

LAKE-LEHMAN SCHOOL DISTRICT BOARD MEETING MINUTES

November 21, 2022

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, November 21, 2022, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Drew Salko, at 7:11 p.m., and opened with Roll Call, the Pledge of Allegiance, and a Moment of Silence.

<u>DIRECTORS</u>	<u>Roll Call</u>
Kevin Carey	Present
Alfred DeAngelis	Present
Lorraine Farrell	Present
Marilyn Glogowski	Present
Karen Masters	Absent
John McDonald	Present
David Paulauskas	Present
Andrew Salko	Present
Robert Wright	Present

Others Present:

James E. McGovern, Superintendent
Tracey Liparela, Assistant Superintendent
Mary Jo Casaldi, Superintendent's Administrative Asst. /Board Secretary
Avery E. Smith, Esquire, King, Spry, Herman, Freund & Faul LLC
Tabitha Miscavage Spagnuolo, Personnel/Benefits Manager
Lori Bednarek, Special Programs Coordinator
Doug Klopp, Junior-Senior High School Principal
Matthew Nonnenberg, Ross Elementary Principal
Donald James, Lehman-Jackson Elementary Principal
Tina Antonello-Portee, Special Education Director
Erica Orock, School Psychologist

Jamie Walsh	Kristy Guastella	Joe Guastella	Joseph Ruotolo
Teri Ruotolo	Peter Ruotolo	Anna Ruotolo	Dennis Beyer
Christine Beyer	Abby Beyer	Cindy Finarelli	Jolene Wilson
Ann Louise Wojnarski	Joe Caputo	Robert Lugiano	Anita Koziol
Mackenzie Riauba	Mary Ann Lugiano	Bea Connell	Jamie Spencer
Becky Spencer	Teddy Delaney	Christy Delaney	Beth Ann Delaney
John Wojnarski	Pat Hogan	Kelley Delaney	Cory Delaney
Rob Wojtowicz	Abby Wojtowicz	Pat A.	Mary Beth A.
Kathleen Wojtowicz	Jenny Vigerno	Carol Riauba	Tracey Fassett
Brenda Morris	George Hockenbury	John Sobocinski	Nick Hockenbury
Abigail Beyer	Charles Weidner	Michael Lugiano	Cael Ropietski
Jacyln Krogulski	Reggie W.	Susan Allen	Gail Honeywell
Chad Honeywell	Sarah Walsh	Scott Walsh	Elizabeth G. Morgan
Rich Cronin	Kate Cronin	Chris Kukosky	Tom Yoniski

EXECUTIVE SESSIONS

Mr. Salko noted that an Executive Session was held on November 21, 2022, to discuss leaves of absence, staff hirings, retirements/resignations, support staff CBA, employment opportunities, litigation update, coaching/extra-curricular appointments, safety/security plan update, contracted services.

READING OF MISSION

Joseph Guastella, 6th grade, Ross Elementary, read the following Mission and Core Values 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.”

“Our Core Values promote work ethic, sacrifice, positive attitude and the ability to compete.”

SUPERINTENDENT’S REPORT

The Superintendent’s Report included the following:

- Coach Sobocinski recognized Nick Hockenbury, District II ‘AA’ Boys Cross Country Champion and two-time undefeated champion in the regular season. Nick also placed 21st out of 250 runners in the State Championship.
- Coach Chris Kukosky presented members of the Girls Volleyball Team certificates of Athletic Achievement. The Lake-Lehman Girls’ Volleyball Team was crowned District II ‘AA’ Girls Volleyball Champions. Brynn Giordano, Team Captain, thanked the school board, administration and fans for their support.
- Coach Tom Yoniski offered congratulations to the Girls Volleyball Team and Nick Hockenbury, Cross Country Champion, on their outstanding athletic achievements. Coach Yoniski acknowledged members of the Golf Team on their incredible journey, bringing home the gold and winning the PIAA Class 2A team State Championship.
- Susan Allen, LCDR, Wyoming Valley Veterans Day Parade Committee representative, presented certificates to this year’s winners and grade level winners in the 2022 Wyoming Valley Parade Committee Veteran’s Day Essay Contest. This Year’s Essay themes were: Grades 4 & 5: “Why is it important to remember and honor our Veterans?” Grades 6-12: “Stand Up for America, Salute our Veterans.”

