

MINUTES  
CARBON LEHIGH INTERMEDIATE UNIT  
BOARD OF DIRECTORS

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

MONDAY, SEPTEMBER 15, 2025

**6:30 P.M. - REGULAR MEETING - BOARD ROOM**

Meeting No. 657

CALL TO ORDER

Vice President Sherry Haas called the six hundredth and forty sixth 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: Jason Bashaw, Jeremy Glaush, Gale Husack, Jennifer Senavaitis, Sherry Haas, Anthony DeMarco, Annette Wilcox, and Laura McKelvey. Board Member Absent: Andrene Brown-Nowell, Dr. William Whiteney, Richard Flacco, Barbara Sipler, Emily Gehman, and George Williams. Staff: Dr. Gregory S. Koons, Gretchen Boyer, Jeanne Coy, George Husack, Eric Lech, Sean LeDonne, Lucia Miletto-O'Brien, Dr. Cathy Nelson, Jennifer Roselli, David Russell, Dr. Lisa Schumacher, Dr. Mark Scott, Kim Talipan; and Lisa Roth, former Board member. Also in attendance: Ellis Katz, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

Former CLIU Board Director, Lisa Roth, was in attendance to say hello to everyone.

APPROVAL OF THE AUGUST 18, 2025 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the August 18, 2025 meeting as amended.

Personnel Matters/Emergency Employment: Emergency employment of the following person: Nadine Schmidt, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$24.22/Vehicle Driver and \$17.88/Vehicle Assistant, effective August 29, 2025. (not \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective August 19, 2025 as was incorrectly noted and previously approved).

Moved: Gale Husack; Seconded: Annette Wilcox; Vote: Yes – 8; No – 0; Abstentions – 0; Absent – 6.

BOARD PRESIDENT'S REPORT

Vice President Sherry Haas expressed hope that everyone has had a smooth start to the school year. She noted that President Williams was unable to attend due to illness and extended well wishes to him and his family.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Koons provided an update on the RAN, noting that the item appears on the evening's agenda. He explained that the Board's approval authorizes the administration to proceed with the RAN, and that the formal resolution and supporting documents will be presented for approval at the October meeting.

Dr. Koons also announced that the organization will be transitioning to a new platform, Diligent Community, for accessing monthly board agendas and minutes.

### CORRESPONDENCE TO THE BOARD/CLIU UPDATE (continued)

He shared that ten of the fourteen districts currently using BoardDocs will migrate to this new system. Training will be provided as the transition moves forward, with the goal of implementing the new platform in time for the December Board Meeting, contingent upon Diligent's timeline for processing the request.

After a brief discussion of the frustrations of the budget impasse, Dr. Koons moved to the next presentation.

### EXTENDED SCHOOL YEAR PROGRAM PRESENTATION

Ms. Sean LeDonne, Assistant Director, Special Programs and Services, shared that the Extended School Year (ESY) program successfully completed another year.

She clarified that ESY is not summer school or credit recovery, but rather a continuation of a student's educational program as determined by their IEP team. The two main factors for eligibility are regression and recoupment—students who risk losing too much progress during natural school breaks may qualify for ESY to minimize learning loss.

This year, the program served 244 students in classrooms and provided related services to an additional 124 students, with a total of 450 referrals. While not all referred students attend due to family circumstances, these numbers represent those served through CLIU programs.

Programming was hosted at Whitehall High School, Orefield Middle School, and L.B. Morris Elementary in Jim Thorpe, with appreciation extended to the districts that made their facilities available. Additional services were provided at the Lehigh Learning Achievement Center and CLIU's two enhanced autism centers. Ms. LeDonne also highlighted breakdowns by district in both Carbon and Lehigh Counties, noting that while many districts run their own programs, CLIU continues to serve students across the entire catchment area based on need.

A brief video was shown following the presentation.

### CLIU DEPARTMENTAL SERVICES PRESENTATION

#### NEW CLIU WEBSITE

Mr. Eric Lech, Curriculum & Instruction/Education Technologies Director, shared that the CLIU has launched a refreshed website. He explained that the update was prompted by the retirement of a popular content management system and provided an opportunity to improve accessibility, streamline navigation, and refocus the site on external users while shifting internal resources to other platforms such as Diligent and the Intranet.

The redesigned site also places a stronger emphasis on visual media to better reflect the organization's work and identity. In addition, Eric highlighted the new CLIU Event Center, which simplifies access to professional learning opportunities. Unlike the previous system, the Event Center allows open viewing of events without requiring a login and offers easy filtering by category, location, and date.

