

LAKE-LEHMAN SCHOOL DISTRICT BOARD MEETING MINUTES

July 15, 2024

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, July 15, 2024, in the library of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Bob Wright, at 7:00 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	Absent
Drew Salko	Present
Jean Sayre	Present
Mark Wallace	Present
Scott Walsh	Present
Rob Wojtowicz	Absent
Robert Wright	Present

Others Present:

James E. McGovern, Superintendent of Schools
Tracey Liparela, Assistant to the Superintendent
Avery Smith, Esquire, District Solicitor
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary
Tabitha Miscavage Spagnuolo, Personnel/Benefits Manager
Brian Murphy, Technology Coordinator/Buildings and Grounds Director
Lori Bednarek, Special Projects Coordinator
Matthew Nonnenberg, Junior-Senior High School Principal
Donald James, Lehman-Jackson Elementary Principal
Doug Klopp, Lake-Noxen Elementary Principal
Erica Orock, School Psychologist

Nancy Edkins	Mark Krafchak	Elizabeth Cherkauskas	Heather Gensel
Reggie Gensel	Donna Richards	Michael Richards	Craig Selner
Kathleen Selner	James Mitkowski	Tammy Schnable	

EXECUTIVE SESSION

An Executive Session of the Board was held on July 15, 2024, to discuss employment opportunities – professional staff, support staff, administration, coaching/extra-curricular appointments, personnel matters, and School Resource Officer.

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:

Mr. McGovern discussed the Bullying/Cyberbullying Policy that is listed on the agenda for board approval.

BUSINESS MANAGER'S REPORT

No Report.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

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

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

Mr. Walsh reported on highlights from the May, 2024, 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. 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. Baran, seconded by Mr. Salko, to approve the following minutes.

June 17, 2024 - regular monthly meeting

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

PAYMENT OF BILLS

Motion was made by Mr. Walsh, seconded by Mr. Salko, to approve the Fund Accounting Payment Summary with payment date listed as July 16, 2024, in the amount of \$375,511.41, and interim payments dated June 14, 2024, in the amount of \$128,941.16, and June 28, 2024, in the amount of \$57,829.76; subject to audit.

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

TREASURER'S REPORT

Motion was made by Mrs. Sayre, seconded by Mr. Salko, to approve the treasurer's report as of June 30, 2024.

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 May 31, 2024

- Jr/Sr High School Activity Fund
- Jr/Sr High Principal Fund

Balances as of June 30, 2024

- Athletic Fund
- Food Service
- Jr/Sr High School Activity Fund
- Jr/Sr High Principal Fund

ACTION ITEMS

CURRICULUM AND INSTRUCTION

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

1. Accept, with regret, the letter of resignation from Jonelle Dickson-Prokopchak, Speech Language Pathologist, effective August 14, 2024.

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

2. Accept, with regret, the letter of retirement from Stacey Pellegrino, Special Education Teacher, effective December 31, 2024.

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

3. Authorize administration to advertise for the following positions:

- A. Special Education Teacher - Secondary
- B. Special Education Teacher - Elementary

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

BUILDINGS & GROUNDS

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

1. Accept Change Order #1, in regard to Costars Contract #208977, in the amount of \$17,043, as submitted by CM3 Building Solutions to include removal of existing wallpaper, prep, prime and painting of side walls in the junior-senior high school auditorium. CM3 will supply all materials, equipment and labor required to complete this measure.

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

ATHLETICS & ACTIVITIES

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

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

A.	Lexi Ann Aho
B.	Leopoldo Legaspi
C.	Ann Wojnarski

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

2. Authorize administration to advertise for the following positions:

- A. Head Wrestling Coach
- B. Yearbook Advisor – Senior High
- C. Yearbook Advisor – Junior High

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

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

A.	Caroline Perillo	Building Hope Club	\$996.52
B.	Gail Honeywell	Class Night	\$425.62
C.	Sandra Reno-Gromniak	FBLA	\$1,480.75
D.	Sarah Pryor	Key Club	\$1,480.06
E.	Gail Honeywell	Newspaper	\$2,077.13
F.	Kelly Cave-Mattie	Student Council	\$1,480.75
G.	Carrie McDonald	Department Head – Elementary Language Arts	\$1,789.15
H.	Donna Richards	Department Head – Elementary Science	\$1,789.15
I.	Linda VanOrden	Department Head – Elementary Social Studies	\$1,789.15
J.	Richard Cronin	Department Head – Elementary Mathematics	\$1,789.15

K.	Christina Woronko	Department Head – Secondary Language Arts	\$2,572.84
L.	Ryan Lindbuchler	Department Head – Secondary Social Studies	\$2,367.67
M.	Sandra Boyle	Department Head – Secondary Mathematics	\$2,367.67
N.	Scott Kerkowski	Department Head – Secondary Science	\$2,367.67
O.	Jill Little	Senior Class Advisor	\$1,636.21
P.	Katlyn McHenry	Junior Class Advisor	\$1,392.83
Q.	Courtney Giuliani Judge	Sophomore Class Advisor	\$1,150.70
R.	Tiffany Hettes	Freshman Class Advisor	\$907.31

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.	Abria Marcincavage	Varsity Cheerleading	\$1,762.37
B.	Chloe Weaver	Girls Soccer	Volunteer
C.	Richard Wooditch Jr.	Varsity Boys Soccer	\$2,741.04
D.	Tabitha Miscavage Spagnuolo	FBLA	Volunteer

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

5. Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2023-2024 school year, all clearances on file.

