

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

June 16, 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, June 16, 2025, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Bob Wright, at 7:06 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	Present
Robert Wright	Present

Others Present:

Tracey Liparela, Assistant to the Superintendent
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary
Avery Smith, Esquire, District Solicitor
Joseph Caputo, Business Consultant
Matthew Nonnenberg, Junior-Senior High School Principal
Tabitha Miscavage Spagnuolo, Personnel Benefits Manager/Jr. Sr. High Asst. Principal
Doug Klopp, Lake-Noxen Elementary Principal
Donald James, Lehman-Jackson Elementary Principal
Michael Kostrobala, Ross Elementary Principal
Brian Murphy, Technology Coordinator
Tina Antonello, Director of Special Education
Erica Orock, School Psychologist
Brady Butler, Director of Buildings and Grounds

John Sobocinski	Katie Laudenslager	Josh Laudenslager	Stephen Martin	Ava Baron
Cameron Janick	Rich Cronin	Erin Martin	Stephen Martin	Beau Baran

EXECUTIVE SESSION

An Executive Session of the Board was held on June 16, 2025, to discuss the following:

- A. Employment – professional staff opportunities/transfer request
- B. Coaching/extra-curricular appointments
- C. Safety Report

READING OF THE MEETING NOTICE

Mrs. Mary Jo Casaldi, Board Secretary, read the meeting notice published in the Times Leader Newspaper.

READING OF MISSION

Mrs. Tracey Liparela 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:

Coach John Sobocinski presented certificates and acknowledged 2025 PIAA District II Track and Field Champions representing the Lake-Lehman School District:

Girls Long Jump: Sophia Lenza
Boys 400m: Bodhi Cronin
Boys 800m: Finn Cronin
Boys 100m: Miller Mattie
Boys 4 x 400m relay: Nick Joseph, Tyler Lukavitch, Finn Cronin, Bodhi Cronin
Boys 4 x 800m relay: Stephen Martin, Nicco Diana, Finn Cronin, Bodhi Cronin
Girls 4 x 800m relay: Cameron Janick, Alana Palmaoli, Kinley Purdy, Ava Jones

Mrs. Liparela noted that renovations will be starting on July 7th for approximately the next 4-6 weeks on the turf field and track in the stadium.

BUSINESS MANAGER’S REPORT

Mr. Caputo, Business Consultant, did not have a report this evening but referred to last month’s proposed final budget presentation, stating that nothing has changed and asked if the board had any questions on the final 2025-2026 budget that will be voted on this evening.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

Mr. Salko provided highlights from the April 25, 2025, meeting of the West Side CTC Joint Operating Committee.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

Mr. Walsh provided highlights from the meeting of the Luzerne Intermediate Unit held April 23, 2025.

STUDENT COUNCIL REPORT

No Report.

FOOD SERVICE

No Report

OLD BUSINESS

None.

APPROVAL OF THE AGENDA

Mrs. Liparela 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 Mr. Wojtowicz to approve the following minutes.

May 19, 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 June 17, 2025, in the amount of \$425,206.07 and interim payments dated May 30, 2025, in the amount of \$132,853.88, and May 16, 2025 in the amount of \$179,578.90; subject to audit.

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

TREASURER'S REPORT

Motion was made by Mr. Baran, seconded by Mrs. Sayre, to approve the treasurer's report as of May 31, 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 May 31, 2025

- Athletic Fund
- Food Service
- Ross Elementary Fund
- Lake-Noxen Activity Fund

ACTION ITEMS

CURRICULUM AND INSTRUCTION

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

1. Authorize administration to advertise for the position of Reading Specialist.

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. Walsh, to move on the following items:

1. Authorize administration to renew all eligible School & Booster Volunteers for the 2025-2026 school year. It is understood that only volunteers in good standing and with unexpired clearances will be renewed.

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

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

A	Martha Allen-Pearson
B	Erin Lambert

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

3. Authorize administration to advertise for the following positions:

A.	FBLA Advisor
B.	Head Girls Lacrosse Coach
C.	Elementary Department Head – Social Studies

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

4. Appoint Robert Carr of Larksville as Head Girls Tennis Coach for the 2025-2026 season at a stipend of \$3,013.00. All clearances on file.

