

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

July 21, 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, July 21, 2025, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Bob Wright, at 7:05 p.m., and opened with Roll Call, Pledge of Allegiance and a moment of silence.

<u>DIRECTORS</u>	<u>Roll Call</u>
Robert Baran	Absent
Kevin Carey	Present
David Paulauskas	Absent
Drew Salko	Present
Jean Sayre	Absent
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
Matthew Nonnenberg, Junior-Senior High School Principal
Tabitha Miscavage Spagnuolo, Personnel Benefits Manager/Jr. Sr. High Asst. Principal
Lori Bednarek, Special Projects Coordinator
Doug Klopp, Lake-Noxen Elementary Principal
Donald James, Lehman-Jackson Elementary Principal
Brian Murphy, Technology Coordinator
Tina Antonello, Director of Special Education
Erica Orock, School Psychologist
Brady Butler, Director of Buildings and Grounds

Katie Laudenslager Rich Cronin

EXECUTIVE SESSION

An Executive Session of the Board was held on July 21, 2025 to discuss:

- A. Employment – professional staff opportunities
- B. Coaching/extra-curricular appointments
- C. LLEA Grievance
- D. Contract renewal for legal counsel
- E. Pending litigation
- F. Substitute Teacher pay

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 provided an update on this year’s Summer Camp and noted that approximately 98 children attended the camp. The children enjoyed outings to Francis Slocum State Park, Electric City Aquarium and also participated in a talent show held in the junior-senior high school auditorium.

Mr. McGovern extended a sincere “thank you” to summer help and support staff noting that there are many projects going on in the district, specifically at the junior-senior high school, and everyone here has been very busy, keeping a good attitude and working hard.

BUSINESS MANAGER’S REPORT

No report.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

No Report.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

Mr. Walsh provided highlights from the meeting of the Luzerne Intermediate Unit held May 21, 2025.

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 Dr. Carey, to approve the following minutes.

June 16, 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 July 22, 2025, in the amount of \$532,335.08 and interim payments dated July 11, 2025, in the amount of \$49,926.15, June 27, 2025, in the amount of \$42,446.30 and June 13, 2025 in the amount of \$46,536.61; subject to audit.

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

TREASURER'S REPORT

Motion was made by Mr. Wright, seconded by Mr. Wallace, to approve the treasurer's report as of June 30, 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 June 30, 2025

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

Balances as of May 31, 2025

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

ACTION ITEMS

CURRICULUM AND INSTRUCTION

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

1. Approve a leave of absence for Employee #3397 effective November 4, 2025 – January 2, 2025. It is understood the leave will consist of sick, personal and unpaid days in accordance with the Family Medical Leave Act; not to exceed 60 days.

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

2. Appoint the following Mentor Teacher/Counselor for the 2025-2026 school year:

	Mentor	New Teacher/Counselor	Stipend
A.	Megan Donaldson	Elizabeth Vojtko	\$619.07
B.	Jane Kilduff	Megan May	\$619.07

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

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

A.	Christian Ciliberto of Exeter	Grades Pk-4 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 Mr. Salko, to move on the following items:

1. Amend motion (5-E.) of June 16, 2025 to reflect the correct employee name: Michael Sholtis.

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

2. Ratify the appointment of the following Assistant Coaches/ Extra-Curricular Advisors for the 2024-2025 school year, all clearances on file.

A.	Walter Simko	National Honor Society: Advisory Committee Member	\$250.00
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Vote: Upon roll call, all members present voted yes; motion carried.

3. Approve the following as School & Booster Volunteers for the 2025-2026 school year; all clearances on file:

A	Gavin Dwen
B	Erik Kordsmeier

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

4. Appoint the following Assistant Coaches/ Extra-Curricular Advisors for the 2025-2026 school year, all clearances on file.

A.	Thomas Motovidlak	Golf	\$1,249.56
B.	Aimie Voelker	Golf	Volunteer
C.	Richard Colorusso	Varsity Football	\$5,530.75
D.	Corey Brenner	Varsity Football	\$5,530.75
E.	Damian Michaels	Varsity Football	\$5,530.75
F.	Michael Mully	JH Football	\$4,799.48
G.	Jacob Prest	JH Football	\$4,799.48

H.	Brady Butler	Football	Volunteer
I.	Damian Napierkowski	Football	Volunteer
J.	Frank Kutz	Football	Volunteer
K.	Julian Truskowski	Football	Volunteer
L.	Casey Kaminski	Football	Volunteer
M.	Jacob Milczynski	Football	Volunteer
N.	Trey Borger	Football	Volunteer
O.	Walter Simko	National Honor Society: Advisory Committee Member	\$250.00

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

5. Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2025-2026 school year, all clearances on file.

