

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
September 13, 2023  
Lecture Hall, Muhlenberg High School  
[www.muhlSDK12.org](http://www.muhlSDK12.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, September 13, 2023 at 6:31 PM by Board President, Mr. Garrett E. Hyneman.

**Members Present**

President – Mr. Garrett E. Hyneman  
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**

Vice President – Mr. Otto W. Voit, III

**Administration Present**

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

Junior High School Assistant Principal - Mr. Daniel Kramer  
C.E. Cole Intermediate & Elementary Principal - Mr. Kyle Crater  
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca  
C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria  
Elementary Assistant Principal - Ms. Ginny Hornberger  
Elementary Assistant Principal - Ms. Leila McGill  
Social Worker - Ms. Lauren Heydt  
Social Worker - Ms. Amanda Foulds  
Social Worker - Ms. Liliana Moore  
Social Worker - Ms. Emily Carmichael

### **Visitors**

Linda Roebuck	Diane Benson
Beth Skrocki	Rick Rankin
Tiffany Price	Liliana Peralta
Rafael Padilla	Tabitha Eckert
Alex Ramos	Tyler Eckert
Carolina Ramos	

### **Educational Presentations**

Dr. Macharola introduced Mr. Tyler Ekert:

- Member of Troop 151, Tuckerton PA
- Grade 9 at Muhlenberg Junior High School
- Currently a Life Rank Scout working towards Eagle requirements
- He attends summer camp with his troop every year; this past summer he works as a Counselor in Training at Hawk Mountain Scout Camp for 7 weeks learning a lot and working/helping kids achieve merit badges and learn life skills
- Along with being a member of Boy Scouts, he is involved in the school band, musical, swimming, water polo, AFJROTC, swim lesson teacher and volunteer club

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - Muhlenberg's custodial and maintenance crews put the finishing touches on all of the school buildings in preparation for the August 28th start to the 2023-2024 school year. Custodial staff rearranged classrooms and cleaned all of the buildings following the same cleaning guidelines that were established during the pandemic. The District will continue to use those cleaning procedures moving forward. The outside grounds crew mulched and cleaned the playground areas of MEC, helped with removal of several dead trees along Sharp Avenue and maintained all the outside fields used for fall sports programs which are in full swing. The inside maintenance techs completed the semi-annual PM of changing all of the HVAC filters, cleaning units and assuring all the fresh air dampers are operating

properly. They also PM'd the outside parking lights throughout the campus to make sure they are functioning as daylight continues to get less and less each day. The Administration building also had a fresh coat of paint on all of the interior walls and offices. All the trees and shrubbery beds along the 5th Street Highway were also weeded and freshly mulched in August.

Questions/Comments/Concerns:

*Dr. Macharola stated that the District does not cut trees down because the District wants to cut trees down. The trees were rotted, and the District wants to replace trees. The District is ecologically mindful of what to do. Mr. Patterson advised there are plans to replace them, however this is the wrong time of year to plant, and will plant them in the Spring.*

- Modular Classroom Units for C.E. Cole - The Modular Units are up and running for occupancy by the entire fourth grade for the first day of school. Since the first day of school Met Ed has been out and installed the new electric service and a canopy has also been installed over the access ramp to the main entrance. There are some landscaping items and a few interior punch list items that will be taken care of as the District moves through September into October.
  - Capital Reserve Fund Request - SoundBoard and Microphone System for Muhlenberg Junior High School
- B. Raymond James Public Finance - Mr. Scott Kramer and Ms. Allie Macchi; Stevens & Lee - Mr. Peter T. Edelman

Mr. Boland reported:

- Mr. Boland explained what a Parameter Bond entails. He advised that he resolution that the board has to approve tonight authorizes the District to incur up to 100 million dollars from debt and by passing this resolution the Board will be authorizing the team to apply to DCED (PA Department of Community & Economic Development) to get the approval to borrow the money so that when the times comes to actually do the borrowing, the District will have the DCED approval already in place. He explained that it does not obligate the Board to go to the 100 million dollars, it just gives the District authorization up to this number. That will get the first part of the project approved from DCED then going forward. The project itself is defined in the resolution as being the design, acquisition, construction, installation of new classroom, building, the administration building, various capital improvements throughout the school district including athletic buildings, parking facilities, systems, HVAC and the costs related to them. The resolution also authorizes Mr. Edelman and Raymond James to get started so that everything can be put in place, so when the District decides the need for the money they can have that done and can happen in a short time. In general the resolution is authorizing those actions to take place.

