

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

**October 16, 2023**

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, October 16, 2023, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Drew Salko, 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>
Kevin Carey	Present
Alfred DeAngelis	Absent
Lorraine Farrell	Present
Marilyn Glogowski	Present
Karen Masters	Present
John McDonald	Present
David Paulauskas	Present
Andrew Salko	Present
Robert Wright	Present

**Others Present:**

Tracey Liparella, Assistant Superintendent  
Avery E. Smith, Esquire, King, Spry, Herman, Freund & Faul LLC  
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary  
Tabitha Miscavage Spagnuolo, Personnel/Benefits Manager  
Doug Klopp, Junior-Senior High School Principal  
Mike Kostrobala, Junior-Senior High School Assistant Principal  
Matthew Nonnenberg, Ross Elementary Principal  
Nancy Edkins, Lake-Noxen Elementary Principal  
Donald James, Lehman-Jackson Elementary Principal  
Brian Murphy, Technology Director/Buildings & Grounds  
Jeff Shook, Home & School Visitor/Athletic Director/Dean of Students  
Tina Antonello Portee, Special Education Director  
Erica Orock, School Psychologist

David Fedor	Anita Koziol	Tammy Schnable	Donna Richards
Lyndsay Cupp	Rob Wojtowicz	Mark Wallace	Jamie Walsh
Brenda Morris	Cienna Pace	Marlo Pace	Scott Walsh
Rachel Coffee	Rob Baran	Sarah Kashatus	Craig Selner

**EXECUTIVE SESSION**

An Executive Session of the Board was held on October 16, 2023, to discuss employment opportunities - support staff/ teacher/administration, staff hiring's, coaching/extracurricular appointments, professional and support staff CBA's, pending litigation, voting on PSBA candidates and leaves of absence.

**READING OF MISSION**

Mrs. Liparela read the following 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**

Mrs. Liparela provided the following Superintendent’s Report:

- Thursday, Friday and Saturday were filled with Homecoming activities. The community pep rally was held on Thursday evening, at which time the name of the mascot was revealed. Students voted last week on a name for the new mascot and the name “Mighty Knight” was chosen.
- Congratulations to our Homecoming Court nominees and our 2023 Homecoming Queen, Lucy Honeywell and our King, Bayne Raspen. The King, Queen and court were treated to a luncheon in culmination of all homecoming activities of the previous week.
- Congratulations to Crystal Savage, Lake-Lehman Cheerleading Coach, as she was named “Best High School Athletic Coach” by Best of the Back Mountain. Crystal will be honored at an event held later this month, sponsored by the Times Leader and Dallas Post.

**BUSINESS MANAGER’S REPORT**

No Report.

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

Mr. Salko presented highlights from the August 28<sup>th</sup> meeting of the WSCTC Joint Operating Committee.

**LUZERNE COUNTY INTERMEDIATE UNIT REPORT**

Mrs. Farrell reported on highlights of the most recent meeting of the Luzerne Intermediate Unit.

**STUDENT COUNCIL REPORT**

The following report was provided by student council representative, Cienna Pace.

The Lake-Lehman Student Council has some exciting events planned for the month of October. We are holding our monthly class competition this Friday, October 20th. It will be a pink out, where participating students wear pink to honor breast cancer awareness month. Our monthly bake sale will be held on October 27th, and it will be Halloween themed. Our September bake sale raised \$265 for the Janosov family, which is outstanding and something we are very proud of. We hope to raise more money for local organizations through our bake sales throughout the school year. The Student Council is excited to announce that we will be hosting a Halloween assembly on October 31st for grades 9-12. During this assembly, we will watch a Halloween movie, and there will be a costume contest where students can dress up and compete against other students in the categories of group costume, funniest costume, most creative costume, and scariest costume. This assembly will be a great way to get students involved and have a fun day on Halloween.

**FOOD SERVICE REPORT**

No Report.

**OLD BUSINESS**

None.

**APPROVAL OF THE AGENDA**

Mrs. Liparela reviewed and read the agenda and addendum items.

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.**

Mr. Jamie Walsh	Ross Township	Mr. Walsh thanked the board and administration for their support of the Lake-Lehman Junior-Knights.  Mr. Walsh questioned the process in regard to searching candidates for the office of superintendent, referencing board policy, and asked if the board would be seeking public assistance with this process?  Mr. Salko responded that the board has not discussed the matter, but if they decide to seek public assistance, information will be made available.
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**APPROVAL OF MINUTES**

Motion was made by Lorraine Farrell, seconded by Marilyn Glogowski, to approve the following minutes.

September 25, 2023 - 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 Kevin Carey, to approve the Fund Accounting Payment Summary with payment date listed as October 17, 2023, in the amount of \$474,126.28, and to also approve interim payments dated October 6, 2023, in the amount of \$150,366.63, and September 22, 2023 in the amount of \$108,442.20; 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 Lorraine Farrell, to approve the treasurer’s report as of September 30, 2023.

**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, 2023

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

**ACTION ITEMS**

**CURRICULUM AND INSTRUCTION**

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

1. Approve a leave of absence for Employee #3351 effective November 6, 2023 through February 9, 2024. 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.**

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

A	Mary Ellen Jolley of Dallas	Emergency Permit – All Instructional Areas PK-12
B	Hunter Vodzak of Shavertown	Emergency Permit – All Instructional Areas PK-12

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

A	Renee Adams	G	Charleen Gemberling	M	Whitney Pollock
B	Kathryn Burakiewicz	H	Marissa Ginanni	N	Jennifer Sell
C	Sarah Comparella	I	Katelyn Konopinski	O	Steven Truiett
D	Gabrielle Dragon	J	Nancy Lyman	P	Kristen Truska
E	Samara Ellis	K	Rachel Maculloch	Q	Kyle Yankoski
F	Alexis Falzone	L	Lucianna Morriaon		

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

2. 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 2023-2024 school year. All clearances on file.

