

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

July 17, 2023

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 17, 2023, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Drew Salko, 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>
Kevin Carey	Present
Alfred DeAngelis	Present
Lorraine Farrell	Absent
Marilyn Glogowski	Present
Karen Masters	Present
John McDonald	Present
David Paulauskas	Absent
Andrew Salko	Present
Robert Wright	Absent

Others Present:

James E. McGovern, Superintendent
Avery E. Smith, Esquire, King, Spry, Herman, Freund & Faul LLC
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary
Tabitha Miscavage Spagnuolo, Personnel/Benefits Manager
Mike Kostrobala, Junior-Senior High School Assistant Principal
Donald James, Lehman-Jackson Elementary Principal
Matthew Nonnenberg, Ross Elementary Principal
Brian Murphy, Technology Director
Jeff Shook, School/Community Resource Officer/Athletic Director
Tina Antonello Portee, Special Education Director
Erica Orock, School Psychologist

Courtney Judge	Kathleen Selner	Craig Selner
Sandy Boyle	Anita Koziol	Lucy Honeywell
Nicole Chipego	Laura Rogan	Scott Walsh
Melissa Lukavitch	Tammy Schnable	

EXECUTIVE SESSIONS

Mr. Salko noted that an Executive Session was held on July 17, 2023, to discuss: employment opportunities, coaching/extracurricular appointments, staff hirings, professional and support staff CBA's and litigation.

READING OF MISSION

Mr. McGovern read the following 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:

- Jeff Shook introduced Nicole Chipeco, Softball Coach, who presented a certificate of “Excellence in Athletics” to Kirsten Finarelli for achieving 1st Team All-State Softball awarded by High School Softball Coaches Association for 2023. Kirsten will have her portrait added to the Lake-Lehman “Wall of Fame.” Coach Chipeco also acknowledged the achievements of team members their unwavering support for each other and their dedication and hard work which led them to win the Conference Title.
- Mr. McGovern acknowledged Lake-Lehman alumni, Scott Davis for being inducted recently into the Luzerne County “Hall of Fame.” Scott is a 2007 graduate of Lake-Lehman and was a State Wrestling Champion. “Congratulations” to Scott Davis.

BUSINESS MANAGER’S REPORT

No Report.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

Mr. Salko presented highlights from the most recent meeting of the WSCTC Joint Operating Committee.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

No Report.

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. 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.

Kathy Selner	Jackson Township	<p>Mrs. Selner questioned the hourly rate paid for English Language Development (ELD) contracted through the Luzerne Intermediate Unit. (Motion #6 under School Board)</p> <p>Mr. McGovern stated that he would forward a copy of the invoice from last year for ESL/ELD.</p> <p>Mrs. Selner also stated that providing a link or attachment to the motions would help answer questions.</p>
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APPROVAL OF MINUTES

Motion was made by Marilyn Glogowski, seconded by John McDonald to approve the following minutes.

June 19, 2023 – regular monthly meeting.

Vote: Upon roll call, Mrs. Masters and Mr. McDonald abstained. All other directors present voted yes; motion carried.

PAYMENT OF BILLS

Motion was made by Drew Salko, seconded by John McDonald, to approve the Fund Accounting Payment Summary with payment date listed as July 18, 2023, in the amount of \$331,384.12 and to also approve interim payments dated June 30, 2023, in the amount of \$40,401.27 and payments dated June 16, 2023, in the amount of \$124,210.48; 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 as of June 30, 2023.

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 June 30, 2023

- Food Service Fund

ACTION ITEMS

CURRICULUM AND INSTRUCTION

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

1. Appoint Hillary Pratz Oliver of Shavertown as a Temporary Professional Employee, effective immediately at a salary of \$53,775.00, Bachelor's +24 Level, Step 6. Initial assignment: Elementary Teacher. Pending receipt of clearances within the mandated timeframe.

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

2. Appoint Amber Comstock of Dallas as a Temporary Professional Employee, effective immediately at a salary of \$59,271.00, Master's Level, Step 8. Initial assignment: English Teacher. Pending receipt of clearances within the mandated timeframe.

