

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

**June 17, 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, June 17, 2024, in the auditorium 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	Present
Drew Salko	Present
Jean Sayre	Present
Mark Wallace	Present
Scott Walsh	Absent
Rob Wojtowicz	Present
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  
Joseph Caputo, Business Consultant  
Lori Bednarek, Special Projects Coordinator  
Matthew Nonnenberg, Ross Elementary Principal  
Donald James, Lehman-Jackson Elementary Principal  
Doug Klopp, Lake-Noxen Elementary Principal  
Jeff Shook, Dean of Students/ Home and School Resource Officer/ Athletic Director  
Tina Antonello-Portee, Special Education Director  
Erica Orock, School Psychologist

John Sobocinski	Anita Koziol	Tiffany Kuhar	Jim Wnuk	Karen Wnuk
Ben Wnuk	Rich Cronin	Stephen Martin	Erin Martin	Nancy Edkins
Brenda Morris	Gina Major	Kathleen Selner	Craig Selner	

**READING OF THE MEETING NOTICE**

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

**EXECUTIVE SESSION**

An Executive Session of the Board was held on June 17, 2024, to discuss employment opportunities – professional staff, support staff/administration, coaching/extra-curricular appointments, Act 93 Agreement, personnel matters, School Resource Officer and School Safety Report.

**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:

Coach John Sobocinski acknowledged the following student athletes who were awarded the title:

“2024 PIAA District II, AA, Track and Field Champions.”

- 4X8 Relay: Ben Wnuk, Nicco Diana, Finn Cronin and Stephen Martin
- Long Jump/High Jump: Seth Berry

Mr. Sobocinski noted that Seth Berry broke his own school record set last year!

Congratulations to all!

**BUSINESS MANAGER’S REPORT**

Mr. Joseph Caputo, Business Consultant, provided an update on the 2024-2025 final budget and addressed question following his presentation.

**WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT**

Mr. Salko provided highlights from the April 22, 2024, meeting of the West Side CTC Joint Operating Committee.

**LUZERNE COUNTY INTERMEDIATE UNIT REPORT**

In the absence of Mr. Walsh, Mr. Wright reported on highlights from the April 24, 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. Salko, seconded by Mr. Wojtowicz, to approve the following minutes.

May 20, 2024 - regular monthly meeting

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

**PAYMENT OF BILLS**

Motion was made by Mrs. Sayre, seconded by Mr. Salko, to approve the Fund Accounting Payment Summary with payment date listed as June 18, 2024, in the amount of \$256,465.58, and interim payments dated May 31, 2024, in the amount of \$145,171.28, and May 17, 2024, in the amount of \$216,439.90; subject to audit.

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

**TREASURER'S REPORT**

Motion was made by Mr. Paulauskas, seconded by Mr. Salko, to approve the treasurer's report as of May 31, 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

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

**ACTION ITEMS**

**CURRICULUM AND INSTRUCTION**

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

1. Appoint Sarah Traver of Monroe Township as a Temporary Professional Employee, effective immediately at a salary of \$54,952.00, Master's Level, Step 3. Initial assignment: Speech Language Pathologist. All clearances on file.

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

2. Approve a leave of absence for Employee #3598 effective September 30, 2024 through January 6, 2025. It is understood the leave will consist of sick 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.**

**BUILDINGS & GROUNDS**

No items.

**ATHLETICS & ACTIVITIES**

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

1. Ratify the appointment of Gail Honeywell as Class Night Advisor for the 2023-2024 school year, at a stipend of \$425.62. All clearances on file.

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

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

A.	Rebecca Walton
----	----------------

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

3. Authorize administration to renew all eligible School & Booster Volunteers for the 2024-2025 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.**

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

A.	Gina Major-Ackerman	Senior Play Advisor	\$1,591.61
B.	Gina Major-Ackerman	Spring Musical – Secondary	\$3,542.59
C.	Jeffrey Shook	Athletic Director	\$10,718.59
D.	Stasia Bierly	Girls Lacrosse	\$4,804.20
E.	Nicole Chipego	Softball	\$4,888.28
F.	Christian Hampel	Boys Lacrosse	\$4,804.20
G.	Christopher Kukosky	Boys Volleyball	\$4,888.28
H.	Michael Sholtis	Baseball	\$4,888.28
I.	John Sobocinski	Track & Field	\$4,888.28

