

**Lake-Lehman School District**  
The Combined Committee-of-the-Whole and regular monthly meeting for General Purposes (Voting)  
Monday, February 12, 2024 @ 7:00 pm in the auditorium of the Lake-Lehman Junior-Senior High School

**TO: Lake-Lehman School Board**

**FROM: *James E. McGovern***  
**Superintendent of Schools**

## **Agenda**

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Moment of Silence**
4. **Executive Session(s)** An Executive Session of the Board will be held on February 12, 2024 to discuss:
  - A. Employment opportunities - support staff/ teacher/administration
  - B. Coaching/Extra-Curricular appointments
  - C. Act 93 Agreement
  - D. Personnel matters
  - E. Litigation
  - F. Substitute pay
  - G. Employee benefit packages
  - H. Special Education programming 2024-2025
5. **Reading of Mission**

Lake-Lehman Mission: To inspire students to achieve personal fulfillment through the context of mastery, independence, generosity and community within a safe learning environment.
6. **Superintendent's Report**
7. **Business Managers Report**
8. **West Side Career and Technical Center Report**
9. **Luzerne Intermediate Unit Report**
10. **Student Council Report**
11. **Food Service Report**
12. **Old Business**
13. **Approval of Agenda**
14. **Visitors** - Comments relative to approval of the Minutes, Payment of Bills, Treasurer's Report and Recommended ACTION ITEMS following.

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**15. Approval of Minutes**

January 22, 2024 - regular monthly meeting  
January 3, 2024 – special meeting

**16. Payment of Bills**

Approve the Fund Accounting Payment Summary with payment date listed as February 13, 2024,  
and interim payment dated January 26, 2024.

**17. Treasurer’s Report**

Approve the Treasurer’s Report as of January 31, 2024.

**18. Acknowledge Receipts of Financial Reports and File for Audit**

Balances as of December 31, 2023

- Lake-Noxen Elementary

Balances as of January 31, 2024

- Athletic Fund
- Food Service
- Jr/Sr High Activity Fund
- Jr/Sr High Principal/s Fund
- Lake-Noxen Elementary
- Lehman-Jackson Elementary
- Ross Elementary

**19. Action Items –**

**Curriculum and Instruction – Rob Wojtowicz**

**Recommended Action**

1. Approve the 2024-2025 Junior High School Curriculum Guide.

**Recommended Action**

2. Approve the 2024-2025 Senior High School Curriculum Guide.

**Recommended Action**

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

|    |                               |                                    |
|----|-------------------------------|------------------------------------|
| A. | Lacey Claypoole of Shavertown | Early Childhood PK-3 Certification |
|----|-------------------------------|------------------------------------|

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**Recommended Action**

4. Appoint the following as a per diem substitute nurse, at a daily rate of \$125.00, without contractual rights/benefits. Pending receipt of clearances within the mandated timeframe.

|    |                             |                  |
|----|-----------------------------|------------------|
| A. | Heidi Rhone of Sweet Valley | Registered Nurse |
|----|-----------------------------|------------------|

**Buildings/Grounds – Al DeAngelis**

**Athletics/Activities – Kevin Carey**

**Recommended Action**

1. Approve the following as School & Booster Volunteers for the 2023-2024 school year; all clearances on file:

|    |                |
|----|----------------|
| A. | David Hozempa  |
| B. | Shelby Hozempa |

**Recommended Action**

2. Amend the motion of January 22, 2024, (Motion 5 – I) appointing John Sobocinski as Head Cross Country Coach for the 2024-25 school year, to reflect a stipend of: \$4,317.37.

**Recommended Action**

3. Rescind the following motion appointing Assistant Coaches/ Extra-Curricular Advisors for the 2023-2024 school year:

|    |                  |        |            |                  |            |
|----|------------------|--------|------------|------------------|------------|
| A. | October 16, 2023 | 4 – H. | Mindy Ball | Varsity Softball | \$2,993.22 |
|----|------------------|--------|------------|------------------|------------|

**Recommended Action**

4. 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. | Kyle Purdy     | Baseball         | Volunteer  |
| B. | Tiffany Hettes | JH Track & Field | \$2,993.22 |
| C. | Scott Shotwell | Varsity Softball | \$2,993.22 |
| D. | Mindy Ball     | Softball         | Volunteer  |

**Recommended Action**

5. Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2024-2025 school year, pending receipt of clearances within the mandated timeframe; provided that the season is not cancelled due to Covid-19 related purposes.

|    |                 |      |            |
|----|-----------------|------|------------|
| A. | Adam Motovidlak | Golf | \$2,931.86 |
|----|-----------------|------|------------|

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**Transportation – Drew Salko**

**Support Services – Mark Wallace**

**Recommended Action**

1. Appoint Julie Vitack of Harvey’s Lake as Part-Time Food Service Worker (Cook), 5.25 hours per day, 186 days per year, at an hourly rate of \$15.00. All clearances on file.

**School Board – Rob Baran**

**Recommended Action**

1. Rescind the motion of retirement for James E. McGovern, Superintendent of Schools.

**Recommended Action**

2. Approve the Settlement Agreement and Release between the Lake-Lehman School District and Jamie Walsh.

**Recommended Action**

3. Approve and authorize the renewal of the Special Education Legal Services Letter of Engagement for Jennifer Donaldson, Esquire, Eastburn and Gray, PC, Attorneys at Law, Doylestown, PA, to serve as special education council to represent the Lake-Lehman School District in education matters on an as needed basis, as per terms of said agreement.

**Recommended Action**

4. Authorize administration to execute the 2023-2024 Intergovernmental Agreement between the Luzerne Intermediate Unit #18 and the Lake-Lehman School District, to provide and operate programs and services as outlined in said agreement, at a total cost of \$304,774.92.

**Recommended Action**

5. Approve the Tax Collection Reports for 2023.

- A. 2023 Real Estate Tax Analysis
- B. 2023 Real Estate Supplemental (County Issued May and September 2023)
- C. 2023 Per Capita Tax Analysis
- D. 2023 Cost of Real Estate & Per Capita Tax Analysis

**Recommended Action**

6. Authorize a refund of paid real estate taxes for the year 2023 for Michael Kashnicki of Jackson Township, as determined by the Luzerne County Board of Assessment Appeals in the amount of \$426.26.

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**Recommended Action**

7. Authorize a refund of paid real estate taxes for the year 2023 for Alan and Tracey Blad of Lehman Township, as determined by the Luzerne County Board of Assessment Appeals in the amount of \$134.12.

**Recommended Action**

8. Approve the job description of the position entitled: Superintendent of Schools.

**Recommended Action**

9. Authorize payment of the following insurance appeal(s) based on the determinations of the Lake-Lehman Insurance Appeals Committee:

|                         |          |
|-------------------------|----------|
| A. Appeal #2024-01-3052 | \$599.00 |
| B. Appeal #2024-01-3242 | \$450.00 |

20. **Information/Recognition**

**A. Curriculum and Instruction**

1. **Informational item:** School Newsletters (Included with Executive Session materials)

**B. Athletics/Activities**

**C. Buildings & Grounds**

**D. Transportation**

**E. Support Services**

**F. School Board**

1. **Informational item:** Check Run Comparison for January, 2024.  
2. **Informational item:** Hand Typed Checks for January, 2024.

21. **Board Discussion Items for Future Agendas (New Business)**

22. **Set Meeting Date**

The combined Committee-of-the-Whole and regular monthly meeting for voting purposes has been scheduled for March 18, 2024, at 7:00 p.m., and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

23. **Visitors**

24. **Adjournment**

