

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

September 25, 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, September 25, 2023, in the auditorium of the Lake-Lehman Junior-Senior High School. The meeting was rescheduled from its original date of September 18, 2023.

The meeting was called to order by President, Drew Salko, at 7:09 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	Present
Lorraine Farrell	Present
Marilyn Glogowski	Present
Karen Masters	Present
John McDonald	Present
David Paulauskas	Absent
Andrew Salko	Present
Robert Wright	Present

Others Present:

James E. McGovern, Superintendent
Tracey Liparela, Assistant Superintendent
Avery E. Smith, Esquire, King, Spry, Herman, Freund & Faul LLC
Joseph Caputo, Business Consultant
Mary Jo Casaldi, Superintendent's Administrative Asst./Board Secretary
Tabitha Miscavage Spagnuolo, Personnel/Benefits Manager
Mike Kostrobala, Junior-Senior High School Assistant Principal
Matthew Nonnenberg, Ross Elementary Principal
Brian Murphy, Technology Director
Tina Antonello Portee, Special Education Director
Erica Orock, School Psychologist

David Fedor	Dianne Suchodolski	Eric Morgan	Cheryl Kulikowski
Anita Koziol	Sarah Saylor Kashatus	Tammy Schnable	Rich Cronin
Joseph Senchak	Amy McLaughlin	Alicen B.	Kate Cronin
Donna Richards	E.G. Morgan	Lori Kucewicz	Sarah Walsh
Kyle Yankoski			

READING OF MEETING NOTICE

Mrs. Mary Jo Casaldi read the meeting notice that was published in the Times Leader newspaper.

EXECUTIVE SESSION

An Executive Session of the Board was held on September 25, 2023, to discuss employment opportunities - support staff/ teacher/administration, staff hiring's, coaching/extracurricular appointments, professional and support staff CBA's, litigation and employee's retirement.

READING OF MISSION

Mr. McGovern 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

The Superintendent’s Report included the following:

- Our new Lake-Lehman “Knight” mascot made a grand entrance into the auditorium accompanied by music provided by the Lake-Lehman Band, under the direction of Cheryl Kulikowski and a routine by our Cheerleaders, under the direction of Coach Crystal Savage. Our new mascot was officially introduced to our community at the meeting to kick-off the “Naming of the Knight Contest.” Mr. McGovern announced that several names were suggested and a contest will be held for students to choose the name for our new mascot.
- Mr. Joseph Senchak, Borton Lawson, provided a presentation on vestibule security upgrades for each of the elementary buildings and the junior-senior high school.
- Mrs. Tracey Liparela reported on the 2023-2026 Comprehensive Plan and noted that the Plan is posted on the district website for review. A Comprehensive Plan Committee meeting is scheduled to be held on Thursday, September 28th at 5:30. The Plan will be submitted to the PA Dept. of Education by October 31st.
- Mr. McGovern announced that Katie Supey, elementary teacher, will be taking on a voluntary initiative, introducing challenges, classes and workshops with a focus on monthly health and wellness themes for Lake-Lehman staff throughout the school year. A self-defense class will be offered for L-L students and staff at the junior-senior high school on Saturday, September 30th.
- Mrs. Liparela commended the actions taken by one of our bus drivers during a storm on the second day of school which produced downed power lines and tree limbs. Pat Engelhardt managed to keep kindergarten students safe and calm on the parked bus until roads were cleared and the bus could continue on its route.
- Mr. McGovern acknowledged the following Board members, presenting them each with a “2023 Honor Roll of School Board Service” certificate from Pennsylvania School Board Association. Board members are acknowledged with an honor roll certificate when they reach 8 years of service and for every four years thereafter.

Mrs. Marilyn Glogowski – 8 years of service
Mr. Bob Wright – 8 years of service
Mr. John McDonald – 8 years of service
Mrs. Karen Masters – 12 years of service

BUSINESS MANAGER’S REPORT

Mr. Joseph Caputo, Business Consultant, introduced Mr. Michael Vind, Mr. Brian Koscelansky and Mr. David Payne who explained the process regarding the issuance of one or more series of general obligation bonds; (School Board Item #3 listed on the agenda for approval) and to field any questions.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

Mr. Salko presented highlights from the most recent meeting of the WSCTC Joint Operating Committee.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

Mrs. Farrell did not have a report as the next meeting of the LIU is not scheduled until September 27th.