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

3. Appoint Laura Rogan of Dallas as a Temporary Professional Employee, effective immediately at a salary of \$67,793.00, Bachelor's + 24 Level, Step 14. Initial assignment: Special Education Teacher (Secondary). Pending receipt of clearances within the mandated timeframe.

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

4. Appoint Emily Jugus of Sweet Valley as a Temporary Professional Employee, effective immediately at a salary of \$48,996.00, Bachelor's Level, Step 1. Initial assignment: School Nurse. Pending receipt of clearances within the mandated timeframe.

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

5. Appoint Joseph Yankoski of Dallas as a Temporary Professional Employee, effective immediately at a salary of \$56,565.00, Bachelor's + 24 Level, Step 8. Initial assignment: Mathematics Teacher. Pending receipt of clearances within the mandated timeframe.

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

6. Appoint Quinn Dyrli of Dallas as a Temporary Professional Employee, effective immediately at a salary of \$54,079.00, Master's Level, Step 2. Initial assignment: Mathematics Teacher. All clearances on file.

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

BUILDINGS & GROUNDS

No items.

ATHLETICS & ACTIVITIES

Motion was made by Kevin Carey, seconded by Al DeAngelis, to move on the following items:

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

A. Melissa Collura

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

2. 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	Carrie McDonald	Department Head – Elementary Language Arts	\$1,758.38
B	Donna Richards	Department Head – Elementary Science	\$1,758.38
C	Linda VanOrden	Department Head – Elementary Social Studies	\$1,758.38
D	Richard Cronin	Department Head – Elementary Mathematics	\$1,758.38
E	Christina Woronko	Department Head – Secondary Language Arts	\$2,528.59
F	Ryan Lindbuchler	Department Head – Secondary Social Studies	\$2,326.95
G	Sandra Boyle	Department Head – Secondary Mathematics	\$2,326.95
H	Scott Kerkowski	Department Head – Secondary Science	\$2,326.95
I	Caroline Perillo	Building Hope Club	\$979.38
J	Jill Little	Senior Class Advisor	\$1,608.07
K	Katlyn McHenry	Junior Class Advisor	\$1,368.87
L	Courtney Giuliani-Judge	Sophomore Class Advisor	\$1,130.91
M	Sandra Reno-Gromniak	FBLA	\$1,455.28
N	Sarah Pryor	Key Club	\$1,454.60
O	Gail Honeywell	Newspaper	\$2,041.41
P	Kelly Cave-Mattie	Student Council	\$1,455.28
Q	Carrie Orlofski	Yearbook – Senior High	\$3,481.66
R	Jenna Casaldi	Yearbook – Junior High	\$1,158.47

Vote: Upon roll call, Mr. McDonald voted yes on items 2B through 2R and abstained on item 2A. All other members present voted yes on all; motion carried.

3. 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	Brandon Whitman	Cross Country	Volunteer
B	Kyle Hall	Boys Soccer	Volunteer
C	Christopher Gray	Boys Basketball	Volunteer
D	Tabitha Miscavage Spagnuolo	FBLA	Volunteer

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

4. Approve the Athletic Handbook for the 2023-2024 School Year.

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

TRANSPORTATION

Motion was made by Karen Masters, seconded by John McDonald, to move on the following item:

1. Authorize administration to purchase Two (2)-2023 Ram Promaster 10 Pass. School Student Van #102110 includes required safety equipment and lettering (School name and vehicle number(s) from ROHRER School & Commercial Bus Sales located at 1515 State Rd., P.O. Box 100, Duncannon, PA 17020 at a price of \$69,700.00 each totaling \$139,400.00. These vans will be purchased out of Access funding.