A	Scott Shotwell	Head 7/8th Grade Coach	\$2,144.08
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**Vote: Upon roll call, all members present voted yes; motion carried.**

3. Appoint the following Head Coaches/ Extra-Curricular Advisors for the 2023-2024 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	Tiffany Hettes	Freshmen Class Advisor	\$ 891.70
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**Vote: Upon roll call, all members present voted yes; motion carried.**

4. Appoint the following Assistant Coaches/ Extra-Curricular Advisors for the 2023-2024 school year, all clearances on file; provided that the season is not cancelled due to Covid-19 related purposes.

A	John Morgan	Theatre	Volunteer
B	Elizabeth Gernhardt Morgan	Theatre	Volunteer
C	Kyle Greenwood	Varsity Boys Soccer	\$2,693.90
D	Lawrence Smith	Varsity Baseball	\$2,993.22
E	Eoin Ellis	JH Baseball	\$2,993.22
F	Miranda Parry	Varsity Boys Volleyball	\$2,078.97
G	Mark Major	Boys Volleyball	Volunteer
H	Mindy Ball	Varsity Softball	\$2,993.22

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

**TRANSPORTATION**

No items.

**SUPPORT SERVICES**

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

1. Appoint Kimberly Krause of Harvey’s Lake as Full-Time Paraeducator, 7 hours per day, 186 days per year, at an hourly rate of \$15.00. All clearances on file.

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

2. Appoint Tammy Marancik of Dallas as Full-Time Food Service Worker (Cook), 6.5 hours per day, 186 days per year, at an hourly rate of \$15.00. All clearances on file.

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

3. Authorize administration to advertise for the position of Part-Time Food Service Worker, 5.5 hours per day, 186 days per year.

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

4. Appoint Andrea Davidson of Noxen as Part-Time Food Service Worker, 5.75 hours per day, 186 days per year, at an hourly rate of \$15.00. Pending receipt of clearances within the mandated timeframe.

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

5. Appoint Mia Cardinale of Nanticoke as Part-Time Food Service Worker, 4.25 hours per day, 186 days per year, at an hourly rate of \$15.00. All clearances on file.

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

### **SCHOOL BOARD**

Motion was made by John McDonald, seconded by Lorraine Farrell, to move on the following items:

1. Authorize administration to advertise for the position of Superintendent of Schools.

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

2. 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.**

3. Appoint of Jeffrey Shook as Dean of Students for the 2023-24 school year, at a stipend of \$5,000.00. All clearances on file.

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

4. Approve the Tax Assessment Appeal Settlement regarding parcel # 31-G7-00A-12E-000.

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

5. Approve the Letter of Agreement between Eastern University and Lake-Lehman School District for the purpose of field placement and student teaching assignments.

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

6. Ratify the Letter of Agreement between WVIA and Lake-Lehman School District for the 2023-2024; 2024-2025; 2025-2026 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.**

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7. Approve a donation to the Back Mountain Library Association in the amount of \$2,000.00.

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

8. Approve the Lake-Lehman School District Comprehensive Plan 2023-2026, including the Induction Plan, Professional Development Plan and Gifted Education Plan. All plans shall be in effect for the 2023/2024 school year through the 2025/2026 school year.

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

9. Approve the recommendation of the following candidates to be voted on and registered by the Lake-Lehman Board of School Directors for the position of officers and representatives to the 2024 Pennsylvania School Boards Association.

A. President-Elect (1-year term)

(1) Allison Mathis

*North Hills School District*

B. Vice President (1-year term)

(1) Sabrina Backer

*Franklin Area School District*

C. PSBA Treasurer: (3-year term)

(1) Karen Beck Pooley

*Bethlehem Area School District*

D. 2024-2026 Western Zone Representative (3-year term)

(1) Marsha Pleta

*Washington School District*

E. 2024-2025 Section W3 Advisor (2-year term)

(1) Erik Meredith

*East Allegheny School District*

F. PSBA Insurance Board Trustee (choose up to 2 candidates – 3-year term)

(1) Marianne Neel

(2) Michael Faccinnetto

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

10. Authorize the purchase of a 2024 Chevrolet 3500 Silverado Dump Truck from Bonner Chevrolet, Kingston, PA, COSTARS authorized dealer. Vehicle is equipped with an 8' Boss Electric Plow and a Buyers Underbody Tailgate Spreader. Total cost of purchase \$77,089.00.

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

11. Approve the Application for Use of Facilities submitted by Becki Brandenburg, Lake-Lehman Band Sponsors, for use of the junior/senior high school parking lot, both gymnasiums, cafeteria, band room, lobby, several classrooms and auditorium (if available), for an Indoor Percussion and Colorguard Tournament (TIA) on Saturday, March 23, 2024, from 10:00 a.m. to 10:00 p.m.

**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**

None.

**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 November 20, 2023, and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

**VISITORS**

No visitor's comments.

Mr. Salko once again thanked parents and students for their cooperation with district administration and staff in regard to Friday's threat emergency evacuation. Mr. Salko thanked our local police departments, emergency responders and Penn State Wilkes-Barre, for their aid and assistance in the emergency evacuation.

**ADJOURNMENT**

A motion to adjourn the meeting was made by Lorraine Farrell, seconded by Marilyn Glogowski.

Mr. Salko adjourned the meeting at 7:30 p.m.

Respectfully submitted



Non-Member, Board Secretary  
Mary Jo Casaldi