
**COLONIAL INTERMEDIATE UNIT 20
MINUTES OF MEETING
February 24, 2016**

The February meeting of the Colonial Intermediate Unit 20 Board of School Directors was held on Wednesday, February 24, 2016 at Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA. President Baird called the meeting to order at 7:33 PM at which time the Pledge of Allegiance was recited.

Members Present:

Dr. Michael Baird, Northampton (President)
Kenneth Brewer, Bangor
Michelle Price, Easton
Kenneth Butz, Nazareth
Ethan Habrial, Pen Argyl
Daniel Wunder, Pleasant Valley
Dawn Wood, Pocono Mountain
Merlyn Clarke, Stroudsburg
Linda Baskwell, Wilson

Members Absent:

Eugene McKeon, Bethlehem (Vice-President)
Pam Lufty, Delaware Valley
Debbie Kulick, East Stroudsburg
Susan Baxter, Saucon Valley

Also Present:

Dr. Charlene M. Brennan, Executive Director
Mr. Hans Baltzersen, Assistant to the Executive Director for Management Services
Mrs. Dawn Hales, Secretary to the Board
Dr. Janice Cunningham, Director of Resolve Behavioral Health Services
Mr. Thomas Kalinoski, Director of Technology Systems and Operations
Mr. Anthony Pidgeon, Director of Human Resources & Research Services
Mr. Jon Wallitsch, Director of Fiscal Services
Mr. Christopher Wolfel, Director of Special Education
John F. Freund, III, Solicitor

4. MOTION to Approve Agenda – February 24, 2016

On motion by Mr. Butz, seconded by Mr. Clarke, and unanimously passed by voice vote, the Board approved the Agenda as presented with any additions and/or corrections noted.

5. MOTION TO Approve Minutes of Meeting – January 27, 2016

On motion by Mr. Brewer, seconded by Ms. Price, and passed by voice vote the Board approved the Minutes of the January 27, 2016 meeting as presented.

6. MOTION TO Approve the Report of the Treasurer & Request for Approval of Bills – January 2016

On motion by Mr. Wunder, seconded by Mr. Butz, and unanimously passed by voice vote, the Report of the Treasurer for the month of January 2016 was approved and bills ordered paid.

7. ANNOUNCEMENT OF EXECUTIVE SESSION

Dr. Baird announced that an Executive Session was held prior to the meeting to discuss legal and personnel issues as well as litigations. Present were: Dr. Michael Baird, Kenneth Brewer, Michelle Price, Kenneth Butz, Daniel Wunder, Ethan Habrial, Dawn Wood, Merlyn Clarke, Linda Baskwell, Dr. Charlene Brennan, Hans Baltzersen, Anthony Pidgeon, and Atty. Freund.

8. **COMMUNICATIONS** – None at this time
9. **RECOGNITION OF VISITORS** – There were no visitors present
10. **COMMENTS BY VISITORS (Agenda Items)** – N/A
11. **REPORT OF EXECUTIVE DIRECTOR**

- **Invitation: Excellence in Education Awards and Annual Scholar Recognition Ceremony** – Invitations were placed at each board member’s seat to distribute to their district members. The ceremony is scheduled for April 28th at the Stroudsmoor Country Inn. Each year the location alternates between the north and south. Dr. Brennan mentioned that the Crystal Awards are a nice way to honor our teachers, principals, etc. The deadline for nominations is February 26th.
- **Overview of Intermediate Units** – Dr. Brennan provided a presentation to the board highlighting the history and role of intermediate units across the state. With regard to Colonial Intermediate Unit 20, emphasis was made on statistics and services.
- Mr. Wolfel commented that research and data collection indicates there is an increase within the emotional disturbance population. This particular population of students are faced with traumatic situations whether at a young age or current. There is a phone call placed to Children & Youth every ten seconds across the nation. As for the autistic support population needing more services, there is growth in children being identified.
- Discussion took place regarding cyber and charter schools.
- Dr. Cunningham will discuss services in the Resolve Behavioral Health Programs at the March, 2016 Board Meeting.

