

MINUTES  
CARBON LEHIGH INTERMEDIATE UNIT  
BOARD OF DIRECTORS

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

MONDAY, MARCH 21, 2011

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

Meeting No. 495

CALL TO ORDER

President Robert Bold called the four hundred and ninety-fifth 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: Penny Hahn, Terry Richwine, Duane Eidem, Gary S. Fedorcha, Darryl Schafer, Michael Ballard, Anthony DeMarco, Robert Bold, Mary Ziegler, Patti Mohr, John Toft, Jr., and Robert Kolb. Board Members Absent: Donna Daday and Michael Huber. Staff: Diane L. Carfara, Tee Decker, Deb Dendas, Dr. Elaine E. Eib, Philip Fiore, Ivy L. Harding, Jack Houser, Jacqueline Sham, Kim Talipan, Steve Unis, and Randy Williams, Sr. Also in attendance was Ellis Katz, Esquire, Solicitor.

EXECUTIVE SESSION

An Executive Session was called at 7:02 p.m. to discuss personnel matters. The meeting reconvened at 7:12 p.m.

APPROVAL OF THE FEBRUARY 21, 2011 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the February 21, 2011 meeting as presented. Moved: Gary S. Fedorcha; Seconded: Darryl S. Schafer; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

BOARD PRESIDENT’S REPORT

President Bold thanked everyone for the many well wishes and beautiful fruit basket sent his way following a recent medical procedure.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Board Correspondence

Dr. Eib welcomed back President Robert Bold to this month’s meeting and reviewed the Board Correspondence as follows:

- A “Save the Date” postcard for the upcoming 18<sup>th</sup> Annual Carbon Lehigh Special Needs Children’s Foundation Golf Tournament was distributed to each of the Board members. This year’s tournament is scheduled to be held on Tuesday, June 21, 2011 at The Olde Homestead Golf Club. Proceeds from this event support special needs children in recreational and educational activities;
- A few “thank you” letters were also shared, the first of which is from Pastors Tony and Tammy Adamo of Kingdom Life, and sent to Pete Rile, CLIU Work Based Learning Program Coordinator. The letter thanks Joe Skrovanek, CLIU Job Coach, and students, for their efficient job in tidying their church sanctuary and performing other various tasks;

CORRESPONDENCE TO THE BOARD/CLIU UPDATE (continued)

- Secondly, Cynthia Bartynski, CLIU Coordinator of Professional Development, received a thank you from Dr. Glenn Zehner, Educational Programs Director, Drug Free Pennsylvania, in partnership with CLIU at a seminar for parents titled, "Straight Talk for Parents." Participants learned about the kinds of substances now making their way into schools, communities, and homes, as well as strategies to help young people avoid those substances. The evaluations received from the seminar were positive. Funding support for this seminar was provided by the Pennsylvania Commission on Crime and Delinquency;
- The next letter sent by Mary Ellen Greco, Panther Valley Elementary School Counselor, addresses Tee Decker, Assistant Director, Special Programs and Services, and the CLIU Flight Team. Ms. Greco noted how valuable and kind the FLIGHT Team is, and what their presence meant to Panther Valley following the loss of one of their building secretaries after a long battle with cancer; and
- The final thank you letters were sent to Maia Geiger, CLIU Social Worker, from Alex, a 4<sup>th</sup> grade student from Lynn DiGiacomo's hearing impaired class at Parkway Manor Elementary School. Alex received a special alarm clock, which is attached to the mattress and has blinking lights, giving Alex the independence to wake up on his own. With both the vibrating mattress and the brightly blinking lights, Alex knows when to wake up and get ready for school. The first letter, was written by Alex in his own deaf language--translating American sign language to the written word; and the second letter was rewritten with Mrs. DiGiacomo's assistance so that Maia could understand it.
- Another piece of Board Correspondence announces an event scheduled for April 29<sup>th</sup>, and features Kathie Snow, author of *Disability is Natural*. This event, organized and planned by LeAnne Lorenzo, CLIU Early Intervention Training and Consultation, is being paid for by the Early Intervention Inclusion Grant received by CLIU this year. Many repeated sessions are offered on this day which are geared to practitioners, directors, therapists, families, and community members who know, work with, or support young children and individuals with and without disabilities; and lastly;
- Each Board member received a copy of their district's Child Count information as well as CLIU's March Update.