STUDENT COUNCIL REPORT

In the absence of a Student Council representative, Mr. Salko read the following report that was provided:

The Lake-Lehman Student Council 2023-2024 officers: President, Hailey Corey; Vice-President, Cienna Pace; Secretary, Lucy Honeywell; and Treasurer, Jace Hynick. The Student Council is planning big things for this upcoming month. Their first bake sale of the year will be on Thursday, September 28th, and all of the funds raised will go towards the golf tournament to benefit the Janosov family. Class competitions are back again this year, and the first one will be a Spirit Day, held on Friday, September 29th. As they start the new school year, they are hoping to get their members more involved in the community through volunteering locally. Members will be helping Blue Chip move supplies from their old building to their new building on certain Saturdays. Student Council is ready to start this new school year off with many exciting activities to keep the student-body involved!

FOOD SERVICE REPORT

Sarah Walsh, Metz Culinary Management, provided a report on menu updates, changes and expectations for the 2023-2024 school year. Two specific changes were noted: All students (district-wide) will receive free breakfast, and students who qualify for reduced price lunch will receive free lunch this year.

OLD BUSINESS

None.

APPROVAL OF THE AGENDA

Mr. McGovern 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.

No comments.

APPROVAL OF MINUTES

Motion was made by Bob Wright, seconded by Karen Masters, to approve the following minutes.

August 21, 2023 – regular monthly meeting.

Vote: Upon roll call, Mr. De Angelis abstained, all other directors present voted yes; motion carried.

PAYMENT OF BILLS

Motion was made by Drew Salko, seconded by Al DeAngelis, to approve the Fund Accounting Payment Summary with payment date listed as *September 19, 2023, in the amount of \$425,937.0, and to also approve interim payments dated August 25, 2023, in the amount of \$93,108.56, and September 8, 2023 in the amount of \$122,315.08; subject to audit.

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*Note: The Fund Accounting Payment Summary was prepared for the meeting date of September 18th which was rescheduled to September 25th. Payments were issued September 26th upon Board approval.

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 August 31, 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 June 30, 2023

- Lehman-Jackson Elementary Building Fund

Balances as of July 31, 2023

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

Balances as of August 31, 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 Karen Masters, to move on the following item:

1. Ratify approval for administration to advertise for the position of Special Education Teacher (Elementary).

BUILDINGS & GROUNDS

No items.

ATHLETICS & ACTIVITIES

Motion was made by Kevin Carey, seconded by Al DeAngelis, 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	Kimberly Chopyak	I	Maureen McCabe	Q.	Jennifer Collins
B	Jessica Dzoch	J	Marlo Pace	R.	Andrea Davidson
C	Michelle Fox	K	Krista Patla	S.	Jennifer DeBarry
D	Chad Fox	L	Brittany Reimann	T.	Reagan Hynick
E	Julie Jesso	M	Colleen Spencer	U.	Kimberly Krause
F	Jeffrey Kabosky	N	Nancy Vanderhook		
G	James Kelley	O	Brittini Williams		
H	Patricia Leonard	P.	Belinda Yanchik		

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

2. Approve the following Boys' Basketball 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	Peter Moses	Head Coach	\$ 8,021.39
B	Curtis Lloyd	Assistant Varsity	\$1,919.24
C	Michael Ayala	Assistant JV	\$4,000.00
D	Jared Carlo	9 th Grade	\$4,000.00
E	Christopher Gray	Assistant	Volunteer

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	Michael Sholtis	Baseball	\$ 4,804.20
B	Christopher Kukosky	Boys Volleyball	\$ 4,804.20
C	John Sobocinski	Track & Field	\$ 4,804.20
D	Nicole Chipecto	Softball	\$ 4,804.20
E	Christian Hampel	Boys Lacrosse	\$ 4,721.58
F	Stasia Bierly	Girls Lacrosse	\$ 4,721.58

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	Jennifer Purdy	Varsity Girls Basketball	\$4,932.67
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Vote: Upon roll call, all members present voted yes; motion carried.

