

Lake-Lehman School Board

The combined Committee-of-the-Whole and regular monthly meeting for general purposes (voting)
Monday, October 20, 2025, at 7:00 p.m. in the auditorium of the Lake-Lehman Junior-Senior High School.

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 October 20, 2025, to discuss:
 - A. Coaching/extra-curricular appointments
 - B. LLEA Grievance
 - C. Substitute Teacher pay
 - D. Support Staff employment opportunities (Courier, Part-Time Maintenance, Secretary, Classroom Aides)
 - E. Personnel – Professional and Support
 - F. Security Contracts
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**
11. **Food Service Report**
12. **Old Business**

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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

September 15, 2025 - regular monthly meeting.

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

16. Payment of Bills

Approve the Fund Accounting Payment Summary with payment date listed as October 21, 2025, and interim payments dated September 19, 2025 and October 3, 2025.

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

17. Treasurer's Report

Approve the Treasurer's Report as of September 30, 2025.

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

18. Acknowledge Receipts of Financial Reports and File for Audit

Balances as of June 30, 2025

- Lehman-Jackson Elementary Activity Fund

Balances as of July 31, 2025

- Lehman-Jackson Elementary Activity Fund

Balances as of August 31, 2025

- Lehman-Jackson Elementary Activity Fund
- Lake-Noxen Elementary Activity Fund

Balances as of September 30, 2025

- Athletic Fund
- Food Service
- Jr/Sr High School Activity Fund
- Jr/Sr High School Principal's Fund

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- Lehman-Jackson Elementary Activity Fund
- Lake-Noxen Elementary Activity Fund

19. Action Items –

Curriculum and Instruction – Rob Baran

Recommended Action

1. Appoint Tiffany Weaver of Dallas as a Temporary Professional Employee, effective immediately, at a salary of \$53,366.00, Bachelor's +24 Level, Step 4. Initial assignment: Special Education Teacher. Pending receipt of clearances within the mandated timeframe.

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

Recommended Action

2. Appoint Kathleen Klatt of Dallas, as a Temporary Professional Employee, effective immediately, at a salary of \$53,297.00, Masters Level, Step 1. Initial assignment: Speech Language Pathologist. Pending receipt of clearances within the mandated timeframe.

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

Recommended Action

3. Grant Professional Employee/Tenure Status to the following employees and authorize administration to issue a Professional Employee Contract:

- A. Micayla Grey
- B. Jennifer Norconk
- C. Megan Spess
- D. Rebecca Sutton

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

Recommended Action

4. Appoint Jennifer Welby as Department Head – Elementary Social Studies, for the 2025-2026 school year, at a stipend of \$1,807.04.

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

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Recommended Action

5. Approve a leave of absence for Employee #1926 effective September 29 – December 9 2025. It is understood the leave will consist of sick & personal 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

6. Ratify the appointment of Sarah Grega of Shavertown as a Professional Staff Long-Term Substitute, effective October 17, 2025, for the 2025-2026 school year. All clearances on file.

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

Recommended Action

7. Ratify the appointment of the following LIU Guest Teacher Program Participants, as per diem substitute teachers, at a daily rate of \$120.00, without contractual rights/benefits. All clearances on file.

A.	Savannah Strouse of Sweet Valley	Emergency Permit – All Instructional Areas PK-12
B.	Janice Watts of Dallas	Emergency Permit – All Instructional Areas PK-12

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

Recommended Action

8. Appoint the following as per diem substitute teachers, at a daily rate of \$120.00, without contractual rights/benefits. All clearances on file.

A.	Jeanne Sweinberg-Williams of Dallas	Elementary K-6 & Reading Specialist Certification
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Vote: Upon roll call, all members present voted yes; motion carried.