CLIU Update

Dr. Eib noted that the Pennsylvania Association of Intermediate Units (PAIU), in conjunction with the Pennsylvania Association of School Administrators (PASA), and the Pennsylvania School Boards Association (PSBA), have scheduled a Budget Summit, a Commonwealth main event. The purpose of the Summit is for IU's to host a work session that will bring together stakeholders to collaborate on generating a list of cost-saving strategies. Ideas generated from all regions will be compiled and distributed to everyone in the State. This region's event date, selected by PAIU and partners, is scheduled to be held on March 29, 2011 at CLIU #21.

She also noted that the CLIU School Board Conference is scheduled to be held on March 30, 2011, at the Holiday Inn Conference Center, Fogelsville, beginning at 5:30 p.m. Board members and administrators will gather to honor school board members from the Carbon and Lehigh County Area.

Distributed to all Board members was a PAIU White Paper. Each category of the White Paper aligns with Governor Corbett's "An Agenda for Excellence, a Great K-12 Education for Every Pennsylvania Child."

CLIU Update (continued)

This White Paper gives intermediate units the opportunity to be understood as the Governor was getting ready to flat fund public education and the fear that IU's may not be fully understood by both the legislators and governor. Intermediate units wanted to be ready with an educated and comprehensive response. This well-written document speaks frankly about intermediate units, noting that we are entrepreneurial, highly-skilled, technological, and agile providers of cost-effective instructional and operational services to school districts, charter schools, and over 2,400 nonpublic and private schools. This document was shared with Governor Corbett, his Cabinet, and all State legislators, and will be distributed to our Superintendents Advisory Council in April.

Dr. Eib also provided the Board with an overview of Governor Corbett's proposed State Budget and what it means to intermediate units. The entire intermediate unit line item, totaling \$4.7 million, which is set in statute, has been eliminated. For CLIU, this translates into a \$150,000 loss. The Special Education Core Budget, which was flat funded, results in a \$50,000 loss; and, adding in the Social Security Subsidy loss of \$21,000, CLIU is looking at a first-year loss of \$220,000.

REPORT OF AUDIT FOR THE 2009-2010 FISCAL YEAR

James Bova, Certified Public Accountant, and Michele Bitner, Manager of the CLIU Audit, from the accounting firm of Campbell, Rappold, and Yurasits, reviewed the Communication with Those Charged with Governance, the Internal Control Communication, and the overall Single Audit Package for CLIU for the year ended June 30, 2010.

Mr. Bova noted that the auditing firm is required to communicate their responsibility in respect to the financial audit, timing, scope and any matters that occur during the audit that would be relevant to the board's responsibility in overseeing the financial reporting process. As noted in the Communication with Those Charged w/Governance, the auditing firm encountered no significant difficulties in dealing with management in performing and completing the audit. Only one adjustment as detected through the auditing procedure was a journal entry to clear out some transfers. However, the remaining adjustments disclosed were either adjustments noted by management during the auditing process or expected adjustments.

Next, Mr. Bova referred to the Internal Control Communication, which is a tool that notes discovery of any significant deficiencies in the internal controls of the organization, or any material weaknesses. Mr. Bova noted that there were no material weaknesses. He also noted a past year comment in regard to the segregation of duties. CLIU has successfully segregated significant incompatible accounting duties within the business office. However, certain individuals, unavoidably due to the relatively small size of the business office staff, have the ability to override the internal control benefits of segregated duties. Accordingly, Campbell, Rappold, and Yurasits continues to recommend that management remain vigilant in performing appropriate review procedures and continues to monitor the effectiveness of internal controls, identify weaknesses, and implement corrective policies as deemed necessary. The auditing firm also continues to recommend that the Board of Directors remain involved in the financial affairs of CLIU through its continued review and approval functions at monthly board meetings and annual review of audit reports.

