

**Lake-Lehman School District**

The Combined Committee-of-the-Whole and regular monthly meeting for General Purposes (Voting)  
Monday, May 20, 2024 @ 7:00 pm in the auditorium of the Lake-Lehman Junior-Senior High School

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**TO: Lake-Lehman School Board**

**FROM: James E. McGovern**  
**Superintendent of Schools**

**Agenda**

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Moment of Silence**
4. **Executive Session(s)** An Executive Session of the Board will be held on May 20, 2024, to discuss:
  - A. Employment opportunities – professional staff, support staff, administration
  - B. Coaching/Extra-Curricular appointments
  - C. Act 93 Agreement
  - D. Personnel matters
  - E. School Resource Officer
5. **Reading of Mission**  
  
Lake-Lehman Mission: To inspire students to achieve personal fulfillment through the context of mastery, independence, generosity and community within a safe learning environment.
6. **Superintendent's Report**
7. **Business Managers Report**
8. **West Side Career and Technical Center Report**
9. **Luzerne Intermediate Unit Report**
10. **Student Council Report**
11. **Food Service Report**
12. **Old Business**
13. **Approval of Agenda**
14. **Visitors** - Comments relative to approval of the Minutes, Payment of Bills, Treasurer's Report and Recommended ACTION ITEMS following.
15. **Approval of Minutes**

April 15, 2024 - regular monthly meeting

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

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**16. Payment of Bills**

Approve the Fund Accounting Payment Summary with payment date listed as May 21, 2024, and interim payments dated April 19, 2024, and May 3, 2024.

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

**17. Treasurer's Report**

Approve the Treasurer's Report as of April 30, 2024.

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

**18. Acknowledge Receipts of Financial Reports and File for Audit**

Balances as of April 30, 2024

- Athletic Fund
- Food Service
- Jr/Sr High Activity Fund
- Jr/Sr High Principal/s Fund
- Lake-Noxen Elementary
- Lehman-Jackson Elementary
- Ross Elementary

**19. Action Items –**

**Election of School Board Treasurer – Board President**

The Board will nominate and vote to elect a School Board Treasurer for a term of one year beginning the first day of July 2024.

**Recommended Action**

1. Appoint David Paulauskas to the office of School Board Treasurer for a term of one year beginning the first day of July, 2024.

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

**Election of School Board 2<sup>nd</sup> Vice President – Board President**

The Board will nominate and vote to elect a School Board 2<sup>nd</sup> Vice President to fill the vacancy due to the resignation of Mr. Alfred DeAngelis; term expiring December 1, 2024.

**Recommended Action**

1. Appoint Jeannie Sayre to the office of School Board 2<sup>nd</sup> Vice President to fill the vacancy due to the resignation of Mr. Alfred DeAngelis; term expiring December 1, 2024.

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

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**Curriculum and Instruction – Rob Wojtowicz**

**Recommended Action**

1. Ratify approval for a leave of absence for Employee #1943, effective April 12-26, 2024. It is understood the leave will consist of sick & 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.**

**Recommended Action**

2. Approve a leave of absence for Employee #1901, effective May 3 – June 14, 2024. It is understood the leave will consist of sick 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.**

**Recommended Action**

3. Authorize administration to advertise for the following vacancies:

A. Speech Language Pathologist

B. Special Education Teacher (Autistic Support)

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

**Buildings/Grounds – No items.**

**Athletics/Activities – Jean Sayre**

**Recommended Action**

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

A.	Shelly Brown	D.	Alexa Newhart
B.	Briane Lingobardo	E.	Courtney Thomas
C.	Angela Nardi	F.	Barry Williams

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

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**Recommended Action**

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

A.	Peter Moses	Boys Basketball	\$8,021.39
B.	Charles Lavan	Girls Basketball	\$8,021.39
*C.	Joseph J Konigus III	Wrestling	\$8,021.39
D.	Christopher Kuhar	Swimming	\$4,159.37

**\*Item 2C. was tabled.**

**Vote: Upon roll call, all members present voted yes on 2A., 2B. and 2D.; motion carried.**

**Recommended Action**

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

A.	Shoshana Mahoney	Girls Soccer	Volunteer
B.	Riann DeCesaris	Field Hockey	Volunteer

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

**Recommended Action**

4. 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.	Gerald Gilsky	Head Coach	\$7,566.00
B.	Damian Michaels	Assistant Varsity	\$4,144.09
C.	Richard Colorusso	Assistant Varsity	\$4,144.09
D.	Corey Brenner	Assistant Varsity	\$4,144.09
E.	Frank Kutz	Assistant Varsity	\$1,644.09
F.	Trey Borger	Assistant Varsity	\$1,644.09
G.	Michael Mully	Head Junior High Coach	\$4,144.09
H.	Robert Gregor	Football	Volunteer
I.	Randy Paraschak	Football	Volunteer
J.	Casey Kaminski	Football	Volunteer
K.	Damian Napierkowski	Football	Volunteer

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

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**Transportation – Drew Salko (No items)****Support Services – Mark Wallace****Recommended Action**

1. Approve the Memorandum of Understanding between the Lake-Lehman School District and the Lake-Lehman Educational Support Personnel Association, as follows:
  - Eliminating the position of Payroll Clerk from the LLESPA Collective Bargaining Agreement.
  - Appointing Ariel Courter, Lake-Noxen Food Service (Cook), as a Full-Time, 6.5 hour per day employee, effective May 21, 2024.
  - Appointing Julie Vitack, Ross Food Service (Cook), as a Full-Time, 6.5 hour per day employee, effective May 21, 2024.