Miscellaneous:

- *The Twenty* was distributed for the month of February

12. **OLD BUSINESS**

None at this time

On motion by Mr. Brewer and seconded by Mr. Wunder and unanimously passed by voice vote, the Board approved the following Action Items (on Agenda) as presented with any additions and/or corrections noted:

On motion by Mr. Wunder and seconded by Mr. Habrial and unanimously passed by voice vote, the Board approved the following Action Items (on Addendum) as presented with any additions and/or corrections noted:

13. ACTION ITEMS

1. Acknowledgement – Completion of Induction

It is recommended the Board acknowledge the following individuals who have completed the CIU 20 Induction Program (Pennsylvania Code, Title 22, Chapter 49.16), during the 2015-2016 school year, effective the date listed:

Lea Weinman	February 24, 2016	Thomas Kalinoski	February 24, 2016
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2. Approval – General Operating Budget – 2016-2017

It is recommended the Board approve the General Operating Budget for 2016-2017 as presented to the CIU20 Board of Directors on January 27, 2016.

3. Approval – New Class/Positions

It is recommended the Board approve the following new class / position:

- a. **Associate Teacher (1:1)**, effective January 21, 2016 and will continue until student moves or no longer needs service. The Easton Area SD has requested the Intermediate Unit provide an Associate Teacher to meet the needs of an individual student. Life Skills Support, Avona Elementary School, Wilson Area SD. Budget Amendment is attached. **ATTACHMENT 13.3.a**

4. Approval – Termination of Employee

It is recommended the Board approve the termination and Resolution of Employee #053457, effective February 24, 2016.

5. Approval – New Board Policy

It is recommended the Board approve the new policy:

- Signature Authority and Contract Agreements

As it was presented for review at the January 27, 2016 Board Meeting
ATTACHMENT 13.5

6. Approval – Transportation Payment Rate

It is recommended the Board approve the Colonial Intermediate Unit 20 2015-2016 Rate of \$2.49 per mile for transportation of Alternative and Regular Education students.

ADDENDUM – ADD

7. Approval – Vehicle Purchase – Driver Education

It is recommended the Board approve the purchase of (1) one additional vehicle through Costars for the Driver Education Program. Due to the rise in demand of services, and having more teachers than vehicles, another vehicle is needed.

8. Approval – Solicitation to Bid

It is recommended the Board authorize permission for the solicitation of bids for Trash Removal Services through the Northampton/Monroe/Pike County Joint Purchasing Board. This bid will be a three-year contract period.

9. Approval – Termination of Employee

It is recommended the Board approve the termination and Resolution of Employee #042994, effective February 24, 2016.

10. Approval – Conference Attendance

It is recommended the Board approve the requests to attend the conference listed:

a. Jacqueline Bartek – Supervisor of Pupil Personnel Services

Project SEARCH International Conference
Rosen Shingle Creek Resort, Orlando, FL
August 2, 2016 – August 5, 2016
\$1,148.81

b. Jennifer Jones-Bauer – Transition Program Specialist

Project SEARCH International Conference
Rosen Shingle Creek Resort, Orlando, FL
August 2, 2016 – August 5, 2016
\$1,148.81

c. TBD – Project SEARCH Teacher

Project SEARCH International Conference
Rosen Shingle Creek Resort, Orlando, FL
August 2, 2016 – August 5, 2016
\$1,148.81

d. TBD – Project SEARCH Transition Coach

Project SEARCH International Conference
Rosen Shingle Creek Resort, Orlando, FL
August 2, 2016 – August 5, 2016
\$1,148.81

Breakdown of costs:

Airfare for 4: \$982

Conference Cost: \$350 x 4 = 1,400

Two Rooms: \$911.25

Meals for 4 people (two dinners, one lunch: \$320)

