. 650

CALL TO ORDER

President George Williams called the six hundredth and fiftieth meeting of the Carbon Lehigh Intermediate Unit Board of Directors to order at 6:32 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

ATTENDANCE

Board Members in Attendance: Jason Bashaw, Dr. William Whitney, Jeremy Glaush, Gale Husack, Jennifer Senavaitis, Sherry Haas, Anthony DeMarco, Annette Wilcox, Laura McKelvey, Emily Gehman and George Williams. Board Members Absent: Andrene Brown-Nowell, Richard Flacco, and Barbara Sipler. 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: Dr. Molly Flood, Supervisor, Special Programs and Services, Toy Adaptation presentation; LeDonne Wanamaker, CLIU Assistive Technology consultant, Toy Adaptation presentation; Mark Crenshaw, IT Support; Jessica Cleffi, candidate for Supervisor, Special Programs and Services, Amber Snyder, (Dave Snyder and Olive Snyder), candidate for Supervisor, Special Programs and Services; Mark Brinker and Michelle Bittner, Auditors, Campbell, Rappold & Yurasits; and Ellis Katz, Esq., Solicitor.

President Williams announced there was an executive session that immediately followed the December 16, 2024 meeting adjournment.

AUDIENCE INPUT ON THE AGENDA

There was no audience input at this time.

APPROVAL OF THE DECEMBER 16, 2024 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the December 16, 2024 meeting as presented.

Moved: Jennifer Senavaitis; Seconded: Sherry Haas; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 3.

BOARD PRESIDENT’S REPORT

President Williams reminded the Board to complete their state of financial interests and return them to Jennifer Roselli. He also reminded the Board that the annual Carbon Lehigh Special Needs Children’s Foundation Golf Tournament will be held Tuesday, June 17th at Olde Homestead Country Club in New Tripoli.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Gregory Koons shared the following updates with the Board:

On December 20th, there was a visit from State Representative Doyle Heffley at our Carbon County Early Learning Center in Lehighton. The visit provided an opportunity to highlight our Early Intervention Programs and discuss the need for increased funding.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE (continued)

A special card from Lou Chicchi Jr. a vehicle assistant who retired from the IU on December 20th after 8 years of service, was passed around to each of the Board members to read.

Dr. Koons noted that at everyone's place is a Statement of Financial Interests form which can be filled out and given back to Jennifer at the end of the meeting. Also, the link to do the form online will be sent to the Board via email by the Board secretary by the end of the week.

Also at everyone's place is a small token of our appreciation in celebration of School Board Appreciation Month. Dr. Koons noted that he wanted to take this opportunity to thank the Board for their continued support of our CLIU Programs and Services. He also took a moment to thank our Curriculum & Instruction Department for preparing the mugs using the Cricut machine located in the Innovation Lab. Dr. Koons highlighted the special message on the mugs, "Educational Excellence, Brewed Here Daily!"

Finally, Dr. Koons shared a video featuring Mrs. Lisa Roth, a former CLIU Board member and current staff member at the CLIU Whitehall-Coplay Early Learning Center. In the video, Mrs. Roth expressed her heartfelt gratitude to the Board for their dedication to the students served in Carbon and Lehigh counties and beyond.

SCHOOL DIRECTOR RECOGNITION

On behalf of the CLIU Administration, Staff, and Students, Dr. Koons thanked the Board members for their service and President Williams asked the following resolution to be moved:

WHEREAS, the role of locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this nonpaid, volunteer public service commitment; and

WHEREAS, the contributions of these men and women should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this Commonwealth; and

FURTHER RESOLVE that this proclamation be communicated to all school districts, school officials, and local communities in a planned program, which brings visibility and awareness of the role of locally elected school officials to the citizenry of this Commonwealth.

Moved: Jeremy Glaush Seconded: Gale Husack; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 3.

REPORT OF AUDIT FOR THE 2023-2024 FISCAL YEAR

President Williams introduced Mr. Mark Brinker and Ms. Michelle Bitner of the Campbell, Rappold, & Yurasits accounting firm. Mr. Brinker reviewed a required post audit communication letter with the Board. He confirmed, overall, it was an excellent audit. Ms. Bitner then gave a brief summation of the 2023-2024 audit and reviewed/highlighted specific pages in the audit report for the Board.

Mr. Brinker and Ms. Bitner expressed their appreciation to Jeanne Coy, Director of Business Services, and her team in the Business Office for facilitating a smooth audit. They then invited questions regarding their talking points.