This year’s essay contest winners and school winners are as follows:

Emma Salko - 6th grade - 2nd place (\$100) - Lehman-Jackson Elementary
Anna Ruotolo - 5th grade - 1st place (\$250) - Lake-Noxen Elementary
Toby Hanson - 5th grade - 2nd place (\$100) - Lehman-Jackson Elementary
McKenna Riaubia - 5th grade - 3rd place (\$50) - Ross Elementary
Giuliana Wojtowicz - 4th grade - Lehman-Jackson Elementary
Joseph Guastella III - 6th grade - Ross Elementary
Aubriella Wojnarski - 7th grade - Lake-Lehman Junior/Senior HS
Keeley Delaney - 6th grade - Lake-Noxen Elementary
Chad Honeywell - 12th grade - Lake-Lehman Junior/Senior HS

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- Mr. McGovern acknowledged Mr. Tom Melone, Albert B. Melone Co., CPA, who served as Business Consultant to the Lake-Lehman School District for the past 16 years. Mr. McGovern stated how fortunate we were to have Tom represent the district for all of these years.
- Mrs. Liparela reported on the Thanksgiving holiday schedule and the upcoming Act 80 early dismissal scheduled for Friday, December 2, 2022.
- Mrs. Liparela also reported that a committee has been organized and will be working on the district's Comprehensive Plan which is due July 31, 2023.
- Mrs. Liparela also added that the district conducted a Lock Down Drill recently.
- Mr. McGovern announced that security upgrades are planned for the vestibules in all elementary building and the junior-senior high school.
- Mr. McGovern thanked all in attendance who came out this evening to share in the excitement of our student's achievements.

BUSINESS MANAGER'S REPORT

No Report.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

Mr. Salko provided a report on the meeting of the West Side Career and Technology Center Joint Operating Committee meeting held on Monday, October 24, 2022.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

No Report.

STUDENT COUNCIL REPORT

Hailey Corey provided the following Student Council Report:

"The Lake-Lehman Student Council has a multitude of events planned for the last week of November and the whole month of December. As of right now, we are selling Gratitude Grams, which are Hershey Kisses packaged in little snack bags. Students can send a gram to anyone they choose and they can write them a little note about why they are thankful for them. These Gratitude Grams will be handed out on Wednesday, November 23rd. On Tuesday, November 22nd, Student Council is hosting a bake sale during all lunches outside of the cafeteria. We are also volunteering our time by cleaning up any trash around the stadium and the school grounds. On December 6th, we are partnering with Key Club to host the first blood drive since the pandemic. The blood drive will be during the school day in conjunction with the Red Cross. In addition, the Student Council is planning to have a Christmas bake sale, a Christmas assembly, a holiday-themed class competition, and we will be sponsoring a child for the Children's Christmas Party!

FOOD SERVICE REPORT

Sarah Walsh, Food Service Director, Metz Culinary Management, reported they are planning on bringing back ala carte items to the cafeteria and also noted that cafeteria staffing positions are available.

OLD BUSINESS

None.

APPROVAL OF THE AGENDA

Mr. McGovern reviewed and read the agenda and addendums.

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.

Jamie Walsh	Sweet Valley	<p>Mr. Walsh questioned school board item #2 listed on the agenda, in regard to 2022-2023 IDEA allocation based on December 1, 2021, child count. Mr. Walsh asked if it was up or down from the previous year?</p> <p>Mr. McGovern responded that the count was 380 as of the date listed and it is up from last year.</p> <p>Mr. Walsh asked if the business consultant that will be replacing Tom Melone will be in-house?</p> <p>Mr. McGovern responded that the new business consultant will be working in the same capacity as Mr. Melone.</p> <p>Mr. Walsh also questioned the revised Use of Facility Policy fee schedule; referencing school board agenda item #6.</p> <p>Mr. McGovern stated that we are using a traditional fee schedule; trying to bring in more groups and recruit other groups to use the fields.</p>
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APPROVAL OF MINUTES

Motion was made by Drew Salko, seconded by Al DeAngelis, to approve the following minutes:

October 17, 2022 - regular monthly meeting

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

PAYMENT OF BILLS

Motion was made by Drew Salko, seconded by Lorraine Farrell, to approve the list of bills for November, 2022, in the amount of \$501,522.95 and move that they be paid subject to audit.

