

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
February 8, 2023
Lecture Hall, Muhlenberg High School
www.muhsdk12.org

Call to Order

The Committee of the Whole Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, February 8, 2023 at 6:31 PM by Board President, Mr. Garrett E. Hyneman.

Members Present

President – Mr. Garrett E. Hyneman
Vice President – Mr. Otto W. Voit, III
Treasurer - Mr. Richard E. Hoffmaster
Secretary – Mrs. Cindy L. Mengle
Assistant Secretary – Ms. Janet Howard
Member – Mrs. Kristyna Eagle
Member – Mr. J. Tony Lupia, Jr.
Member – Mr. Mark J. Nelson
Member – Mr. Miguel Vasquez
Solicitor – Mr. Brian F. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent – Dr. Alan S. Futrick
Business Manager- Shane M. Mathias, CPA
Assistant Business Manager - Mrs. Susan Hawkins
Director of Physical Plant – Mr. Ken Patterson
Director of Special Education – Dr. Shawn Rutt
Supervisor of Special Education - Ms. Nicole Huntbach
Supervisor of Special Education - Ms. Lori Morris
Licensed Behavior Specialist – Mr. Zachariah Milch
Director of Technology - Mr. Daniel Houck
Director of Human Resources - Dr. Jessica Heffner
Director of Federal Programs - Dr. Cathy Shappell
Director of Pupil Services - Mr. Michael Mish
Data Administrator – Mr. Kevin Vanino
Athletic Director – Dr. Tim Moyer
Community & Family Outreach Coord. & Distr. Interpreter – Ms. Elizabeth Laviena
High School Principal – Dr. Jeffery Ebert
High School Assistant Principal - Ms. Julianna Ciccarelli
High School Assistant Principal - Mr. Aaron Kopetsky
Junior High School Principal – Mr. Steve Baylor

Junior High School Assistant Principal - Ms. Jennifer Doyle
Junior High School Assistant Principal - Mr. Daniel Kramer
C. E. Cole Intermediate Principal - Mr. Haniff Skeete
Elementary Principal - Mr. Kyle Crater
Elementary Assistant Principal - Ms. Ginny Hornberger
Social Worker - Ms. Lauren Heydt
Social Worker - Ms. Amanda Foulds
Social Worker - Ms. Emily Carmichael

Visitors

Diane Benson
Linda Roebuck
Scott Keller

Educational Presentations

Questions/Comments/Concerns:

Dr. Machaarol asked Dr. Futrick to apprise the Board and community regarding all the wonderful things going on in the District's schools. Dr. Futrick spoke about the award that the high school achieved called the AP Computer Science Female Diversity Award; in which last month the district's high school was designated a school. He advised this district is the only high school in Berks County to receive this recognition, and of only 41 high schools across the state. Dr. Futrick explained in order to receive this award, it's determined on how many female students are taking the AP Computer Science courses. He explained that this is the second time in the past four years that the Muhlenberg High School has received this honor and the District is very grateful for this. He advised the teacher for the class is Mr. Robert Gourley. Dr. Futrick talked about the Muhlenberg Junior High Science Fair which had over 135 projects present, the winners of this will go on to complete at the county level. Dr. Futrick spoke about recently starting a social media internship with two of the District's high school students. He talked about this year really pushing for internships for the students and having a teacher dedicated to overseeing all of the internships; getting the students out into the real world and letting them know what they can experience when they graduate. Dr. Futrick spoke about the District Facebook page as well as a District Instagram page. He advised one of the things the District wanted the interns to do was to really publicize the great things happening in Muhlenberg and encouraged everyone to follow along. The two seniors, Kylie Stoudt and Jojo (Jorylliam) Ortiz-Correa, are participating in the internship; both students want to go on to school and major in media. He talked about this being a great training platform and the teacher overseeing the internships is Ms. Emily Grube. He spoke about the District's Twitter page and taking on a new "splash" of pictures trying to capture all of the neat things; and most of all telling the District's story. He advised the kids are very excited about this, just kicking off about a week and a half ago. Dr. Futrick advised that this will continue to the remainder of the year and will work on this to continue to grow and potentially maybe even offer classes for. Dr. Futrick also talked about a team of dedicated staff from Muhlenberg that went to the conference for improving student performance, which included Dr. Cathy Shappell, Ms. Lauren Heydt,

Ms. Elizabeth Laviena, and Ms. Amanda Foulds. He advised this staff presented at a state conference with PDE the great things that the District has done the past two summers with the District's Summer Style Program. He talked about one of the nice comments Dr. Shappell relayed from someone at PDE, that it was so nice to see where the money goes. He talked about what a great job they did speaking to other educators and other state officials; he stated he was very proud of this.

