

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

February 10, 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, February 10, 2025, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Bob Wright, at 7:06 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	Present
David Paulauskas	Present
Drew Salko	Present
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
Avery Smith, Esquire, District Solicitor
Joseph Caputo, Business Consultant
Matthew Nonnenberg, Junior-Senior High School Principal
Tabitha Miscavage Spagnuolo, Assistant Junior Senior-High Principal/Personnel/Benefits Manager
Lori Bednarek, Special Projects Coordinator
Jeff Shook, Dean of Students/ Home and School Resource Officer/ Athletic Director
Donald James, Lehman-Jackson Elementary Principal
Michael Kostrobala, Ross Elementary Principal
Brian Murphy, Technology Coordinator/Buildings and Grounds Director
Tina Antonello, Director of Special Education
Erica Orock, School Psychologist

Rich Cronin
Anita Koziol
Ella Wilson
Robbie Wilson

EXECUTIVE SESSION

An Executive Session of the Board was held on February, 2025, to discuss the following:

- A. Employment opportunities – administration
- B. Professional staff, support staff appointments
- C. Coaching/extra-curricular appointments
- D. Job descriptions

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:

1. **Athletic Presentations**

Coach Kukosky and Coach Major presented a certificate of Athletic Achievement to Ella Wilson for being named 1st Team All-State Girls Volleyball.

2. **Procurement Policy Updates**

The following policies and policy attachments have been updated to reflect the annual pricing threshold updates for purchases subject to bid/quotations in accordance with the Department of Labor and Industry as required by Law.

- 610 – Purchases Subject to Bid/Quotation
- 611 – Purchases Budgeted
- 626 – Federal Programs (Procurement Attachment)

Policy language has not changed. The only update is to base amounts required for public, telephonic bids or separate bids for certain contracts, or both.

3. **New Hashtag**

Mr. McGovern announced that the District has a new hashtag: #Knight_Vision3

4. **Update on LCCC Initiative**

Lake-Lehman School District is excited to announce that we now offer two early college trade courses for Lake-Lehman students right here on campus. One of our main goals this school year was to expand our student experience and career exploration with a focal point on the trades and different exposures.

GET 114: which is foundational for many avenues in the trades, including Electrical, Welding, Plumbing, HVAC, Advanced Manufacturing. This is a two-credit course.

CJU 130: (Introduction to Criminal Justice) This course is designed to explore the basic components of our criminal justice system, namely police, courts and corrections. Other areas to be covered include criminal law, the trial process, and overview of the juvenile justice system and relevant contemporary issues. This is a 3 credit college course that is also held right here on campus.

BUSINESS MANAGER'S REPORT

Mr. Caputo, Business Consultant, announced that Mr. Tom Rainey of Rainey and Rainey, CPA's, the district's auditing firm, will present on the final format of the single audit report for the year ended June 30, 2024, at next month's board meeting.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

Mr. Salko provided highlights from the December 19, 2024, meeting of the West Side CTC Joint Operating Committee.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

Mr. Walsh provided highlights from the meeting of the Luzerne Intermediate Unit held December 18, 2024.

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. Salko, seconded by Mr. Baran to approve the following minutes.

January 21, 2025 - regular monthly meeting

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

PAYMENT OF BILLS

Motion was made by Dr. Carey, seconded by Mr. Salko, to approve the Fund Accounting Payment Summary with payment date listed as February 11, 2025, in the amount of \$288,408.61, and interim payment dated January 24, 2025, in the amount of \$186,792.91; subject to audit.

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

TREASURER'S REPORT

Motion was made by Mr. Paulauskas, seconded by Mr. Salko, to approve the treasurer's report as of January 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 January 31, 2025

- Athletic Fund
- Food Service
- Jr/Sr High School Activity Fund
- Jr/Sr High School Principal's Fund
- Lehman-Jackson Elementary Fund
- Ross Elementary Fund
- 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. Ratify to accept, with regret, the letter of resignation from Peyton Pohonche, Guidance Counselor, effective January 17, 2025.

