

Lake-Lehman School Board

The combined Committee-of-the-Whole and regular monthly meeting for general purposes (voting)
Monday, September 15, 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 September 15, 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
 - F. PSBA Officer Elections
 - G. Speech Program
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**
 - Building Blocks 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

August 18, 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 September 16, 2025, and interim payments dated September 5, 2025 and August 22, 2025.

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

17. Treasurer's Report

Approve the Treasurer's Report as of August 31, 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

- Ross Elementary Activity Fund

Balances as of July 31, 2025

- Jr/Sr High School Activity Fund
- Jr/Sr High School Principal's Fund
- Ross Elementary Activity Fund

Balances as of August 31, 2025

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

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19. Action Items –

Curriculum and Instruction – Rob Baran

Recommended Action

1. Approve a leave of absence for Employee #2091 effective December 22, 2025 – January 23, 2026. 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

2. Approve an Educational Sabbatical Leave of Absence for Employee #2091, effective for the second semester of the 2025-2026 school year.

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

Recommended Action

3. Appoint the following Mentor Teacher(s) for the 2025-2026 school year:

	Mentor	New Teacher	Stipend
A.	Vanessa Parry	Jennifer Toll	\$619.07

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

Buildings/Grounds – Jean Sayre

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	Laura Belles	M	Harry Pockevich
B	Todd Belles	N	Kayla Pope
C	Jessica Blessing	O	Maureen Redington
D	Leslie Burkhart	P	Anthony Shipula
E	Sheila Gionfriddo	Q	Adrienne Sutton
F	Linda Houck	R	Megan Thompson

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G	Jennifer Huntzinger	S	Michael Thompson
H	Stefanie Lanning	T	Michele Tressa
I	Kenslie Mulhern	U	Janell Ulichney
J	Nichele Nicholson	V	Sharron Walker
K	Patricia Norris	W	Alissa Yankoski
L	Jill Nutche		

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	Tracey McGurk	Varsity Swimming	\$1,779.99
B	Thomas Manzoni	Swimming	Volunteer
C	Joseph Lech	JH Boys Basketball	\$3,336.94
D	Joseph Yankoski	JH Boys Basketball	\$3,336.94
E	Jarde Carlo	Varsity Boys Basketball	\$4,982.00
F	Brady Butler	Varsity Wrestling	\$4,982.00
G	Allen Scott	Varsity Wrestling	\$4,982.00
H	Phil Hettes	Wrestling	Volunteer
I	Jennifer Purdy	Varsity Girls Basketball	\$4,982.00
J	Kyle Purdy	Varsity Girls Basketball	\$4,982.00
K	Janine Kasarda	JH Girls Basketball	\$3,336.94
L	James Biscotto	Girls Basketball	Volunteer

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

Recommended Action

3. Approve the Athletic Handbook for the 2025-2026 School Year.

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

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Transportation – Drew Salko

Recommended Action

1. Approve the list of bus/van drivers for the 2025-2026 school year. All clearances on file.

Back Mountain Transit					
A-1	James Barrall	M-1	Michael Kasper	Y-1	Eugina Traver
B-1	Dawn Bartorillo	N-1	Donna Hopfer	Z-1	Kaelyn Traver
C-1	Cathy Burbank	O-1	Francis Lewis	A-2	Sharron Walker
D-1	Anthony Coletti	P-1	Zachery Lofthouse	B-2	Vince Williamson
E-1	Shirly Crawford	Q-1	Kyndra Lutz		
F-1	Aubrey Connolley	R-1	Nicolette Maciejcak		
G-1	Lorrie Durris	S-1	Joann McRoy		
H-1	Garrett Edwards	T-1	Rachel Miers		
I-1	Desirea Headman	U-1	Angie Mock		
J-1	Eileen Headman	V-1	Michael Peck		
K-1	Morgan Headman	W-1	Alora Russell		
L-1	Kendra Hettesheimer	X-1	Susan Sutton		
Keystone Valley LLC					
B-3	Kenneth Pizano	B-7	John Coulton	B-11	Deanna Jordan
B-4	Kenneth Pizano Jr	B-8	Taryn Groves	B-12	Evelyn Kline
B-5	Beth Kaminski	B-9	Jennifer Thomas		
B-6	Rhonda Forester	B-10	Tyquasha Haynes		
Van Contractors/Drivers					
B-13	Kent Jones	B-15	Al Scovish		
B-14	Kurt Jones	B-16	Roxann Williams		

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

Support Services – Kevin Carey

Recommended Action

1. Accept, with regret, the letter of resignation from Morgan Fielding, Elementary Secretary, effective September 4, 2025.

