

MINUTES

CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

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

MONDAY, NOVEMBER 17, 2025

6:30 P.M.—REGULAR BOARD MEETING

Meeting No. 659

CALL TO ORDER

President George Williams called the six hundredth and fifty ninth 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, Sherry Haas, Anthony DeMarco, Annette Wilcox, Laura McKelvey, Emily Gehman, and George Williams. Board Member Absent: Andrene Brown-Nowell, Dr. William Whitney, Richard Flacco, Jennifer Senavaitis, and Barbara Sipler. Staff: Dr. Gregory S. Koons, Gretchen Boyer, Jeanne Coy, George Husack, Eric Lech, Lucia Miletto-O'Brien, Dr. Cathy Nelson, Jennifer Roselli, David Russell, Dr. Lisa Schumacher, Dr. Mark Scott, Kim Talipan; Jonathan Walter, candidate for Special Programs and Services Assistant Director. Also in attendance: Lisa Roth, former CLIU Board member; Chris Pirrotta; Parkland School District Board member, and Ellis Katz, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

There was no audience input on the agenda.

APPROVAL OF THE OCTOBER 20, 2025 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the October 20, 2025 meeting, as presented.

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

BOARD PRESIDENT'S REPORT

President Williams reminded the Board about the Carbon Lehigh Special Needs Children's Foundation basket raffle. Dr. Mark Scott said all tickets for the Board are already filled out and ready to be purchased.

President Williams also reminded the Board that this is Annette Wilcox last Board meeting, thanked her for her service on the CLIU Board and wished her luck in her future endeavors. He then noted that Mrs. Lisa Roth was in attendance and brought along a new prospective Board member, Mr. Chris Pirrotta, to the meeting.

President Williams took a moment to recognize that former CLIU Board President Mr. Bob Bold's 90th birthday just passed and Ms. Jennifer Roselli will send out his address if anyone wanted to send him a card or message.

BOARD CORRESPONDENCE/CLIU UPDATE

Dr. Koons provided the following updates:

He reported that the state budget was approved on Wednesday, November 12th, and noted that Secretary of Education Dr. Rowe shared that fund distribution will take approximately four to six weeks.

He shared that Dr. Mike Heater and Tony Morabito from the Curriculum and Instruction Department recently had a chapter published in a national book titled *Beyond the Game: Esports as a Catalyst for Student Engagement and Student Development*, featured in the larger publication *STEM Century: It Takes a Village to Raise a 21st-Century Graduate*. He emphasized that this accomplishment reflects the exceptional talent within CLIU—particularly in Eric Lech’s C&I Department—and showcases that their work is gaining recognition not only across Pennsylvania but on a national level.

He highlighted that the SPS Department successfully hosted three Jeep Jamboree events at the Early Intervention Centers in Carbon and Lehigh, showcasing an adapted power-wheels Jeep for students and giving children the chance to explore Jeeps brought by administrative team members.

He shared that a legislative visit was held at School House Lane on November 12th, where legislators toured the ALAS and LCEA programs, offering a meaningful opportunity to demonstrate the value of their continued support.

Lastly, he recognized Friday’s Variety presentation, during which adaptive bikes and strollers were distributed to students and families, and six additional students were fitted for new equipment. He expressed his appreciation to those who attended and supported this impactful event.

ALAS/SCHOOL HOUSE LANE OVERVIEW PRESENTATION

Dr. Mark Scott, Director of SPS, presented the Board with an overview of the School House Lane facility, noting that the site was selected for its ability to support student engagement, accessibility to Allentown and Southern Lehigh, fiscal responsibility, and capacity for future growth.

He highlighted the positive attention the facility has already received, including a November 12th visit from four legislative aides who were impressed by the specialized work occurring on-site.

Dr. Scott described ALAS as a center-based program providing intensive academic, behavioral, and social-emotional support through specialized teachers, strong classroom teams, and a student-centered approach reflected in outcomes such as a recent graduate now pursuing law school.

