

**Lake-Lehman School District**

The Combined Committee-of-the-Whole and regular monthly meeting for General Purposes (Voting)  
Monday January 23, 2023 @ 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 January 23, 2023, to discuss:
  - A. Leaves of Absence
  - B. Rescind/Amend Motions
  - C. Employment Opportunities
  - D. Coaching/Extra Curricular Appointments
  - E. Staff Hirings
  - F. Support Staff CBA
  - G. Litigation update
  - H. Safety
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.
15. **Approval of Minutes**

December 12, 2022 - regular monthly meeting

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**16. Payment of Bills**

Approve the Fund Accounting Payment Summary with payment date listed as January 24, 2023.

**17. Treasurer’s Report**

Approve the Treasurer’s Report for December, 2022.

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

Balances as of November 30, 2022

- Athletic Fund
- Food Service Fund
- Lake-Noxen Elementary Fund
- Lehman-Jackson Elementary Fund
- Ross Elementary Fund

**19. Action Items –**

**Curriculum and Instruction – Marilyn Glogowski**

**Recommended Action**

1. Approve a leave of absence for Employee #2047 effective January 3 – February 10, 2023. It is understood the leave will consist of sick days in accordance with the Family Medical Leave Act; not to exceed 60 days.

**Recommended Action**

2. Approve a leave of absence for Employee #3420 effective March 16 – 29, 2023. It is understood the leave will consist of sick days in accordance with the Family Medical Leave Act; not to exceed 60 days.

**Recommended Action**

3. Approve a Sabbatical Leave of Absence for Employee #3035, for the purpose of restoration to health, effective for the second semester of the 2022-2023 school year.

**Recommended Action**

4. Appoint the following as professional staff long-term substitute, in accordance with LLEA Collective Bargaining Agreement terms and conditions. All clearances on file.

A.	Sarah Traver of Monroe Township	Speech Language Pathology
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**Buildings/Grounds – Al DeAngelis**

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**Athletics/Activities – Kevin Carey**

**Recommended Action**

1. Amend the motion of November 21, 2022, (Motion 4 – A) appointing Joshua Sayre as a Wrestling Paid Assistant Coach to reflect the status of: Volunteer.

**Recommended Action**

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

A	Janelle Riaubia
B	Tara Shook

**Recommended Action**

3. 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	Jason Field	Co-Debate Club	\$715.13
B	Katrine Joyce	Co-Debate Club	\$715.13

**Recommended Action**

4. 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	Rebekah Steele	JH Softball	\$2,941.74
B	Kelly Brelsford	Softball	Volunteer
C	Robert Carr	JH Track & Field	\$2,941.74
D	Conor McCormick	Boys Lacrosse	Volunteer
E	Alan Scott	JH Track & Field	\$2,941.74
F	Emily Purcell	Band	Volunteer

**Recommended Action**

5. 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	John Sobocinski	Cross Country	\$2,527.33
B	Jean Lipski	Field Hockey	\$6,235.69
C	Kelly Adamshick	Girls Soccer	\$4,243.12
D	Enrico Bartolini	Boys Soccer	\$4,243.12
E	Thomas Yoniski	Golf	\$2,931.86
F	Chirstopher Kukosky	Girls Volleyball	\$4,804.20

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**Transportation – Karen Masters**

**Recommended Action**

- 1. Approve the final contracted cost adjustment for 2022-2023 for Back Mountain Transit Co., Inc., in the amount of \$126,514.40.

Total Contracted Amount:	\$1, 813,028.71
Minus 10 payments of \$78,000 received	\$ 780,000.00
Remainder of Contracted Amount	\$1, 033,028.71
<b>One-time make-up check</b>	<b>\$ 126,514.31</b>
Remaining 10 pay periods	\$ 906,514.40

**Recommended Action**

- 2. Approve the following bus/van driver for the 2022-2023 school year. All clearances on file.

A.	Christopher Korsun	Keystone Valley
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**Support Services – Lorraine Farrell**

**Recommended Action**

- 1. Rescind the motion of December 12, 2022, appointing Lauren Ricapito as Full-Time Paraeducator.

**Recommended Action**

- 2. Amend the motion of December 12, 2022, appointing Dorothy Cote as Full-Time Custodian, to reflect appointment as Part-Time Custodian, 5 hours per day, 260 days per year, at an hourly rate of \$11.00.

**Recommended Action**

- 3. Appoint Diana Burkley 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.

**Recommended Action**

- 4. Appoint Christine Lamoreaux 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.

**Recommended Action**

- 5. Appoint Kimberly Krause of Harvey’s Lake as Substitute Food Service Worker, without contractual rights/benefits. All clearances on file.

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**Recommended Action**

6. Approve an extension to the leave of absence for Employee #2808 effective December 17, 2022 – February 17 2023. It is understood the leave will consist of unpaid days in accordance with the Family Medical Leave Act; not to exceed 60 days.

**Recommended Action**

7. Authorize administration to advertise for Part-Time Food Service Workers, 4.25 to 5.5 hours per day, depending upon placement, 186 days per year.

**School Board – John McDonald**

**Recommended Action**

1. Adopt the following ACT 1 Taxpayers Relief Act Resolution.

**WHEREAS**, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter “Act 1”);

**WHEREAS**, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

**WHEREAS**, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

**WHEREAS**, the **Lake-Lehman School District** index for the 2023-2024 fiscal year is **4.8%**;

**WHEREAS**, the **Lake-Lehman School District** Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the **Lake-Lehman School District** for the 2023-2024 fiscal year by more than its index.

**AND NOW**, on this 23<sup>rd</sup> day of January, 2023, it is hereby RESOLVED by the **Lake-Lehman School District** (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2023-2024 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2023-2024 fiscal year.

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4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2023-2024 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
  - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
  - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
  - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

**Recommended Action**

2. Authorize a refund of paid real estate taxes for the year 2021, due to an abatement issued on property located in Lake Township as determined by the Luzerne County Board of Assessment Appeals and submitted by the Lake Township Tax Collector, for the following property owners, in the amount listed:
  - A. Piatt, Lonnie R. & Deborah, in the amount of \$13.23

**Recommended Action**

3. 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 #1403	\$20.00
B. Employee #2821	\$40.00

**Recommended Action**

4. Approve the purchase of a Fire King 4 drawer 38" lateral file cabinet from Safetyfile LLC, Chanhassen, MN at a total cost of \$4,920.93. Price includes delivery and set-up.

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**Recommended Action**

5. Approve the Application for Use of Facilities requested by Lynn Simon, Lake-Lehman Band Sponsors, for use of the Lake-Lehman Junior-Senior High School main lobby, designated hallways, vestibule, old gymnasium and cafeteria, for a Craft Show fundraiser scheduled to be held on Saturday, November 18, 2023, from 10:00 a.m. until 3:00 p.m. Set-up for the event will be held on Friday November 17, 2023, from 4-9 p.m.

**20. Information/Recognition**

**A. Curriculum and Instruction**

1. **Informational item:** School Newsletters for January 2023

**B. Athletics/Activities**

**C. Buildings & Grounds**

1. **Informational item:** Buildings and Grounds Report for December, 2022.

**D. Transportation**

**E. Support Services**

**F. School Board**

1. **Informational item:** Check Run Comparison for December, 2022.

2. **Informational item:** Hand Typed Checks for December, 2022.

**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 February 13, 2023, and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

**23. Visitors**

**24. Adjournment**