TRANSPORTATION

Motion was made by Karen Masters, seconded by Lorraine Farrell to move on the following items:

1. Approve the list of bus/van drivers for the 2023-2024 school year. All clearances on file.

Back Mountain Transit					
A-1	James Barrall	M-1	Debra Frear	Y-1	Nicolette Maciejcak
B-1	Joan Belles	N-1	Karen Gingrich	Z-1	Joann McRoy
C-1	Amy Butler	O-1	Keely Glatz	A-2	Rachel Miers
D-1	Jeffrey Butler	P-1	Robyn Goss	B-2	Michael Peck
E-1	Anthony Coletti	Q-1	Desirea Headman	C-2	Barbara Shaver
F-1	Aubrey Connolley	R-1	Eileen Headman	D-2	Barry Shaver
G-1	Donald Crispell	S-1	Morgan Headman	E-2	Susan Sutton
H-1	Lorrie Durriss	T-1	Kendra Hettesheimer	F-2	Eugina Traver
I-1	Garrett Edwards	U-1	Donna Hopfer	G-2	Kaelyn Traver
J-1	Sally Emanuel	V-1	Denise Hosey	H-2	Sandy Traver
K-1	Patricia Engelhardt	W-1	Francis Lewis	I-2	Sharron Walker
L-1	Joseph Foose	X-1	Kyndra Lutz	J-2	John Young
Keystone Valley LLC					
K-2	Kenneth Pizano	O-2	John Coulton	S-2	Deanna Jordan
L-2	Kenneth Pizano Jr	P-2	Taryn Groves	T-2	Evelyn Kline
M-2	Beth Kaminski	Q-2	Jennifer Thomas		
N-2	Rhonda Forester	R-2	Tyquasha Haynes		
Jones					
U-2	Kent Jones	V-2	Kurt Jones	W-2	Terry Jones
Scovish					
X-2	Alfred Scovish	Y-2	Roxann Williams		

SUPPORT SERVICES

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

1. Rescind the motion of August 21, 2023 accepting the verbal resignation from Dorothy Cote, Part-Time Custodian.

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

2. Accept, with regret, the letter of retirement from Daniel Allabaugh, Part-Time Custodian, effective October 31, 2023.

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

3. Appoint Ariel Courter of Noxen 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.

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4. Appoint Ronann Price of Dallas as Full-Time Food Service Worker (Cafeteria Manager), 7 hours per day, 186 days per year, at an hourly rate of \$16.40, plus manager differential in accordance with LLESPA Collective Bargaining Agreement. All clearances on file.

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

5. Authorize administration to advertise for the position of Full-Time Food Service Worker (Cook), 6.5 hours per day, 186 days per year.

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

6. Ratify approval for administration to advertise for the following positions:

- A. Part-Time Paraeducator, 5.75 hours per day, 186 days per year
- B. Full-Time Paraeducator, 7 hours per day, 186 days per year

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

7. Appoint Jamie Carbohn of Hanover Township as Part-Time Food Service Worker (Cook), 5.25 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.

SCHOOL BOARD

Motion was made by John McDonald, seconded by Marilyn Glogowski, to move on the following items:

1. Accept, with regret, the letter of retirement from James E. McGovern, Superintendent, effective June 30, 2024.

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

2. Authorize administration to enter into agreement with ACA Prime, of Indianapolis, IN, for the purpose of providing federal ACA reporting services at a base fee of \$1,245.00, plus \$4.97 per 1095-C Form and \$89.00 fee per EIN, for the 2023 tax year. Scope of services includes:

- White Glove Data Compilation: including Comprehensive Data Validation, Cleaning, Merging, QA, and ACA Coding by ACA experts and system
- 1095C Form Generation
- 1094C Consulting, Coding, and Generation
- Electronic Filing with the IRS and Streamlined Corrections Process
- Automated ACA Coding, Validation, and Configuration
- Easy-to-use Cloud Drive for Data and File Sharing (HIPAA Compliant)
- Email and Phone Support
- Printing and Mailing Forms to Employees
- Comprehensive Tracking Solution available
- Individual U.S. State Reporting Included as applicable
- Unlimited Assistance if there is ever any question from the IRS or 226-J Letter Received

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

3. Adopt a resolution authorizing the issuance of one or more series of general obligation bonds of the School District for the purpose of funding a project consisting of: (1) planning designing, acquiring, constructing, installing, furnishing and equipping of alterations, renovations, additions and improvements to existing facilities of the School District; (2) purchasing capital equipment for use in or in connection with the facilities of the School District; (3) additional capital projects of the School District to the extent approved by the Board of School Directors of the School District; and (4) paying the costs and expenses of issuance of the Bonds, all as more fully described in the complete text of the Resolution.