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	Jeffrey Shook	Athletic Director	\$10,825.78
B	Robert Carr	Boys Tennis	\$3,013.00
C	Nicole Chipeco	Softball	\$4,937.16
D	John Sobocinski	Track & Field	\$4,937.16
E	Christopher Sholtis	Baseball	\$4,937.16
F	Christian Hampel	Boys Lacrosse	\$4,852.24
G	Paul Callahan	Girls Soccer	\$4,360.54
H	Cheryl Kulikowski	Band	\$6,823.97
I	Cheryl Kulikowski	Concert Band	\$1,997.51

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

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

A	Kylee Blazick	Girls Volleyball	Volunteer
B	Mark Major	Girls Varsity Volleyball	\$2,136.51
C	Joseph DeMace	Band	\$2,489.18
D	Joseph DeMace	Indoor Percussion	\$2,769.74
E	Brian Bacon	Indoor Color Guard	\$2,769.74
F	Lacey Carey	Band	Volunteer
G	Christopher DeRemer	Band	Volunteer
H	Robert Hamilton	Band	Volunteer
I	Seth Mieczkowski	Band	Volunteer
J	Lea Getz	Band	Volunteer
K	Jacob Pearce	Band	Volunteer
L	Alison Sankey	Band	Volunteer
M	Emily Spencer	Band	Volunteer
N	Patrick Stanley	Band	Volunteer
O	Adam Walp	Band	Volunteer

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

TRANSPORTATION

1. Approve the final contract adjustment in the amount of \$90,485.89 for Back Mountain Transit Co. Inc., for the 2024-2025 school year.

Above Motion Tabled.

SUPPORT SERVICES

No items.

SCHOOL BOARD

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

1. Adopt a final budget for the 2025-2026 fiscal year with expenditures of **\$36,683,890** and revenues of **\$35,569,162** with millage of **12.1430** mills assessed valuation in Harveys Lake Borough and the townships of Jackson, Lake, Lehman and Ross in Luzerne County; and **65.3441** mills on the assessed valuation of real estate in the township of Noxen in Wyoming County, as listed in the respective tax duplicates and assessed by the Assessor's Office. All other taxes as previously levied shall remain in force.

Vote: Upon roll call, Mr. Salko voted no, all other members present voted yes; motion carried.

2. Approve the following Resolution:

WHEREAS, Act 1 of the Special Session of 2006 requires school districts no later than **June 30, 2025** to adopt a resolution for calendar year **2025** and each year thereafter authorizing the collection and payment of school real property taxes in installments, excluding any interim or delinquent school real property taxes.

NOW, THEREFORE BE IT RESOLVED, that taxpayers approved pursuant to Section 341 of Act 1 of the Special Session of 2006 shall be eligible for participation in the installment payment of school property taxes. The following are excluded from real estate installment payments: interim school property taxes, delinquent school property taxpayers, and all other taxpayers except eligible homestead/farmstead property owners and small business owner property as mandated by 53 P.S. §6926.1502 and that qualifies as small business owner property.

AND BE IT FURTHER RESOLVED, that the tax duplicates shall provide for payment of school real property taxes in a single payment or installments at the option of eligible taxpayers as follows: a. **FULL PAYMENT** - Full payment of the real estate tax shall be due and payable by the close of business on **November 14, 2025** with a **two percent (2%)** discount provided for full payment prior to **September 15, 2025**. All taxpayers, except as indicated below, who fail to make payment of the tax in full by **November 14, 2025** by the close of business shall be charged a **penalty of ten percent (10%)**, which penalty shall be added to the tax by the tax collector and collected by the tax collector.

The school real property taxes shall become due and payable and be collected as provided in the act of May 25, 1945 (P.L. 1050 No. 394), known as the Local Tax Collection Law, subject to the discounts and penalties provided by that act unless an eligible taxpayer evidences an intention to pay school real property taxes in installments.

b. **INSTALLMENT PAYMENTS** - Installment payment of taxes shall be due in three (3) equal payments on the following due dates: **September 15, 2025, November 14, 2025 and December 15, 2025**. The payment of the first installment by a taxpayer eligible for installment payments shall conclusively evidence an intention to pay school real property taxes in installments.

Those eligible taxpayers electing to pay in installment payments must pay the face amount of the school real property tax bill. No discount shall be offered for installment payments. If an installment payment is made after installment date, then a **ten percent (10%) penalty** shall be assessed on the amount of the installment payment due. Two or more late payments of ten days, or more will render the taxpayer ineligible to participate in installment payments for the following school fiscal year.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that in the event that a taxpayer fails to evidence an intention to pay school real property taxes in installments, those taxes shall become due and payable and be collected as provided by the Local Tax Collection Law (P.L. 1050, No. 394) and subject to the discounts and penalties provided in that act and the Taxpayer Relief Act of 2006. Tax bills not paid in full by: **December 31, 2025** will be turned over to **Luzerne County Tax Claim Bureau for residents of Luzerne County and Wyoming County Tax Claim Bureau for residents of Wyoming County**, on or before the date established by the county in which the school district is located for the turnover of delinquent taxes pursuant to the act of July 7, 1947 (P.L. 1368, No. 542), known as the Real Estate Tax Sale Law.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board hereby directs the collection of installment payment of real estate taxes to be made by all Lake-Lehman Tax Collectors, who shall set forth on all notices regarding the payment of school real property taxes in installments and the dates on which such payments are due be set forth on the tax notice sent to approved homestead and farmstead property owners.

