

MINUTES
CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 28, 2026

6:30 P.M.—REGULAR BOARD MEETING

Meeting No. 661

CALL TO ORDER

President George Williams called the six hundredth and sixty first 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.

MOMENT OF SILENCE

President Williams asked all attendees to take a moment of silence in remembrance of former CLIU Board President, Mr. Bob Bold.

ATTENDANCE

Board Members in Attendance: Jason Bashaw, Dr. William Whitney, Gale Husack, Jennifer Senavaitis, Sherry Haas, Anthony DeMarco, Chris Pirrotta, Laura McKelvey, Emily Gehman and George Williams. Board Members Absent: Andrene Brown-Nowell, Jeremy Glaush, and Barbara Sipler. Staff: Dr. Gregory Koons, Gretchen Boyer, Jeanne Coy, George Husack, Eric Lech, Lucia Miletto-O'Brien, Dr. Cathy Nelson, Jennifer Roselli, David Russell, Dr. Lisa Schumacher, Amber Snyder, and Kim Talipan. Also in attendance: Mary Figura, Board member candidate representing the Jim Thorpe Area School District; Katie Tully, Supervisor, Special Programs and Services, Toy Adaptation presentation; Wanda Rousenberger, candidate for Special Programs and Services Supervisor; Mark Brinker and Michelle Bittner, Auditors, Campbell, Rappold & Yurasits; and Ellis Katz, Esq., Solicitor.

AUDIENCE INPUT ON THE AGENDA

There was no audience input at this time.

APPOINTMENT OF CLIU BOARD MEMBER

-MOTION: The Carbon Lehigh Intermediate Unit Board of Directors hereby appoints Mary Figura, Jim Thorpe Area School District, to serve on the Carbon Lehigh Intermediate Unit Board of Directors, effective January 28, 2026, until the CLIU Board Annual Election in the spring of 2026.

Moved: Sherry Haas; Seconded: Chris Pirrotta; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 4.

Voting from this point forward reflects those of Ms. Mary Figura.

President Williams took a moment to congratulate and thank Ms. Figura for her service on the CLIU Board.

APPROVAL OF THE DECEMBER 15, 2025 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the December 15, 2025 meeting as presented.

Moved: Jennifer Senavaitis; Seconded: Laura McKelvey; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

BOARD PRESIDENT'S REPORT

President Williams wished Dr. Koons a happy 50th birthday, noting how wonderful it was to have him back in action. He also extended birthday wishes to Kim Talipan.

He then opened his report by thanking Ashley Nagy and the MDSB and MDSF programs for the gifts provided for board members this evening, noting that Dr. Koons would share more information about the items displayed in the Board room.

He also recognized Whitehall-Coplay's Sean LeDonne, noting that this meeting marks her final board meeting with the IU as she prepares for retirement. President Williams expressed his appreciation for her many years of service and the positive impact she has had on the organization and the community. He extended his congratulations and shared that she will be greatly missed.

President Williams also offered heartfelt remarks in remembrance of Mr. Bob Bold. Reflecting on his time serving on the Parkland School Board and the IU Board, President Williams described Mr. Bold as a dedicated advocate for students who truly cared about helping children learn and grow. He shared personal memories of seeing Mr. Bold regularly at church gatherings and spoke to the kindness and authenticity that defined him. President Williams concluded by noting that Mr. Bold's commitment to students and public service will be remembered and that he will be deeply missed.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Gregory Koons began his updates by congratulating Sean LeDonne on her well-deserved retirement, noting that the evening marked her final board meeting in her role as Assistant Director of Specialized Programs and Services. He thanked her for her years of dedicated service and contributions to CLIU.

Dr. Koons then expressed sincere appreciation for the many phone calls, texts, cards, and messages of support he received. He also shared his confidence in the CLIU leadership team for successfully managing daily operations and extended a special thank you to Kim for her leadership during that time.

Dr. Koons recognized the Board for its continued service and shared that this year's Board Appreciation gifts were a collaborative effort between CLIU staff and students. Each board member will receive a framed piece of artwork created by students in the Multiple Disabilities Support—Functional and Behavioral programs, who worked with speech therapists to use their communication devices and AI to generate unique pieces that reflect their individual personalities, along with special-edition laptop stickers designed by a teacher-artist exclusively for the Board.