Total: \$4,595.25

11. Approval – New Class / Position:

It is recommended the Board approve the new classes/positions:

- a. **Speech Therapist**, effective February 25, 2016. This additional position is needed due to an increase in early intervention students requiring speech services. (EI, Northampton County)
- b. **Associate Teacher (1:1)**, effective February 1, 2016 and will continue until student moves or no longer needs service. The Pen Argyl Area SD has requested the intermediate unit provide an

Associate Teacher to meet the needs of an individual student. (LSS, Wind Gap Middle, PAASD) Budget Amendment is attached. **ATTACHMENT 13.11.b**

- c. **Associate Teacher (1:1)**, effective February 8, 2016 and will continue until student moves or no longer needs service. The Pleasant Valley SD has requested the intermediate unit provide an Associate Teacher to meet the needs of an individual student. (AS, Pocono Mountain West HS, PMSD) Budget Amendment is attached. **ATTACHMENT 13.11.c**
- d. **Associate Teacher (1:1)**, effective February 18, 2016 and will continue until student moves or no longer needs service. The Pocono Mountain SD has requested the intermediate unit provide an Associate Teacher to meet the needs of an individual student. (AS, Pocono Mountain West HS, PMSD) Budget Amendment is attached. **ATTACHMENT 13.11.d**
- e. **Associate Teacher (1:1)**, effective February 17, 2016 and will continue until student moves or no longer needs service. The Pocono Mountain SD has requested the intermediate unit provide an Associate Teacher to meet the needs of an individual student. (ES, Clear Run Intermediate School, PMSD) Budget Amendment is attached. **ATTACHMENT 13.11.e**
- f. **Associate Teacher (1:1)**, effective February 18, 2016 and will continue until student moves or no longer needs service. The East Stroudsburg Area SD has requested the intermediate unit provide an Associate Teacher to meet the needs of an individual student. (ES, East Stroudsburg Elementary School, ESASD) Budget Amendment is attached. **ATTACHMENT 13.11.f**

12. Board Acknowledgement – Tenure

It is recommended the Board acknowledge the following individuals who have achieved tenure effective the date listed:

Ashley Fehr	October 15, 2015	Allison Loudenslager	January 2, 2016
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On motion by Ms. Wood and seconded by Ms. Price and unanimously passed by voice vote, the Board approved the following Personnel Items (on Agenda) as presented with any additions and/or corrections noted:

On motion by Mr. Brewer and seconded by Ms. Wood and unanimously passed by voice vote, the Board approved the following Personnel Items (on Addendum) as presented with any additions and/or corrections noted:

14. PERSONNEL ITEMS

IF NECESSARY, THE REASON FOR SUBMISSION FOR BOARD APPROVAL AFTER THE PREVIOUS BOARD MEETING DATE IS PROVIDED.

A. LEAVES OF ABSENCE

It is recommended the Board approve the following Leaves of Absence (without pay and benefits unless otherwise noted):

1. **Christine Bloch – Parental Leave**
Start Date: December 22, 2015

Return Date: The beginning of the 2016-17 school year
(Ms. Bloch will receive salary for sick and personal days and health benefits during the FML portion of this leave. The remainder of the leave will be without pay and benefits)

B. RESIGNATIONS

It is recommended the Board accept the following Resignations:

	Name	Position	Effective Date	Reason
1	Stephanie Santiago	Associate Teacher	February 15, 2016	Other employment
2	Jennifer Wargo	Certified Occupational Therapy Assistant	February 19, 2016	Other employment

ADDENDUM – ADD:

3	Kaitlin Gabriel	Speech Therapist	February 12, 2016	Other Employment
4	Alexandra Maclean	Substitute Teacher	February 16, 2016	Other Employment; Other Reasons
5	Jenae Yaniger	Associate Teacher	February 19, 2016	No Reason Given

C. JOB STATUS CHANGES

It is recommended the Board approve the following Job Status Changes:

	Name	Assignment	Salary	Effective
1	Kory Kutzler	From Full-time Program Specialist to Full-time Coordinator of Special Education	\$72,510 (Level IV)	January 28, 2016

ADDENDUM – ADD:

2	Lee Van Fleet	From Coordinator of Special Education (Level IV) to Supervisor of Special Education (Level III)	\$86,741 (Level III)	February 25, 2016
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D. APPOINTMENTS

It is recommended the Board approve the following Appointments:

	Name	Assignment	Salary	Effective Date
1	Cheyenne Claudio	Full-time Associate Teacher (1:1) (PS, Pleasant Valley Elementary, PVSD)	\$16,552.75 (Cluster 7, Step 1 – HS/HQ)	February 16, 2016 and will continue until student moves or no longer needs service
2	Amanda Hero	Full-time Associate Teacher 1:1 (AS, Morey Elementary, Stroudsburg Area SD)	\$20,550.75 (Cluster 7, Step 1 – BS/BA)	February 1, 2016 and will continue until student moves or no longer needs service
3	Heather Kester	Full-time Mental Health Worker (PHP, Colonial Academy, following PAASD calendar)	\$30,405 (Step 7, BS/BA)	January 18, 2016
4	Kristina Iovino	Full-time Associate Teacher (AS, Clear Run Elementary, Pocono Mountain SD)	\$20,550.75 (Cluster 7, Step 1 – BS/BA)	February 24, 2016 (PRC)
5	Kate Sluzynski	Full-time Associate Teacher (1:1) (AS, Bangor High School, Bangor Area SD)	\$20,550.75 (Cluster 7, Step 1 – BS/BA)	February 9, 2016 and will continue until students move

				or no longer needs service
6	Maria Yezzo	Full-time Associate Teacher (1:1) (AS, Kenneth N. Butz, Jr. Elementary, Nazareth Area SD)	\$18,052.75 (Cluster 7, Step 1 – HS48/AS)	February 8, 2016 and will continue until student moves or no longer needs service

ADDENDUM - ADD:

7	Annika Corcoran	Full-time (TPE) Teacher (AS, Swiftwater Elementary, PMSD)	\$48,330 (Step 1, BS/BA)	February 16, 2016
8	Sharon Miller	Monitor (Transportation, Locations as Assigned)	\$12.19 per hour	February 22, 2016
9	Lawrence Stollenwerk	Bus Driver/Van Driver/Monitor (Transportation, Locations as Assigned)	\$15.29/\$13.75/\$12.19 per hour	February 22, 2016

E. SUPPLEMENTAL AGREEMENTS TO CURRENT POSITIONS

	Name	Rate	Service	Effective Dates
1	Douglas Bartek (Teacher)	Not to exceed \$1,200	Additional pay due to being Head Teacher at the Northampton County Juvenile Detention Center	2015-2016 school year

F. CONTRACTS FOR PAYMENT

It is recommended the Board approve the following Contracts for Payment and that the Executive Director and Board Secretary be authorized to execute same on behalf of, and as agent for, the Board of Directors of CIU-20:

Attachment	Name	Service	Rate	Effective Dates
F.1	DeSales University	Will provide the location for the 4 th Annual Literacy Fair	Not to exceed \$5,200, which includes facility rental and food	June 15, 2016
F.2	East Stroudsburg University of Pennsylvania	Will provide space for staff development for professional employees and support staff of Colonial Intermediate Unit 20	Not to exceed \$575	October 10, 2016
F.3	Dr. Jessica Wenton	Will conduct an online, three-credit continuing professional education course, "Assessing Students in K-12 Online Learning Environments"	\$200/person, for up to 30 participants. Not to exceed \$6,000	March 7, 2016 through May 7, 2016

ADDENDUM – ADD:

F.4	ABC Printing	Will reprint the Reading Progression Poster and ship as outlined in contract	Not to exceed \$7,160	February 25, 2016 – June 30, 2016
F.5	Educational Based Services, Inc.	Will provide a Certified Speech and Language Professional	\$67/hour. Not to exceed \$37,051	February 17, 2016 through the end of the 2015-2016 school year
F.6	Manpower	Amendment: to provide temporary clerical support services for the Transportation Department. Originally approved on December 9, 2015 is amended as follows: Amend the contract extending the termination date (November 23, 2015 – February 26, 2016) and increasing the shall not exceed amount to \$9,555		

F.7	Maxim Healthcare Services, Inc.	Amendment: to provide an RN or LPN nurse at the Colonial Early Learning Center originally approved September 23, 2015 is amended as follows: Amend the contract to include an additional \$6,500. This contract shall not exceed \$10,000
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G. REVENUE GENERATING CONTRACTS FOR SERVICE

It is recommended the Board approve the following Revenue Generating Contracts for Service and that the Executive Director and Board Secretary be authorized to execute same on behalf of, and as agent for, the Board of Directors of CIU-20:

Attachment	Name	Service	Rate	Effective Dates
G.1	Bangor Area SD	CIU20 will administrate instructional services in accordance with the Title I program at nonpublic schools	As outlined in contract. Not to exceed \$460.49	2015-2016 school year

ADDENDUM – ADD:

G.2	DRC Corporation	Will reprint the Reading Progression Poster and ship as outlined in contract	Not to exceed \$7,160	February 25, 2016 – June 30, 2016
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H. SUBSTITUTE LISTS

It is recommended the Board approve placement of the following individuals on the Substitute Lists indicated as per the effective dates as noted:

1. Substitute Teachers

Taylor Prodes	February 10, 2016		Melissa Hester	February 11, 2016
Nichole Benedict	February 22, 2016			

ADDENDUM – ADD:

Nancy Hoffman	February 10, 2016		Janice Vastola	February 22, 2016
Yasmin Kidwell	February 22, 2016			

2. Substitute Associate Teachers

Zareffa Ayed-Akers	February 1, 2016		Taylor Prodes	February 10, 2016
Claudia Ramos	February 10, 2016		Melissa Hester	February 11, 2016
Nichole Benedict	February 22, 2016			

ADDENDUM – ADD:

Janice Vastola	February 22, 2016		Yasmin Kidwell	February 22, 2016
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3. Substitute Transportation

None at this time				
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4. Substitute Mental Health Treatment Specialists

None at this time				
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5. Substitute Custodian

None at this time				
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I. PROVIDER 50 LISTS

It is recommended the following individuals be placed on the Provider 50 List in the areas and on the effective dates listed:

a. **Behavior Specialist/Consultant – Master’s**

Jennifer Rufo – February 3, 2016	
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b. **Mobile Therapist**

Jennifer Rufo – February 3, 2016	
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c. **Therapeutic Staff Support**

Lisa Ardizzone – February 1, 2016	Nana Apreku – February 2, 2016
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d. **Therapeutic Staff Support Aide**

None at this time	
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J. **MOBILE THERAPIST - OUTPATIENT PROGRAM**

It is recommended the following individuals be placed on the Mobile Therapist - Outpatient Program List as per the effective dates listed:

None at this time	
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K. **INTENSIVE IN-HOME SERVICES**

It is recommended the following individuals be placed on the Intensive In-Home Services List in the areas and on the effective dates listed:

None at this time			
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15. **NEW BUSINESS**

16. **COMMENTS FROM VISITORS (Courtesy of the Floor) – None at this time**

17. **MOTION TO ADJOURN** - There being no further business, the meeting adjourned at 8:43 p.m. on motion by Mr. Brewer and seconded by Ms. Price.

The next meeting of the Colonial Intermediate Unit 20 Board of Directors is scheduled for Wednesday, March 23, 2016, beginning at 7:30 p.m.

Respectfully Submitted,
Dawn M. Hales Secretary to the Board