

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

December 12, 2022

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, December 12, 2022, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Drew Salko, at 7:06 p.m., and opened with Roll Call, the Pledge of Allegiance, and a Moment of Silence.

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

Others Present:

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

Pam Pall	Kristy Ann Newhart	Susan Roese	Michael D.
Jamie Walsh	Corry Hanson	Jennifer Shepherd	Selina Mazzella
Anita Koziol	Johnny Oliver	Stacy Jenkins	Reese Jenkins
Mary Bahner	Lucia DeCesaris	Riann DeCesaris	Brenda Morris
Will Jenkins	Bill Jenkins	Bella DeCesaris	Gianna DeCesaris
Angelo DeCesaris	William Guskiewicz	Esmeralda Guskiewicz	Jill Casale
Jean Lipski	Rachel Galasso	Jeffrey B. Smith	Brynn Giordano
Chris Kukosky	Jenna B.	Rich Cronin	Colleen Buzek
Michael Buzek	Jolene Wilson	Rob Wilson	Tracey Stanley
Patrick Stanley	Jason Field	E.G. Morgan	Craig Selner
Scott Walsh			

EXECUTIVE SESSIONS

Mr. Salko noted that an Executive Session was held on December 12, 2022, to discuss leaves of absence, retirements/resignations, employment opportunities, coaching/extra-curricular appointments, staff hirings, support staff CBA, and litigation update.

READING OF MISSION

Members of the cast of the Lake-Lehman High School Theatre production of *A Christmas Carol*, participated in opening the meeting with Matt Kishbach, Lake-Lehman Theatre Co-President, in character as Ebenezer Scrooge, reading the Mission, followed by members of the cast in costume, entertaining with a carol.

“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.”

Following the reading of the Mission, Molly Fielding, Co-President along with Matt Kishbach, thanked the Lake-Lehman School Board and Mr. McGovern for support of theatre arts education and production.

SUPERINTENDENT’S REPORT

The Superintendent’s Report included the following:

- Mrs. Liparela thanked members of the Lake-Lehman Theatre for participating in the meeting and for their outstanding performance in the recent production of *A Christmas Carol*.
- Elementary Art Teachers, Jill Casale and Selena Mazzella recognized winners of this year’s annual 6th Grade Holiday Card Contest. This year’s theme was “Christmas in Camelot.” The following students received a certificate of recognition and a gift certificate from Barnes and Noble Booksellers.
 - Khloe Bezek – 6th grade Lake-Noxen Elementary
 - Michael Johnson – 6th grade Lake-Noxen Elementary
 - Cadence Stanley – 6th grade, Lehman-Jackson Elementary
 - Reese Jenkins – 6th grade, Lehman-Jackson Elementary
 - Lily Sayre – 6th grade Ross Elementary
 - Abigail Guskiewicz – 6th grade, Ross Elementary
- Toby Hanson, 5th grade student, Lehman-Jackson Elementary School, received 2nd place honors in the 2022 Wyoming Valley Parade Committee Veteran’s Day Essay Contest held in November. Toby read his essay which was entitled: “Why is it important to remember and honor our Veterans.”
- Mrs. Jean Lipski, Field Hockey Coach, and Mr. Chris Kukosky, Girls Volleyball Coach, recognized members of their respective teams, for outstanding athletic and academic achievement. The following All-State student athletes will have their portraits added to the “Wall of Fame” located in the junior-senior high school lobby.

- Faye Post – 2022 1st Team All State Field Hockey
- Rachel Galasso – 2022 1st Team All State Field Hockey
- Isabella DeCesaris – 2022 1st Team All State Field Hockey
- Ella Wilson – 2022 1st Team All State Girls Volleyball
- Brynn Giordano – 2022 1st Team All State Girls Volleyball

Minutes of the Lake-Lehman School Board Meeting 12/12/2022, Page 3.

- Mrs. Liparela congratulated all students recognized this evening and directed them to the lobby for photographs.
- Mrs. Liparela acknowledged the Student Council and Key Club for a successful Blood Drive held recently.
- The 31st annual Children's Christmas Celebration will be held on Wednesday, December 14th. Mrs. Liparela added that 95 children are being sponsored this year.
- Mrs. Liparela announced the upcoming holiday schedule which will begin with an early dismissal on December 23rd. Students and faculty will return on Tuesday, January 3, 2023.