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

4. Renew the Agreement with King, Spry, Herman, Freund & Faul, LLC, Bethlehem, to provide comprehensive general counsel, legal consultation services, and representation on all legal matters affecting Lake-Lehman School District, for the period September 1, 2023 to June 30, 2024.

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

5. Authorize administration to enter into an agreement between the Lake-Lehman School District and Children's Service Center of Wyoming Valley to provide behavioral health services for students in the district, in accordance with requirements set forth in said agreement, for the 2023-2024 school year.

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

6. Ratify the authorization of administration to renew the Dual Credit Affiliation Agreement between the Lake-Lehman School District and the Pennsylvania State University. The term of the agreement shall commence at the beginning of the 2023-2024 academic year, and shall continue for a period of five (5) years.

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

7. Approve a revised list of graduates from the Lake-Lehman Class of 2023.

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

8. Authorize administration to lease instruments for the band program from Zeswitz Music, Reading, PA, and National Educational Music Company, Piscataway, NJ., not to exceed \$22,499.00. Instruments include flute, clarinet, bass clarinet, alto saxophone, tenor saxophone, horn, trombone, baritone, tuba, and percussion kits.

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

9. Authorize administration to solicit request for proposals (RFPs) for the lease of band instruments to include piccolo, flute, oboe, bassoon, clarinet, bass clarinet, alto saxophone, tenor saxophone, bari saxophone, horn, trombone, baritone/euphonium, tuba, and percussion kits.

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

10. Accept and execute the Settlement Agreement and Release between the Lake-Lehman School District and the parent of student #862331, on behalf of said student.

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

11. Exonerate the following full-time student from payment of 2023 per capita taxes.

A. Walker Kmetz - Jackson Township

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

12. Authorize administration to approve the agreement between the Lake-Lehman School District and the Luzerne Intermediate Unit for the 2023-2024 SY, to provide Partial Hospitalization and Therapeutic services for students referred to that program at a cost of \$112.44 per day and any additional fees that may apply as listed in said agreement.

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

13. Authorize administration to enter into an agreement between the Lake-Lehman School District and Northeast Pennsylvania Center for Independent Living, a Pennsylvania non-profit Corporation d/b/a MYCIL ("MYCIL") Transitional Skills Center, Scranton, PA., for the 2023-2024 school year, to provide transitional life skills to students referred to that program at an annual fee of \$32,000.00.

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

14. Authorize the agreement between Drexel 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.

15. Approve the Memorandum of Understanding between the Lake-Lehman School District and the Lake-Lehman Educational Association in regard to a three (3) year extension of the current Collective Bargaining Agreement, effective September 1, 2025 through August 31, 2028.

Vote: Upon roll call, Mrs. Masters voted no and Mr. McDonald abstained. All other members present voted yes; motion carried.

16. Approve the Memorandum of Understanding between the Lake-Lehman School District and the Lake-Lehman Educational Support Staff Association in regard to a one (1) year extension of the current Collective Bargaining Agreement, effective July 1, 2025 through June 30, 2026.

Vote: Upon roll call, Mrs. Masters voted no. All other members present voted yes; motion carried.

17. Authorize administration to create, and advertise for, the position entitled: E-Sports Coach.

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

18. Approve the job description of the position entitled: Dean of Students.

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

19. Authorize administration to post for the position entitled: Dean of Students.

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

VISITORS

No visitor's comments.

Mr. Salko thanked parents and students for their cooperation with district administration and staff in regard to the recent school threat emergency which resulted in an evacuation of students to nearby Penn State campus. Mr. Salko commended administration, local law enforcement and community responders who aided in the safe and orderly evacuation of our students.

ADJOURNMENT

A motion to adjourn the meeting was made by David Paulauskas, seconded by Marilyn Glogowski.

Mr. Salko adjourned the meeting at 8:15 p.m.

Respectfully submitted



Non-Member, Board Secretary
Mary Jo Casaldi