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

TREASURER'S REPORT

Motion was made by David Paulauskas, seconded by Al DeAngelis to approve the treasurer's report for October, 2022.

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 September 30, 2022

- Athletic Fund
- Food Service Fund

Balances as of October 31, 2022

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

ACTION ITEMS

CURRICULUM AND INSTRUCTION

Motion was made by Marilyn Glogowski, seconded by Lorraine Farrell, to move on the following items:

1. Appoint Kiri Cooper of Woodbridge, Virginia, as a Temporary Professional Employee, effective immediately at a salary of \$60,668.00, Master's Level, Step 9. Initial assignment: Elementary Music Teacher. Pending receipt of clearances within the mandated timeframe.

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

2. Accept, with regret, the letter of retirement from Deborah Wallace, Elementary Gifted & Reading Teacher, effective December 31, 2022.

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

3. Ratify approval for administration to advertise for the following position(s):

A. Reading Teacher

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 John McDonald, to move on the following items:

1. Appoint Katie Supey as a Substitute Physical Fitness Director, at the hourly rate in accordance with LLEA Collective Bargaining Agreement, effective immediately. 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 2022-2023 school year; all clearances on file:

A	Aidan Chapple	F	Deanna Garnett	K	Susan Roese
B	Lyndsay Cupp	G	Ian Jones	L	Cindy Staub
C	Amy Derby	H	Kieran Lucarino	M	Timothy Vogan
D	Morgan Egerter	I	Mayelee Nalewajko		
E	Samantha Furman	J	Sarah Remley		

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

3. Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2022-2023 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	Stasia Bierly	Girls Lacrosse	\$4,640.37
B	Katlyn McHenry	Co-Freshman Class Advisor (1 st Semester)	\$219.09
C	Courtney Giuliani-Judge	Co-Freshman Class Advisor (1 st Semester)	\$219.09

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

4. Appoint the following Assistant Coaches/ Extra-Curricular Advisors for the 2022-2023 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	Joshua Sayre	Varsity Wrestling	\$4,932.67
B	Eoin Ellis	Wrestling	Volunteer
C	Brian Cutter	Boys Basketball	Volunteer
D	Mindy Ball	Varsity Softball	\$2,941.74
E	Scott Shotwell	Softball	Volunteer
F	Lisa Finnegan	Softball	Volunteer
G	Alaisha Sherwood	Softball	Volunteer
H	Katie Supey	Varsity Track & Field	\$2,941.74
I	Maryann Maxfield	Varsity Track & Field	\$2,941.74
J	Robert Mitkus	JH Track & Field	\$2,941.74
K	Julia Zochowski	Band	Volunteer

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

TRANSPORTATION

Motion was made by Al DeAngelis, seconded by Lorraine Farrell, to move on the following item:

1. Ratify the approval of the agreement between the Lake-Lehman School District and Jonelle Keith of Hunlock Creek, to provide transportation for her son to school, in accordance with a route and times set forth in a schedule presented by said parent. The District shall compensate the parent at the current IRS mileage rate of \$.63 per mile. Parent agrees to comply with terms of the agreement and observe all provisions of the Pennsylvania Vehicle Code and all other applicable laws, as amended. Term of the agreement will begin October 25, 2022 and will terminate on June 30, 2023.

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

SUPPORT SERVICES

Motion was made Lorraine Farrell, seconded by Al DeAngelis to move on the following items:

1. Appoint Gail Kozich of Mountain Top as Full-Time Payroll Clerk, 8 hours per day, 260 days per year, at an hourly rate of \$13.75. All clearances on file.

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

2. Accept, with regret, the letter of resignation from Kaitlyn Loveland, Part-Time Food Service Worker, effective October 19, 2022.

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

3. Ratify approval for administration to advertise for the following position(s):

A. Part-Time Food Service Worker (Cook), 5.5 hours per day, 186 days per year

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

4. Appoint Deniel Frackowiak of Harvey's Lake as Part-Time Food Service Worker (Cook), 5.5 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.

5. Accept, with regret, the letter of resignation from Daniel Angus, Part-Time Food Service Worker, effective November 2, 2022 and authorize administration to advertise for the position.