Dr. Macharola wanted to advise on the social media names for the district's pages: gomuhls for Instagram and Muhlenberg School District for Facebook.

Mr. Voit commented about listening to the internship that the District is offering, he would like his company (Essig Plumbing & Heating) to be a resource for these internship programs.

Dr. Macharola spoke about the PDE's comments about where the money goes and wanted to thank the Board for their support and the confidence in the Administration to utilize those dollars effectively. He also thanked Dr. Futrick for his energy into the presentation.

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - The inside maintenance crews have been busy finishing changing filters in all of the buildings and taking care of the work orders entered from staff. They continue to change fluorescent fixtures with LED upgrades in the High School. The outside crew have taken advantage of the mild winter thus far and continue removing debris and pruning dead tree branches throughout the campus and periodically raking the mulch areas of the District's playgrounds. They also refurbished the District's utility trailer, replacing the deck boards, painting the frame, and they are finishing up servicing the mowing equipment as well. Custodial crews continue to help orchestrate winter athletic activities taking place throughout all of the District's buildings. He advised this is a major change from previous years. He explained that it used to be mainly in the high school, however with all the activities now as well as community events; there is something going on in all of the buildings every night. They also continue to do a great job keeping the buildings clean, disinfecting, and sanitizing following the same cleaning guidelines established since the pandemic.
- Student Desks for Muhlenberg Elementary Center - The new desks have arrived at the supplier and installation began in late January and will continue over the next several weeks until all 930 are put into place. The schedule was put in place to help minimize any disruption of the classrooms and their normal schedule throughout the day.

- Security Upgrades - The security upgrades approved last November to the new weight and fitness room which included additional cameras and card access have been completed and is working.
- Upfit and Equipment Replacement for Buildings and Grounds Change Order - The change order is a vendor shift due to the availability of the new UTVs (utility vehicles).

B. First Reading of Policy - Dr. Joseph E. Macharola

Policy No. 333, *Professional Development*

Policy 333 was revised to include the revised graduate study/special courses to be submitted by August 30th.

Hearing of Visitors - Muhlenberg School District taxpayers and residents have an opportunity, at this time, to comment on matters of concern, official action, or deliberation which are or may be before the Muhlenberg School Board. ***This period of time is for comments only; it is not a time to engage in a question and answer or debate with the board. Comments from the Board are at the option of the Board.*** The Board retains the option to accept all public comment at this time. Presentations ***will*** be limited to two minutes per person. In the event that the Board determines that there is not sufficient time for residents or taxpayers of the School District to comment, the Board may defer the comment period to the next regular meeting.

There were none.

Board Business

Personnel

1. Administrative Appointment

Resolved, that the Board of Education of the Muhlenberg School District approve the following administrative appointment:

- a. Mr. Aaron Kopetsky, Assistant Principal (F. Vecchio), Muhlenberg High School, pending release from current employer, at a salary of \$83,600, prorated for days worked.

Questions/Comments/Concerns:

Dr. Macharola introduced Mr. Kopetsky was welcomed to the school district.

2. Classified Appointments

Resolved, that the Board of Education of the Muhlenberg School District approve the following classified appointments:

- a. Mr. Jared Kretz, Second Shift Custodian (P. Becker), Muhlenberg Junior High School, effective January 23, 2023, at a salary of \$39,276, prorated for days worked.
- b. Ms. Kelly Quiles, Special Education Paraprofessional (C. Nguyen), Muhlenberg Elementary Center, effective January 23, 2023, at a pay rate of \$18.01 per hour.
- c. Mr. Christopher Ramirez, Third Shift Custodian (A. Kunkle), C.E. Cole Intermediate, effective February 6, 2023, at a salary of \$39,276, prorated for days worked.
- d. Mr. Silvia Alcaraz, Cafeteria Worker (newly created), C.E. Cole Intermediate, effective January 30, 2023, at a pay rate of \$15.43 per hour.
- e. Ms. Alexandria Garcia, Special Education Paraprofessional (K. Lessie), Muhlenberg Elementary Center, effective February 6, 2023, at a pay rate of \$18.96 per hour.