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

SCHOOL DIRECTOR RECOGNITION (continued)

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.

Moved: Sherry Haas Seconded: Jason Bashaw; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

REPORT OF AUDIT FOR THE 2024-2025 FISCAL YEAR

President Williams introduced Mr. Marc 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 with no findings. Ms. Bitner then gave a brief summation of the 2024-2025 audit and reviewed specific pages in the audit report for the Board.

Mr. Brinker and Ms. Bitner expressed their appreciation to Jeanne Coy, Director of Business Services, and her team in the Business Office for facilitating a smooth audit. They then invited questions regarding their talking points. There being none, Dr. Koons also took a moment to thank the Business Office for their efforts in ensuring a seamless audit process.

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, 2024.

Moved: Chris Pirrotta; Seconded: Gale Husack; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

TOY ADAPTATION DAY PRESENTATION

Dr. Cathy Nelson, Director of Special Programs and Services, introduced Katie Tully, Supervisor of Special Programs and Services, who presented the following information regarding this year's Toy Adaption Day, which was held December 9, 2025, at the CLIU Central Office.

The Toy Adaptation program at the IU 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 reaches 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. Tully 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 for different ways to successfully activate the toy. Ms. Tully demonstrated and passed around some of the toys that had already been adapted.

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.

The presentation concluded by playing a video from this year's Toy Adaptation Day event.

After a brief question and answer session with the Board, Ms. Tully thanked the Board for their time.

CLIU DEPARTMENTAL SERVICES PRESENTATIONS

Management Information Systems Overview

David Russell, Director of Management Information Systems (MIS), provided an overview of the MIS Department, highlighting its structure, functions, and the expertise of its teams. The department is organized into three primary teams: Applications, Information Technology, and Desktop Publishing & Document Imaging.

The Applications team includes the PowerSchool 21 group and the Data Integrity team. PowerSchool support is a key strength, with expertise in state reporting, system implementation, and data management. The Data Integrity team ensures accuracy in special education records, state and federal reporting, and billing compliance, supporting both the IU and its member districts.

The Information Technology team delivers essential services, including network and server support, cybersecurity, help desk assistance, and backup and maintenance. Recent investments in cybersecurity and infrastructure help districts maintain secure, reliable systems, while the team's expertise supports district IT staff in their daily operations.

The Desktop Publishing & Document Imaging team provides graphic design, publishing, and document digitization services, helping districts manage materials efficiently and securely. Their work includes flyers, banners, and digitizing large volumes of records for easier access.

Mr. Russell emphasized the department's commitment to supporting districts with high-quality services and expertise across all areas and invited questions from the board.

After a brief discussion Mr. Russell thanked the Board for their time.

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, 2025 as presented.

Bills to be Ratified—December 8, 2025 through January 18, 2026

Ratification of bills paid from 12/8/25 through 1/18/26 in the amount of \$7,750,437.64.

Bills to be Approved

Payment of bills for January 28, 2026 as listed: Bills for Approval – 1/28/26 - \$ 1,295,066.35.

Moved: Jennifer Senavaitis; **Seconded:** Chris Pirrotta; **Vote:** Yes – 10; No – 0; Abstentions – 0; Absent – 4.

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):

Charlotte Nemeth, Job Coach, effective the close of business December 12, 2025.

Deena Cox, Administrative Assistant, effective the close of business December 19, 2025.

Brooklyn Spence, Instructional Assistant, effective the close of business January 22, 2026.

Jaclyn Fenstermacher, Teacher, Special Education and Summer Employment Pool Professional Staff, effective the close of business December 19, 2025.

Kris Smith, Job Coach, effective the close of business January 7, 2026.

PERSONNEL MATTERS (continued)

Resignations (continued)

Annette Trittenbach, Mental Health Worker and Contracted Mental Health Worker, effective the close of business January 16, 2026.

Duane Fenon, Emergency Employment Substitute Vehicle Driver/Vehicle Assistant, effective the close of business January 12, 2026.

Duane Beers, Vehicle Driver/Vehicle Assistant, effective the close of business January 16, 2026.