The system enhances transparency and provides a user-friendly way for educators and community members to engage in CLIU's professional learning offerings.

### 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 August 31, 2025 as presented.

#### Bills to be Ratified—August 11, 2025 through September 7, 2025

Ratification of bills paid from August 11, 2025 through September 7, 2025 in the amount of \$5,660,091.53.

#### Bills to be Approved

Payment of bills for September 15, 2025 as listed: Bills for Approval – 09/15/2025  
- \$2,413,546.51.

FISCAL MATTERS (continued)

2025-2026 Revenue Anticipation Note (RAN)

The Carbon Lehigh Intermediate Unit #21 Board of Directors approves the resolution authorizing the issuance of a Revenue Anticipation Note, in a principal amount not to exceed \$15,000,000, plus bank fees and interest. The Note will be effective on or after October 1, 2025, and will mature on June 30, 2026.

After a brief discussion regarding the timing of the RAN, the Board voted on the motion.

Moved: Jeremy Glaush; Seconded: Anthony DeMarco; Vote: Yes – 8; No – 0; Abstentions – 0; Absent – 6.

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):

Brandon Harris, Vehicle Driver/Vehicle Assistant and Substitute Utility Staff, effective the close of business June 13, 2025.

Crystal Jones, Emotional Support Interventionist, effective the close of business August 19, 2025.

Kathryn Costa, Vehicle Assistant, effective the close of business June 18, 2025.

David Seaman, Outpatient Therapist (Master's), effective the close of business August 22, 2025.

Tamara Kunkel, Part-time Instructional Assistant, effective the close of business August 24, 2025.

Errin Volitis, Instructional Assistant and Summer Employment Pool Support Staff, effective the close of business August 12, 2025.

Trevor Hackman, School Police Officer and Contracted School Police Officer, effective the close of business August 11, 2025.

Corinne Durange, Teacher, Special Education and Homebound Instruction and Instruction In the Home Pool-Professional, effective the close of business October 17, 2025 or earlier, depending on the approval of her replacement.

Darla Stewart, Substitute Teacher and Instructional Assistant, effective the close of business August 27, 2025.

Priscilla Huff, Contracted Certified Occupational Therapy Assistant, effective the close of business August 25, 2025.

April Walker, Occupational Therapist, effective the close of business September 26, 2025.

Anne Hummel, Instructional Assistant, effective the close of business August 22, 2025.

Jericho Burger, Teacher, Special Education, effective the close of business September 12, 2025.

Carey Serfass, Substitute Vehicle Assistant, effective the close of business August 28, 2025.

Tonia McCole, Instructional Assistant, effective the close of business August 29, 2025.

Kris Smith, Vehicle Assistant, effective the close of business October 12, 2025.

Jamie Incorvaia, Vehicle Driver/Vehicle Assistant, Substitute Utility and Transportation Summer Employment, effective the close of business October 12, 2025.

Megan Kelly, Speech Therapist, effective the close of business September 4, 2025.

PERSONNEL MATTERS (continued)

Resignations (continued)

Katrina Herber, Emotional Support Interventionist, effective the close of business September 25, 2025.

Julianne Reightler, Substitute Teacher and Instructional Assistant, effective the close of business September 23, 2025.

Retirement

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

Lynn Haydt, Vehicle Driver/Vehicle Assistant and Substitute Utility Staff, effective the close of business December 31, 2025 (5 Years of Service).

Karen Smith, Vehicle Driver/Vehicle Assistant and Substitute Utility Staff, effective the close of business December 31, 2025 (21 Years of Service).

Full-Time Employment

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

Tamara Kunkel, Instructional Assistant, Carbon County Early Childhood Center, at an annual salary of \$28,000, prorated for the 191-day work year, effective August 25, 2025 (Instructional Assistant Pool; Early Intervention Budget).

Steven Black, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective September 4, 2025 (Transportation Pool; Transportation Budget).

China Cash, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective September 4, 2025 (Transportation Pool; Transportation Budget).

Kaitlyn Steuer, Vehicle Assistant, at an hourly rate of \$15.00, effective September 4, 2025 (Transportation Pool; Transportation Budget).

Autumn Sittler, Vehicle Assistant, at an hourly rate of \$15.00, effective September 16, 2025 or upon receipt of final paperwork, but no later than December 15, 2025 (Transportation Pool; Transportation Budget).

Terry Stein, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective September 4, 2025 (Transportation Pool; Transportation Budget).