He also outlined the success of the LCEA program, which serves students with autism through small class sizes, comprehensive staffing, sensory-friendly environments, and embedded related services.

Dr. Scott affirmed that both programs exemplify the power of specialized, compassionate instruction and thanked stakeholders for their continued support in ensuring high-quality, responsive educational opportunities for all students.

A brief video supporting the School House Lane location programs was then shown to the Board.

Emily Gehman noted she knows an employee in the facility who shared that the building, staff, and programs are exceptional, noting the team’s deep commitment to meeting each student’s individual needs. She expressed that the environment remains remarkably well-maintained, students thrive in the space, and she truly loves her work and collaboration with the surrounding school communities.

CLIU PROPOSED 2025-2026 GENERAL OPERATING BUDGET PRESENTATION

Dr. Gregory Koons, Executive Director, together with Jeanne Coy, Director of Business Services, shared the first draft of the Carbon Lehigh Intermediate Unit Proposed 2026-2027 General Operating Budget (GOB) with the Board of Directors. The adjusted GOB structure now solely funds the CLIU Curriculum and Instruction/Educational Technologies Department.

CLIU PROPOSED 2026-2027 GENERAL OPERATING BUDGET PRESENTATION
(continued)

The GOB is the only budget mandated by Pennsylvania statute that requires Board action by each member school district; and the one budget that requires a school district contribution, which is formula driven by the Pennsylvania Department of Education. This PDE-developed formula for this budget takes into consideration the enrollment of each school district in conjunction with their market value. Dr. Koons was pleased to report to the Board that this year's proposed GOB contains no increase to the required school district contribution.

The first draft of the GOB was presented to the Superintendents Advisory Council at the November 13, 2025 meeting. Next, this first draft budget is shared with the CLIU Board of Directors for Board action in November. Following this budget timeline ensures that our school districts have our proposed numbers as they prepare their own district budgets.

At the December CLIU Board meeting, Dr. Koons will present the final GOB to the Board for approval, which will include the final PSERS and medical benefit rates but will maintain the same proposed district contribution. After CLIU Board approval in December, the proposed GOB will be distributed to our school districts in January for district Board action; and per Pennsylvania School Code, must be submitted to PDE by May 1st.

Jeanne Coy shared highlights of the 2026-2027 Proposed General Operating Budget (GOB) as follows:

- The GOB totals \$1,786,006;
- District contribution - \$819,040
 - \$0 (0%) change from 2025-2026. The actual school district contribution is assembled through a formula created by the Pennsylvania Department of Education, and is based on student enrollment and your district's market value.
- Overall GOB increase of \$60,396
 - Due to normal salary and benefit increases; and
 - Does not impact district contribution.

In summary, Ms. Coy presented the estimated 2026-2027 district-specific contributions to the General Operating Budget noting that while there is a 0% increase overall district contributions, individual district contributions will fluctuate based on each district's Market Value/Aid Ratio and Weighted Average Daily Membership (WADM) which are both provided to the IU by the state. She then asked for any questions regarding her presentation.

Dr. Koons thanked Jeanne Coy and the business office, Eric Lech, and Kim Talipan for their diligent work on the General Operating Budget.

There being no further discussion, the following motion was brought to the floor:

-MOTION: The Carbon Lehigh Intermediate Unit #21 Board of Directors adopts the CLIU General Operating Budget for the fiscal year 2026-2027 as presented.

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

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 October 31, 2025 as presented.

Bills to be Ratified—October 13, 2025 through November 9, 2025

Ratification of bills paid from October 13, 2025 through November 9, 2025 in the amount of \$1,518,001.75

FISCAL MATTERS (continued)

Bills to be Approved

Payment of bills for November 17, 2025 as listed: Bills for Approval – 11/17/25 - \$2,339,308.18.