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

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Recommended Action

2. Ratify approval for administration to post for the following positions:

- A. Full-Time Secretary, 8 Hours per Day, 206 Days per Year
- B. Part-Time Courier, 5.5 Hours per Day, 260 Days per Year
- C. Full-Time Classroom Aides, 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. Adopt the following resolution.

WHEREAS, it is anticipated that the Board of School Directors of Lake-Lehman School District (the “District”) (i) is owed outstanding taxes that will be secured by real estate tax claims for the fiscal years ending June 30, 2026 and prior years (the “2026 Tax Claims”); and

WHEREAS, the Redevelopment Authority of Luzerne County (“RALC”) has a program in place to purchase the anticipated qualified 2026 Tax Claims on or after January 1, 2026; and

WHEREAS, an addendum to the September 30, 2007 Agreement of Sale and Purchase (the “Agreement”), which will include therein a mandatory repurchase obligation by the District, together with any other documents or instruments necessary to complete the transaction, will be entered into by the District and RALC for the purchase, sale and assignment of the anticipated 2026 Tax Claims.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the District agrees to sell, on or after January 1, 2026, its anticipated qualified 2026 Tax Claims to RALC pursuant to the Agreement, which will include therein a mandatory repurchase obligation by the District under certain circumstances, and other supporting documents and amendments that shall be in a form approved by the Board President and District Solicitor; and be it

FURTHER RESOLVED, that the District be and is hereby authorized to, on or after January 1, 2026, sell the anticipated qualified 2026 Tax Claims to RALC on such terms and conditions as approved by the Board President and District Solicitor; and be it

FURTHER RESOLVED, that upon sale, the District will assign such sold tax claims to RALC and RALC will in turn assign these tax claims to its lender; and be it

FINALLY RESOLVED, that the proper District officials be and are hereby authorized and directed to take any and all actions necessary and required to complete the transactions herein, including, but not limited to, the execution of all documents subject to the approval as to form of said documents by legal counsel for the District.

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FURTHER RESOLVED, that, as necessary, the District shall execute such documents with the RALC and other appropriate entities as shall be reasonably necessary to facilitate the continued collection and servicing of the qualified 2026 Tax Claims; and be it Duly adopted this 15th day of September, 2025, by the Board of School Directors of Lake-Lehman School District in lawful session duly assembled.

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

Recommended Action

2. Adopt the revised 2025-2026 school calendar to reflect a change in the time for parent/teacher conferences held on Tuesday, November 11th to 8:00 a.m. to 1:00 p.m.

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

Recommended Action

3. Ratify the adoption of the 2025-2026 Intergovernmental Agreement between Luzerne Intermediate Unit #18 and Lake-Lehman School District with an estimated IDEA allocation for the district in the amount of \$268,617.00, based on December 1, 2024, IDEA Child Count.

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

Recommended Action

4. Approve and authorize the execution of the Letter of Engagement for Rainey & Rainey C.P.A.'s, of Scranton, PA, to perform an audit of financial statements for the Lake-Lehman School District for the Year ended June 30, 2025.

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

Recommended Action

5. Approve and authorize the execution of the Letter of Engagement for Rainey & Rainey C.P.A.'s, of Scranton, PA, to perform an audit of Real Estate and Per Capita Tax Collection for the Lake-Lehman School District as of, and for the Year ended December 31, 2024.

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

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Recommended Action

6. Approve the Memorandum of Understanding between the Lake-Lehman School District and the United Way of Wyoming Valley for participation in the See to Succeed Program for the purpose of additional vision screening services for school nurses and students through use of the Welch Allyn Spot Vision Screener. Duration of the program: the 2025-2026 school year.

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

Recommended Action

7. Accept and execute the Settlement Agreement and Release between the Lake-Lehman School District and the parent of student #865651, on behalf of said student.