In review of the Single Audit Package, Mr. Bova noted the improvement of CLIU's overall condition from 2009. Also addressed was the Statement of Revenue and Expenditures, specifically Operating Grants and Contributions.

REPORT OF AUDIT FOR THE 2009-2010 FISCAL YEAR (continued)

Overall findings reported were as follows:

- Under OMB A-102 Common Rule, CLIU is required to perform a physical inventory of equipment acquired under Federal awards at a minimum of every two years. However, in 2009-2010 this did not occur. In answer to this finding, CLIU has already implemented procedures to tag each asset acquired with federal funds and has recently had a third party perform a physical inventory of all assets of CLIU and is in the process of comparing the physical inventory to the internal fixed asset records; and
- Under OMB Circular A-87, in order for post-employment health benefits to be allowable costs, they must be either: (a) actual payments to retirees or their beneficiaries, or (b) costs calculated using an actuarial cost method recognized by Generally Accepted Accounting Procedures (GAAP) and funded for the year within six months after the end of the year to a trust fund. In answer to this finding, CLIU has entered into the Pennsylvania OPEB Trust in December, 2010 and funded \$49,043 of OPEB expense, for amounts charged to federal award programs.

The overall report notes that the audit and overall financial health of CLIU as good. In conclusion, the following motion was made by the CLIU Board of Directors:

- 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, 2010. Moved: Terry Richwine; Seconded: Robert Kolb; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

APPROVAL OF SINGLE AUDIT CORRECTIVE ACTION PLAN FOR THE 2009-2010 FISCAL YEAR

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the Single Audit Corrective Action Plan for the year ended June 30, 2010. Moved: Penny Hahn; Seconded: Michael Ballard; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

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 February 28, 2011 as presented.

Payment of Bills

Payment of bills for March, 2011 as listed: Bills for Approval – 3/21/11 - \$625,009.03.

- Moved: John Toft, Jr.; Seconded: Gary S. Fedorcha; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

PERSONNEL MATTERS—RESIGNATION, DIRECTOR OF BUSINESS SERVICES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the resignation of Ivy L. Harding, Director, Business Services, effective the close of business May 27, 2011. Moved: Michael Ballard; Seconded: Darryl S. Schafer; 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):

Eugene Clay, Contracted Behavioral Support, effective the close of business March 9, 2011.

Kathi Charles, Substitute Vehicle Assistant, effective the close of business February 18, 2011.

Marvin Fritzinger, Emergency Substitute Vehicle Driver/Vehicle Assistant and Substitute Summer Employment, effective the close of business February 18, 2011.

Donna Parker, Therapeutic Staff Support Worker (BA) effective the close of business February 24, 2011.

Sandra Pettit, Vehicle Driver, effective the close of business March 10, 2011.

Furlough

Furlough the following persons:

Wendy James, Help Desk Analyst, Central Office, effective the close of business March 21, 2011.

Colleen Woods, Software Support Specialist, Central Office, effective the close of business March 21, 2011.

Full-Time Employment

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

Jody Bader, Vehicle Driver, (CDL), at an hourly rate of \$14.53/Bus Driver and \$14.09/Mini-Bus Driver, effective February 17, 2011 (Transportation Pool; Transportation Budget).

Connie Wentz, Vehicle Driver, (CDL), at an hourly rate of \$14.53/Bus Driver and \$14.09/Mini-Bus Driver, effective February 17, 2011 (Transportation Pool; Transportation Budget).

Part-Time Employment

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

Barry Fink, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$9.35/Vehicle Assistant and \$12.82/Van Driver, up to 29 hours per week, effective March 10, 2011 (Transportation Pool; Transportation Budget).

