

**LAKE-LEHMAN SCHOOL DISTRICT  
BOARD MEETING MINUTES**

**August 18, 2025**

The combined Committee-of-the-Whole and regular monthly meeting for voting purposes of the Lake-Lehman Board of School Directors was held on Monday, August 18, 2025, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Bob Wright, at 7:02 p.m., and opened with Roll Call, Pledge of Allegiance and a moment of silence.

<u>DIRECTORS</u>	<u>Roll Call</u>
Robert Baran	Present
Kevin Carey	Absent
David Paulauskas	Present
Drew Salko	Present (via conference call)
Jean Sayre	Present
Mark Wallace	Present
Scott Walsh	Present
Rob Wojtowicz	Present
Robert Wright	Present

**Others Present:**

James E. McGovern, Superintendent  
Tracey Liparela, Assistant to the Superintendent  
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary  
Matthew Nonnenberg, Junior-Senior High School Principal  
Tabitha Miscavage Spagnuolo, Personnel Benefits Manager/Jr. Sr. High Asst. Principal  
Lori Bednarek, Special Projects Coordinator  
Donald James, Lehman-Jackson Elementary Principal  
Mike Kostrobala, Ross Elementary Principal  
Brian Murphy, Technology Coordinator  
Tina Antonello, Director of Special Education  
Erica Orock, School Psychologist

Arthur Price	Melissa Smigielski	Anita Koziol	Christine Napierkowski
J. Williams	Rose Johnson	Courtney Judge	Jennifer Toll
Rachel Coffee	Sandy Boyle	Rose Rybka	Lily Rybka
Chris Kotis	Molly Mulligan	Brenda Morris	Kathleen Selner
Craig Selner	Richelle Steele	Jamie A. Walsh	

**EXECUTIVE SESSION**

An Executive Session of the Board was held on August 18, 2025 to discuss:

- A. Employment – professional staff opportunities (Career Advisor, Reading Specialist, SLP)
- B. Coaching/extra-curricular appointments
- C. LLEA Grievance
- D. LLESPA Contract Extension
- E. Substitute Teacher pay
- F. Support Staff employment opportunities (Courier, Part-Time Maintenance)

**READING OF MISSION**

Mr. McGovern read the Mission of the Lake-Lehman School District.

“The Mission of the Lake-Lehman School District is to inspire students to achieve personal fulfillment through the context of community, independence, generosity and mastery within a safe learning environment.”

**SUPERINTENDENT’S REPORT**

The Superintendent’s Report included the following:

Mr. McGovern provided an update on the tentative completion dates for the following projects:

- ✓ Stadium turf – completed August 18<sup>th</sup> or August 19<sup>th</sup>
- ✓ Stadium drainage project – completed
- ✓ Ross Elementary sidewalks – completed
- ✓ Black top repair – Lot B this week

Mr. McGovern also provided the following information in preparation for the start of school:

- 7<sup>th</sup> grade locker set-up and a meet and greet with administrators, counselors and teachers, is scheduled for Wednesday, August 20<sup>th</sup> from 4-6 p.m.
- 11<sup>th</sup> and 12<sup>th</sup> grade locker set-up is set for Thursday, August 21<sup>st</sup> from 9 a.m. until 2 p.m.
- Kindergarten Orientation is scheduled for Tuesday, August 26<sup>th</sup> from 8:15 a.m. until 11:45 a.m., and will be held at each elementary building. Class lists will be posted the day of orientation.
- First day of school for grades K-12 is Tuesday, September 2, 2025.
- Mr. McGovern encouraged parents not to wait until the first week of school to register children for the upcoming school year. Early registration will help the district plan for a smooth start to the school year.

**BUSINESS MANAGER’S REPORT**

No report.

**WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT**

No report.

**LUZERNE COUNTY INTERMEDIATE UNIT REPORT**

Mr. Walsh provided highlights from the meeting of the Luzerne Intermediate Unit held June 18, 2025.

**STUDENT COUNCIL REPORT**

No Report.

**FOOD SERVICE**

No Report

**OLD BUSINESS**

None.



**APPROVAL OF THE AGENDA**

Mr. McGovern reviewed and read the agenda and addendum items.