BUSINESS MANAGER'S REPORT

Mr. Joseph Caputo, School Business Consultants LLC., reported that he had a meeting with Mr. Melone, former Business Consultant to the Lake-Lehman School District, and is looking forward to a smooth transition. He also noted that we will be planning to adopt the Act 1 Resolution at the January School Board Meeting.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

No Report.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

No Report.

STUDENT COUNCIL REPORT

Mr. Salko read the following report provided by the Student Council.

"The Student Council is excited to have many holiday-themed events coming up in the near future. At the beginning of the month, we sponsored a child for the Children's Christmas Party. The Student Council will be selling Candy Cane Candy Grams from December 19th-December 21st. Students will be able to write a fun little message to their chosen person, and Student Council members will deliver them on December 22nd. We will also be having a Holiday Spirit Week from December 19th-December 23rd. The 19th will be Holiday Colors, the 20th will be Holiday Sock Day, the 21st will be Channel your Flannel, the 22nd will be Holiday Ugly Sweater, and the 23rd will be Holiday Character Day. Our main class competition will be the Holiday Sock Day on December 20th. In addition, we are having a holiday-themed bake sale on December 21st. To end the month, we plan to have an assembly on the 23rd with some fun activities."

FOOD SERVICE REPORT

No Report.

OLD BUSINESS

None.

APPROVAL OF THE AGENDA

Mrs. Liparela reviewed and read the agenda and addendums.

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.

None.

APPROVAL OF MINUTES

Motion was made by Lorraine Farrell, seconded by Marilyn Glogowski, to approve the following minutes:

- November 21, 2022 - regular monthly meeting
- December 5, 2022 - annual reorganization of the board

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 list of bills for December, 2022, in the amount of \$177,267.29, and move that they be paid subject to audit.

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

TREASURER'S REPORT

Motion was made by Drew Salko, seconded by John McDonald, to approve the treasurer's report for November, 2022.

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 November 30, 2022

- Jr/Sr High Activity Fund
- Jr/Sr High Principal's Fund

ACTION ITEMS

CURRICULUM AND INSTRUCTION

Motion was made by Marilyn Glogowski, seconded by Lorraine Farrell, to move on the following items:

1. Approve a leave of absence for Employee #3397 effective April 2 – June 7, 2023. It is understood the leave will consist of sick and unpaid days in accordance with the Family Medical Leave Act; not to exceed 60 days.

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

Minutes of the Lake-Lehman School Board Meeting 12/12/2022, Page 5.

2. Appoint the following as per diem substitute teachers, at a daily rate of \$120.00, without contractual rights/benefits. All clearances on file.

A.	Amy Futoma of Shickshinny	Mathematics 7-12, Special Education 7-12 & Special Education Expansion PK-8 Certification
B.	Colette Check of Dallas	Social Studies

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

3. Appoint the following LIU Guest Teacher Program Participants, as per diem substitute teachers, at a daily rate of \$120.00, without contractual rights/benefits. All clearances on file.

A.	Valerie Stajewski of Dallas	Emergency Permit – All Instructional Areas PK-12
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Vote: Upon roll call, all members present voted yes; motion carried.

4. Appoint the following Prospective Teacher Substitutes, in accordance with PDE Act 86, as per diem substitute teachers, at the established daily rate, without contractual rights/benefits, for the 2022-2023 school year. All clearances on file.

A.	Chloe Weaver of Dallas	Elementary Education (Pre K-4) & Special Education (Pre K-12) – King’s College
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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 Karen Masters, seconded by Lorraine Farrell, to move on the following items:

1. Approve the following as School & Booster Volunteers for the 2022-2023 school year; all clearances on file:

A	Ray Ellis
B	Angela Kane
C	Lindsay Brodbeck
D	Patricia Schonwetter

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

2. Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2022-2023 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	John Sobocinski	Indoor Track & Field	Volunteer
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Vote: Upon roll call, all members present voted yes; motion carried.