Carmen Bou, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$9.35/Vehicle Assistant, \$12.82/Van Driver, \$13.61 Mini-Bus Driver, and \$14.04/Bus Driver, effective March 10, 2011. (Transportation Pool; Transportation Budget).

Change of Date—Unpaid Leave

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

Kortney Ryder, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, that was scheduled to begin on February 21, 2011 but has been changed to begin on February 14, 2011 and a change in end date from April 1, 2011 to March 25, 2011 with a return to work date of March 28, 2011.

PERSONNEL MATTERS (continued)

Tenure

Grant tenure to the following person(s):

Tiffany Zakrewsky  
Lynn Koncz

Emergency Employment

Emergency employment of the following person(s) for the 2010-2011 fiscal year:

James Scagliotti, School Psychologist, at the daily rate of \$440, up to three days per week, effective March 1, 2011 (Special Education Budget).

Contracted Services

Contract with the following person(s) for the 2010-2011 fiscal year:

Donald Brown, Behavioral Support, at the rate of \$20 per hour, up to 5 days per week/7 hours per day, effective March 3, 2011.

Kristy Kratzer, Behavioral Support, at the rate of \$20 per hour, up to 5 days per week/7 hours per day, effective March 2, 2011.

Substitutes

Approve the following substitutes for the 2010-2011 fiscal year:

Substitute Teacher and Substitute Instructional Assistant

Tushanna Flynn

Substitute Instructional Assistants

Beverly Shegina  
Diana Vasquez  
Denise Mickle  
Diane Frederick  
Diane Kehler

Substitute Speech Therapist

Lee Ann Koch

Substitute Utility Staff

Walter Lang

Provider 50 Personnel Pool

Provider 50 Personnel Pool, casual employment, on an as-needed basis, for the 2010-2011 fiscal year, at the board approved rates for the position(s) listed:

Leslie Bassion/Therapeutic Staff Support Worker (BA)  
Samuel Shaffer/Therapeutic Staff Support Worker (AA)  
Michele Wakabayashi/Therapeutic Staff Support Worker (BA)  
Kristy Kratzer/Therapeutic Staff Support Worker (BA)  
Jennifer Fike/Behavioral Specialist/Mobile Therapist  
Moiria Padfield/Behavioral Specialist/Mobile Therapist  
Jessica Jones/Therapeutic Staff Support Worker (BA)

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

Darryl Schafer, CLIU Board member representing the Northwestern Lehigh School District, asked about the furloughs on this month's Agenda. Dr. Eib explained that these furloughs were based on a reduction of services in the Management Information Systems (MIS) Department. As a result in the reduction of services that fund their salaries and benefits, those two individuals were furloughed as they are not regulated by the Pennsylvania Department of Education certification statutes that prevent CLIU from moving in that direction.

ADOPTION OF PROGRAMS AND SERVICES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors shall adopt a program of services for the period July 1, 2011 through June 30, 2012, and submit such program of services for the next school year to the Secretary of Education in accordance with Sections 906-A and 914-A. The services listed below are those that we have been providing:

- Continuing Professional Education
- Curriculum Development
- Strategic Planning
- Human Resources
- Instructional Media/Technology Services
- Management Services

Moved: Mary L. Ziegler; Seconded: Anthony DeMarco; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

APPROVAL OF ANNUAL MEASURABLE ACHIEVEMENT OBJECTIVES (AMAO) IMPROVEMENT PLAN

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors has reviewed and approves the Annual Measurable Achievement Objectives (AMAO) Improvement Plan for the 2011-2012 school year on behalf of the Carbon Lehigh Intermediate Unit #21 Title III Consortium as filed with Related Materials. Moved: Terry Richwine; Seconded: Michael Ballard; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

BOARD SHARING

Board Sharing discussion topics included:

- The implementation of a uniform policy at the Catasauqua Area School District. Board Members Anthony DeMarco and Michael Ballard will share information from the Jim Thorpe Area, Panther Valley and Tamaqua School Districts with Penny Hahn;
- Outsourcing of maintenance department work;
- District common calendars, particularly as it relates to the start date of a new school year;
- Budget retreats, public budget meetings, the Governor’s budget, salary “freeze” and cuts for the coming school year and beyond;
- Block scheduling;
- Resolutions approved to oppose SB1; and
- School Board openings.