Elizabeth Beers, Social Worker, Itinerant, at an annual salary of \$64,902, Step 6, Column M, prorated for the 194-day work year, effective September 16, 2025 or upon receipt of final paperwork and proper certification, but no later than December 15, 2025 (Replacement for Amber Snyder, Resigned; Early Intervention ACCESS Budget; Non-Tenured).

Lindsey Keiser, Speech Therapist, at an annual salary of \$58,582, Step 1, Column M, prorated for the 194-day work year, effective September 16, 2025 or upon receipt of final paperwork and proper certification, but no later than December 15, 2025 (Replacement for Alix Olesak, Resigned; Special Programs and Services Budget; Non-Tenured).

Valerie Steigerwalt, CDL Driver, at an hourly rate of \$20.25, effective July 15, 2025 (Transportation Pool; Transportation Budget).

Emily Franko, Instructional Assistant, Lehigh County Enhanced Autism, at an annual salary of \$24,000, prorated for the 191-day work year, effective September 16, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Kris Smith, Job Coach, Itinerant, at an annual salary of \$24,750, prorated for the 191-day work year, effective October 13, 2025 (Replacement for Christopher Smith, Resigned; Special Programs and Services Budget).

Jamie Incorvaia, Job Coach, Itinerant, at an annual salary of \$29,000, prorated for the 191-day work year, effective October 13, 2025 (Replacement for Steven Heineman, Resigned; Special Programs and Services Budget).

Jillian Scheel, Teacher, Special Education, L.B. Morris Elementary School, at an annual salary of \$56,800, Step 1, Column B, prorated for the 194-day work year, effective September 16, 2025 (Replacement for Corinne Durange, Resigned; Special Programs and Services Budget; Non-Tenured).

Jaclyn Lapp, Speech Therapist, Whitehall Coplay Early Learning Center, at an annual salary of \$81,553, Step 16, Column M, prorated for the 194-day work year, effective September 30, 2025 (Replacement for Ashley Bennett, Resigned; Early Intervention Budget; Non-Tenured).

Julianne Reightler, Teacher, Special Education, Itinerant, at an annual salary of \$58,575, Step 2, Column B12, prorated for the 194-day work year, effective September 24, 2025 (Replacement for Karen Wilson-Payne, Resigned; Special Programs and Services Budget; Non-Tenured).

Unpaid Leave

Grant an Unpaid Leave to the following person:

#4346, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning August 11, 2025 and ending on October 8, 2025 with a return to work date of October 9, 2025.

Change of Date—Unpaid Leave

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

#3390, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning April 22, 2025 with a change of end date from June 12, 2025 to September 16, 2025 with a return to work date of September 17, 2025.

#1913, Instructional Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning June 2, 2025 with a change of end date from September 3, 2025 to November 3, 2025 with a return to work date of November 4, 2025.

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 2025-2026 fiscal year, at the appropriate hourly rate, up to 29 hours per week:

Michelle McWhinney

Emergency Employment

Emergency employment of the following person for the 2025-2026 fiscal year, up to 29 hours per week:

Penny Zastko, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$28.29/Vehicle Driver and \$24.01/Vehicle Assistant, effective August 29, 2025 or upon completion of final paperwork and onboarding requirements, but no later than November 18, 2025.

PERSONNEL MATTERS (continued)

Contracted Services

Contract with the following person(s) for the 2025-2026 fiscal year, up to 29 hours per week:

Andrea Perez, Occupational Therapist, at the hourly rate of \$70.00, effective September 16, 2025 or upon receipt of final paperwork and completion of onboarding requirements, but no later than December 15, 2025.

Susan Gair Luciano, Speech and Language Impairment Certification Instructor, at a stipend of \$375/participant who meets or exceeds 50% course completion, for course instruction of School Methods 1: Intro to School Based SLI Programs, effective September 10, 2025 through October 29, 2025, to be paid upon course completion and submission of final grades.

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 November 5, 2025 through December 21, 2025, to be paid upon course completion and submission of final grades.

April Walker, Occupational Therapist, at the hourly rate of \$70.00, effective September 27, 2025.

Substitutes

Approve the following substitutes for the 2025-2026 fiscal year, up to 29 hours per week at the Board approved rate(s):

Substitute Vehicle Drivers and Vehicle Assistants

Peter Bochicchio, effective September 16, 2025 or upon completion of onboarding requirements, but no later than December 15, 2025.

Terry Smith, effective September 16, 2025 or upon completion of final paperwork and onboarding requirements, but no later than December 15, 2025.

Substitute Vehicle Assistants

Maryann Tobin, effective September 16, 2025 or upon receipt of final paperwork and onboarding requirements, but no later than December 15, 2025.