3. Appoint the following Assistant Coaches/ Extra-Curricular Advisors for the 2022-2023 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	George Hockenbury	Indoor Track & Field	Volunteer
B	George Hockenbury	Track & Field	Volunteer
C	Miranda Parry	Varsity Boys Volleyball	\$2,043.22
D	Melissa Janick	Boys Volleyball	Volunteer
E	Mitchell Cohen	Boys Lacrosse	Volunteer
F	Michael Evans	Varsity Boys Lacrosse	\$2,941.73
G	Ronald Strohl	Boys Lacrosse	Volunteer
H	Gary Gavrish	Baseball	Volunteer
I	Larry Smith	Baseball	Volunteer
J	Eoin Ellis	Baseball	Volunteer
K	Christopher Bean	Baseball	Volunteer
L	John Morgan	Baseball	Volunteer
M	Robert Gregor	Baseball	Volunteer
N	Christopher Chapple	Baseball	Volunteer
O	Ned Palka	Baseball	Volunteer
P	Eric Mathes	Baseball	Volunteer
Q	John Morris	Baseball	Volunteer
R	Carl Shook	Baseball	Volunteer

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

4. Amend the motion of November 21, 2022, (Motion 4 – B) appointing Eoin Ellis as a Volunteer Assistant Coach to reflect the team: Boys Basketball.

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

TRANSPORTATION

No Items.

SUPPORT SERVICES

Motion was made Lorraine Farrell, seconded by John McDonald to move on the following items:

1. Rescind the motion of November 21, 2022, accepting the letter of resignation from Christopher Traver, Full-Time Custodian.

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

Minutes of the Lake-Lehman School Board Meeting 12/12/2022, Page 7.

2. Appoint Sean McDermott of Dallas as Head Custodian, 8 hours per day, 260 days per year, at an additional hourly rate of \$0.20 per employee under his supervision, in accordance with the LLESPA Collective Bargaining Agreement, effective immediately. All clearances on file.

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

3. Appoint Dorothy Cotee of Hunlock Creek as Full-Time Custodian, 8 hours per day, 260 days per year, at an hourly rate of \$11.00. Pending receipt of all clearances within the mandated timeframe.

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

4. Accept, with regret, the letter of resignation from Cheryl TerBush, Part-Time Food Service Worker, effective December 2, 2022 & authorize administration to advertise for the position.

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

5. Appoint Cheryl TerBush of Tunkhannock as Hourly Substitute Food Service Worker without contractual rights/benefits. All clearances on file.

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

6. Accept, with regret, the letter of retirement from Kyle Yankoski, Paraeducator, effective December 31, 2022.

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

7. Appoint Susanna Weiss of Dallas as Full-Time Paraeducator, 7 hours per day, 186 days per year, at an hourly rate of \$12.00. Pending receipt of all clearances within the mandated timeframe.

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

8. Appoint Nicole Elbattah of Shavertown as Full-Time Paraeducator, 7 hours per day, 186 days per year, at an hourly rate of \$12.00. Pending receipt of all clearances within the mandated timeframe.

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

9. Appoint Lauren Ricapito of Exeter as Full-Time Paraeducator, 7 hours per day, 186 days per year, at an hourly rate of \$12.00. Pending receipt of all clearances within the mandated timeframe.

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

SCHOOL BOARD

Motion was made by John McDonald, seconded by Marilyn Glogowski, to move on the following items:

1. Approve the second reading, waiving future readings, and adopt revised Policy 334.2 Sick Leave Bank-Lake-Lehman Educational Support Personnel Association.

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

2. Approve the second reading, waiving future readings, and adopt the following revised policy, administrative regulations and attachments.

- A. 707 Use of Facilities
- B. 707 AR-0 Use of Facilities Fee Schedule
- C. 707 AR-0 Attachment Use of Facilities Rental Fee/Hourly Rate Schedule
- D. 707 AR-1 Rules for Use of School Facilities
- E. 707 AR-2 Application for Use of School Facilities

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

3. Authorize Administration to approve the addition of the following All-State student athlete portraits to the “Wall of Fame” located in the junior-senior high school lobby.

