

MINUTES

CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

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

MONDAY, DECEMBER 16, 2013

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

Meeting No. 528

CALL TO ORDER

President Robert Bold called the five hundredth and twenty-eighth 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: Debra Lamb, Penny Hahn, Wayne Wentz, Raymond Follweiler, Jr., Darryl Schafer, Clarence Myers, Robert E. Bold, Mary Ziegler, and Owen Eberhart, Jr. Board Members Absent: Francee Fuller and Anthony DeMarco. Staff: Diane L. Carfara, Tee Decker, Dr. Elaine E. Eib, Philip Fiore, Molly Flood, Dr. Charlotte Golden, Andrew Lechman, Deborah Popson, Kim Talipan, and Uldis Vilcins,. Also in attendance were: Rebecca Schafer, Judith Eberhart; and Michele Borland, Director of Human Resources Candidate and Duane Elsasser, Supervisor of Operations Candidate; and Ellis Katz, Esq., Solicitor.

APPROVAL OF THE NOVEMBER 18, 2013 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the November 18, 2013 meeting as presented. Moved: Raymond Follweiler, Jr.; Seconded: Penny Hahn; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 2.

REAPPROVAL OF THE OCTOBER 21, 2013 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors reapproves the minutes of the October 21, 2013 meeting with the following addition:

Resignation of CLIU Board Member

- MOTION: The Carbon Lehigh Intermediate Unit #21 Board of Directors accepts the resignation of Robert Kolb, CLIU Board member representing the Whitehall-Coplay School District, effective October 16, 2013. Moved: Mary Ziegler; Seconded: Penny Hahn; Vote: Yes – 12; No – 0; Abstentions 0; Absent – 2.

Moved: Darryl Schafer; Seconded: Mary Ziegler; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 2.

APPOINTMENT OF CLIU BOARD MEMBERS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors hereby appoints the following district Board members to serve on the Carbon Lehigh Intermediate Unit Board of Directors, effective December 16, 2013, until the CLIU Board Annual Election in the spring of 2014:

Gerard E. Grega, Weatherly Area School District
Kathleen Parsons, Southern Lehigh School District

APPOINTMENT OF CLIU BOARD MEMBERS (continued)

Moved: Penny Hahn; Seconded: Clarence Myers; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 2.

WELCOME TO NEW CLIU BOARD MEMBERS

On behalf of the Board, Dr. Eib and President Bold welcomed Mr. Gerard Grega and Mrs. Kathleen Parsons, new CLIU Board members representing the Weatherly Area and Southern Lehigh School Districts, respectively, to the CLIU Board of Directors.

The minutes from this point reflect Mr. Grega's and Mrs. Parsons' attendance at the meeting.

BOARD PRESIDENT'S REPORT

President Bold reported that:

- An Executive Session will be held following the Board meeting to discuss personnel matters;
- Thanked each member for their continued attendance at the CLIU Board meetings; and lastly,
- CLIU students and teachers that provided a presentation to our Board in November, will present to the Parkland Board members at their upcoming meeting.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Board Correspondence

Dr. Eib reviewed the following Board Correspondence with the Board:

- A letter was received from Peter Capote, son of Alina Capote, CLIU Substitute Instructional Assistant. Peter sent this letter in the same envelope as his Mom's timesheet to thank CLIU for giving his Mom the opportunity to work here and for the occupational therapy that he receives at his school; and
- A newsletter, received from Becky Miller, CLIU Teacher, sharing news from the CLIU Weisenberg Elementary MDS-Behavioral Support Transitions classroom.

CLIU Update

CLIU continues to show itself throughout Pennsylvania as a model IU as evidenced by the following as shared by Dr. Eib:

- Intermediate Unit Race to the Top (RTTT) grants were audited throughout the State. On December 6th, the PDE Director and Assistant Director of RTTT met with CLIU staff members, Dr. Elaine Eib, Kim Talipan, Andrew Lechman, and Charlotte Golden. The audit reviewed the fiscal aspects, operations, and reporting. Partnerships with Carbon and Lehigh County school districts, as required by the grant, were also reviewed. The auditors noted that we are a model IU and were overwhelmed by our outstanding reporting and fiscal operation of the grant. Following the meeting, PDE staff met with district RTTT staff to verify our role. Districts were very pleased in trainings received, i.e., Educator Effectiveness, and overall partnership with CLIU. Dr. Eib praised Andrew Lechman, CLIU Director, Business Services and staff and that of the entire Administration staff for the handling of this grant.