REPORT OF AUDIT FOR THE 2023-2024 FISCAL YEAR (continued)

Dr. Koons also took a moment to thank the Business Office for their efforts in ensuring a seamless audit process. There being no further discussion, President Williams asked for a motion.

- 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, 2024.

Moved: Gale Husack; Seconded: Emily Gehman; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 3.

CLIU DEPARTMENTAL SERVICES PRESENTATIONS

Toy Adaptation Day

Dr. Molly Flood, Supervisor of Special Programs and Services and Ms. LeDonne Wanamaker, Educational Consultant for the CLIU, presented the following information regarding this years Toy Adaption Day which was held December 3, at the CLIU Central office.

The Toy Adaptation program at the IU involves students, some of whom have special needs themselves, modifying toys for other individuals who have special needs, as well as engaging them with general education students with technical skills. The student “makers” have amazing talent; they navigate electronics and problem solve, with the goal of using their skillset to help students with functional disabilities activate toys that ordinarily they could not easily access.

The CLIU reaches out to occupational therapists, physical and speech therapists, teachers, and parents to find out who needed the modified toys. The toys were purchased and provided to the teams from LCTI, Carbon Learning and Achievement School (CLAS), the Work-based Learning program students who rewired the toys to accept a new and more accessible switch which activated that toy. The switch components were 3D printed, and the collaboration began.

Dr. Flood and Ms. Wanamaker showed samples of the components used to make the switches. Students designed and printed the 3D components and assembled the switches. If a small button is used to turn on a toy, some students might not have the physical ability to press it. Some individuals might use their head or leg to activate a switch, so the goal was to look for different ways to successfully activate the toy. Ms. Wanamaker demonstrated and passed around some of the toys that had already been adapted.

After the toys are assembled and tested, they are repackaged with batteries and put back together in the original packaging. Tags are put on the toys that state that they are an adapted toy, and care has been used to make them.

The presentation concluded by playing a video from this year's Toy Adaptation Day event.

After a brief question and answer session with the Board, Dr. Flood and Ms. Wanamaker thanked the Board for their time.

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 December 31, 2024 as presented.

Bills to be Ratified—December 9, 2024 through January 19, 2025

Ratification of bills paid from 12/9/24 through 1/19/25 in the amount of \$6,945,498.93.

Bills to be Approved

Payment of bills for January 29, 2025 as listed: Bills for Approval – 1/29/25 - \$922,948.22

Moved: Jeremy Glaush; Seconded: Emily Gehman; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 3.

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):

Deborah Markert, Substitute Vehicle Driver/Vehicle Assistant and Transportation Summer Employment, effective the close of business December 12, 2024.

Stephanie Falcone, Occupational Therapist and Summer Employment Pool Professional Staff, effective the close of business January 10, 2025.

Krista Snyder, Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business January 5, 2025.

Daryl Rice, Substitute Teacher and Instructional Assistant, effective the close of business January 2, 2025.

Anthony LaRocca, Vehicle Driver/Vehicle Assistant, effective the close of business January 6, 2025.

Jennifer Balliet, Vehicle Assistant, effective the close of business January 30, 2025.

Joseph Zukowski, Job Coach, effective the close of business January 16, 2025.

Marianne Gorski, Mental Health Specialist and Contracted Mental Health Specialist, effective the close of business January 16, 2025.

Ryan King, Teacher, Special Education, effective the close of business March 21, 2025.

Amber Snyder, Social Worker and Contracted Social Worker, effective the close of business January 29, 2025 or per confirmed start date of new position, but no later than April 29, 2025.

Retirement

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

Maani Nemeh, Instructional Assistant and Contracted Language Interpreter, effective the close of business November 26, 2024. (21 Years of Service).

Ronald Paret, Van Mail Driver, effective the close of business June 6, 2025 (10 Years of Service).

Penny Zastko, Vehicle Driver/Vehicle Assistant, effective the close of business June 30, 2025 (35 Years of Service).

President Williams took a moment to note that there is a combined 66 years of service between the three retirees. The Board gave them a round of applause.

New Position(s)

Approve the following new position(s):

One (1) Full-time Special Education Supervisor.

Full-Time Employment

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

Elizabeth Kressin, Speech Therapist, Itinerant, at an annual salary of \$79,329, Step 15, Column M30, prorated for the 194-day work year, effective February 18, 2025 (New Position; Early Intervention Budget; Tenured).

