

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

August 21, 2023

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 21, 2023, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Drew Salko, at 7:09 p.m., and opened with Roll Call, Pledge of Allegiance and a moment of silence.

<u>DIRECTORS</u>	<u>Roll Call</u>
Kevin Carey	Present
Alfred DeAngelis	Absent
Lorraine Farrell	Present
Marilyn Glogowski	Absent
Karen Masters	Present
John McDonald	Present
David Paulauskas	Present
Andrew Salko	Present
Robert Wright	Present

Others Present:

James E. McGovern, Superintendent
Tracey Liparela, Assistant Superintendent
Avery E. Smith, Esquire, King, Spry, Herman, Freund & Faul LLC
Joseph Caputo, Business Consultant
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary
Tabitha Miscavago Spagnuolo, Personnel/Benefits Manager
Mike Kostrobala, Junior-Senior High School Assistant Principal
Donald James, Lehman-Jackson Elementary Principal
Matthew Nonnenberg, Ross Elementary Principal
Nancy Edkins, Lake-Noxen Elementary Principal
Brian Murphy, Technology Director
Tina Antonello Portee, Special Education Director
Erica Orock, School Psychologist

David Fedor	Kathleen Selner	Craig Selner	Anita Koziol
Sarah Kabata	Dawn Dennis	Rich Cronin	A. Jones
Brenda Morris	Sarah Saylor Kashatus	Scott Walsh	Tammy Schnable
Rob Wojtowicz			

EXECUTIVE SESSIONS

Mr. Salko noted that an Executive Session was held on August 21, 2023, to discuss: employment opportunities, coaching/extracurricular appointments, staff hiring's, professional and support staff CBA's and litigation.

READING OF MISSION

Mr. McGovern read the following 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:

- Stefania Kabata, 6th grade student, Ross Elementary and Briana Noto, 8th grade student, Lake-Lehman Junior-Senior High School, both representing Girl Scout Troop 32624 of Lehman, Ross and Jackson Townships, provided a presentation on 2 projects they have been working on to obtain their Bronze and Silver awards. These awards are the first 2 steps in earning their Gold Award, which is equivalent to the Boy Scout Eagle Award. Briana and Stefania constructed two “buddy benches” for Lehman-Jackson and Ross Elementary, and also a built a “free library” for Lehman-Jackson Elementary.
- Mr. McGovern addressed a question that was presented at the previous school board meeting in regard to the cost of the English Language Development Instruction to English Learners Program, (ESL/ELD) which is currently provided by the Luzerne Intermediate Unit. Mr. McGovern stated that we always analyze programs to determine if we should provide them “in-house.” “Last year, we had two students enrolled in this program.” Next year, we will have one student.” “At this time, it does not warrant bringing the program “in-house.”

BUSINESS MANAGER’S REPORT

Mr. Joseph Caputo, Business Consultant, explained the resolution regarding the issuance of bonds that is listed for adoption (School Board Item #1) on the agenda, and the actions necessary to carry out the purposes of the resolution.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

Mr. Salko presented highlights from the most recent meeting of the WSCTC Joint Operating Committee.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

Mrs. Farrell presented highlights from the most recent meeting of the Luzerne Intermediate Unit.

STUDENT COUNCIL REPORT

No Report.

FOOD SERVICE REPORT

No Report.

OLD BUSINESS

None.

APPROVAL OF THE AGENDA

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

Mr. Salko 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.**

APPROVAL OF MINUTES

Motion was made by Lorraine Farrell, seconded by John McDonald to approve the following minutes.

July 17, 2023 – regular monthly meeting.

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

PAYMENT OF BILLS

Motion was made by Drew Salko, seconded by John McDonald, to approve the Fund Accounting Payment Summary with payment date listed as August 22, 2023, in the amount of \$679,893.40 and to also approve interim payments dated August 11, 2023, in the amount of \$28,345.97, payments dated July 28, 2023, in the amount of \$83,987.72, and July 14, 2023 in the amount of \$79,446.70; subject to audit.

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

TREASURER’S REPORT

Motion was made by David Paulauskas, seconded by John McDonald, to approve the treasurer’s report as of July 31, 2023.

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, 2023

- Athletic Fund
- Jr/Sr High Activity Fund
- Jr/Sr High Principal/s Fund
- Ross Elementary Building Fund

Balances as of July 31, 2023

- Lake-Noxen Elementary Building Fund

ACTION ITEMS

CURRICULUM AND INSTRUCTION

Motion was made by Bob Wright, seconded by David Paulauskas, to move on the following items:

1. Appoint the following Mentor Teacher/Nurses for the 2023-2024 school year:

	Mentor	New Teacher/Nurse	Stipend
A.	Christina Woronko	Amber Comstock	\$602.40
B.	Jennifer Welby	Quinn Dyrli	\$602.40
C.	Maria Coons	Emily Jugus	\$602.40

D.	Doreen Johnson	Hillary Oliver	\$602.40
E.	Sarah Pryor	Laura Rogan	\$602.40
F.	Sandra Boyle	Joseph Yankoski	\$602.40

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

- Amend the motion of June 19, 2023, to reflect the retirement effective date of June 30, 2023, for Patricia Harrison.