LEGISLATIVE UPDATE

Mr. Bold discussed the Governor’s Budget as well as vouchers and Senate Bill 1.

INFORMATION

CLIU 2010-2011 GRANTS  
 March 21, 2011 Board Update

<u>Department</u>	<u>Name of Grant</u>	<u>Amount</u>
Curriculum & Instruction	Intel Teach (2010-2012)	\$ 50,000.00
	TIMS Technology Integrated Mentor Specialist Yr. 3	\$ 26,000.00

INFORMATION (continued)

CLIU 2010-2011 GRANTS  
 March 21, 2011 Board Update  
 (continued)

<u>Department</u>	<u>Name of Grant</u>	<u>Amount</u>
<b>Curriculum &amp; Instruction (continued)</b>	Annenberg PA Institute for Instructional Coaching (July, 2010 – December, 2010) Year 2—2 <sup>nd</sup> Part	\$ 50,000.00
	Title III (carryover)	\$ 38,113.00
	<b>Title I Part A – Capacity Building Initiative</b>	<b>\$ 50,000.00</b>

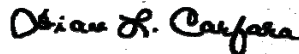
<b>Special Programs and Services</b>	IDEA Grant	\$ 10,791,532.00
	Early Intervention Inclusion, Performance, and Assistive Technology Grants	\$ 240,000.00
	Behavioral Health Reinvestment Funds	\$ 6,686.00
	<b>Medicaid Infrastructure Grant - Transition</b>	<b>\$ 5,000.00</b>

<u>Department</u>	<u>Donations</u>	<u>Amount</u>
<b>Educational Technologies</b>	CLIU-Wide Programs	
	Crayola	
	Color Wonder Coloring Pad/Markers/ Backyardigans (200)	\$ 2,200
	Color Wonder Blue Clues Books (50)	\$ 550
	Color Wonder Nemo Drawing Pads (100)	\$ 1,100
	Giant Coloring Pages (200)	\$ 1,400
	Color Surge Colored Tablets (985)	\$ 9,850
	Crayons/8-pack (576)	\$ 576
	Sidewalk Paint – Yellow (50)	\$ 210
	Sidewalk Paint – Blue (50)	\$ 210
	Color Surge Marker Paper (60)	\$ 600
	Color Fillz Mosaic Art Disney Cars (48)	\$ 624
	Color Wonder Markers/Coloring Pad Princess (24)	\$ 264
	Color Wonder/6-pack Markers (400)	\$ 1,600
	Color Wonder Finger Paints (200)	\$ 1,800
	50-Washable Markers (48)	\$ 480
	Giant Coloring Murals Disney Fairies (96)	\$ 960
	Color Wonder Mini-Marker Coloring Pad (200)	\$ 1,700
	Color Wonder Finger Paint Sets (151)	\$ 1,359
	Model Magic Fusion G/S/R (116)	\$ 928
	Twistable Slick Sticks (60)	\$ 540
	Olympus Camera (3) Stylus 900 CPN Camera	\$ 450

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 8:20 p.m. Moved: Darryl Schafer; Seconded: Michael Ballard; Vote: Yes – 12; No – 0; Abstentions – 0; Absent – 2.

Respectfully submitted,



(Mrs.) Diane L. Carfara  
 Board Secretary

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**NEXT MEETING—MONDAY, APRIL 18, 2011**

**Carbon Lehigh Intermediate Unit #21  
 4210 Independence Drive  
 Schnecksville, PA 18078**

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

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