SAFE SCHOOLS AND HEALTHY STUDENTS GRANT PRESENTATION

Dr. Eib was pleased to announce that CLIU is the recipient of a grant under Substance Abuse and Mental Health Services Administration (SAMHSA), in the amount of \$500,000/year for the next four years. CLIU is one of three in the state of Pennsylvania to receive this Pennsylvania Safe Schools/Healthy Students Partnership grant. Other schools/counties to receive grant monies include Penncrest School District/Crawford County and Northeastern York School District/York County.

SAFE SCHOOLS AND HEALTHY STUDENTS GRANT PRESENTATION (continued)

At this time, Dr. Eib introduced Tee Decker and Molly Flood, CLIU Assistant Directors, Special Programs and Services, who provided an overview of the grant award.

Through SAMHSA, the Pennsylvania Department of Education (PDE) sought to bring the Safe Schools/Healthy Students Grant (SS/HS) to Pennsylvania. This grant will help to support school and community partnerships among educational, behavioral health, and criminal and juvenile justice systems.

CLIU assisted in the development of the grant application with state leadership team members from PDE and the Department of Public Welfare. Influenced by the exemplary work of CLIU's Lehigh Learning and Achievement School (LLAS) staff, and the development of a comprehensive three-tiered system of Positive Behavior Interventions and Supports (PBIS), including the RENEW process, CLIU/LLAS was selected as one of three state awardees.

A Core Management Team, organized by CLIU, will include representatives from our LEA, law enforcement, behavioral health, juvenile justice agencies, child welfare, early childhood, community coalitions, advocacy groups, and family and youth representatives. Objectives of the partnership are as follows:

- Element 1: promoting early childhood social and emotional learning and development;
- Element 2: promoting mental, emotional, and behavioral health;
- Element 3: connecting youth, families, schools, and communities;
- Element 4: preventing and reducing alcohol, tobacco, and other drug use; and
- Element 5: preventing youth violence and bullying.

CLIU is very honored to assist in the PA SS/HS partnership for the purpose of developing exemplary safe and supportive schools and communities in Lehigh County, and ultimately throughout Pennsylvania.

RECOGNITION OF STUDENT PERFORMANCE

Dr. Eib commended and thanked the CLIU staff and students from the Deaf/Hard of Hearing class at Parkway Manor Elementary School for their heartwarming performance provided prior to the Board meeting. Student performers included Pedro Diaz, Anastasia Mendez, Ashley Ocasio, Athen Orlang, Jacob Parry, Krystal Perez, and Alizhanæ Young. CLIU staff that accompanied and assisted the students were Julia Hobart, Teacher; and Susan Arndt and Debbie Tice, Educational Interpreters.

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, 2013 as presented.

Ratifying Payment of Bills—November 11, 2013 to December 8, 2013

Ratifying payment of bills from 11/11/13 to 12/8/13 in the amount of \$4,069,352.86.

Payment of Bills

Payment of bills for December, 2013 as listed: Bills for Approval – 12/16/13 - \$804,447.23.

Committed Fund Balance Amount Approvals

Approval to establish amounts for Committed Fund Balance as of June 30, 2013 for:

FISCAL MATTERS (continued)

Committed Fund Balance Amount Approvals (continued)

Other Post-Employment Benefits (OPEB)	\$1,342,511
PSERS Retirement	\$ 800,000
Capital Projects	\$ 750,000

Approval of Agreement—Valley Youth House/Camp Fowler Agreement

Approve the agreement between the Carbon Lehigh Intermediate Unit #21 and the Valley Youth House, 829 Linden Street, Allentown, PA for property located at 5851 Horseshoe Road, Orefield, for the purpose of a life skills training program, Life House, at the rate of \$800 per month to be billed once a year, effective September 4, 2013 through June 13, 2014, pending Solicitor approval.

Approval of Lease Agreement/Early Intervention—Saucon Valley Rental, LLC

Approve a one (1) year lease agreement between Saucon Valley Rental LLC, 2793 Wassergass Road, Hellertown, PA, 18055, and the Carbon Lehigh Intermediate Unit #21, to lease 2,487 square feet of space, Unit B, located at 128 Delaware Avenue, Palmerton, PA 18071, at a rate of \$2,942.95/month commencing February 1, 2014 and ending on January 31, 2015, pending Solicitor approval (Early Intervention Budget).