A.	Caroline Perillo	Building Hope Club	\$1,006.49
B.	Gail Honeywell	Class Night	\$429.88
C.	Sarah Pryor	Key Club	\$1,494.86
D.	Gail Honeywell	Newspaper	\$2,097.90
F.	Sandra Reno-Gromniak	National Honor Society Advisor	\$1,000.00
G.	Jill Little	Senior Class Advisor	\$1,652.57
H.	Katlyn McHenry	Junior Class Advisor	\$1,406.76
I.	Courtney Giuliani-Judge	Sophomore Class Advisor	\$1,162.21
J.	Tiffany Hettes	Freshmen Class Advisor	\$916.38
K.	Christina Woronko	Department Head – Secondary Language Arts	\$2,598.57
L.	Ryan Lindbuchler	Department Head – Secondary Social Studies	\$2,391.35
M.	Sandra Boyle	Department Head – Secondary Mathematics	\$2,391.35
N.	Scott Kerkowski	Department Head – Secondary Science	\$2,391.35
O.	Carrie McDonald	Department Head – Elementary Language Arts	\$1,807.04
P.	Donna Richards	Department Head – Elementary Science	\$1,807.04
Q.	Richard Cronin	Department Head – Elementary Mathematics	\$1,807.04
R.	Walter Simko	Yearbook Advisor – Senior High	\$3,578.02
S.	Gina Major-Ackerman	Senior Play Advisor	\$1,607.53
T.	Gina Major-Ackerman	Spring Musical - Secondary	\$3,578.02
U.	Jason Field	Co-Debate Club Advisor	\$747.78
V.	Katrina Joyce	Co-Debate Club Advisor	\$747.78

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

TRANSPORTATION

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

1. Approve the final contract adjustment in the amount of \$95,885.89 for Back Mountain Transit Co. Inc., for the 2024-2025 school year.

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

SUPPORT SERVICES

No items.

SCHOOL BOARD

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

1. 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 \$150.00 per student, per day. The term of this agreement is effective the first day of the 2025-2026 school year and ending the last day of the 2025-2026 school year including Extended School Year (ESY) if eligible with appropriate ESY billing rate. (\$75.00/day.)

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

2. 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 \$196.00 per student, per day. The term of this agreement is effective the first day of the 2025-2026 school year ending the last day of the 2025-2026 school year including Extended School Year (ESY) if eligible with appropriate ESY billing rate. (\$98.00/day.)

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

3. 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 2025-2026 school year.

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

4. Ratify the renewal of the Agreement with King, Spry, Herman, Freund & Faul, LLC, Bethlehem, to provide comprehensive legal counsel, legal consultation services, and representation on all legal matters affecting Lake-Lehman School District excluding special education services, for the period July 1, 2025 to June 30, 2026.

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

5. Exonerate Jonathan A. Stuffick of Harveys Lake Borough, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate, that become due on or after May 19, 2025, 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.

6. Approve a salary increase of 2.5% to the base salary, in accordance with employment agreement, for the Superintendent of Schools, James E. McGovern, effective July 1, 2025.

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

7. 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, 2025 through June 30, 2026.

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

8. 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.

9. Approve the Memorandum of Understanding between Lake-Lehman SD and Luzerne Intermediate Unit 18 for English as a Second Language services for the 2025-2026 school year at a rate of \$100.94 per hour.

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

10. Approve the Affiliation Agreement between Lake-Lehman School District and Robert Morris University for the purpose of education field placements, internships and practicum experiences.

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

11. Authorize administration to post for the position of Career Advisor.

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

12. Approve the job description for Career Advisor.

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 18, 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. Salko motioned to adjourn, seconded by Dr. Carey. Mr. Wright adjourned the meeting at 7:22 p.m.

Respectfully submitted



Non-Member, Board Secretary
Mary Jo Casaldi