Crystal Schaller, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective January 15, 2025 (Transportation Pool; Transportation Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Kris Smith, Vehicle Assistant, at an hourly rate of \$15.00, effective January 15, 2025 (Transportation Pool; Transportation Budget).

Krista Snyder, Job Coach, Itinerant, at an annual salary of \$27,500, prorated for the 191-day work year, effective January 6, 2025 (Replacement for Sally Schwartz, Retired; Special Programs and Services Budget).

Tammy Ashner, Vehicle Assistant, at an hourly rate of \$15.00, effective January 15, 2025 (Transportation Pool; Transportation Budget).

Jaclyn Fenstermacher, Teacher, Special Education, Peters Elementary School, at an annual salary of \$76,144, Step 14, Column M12, prorated for the 194-day work year, effective January 30, 2025 (Replacement for Candace Frame, Resigned; Special Programs and Services Budget; Tenured).

Jennifer Balliet, Instructional Assistant, Carbon County Enhanced Autism, at an annual salary of \$25,500, prorated for the 191-day work year, effective January 31, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Megan Wagner, Teacher, Special Education, Itinerant, at an annual salary of \$79,053, Step 16, Column M, prorated for the 194-day work year, effective March 10, 2025, or upon receipt of final paperwork and release from current employer but no later than June 10, 2025 (Replacement for Ashley Fazio, Resigned; Early Intervention Budget; Tenured).

Alison Haydt, Vehicle Assistant, at an hourly rate of \$15.00, effective January 30, 2025 or upon receipt of final paperwork, but no later than April 30, 2025 (Transportation Pool; Transportation Budget).

Jocelyn Hudock, Job Coach, Itinerant, at an annual salary of \$27,000, prorated for the 191-day work year, effective January 30, 2025 or upon receipt of final paperwork, but no later than April 30, 2025 (Replacement for Rita Frey, Retired; Special Programs and Services Budget).

Amber Snyder, Special Education Supervisor, Central Office, at an annual salary of \$85,000, prorated for the 242-day work year, effective January 30, 2025 or upon receipt of proper certification, but no later than April 30, 2025 (New Position; Early Intervention Budget; Tenured).

Jessica Cleffi, Special Education Supervisor, Central Office, at an annual salary of \$85,000, prorated for the 242-day work year, effective January 30, 2025 or upon receipt of final paperwork, proper certification and release from current employer, but no later than April 30, 2025 (Replacement for Allison Bucari, Resigned; Special Programs and Services Budget; Tenured).

Part-Time Employment

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

Nemesis Velez, Instructional Assistant, Whitehall Copley Early Learning Center, at the hourly rate of \$18.00, effective January 30, 2025 or upon receipt of final paperwork but no later than April 30, 2025 (Instructional Assistant Pool; Early Intervention Budget).

Change of Date - Unpaid Leave

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

#59, Instructional Assistant, Unpaid Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning December 18, 2024 with a change of end date from January 10, 2025 to February 14, 2025 with a return to work date of February 18, 2025.

PERSONNEL MATTERS (continued)

Resource Mentor

Payment per the CLEA contract, to the following Resource Mentor after January 31, 2026, for serving in the Resource Mentor role for CLIU Orientation:

Resource Mentor

Janine Lusch

PDE Certified Staff Member

Selene Polaha

Emergency Employment

Emergency employment of the following person for the 2024-2025 fiscal year, up to 29 hours per week:

Dorothy Hess, Occupational Therapist, at the hourly rate of \$70.00, effective January 16, 2025.

Contracted Services

Contract with the following person for the 2024-2025 and 2025-2026 fiscal years:

Michael Heater, Jr., Professional Learning Community (PLC) Coach for the CLIU #21 Leadership Program for Principal Certification for Cohort 13 scheduled from January 2025 through June 2026, at a stipend of \$300/participant to be paid in June 2025 and an additional \$600/participant upon successful completion of the coaching responsibilities in June 2026.

Contract with the following person(s) for the 2024-2025 fiscal year:

Vanessa McCormick, Speech and Language Impairment Certification Instructor, at a stipend of \$375/participant who meets or exceeds 50% course completion, for course instruction of Early Child Language Acquisition and Intervention, effective March 5, 2025 through April 23, 2025, to be paid upon course completion and submission of final grades.

LeDonne Wanamaker, Speech and Language Impairment Certification Instructor, at a stipend of \$375/participant who meets or exceeds 50% course completion, for course instruction of School-Age Language Development, effective May 7, 2025 through June 25, 2025, to be paid upon course completion and submission of final grades.

