

MINUTES  
CARBON LEHIGH INTERMEDIATE UNIT  
BOARD OF DIRECTORS

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

MONDAY, DECEMBER 17, 2012

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

Meeting No. 516

CALL TO ORDER

President Robert Bold called the five hundredth and sixteenth meeting of the Carbon Lehigh Intermediate Unit Board of Directors to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

ATTENDANCE

Board Members in Attendance: Debra Lamb, Penny Hahn, Francee Fuller, Raymond Follweiler, Jr., Darryl Schafer, Clarence Myers, Anthony DeMarco, Robert E. Bold, Mary Ziegler, Patti Mohr, John Toft, Jr., and Robert Kolb. Board Members Absent: William Allison and Wayne Wentz. Staff: Diane L. Carfara, Dr. Robert W. Culp, Tee Decker, Dr. Elaine E. Eib, Philip Fiore, Jack Houser, Andrew Lechman, Kim Talipan, Steve Unis, and Randy Williams, Sr. Audience: Rebecca Schafer, spouse of Board member Darryl Schafer. Also in attendance was Ellis Katz, Esq., Solicitor.

APPROVAL OF THE NOVEMBER 19, 2012 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the November 19, 2012 meeting as presented. Moved: Raymond Follweiler, Jr.; Seconded: Darryl Schafer; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

BOARD PRESIDENT'S REPORT

President Bold provided an update on the following:

- An Executive Session for personnel reasons will be held following the adjournment of the Board meeting; and
- Thanked Diane Carfara, Board Secretary, for handling the details for the nice Holiday Board dinner held prior to the meeting!

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Board Correspondence

Dr. Eib reported that a thank you letter was sent to Tee Decker, Assistant Director of Special Programs and Services, from the *Breaking the Barriers* Conference Committee in appreciation for CLIU's sponsorship of this conference that was held at CLIU on October 13, 2012. This conference, focusing on autism, provided many educational opportunities to families and professionals throughout the Lehigh Valley and was a great success!

CORRESPONDENCE TO THE BOARD/CLIU UPDATE (continued)

CLIU Update

The following information was shared:

- As anticipated, the CLIU 2013-2014 proposed General Operating Budget (GOB) was revised due to changes in the PSERS rate. The PSERS employer contribution rate was originally projected at 16.75%, with the final rate being 16.93%. CLIU is seeking approval from the Board of the revised GOB under Fiscal Matters. Upon approval, the revised budget will be submitted to the fourteen school districts within Carbon and Lehigh Counties for approval.
- The Carbon Lehigh Special Needs Children's Foundation basket raffle has raised \$3,367.00 to date. Dr. Eib thanked the Board members for their contributions to this fundraiser with proceeds benefitting families in need;
- Students from the CLIU Life Skills and Emotional Support Classrooms, Towamensing Elementary School, and the Deaf and Hard of Hearing classroom, Parkway Manor Elementary School, provided heart-warming performances at the December 14<sup>th</sup> CLIU Central Service Center Holiday Gathering; and
- A septic system update was provided by Steve Unis, Director, Management Informations System. As of November 26<sup>th</sup>, the Central Service Center septic system is performing normally. CLIU Solicitor Ellis Katz recommended an expert to review the system as follows: (1) inspection of the system to make sure the system is functioning properly; (2) review of the repair timeline to see if there is any correlation between initial construction and problems that occurred; and (3) provide recommendations for any vent issues that were experienced. The report of this assessment is forthcoming. Mr. Unis also noted that no charges were incurred by CLIU for the new, larger vent replaced in the system.

AUDIENCE INPUT ON AGENDA

There was no Audience Input on the Agenda.

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 November 30, 2012 as presented.

Ratifying Payment of Bills—November 12 – December 9, 2012

Ratifying payment of bills from November 12 through December 9, 2012 in the amount of \$4,095,368.83.

Payment of Bills

Payment of bills for December 17, 2012 as listed: Bills for Approval – 12/17/12 - \$870,885.62.

Moved: Clarence Myers; Seconded: Debra Lamb; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

FISCAL MATTERS—APPROVAL OF REVISED 2013-2014 CLIU GENERAL OPERATING BUDGET

- MOTION: The Carbon Lehigh Intermediate Unit #21 Board of Directors adopts the proposed, revised CLIU General Operating Budget for the fiscal year 2013-2014 as filed with the official Board Minutes, and requests the Board Secretary to mail said budget to the fourteen school districts of the Carbon Lehigh Intermediate Unit for approval. Moved: Mary L. Ziegler; Seconded: John Toft, Jr.; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

FISCAL MATTERS—COMMITTED FUND BALANCE AMOUNT APPROVALS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors grants approval to establish amounts for Committed Fund Balance as of June 30, 2012 for:

Other Post-Employment Benefits (OPEB)	\$1,036,511
PSERS Retirement	\$ 700,000
Capital Projects	\$ 700,000

Moved: Penny Hahn; Seconded: Anthony DeMarco; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

FISCAL MATTERS--PERMISSION TO BID—2012-2013 TRANSPORTATION FUNDS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors grants permission to bid for three (3) 24-Passenger Gas Buses with Wheelchair Lift, using 2012-2013 Transportation Funds. Moved: Penny Hahn; Seconded: Raymond Follweiler, Jr.; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

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):

Lauren Vlot, Contracted Secretary, effective the close of business November 15, 2012.

Crystal Weida, Secretary, effective the close of business November 16, 2012.

Thomas Frantz, Substitute Vehicle Assistant, effective the close of business November 26, 2012.

Rachel Diehl, Teacher, Itinerant, effective the close of business November 29, 2012.