3. Co-Curricular Appointments

Resolved, that the Board of Education of the Muhlenberg School District approve the following co-curricular appointments:

- a. Mr. Matthew Watson, MHS Musical Lighting Director, effective January 17, 2023, at a salary of \$1,584 (year 7), prorated for days worked.
- b. Mr. Oenis Medina, MHS Varsity Boys Basketball Volunteer Coach, effective January 19, 2023.
- c. Mr. William Merriweather, MJHS Boys Basketball Volunteer Coach, effective January 19, 2023.

4. Request for Leave of Absence/FMLA Leave

Resolved, that the Board of Education of the Muhlenberg School District approve the request for a Leave of Absence/FMLA leave for the following employees:

- a. Employee No. 1014, Special Education Paraprofessional, Leave of Absence/FMLA, effective on or about January 13, 2023 through on or about April 14, 2023.
- b. Employee No. 3050, Custodian, Leave of Absence/FMLA, effective on or about January 10, 2023 through on or about April 3, 2023.

5. Professional Salary Adjustment

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Salary Adjustment for the following employee:

- a. Ms. Demi James, \$72,369 (M + 30, 12 Steps from the Top), effective February 9, 2023.

6. Acceptance of Resignations

Resolved, that the Board of Education of the Muhlenberg School District accept the following resignations:

- a. Ms. Cassandra Aungst, Special Education Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- b. Ms. Kelly Quiles, Cafeteria Worker, Muhlenberg Elementary Center, effective January 23, 2023.
- c. Mr. Mark Coller, Crossing Guard, Physical Plant, effective January 27, 2023.
- d. Ms. Hillary Dankel, Elementary Teacher, C.E. Cole Intermediate, pending release from Muhlenberg School District per PA School Code.
- e. Ms. Alexandria Garcia, Cafeteria Worker, C.E. Cole Intermediate, effective February 6, 2023.

7. Completion of Probation

Resolved, that the Board of Education of the Muhlenberg School District approve the completion of probation for the following classified employees:

- a. Ms. Kim Eschelman, Special Education Paraprofessional, Muhlenberg High School completion of forty-five (45) day probation as of December 14, 2022 and recommended for permanent employment as of December 15, 2022.
- b. Ms. Joann Brezna, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of December 9, 2022 and recommended for permanent employment as of December 10, 2022.
- c. Ms. Shana Kelly, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of January 17, 2023 and recommended for permanent employment as of January 18, 2023.
- d. Ms. Denisse Jaquez, Class A Secretary, Muhlenberg Junior High School, completion of forty-five (45) day probation as of January 12, 2023 and recommended for permanent employment as of January 13, 2023.
- e. Ms. Nini Garay, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of December 20, 2022 and recommended for permanent employment as of December 21, 2022.
- f. Mr. Domenic Velazquez, Outside Custodian, Physical Plant, completion of forty-five (45) day probation as of February 3, 2023 and recommended for permanent employment as of February 6, 2023.

8. Mentor Assignment

Resolved, that the Board of Education of the Muhlenberg School District approve the following mentor assignment at the professional rate of \$30.00 per hour for the 2022-2023 school year:

- a. Mr. John Winand, mentor for Mr. Brian Garner, Long-Term Substitute, Muhlenberg Junior High School, for thirty (30) hours.

9. Co-Curricular Resignations

Resolved, that the Board of Education of the Muhlenberg School District accept the following co-curricular resignations:

- a. Mr. Jared Suglia, Varsity Boys Lacrosse Co-Assistant Coach, effective November 17, 2022.
- b. Mr. Jason Kilgore, Varsity Track and Field Head Coach, effective January 23, 2023.

10. Professional Appointment

Resolved, that the Board of Education of the Muhlenberg School District approve the following professional appointment:

- a. Ms. Jacqueline Ellis, Science Teacher (D. Gilbert), Muhlenberg Junior High School, pending release from current employer, at a salary of \$78,827 (M, 3 Steps from the Top), prorated for days worked.

Management

1. School Calendar for the 2023-2024 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the School Calendar for the 2023-2024 school year as presented.