Substitutes

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

Substitute Teachers and Substitute Instructional Assistants

Patricia Nassif, effective January 30, 2025 or upon receipt of final paperwork and onboarding requirements, but no later than April 30, 2025.

Paige Mathieu, effective January 30, 2025 or upon receipt of final paperwork and onboarding requirements, but no later than April 30, 2025.

Substitute Vehicle Drivers and Vehicle Assistants

Anthony LaRocca
Jerome Pierre, Jr.

Substitute Vehicle Assistants

Joseph DeSousa, Jr.
Donna Cope
Carey Serfass

Dr. Gregory Koons took a moment to recognize and congratulate two new Supervisors of Special Programs and Services, Ms. Amber Snyder and Ms. Jessica Cleffi. Both candidates expressed their gratitude and appreciation for their appointments.

PERSONNEL MATTERS (continued)

Moved: Jeremy Glaush; Seconded: Jennifer Senavaitis; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 3.

APPROVAL OF THE 2025-2026 SPECIAL EDUCATION FACILITIES PLAN COMMITTEE REPORT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the 2025-2026 Facilities Plan Committee Report as adopted by the CLIU Facilities Plan Committee on January 23, 2025. 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: Annette Wilcox; Seconded: Gale Husack; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 3.

APPROVAL OF DESIGNEE TO RECEIVE AND FILE STATEMENT OF FINANCIAL INTEREST FORM SEC-1

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors designates Jennifer Roselli to receive and file Form SEC-1, Statement of Financial Interests from the Carbon Lehigh Intermediate Unit Board members and designate employees as required by law, and the Carbon Lehigh Intermediate Unit Board of Directors require: the Executive Director, Assistant to the Executive Director, Director of Special Programs and Services, Assistant Directors of Special Programs and Services, Director of Curriculum and Instruction/Educational Technologies, Director of Human Resources, Director of Operations and Management Information Systems, Director of Business Services, Director of Transportation, CLIU Managers, CLIU Supervisors, Act 93 personnel employed by the Intermediate Unit, and any other personnel deemed necessary by the CLIU to file Form SEC-1, as required by the regulations of the State Ethics Commission.

Moved: Sherry Haas; Seconded: Jason Bashaw; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 3.

UNFINISHED BUSINESS

There was no Unfinished Business discussed at this meeting.

NEW BUSINESS

There was no New Business discussed at this meeting.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

Laura McKelvey said last month she had the opportunity to attend a bocce game at Salisbury High School, and it was a fantastic experience. Unified bocce teams consist of both students with disabilities and students without, fostering collaboration and inclusivity. She noted that the season is nearly over, but next year, she will be sure to share the schedule in advance so others can attend if possible. Ms. McKelvey highly recommends checking it out.

Emily Gehman took a moment to express her gratitude for the support provided by the IU staff this week, when her district faced a unique special education staffing challenge, and she had ability to quickly reach out and receive guidance led to a creative solution that will greatly benefit students at her district. Ms. Gehman noted the responsiveness and expertise of the team, including Greg and Kim, made a significant difference—not just for her district, but as a resource for all districts facing similar challenges. Additionally, she wanted to extend her thanks to David Russell and the technology department for their support in helping Southern Lehigh's new technology director transition into the education sector. Ms. Gehman said knowing she can rely on the IU for collaboration, problem-solving, and shared knowledge is truly appreciated and the IU's efforts make a meaningful impact.

BOARD SHARING (continued)

Jeremy Glaush noted that Ms. Gehman is speaking on behalf of all districts as they have all used the IU as a resource in some way and thanked the IU staff for their efforts.

President Williams echoed the sentiments by saying there was a speech therapist shortage at his district and said Dr. Mark Scott and his team were only a phone call away and they found a resource for Whitehall.

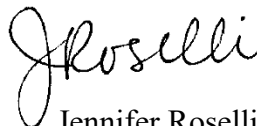
President Williams reminded the Board that there is no meeting in February and the next meeting will be held on March 17, 2025.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:19 p.m.

Moved: Sherry Haas; Seconded: Jeremy Glaush; President Williams declared the meeting adjourned.

Respectfully submitted,



Jennifer Roselli
Board Secretary

NEXT MEETING
MONDAY, MARCH 17, 2025
Carbon Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078
Board Meeting
6:30 p.m.