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

Recommended Action

8. Approve the Affiliation Agreement between Lake-Lehman School District and the University of Scranton for the purpose of educational field placement. Agreement shall commence on the effective date and shall expire three (3) years after the effective date. The Agreement shall be automatically renewed for one (1) additional three (3) year terms upon the same terms and conditions contained in the agreement or as otherwise mutually agreed to by the parties.

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

Recommended Action

9. Ratify the approval of the Memorandum of Understanding between Lake-Lehman School District and County Children and Youth to collaborate and jointly design and establish local transportation procedures to ensure that transportation for children in foster care is provided, arranged and funded. This agreement is in accordance with Every Student Succeeds Act (ESSA) to ensure the educational stability of foster care youth.

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

Recommended Action

10. 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.

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Recommended Action

11. Approve the Application for Use of Facilities for Brian Cutter, Back Mountain Shoot Out, for use of The new gymnasium/old gymnasium and concession stand for a Youth Basketball Tournament to be held December 26th through December 28, 2025, from 8:00 a.m. until 9:00 p.m.

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

Recommended Action

12. Approve the Application for Use of Facilities for Brian Cutter, Back Mountain Shoot Out, for use of the new gymnasium/old gymnasium and concession stand for a Youth Basketball Tournament to be held February 27th through, March 1, 2026. Event time designated on the application.

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

Recommended Action

13. Approve the Application for Use of Facilities for Brian Cutter, Back Mountain Shoot Out, for use of the new gymnasium/old gymnasium and concession stand for a Youth Basketball Tournament to be held February 20th through February 22, 2026. Event time designated on the application.

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

Recommended Action

14. Ratify the Approval of the Application for Use of Facilities for Christopher Kukosky, Club Vollocity, for use of the new gymnasium for AAU Club Volleyball Tryouts be held Sunday, September 14, 2025, from 4:30 p.m. until 7:00 p.m.

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

Recommended Action

15. Approve the Application for Use of Facilities for Mike Pitcavage, Back Mountain Soccer Club, for use of (1) one turf soccer field for travel soccer games to be held September 21, 2025 from 12:00 noon until 4:00 p.m., October 5, 2025 from 12:00 noon until 4:00 p.m., November 1, 2025 from 12:00 noon until 4:00 p.m. and November 2, 2025 from 12:00 noon until 2:00 p.m.

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

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Recommended Action

16. Ratify the approval of the Application for Use of Facilities for Mike Pitcavage, Back Mountain Soccer Club, for use of (1) one turf soccer field for travel soccer games to be held September 7, 2025 and October 19, 2025, from 2:30 p.m. until 4:30 p.m.

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

Recommended Action

17. Approve the Application for Use of Facilities for Maureen Doerfler, Dallas Rotary Club, for use of the Lake-Lehman Junior-Senior High School cafeteria for a children's Christmas party to be held on Saturday, December 6, 2025, from 9:00 a.m. until 2:00 p.m.

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

Recommended Action

18. Approve the Application for Use of Facilities for Reggie Gensel and Amy Lingobardo for use of the main lobby area of the junior-senior high school, or any other available area for Lake-Lehman Elementary Wrestling Club sign-ups to be held on October 1st and October 8, 2025, from 6:00 p.m. until 8:00 p.m.

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

Recommended Action

19. Approve the Application for Use of Facilities for Reggie Gensel and Amy Lingobardo for use of the wrestling room (s) for Lake-Lehman Elementary Wrestling Club daily practice from October 1, 2025 through May 30, 2026, from 6:00 p.m. until 8:00 p.m.

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

Recommended Action

20. 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 2026 Pennsylvania School Boards Association. (Attachment emailed)

A. President-Elect (1-year term)
(1) Holly Arnold
Tunkhannock Area School District

B. Vice President (1-year term)
(1) Matt Vannoy
Sharon City School District

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C. **PSBA Insurance Trust Trustees: (3-year term)**

Choose 2

(1) Kathy Swope

(2) Roberta Marcus

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

20. Information/Recognition

A. Curriculum and Instruction

B. Athletics/Activities

C. Buildings & Grounds

D. Transportation

E. Support Services

F. School Board

1. Informational item: Check Run Comparison for August, 2025.

2. Informational item: Hand Typed Checks for August, 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 October 20, 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