2. Adoption of Policies

Resolved, that the Board of Education of the Muhlenberg School District adopt the following district policies:

000 Local Board Procedures

Policy No. 011, Principles of Governance and Leadership

600 Finances

Policy No. 610, Purchases Subject to Bid/Quotation

3. Emergency Disaster Relocation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the emergency disaster relocation agreement for My First Steps Child Care Center to use the Muhlenberg Elementary Center, 610 Sharp Avenue, Reading, PA 19605.

4. Muhlenberg School District Organizational Chart

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg School District Organizational Chart as presented.

Physical Plant and Transportation

1. Change Order request

Resolved, that the Board of Education of the Muhlenberg School District approve the vendor change order request for the upfit, replacement, and addition of buildings and grounds equipment as presented.

Budget and Finance

1. Approval of Financial Reports

Resolved, that the Board of Education of the Muhlenberg School District approve the following financial reports and that they become part of the permanent record of the meeting:

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Dec 2022	Dec 2022	Jan 2023 Ck#53653-53872 V#27583-27610	Dec 2022	Dec 2022
Cafeteria	Dec 2022	Dec 2022	Jan 2023 Ck#7706-7740 V#2990-2993	Dec 2022	
Capital Reserve (Fund 32)	Jan 2023	Jan 2022	Jan 2023 Ck#935-941		
Activity	Dec 2022	Dec 2022			

2. Approval of the 2023 Mileage

Resolved, that the Board of Education of the Muhlenberg School District approve the 2023 standard mileage reimbursement rate for the use of a personal vehicle for business purposes of .655¢ per mile in accordance with the Internal Revenue Service guidelines as of January 1, 2023.

3. Berks County Intermediate Unit Proposed Mandated Services Budget for the 2023-2024 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Berks County Intermediate Unit Proposed Mandated Services Budget for the 2023-2024 School Year at the district's share of \$42,727.18.

4. Certification of Unpaid Real Estate Taxes for Tax Years 2021 and 2022

Resolved, that the Board of Education of the Muhlenberg School District authorize the Certification of Unpaid Real Estate Taxes for Muhlenberg Township and the Borough of Laureldale for tax years 2021 and 2022 to be submitted to the Berks County Tax Claim Bureau.

5. Assessment Appeal - Town Square Investors, LLC

WHEREAS, on December 2, 2022, Town Square Investors, LLC filed two (2) Real Estate Tax Assessment Appeals (the "Assessment Appeals") regarding the following properties:

4320 5th Street Highway, Muhlenberg Township, Berks County, Pennsylvania Property ID No. 66530915721607, which is the Giant Food Stores property, docketed at Berks County Court of Common Pleas No. 22-15970; and

4210 5th Street Highway, Muhlenberg Township, Berks County, Pennsylvania, Property ID No. 66530919720361, which is the PetSmart store, docketed at Berks County Court of Common Pleas No. 22-15967.

NOW THEREFORE, BE IT RESOLVED by the Board of School Directors of the Muhlenberg School District, Berks County, Pennsylvania (the "School District") that:

Brian F. Boland, Esquire, John E. Muir, Esquire, and Kozloff Stoudt, Professional Corporation, Solicitors for the Muhlenberg School District, are authorized to intervene in the Assessment Appeals on behalf of the School District.

6. Disposal of Surplus Property

Resolved, that the Board of Education of the Muhlenberg School District authorize the disposal of the following surplus property in accordance with district Policy 706.1, Disposal of Surplus Property as presented:

- a. Chromebooks – These items are broken or have reached end-of-life and have no usable value. (Exhibit – Feb23 Recycle.xlsx)

Education

1. Conference Request

Resolved, that the Board of Education of the Muhlenberg School District approve the following conference request:

- a. Ms. Edith Rubert, to attend the 2023 Title I Improving Schools Conference in Pittsburgh, PA on January 29, 2023 through January 31, 2023 at a cost not to exceed \$1,035.50 (Title I funds).

2. Admission of Fact, Waiver of Hearing, Acknowledgment of Compliance with Procedural Safeguards and Consent to Expulsion

Resolved, that the Board of Education of the Muhlenberg School District authorize the Admission of Fact, Waiver of Hearing, Acknowledgement of Compliance with Procedural Safeguards and Consent to Expulsion for the following student:

- a. Student "H", Muhlenberg High School

3. Educational Field Trip Requests

Resolved, that the Board of Education of the Muhlenberg School District approve the following educational field trip requests:

- a. Muhlenberg High School Competitive Cheer Team, travel to the National Cheer Competition in Orlando, FL on February 9, 2023 through February 12, 2023.
- b. Muhlenberg High School AFJROTC, travel to the Norfolk Naval Station in Norfolk, VA on June 1, 2023 through June 4, 2023.
- c. Muhlenberg High School AFJROTC, travel to the Summer Leadership School in Charleston, South Carolina on June 10, 2023 through June 17, 2023.