Approval of Lease Agreement/Early Intervention—Lehigh Consistory for the Scottish Rite Center

Approve a one (1) year lease agreement between the Carbon Lehigh Intermediate Unit #21 and the Lehigh Consistory for the Scottish Rite Center, 1533 Hamilton Street, Allentown, PA 18102, for two (2) classrooms for the provision of Speech/Language Therapy, at the rate of \$682.95/ per month, excluding the month of July, commencing February 1, 2014 and ending on January 31, 2015, pending Solicitor approval.

Moved: Raymond Follweiler, Jr.; Seconded: Mary Ziegler; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 2.

FISCAL MATTERS—APPROVAL OF REVISED 2014-2015 GENERAL OPERATING BUDGET

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors adopts the proposed, revised CLIU General Operating Budget for the fiscal year 2014-2015 as filed with the Official Minutes, and requests the Board Secretary to mail said budget to the fourteen school districts of the Carbon Lehigh Intermediate Unit for approval. Moved: Darryl Schafer; Seconded: Wayne Wentz; Vote: Yes – 11; 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):

Shanna Gruenewald, Reading Specialist, effective the close of business December 6, 2013.

Joy Sheehan-Whiteman, Mental Health Worker and Therapeutic Staff Support Worker (BA), effective the close of business December 1, 2013.

James Snyder, Vehicle Driver/Vehicle Assistant, effective the close of business November 27, 2013.

Carol Collins, Contracted Behavioral Support, effective the close of business December 20, 2013.

Courtney Scholl, Speech Therapist, effective the close of business January 10, 2014.

Jennifer Gross, Instructional Assistant, effective the close of business December 17, 2013.

PERSONNEL MATTERS (continued)

Resignations (continued)

Cynthia Gillette, Contracted Absence Coordinator, effective the close of business December 21, 2013.

Mary Jo Castrine, Secretary, effective the close of business January 1, 2014.

Retirement

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

Lucille Hudock, Vehicle Driver/Vehicle Assistant, Transportation Summer Employment, and Substitute Utility Staff effective the close of business December 20, 2013 (11 Years of Service).

Bonnie Riemer, Instructional Assistant, effective the close of business January 6, 2014 (26 Years of Service).

Edward Romanko, Teacher and Therapeutic Staff Support Worker/Behavioral Specialist/Mobile Therapist, effective the close of business January 26, 2014 (26 Years of Service).

Nancy Keiser, Vehicle Driver/Vehicle Assistant, Transportation Summer Employment and Substitute Utility Staff, effective the close of business December 20, 2013 (40 Years of Service).

Donna Dickey, Payroll Specialist, effective the close of business December 3, 2013 (8 Years of Service).

Joann Strohl, Instructional Assistant, effective the close of business December 12, 2013 (20.5 Years of Service).

Employment Termination

Employment termination of the following person(s):

Edina Fisher, Vehicle Assistant, effective the close of business October 18, 2013.

Full-Time Employment

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

Mary Jo Castrine, Secretary to the Human Resources Director, Central Office, at an annual salary of \$35,000, prorated for the 240-day work year, effective January 2, 2014 (Replacement for Val Rex, Transferred; Human Resources Budget).

Colleen Hebding, Human Resources Specialist, Central Office, at an annual salary of \$45,000, prorated for the 240-day work year, effective January 6, 2014 or upon receipt of pending paperwork (Replacement for Stacey Conway, Resigned; Human Resources Budget).

Duane Elsasser, Supervisor of Operations, Central Office, at an annual salary of \$55,000, prorated for the 240-day work year, effective December 17, 2013 or upon receipt of pending paperwork (New Position; Maintenance Budget).

Jennifer Flannery, Instructional Assistant, Weisenberg Elementary School, at an annual salary of \$15,100, prorated for the 191-day work year, effective December 17, 2013 or upon receipt of pending paperwork (IA Pool; to be billed to Northwestern Lehigh School District).

Kelly Hoban, Instructional Assistant, Weisenberg Elementary School, at an annual salary of \$14,500, prorated for the 191-day work year, effective December 17, 2013 or upon receipt of pending paperwork (IA Pool; Special Education Budget).

Sherri Mosser, Instructional Assistant, Lehigh Learning and Achievement School, at an annual salary of \$16,300, prorated for the 191-day work year, effective December 17, 2013 (IA Pool; To Be Billed to Allentown School District).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Michele Borland, Director of Human Resources, Central Office, at an annual salary of \$110,000, prorated for the 240-day work year, effective January 6, 2014 or upon receipt of pending paperwork (Replacement for Kimberly Talipan, Transferred; Human Resources Budget).

