LAKE-LEHMAN SCHOOL DISTRICT
BOARD MEETING MINUTES

September 15, 2025

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, September 15, 2025, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Bob Wright, at 7:10 p.m., and opened with Roll Call, Pledge of Allegiance and a moment of silence.

DIRECTORS	Roll Call
Robert Baran	Present
Kevin Carey	Absent
David Paulauskas	Absent
Drew Salko	Present
Jean Sayre	Present
Mark Wallace	Present
Scott Walsh	Present
Rob Wojtowicz	Present
Robert Wright	Present

Others Present:
James E. McGovern, Superintendent
Tracey Liparela, Assistant to the Superintendent
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary
Avery Smith, District Solicitor
Joseph Caputo, Business Consultant
Matthew Nonnenberg, Junior-Senior High School Principal
Doug Klopp, Lake-Noxen Elementary Principal
Mike Kostrobala, Ross Elementary Principal
Donald James, Director of Pupil Services
Lori Bednarek, Special Projects Coordinator
Brian Murphy, Technology Coordinator
Tina Antonello, Director of Special Education
Erica Orock, School Psychologist
Brady Butler, Director of Buildings and Grounds

Arthur Price	Mark H.	Christine Napierkowski	Ken Hoover
Edna Sutton	Jerry Price	Carlene Price	Craig Selner
Sandra Boyle	Rachel Coffee	Kathleen Selner	

EXECUTIVE SESSION
An Executive Session of the Board was 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)

Continued…

E. Personnel
F. PSBA Officer Elections
G. Speech Program

READING OF MISSION

Mr. McGovern read the 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

The Superintendent's Report included the following:

Building Blocks Early Learning Center

Mr. McGovern provided an update on the Building Blocks Early Learning program located on site at the Lehman-Jackson Elementary School. Lake-Lehman has been partnering with early learning centers for the past 12 years and Building Blocks is in its 6th year at Lake-Lehman. Building Blocks currently has 141 children enrolled and are currently accepting applicants. More information about the program is available on our website.

LCCC Partnership

Mr. McGovern announced Lake-Lehman's partnership with LCCC which is offering dual enrollment college courses to interested students. Courses offered include Blue Print Reading, Biology and Psychology. Enrollment is currently open for the spring semester.

Mrs. Liparela reported on the following:

Vestibule Project

The project is underway at the junior-senior high school. The alternate main entrance to the building for all students and families is entrance 19, which is in the back of the building. There are signed visitor parking spots at this location. All visitors must ring the buzzer in order to access the building. Procedures for visitor identification are still the same.

The Lake-Noxen project is scheduled to begin in October. More details will be shared with Lake-Noxen students and families at a later date, closer to the start of the project.

Back to School Nights

Back to School Nights are scheduled as follows:

Monday @ LJ
Tuesday @ LN
Wednesday @ Ross
Thursday @ JSHS

Calendar Update:

Please note the time change for parent conferences on Nov 11th. They will be scheduled from 8 a.m. – 1 p.m. A revised calendar will be posted on the district website.

BUSINESS MANAGER'S REPORT
No report.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT
Mr. Salko reported on highlights form the July 28, 2025 meeting of the WSCTC Joint Operating Committee.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT
No Report.

STUDENT COUNCIL REPORT
No Report.

FOOD SERVICE
No Report

OLD BUSINESS
None.

APPROVAL OF THE AGENDA
Mr. McGovern reviewed and read the agenda and addendum items.
Mr. Wright 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.

Rachel Coffee	Harveys Lake Borough	Mrs. Coffee questioned if there is a monetary advantage to giving Building Blocks Learning Center extra space, why the technology teacher does not have a classroom and the lack of storage space at L-J.
Arthur Price		Mr. Price asked if the speech teacher at Lehman-Jackson is permanent. Mr. McGovern responded that the teacher is permanent.

Christine Napierkowski	Jackson Township	Mrs. Napierkowski questioned the Tax Claims Sale Resolution on the agenda and asked if the district loses penalties and interest with the sale of tax claims. Mr. Caputo, Business Consultant, responded that the resolution is procedural and the district receives a lump-sum payment up front.

APPROVAL OF MINUTES
Motion was made by Mr. Salko, seconded by Mr. Wojtowicz, to approve the following minutes.

August 18, 2025 - regular monthly meeting

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

PAYMENT OF BILLS
Motion was made by Mrs. Sayre, seconded by Mr. Wright, to approve the Fund Accounting Payment Summary with payment date listed as September 16, 2025, in the amount of $815,218.89 and interim payments dated August 22, 2025, in the amount of $46,560.75, and September 5, 2025, in the amount of $103,411.42; subject to audit.

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

TREASURER'S REPORT
Motion was made by Mr. Baran, seconded by Mrs. Sayre, to approve the treasurer's report as of August 31, 2025.

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 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

ACTION ITEMS

CURRICULUM AND INSTRUCTION
Motion was made by Mr. Baran, seconded by Mr. Wojtowicz, to move on the following items:

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.

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.

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
No items.

ATHLETICS & ACTIVITIES
Motion was made by Mr. Wallace, seconded by Mrs. Sayre, to move on the following items:

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
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.

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.

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

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

TRANSPORTATION

Motion was made by Mr. Salko, seconded by Mr. Wojtowicz, to move on the following item:

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	W-1	Alora Russell
B-1	Dawn Bartorillo	N-1	Donna Hopfer	X-1	Susan Sutton
C-1	Cathy Burbank	O-1	Francis Lewis	Y-1	Eugina Traver
D-1	Anthony Coletti	P-1	Zachery Lofthouse	Z-1	Kaelyn Traver
E-1	Shirly Crawford	Q-1	Kyndra Lutz	A-2	Sharron Walker
F-1	Aubrey Connolley	R-1	Nicolette Maciejcak	B-2	Vince Williamson
G-1	Lorrie Durris	S-1	Joann McRoy	Y-1	Eugina Traver
H-1	Garrett Edwards	T-1	Rachel Miers	Y-1	Eugina Traver
I-1	Desirea Headman	U-1	Angie Mock	K-1	Morgan Headman
J-1	Eileen Headman	V-1	Michael Peck	L-1	Kendra Hettesheimer

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
Motion was made by Mrs. Sayre, seconded by Mr. Wright, to move on the following items:

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.

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
Motion was made by Mr. Wojtowicz, seconded by Mrs. Sayre, to move on the following items:

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

    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.

INFORMATION AND RECOGNITION
Mr. Wright noted that all informational items are as listed.

BOARD DISCUSSION FOR FUTURE BUSINESS
None.

SET MEETING DATES
Mr. Wright read the following meeting information:

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.

VISITORS

Rachel Coffee	Harveys Lake Borough	Mrs. Coffee restated her earlier comments in regard to the technology teacher not having a classroom and commented on the amount of time students are kept in their seats during the day. Mrs. Coffee also questioned the Lehman-Jackson Elementary Principal holding two full-time positions, stating she does not feel this is setting up for success and asked if there is a plan.

Jerry Price	Lake Township Supervisor	Mr. Price addressed the Board in regard to excessive bus speeds on specific township roads; paved and dirt roads, and is in receipt of a petition requesting speed limits be posted on these roads. Mr. Price asked the Board to follow up on this request.

ADJOURNMENT

Mr. Wright called for a motion to adjourn the meeting. Mr. Baran motioned to adjourn, seconded by Mr. Wojtowicz. Mr. Wright adjourned the meeting at 7:55 p.m.

Respectfully submitted

Mary J Casaldi

Non-Member, Board Secretary
Mary Jo Casaldi