Leanne DeVito, effective September 16, 2025.

Behavioral Health Services Personnel Pool

Behavioral Health Services Personnel Pool, casual employment, on an as-needed basis, for the 2025-2026 fiscal year, at the board approved rates for the position listed, up to 29 hours per week:

Ellen O'Neill, Contracted Outpatient Therapist (Master's), effective September 16, 2025.

Renewal of Summer Employment Pool Professional and Support Personnel

Approve the following lists of Summer Employment Pool Professional and Support Personnel, on an as-needed basis, September 1, 2025 to August 31, 2026 at the appropriate hourly rate or board approved rate, up to 29 hours per week:

2026 Summer Employment Pool Professional Staff

Dana Alkhas	Maia Geiger	Jamie Potenzi
Kali Andrew	Monica Geist	Shelli Predmore Keller
Donna Andrews	Robert Giordano	Ian Pychinka
Penni Andrews	Lea Graeffe	Kaitlin Ravier
Alexis Arndt	Amber Graziano	Lauren Reiss

PERSONNEL MATTERS (continued)

Renewal of Summer Employment Pool Professional and Support Personnel (continued)

2026 Summer Employment Pool Professional Staff (continued)

Susan Badu	Susan Graziano	Amanda Resh
Jessica Baker	Brielle Haas	Cassandra Reyes Detweiler
Erin Barone	Lerin Hagenbuch	Laura Rigdon
Amy Barthol	Suzanne Hammond	Lauren Rivers
Elizabeth Bartolucci	Thomas Hartman	Anthony Romano
Richele Bergdahl	Kelly Heinick	Heather Rosado
Colleen Besz	Amanda Hoffman	Marie Rosahac
Lana Bitar	Kerrie Hoffman	Wanda Rousenberger
Julie Borden	Mary Beth Huber	Traci Sanders
Ralph Breinich	Beverley Jones	Benjamin Sauerwine
Andrea Brenneman	Tricia Kanick	Ty Schessler
Jenna Brody	Robert Keller	Theresa Schinkowitch
Chad Campbell	Amy Kerns	Molly Scialanca
Molly Cerreta	Erin Kisselbach	Aubrey Scott
Lenore Chippi	Lisa Kistler	Beth Sensenig
Jamie Ciabattari	Joanna Kozyra Barilla	Holly Sharkazy
Patricia Claypoole	Karen Kuhn	Daniel Sist
Sandra Cobbold	Mary Kusakavitch	Krista Slane
Molly Coleman	Jacqueline Legutko	Alyssa Smith
Rachel Connors	Donna Lobach	Dana Smith
Mae Crouthamel	Lisa Longenbach	Abbigail Stachnik
Robin Cunningham	Patricia Lorkowski	Melony Stanton
Daniel Curtis	Rebecca Lozowsky	Heather Stay
Francis Damian	Jaime Luquis	James Steber Jr
Dova Day	Joann Lutz	Dana Stenroos
Donna Decesaris	Lisa Lux	Gretchen Stianche
Deborah DeGiovine	Kimberly Marchessault	Kristin Stokes
Jordan DeMasi	Jeffrey Martin	Esthephany Suazo
Jennifer Diaz	Angela Masters	Heather Szoke
Lori Dreisbach	Margaret Mazur	Annmarie Tarapchak
Julia Duerr	Joanne Mazzante	Kelly Theophille
Jamie Duld	Jonafer McDonald	Leanne Thomas
John Edelman	Michelle McWhinney	Wendy Tolan
Denyse Edwards	Barley Melcher	Alicia Trotter
Adelaide Erschen	Rudy Mendez	Natalie Turner
Karen Famularo	Christina Morgan	Heather Unangst
Jennifer Fandl	Jacqueline Morgan	Heather Updegraff
Kristen Farley	Jessie Moser	Kari Walbert
Jeniemarie Farrow	Nicole Muhleisen	Amy Walter
Blake Felker	Deborah Neff	Eric Weber
Jaelyn Fenstermacher	Carley Nicholas	Lynette Wendling
Courtney Fillman	Lori Nicholas	Sierra Weston
Gabrielle Fink	Ian Noll	Marijo Whalen
Candace Frame	Jessica O'Brien	Shannon Wisser
Amber Freeh	Kristyn Off	Rene Wunderlich
Aaron Fritz	Hillary Orobono	Nicole Yenser
Shannon Frycklund	Ryan Phillips	Holly Yon
Bethann Garcia	Melissa Piech	Sherri Zeilinger
Alysha Gavornik	Laurie Plotsko	Brooke Zumas