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

2. Ratify approval for administration to advertise for the position of Guidance Counselor (Secondary).

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

3. Approve an extension to the Workers Compensation leave of absence for Employee #3578 effective January 13 – February 26, 2025. It is understood the leave will consist of unpaid & sick days.

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

4. Appoint the following Mentor Teacher for the 2024-2025 school year:

	Mentor	New Teacher	Stipend
A.	Savannah Harrison	Matthew Matusick	\$612.94

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

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

A.	Makenzi Walsh of Hunlock Creek	Emergency Permit – All Instructional Areas PK-12
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Vote: Upon roll call, Mr. Walsh abstained. All other members present voted yes; motion carried.

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

A.	Daniel Luce of Dallas	Elementary K-6 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 Mrs. Sayre, to move on the following items:

1. Authorize administration to advertise for the position of Head Varsity Tennis Coach for the 2024-2025 season.

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

2. Appoint Alana Rinaldi Kozloski of Luzerne as Head Cheerleading Coach for the 2024-2025 (2nd half of season) at a stipend of \$4,159.37 (prorated). Pending receipt of clearances within the mandated timeframe.

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

3. Approve the following as School & Booster Volunteers for the 2024-2025 school year; all clearances on file:

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

4. Appoint the following Assistant Coaches/ Extra-Curricular Advisors for the 2024-2025 school year, all clearances on file.

A	Janelle Jacob	Varsity Girls Lacrosse	\$3,045.60
B	Floyd McRoy	Track & Field	Volunteer

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

5. Approve the following Baseball Coaching Staff & amended Salary Schedule, in accordance with the Memorandum of Understanding between the Lake-Lehman School District and the Lake-Lehman Education Association for the 2024-2025 school year. All clearances on file.

A.	Michael Sholtis	Head Coach	\$4,488.25
B.	Lawrence Smith	Assistant Coach	\$2,745.60
C.	Eoin Ellis	JV Coach	\$2,745.60
D.	Robert Aten	JH/Freshman Coach	\$1,000.00

E.	John Morris		Volunteer
F.	Carl Shook		Volunteer
G.	Richard Evans		Volunteer
H.	Matthew Engle		Volunteer

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

TRANSPORTATION

No items.

SUPPORT SERVICES

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

1. Approve a leave of absence for Employee #3076 effective January 15 – March 25, 2025. It is understood the leave will consist of sick days in accordance with the Family Medical Leave Act; leave will not exceed 60 days.

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

2. Approve a leave of absence for Employee #3221 effective December 6, 2024 –February 14, 2025. It is understood the leave will consist of sick days in accordance with the Family Medical Leave Act; leave will exceed 60 days.

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

3. Appoint Ralph Casaldi of Dallas as Part-Time Food Service Worker, 4.25 hours per day, 186 days per year, effective immediately at an hourly rate of \$15.00. Pending receipt of clearances within the mandated timeframe.

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

4. Appoint Sarah Comparetta of Sweet Valley as Part-Time Food Service Worker, 5 hours per day, 186 days per year, effective immediately at an hourly rate of \$15.00. Pending receipt of clearances within the mandated timeframe.

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

SCHOOL BOARD

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

1. Approve the Tax Collection Reports for 2024.
 - A. 2024 Real Estate Tax Analysis
 - B. 2024 Real Estate Supplemental (County Issued May and September 2024)
 - C. 2024 Per Capita Tax Analysis
 - D. 2024 Cost of Real Estate & Per Capita Tax Analysis

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

2. Approve the Affiliation Agreement between Eastern University and Lake-Lehman School District for the purpose of classroom observation hours and student teacher placement.

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

3. Approve the Application for Use of Facilities submitted by Brian Cutter, Back Mountain Shootout, for use of the new gymnasium, old gymnasium and concession stand, for a youth/high school basketball tournament to be held Friday, June 20th through Sunday, June 22, 2025, upon availability, and at a time as designated on the schedule included with the application.

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 March 17, 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. Wojtowicz motioned to adjourn, seconded by Mr. Baran.

Mr. Wright adjourned the meeting at 7:36 p.m.

Respectfully submitted



Non-Member, Board Secretary
Mary Jo Casaldi

