

MINUTES

CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 24, 2024

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

Meeting No. 639

CALL TO ORDER

President George Williams called the six hundredth and thirty 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.

ATTENDANCE

Board Members in Attendance: Andrene Brown-Nowell, Jason Bashaw, Dr. William Whitney, Jeremy Glaush, Sherry Haas, Anthony DeMarco, Lisa Roth, Laura McKelvey, Emily Gehman and George Williams. Board Members Absent: Richard Flacco, Gale Husack, Jennifer Senavaitis, Laura McKelvey, and Kenneth Jacoby. 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: Danielle Argot and Carley Knappenberger, CLIU Assistive Technology consultants, Mark Crenshaw, IT Support; and John Audi, Esq., Solicitor.

President Williams took a moment to welcome Mr. Jason Bashaw to his first in-person CLIU Board meeting.

AUDIENCE INPUT ON THE AGENDA

There was no audience input at this time.

APPROVAL OF THE DECEMBER 18, 2023 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the December 18, 2023 meeting as presented.

Moved: Jeremy Glaush; Seconded: Dr. William Whitney; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

RESIGNATION OF CLIU BOARD MEMBER

President Williams thanked Mr. Jacoby for his service and asked for the following motion:

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors accepts the resignation of Kenneth Jacoby, CLIU Board member representing the Weatherly Area School District, effective January 23, 2024.

Moved: Jeremy Glaush; Seconded: Anthony DeMarco; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

BOARD PRESIDENT'S REPORT

President Williams took a moment to extend his appreciation to his fellow Board members for Board Appreciation month.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Gregory Koons visited CLIU programs over the past month and said he was greatly impressed with the staff and especially the students. He said he had the great privilege of delivering adapted toys to the CLIU MDS program at Kernsville Elementary last month, which is highlighted in this evening's departmental presentation. Dr. Koons also visited the Lifehouse program and a few Work-based Learning program sites yesterday.

Dr. Koons shared that on January 8th, Kim Talipan coordinated an Externship Experience with four students from Moravian University where the students had an opportunity to meet with CLIU program directors to discuss job skills and opportunities at CLIU.

Dr. Koons noted a Regional Swatting Summit was held on January 10th and included emergency personnel from our region as well as a member of the FBI from Boston, Massachusetts.

The CLIU held a Legislative Breakfast with Superintendents and Carbon & Lehigh Legislators that highlighted various educational challenges that schools are currently experiencing and proposed solutions to the legislators.

Finally, Dr. Koons invited the Board to the Adaptive Bike Presentation, called "My Bike", slated to be held here at the CLIU Central Office on February 22nd.

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.

Dr. Koons remarked that the Board's dedication to the IU does not go unnoticed and extended his appreciation to each Board member. He then asked the Board to open the cards in front of them that were made by CLIU students as well as a small plant/planter that were made by the students at CLAS.

Moved: Jeremy Glaush Seconded: Sherry Haas; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

REPORT OF AUDIT FOR THE 2022-2023 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 2022-2023 audit and reviewed/highlighted specific pages in the audit report for the Board.

REPORT OF AUDIT FOR THE 2022-2023 FISCAL YEAR (continued)

Mr. Brinker and Ms. Bitner asked for any questions regarding their talking points.

Jeremy Glaush took a moment to thank the CLIU Administration for ensuring the audit process went smoothly.

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, 2023.

Moved: Emily Gehman Seconded: Jeremy Glaush; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

CLIU DEPARTMENTAL SERVICES PRESENTATIONS

Toy Adaptation Day

Dr. Mark Scott, Director of Special Programs and Services introduced Ms. Carley Knappenberger and Ms. Danielle Argot, Assistive Technology Consultants for the CLIU, who began their presentation by showing a brief video of this year's Toy Adaptation Day event.

The Toy Adaptation program at the IU started five years ago and 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 reached 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.

Ms. Knappenberger and Ms. Argot 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 at different ways to successfully activate the toy. Ms. Knappenberger demonstrated and passed around some of the toys that had already been adapted. The components in their entirety cost about \$3-\$5; whereas if the switches were purchased from a manufacturer the toy modification may cost around \$60 each. Through the knowledge of the students the toys were adapted for about \$3 each. 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.

Mr. Argot noted that the team is looking to adapt Bumper Buddies, a small, bumper car-like toy, steered with a joystick, for students to use to prepare them for a powerchair. Students at CCTI will be adapting the Bumper Buddies in the coming months.

The Board thanked Ms. Knappenberger and Ms. Argot.