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

3. Adopt a resolution by the Board of School Directors of Lake-Lehman School District, authorizing the homestead and farmstead exclusion real estate tax assessment reductions for the school year beginning **July 1, 2025**, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006)

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

4. Appoint the following tax collectors for the 2025-2026 fiscal year:
 - A. Current Real Estate and Per Capita Taxes - Legally certified tax collectors of each municipality, at a commission as adopted by the School Board on February 6, 2001.
 - B. Local Services Tax - H.A. Berkheimer Associates, at a commission of 2.05%.
 - C. Mechanical Device Tax - H.A. Berkheimer Associates, at no commission to the District.
 - D. Real Estate Transfer Tax - Recorder of Deeds, Luzerne County and Wyoming County, at a Commission of 2%.

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

5. Approve a ten percent (10%) penalty on all taxes unpaid 120 days after date of issue July 15, 2025.

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

6. Continue the resolution from 1996-1997 for the 2025-2026 fiscal year, to require tax collectors to remit monies more frequently than the minimum of once per month as prescribed by law.

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

7. Authorize rental payment to Lake-Lehman School District Tax Collectors in the amount of \$2,000.00 for the 2025-2026 school year.

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

8. Appoint J.P. Harris Associates, LLC, Mechanicsburg, as delinquent per capita tax collectors for the 2025-2026 fiscal year; no fee to the district.

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

9. Appoint/renew the following depositories effective July 1, 2025:

A. Peoples Security:

General Fund - Checking
Cafeteria Fund - Checking
Athletic Fund - Checking
Lake-Noxen Elementary Fund - Checking
Lehman-Jackson Elementary Fund - Checking
Ross Elementary Fund - Checking
Junior-Senior High School Activities Fund – Checking
Junior-Senior High School Principal's Fund – Checking
Capital Projects-Checking
Note/Bond Sinking Fund

B. Pennsylvania School District Liquid Asset Fund:

General Fund - Investment Checking
Capital Reserve Fund
Capital Projects Fund

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

10. Authorize the Business Manager to continue the contract with the Educational Consortium for reimbursements and discounts for telephone service, internet and e-rate service.

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

11. Appoint Andrew Molitoris, Photography by Andy, as the District Photographer for the 2025-2026 school year.

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

12. Renew the Membership Agreement with Pennsylvania School Boards Association (PSBA) effective for the July 1, 2025 - June 30, 2026 program year at a total cost of \$16,610.25. Participation in the Policy Maintenance and Administrative Regulation Programs are included in the membership package.

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

13. Approve the School Safety and Security Report for the 2024-2025 school year.

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

14. Approve the Intergovernmental Agreement for the 2025-2026 school year between Luzerne Intermediate Unit #18 and Lake-Lehman School District for contracted professional services provided by the LIU based on 2024-2025 student totals at a total cost of \$593,003.00 for instructional and support services.

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

15. Renew the Guest Teacher Agreement for the 2025-2026 school year between the Lake-Lehman School District and the Luzerne Intermediate Unit 18, at an annual membership fee of \$350.00 flat rate, payable at the beginning of the school year.

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

16. 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.

17. Approve the Application for Use of Facilities requested by Mark Wallace for Rivercats Softball for use of the softball turf field and dirt field for off-season softball practice, Monday through Thursday, twice per week, upon availability during June and July, 2025.

Vote: Upon roll call, Mr. Wallace abstained, all other members present voted yes; motion carried.

18. Approve the Application for Use of Facilities requested by Jean Lipski for use of the turf field for a Central Michigan Field Hockey Camp to be held on July 28 and July 29, 2025, from 9:00 a.m. until 8:00 p.m.

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 July 21, 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 Mr. Baran. Mr. Wright adjourned the meeting at 7:31 p.m.

Respectfully submitted

A handwritten signature in blue ink that reads "Mary Jo Casaldi". The signature is written in a cursive style with a large, stylized "M" and "J".

Non-Member, Board Secretary
Mary Jo Casaldi