- Faye Post – 2022 1st Team All State Field Hockey
- Rachel Galasso – 2022 1st Team All State Field Hockey
- Isabella DeCesaris – 2022 1st Team All State Field Hockey
- Ella Wilson – 2022 1st Team All State Girls Volleyball
- Brynn Giordano – 2022 1st Team All State Girls Volleyball

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

4. Authorize administration to enter into agreement with ACA Prime of Indianapolis, IN, for the purpose of providing federal ACA reporting services at a fee of \$2,250.00 for the 2022 tax year. Scope of services includes:

- White Glove Data Compilation including Comprehensive Data Validation, Cleaning Merging, QA, and ACA Coding by ACA experts and system
- 1095C Form Generation
- 1094C Consulting, Coding, and Generation
- Electronic Filing with the IRS and Streamlined Corrections Process
- Automated ACA Coding, Validation, and Configuration
- Easy-to-use Cloud Drive for Data and File Sharing (HIPAA Compliant)
- Email and Phone Support
- Printing and Mailing Forms to Employees
- Comprehensive Tracking Solution available
- Individual U.S. State Reporting Included as applicable
- Unlimited Assistance if there is ever any question from the IRS or 226-J Letter Received

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

5. Accept the updated Final Tax Collection Report from the Tax Collectors for the Year Ended December 31, 2020, as prepared by Rainey & Rainey, CPAs.

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

Minutes of the Lake-Lehman School Board Meeting 12/12/2022, Page 9.

6. Approve the following dates, time and location for the combined committee-of-the-whole and regular monthly meetings-for the purpose of voting, for the 2023 calendar year.

2023 Board Meeting Dates

January 23, 2023	Combined monthly meeting (<i>Fourth Monday</i>)
February 13, 2023	Combined monthly meeting (<i>Second Monday</i>)
March 20, 2023	Combined monthly meeting
April 17, 2023	Combined monthly meeting
May 15, 2023	Combined monthly meeting
June 19, 2023	Combined monthly meeting
July 17, 2023	Combined monthly meeting
August 21, 2023	Combined monthly meeting
September 18, 2023	Combined monthly meeting
October 16, 2023	Combined monthly meeting
November 20, 2023	Combined monthly meeting
December 11, 2023	Combined monthly meeting (<i>Second Monday</i>)

Combined Committee-of-the-Whole and regular monthly meetings for general purposes (voting) are held the third Monday of each month, with the exception of February and December, which will be held the second Monday of the month and January, which will be held the fourth Monday of the month. Meetings are held in the auditorium of the Lake-Lehman Junior-Senior High School and begin at 7:00 PM. Executive Sessions may be held prior to, during or at the conclusion of the combined monthly meetings.

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

7. Authorize the dedication and naming of the Lake-Lehman Softball Field located in the new turf complex, in honor of Mrs. Florence "Flossie" Finn, former Lake-Lehman educator and softball coach.

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

Mr. Salko stated that it is to be noted for the record and reflected in the official minutes of this meeting, that Mr. Wright, who was appointed to serve as an alternate to the board of the West Side Area Career & Technical Center- Joint Operating Committee at the annual reorganization meeting held on December 5, 2022, has declined the appointment. Mr. Salko asked if any board members were interested in serving as an alternate. No members responded. Mr. Salko stated that the position will be left open at this point.

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 January 23, 2023, and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

VISITORS

Mr. Jeff Smith		<p>Mr. Jeff Smith, retired faculty member, thanked the board for supporting the Speech and Debate program at Lake-Lehman for the past 20 years. Mr. Smith urged the board to appoint new coaches so this program can continue.</p> <p>Mr. Salko thanked Mr. Smith for bringing this to the board's attention and stated that the board will look into it.</p>
Mr. Jason Field		<p>Mr. Jason Field, former student and Speech and Debate Team member, stated he would be interested in that position and feels he could bring students into the program.</p>
Colin Mikolaichik		<p>Colin Mikolaichik, Lake-Lehman student, asked the board about needed repairs to the auditorium.</p> <p>Mr. Salko stated that the board is aware and will make it a priority.</p>

ADJOURNMENT

A motion to adjourn the meeting was made by Marilyn Glogowski, seconded by Lorraine Farrell. Mr. Salko adjourned the meeting at 7:51 p.m.

Draft

Respectfully submitted

Non-Member, Board Secretary
Mary Jo Casaldi