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

- Approve the Junior-Senior High School Student Handbook for the 2023-2024 school year.

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

- Approve the Elementary School Student Handbook for the 2023-2024 school year.

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

BUILDINGS & GROUNDS

No items.

ATHLETICS & ACTIVITIES

Motion was made by Kevin Carey, seconded by Lorraine Farrell, to move on the following items:

- Approve the following as School & Booster Volunteers for the 2023-2024 school year; all clearances on file:
 - Keturah Bombick
 - Marc Magnotta
 - Lakrista Pfeiffer

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

- Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2023-2024 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	Katrina Joyce	Co-Debate Club	\$727.64
B	Jason Field	Co-Debate Club	\$727.64

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

3. Appoint the following Assistant Coaches/ Extra-Curricular Advisors for the 2023-2024 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	Shelby Foster	Cross Country	Volunteer
---	---------------	---------------	-----------

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

TRANSPORTATION

No items.

SUPPORT SERVICES

Motion was made by Lorraine Farrell, seconded by John McDonald to move on action items 1 through 8 and to table item No #7.

Vote: Upon roll call, all members present voted yes to table action item # 7 under the heading of Support Staff.

1. Amend the motion of June 19, 2023 to permit the use of vacation and float days in the previously approved leave of absence for Employee #3221.

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

2. Rescind the motion of July 17, 2023 appointing Amanda Holcomb as Part-Time Food Service Worker.

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

3. Accept, with regret, the letter of retirement from Pamela Groblewski, Cafeteria Manager, effective August 13, 2023.

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

4. Accept, with regret, the letter of resignation from Jennifer Stockholm, Food Service Worker (Cook), effective July 24, 2023.

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

5. Accept, with regret, the verbal resignation from Dorothy Cote, Custodian, effective August 8, 2023.

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

6. Authorize administration to advertise for the following positions:

- A. Full-Time Cafeteria Manager, 7 hours per day, 186 days per year
- B. Part-Time Food Service Worker (Cook), 5.25 hours per day, 186 days per year
- C. Part-Time Custodian, 5 hours per day, 260 days per year

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

7. Appoint Heather May of Noxen as Part-Time Food Service Worker (Cook), 5.5 hours per day, 186 days per year, at an hourly rate of \$11.00. All clearances on file.

ABOVE MOTION TABLED

8. Appoint Sharon Ralston of Hunlock Creek as Part-Time Food Service Worker, 5 hours per day, 186 days per year, at an hourly rate of \$11.00. Pending receipt of clearances within the mandated timeframe.

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

Prior to voting on the following motion, #1 under the heading of School Board, Mrs. Masters directed a question to Mr. Caputo, Business Consultant, in regard to the cost involved in engaging the financial and legal professionals listed in the resolution. Mr. Caputo responded that there is no cost unless the board follows through with the motion.

SCHOOL BOARD

Motion was made by John McDonald, seconded by David Paulauskas, to move on the following items:

1. Adopt the following resolution:

WHEREAS, Lake-Lehman School District, Luzerne and Wyoming Counties, Pennsylvania (the "School District"), desires to issue one or more series of its general obligation notes or bonds (collectively, the "Bonds") to finance a project consisting of all or any of the following: (1) planning designing, acquiring, constructing, installing, furnishing and equipping of alterations, renovations, additions and improvements to existing facilities of the School District; (2) purchasing capital equipment for use in or in connection with the facilities of the School District; and (3) paying the costs and expenses of issuance of the Bonds (collectively, the "Project"); and

WHEREAS, in order to facilitate the issuance of the Bonds and to obtain financial and legal advice on the Project and to complete the Project, it is advisable to engage financial and legal professionals.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Stevens & Lee, P.C. is hired as Bond Counsel to the School District for said Project and is hereby directed and authorized to take any and all preliminary actions as may be necessary to carry out the purposes of this Resolution prior to formal action by the Board of School Directors of the School District (the "Board") regarding the authorization and issuance of the Bonds, including but not limited to, preparing an authorizing debt resolution of the Board for final approval and advertising on behalf of the School District a preadoption notice thereof; and
2. FSL Public Finance, LLC is hired as Financial Advisor to the School District for said Project and is hereby directed and authorized to take any and all actions as may be necessary to carry out the purposes of this Resolution prior to formal action by the Board regarding the structuring, marketing and issuance of the Bonds, including but not limited to, proceeding with the rating process for the Bonds; and
3. PNC Capital Markets LLC is hired as Underwriter for the Bonds to be issued to finance the Project; and

4. The President or Vice President of the Board or the Secretary or Assistant Secretary of the School District or other proper administrators, officers and officials of the School District are authorized and directed to take such other actions as may be necessary to carry out the purposes of this Resolution.

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

2. Approve the Agreement between Commonwealth University and Lake-Lehman School District for field study, internship, practicum and student teaching placement.