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

**Minutes of the Lake-Lehman School Board Meeting 6/17/2024, Page 5.**

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

A.	James Biscotto III	Girls Basketball	Volunteer
B.	Jennifer Purdy	Varsity Girls Basketball	\$4,932.67
C.	Janene Kasarda	JH Girls Basketball	\$3,303.90
D.	Kyle Purdy	JH Girls Basketball	\$3,303.90
E.	Richard Cronin	Boys Basketball	Volunteer
F.	Joseph Lech	JH Boys Basketball	\$3,303.90
G.	Joseph Yankoski	Varsity Boys Basketball	\$4,932.67
H.	Tracy McGurk	Swimming Assistant	\$1,762.37
I.	Thomas Manzoni	Swimming	Volunteer
J.	Joseph DeMace	Assistant Band Director	\$2,464.53
K.	Joseph DeMace	Indoor Percussion	\$2,742.32
L.	Brian Bacon	Indoor Color Guard	\$2,742.32
M.	Lacey Carey	Band	Volunteer
N.	Robert Hamilton	Band	Volunteer
O.	Seth Mieczkowski	Band	Volunteer
P.	Lea Getz	Band	Volunteer
Q.	Jacob Pearce	Band	Volunteer
R.	Alison Sankey	Band	Volunteer
S.	Matthew Shaul	Band	Volunteer
T.	Emily Spencer	Band	Volunteer
U.	Patrick Stanley	Band	Volunteer
V.	Adam Walp	Band	Volunteer

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

6. Approve the following Football Coaching Staff & amended Salary Schedule, in accordance with the Memorandum of Understanding between the Lake-Lehman School District and the Lake-Lehman Education Association for the 2024-2025 school year. All clearances on file.

A.	Scott Shotwell	Assistant Junior High Coach	\$2,144.08
----	----------------	-----------------------------	------------

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

**TRANSPORTATION**

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

1. Approve the final contract adjustment in the amount of \$187,991.39 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. Appoint Melody Traver of Monroe Township, as Business Office Clerk, 8 hours per day, 260 days per year, at an hourly rate of \$16.00. Pending receipt of clearances within mandated timeframe.

**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. Adopt a final budget for the 2024-2025 fiscal year with expenditures of **\$35,822,736** and revenues of **\$34,568,673** with millage of **11.8921** mills assessed valuation in Harveys Lake Borough and the townships of Jackson, Lake, Lehman and Ross in Luzerne County; and **65.8227** 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 and Mrs. Paulauskas 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, 2024** to adopt a resolution for calendar year **2024** 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 12, 2024** with a two percent (2%) discount provided for full payment prior to **September 13, 2024**. All taxpayers, except as indicated below, who fail to make payment of the tax in full by **November 11, 2024** 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 13, 2024, November 12, 2024 and December 16, 2024**.

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, 2024** 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, 2024**, 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 2024-2025 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, 2024.

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

6. Continue the resolution from 1996-1997 for the 2024-2025 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 2024-2025 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 2024-2025 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, 2024:

A. FNCB Bank:

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

C. Landmark Community Bank:

Investment

D. Peoples Security

**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 2024-2025 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, 2024- June 30, 2025 program year at a total cost of \$16,532.14. 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 2023-2024 school year.

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

14. Approve the revised 2024-2025 school year calendar to reflect the following:

A.	September 27, 2024 - Act 80 early dismissal (professional development) added.
B.	May 9, 2025 - Act 80 early dismissal (professional development) changed from May 16, 2025.

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

15. Accept the Single Audit Report for the Year Ended June 30, 2023, as prepared by Rainey & Rainey, CPAs.

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

16. Approve Luzerne Intermediate Unit #18, as the credit recovery provider for summer school for the 2023-2024 school year.

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

17. Renew the Letter of Agreement between WVIA and Lake-Lehman School District for the 2024-2025; 2025-2026; 2026-2027 school years, for participation in WVIA Enhanced Scholar Program at an annual rate of \$2,000.00 per year.

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

18. Adopt a Cooperative Sponsorship Agreement for Boys Swimming and Girls Swimming between the Lake-Lehman School District and Northwest Area School District beginning in the winter season of the 2024-2025 school year. The agreement shall remain in effect unless terminated at the end of the season by either party.

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

19. Adopt a Cooperative Sponsorship Agreement for Boys Lacrosse between the Lake-Lehman School District and Northwest Area School District beginning in the spring season of the 2024-2025 school year. The agreement shall remain in effect unless terminated at the end of the season by either party.

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

20. Renew the Guest Teacher Agreement for the 2024-2025 school year between the Lake-Lehman School District and the Luzerne Intermediate Unit 18, at an annual membership fee of \$325.00 flat rate, payable at the beginning of the school year.

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

21. Approve the Act 93 Compensation Plan between the Lake-Lehman School District and the Lake-Lehman Administrative Staff, term commencing July 1, 2024 and ending June 30, 2028.

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

22. Approve an amended stipend for Mary Jo Casaldi, School Board Secretary, to reflect the amount of \$7,000.00, effective July 1, 2024.

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

23. 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
----	---------------------	----------

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

24. Authorize administration to solicit a request for proposals (RFP's) for the purpose of replacing sidewalks at Ross Elementary.

**Vote: Upon roll call Mr. Salko voted no, all other 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 15, 2024, at 7:00 p.m. The location of the meeting at this time, has not been determined.

#### **VISITORS**

None.

**ADJOURNMENT**

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

Mr. Wright adjourned the meeting at 7:34 p.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