Mr. Wright noted the agenda is approved as read and amended.

**VISITORS** – Comments relative to approval of Minutes, treasurer's report, payment of bills, and ACTION ITEMS.

No Comments.

**APPROVAL OF MINUTES**

Motion was made by Mr. Wojtowicz, seconded by Mr. Baran, to approve the following minutes.

July 21, 2025 - regular monthly meeting

**Vote: Upon roll call, all members present voted yes; motion carried.**

**PAYMENT OF BILLS**

Motion was made by Mrs. Sayre, seconded by Mr. Wright, to approve the Fund Accounting Payment Summary with payment date listed as August 19, 2025, in the amount of \$279,519.50 and interim payments dated July 25, 2025, in the amount of \$12,687.50, and August 8, 2025, in the amount of \$24,452.36; subject to audit.

**Vote: Upon roll call, all directors present voted yes; motion carried.**

**TREASURER'S REPORT**

Motion was made by Mr. Baran, seconded by Mrs. Sayre, to approve the treasurer's report as of July 31, 2025.

**Vote: Upon roll call, all directors present voted yes; motion carried.**

**ACKNOWLEDGE RECEIPT OF FINANCIAL REPORTS AND FILE FOR AUDIT**

**(Attached to Treasurer's Report)**

**Balances as of June 30, 2025**

- Lake-Noxen Activity Fund

**Balances as of July 31, 2025**

- Athletic Fund
- Food Service
- Lake-Noxen Activity Fund

**ACTION ITEMS**

**CURRICULUM AND INSTRUCTION**

Motion was made by Mr. Baran, seconded by Mr. Paulauskas, to move on the following items:

1. Approve the Lake-Lehman School District Junior-Senior High School Handbook for the 2025-2026 school year.

**Vote: Upon roll call, all members present voted yes; motion carried.**

2. Approve the Lake-Lehman School District Elementary Handbook for the 2025-2026 school year.

**Vote: Upon roll call, all members present voted yes; motion carried.**

3. Accept, with regret, the letter of resignation from Kathleen Ignatovich, Speech Language Pathologist, effective August 19, 2025.

**Vote: Upon roll call, all members present voted yes; motion carried.**

4. Ratify approval for administration to post for the following positions:

A.	Special Education Teacher
B.	Speech Language Pathologist

**Vote: Upon roll call, all members present voted yes; motion carried.**

5. Appoint Mark Major of Shavertown as a Temporary Professional Employee, effective for the start of the 2025-2026 school year at a salary of \$49,485.00, Bachelor's Level, Step 1. Initial assignment: Career Advisor. All clearances on file.

**Vote: Upon roll call, all members present voted yes; motion carried.**

6. Appoint Jennifer Toll of Harvey's Lake as a Temporary Professional Employee, effective for the start of the 2025-2026 school year, at a salary of \$55,502.00, Master's Level, Step 3. Initial assignment: Reading Specialist. Pending receipt of clearances within the mandated timeframe.

**Vote: Upon roll call, all members present voted yes; motion carried.**

7. Appoint the following Mentor Teacher/Counselor for the 2025-2026 school year:

	Mentor	New Teacher/Counselor	Stipend
A.	Megan Donaldson	Sarah Traver	\$619.07

**Vote: Upon roll call, all members present voted yes; motion carried.**



8. Appoint the following as per diem substitute teachers, at a daily rate of \$120.00, without contractual rights/benefits. Pending receipt of clearances within mandated timeframe.

A.	David Johnson of Dallas	Grades Pk-4 Certification
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**Vote: Upon roll call, all members present voted yes; motion carried.**

**BUILDINGS & GROUNDS**

No items.

**ATHLETICS & ACTIVITIES**

Motion was made by Mr. Wallace, seconded by Mr. Walsh, to move on the following items:

1. Approve the following as School & Booster Volunteers for the 2025-2026 school year; all clearances on file:

A	Colleen Yechimowicz
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**Vote: Upon roll call, all members present voted yes; motion carried.**

2. Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2025-2026 school year, all clearances on file.

