

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

October 20, 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, October 20 2025, in the auditorium of the Lake-Lehman Junior-Senior High School.

The meeting was called to order by President, Bob Wright, at 7:03 p.m., and opened with Roll Call, Pledge of Allegiance and a moment of silence in remembrance of Mrs. Aldona McDonald, mother of former Board member Karen Masters who passed recently and for Mr. Edward Ladamus, former Lake-Lehman Elementary teacher, reading specialist and wrestling coach who also passed recently.

<u>DIRECTORS</u>	<u>Roll Call</u>
Robert Baran	Present
Kevin Carey	Present
David Paulauskas	Present
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

Tabitha Miscavage Spagnuolo, Personnel Benefits Coordinator/Lehman-Jackson Elem. Principal

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	Tiffany Weaver
Kiri Cooper	Thomas Weaver
Anita Koziol	Melissa Smigelski
Melissa Rindock	Mallory Smigelski
Gail Honeywell	Richelle Steele
Craig Selner	Kathleen Selner
Brenda Morris	
Cadence Rindock	
Sarah Saylor Kashatus	
Christine Napierkowski	

EXECUTIVE SESSION

An Executive Session of the Board was held on October 20, 2025 to discuss:

- A. Coaching/extracurricular 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

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:

- Mr. Nonnenburg acknowledged the following students who were named as overall first and second place winners in their grade level category in the 2025 Luzerne County Courthouse/Luzerne Intermediate Unit Constitution Day Contest.

Cadence Rindock, senior student in Mrs. Comstock’s Language Arts 12 Class, was named the overall 1st place winner in the 9-12th grade division.

Juliana Pockevich, 7th grade student in Mrs. Honeywell’s Language Arts 7, honors class, was selected as the second place overall winner in the 6-8th grade division.

The Luzerne Intermediate Unit and the Luzerne County Courthouse Judges partnered with local schools to commemorate Constitution Day with an Essay Contest. Constitution Day, observed on September 17th, commemorates the signing of the US Constitution by the Delegates to the Constitutional Convention in 1787.

In 500 words or less, students were prompted to explain what E Pluribus Unum-- Out of many -we are one! means in the context of America’s history and today’s society. Students were asked to address in their essays why unity is important in a country made up of many different states and people.

Both students were honored at a ceremony at the Luzerne County Courthouse with awards and a tour of the Luzerne County Courthouse by local historian Tony Brooks.

Julianna and Cadence read their award winning essays at the School Board Meeting.

- Mr. McGovern announced that the winners of this year’s Wyoming Valley Veteran’s Day Parade Committee Essay Contest will be recognized at the November 17th School Board Meeting. Students will be invited to read their essays at the meeting.

- Mr. McGovern also announced that winners of the annual 6th Grade Holiday Card Contest will be recognized at the December 15th Board Meeting. This year's theme is "Santa and his Helpers." Elementary Art Teachers will be here to present certificates to the winners and student artwork will be displayed.
- Mr. McGovern also noted that Sunday, October 26th is mini football semi-finals. The kids have been enjoying an undefeated season. Let's cheer them on!

Mrs. Tracey Liparela reported on the following:

- Vestibule Update: The JSHS vestibule project is currently on schedule. The Lake-Noxen project has a tentative start date of Nov 3rd. The official date should be decided at this week's construction meeting, which is Wednesday, and Mr. Klopp will share that information later in the week with the Lake-Noxen Community.
- Parent/Teacher Conferences are scheduled for Nov 10th and November 11th. Please contact your child's school with any questions.

BUSINESS MANAGER'S REPORT

No report.

WEST SIDE AREA CAREER AND TECHNICAL CENTER REPORT

Mr. Salko reported on highlights from the August 25, 2025 meeting of the WSCTC Joint Operating Committee.

LUZERNE COUNTY INTERMEDIATE UNIT REPORT

Mr. Walsh reported in highlights of the August 6, 2025 meeting of the Luzerne Intermediate Unit Board of Directors.

STUDENT COUNCIL REPORT

No Report.

FOOD SERVICE

Board members have been receiving a monthly Food Service report via email.

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.

No comments.

Minutes of the Lake-Lehman School Board Meeting 10/20/2025, Page 4.

APPROVAL OF MINUTES

Motion was made by Mr. Salko, seconded by Dr. Carey, to approve the following minutes.

September 15, 2025 - regular monthly meeting

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

PAYMENT OF BILLS

Motion was made by Dr. Carey, seconded by Mr. Salko, to approve the Fund Accounting Payment Summary with payment date listed as October 21, 2025, in the amount of \$595,703.90 and interim payments dated September 19, 2025, in the amount of \$303,402.59, and October 3, 2025, in the amount of \$153,483.94; 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 September 30, 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

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

ACTION ITEMS

CURRICULUM AND INSTRUCTION

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

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.

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.

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.

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.

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.

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.

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.

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 Sweenberg-Williams of Dallas	Elementary K-6 & Reading Specialist Certification
----	-------------------------------------	---

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 Mr. Wojtowicz 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	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.

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
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.

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

No Items.

SUPPORT SERVICES

Motion was made by Dr. Carey, seconded by Mr. Salko, to move on the following items:

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.

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.

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.

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.

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

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

VISITORS

No Comments.

ADJOURNMENT

Mr. Wright called for a motion to adjourn the meeting. Mr. Salko motioned to adjourn, seconded by Mr. Wojtowicz. Mr. Wright adjourned the meeting at 7:35 p.m.

Respectfully submitted



Non-Member, Board Secretary
Mary Jo Casaldi