Approval of Resolution – Authorizing the Issuance of a Revenue Anticipation Note (RAN) for 2025-2026

The Carbon Lehigh Intermediate Unit #21 Board of Directors approves the resolution authorizing the issuance of a Revenue Anticipation Note, in a principal amount of \$15,000,000, plus bank fees and interest. The Note will be effective on or after November 17, 2025, and will mature on June 30, 2026.

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

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):

Lori Parry, Vehicle Assistant and Substitute Utility Staff, effective the close of business October 8, 2025.

Renee Bogi, Substitute Teacher and Instructional Assistant, effective the close of business October 23, 2025.

Cindy Heckman, Vehicle Driver/Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business October 24, 2025.

Vanessa McCormick, Special Education Facilitator and Contracted Special Education Facilitator, effective the close of business December 2, 2025.

Kaitlyn Muffley, Instructional Assistant and Summer Employment Pool Support Staff, effective the close of business November 18, 2025.

Dana Schmitt, Substitute Teacher and Instructional Assistant, effective the close of business November 6, 2025.

Jonathan Walter, Special Education Supervisor, effective the close of business January 6, 2026.

Retirement

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

Susan Christman, Administrative Assistant, effective the close of business December 19, 2025 (24 Years of Service).

Franklin Stoss, Vehicle Assistant and Transportation Summer Employment, effective the close of business October 17, 2025 (9 Years of Service).

James Vogelgesang, Teacher, Special Education, effective the close of business January 9, 2026 (6 Years of Service).

Full-Time Employment

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

Lori Roth, Instructional Assistant, Northwestern Lehigh High School, at an annual salary of \$30,000, prorated for the 191-day work year, effective November 3, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Vanessa McCormick, Speech Therapist, Carbon County Early Childhood Center, at an annual salary of \$85,394, Step 17, Column M12, prorated for the 191-day work year, effective December 3, 2025 (New Position; Early Intervention Budget; Tenured).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Shaista Khan, Instructional Assistant, Orefield Middle School, at an annual salary of \$26,000, prorated for the 191-day work year, effective November 18, 2025 or upon receipt of final paperwork, but no later than February 17, 2026 (Instructional Assistant Pool; Special Programs and Services Budget).

Tanya Williams, Teacher, Special Education, Itinerant, at an annual salary of \$86,929, Step 17, Column M30, prorated for the 194-day work year, effective November 18, 2025 or upon receipt of final paperwork and proper certification, but no later than February 17, 2026 (Replacement for Rachael Landis, Resigned; Special Programs and Services Budget; Tenured).

Jonathan Walter, Assistant Director of Special Programs and Services, Central Office, at an annual salary of \$118,500, prorated for the 242-day work year, effective January 7, 2026 (Replacement for Catherine Nelson, Resigned; Special Programs and Services Budget).

Unpaid Leave(s)

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

#4440, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning December 9, 2025 PM and ending on December 22, 2025 with a return to work date of December 23, 2025.

#3874, Software Support Specialist, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning December 11, 2025 and ending on April 9, 2026 with a return to work date of April 10, 2026.

Change of Date—Unpaid Leave

Change of Date for an Unpaid Leave for the following person:

#4346, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning August 11, 2025 with a change of end date from October 21, 2025 to November 24, 2025 with a return to work date of November 25, 2025.

Mentor(s)

Payment per the CLEA contract, to the following Mentor(s) after the end of the mentoring period, for serving in the Mentor role for Year 1 of the CLIU Induction program:

<u>Mentor(s)</u>	<u>Inductee(s)</u>
Kari Walbert	Mae Crouthamel
Kari Walbert	Erin Garman
Dana Graziul	Jaclyn Lapp
Adriane Strohl	Kelly Heinick
Emily Grothaus	Sabrina Walters
Jeniemarie Farrow	Julianne Reightler
Rachel Connors	Gena DeLong
Emily Grothaus	Vanessa Norrell
Katelyn Rigney	Katharyn Bannar
	Yes _____ No _____

Payment per the CLEA contract, to the following Mentor after the end of the mentoring period, for serving in the Mentor role for Year 2 of the CLIU Induction Program:

PERSONNEL MATTERS (continued)

Mentor(s) (continued)

Mentor

Dana Stenroos

Inductee

Jennifer Fandl

Payment per the CLEA contract, to the following Resource Mentor(s) after the end of the mentoring period, for serving in the Resource Mentor role for CLIU Orientation Program:

Resource Mentor(s)

James Steber, Jr.