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

**Recommended Action**

2. Accept, with regret, the letter of resignation from Carrie Orlofski, Child Accounting/PIMS Clerk, effective May 3, 2024.

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

**Recommended Action**

3. Accept, with regret, the letter of retirement from Brenda Young, Business Office Clerk, effective August 23, 2024.

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

**Recommended Action**

4. Ratify approval for administration to advertise for the following vacancies:
  - A. Child Accounting/PIMS Clerk: Full-time, 8 hours per day, 260 days per year
  - B. Business Office Clerk: Full-time, 8 hours per day, 260 days per year

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

**Recommended Action**

5. Accept, with regret the letter of retirement from Norma Silva, Library Aide, effective May 24, 2024.

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

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**Recommended Action**

6. Authorize administration to advertise for the following vacancy:

A. Library Aide: Part-time, 5.75 hours per day, 186 days per year

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

**Recommended Action**

7. Appoint Cortney Maille of Sweet Valley as Child Accounting/PIMS Clerk, 8 hours per day, 260 days per year, at an hourly rate of \$15.00. Pending receipt of clearances within mandated timeframe.

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

**School Board – Rob Baran****Recommended Action**

1. Adopt a proposed final budget for the 2024-2025 fiscal year with expenditures of \$35,822,736 and revenues of \$34,600,376 with millage of 11.9167 mills assessed valuation in Harveys Lake Borough and the townships of Jackson, Lake, Lehman and Ross in Luzerne County; and 65.9589 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.**

**Recommended Action**

2. Renew the agreement with Metz Culinary Management, Dallas, PA., to provide food service management for the 2024-2025 school year, subject to PDE approval.

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

**Recommended Action**

3. Approve the FID (Flexible Instruction Day) Application for the following school years: 2024-2025, 2025-2026, 2026-2027.

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

**Recommended Action**

4. Approve the list of graduating seniors for the 2023-2024 school year.

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

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**Recommended Action**

- 5. Approve the Affiliation Agreement between the Lake-Lehman School District and Marywood University to provide placement within the district for qualified students of the University to participate in field study and clinical education experience. Term of the agreement shall be from September 1, 2024 through August 31, 2025.

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

**Recommended Action**

- 6. Appoint Drew Salko to serve as Lake-Lehman School Board representative to the West Side Career and Technical Center - Joint Operating Committee, to fill the unexpired term held by Al DeAngelis; seat expiring December 1, 2025.

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

**Recommended Action**

- 7. Exonerate Clay Cadwalader of Ross Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate, that become due on or after March 5, 2024, 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.**

**Recommended Action**

- 8. Approve the West Side CTC final budget for the 2024-2025 fiscal year in the amount of \$7,621,488.00.

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

**Recommended Action**

- 9. Approve the Application for Use of Facilities submitted by Tim Rischawy, Back Mountain American Legion Baseball, for use of the baseball field for games and practices to be held June 10<sup>th</sup>, 11<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 24<sup>th</sup> and June 25, 2024, from 4:00 p.m. to 8:00 p.m.

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

**Recommended Action**

- 10. Approve the job description of the position entitled: Business Office: Accounts Receivable Clerk/Bookkeeper.

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

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**Recommended Action**

- 11. Accept, with regret the letter of retirement from Lucinda Welsh, School Resource Officer, effective June 6, 2024.

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

**Recommended Action**

- 12. Authorize administration to advertise for the following vacancies:

- A. School Resource Officer
- B. Assistant Principal – Secondary

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

**Recommended Action**

- 13. 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.**

**Recommended Action**

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

A.	Appeal #2024-03-455	\$750.00
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**Vote: Upon roll call, all members present voted yes; motion carried.**

**Recommended Action**

- 15. Authorize administration to enter into agreement with Chester County Intermediate Unit for the purpose of providing PIMS/ Child Accounting Transition Services & Staff Coaching at a fee of \$29,520.00. Scope of services includes:

- Tailoring and developing effective personalized PIMS/Child Accounting coaching sessions for new hire.
- Providing hands-on training and guidance on PIMS and Child Accounting reporting processes, including report generation, data validation, submission requirements, and deadlines.
- Assistance/Guidance with PIMS submissions, PIMS data errors and necessary corrections, and eSD student information system.



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- Reviewing PIMS and Child Accounting data collections details, processes, and best practices.
- Providing coaching on Child Accounting tasks, including verifying and collecting documentation, coding, communicating with agencies, end of year invoices, foster documentation, non-residents, and 4605 forms processes.
- Providing PIMS and Child Accounting resources and reference materials to supplement the coaching sessions and facilitate independent learning and practice.

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

**20. Information/Recognition**

**A. Curriculum and Instruction**

1. **Informational item:** School Newsletters (Included with Executive Session materials)

**B. Athletics/Activities**

**C. Buildings & Grounds**

**D. Transportation**

**E. Support Services**

**F. School Board**

1. **Informational item:** Check Run Comparison for April, 2024.

**21. Board Discussion Items for Future Agendas (New Business)**

**22. Set Meeting Date**

The combined Committee-of-the-Whole and regular monthly meeting for voting purposes has been scheduled for June 17, 2024, at 7:00 p.m., and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

**23. Visitors**

**24. Adjournment**