2026 Summer Employment Pool Support Staff

Joyce Adam	Priscilla Huff	Benjamin Rader
Jenna Baringer	Felicia Hutton	Naznin Rahim
Jeanette Binder	Christine Jones	Nisarhusein Rahim

PERSONNEL MATTERS (continued)

Renewal of Summer Employment Pool Professional and Support Personnel (continued)

2026 Summer Employment Pool Support Staff (continued)

Jessica Bortz	Ursula Kemmerer	Liliana Roque
Alina Capote	Dezarae Kirk	Iraida Rosfelder
Michael Choy	Lana Kisselbach	Alycia Scebelo
Denise Christman	Beth Klein Newton	Jillian Scheel
Sandra Cobbold	Katie Klucharich	Renee Schoch
Kim Colognato	Paula Koons	Kennadi Sell
Danielle Coomer	Erika Krage	Nayyer Shokrani
Brooke Cuscino	Alyssa Lancsak	Marie Smith
Brooke Damweber	Keri Lauer	Denise Sokel
Janelle Demko	Stacey Levitsky	Kelly Sommers
Connie Derr	Gail Lutz	Allison Steeg
Heather Dunbar	Jessica McMillin	Danyell Strohl
Kathy Everleth	Tina Minnich	Giorka Tavarez
Wilda Figueroa	Margaret Mooney	Jasmine Tiedeman
Anna Filippova	Sherri Mosser	Wendy Troutman
Emily Franko	Kaitlyn Muffley	Alexandra Van Norden
Makayla Gangaway	Bianca Mullner	Lara Walker
Laura Gardner	Michelle Musselman	Wendy Walker
Kelly Gaston	Scott Nation	Vicki Warminsky
Jennifer Gonzalez	Nicole Nosal	Larry Wetzel
Tracey Grim	Beth Oswald	Shannon Wisser
Jill Hardiman	Kenneth Padilla	Amanda Wolford
Michelle Herman	Susan Perkins	Daniel Young
Emily Highland	Amy Pidgeon	Tatjana Zimmerman
Kathleen Hinger	Kylah Pinckney	

Transportation Summer Employment

Approve the following person for 2025-2026 Transportation Summer Employment, Vehicle Assistant, at the appropriate hourly rate up to 29 hours per week:

Sheila Marsh, effective July 1, 2025.

Tenure Acknowledgement

Tenure has been granted to the following CLIU Employees:

Amber Feist  
Rene Wunderlich

Jason Bashaw commended the retiree and 11B staff for their combined 26 years of dedicated service, noting his appreciation for how staff recognition is handled. He also praised the Extended School Year team for their exceptional work, acknowledging the program's complexity and the effort required to make it a success.

**Moved:** Annette Wilcox; **Seconded:** Jason Bashaw; **Vote:** Yes – 8; No – 0; Abstentions – 0; Absent – 6.

Building on Jason's comments, VP Sherry Haas noted that the two retirees are from the transportation department—Lynn with five years and Karen with 21—recognizing their dedication to ensuring students travel to and from school safely.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss at the meeting.

NEW BUSINESS

PSBA Elections for 2026

After a brief discussion, the Carbon Lehigh Intermediate Unit Board of Directors elects the following for the PSBA Governing Board and PSBA Insurance Trust.

Jennifer Roselli, Board Secretary, will record these votes in the Simply Voting system as follows:

Governing Board (1 year term each)

President Elect – Holly Arnold, Tunkhannock Area School District

Vice President – Matt Vannoy, Sharon City School District

PSBA Insurance Trust (term through December 31, 2028)

Kathy Swope

Roberta Marcus

Moved: Jeremy Glaush; Seconded: Jennifer Senavaitis; Vote: Yes – 8; No – 0; Abstentions – 0; Absent – 6.

PUBLIC COMMENT

The public offered no comments at this meeting.

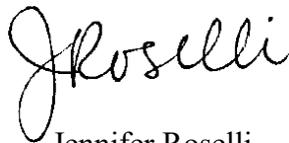
BOARD SHARING

Sherry Haas expressed her gratitude to everyone who sent her well wishes throughout this past year as she is coming up on the one year of her “rebirth” day after her cardiac event.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 6:51 p.m. Moved: Jeremy Glaush; Seconded: Gale Husack. Vice President Haas declared the meeting adjourned.

Respectfully submitted,



Jennifer Roselli  
Board Secretary

**NEXT BOARD MEETING**

**Monday, October 20, 2025**

**6:30 P.M.**

**Carbon Lehigh Intermediate Unit**

**4210 Independence Drive**

**Schnecksville, PA 18078**