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

6. Accept, with regret, the letter of resignation from Christopher Traver, Full-Time Custodian, effective November 29, 2022 and authorize administration to advertise for the position.

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

7. Approve an intermittent leave of absence for Employee #1814 effective October 6, 2022 – June 30, 2023. 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.

8. Approve a leave of absence for Employee #2808 effective October 17 – December 17, 2022. It is understood the leave will consist of 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.

SCHOOL BOARD

Motion was made by Al DeAngelis, seconded by John McDonald, to move on the following items:

1. Adopt the following resolution:

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE LAKE-LEHMAN SCHOOL DISTRICT AUTHORIZING THE WAIVER OF ADDITIONAL CHARGES FOR THE LATE PAYMENT OF REAL ESTATE TAXES IN CERTAIN CIRCUMSTANCES TO COMPLY WITH ACT 57 OF 2022

WHEREAS, the Lake-Lehman School District (School District) is a taxing district as defined in the Local Tax Collection Law, 53 Pa. C.S. § 8001 *et seq.*;

WHEREAS, the School District adopts its annual budget on or before June 30 of each year, and issue its real estate tax bills thereafter on or about July 1 of each year;

WHEREAS, the real estate tax bills provide for payment by certain dates of either the discount, face and/or penalty amount depending on the date when such payment is made;

WHEREAS, from time to time there may be errors and/or delays with the distribution and/or delivery system of real estate tax bills and property owners may not receive their real estate tax bills and /or do not receive them in a timely fashion; and

WHEREAS, Act 57 of 2022 amended the Local Tax Collection Law to authorize, in limited and certain circumstances, for the waiver of additional charges and other forms of relief for taxpayers' late payment of face amount of real estate taxes; and

WHEREAS, Act 57 of 2022 requires the School District to adopt a resolution to require its real estate tax collector(s) to waive additional charges for real estate taxes, subject to a taxpayer's compliance with the requirements Act 57 of 2022, beginning July 1, 2023 and each tax year thereafter.

NOW, THEREFORE, BE IT RESOLVED by the Board of School Directors of the Lake-Lehman School District, as follows:

1. Definitions. In compliance with Act 57 of 2022, the following terms shall be defined as:

- a. “Additional charge” shall mean any interest, fee, penalty or charge accruing to and in excess of the face amount of real estate taxes as provided in the real estate tax notice.
- b. “Tax collector” shall mean an elected or appointed tax collector, delinquent tax collector, tax claim bureau or alternative collector assigned to collect the School District’s real estate taxes.
- c. “Qualifying event” shall mean either the date ownership of real estate is transferred, the date ownership of a mobile/manufactured home is transferred or the date a lease agreement commences for the original location or relocation of a mobile/manufactured home on a parcel of land not owned by the owner of the mobile/manufactured home.

2. Tax Collector Compliance. Each tax collector shall waive additional charges for the late payment of real estate taxes for a particular property, if a taxpayer does all of the following:

- a. The taxpayer provides a waiver request of additional charges within twelve (12) months of a qualifying event;
- b. The taxpayer attests a real estate tax notice was not received and/or not received in a timely manner;
- c. The taxpayer provides proof of the property transfer within the previous twelve (12) months by means of:
 - i. a copy of the deed showing the date of the real property transfer; or
 - ii. a copy of the title showing the date of acquisition of a mobile/manufactured home or an executed lease agreement for a mobile/manufactured home shown the date on which lease began; and
- d. The taxpayer makes full payment of the face amount on real estate tax bill at the time of the waiver request.

3. Taxpayer Waiver and Attestation Form. A taxpayer shall use the standardized form developed by the Pennsylvania Department of Community and Economic Development for purposes of submitting the waiver request and attestation under paragraph 2.

4. Tax Collector Liability. A tax collector who in good faith accepts a waiver request and full payment of the face amount on real estate tax bill shall not be personally liable for any amount due or arising from the real estate tax that is the subject of the waiver request.

5. Effective Date. This resolution shall become effective beginning July 1, 2023 or the date on which the School District’s 2023 real estate tax notices are issued, if earlier.

DULY ADOPTED, by the Board of School Directors of the Lake-Lehman School District, in lawful session duly assembled, this 21st day of November, 2022.