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

3. Ratify the approval of the Application for Use of Facilities submitted by Andrea Butchko and David Bass for use of the Lake-Noxen Elementary sidewalks, basketball court, playground and parking lots for the Back Mountain Triathlon to be held August 19, 2023, from 1:00 p.m. to 4:00 p.m. and August 20, 2023 from 4:30 a.m. to 1:00 p.m.

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

4. Approve the proposal submitted by PLD Associates, Wilkes-Barre, PA, for the replacement of the York 5-ton HVAC Split System for the Library in the Lake-Noxen Elementary School, at a cost of \$17,300.00. Price is in accordance with COSTARS Purchasing Agreement.

Scope of work to include:

- Demo existing 5-ton HVAV system and dispose of per EPA.
- Supply and install (1)-York 5-ton AHU M#YC2F60TB215-(1)-York 5-ton condenser M#JHETD60HB
- Supply and install all electrical to included wire, breakers and disconnects.
- Supply and install all refrigerant piping to included torch kit, fittings and line set covers.
- Complete check, test and start-up per factory specifications.
- York 5-year warranty with PLD Associates, Inc. 1st year labor warranty and necessary permits.

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

5. Exonerate Michael Rosencrans of Harveys Lake Borough, from payment of all real estate taxes that become due on or after June 26, 2023, 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. Authorize a refund of paid real estate taxes for the year 2022 for the following Harvey's Lake Borough property owners due to a change of assessed property valuation, as submitted by Harveys Lake Tax Collector, Laurie Kehler, as per the Luzerne County Assessor's Office.

A. John and Lisa Anglovich, in the amount of \$4.77.

B. Colleen Garbush Kane and Kathleen Garbush Cavanaugh, in the amount of \$86.99.

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

7. Ratify the renewal of the appointment of Assured Partners of Northeastern Pennsylvania, as broker of record for Liability Insurance coverage at a total cost of \$160,063.00 for the 2023-2024 fiscal year.

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

8. Ratify the renewal of the appointment of Assured Partners of Northeastern Pennsylvania, as broker of record to provide Student Accident/Health, Insurance coverage, at a total cost of \$19,055.00, effective August 1, 2023 until July 31, 2024.

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

9. Approve the appointment of Dr. Robert Gregor, Shavertown, to provide on-site physician coverage at Lake-Lehman football games for the 2023-2024 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.

10. Accept, with regret, the letter of retirement from David Madajewski, Director of Buildings & Grounds, effective September 7, 2023.

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

11. Renew the Guest Teacher Agreement for the 2023-24 school year between the Lake-Lehman School District and the Luzerne Intermediate Unit 18, for the purposes of providing PDE emergency certification and Guest Teacher training to participating substitute teachers, at an annual membership fee of \$325.00 flat rate, payable at the beginning of the school year.

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

12. Renew the agreement with Frontline Education for the purpose of providing Professional Learning Management (MLP) services at a fee of \$4,363.81 and Absence & Substitute Management (AESOP) services at a fee of \$7,971.10. Total cost of contract is \$12,334.91. The term of agreement will be July 1, 2023 through June 30, 2024.

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

13. Approve the agreement to delineate the duties and responsibilities of the Director of Buildings and Grounds to Brian Murphy, commencing August 22, 2023, for a monthly stipend of \$2,500.00. Brian Murphy will continue to serve as Director of Technology pursuant to the Act 93 Agreement of the Lake-Lehman School District.

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

14. Approve the application for Use of Facilities for Sean Heart and Mike Zapotoski, DRZ Baseball LLC, for use of the turf baseball/softball fields for 2 tournaments. Event dates are as follows:

- A. September 30 and October 1, 2023 (Saturday 9-5 p.m. and Sunday 8-3 p.m.)
- B. October 14th and October 15, 2023. (Saturday 9-5 p.m. and Sunday 8-3 p.m.)

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

15. Approve the Application for Use of Facilities for Sara Myers, Brave Field Hockey, for use of the new turf fields for a Field Hockey League to be held on the following Sundays: September 10th, 17th, 24th and October 1, 2023, from, 5:00 p.m. until 7:00 p.m.

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

16. Ratify the approval of the Application for Use of Facilities for Mike Pitcavage, Back Mountain Soccer Club, for use of 2 turf soccer fields for Travel Soccer training to be held on Sundays beginning August 20, 2023 through November 26, 2023, from 2:30 p.m.- 5:30 p.m.

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

INFORMATION AND RECOGNITION

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

BOARD DISCUSSION FOR FUTURE BUSINESS

None.

SET MEETING DATES

Mr. Salko read the following meeting information:

The combined Committee-of-the-Whole and regular monthly meeting for voting purposes has been scheduled for September 18, 2023, and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

VISITORS

None.

ADJOURNMENT

A motion to adjourn the meeting was made by David Paulauskas, seconded by John McDonald.

Mr. Salko adjourned the meeting at 7:39 p.m.

Respectfully submitted



Non-Member, Board Secretary
Mary Jo Casaldi