Buildings/Grounds – Jean Sayre

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Athletics/Activities – Mark Wallace

Recommended Action

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

A	Brandy Ayers	M	Erika Jacobosky	Y	Claude Norris
B	David Band	N	Ella Jenkins	Z	Amberlyn Partash
C	Ashley Baum	O	Hallie Jenkins	AA	Olivia Reed
D	Sheila Brandon	P	Taylor Jenkins	BB	Rachel Reilly
E	Brenda Brawley	Q	Kelli Jenkins	CC	Nica Scott
F	Leah Considine	R	Emily Jugus	DD	Amanda Shellenberger
G	Jessica Cupano	S	Matthew Jugus	EE	Stefanie Sordoni
H	Michelle Damcott-Margarum	T	Amanda Kazimi	FF	Judith Soroka
I	Lauren Dietrick	U	Nicole Keiper	GG	Kali Winter
J	Melanie Fellerman	V	Kim Kerr	HH	Korri Wright
K	Michael Huntzinger	W	Brynlee Konopinski	II	Chad Casterline
L	Kaili Ignatz	X	Tracy Margarum	JJ	Julianne Pettit

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

Recommended Action

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

A	Dea Middleton	Girls Volleyball	Volunteer
B	Jonathan Raspen	Co-Ed Volleyball	Volunteer
C	Richard Matysick	Girls Tennis	Volunteer
D	Ronald Strohl	Boys Lacrosse	Volunteer
E	Christian Diana	Boys Lacrosse	Volunteer
F	Eoin Ellis	Varsity Baseball	\$3,076.06
G	Robert Aten	Varsity Baseball	\$3,076.06
H	Matthew Engle	JH Baseball	\$3,076.06
I	Richard Evans	Baseball	Volunteer
J	Scott Shotwell	Varsity Softball	\$3,076.06
K	Kimberly Craig	Softball	Volunteer
L	Emily Smith	Softball	Volunteer
M	Lisa Finnegan	Softball	Volunteer
N	Rebekah Steele	JH Softball	\$3,076.06

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O	Sarah Traver	Softball	Volunteer
P	Brady Butler	Softball	Volunteer
Q	Richard Matysick	Boys Tennis	Volunteer

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

Recommended Action

3. Appoint Scott Renfer of Hunlock Creek as a substitute Physical Fitness Director pending receipt of clearances.

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

Transportation – Drew Salko

Support Services – Kevin Carey

Recommended Action

1. Accept, with regret, the letter of resignation from Jannel Scott, Part-Time Custodian, effective September 24, 2025.

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

Recommended Action

2. Appoint Rachel Simmonette of Hunlock Creek as Full-Time Classroom Aide, 7 Hours per Day, 186 Days per Year, at an hourly rate of \$16.00. All clearances on file.

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

Recommended Action

3. Appoint Josie Marino of Hunlock Creek as Full-Time Classroom Aide, 7 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.

Recommended Action

4. Appoint Kimberly Krause of Harvey's Lake as Full-Time Secretary, 8 Hours per Day, 206 Days per Year, at an hourly rate of \$16.00. All clearances on file.

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

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Recommended Action

5. Authorize administration to post for the following positions:
 - A. Part-Time Custodian, 5 Hours per Day, 260 Days per Year
 - B. Part-Time Library Aide, 5.75 Hours per Day, 186 Days per Year
 - C. Full-Time Paraeducator (Autistic Support), 7 Hours per Day, 186 Days per Year

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

School Board – Rob Wojtowicz

Recommended Action

1. Approve the Additional Services Request (ASR) from designBLD, Exeter, PA, for construction observation services beyond the scope of the Agreement for Retainer Services. Services are related to the following building projects: Lake-Noxen Vestibule Security Upgrade and Lake-Lehman JSHS Vestibule Security Upgrade. Proposed time 12 hours per week for approximately 22 weeks. Total cost not to exceed \$22,440.00

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

Recommended Action

2. Approve the Additional Services Request (ASR) from designBLD, Exeter, PA., for additional engineering design services related to the Lehman-Jackson Elementary Vestibule Security Upgrade and the Ross Elementary Vestibule Security Upgrade. Services to be rendered as per contract, total cost \$38,400.

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

Recommended Action

3. Approve a revision to the 2025-2026 school calendar to reflect a change in the time for parent/teacher conferences held on Monday, November 10th to 1:00 p.m. to 4:00 p.m.

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

Recommended Action

4. Approve the proposal from Transfinder of Schenectady, NY., to provide student transportation management software and service upgrades at an initial cost of \$8,895.00, and an annual cost of \$6,250.00.