A.	Kelly Cave-Mattie	Student Council Advisor	\$1,495.56
B.	Kelly Cave-Mattie	SADD Club Advisor	\$1,495.56
C.	Tracey Stanley	Yearbook Advisor – Junior High	\$1,190.53

**Vote: Upon roll call, all members present voted yes; motion carried.**

3. Appoint the following Assistant Coaches/ Extra-Curricular Advisors for the 2025-2026 school year, all clearances on file.

A.	Kevin Voelker	Golf	Volunteer
B.	Robert Gregor	Football	Volunteer
C.	John Christopher Chapple	Boys Soccer	Volunteer
D.	Emily Smith	Girls Soccer	Volunteer
E.	Alexandra Concklin	Girls Soccer	Volunteer
F.	Janene Kasarda	JH Field Hockey	\$3,548.41

**Vote: Upon roll call, all members present voted yes; motion carried.**

**TRANSPORTATION**

Motion was made by Mr. Salko, seconded by Mr. Wallace, to move on the following item:

1. Approve an extension to the School Bus Transportation Contract, between John Young of Back Mountain Transit Co., Inc., of Lehman, PA, and the Lake-Lehman School District. The contract has been amended to reflect an adjustment to the extra-curricular mileage and layover rates outlined in said contract. The term of agreement has been extended for an additional (5) years terminating June 30, 2033.

**Vote: Upon roll call, all members present voted yes; motion carried.**

**SUPPORT SERVICES**

Motion was made by Mr. Wright, seconded by Mr. Wojtowicz, to move on the following items:

1. Approve the Lake-Lehman Educational Support Personnel Association contract extension commencing July 1, 2026 through June 30, 2029.

**Vote: Upon roll call, all members present voted yes; motion carried.**

**SCHOOL BOARD**

Motion was made by Mr. Wojtowicz, seconded by Mrs. Sayre, to move on the following items:

1. Approve the Master Services Agreement between Lake-Lehman School District and Onward Search LLC for recruitment and referral of Behavioral Health Technician services for the autistic support classroom located at Ross Elementary. The Master Service Agreement will be valid for two years as per date initiated on the agreement.

**Vote: Upon roll call, all members present voted yes; motion carried.**

2. Approve the MOU between Lake-Lehman School District and the United Way of Wyoming Valley outlining participation in the Nurse's Pantry initiative. Amount of award for Lake-Lehman School District: \$2,200.00

**Vote: Upon roll call, all members present voted yes; motion carried.**

3. Approve the Inspire Science Pilot (McGraw Hill Publishers) for the 2025-2026 school year. The pilot will be facilitated in eight elementary classrooms. All student consumables, online access and teacher support materials are provided by the publisher free of charge. Total cost to the district for science lab collaboration kits for each classroom: \$20,704.90.

**Vote: Upon roll call, all members present voted yes; motion carried.**

4. Approve the appointment of Dr. Robert Gregor, Shavertown, to provide on-site physician coverage at Lake-Lehman football games for the 2025-2026 school year. The fee for football game coverage is \$125.00 per game. Any additional on-site coverage will be provided at \$50.00 per hour.

**Vote: Upon roll call, all members present voted yes; motion carried.**



5. Exonerate John G. Marshall Sr., of Jackson Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate as determined by the Pennsylvania State Veteran's Commission for Real Estate Tax Exemption, Department of Military and Veterans Affairs.

**Vote: Upon roll call, all members present voted yes; motion carried.**

6. Exonerate John W. Mitchell Jr., of Jackson Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate as determined by the Pennsylvania State Veteran's Commission for Real Estate Tax Exemption, Department of Military and Veterans Affairs.

**Vote: Upon roll call, all members present voted yes; motion carried.**

7. Exonerate Dylan A. Round, of Jackson Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate that become due on or after May 16, 2025, as determined by the Pennsylvania State Veteran's Commission for Real Estate Tax Exemption, Department of Military and Veterans Affairs.

**Vote: Upon roll call, all members present voted yes; motion carried.**

8. Approve the agreement between the Luzerne Intermediate Unit and the Lake-Lehman School District to provide Partial Hospitalization Therapeutic services at a cost of \$112.44 per day for the 2025-2026 school year.