Ms. Macchi reported:

- Ms. Macchi discussed the approval of the resolution as the first step in the process in kicking off the financing. She talked about taking the first 15 million dollar piece of the 100 million dollars this calendar year. Ms. Macchi spoke about the ability for the District to earn positive arbitrage because of the shape of the yield curve and to earn on that money until the District was ready to actually spend it over the next three years. Once this resolution is authorized, they will get to work with Mr. Mathias and the administration on getting that first 15 million dollars completed before the end of this calendar year; timing looks like it's going to be pricing the bond at sometime in October, closing sometime in November so that money will be in the District's account earning as soon as that happens. She talked about the market "holding in" as all of the projections that the District has seen in the last few meetings have seem to be in the ballpark of where they think and will come back to the Board in November to report what happens so the District is in the know.

Mr. Edelman reported:

- Mr. Edelman reiterated that Mr. Bolan gave a great overview of the summary of the resolution. It is important to understand that the resolution provides maximum flexibility to the Board. As Ms. Macchi discussed that the first piece is 15 million dollars and the resolution authorizes more than one series of bonds. He explained that the District can do the 15 million dollars now and the other series next year; or two series next year and just wanted to emphasize that the District does really have flexibility as the Board controls this process. Mr. Edelman advised that as Mr. Boland mentioned, this is the first step as they will get the approval in place so that as the District moves forward with the financing plans this piece of it will not slow the District down. The resolution is drafted in compliance with Pennsylvania state law, in particular the Local Government Debt Act. If the Board moves forward tonight, they will set a proceeding to the state so that they can review and approve this first step. He explained this is the additional oversight that gives additional comfort to the Board that this process is in compliance with all state regulations.

Questions/Comments/Concerns:

*Mr. Hoffmaster questioned if there are new board members who do not agree with this resolution and want to stop the process, can the District get back that money. Mr. Boland explained that this resolution being board approved tonight just authorizes everything to just get started, so if a new board came on and decided they didn't want to spend any money they could revoke this resolution and let the DECD know that this was a "no sale"; never took place. Mr. Boland explained on the other hand the bonds are sold, if they are sold and the District takes the money into the District, the money is here and it must be spent on the projects that the debt was authorized for.*

*Dr. Macharola stated that he knows that the Board is committed and appreciated Mr. Hoffmaster's discussion.*

C. First Reading of Policies - Dr. Joseph E. Macharola

Policy No. 006, *Meetings*

Purpose

Policy 006 was revised to include the revisions under the Voting section. Specifically, the provision regarding "Actions that require the affirmative vote of two-thirds of those voting in the presence of a quorum", has been removed and both items previously under that category:

- Incurring temporary debt (there is no need to specify emergency or non-emergency as the voting requirement is the same)
- Adopting or changing textbooks without the recommendation of the Superintendent

are now categorized under the, "Actions requiring the affirmative votes of two-thirds of the full membership of the Board."

Under the provision regarding, "Actions requiring the affirmative votes of a majority of the full membership of the Board":

- The statement regarding "Combining or reorganizing into a larger school district" has been removed because this action only requires a simple majority.
- The following statements have been added to this section:
  - Approving or denying a charter school application (24 P.S. Sec. 1717-A)
  - Approving or denying a multiple charter school organization application (24 P.S. Sec. 1729.1-A)
  - Establishing joint schools or departments (24 P.S. Sec. 1701)

Policy No. 216.1, *Supplemental Discipline Records*

Purpose

Policy 216.1 was revised to include The revisions are based on 237 PA Code Rule 163. Release of Information to School. The juvenile probation office is required to provide notice to the building principal or his/her designee upon finding a juvenile, who is enrolled in the school entity, to be a delinquent. The Rule addresses requirements for the following:

- The information to be contained in the notice to the school.