2024- 2027 Comprehensive Plan

Eric Lech, Director of Curriculum & Instructional/Educational Technologies, provided an overview of the 2024-2027 CLIU Comprehensive Plan. This plan is a Chapter 4 requirement that fulfills both state and federal obligations. Included in this year's proposed plan is not only the overall Comprehensive Plan, but also the Professional Development Plan (Act 48), the Induction Plan (Chapter 49), and the Student Services Assurances (Chapter 12). Eric noted that the Academics Standards Assurances, Professional Development Assurances (Act 48), Induction Plan, and Student Services Assurances all meet PDE requirements.

CLIU DEPARTMENTAL SERVICES PRESENTATION (continued)

2024- 2027 Comprehensive Plan (continued)

Components of an IU Comprehensive Plan include the IU profile, (mission and vision statements); essential practices, (empowering IU leadership, continuous improvement of instruction, learner-centered supports, implementing data-driven strategies, and organizing and allocating resources and services); and the review of our plan (action steps/benchmarks, highlighting strengths & identifying challenges).

Mr. Lech noted to the Board the first step in developing the 2024-2027 Comprehensive Plan was data collection. Data was collected from 2023 Staff Surveys on Organizational Climate (General Climate, Equity/Inclusion/Belonging, Professional Learning), 2021-2024 Comprehensive Plan Committee recommendations, essential practices for Intermediate Unit Rubric – a cabinet exercise, from departmental surveys and focus groups: Service Surveys, Professional Learning Surveys, Cabinet to Cabinet meetings, etc. and recommendations from Academic Standards & Assurances, Professional Learning, Induction Committee and Student Services.

From that data key areas of both strengths and need were identified and prioritized. Two recommended priorities were 1. If the CLIU continues to engage Organizational Climate committees and continues progress in the areas of communication and celebration, then staff will feel more connected to the organization and mission and be retained for longer durations; and 2. If CLIU leaders examine the outcomes and feedback of internal professional learning, staff will be able to engage in relevant, supportive professional learning that will support helping children learn.

Two recommended goals were also identified for the 2024-2027 Comprehensive Plan: 1. By June 2027, the CLIU will demonstrate improved professional staff retention; and 2. By June 2027, the CLIU will develop an evolved professional learning plan responsive to PDE requirements, staff feedback, and student needs.

From the goals, two sets of general actions were formed. One set includes Organizational Climate actions, and the other are Professional Learning actions. The Organizational Climate actions are as follows: Committees continue short term plans through Year 1 (communication, climate, choice learning), Organizational Climate captains reassess staff climate in Year 2 to establish new short-term goals and actions, and the CLIU continues assessing staff retention rates. The Professional Learning actions include developing consistent internal evaluation/feedback tool for professional learning to gather data, using professional learning data to revise professional learning plan in alignment with PDE requirements, student, and staff needs, and continuing the use of the revised assessment tool to evaluate Professional Learning opportunities.

Eric then shared a timeline of current and future Comprehensive Plan actions with the Board. He noted that the Comprehensive Plan will be posted online for public review, and it will be on the March Board agenda for approval. He then opened the floor for any questions regarding the plan.

After a brief discussion the Board thanked Mr. Lech for his presentation.

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, 2023 as presented.

Bills to be Ratified—December 11, 2023 through January 15, 2024

Ratification of bills paid from 12/11/23 through 1/15/24 in the amount of \$7,419,086.88.

Bills to be Approved

Payment of bills for January 24, 2024 as listed: Bills for Approval – 1/24/24 - \$1,425,767.95.

Moved: Emily Gehman; Seconded: Anthony DeMarco; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

PERSONNEL MATTERS

Dr. Koons noted on tonight's agenda Blake Alercia, an LCTI student, is a candidate to intern as a mechanic at the CLIU Transportation office, and commended Transportation Director, Randy Parry, for coordinating this intern initiative.

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

Resignations

Resignation of the following person(s):

Heather Papay, Compensation and Benefits Specialist, effective the close of business December 15, 2023.

Jeniemarie Farrow, Teacher, Special Education, effective the close of business February 16, 2024.

Taylor George, Speech Therapist, effective the close of business February 9, 2024.

Heidi Brough, Substitute Teacher and Instructional Assistant, effective the close of business December 20, 2023.

Tammy Whiteman, Vehicle Assistant, effective the close of business December 22, 2023.

Jennifer Berger, Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business January 19, 2024.

Retirement

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

Don Ruch, Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business December 22, 2023 (6 Years of Service).

Sandra Walter, Job Coach and Summer Employment Pool Support Staff, effective the close of business January 31, 2024 (5 Years of Service).

Mary Zarkoski, Instructional Assistant and Summer Employment Pool Support Staff, effective the close of business March 1, 2024 (36 Years of Service).

New Position(s)

Approve the following new position(s):

Three (3) Full-Time Occupational Therapists.

One (1) Full-Time Behavioral Health Technician (BHT).