**Vote: Upon roll call, all members present voted yes; motion carried.**

9. Approve the revised job description for the position of Director of Pupil Services.

**Vote: Upon roll call, all members present voted yes; motion carried.**

10. Approve the Pat Curley Detective Agency, Inc. Mountaintop, PA to provide SRO services for the 2025-2026 school year at the Ross Elementary School.

**Vote: Upon roll call, all members present voted yes; motion carried.**

11. Approve the revisions and extension to the contract of James E. McGovern, Superintendent, commencing September 1, 2025 and ending June 30, 2029.

**Vote: Upon roll call, all members present voted yes; motion carried.**

12. Approve the following reimbursement(s) due to increased prescription co-pays, effective July 1, 2017, as outlined in the Collective Bargaining Agreement between the Lake-Lehman School District and the Lake-Lehman Educational Support Personnel Association:

A	Employee #1385	\$40.00
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**Vote: Upon roll call, all members present voted yes; motion carried.**

13. Approve the Application for Use of Facilities submitted by Martha Pearson, Lake-Lehman Junior Knights, for use of the grass area along Miliauskas Way, on the junior-senior high school campus, for a Pep Rally/Bonfire to be held Thursday, September 25, 2025, from 5:30 p.m. until 8:00 p.m.

**Vote: Upon roll call, all members present voted yes; motion carried.**

14. Ratify the approval of the Application for Use of Facilities submitted by Martha Pearson, Lake-Lehman Junior Knights, for use of the junior-senior high school lobby area or any available area for indoor cheer practice in the event of inclement weather, from August 7, through September 1, 2025 from 5:30 p.m. until 7:30 p.m.

**Vote: Upon roll call, all members present voted yes; motion carried.**

15. Approve the Application for Use of Facilities submitted by Mindy Grossman, Lake-Lehman Junior Knights, for use of the football field, 1 multi-purpose field, concessions, both gymnasiums and hallways for a conference cheer competition to be held on Saturday, September 13, 2025, from 5 a.m. until 7 p.m. Set up for the event will take place on Friday, September 12, 2025, from 5 p.m. until 7 p.m.

**Vote: Upon roll call, all members present voted yes; motion carried.**

16. Approve the Application for Use of Facilities submitted by Jacqueline Morgan, Lake-Lehman Cheer Booster Club, for use of the junior-senior high school parking lot, gymnasium, concessions and lobby area for a "Cheer for a Cure" event to be held on Saturday, October 18, 2025 from 7 a.m. until 7 p.m. Set up for the event is scheduled for Friday, October 17, 2025 after school hours.

**Vote: Upon roll call, all members present voted yes; motion carried.**

17. Approve the Application for Use of Facilities submitted by Jacqueline Morgan, Lake-Lehman Cheer Booster Club, for use of the junior-senior high school new gymnasium, lobby and concessions for a Homecoming Dance to be held on Saturday, September 27, 2025, from 5 p.m. until 10 p.m. Set up for the event is scheduled from 10 a.m. until 12 p.m. on Saturday, prior to the event.

**Vote: Upon roll call, all members present voted yes; motion carried.**

18. Approve the Application for Use of Facilities submitted by Becki Brandenburg, Lake-Lehman Band Sponsors, for use of the junior-senior high school gymnasiums, kitchen, lobby area, hallway near the gymnasiums and parking lot, for a Craft Show to be held on Saturday, November 22, 2025, from 7 a.m. until 5 p.m. Set up for the event is scheduled for Friday, November 21, 2025, from 4 p.m. until 8 p.m.

**Vote: Upon roll call, all members present voted yes; motion carried.**

#### **INFORMATION AND RECOGNITION**

Mr. Wright noted that all informational items are as listed.

#### **BOARD DISCUSSION FOR FUTURE BUSINESS**

None.



**SET MEETING DATES**

Mr. Wright read the following meeting information:

The combined Committee-of-the-Whole and regular monthly meeting for voting purposes has been scheduled for September 15, 2025, at 7:00 p.m., and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

**VISITORS**

No Comments.

**ADJOURNMENT**

Mr. Wright called for a motion to adjourn the meeting. Mr. Baran motioned to adjourn, seconded by Mrs. Sayre. Mr. Wright adjourned the meeting at 7:20 p.m.

Respectfully submitted

Non-Member, Board Secretary  
Mary Jo Casaldi

Draft