Barley Melcher, Teacher, Special Education, effective the close of business February 8, 2026 or upon release from current position.

Ellen Sowers, Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business January 16, 2026.

Lauren Rivers, Teacher, Special Education, effective the close of business February 8, 2026.

Amber Snyder, Special Education Supervisor, effective the close of business February 2, 2026.

Wanda Rousenberger, School Psychologist, effective the close of business January 28, 2026.

Retirement

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

Lorie Murch, Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business June 30, 2026 (14 Years of Service).

Full-Time Employment

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

Charlotte Nemeth, Instructional Assistant, Panther Valley Junior Senior High School, at an annual salary of \$29,000, prorated for the 191-day work year, effective December 13, 2025 (Instructional Assistant Pool; Special Programs and Services Budget).

Gaza Labish, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective January 15, 2026 (Transportation Pool; Transportation Budget).

Michele Grosse, Instructional Assistant, L.B. Morris Elementary School, at an annual salary of \$28,000, prorated for the 191-day work year, effective January 29, 2026 or upon receipt of final paperwork, but no later than April 28, 2026 (Instructional Assistant Pool; Special Programs and Services Budget).

Michael Richards, Occupational Therapist, Itinerant, at an annual salary of \$85,000, prorated for the 191-day work year, effective January 29, 2026 or upon receipt of final paperwork, but no later than April 28, 2026 (Replacement for April Walker, Resigned; Special Programs and Services Budget).

Alina Guth, Teacher, Special Education, Itinerant, at an annual salary of \$56,800, Step 1, Column B, prorated for the 194-day work year, effective January 29, 2026 or upon receipt of final paperwork and proper certification, but no later than April 28, 2026 (Replacement for Aprile Goehring, Resigned; Special Programs and Services Budget; Non-Tenured).

Amber Christman, Instructional Assistant, Weisenberg Elementary School, at an annual salary of \$25,000, prorated for the 191-day work year, effective January 29, 2026 or upon receipt of final paperwork, but no later than April 28, 2026 (Instructional Assistant Pool; Special Programs and Services Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Timothy Frantz, Vehicle Assistant, at an hourly rate of \$15.00, effective January 15, 2026 (Transportation Pool; Transportation Budget).

Stacey Royer, Autism Support Interventionist, Weisenberg Elementary School, at an annual salary of \$49,000, prorated for the 194-day work year, effective January 29, 2026 (Replacement for Mae Crouthamel, Resigned; Special Programs and Services Budget).

Melanie Beck, Occupational Therapist, Itinerant, at an annual salary of \$72,000, prorated for the 191-day work year, effective January 29, 2026 or upon receipt of final paperwork, but no later than April 28, 2026 (New Position; Special Programs and Services Budget).

Desiree Novasilech, Instructional Assistant, Liberty Lane Early Childhood Center, at an annual salary of \$28,000, prorated for the 191-day work year, effective January 29, 2026 (Instructional Assistant Pool; Early Intervention Budget).

Lauren Heller, Behavioral Health Technician (ABA), Itinerant, at an annual salary of \$24,500, prorated for the 191-day work year, effective January 20, 2026 (Replacement for Natacha Ruiz, Resigned; Behavioral Health Budget).

Barley Melcher, Teacher, Hearing Impaired, Orefield Middle School, at an annual salary of \$62,436, Step 5, Column B12, prorated for the 191-day work year, effective February 9, 2026 or upon release from current position (Replacement for Amie Dinardo, Resigned; Special Programs and Services Budget; Tenured).

Lauren Rivers, Reading Specialist, Itinerant, at an annual salary of \$69,223, Step 9, Column M, prorated for the 191-day work year, effective February 9, 2026 (New Position; Special Programs and Services Budget; Tenured).

Denise Fulmer, Teacher, Special Education, Northwestern Lehigh Middle School, at an annual salary of \$63,899, Step 6, Column B12, prorated for the 194-day work year, effective January 29, 2026 or upon receipt of final paperwork, but no later than April 28, 2026 (Replacement for Jaclyn Fenstermacher, Resigned; Special Programs and Services Budget; Non-Tenured).