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

SUPPORT SERVICES

Motion was made by Marilyn Glogowski, seconded by Al DeAngelis to move on the following item:

1. Appoint Amanda Holcomb of Hunlock Creek as Part-Time Food Service Worker, 5.75 hours per day, 186 days per year, at an hourly rate of \$11.00. 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 John McDonald, seconded by Al DeAngelis, to move on the following items:

1. Approve the second reading and adopt the following revised School Board Policy and Administrative Regulations:
- A. 137 Home Education Program
 - B. 137 AR-0 Home Education Program Requirements
 - C. 137 AR-1 Parent/Guardian Letter-Home Education Program
 - D. 137 AR-2 Curriculum Materials Request Form

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

2. Approve the first reading, waive future readings and adopt the following administrative regulation.

A. AR-1 for Policy 123.1 Concussion Management: Returning to School After a Concussion

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

3. 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 \$137.50 per student, per day. The term of this agreement is effective the first day of the 2023-2024 school year and ending the last day of the 2023-2024 school year including Extended School Year (ESY) if eligible.

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

4. 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 \$181.00 per student, per day. The term of this agreement is effective the first day of the 2023-2024 school year ending the last day of the 2023-2024 school year including Extended School Year (ESY) if eligible.

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

5. 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 2023-2024 school year.

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

6. Authorize administration to execute the agreement between the Lake-Lehman School District and the Luzerne Intermediate Unit #18, to provide English Language Development Instruction to English Learners as part of the Luzerne Intermediate Unit ESL/ELD Program, at an hourly rate of \$98.15 for the 2023-2024 school year.

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

7. Authorize administration to approve the addition of the following student portrait to the Lake-Lehman Junior-Senior High School "Wall of Fame."

A. Kirsten Finarelli – PA HSSBCA 2023 1st Team All State Softball

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

8. Approve the Application for Use of Facilities requested by Brian Cutter, Keystone Hustle, for use of the junior-senior high school new gymnasium and old gymnasium for AAU basketball training and practice, to be held Mondays and Wednesdays, from August 2, 2023, to September 27, 2023, from 5:30-8:30 p.m. It is noted that practice dates and times are upon availability.

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

9. Approve and authorize the execution of the Letter of Engagement for Rainey & Rainey C.P.A.'s, of Scranton, PA, to perform an audit of financial statements for the Lake-Lehman School District for the Year ended June 30, 2023.

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

10. Approve and authorize the execution of the Letter of Engagement for Rainey & Rainey C.P.A.'s, of Scranton, PA, to perform an audit of the basic Real Estate Tax Collection Report of the Tax Collectors and Per Capita Tax Collection Report of the Lake-Lehman School District as of and for the year ended December 31, 2022.

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

11. 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 #1385	\$90.00

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

12. Approve a salary increase of 2.5% to the base salary, with a \$30.00 healthcare contribution per paycheck, for the Superintendent of Schools, James E. McGovern, effective July 1, 2023.

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

13. Approve the purchase and installation of a Perimeter Door Alarm System Notification and Upgraded Badge Access Control System at Lake-Lehman Junior-Senior High School, Lake-Noxen Elementary, Lehman-Jackson Elementary and Ross Elementary from Hillman Security and Fire Technologies, Luzerne, PA. Total cost of purchase: \$89,450.00; to be paid with PCCD grant money.

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

14. Exonerate Alex Hillard of Harveys Lake Borough, 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.

15. Authorize administration to contract with USA Home Improvement Solutions & USA Metal Roofs located at 317 South Blakely Street Dunmore, PA. to replace the canopy covering all the sidewalks/entrances at the Lehman-Jackson Elementary School at a cost of \$63,025.00.

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

16. Authorize administration to contract with CM3 Building Solutions located at 185 Commerce Drive Fort Washington, PA for the following upgrades to the JSHS Auditorium. Phase I will commence during the summer of 2023, Phase II will commence during the summer of 2024 at a total cost of \$1,015,225.00.

Phase I Summer 2023

Stage Lights	164,648
Video	58,800
Sound	108,191
Curtains	46,781
	\$378,420

Phase II Summer 2024

Seating	305,908
Painting	136,713
Electrical	141,996
House Lights	52,187
	\$636,805

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

None.

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 August 21, 2023, and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

VISITORS

None.

ADJOURNMENT

A motion to adjourn the meeting was made by Marilyn Glogowski, seconded by John McDonald.

Mr. Salko adjourned the meeting at 7:34 p.m.

Respectfully submitted



Non-Member, Board Secretary
Mary Jo Casaldi