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

2. Authorize administration to execute the 2022-2023 IDEA Allocation Agreement between the Luzerne Intermediate Unit #18 and the Lake-Lehman School District, based on the December 1, 2021 IDEA child count.

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

3. Approve the Management Services Agreement effective November 22, 2022, between the Lake-Lehman School District and School Business Consultants, LLC of Olyphant, PA, to perform the day-to-day operations of the District Business office at a cost of \$7,113.00 per month. The scope of services shall include but are not limited to:

- Reports for the Department of Education, state, and federal governments
- Monthly reports of receipts and expenditures, i.e. budget vs actual
- Monthly reconciliations of all funds, i.e. General Fund, Athletic, Capital Projects, Cafeteria, Activity, Debt Service, etc.
- District Payrolls, including monthly PSERS reporting, quarterly tax filings, etc.
- Development of the District's Budget, i.e. PDE-2028
- Filing of the District's Annual Financial Report (AFR)
- Audit preparation for Annual Financial Statements
- Preparation of the District's Budget, i.e. PDE-2028
- Review of cash receipts & disbursements
- Review & approval of district purchase orders subsequent to prior approvals
- Monitoring of district expenditures
- Filing of the District's Annual Financial Report (AFR)
- Audit preparation for Annual Financial Statements
- Preparation of the District's Budget, i.e. PDE-2028
- Review of cash receipts & disbursements
- Review & approval of district purchase orders subsequent to prior approvals
- Monitoring of district expenditures

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

4. Accept the proposal from Borton Lawson Engineering, Wilkes-Barre, PA, for security upgrades to the vestibules in the following locations within the Lake-Lehman School District. Fee for design, bidding and construction administrative services is \$109,602.52.

- Junior-Senior High School
- Lake-Noxen Elementary School
- Lehman-Jackson Elementary School
- Ross Elementary School

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

5. Approve the first reading of revised Policy 334.2 Sick Leave Bank-Lake-Lehman Educational Support Personnel Association.

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

6. Approve the first reading of the following revised policy, administrative regulations and attachments.

- A. Policy 707 Use of Facilities
- B. 707 AR-0 Use of Facilities Fee Schedule
- C. 707 AR-0 Attachment Use of Facilities Rental Fee/Hourly Rate Schedule
- D. 707 AR-1 Rules for Use of School Facilities
- E. 707 AR-2 Application for Use of School Facilities

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

7. Approve the Application for Use of Facilities requested by Kimberlie Reynolds, Dallas, PA, for the use of the Ross Elementary cafeteria for a children's shopping event, gift pick-up/social, to be held on Saturday, December 3, 2022, from noon until 3:30 p.m.

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

8. Exonerate Kim E. Thompson of Lake Township, 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.

9. Approve a refund of paid real estate taxes for the year 2021, as per court order, for Maplemoor Inc., Lehman Township, as determined by the Luzerne County Assessment Office.

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

- Mr. McGovern introduced and welcomed Mr. Joe Caputo, School Business Consultants, LLC, Olyphant, newly appointed business consultant for the Lake-Lehman School District.
- Mr. McGovern stated that he received a request to name the softball field located in the new turf complex in honor of Mrs. Florence "Flossie" Finn, former educator and coach at Lake-Lehman. Mr. McGovern noted that Flossie Finn has been involved with women's softball for 41 years and developed the first woman's softball program at Lake-Lehman. Coach Finn never had a losing softball season and has been named Coach of the Year in the Wyoming Valley Softball Conference four times and is a 2018 inductee into the Luzerne County Hall of Fame.

Mr. McGovern asked the board for consideration of this request.

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 December 12, 2022, and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

The annual meeting for Reorganization of the Lake-Lehman Board of School Directors is scheduled for Monday, December 5, 2022, at 7:00 pm. and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

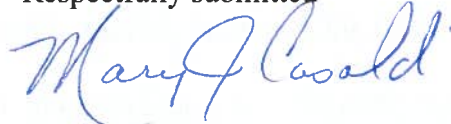
VISITORS

No comments.

ADJOURNMENT

A motion to adjourn the meeting was made by Lorraine Farrell; seconded by Marilyn Glogowski. Mr. Salko adjourned the meeting at 8:22 p.m.

Respectfully submitted



Non-Member, Board Secretary
Mary Jo Casaldi