Jonathan Rodriguez, Vehicle Assistant, at an hourly rate of \$15.00, effective January 29, 2026 or upon receipt of final paperwork, but no later than April 28, 2026 (Transportation Pool; Transportation Budget).

Amber Snyder, Assistant Director of Special Programs and Services, Central Office, at an annual salary of \$103,000, effective February 3, 2026 (Replacement for Sean LeDonne, Retired; Special Programs and Services Budget).

Wanda Rousenberger, Special Education Supervisor, Central Office, at an annual salary of \$94,000, prorated for the 242-day work year, effective January 29, 2026 (Replacement for Molly Flood, Retired; Special Programs and Services Budget).

Unpaid Leave

Grant an Unpaid Leave to the following person:

#1034, Administrative Assistant, Part-Time, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning February 5, 2026 and ending on March 12, 2026 with a return to work date of March 16, 2026.

PERSONNEL MATTERS (continued)

Change of Date - Unpaid Leave

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

#3185, Teacher, Special Education, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning June 9, 2025 with a change of end date from January 30, 2026 to June 30, 2026 with a return to work date of July 1, 2026.

Mentor

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

Mentor

Natalie Bojko

Inductee

Elizabeth Beers

Emergency Employment

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

Nadine Schmidt, Vehicle Driver/Vehicle Assistant, at the hourly rate of \$24.22/Vehicle Driver and \$17.88/Vehicle Assistant, effective January 29, 2026 or upon completion of final paperwork and onboarding requirements, but no later than April 28, 2026.

Contracted Services

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

LeDonne Wanamaker, Speech and Language Impairment Certification Instructor, at a stipend of \$375/participant who meets or exceeds 50% course completion, for course instruction of School Age Language Development, effective January 7, 2026 through February 18, 2026, to be paid upon course completion and submission of final grades.

Substitutes

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

Substitute Teacher

Erica Koutch, effective January 29, 2026 or upon completion of onboarding requirements, but no later than April 28, 2026.

Substitute Teachers and Substitute Instructional Assistants

Alexander Danielson, effective January 29, 2026 or upon completion of onboarding requirements, but no later than April 28, 2026.

Devin Dunwoodie, effective January 29, 2026 or upon completion of onboarding requirements, but no later than April 28, 2026.

Sofia Barbour, effective January 29, 2026 or upon completion of onboarding requirements, but no later than April 28, 2026.

Substitute Vehicle Driver and Vehicle Assistant

Duane Beers, effective January 17, 2026.

Behavioral Health Services Personnel

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

Stacey Perriello, BHT (ABA), effective January 20, 2026.

Dr. Gregory Koons took a moment to recognize and congratulate newly appointed Supervisor of Special Programs and Services, Ms. Wanda Rousenberger and Assistant Director of Special Programs and Services, Ms. Amber Snyder. Both candidates expressed their gratitude and appreciation for their appointments.

PERSONNEL MATTERS (continued)

Moved: Sherry Haas; Seconded: Jennifer Senavaitis; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

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: Chris Pirotta; Seconded: Sherry Haas; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

President Williams asked that the Board send their Statements of Financial Interest to Jennifer Roselli by March 1st.

UNFINISHED BUSINESS

There was no Unfinished Business discussed at this meeting.

NEW BUSINESS

There was no New Business discussed at this meeting.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

President Williams emphasized the dedication and hard work of the maintenance staff, particularly during this time of year. He encouraged everyone to take a moment to thank the maintenance staff for their ongoing commitment, noting that their work often goes above and beyond, even under challenging conditions.

Jason Bashaw noted that the Nutrition Services Department provided meals to those who were working in his district during the storm, saying it was nice to see the school community work together.

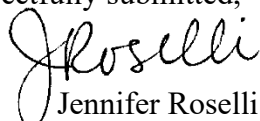
President Williams reminded the Board that there is no meeting in February and the next meeting will be held on March 16, 2026.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:23 p.m.

Moved: Jennifer Senavaitis; Seconded: Chris Pirotta; President Williams declared the meeting adjourned.

Respectfully submitted,


Jennifer Roselli
Board Secretary

NEXT MEETING
MONDAY, MARCH 16, 2026
Carbon Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078
Board Meeting
6:30 p.m.