Part-Time Employment

Part-Time Employees, changed to up to 29 hours per week (previously approved for up to 4 days per week):

Dawne Beidleman
Kathryn Killo
Patti Nansteel
Maani Nemeh
Bernadette Silfies
Joann Strohl
Beverly White

Unpaid Leave

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

Ann Almazan, Job Coach, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning October 17, 2013 and ending on December 19, 2013 with a return to work date of December 20, 2013.

Eileen Balliet, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 15, 2013 and ending on December 9, 2013 with a return to work date of December 10, 2013.

David Weiss, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 14, 2013 and ending on December 2, 2013 with a return to work date of December 3, 2013.

Change of Date—Unpaid Leave

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

Donna Dickey, Payroll Specialist, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning August 28, 2013 with a change of end date from November 14, 2013 to December 3, 2013.

Joann Strohl, Instructional Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning September 12, 2013 with a change of end date from November 14, 2013 to December 12, 2013.

Deborah Ciappa, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning April 12, 2013 with a change of end date from November 20, 2013 to February 25, 2014 with a return to work date of February 26, 2014.

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:

Ashley Swerdon

PERSONNEL MATTERS (continued)

Emergency Employment

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

Lucille Hudock, Substitute Vehicle Assistant, at the hourly rate of \$9.35, effective December 21, 2013 (Transportation Budget).

Nancy Keiser, Substitute Vehicle Driver/Vehicle Assistant, at the hourly rate of \$9.35/Vehicle Assistant, \$12.82/Van Driver, \$13.61/Mini Bus, and \$14.04/Big Bus, effective December 21, 2013 (Transportation Budget).

Contracted Services

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

Ray Choley, GED Testing Proctor, at the rate of \$30 per hour, effective November 19, 2013.

Beverly Lukashewski, GED Testing Proctor, at the rate of \$30 per hour, effective December 17, 2013.

Contract with the following person(s) for the 2013-2014 fiscal year, up to 8 hours per week:

Colin Derrico, District Behavior Support, at the rate of \$20 per hour, effective December 3, 2013.

Substitutes

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

Substitute Teachers and Substitute Instructional Assistants

Ann Janders
Shaun Flynn

Substitute Instructional Assistant

Fatha Mohamed

Substitute Vehicle Driver/Vehicle Assistant

James Snyder

Provider 50 Personnel Pool

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:

Courtney Krempasky/Behavioral Specialist (Master's Level)/Mobile Therapist
Noel Powell/Therapeutic Staff Support Worker (BA)
Joshua Wuchter/Therapeutic Staff Support Worker (BA)
Jason Miller/Therapeutic Staff Support Worker (BA)
Kaitlin Bevan/Therapeutic Staff Support Worker (BA)

Moved: Darryl Schafer; Seconded: Clarence Myers; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 2.

Darryl Schafer, CLIU Board member representing the Northwestern Lehigh School District, recognized the CLIU employees retiring and thanked them for their collective 133.5 years of service.

Dr. Eib introduced and acknowledged the two new CLIU administrators in the audience, Michele Borland, Director, Human Resources; and Duane Elsasser, Supervisor of Operations. Welcome!

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: Wayne Wentz; Seconded Debra Lamb; Vote: Yes – 11; 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: Mary Ziegler; Seconded Wayne Wentz; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 2.

UNFINISHED BUSINESS

Diane Carfara, Board Secretary, distributed new Board policies for each Board member to be placed in their Board Policy binders. New Board members, Mr. Eberhart, Mr. Grega, and Mrs. Parsons, will receive their Board Policy binders at the January Board meeting.

NEW BUSINESS

There was no New Business discussed.

BOARD SHARING

Wayne Wentz, CLIU Board member representing the Lehigh Area School District, noted that the Lehigh Area School District is seeking a new Business Manager; and

Penny Hahn, CLIU Board member from the Catasauqua Area School District, questioned seating arrangements at the Board Room table following the December reorganization meeting. A majority of the group noted that seats remain the same, some are seated alphabetically, and others choose which seat in which they would like to be seated.

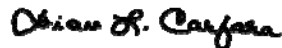
LEGISLATIVE UPDATE

President Bold did not have any new legislative information to share with the Board at this time; however, he extended his wishes to all for a pleasant holiday season and a happy new year!

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:35 p.m. Moved: Penny Hahn; Seconded: Raymond Follweiler, Jr.; Vote: Yes – 11; No – 0; Abstentions – 0; Absent – 2.

Respectfully submitted,



(Mrs.) Diane L. Carfara
Board Secretary

NEXT MEETING

WEDNESDAY, JANUARY 29, 2014

**Carbon Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078**

7:00 P.M. – Regular Board Meeting – CLIU Board Room