Monica Geist

Julianne Smith

PDE Certified Staff Member(s)

Laura McGinley

Kayla Piacquadio

Erica Cappellini

Contracted Services

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

Eric Dougherty, School Psychologist, at the hourly rate of \$55.00, effective November 18, 2025.

Jaelyn Lapp, Speech Therapist, at the appropriate hourly rate, effective September 30, 2025.

Vanessa McCormick, Speech Therapist, at the appropriate hourly rate, effective December 3, 2025.

Substitute

Approve the following substitute for the 2025-2026 fiscal year, up to 29 hours per week:

Substitute Vehicle Driver and Vehicle Assistant

Michael Gaston, effective November 18, 2025, or upon completion of onboarding requirements, but no later than February 17, 2026.

Behavioral Health Services Personnel Pool

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

Andrew Erlandsen, Behavioral Health Technician (ABA), effective November 18, 2025 or upon completion of onboarding requirements, but no later than February 17, 2026.

Paula Espinal, Behavioral Consultant (ABA), effective November 18, 2025 or upon completion of final paperwork and onboarding requirements, but no later than February 17, 2026.

Tenure Acknowledgement

Tenure has been granted to the following CLIU employee:

Suzanne Hammond

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

President Williams took a moment to acknowledge those who achieved tenure.

Dr. Gregory Koons took a moment to congratulate Jonathan Walter on his new appointment as Assistant Director of Special Programs and Services.

Jonathan Walter thanked to the Board for the opportunity.

SECOND READING OF POLICIES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors accepts and accomplishes the second reading of Policy 212: Bullying, as presented, and adopts as policy.

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

APPROVAL OF THE PROPOSED 2026-2027 EARLY INTERVENTION CALENDAR

-MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the 2026-2027 proposed CLIU Early Intervention School Calendar as presented.

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

STAFF RECOGNITION—AMERICAN EDUCATION WEEK—NOVEMBER 17-21, 2025

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the following resolution:

BE IT RESOLVED, on this 17th day of November 2025 that the Carbon Lehigh Intermediate Unit Board of Directors recognizes the dedication and hard work of all Carbon Lehigh Intermediate Unit staff members on this occasion of American Education Week, November 17-21, 2025. Thanks to all for their efforts with the children of Carbon and Lehigh Counties.

Moved: Jason Bashaw; Seconded: Gale Husack; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss at the meeting.

NEW BUSINESS

There was no New Business discussed at this meeting.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

Annette Wilcox expressed her gratitude during her final meeting, thanking staff, administration, and fellow board members for their commitment to supporting districts and making a meaningful difference in the lives of students and families who need it most. She shared that it has been an honor and a pleasure to serve alongside them.

Jason Bashaw took a moment to explain that he was on the write in ballot for Catasauqua, but the ballots haven't been confirmed yet. He relayed to the Board that he may or may not be attending the next Board meeting as a member. Mr. Bashaw then expressed that the experience has been overwhelmingly positive, deepening his appreciation for the administrative team's dedication, the staff's commitment across districts, and the impact reflected in the students they serve. He shared that what he has learned has made him a better principal and person, and he extended sincere gratitude to Lehigh and Carbon Counties for their continued support of the IU and its work across Pennsylvania.

President Williams wished everyone a Happy Thanksgiving.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:15 p.m. Moved: Jeremy Glaush; Seconded: Sherry Haas. President Williams declared the meeting adjourned.

Respectfully submitted,


Jennifer Roselli
Board Secretary

NEXT BOARD MEETING
Monday, December 15, 2025
6:30 P.M.
Carbon Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078