Full-Time Employment

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

Brandi Rodríguez, Instructional Assistant, Weisenberg Elementary School, at an annual salary of \$24,500, prorated for the 191-day work year, effective January 25, 2024 (Instructional Assistant Pool; Special Programs & Services Budget).

James Lehman, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective January 16, 2024 (Transportation Pool; Transportation Budget).

Frank Rapa, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective January 16, 2024 (Transportation Pool; Transportation Budget).

Jaime Luquis, Emotional Support Interventionist, Allentown Learning Achievement School, at an annual salary of \$51,000, prorated for the 194-day work year, effective March 18, 2024 or upon receipt of final paperwork (Replacement for Kelly Fegely, Resigned; Special Programs & Services Budget).

PERSONNEL MATTERS (continued)

Part-Time Employment

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

Yevette Miller, Cleaning Staff, CLIU Central Office, at the hourly rate of \$16.00, effective January 29, 2024 or upon receipt of final paperwork (Replacement for Shirley Frantz, Retired; Building and Maintenance Budget).

Change of Date - Unpaid Leave

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

#3614, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 20, 2023, with a change of end date from December 18, 2023 to December 21, 2023 with a return to work date of January 2, 2024.

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 2023-2024 fiscal year, at the appropriate hourly rate, up to 29 hours per week:

Amanda Cappella

Contracted Services

Contract with the following person(s) for the 2023-2024 fiscal year, up to 29 hours per week:

Lindsey Fisher, Physical Therapist, at the hourly rate of \$70, effective January 25, 2024 or upon receipt of final paperwork.

Lindsay Beck, Speech Therapist, at the appropriate hourly rate, effective January 25, 2024.

Blake Alercia, Student Intern, at the hourly rate of \$15, effective January 25, 2024 or upon receipt of final paperwork.

Contract with the following person for the 2023-2024 fiscal year, up to 15 hours per month:

Aaron Merkel, Webpage Editor, at the appropriate hourly rate, effective January 2, 2024.

Contract with the following persons, as IEP Pilot Participants, for a maximum of 5 hours, at the appropriate hourly rate, (January 6, 2024 - June 30, 2024):

Clifford Castoral
Rachel Connors
Corinne Durange
Kendyle Mills
Lauren Reiss
Melony Stanton
Adriane Strohl
Emily Zappulla

Substitutes

Approve the following substitutes for the 2023-2024 fiscal year, up to 29 hours per week:

Substitute Teachers and Substitute Instructional Assistants

Rachel Haring
Dana Schmitt
Lagna Srivastava
Darla Stewart
Allie Hanichak
Amy Milavsky
Avery Pennell

PERSONNEL MATTERS (continued)

Substitutes (continued)

Substitute Utility Assistant

Mark Cicchinelli

Substitute Vehicle Assistant

Mary Mason

Behavioral Health Services Personnel Pool

Behavioral Health Services Personnel Pool, casual employment, on an as-needed basis, for the 2023-2024 fiscal year, at the board approved rate for the position listed, up to 29 hours per week:

Braxton Lehman, Behavioral Health Technician (AA/HS), effective January 25, 2024 or upon receipt of final paperwork.

Summer Employment Pool Professional Staff

Summer Employment Pool, Professional Personnel, on an as-needed basis, September 1, 2023 to August 31, 2024 at the appropriate hourly rate, up to 29 hours per week:

Amanda Cappella

President Williams took a moment to congratulate retiree Mary Zarkoski on 36 years of CLIU service and the Board gave her a round of applause.

Moved: Jeremy Glaush; Seconded: Dr. William Whitney; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

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: Anthony DeMarco; Seconded: Emily Gehman; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

SECOND READING OF POLICY 619 - GASB 34, GASB 87 & GASB 96 REPORTING AND CAPITALIZATION POLICY

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors accepts and accomplishes the second reading of Policy # 619: GASB 34, GASB 87 & GASB 96 Reporting and Capitalization Policy, as presented, and adopts as policy.

Moved: Jeremy Glaush; Seconded: Sherry Haas; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

UNFINISHED BUSINESS

There was no Unfinished Business discussed at this meeting.

NEW BUSINESS

The CLIU Health and Safety plan was in Board member packets of information for review.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

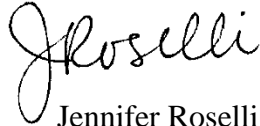
President Williams reminded the Board that there is no meeting in February and the next meeting will be held on Monday, March 18, 2024.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:26 p.m.

Moved: Sherry Haas; Seconded: Dr. William Whitney; President Williams declared the meeting adjourned.

Respectfully submitted,



Jennifer Roselli
Board Secretary

NEXT MEETING
MONDAY, MARCH 18, 2024
Carbon Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078
Board Meeting
6:30 p.m.