A.	Katlyn McHenry	Co-Freshman Class Advisor (2 nd Semester)	\$222.93
B.	Courtney Giuliani-Judge	Co-Freshman Class Advisor (2 nd Semester)	\$222.93

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

TRANSPORTATION

Motion was made by Mr. Salko, seconded by Mrs. Sayre to move on the following item:

1. Approve the fuel reimbursement in the amount of \$9,543.49 for Back Mountain Transit Co. Inc., for the 2023-2024 school year.

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

SUPPORT SERVICES

Motion was made by Mr. Wallace, seconded by Mr. Salko, to move on the following item:

1. Rescind the motion of June 17, 2024, appointing Melody Traver as Business Office Clerk.

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

SCHOOL BOARD

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

1. Approve a salary increase of 2.5% to the base salary, for the Superintendent of Schools, James E. McGovern, effective July 1, 2024.

The above motion was tabled.

2. Authorize administration to renew the agreement with Bayada Home Health Care, Inc., for the purposes of providing substitute school nurse services at an hourly rate of \$55.00. The term of agreement will be July 1, 2024 through June 30, 2025.

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

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

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

A.	Appeal #2024-03-455	\$250.00
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Vote: Upon roll call, all members present voted yes; motion carried.

5. Approve Luzerne Intermediate Unit 18 as the English Language Development instruction provider for Title III Services for the 2024-2025 school year at a rate of \$99.58 per hour.

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

6. Adopt the following e-textbook to be used in the Advanced Placement United States Government and Politics course: American Government 3e, copyright 2021 Open Stax, Rice University.

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

7. Exonerate Lee J. Holcomb of Noxen Township, from payment of all real estate taxes 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.

8. Exonerate David T. Higgins of Noxen Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate and all terms and conditions which apply as listed on the 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.

9. Approve the Application for Use of Facilities submitted by Christopher J. Kukosky, Club Velocity, AAU Volleyball, for use of the new gymnasium for AAU club tryouts on Saturday, August 3, 2024 from 9:00 a.m. until 3:00 p.m.

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

10. Approve the Application for Use of Facilities submitted by Brian Cutter, Back Mountain Shoot-Out, for use of the junior-senior high school new gymnasium, old gymnasium and concession stand, for a Youth Basketball Tournament to be held on December 27, 2024 through December 29, 2024. Tournament schedule listed on application.

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

11. Approve the Application for Use of Facilities submitted by Brian Cutter, Back Mountain Shoot-Out, for use of the junior-senior high school new gymnasium, old gymnasium and concession stand, for a Girls Youth Basketball Tournament to be held on March 1, 2025 and March 2, 2025. Tournament schedule listed on application.

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

12. Approve the Application for Use of Facilities submitted by Brian Cutter, Back Mountain Shoot-Out, for use of the junior-senior high school new gymnasium, old gymnasium and concession stand, for a Boys Youth Basketball Tournament to be held on March 8, 2025 and March 9, 2025. Tournament schedule listed on application.

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

13. Authorize administration to renew the letter of agreement between the Lake-Lehman School District and Children's Service Center of Wyoming Valley to provide an educational component within its Milford E. Barnes Jr. School-Partial Hospitalization Program (PHP) for students referred to this program, at a cost of \$145.00 per student, per day. The term of this agreement is effective the first day of the 2024-2025 school year and ending the last day of the 2024-2025 school year including Extended School Year (ESY) if eligible with appropriate ESY billing rate. (\$72.00/day.)

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

14. Authorize administration to renew the letter of agreement between the Lake-Lehman School District and Children's Service Center of Wyoming Valley to provide a Therapeutic Education Program (TEP) within its Milford E. Barnes Jr. School for students referred to this program, at a cost of \$190.00 per student, per day. The term of this agreement is effective the first day of the 2024-2025 school year ending the last day of the 2024-2025 school year including Extended School Year (ESY) if eligible with appropriate ESY billing rate. (\$95.00/day.)

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

15. Approve the Business Associate Agreement to Maintain Confidential Protected Health Information with The Children's Service Center of Wyoming Valley, INC. Listed as Appendix A of the Partial Hospitalization and Therapeutic Education Program Agreement for the 2024-2025 school year.

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

16. Approve a refund of paid real estate taxes for the following property owners, due to reassessments as determined by the Luzerne County Board of Tax Assessment Appeals, submitted by Harveys Lake Tax Collector, Laurie Kehler.

- A. Robert Bednarski and Bernard Banas - refund amount: \$496.33
- B. John Siegal - refund amount: \$451.64
- C. Joseph F. and Ann Marie Mager - refund amount: \$277.06

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

17. Adopt the first reading of Policy #249 Bullying/Cyberbullying, waiving a second reading.

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 August 19, 2024, at 7:00 p.m., in the junior-senior high school library.

VISITORS

None.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Salko, seconded by Mr. Baran.

Mr. Wright adjourned the meeting at 7:20p.m.

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Mary Jo Casaldi". The signature is fluid and cursive, with the first name "Mary" and last name "Casaldi" clearly distinguishable.

Non-Member, Board Secretary
Mary Jo Casaldi