5. Certificate of Support Students

Resolved, that the Board of Education of the Muhlenberg School District approve the enrollment of Certificate of Support Students, PA School Code 1302, for the 2022-2023 School Year as listed.

Student Activities

There are no items

Minutes

Review minutes of the Committee of the Whole Meeting of January 11, 2023 and the Regular Board Meeting of January 11, 2023.

Old Business

Mr. Voit asked about the previous discussion regarding broadcasting the board meetings. Dr. Macharola advised Mr. Houck was able to research and get a scope of work for the lecture hall; the cost for the request is \$15,438 which the price does not include sales tax which has gone through Co-Stars. Mr. Nelson asked what this cost covered. Mr. Houck advised this would be for the replacing of the existing system just to set up the broadcast and does not include the actual broadcasting of the meetings. He explained that the current lecture hall is not set up to do so, so replacing the current equipment would be necessary. Mr. Voit questioned if there should be some monitors. Mr. Houck advised that the Board would need to determine whether the public would need to see who you are and whose speaking. Mr. Voit responded yes. Mr. Houck cautioned going down that road due to how expensive it will be. He explained that the current quote is only to broadcast sound going out and not having the public broadcast back in. Mr. Nelson commented that he did not want to do it all. He advised there is a certain level of responsibility the public if they want to participate, come to the meeting. Mr. Voit advised that he used to feel that way, but now with families being too busy; he believes this brings another layer of accountability out of the Board because if no one shows up, then the tendency is they act in what is in their best interest. However when more people watch, the higher the accountability is. Mr. Hoffmaster expressed his concern with what's happening in other school districts, the public is having "watch parties" and where people are going to houses and ganging up on school boards. Mr. Nelson reiterated the concern with allowing two way communication. Mrs. Eagle and Ms. Howard commented on allowing them to view the meetings, however they would not be able to speak publicly, encouraging them to come to the meeting. Mr. Hyneman spoke about residents being elderly and not wanting to drive at night or maybe not capable of driving, this may be a nice option for them to tune in to what the school board is saying. Mr. Voit asked to just continue the conversation and see where it goes. Dr. Macharola agreed with continuing conversation, however he did advise of the concern it may have in terms of security of the lecture hall as it is utilized as a classroom during the day.

Mr. Lupia took a moment to apologize to the public as he was not accessing his school email account and realized once he was logged in how many people were trying to communicate with him.

New Business

There are no items.

Hearing of Visitors

Presentation is limited to approximately two minutes per person. Should any citizen require more than the two minutes allocated, please contact the Superintendent prior

to the meeting. He will coordinate such requests for the Board. Citizens addressing the Board should be aware that the meeting is being taped.

There were none.

MSD/RMCTC Board Visitor of the Month

Schedule 2022-2023

February	Mr. Mark Nelson
March	Mr. Miguel Vasquez
April	Ms. Janet Howard
May	Mr. Richard E. Hoffmaster

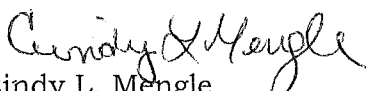
Review of Board Meetings and Calendar of Events

February 13	6:30 PM	RMCTC Board Meeting
March 1	7:00 PM	Committee of the Whole Meeting
March 8	7:00 PM	Regular Board Meeting
March 13	6:30 PM	RMCTC Board Meeting
April 5	7:00 PM	Committee of the Whole Meeting
April 10	6:30 PM	RMCTC Board Meeting
April 12	7:00 PM	Regular Board Meeting
May 3	7:00 PM	Committee of the Whole Meeting
May 8	6:30 PM	RMCTC Board Meeting
May 10	7:00 PM	Regular Board Meeting
June 12	6:30 PM	RMCTC Board Meeting
June 14	6:30 PM	Committee of the Whole and Regular Board Meeting

Adjourn Meeting

Moved by Mr. Hoffmaster and Mr. Lupia, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:05 PM.

Attest:


Cindy L. Mengle
Secretary