Barbara McAdams, Substitute Teacher and Instructional Assistant, effective the close of business November 30, 2012.

Jessica Hoben, Job Coach, effective the close of business December 14, 2012.

Karen Hughes, Vehicle Assistant, effective the close of business November 27, 2012.

Christa Eck, Occupational Therapist and Summer Employment Pool Professional Staff, effective the close of business December 12, 2012.

Retirement

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

PERSONNEL MATTERS (continued)

Retirement (continued)

Barbara Lizotte, Substitute Teacher & Instructional Assistant, effective the close of business November 26, 2012 (3 Years of Service).

Shannon Smith, Job Coach, effective the close of business December 14, 2012 (6 Years of Service).

John B. Houser, Director of Special Programs and Services, effective the close of business April 12, 2013 (40 Years of Service).

Part-Time Employment

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

Colleen Frable, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$12.82/Van Driver, \$13.61/Mini Bus, \$14.04/Big Bus, and \$9.35/Vehicle Assistant, up to 29 hours per week, effective November 16, 2012 (Transportation Pool; Transportation Budget).

Bonnie Bergstresser, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$12.82/Van Driver and \$9.35/Vehicle Assistant, up to 29 hours per week, effective December 7, 2012 (Transportation Pool; Transportation Budget).

Unpaid Leave

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

Barbara Maloney, Instructional Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 14, 2012 and ending on November 27, 2012 with a return to work date of November 28, 2012.

Jennifer Kochie, Secretary, Parenting Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning February 28, 2013 and ending on July 5, 2013 with a return to work date of July 8, 2013.

Edina Fisher, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 13, 2012 and ending on February 5, 2013 with a return to work date of February 6, 2013.

Kimberly Zsigovits, Instructional Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 12, 2012 and ending on November 28, 2012 with a return to work date of November 29, 2012.

Change of Date—Unpaid Leave

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

Michele Hewitt, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning May 14, 2012 with a change of end date from November 15, 2012 to November 16, 2012 with a return to work date of November 19, 2012.

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 December 3, 2012 to February 28, 2013 with a return to work date of March 1, 2013.

PERSONNEL MATTERS (continued)

Change of Hours

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

Tami Hunsicker, Contracted Behavior Support, at the rate of \$20 per hour, up to 40 hours per week, (previously approved for up to 5 days per week/7 hours per day), effective November 27, 2012. (To Be Billed to Salisbury Township School District)

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:

Joan Adducie

Contracted Services

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

Kathleen Hagen, Professional Interpreter, at the rate of \$28 per hour, up to 29 hours per week, effective December 18, 2012.

Rachel Diehl, Behavioral Support, at the rate of \$20 per hour, up to 5 days per week/7 hours per day, effective November 30, 2012.

Brett Martinez, Snow Removal Staff, at the rate of \$100 per event, on an as needed basis, effective December 6, 2012 to March 31, 2013.

Cynthia Gillette, Absence Coordinator, at the rate of \$14.56 per hour, on an as needed basis, effective January 1, 2013.

Substitutes

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

Substitute Teachers and Substitute Instructional Assistants

- 1) Mary Raymond
- 2) Michelle Gomez

Substitute Instructional Assistant

- (1) Clara Ballesteros

Substitute Cleaning Staff

- (1) Jennifer Reinhard

Moved: Francee Fuller; Seconded: Robert Kolb; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

RECOGNITION OF JOHN B. HOUSER

Dr. Elaine Eib recognized and thanked John B. Houser, retiring Director, Special Programs and Services, for his 40 years of service and dedication to the Carbon Lehigh Intermediate Unit #21.

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: Clarence Myers; Seconded Anthony DeMarco; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

CARBON LEHIGH INTERMEDIATE UNIT CONVENTION

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves that the Carbon Lehigh Intermediate Unit not hold a convention and that Board Members be elected by mail ballot. If the Board approves this action, the fourteen districts are to be notified. Moved: John Toft, Jr.; Seconded: Mary L. Ziegler; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

APPROVAL OF 2013-2014 PROPOSED CLIU EARLY INTERVENTION SCHOOL CALENDAR

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the 2013-2014 Proposed CLIU Early Intervention School Calendar as filed with Board Related Materials. Moved: Anthony DeMarco; Seconded: Penny Hahn; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

UNFINISHED BUSINESS

There was no Unfinished Business discussed.

NEW BUSINESS

First Reading of Policy #820, Acceptable Use of Electronic Systems-Communications

The CLIU Board of Directors accomplished the first reading of Board Policy #820, Acceptable Use of Electronic Systems-Communications. This policy will be presented to the Board at the January 30, 2013 CLIU Board meeting to accomplish a second reading and adopt as policy.

BOARD SHARING

The following items were shared:

- President Bold thanked the Board members for their attendance at the meeting;
- Darryl Schafer and Debra Lamb, CLIU Board Members representing the Northwestern Lehigh and Allentown School District respectively, discussed information regarding charter school issues and applications within each of their districts; and
- All were wished a happy holiday season!

JANUARY 2013 CLIU BOARD MEETING DATE

President Bold reminded everyone that the next CLIU Board meeting will not be held on the regular third Monday of the month; but rather on Wednesday, January 30, 2013. Please mark your calendars!

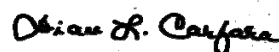
LEGISLATIVE UPDATE

President Bold distributed information to the Board regarding Tax Reform Mandates.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:25 p.m. Moved: Darryl Schafer; Seconded: Anthony DeMarco; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

Respectfully submitted,



(Mrs.) Diane L. Carfara  
Board Secretary

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**NEXT MEETING**

**WEDNESDAY, JANUARY 30, 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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