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

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Recommended Action

5. Approve a new professional substitute pay schedule effective October 21, 2025, as follows:

Level	Days	Pay
1	1-25	\$175.00
2	26-40	\$200.00
3	41+	\$225.00

- Special Education/Reading/Nurses receive an additional \$25.00 per day at each level.
- Retired Teachers/Nurses/Administrators start at level 3.

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

Recommended Action

6. Exonerate John J. Trescavage of Jackson Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate that become due on or after June 18, 2025, 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

7. Exonerate Thomas E. Jesso II 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.

Recommended Action

8. Exonerate Ernst D. Higgins of Noxen Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate, that become due on or after August 19, 2025, 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.

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Recommended Action

9. Exonerate Sandra M. Turinski n/b/m Sandra M. Fox, of Noxen Township, from payment of all real estate taxes which apply to the property listed on the Exemption Certificate, that become due on or after September 2, 2025, 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

10. Ratify the approval of the Application for Use of Facilities submitted by Martha Pearson, Lake-Lehman Junior Knights, for use of the Lehman-Jackson Elementary gymnasium or cafeteria for cheer practice in the event of inclement weather, from September 12, 2025 to October 31, 2025, from 5:00 p.m. until 8:00 p.m., upon availability.

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

Recommended Action

11. Approve the Application for Use of Facilities submitted by Reggie Gensel/ Amy Lingobardo, Lake-Lehman Elementary Wrestling/Penn League, for use of the junior-senior high school main gymnasium, concession stand and lobby area for a Penn League Wrestling Tournament scheduled for Saturday, January 10, 2026 from 7:00 a.m. until 9:00 p.m. Set up for the event will take place on Friday, January 9, 2026, after the conclusion of the basketball game. In the event of inclement weather, an alternate date requested for the tournament is Saturday, January 17, 2026.

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

Recommended Action

12. Approve the Application for Use of Facilities submitted by Sean Hart for use of the softball turf field for a Baseball tournament scheduled for Saturday, October 18, 2025 from 9:00 a.m. to 5:30 p.m. and Sunday, October 19, 2025 from 9:00 a.m. to 3:30 p.m., upon availability.

The above motion was tabled.

Recommended Action

13. Ratify the approval of the Application for Use of Facilities submitted by Richard Matysik, Lake-Lehman Youth Basketball, for use of the junior-senior high school new gymnasium/old gymnasium and concession stand area for youth basketball practice to be held Monday through Friday beginning Monday, October 13, 2025, through March 27, 2026. Practice dates and times are upon availability.

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

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Recommended Action

14. Ratify the approval of the Application for Use of Facilities submitted by Richard Matysik, Lake-Lehman Youth Basketball, for use of the elementary school gymnasiums for youth basketball practice to be held Monday through Friday beginning Monday, October 13, 2025, through March 27, 2026. Dates and times upon availability for the following elementary buildings:

- A. Lehman-Jackson Elementary – 6:00 p.m. until 8:00 p.m.
- B. Ross Elementary – 5:00 p.m. until 7:00 p.m.
- C. Lake-Noxen Elementary – 5:00 p.m. until 7:30 p.m.

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

Recommended Action

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

A.	Appeal #2025-10-2057	\$84.00
B.	Appeal #2025-10-565	\$1,100.00

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

Recommended Action

16. Approve the purchase of a 2025 Chevrolet 3500HD, 4WD Silverado Truck from Bonner Chevrolet, Kingston, PA, for a total cost of \$61,098.00. Cost includes an 8 ft. steel Boss plow with down force. (COSTARS Municipal Contract # 026-E22-202)

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

20. Information/Recognition

A. Curriculum and Instruction

1. **Informational item:** School Newsletters

B. Athletics/Activities

C. Buildings & Grounds

D. Transportation

E. Support Services

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F. School Board

1. **Informational item:** Check Run Comparison for September, 2025.

2. **Informational item:** Hand Typed Checks for September, 2025.

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 November 17, 2025, at 7:00 p.m., and will be held in the auditorium of the Lake-Lehman Junior-Senior High School.

23. Visitors

24. Adjournment