- Acknowledgement of the notice of information.
- Procedures for transfer of information upon the student's transfer to another school.
- Maintenance of the information separately from the juvenile's official school record.
- The limited purposes for which the district can use the information.

*Policy No. 251, Students Experiencing Homelessness, Foster Care and Other Educational Instability*

Purpose

Policy 251 was revised to include the only revision to this policy that affects the Students With Disabilities section, which is located at the end of the policy. The final paragraph stating, "*Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school,*" has been removed from the policy, based on the recommendation of school legal counsel to school districts, who identified this language as potentially problematic.

Graduation requirements for a student with an IEP are based on the IEP team's plan, and may differ from the district's graduation requirements approved for all students. The graduation *Notice of Recommended Educational Placement* (NOREP) issued by a school district is a recommended placement for a student's graduation, but may be challenged by the student or parent/guardian. Students and parents/guardians do not have an automatic right to override a graduation NOREP and continue a student's education in the district until age twenty-one (21).

The remaining paragraph was revised to state: "*Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, in accordance with applicable law, regulations, Board policy, administrative regulations and state guidance.*" This additional clause in bold print and referral back to policies 113. Special Education and 217. Graduation address the necessary references related to graduation of a student with an IEP who is also experiencing educational instability.

*Policy No. 827, Conflict of Interest*

Purpose

Policy 827 was revised to include the Corrective action from the monitoring of 22-23 Title grants. Policy 827 was flagged as missing the Mandatory Disclosure: the policy must include language under Reporting Conflicts of Interest - The

Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.

**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. Professional Appointments**

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

- a. Ms. Erin Hole, Elementary Teacher (J. Rankin), C.E. Cole Intermediate, effective the first contractual day of the 2023-2024 school year, at a salary of \$76,217 (B+24, 4 Steps from the Top).
- b. Ms. Hailey Jack, Long-Term Substitute Teacher (newly created), C.E. Cole Intermediate, effective the first contractual day of the 2023-2024 school year, at a salary of \$49,186 (B, 17 Steps from the Top).
- c. Ms. Laura Barrall, Math Teacher (K. Foster), Muhlenberg High School, pending release from current employer, at a salary of \$81,523 (M, 3 Steps from the Top), prorated for days worked.
- d. Ms. Samantha Sites, Long-Term Substitute Teacher (R. Williams), C. E. Cole Intermediate, effective the first contractual day of the 2023-2024 school year, at a salary of \$49,186 (B, 17 Steps from the Top).
- e. Mr. George Dunda, Special Education Teacher (L. Snow), Muhlenberg High School, effective the first contractual day of the 2023-2024 school year, at a salary of \$52,895 (B+9, 16 Steps from the Top), given 3.5 years to attain and secure PDE Certification in Special Education.
- f. Ms. Jennifer Biondo, Special Education Teacher (T. Moyer), Muhlenberg High School, effective the first contractual day of the 2023-2024 school year, at a salary of \$76,417 (M, 6 Steps from the Top).

- g. Ms. Tiffani Turk, English Teacher (C. Belizaire), Muhlenberg Junior High School, effective the first contractual day of the 2023-2024 school year, at a salary of \$50,695 (B, 16 Steps from the Top).
- h. Ms. Alyssa Kline, Long-Term Substitute Teacher(J. Vroman), Muhlenberg Junior High School, effective the first contractual day of the 2023-2024 school year, at a salary of \$50,695 (B, 16 Steps from the Top).
- i. Ms. Allecia Stiles, Elementary Teacher (E. Anagnost), C.E. Cole Intermediate, effective the first contractual day of the 2023-2024 school year, at a salary of \$57,694 (M, 17 Steps from the Top).
- j. Ms. Brianna Bodnar, Long-Term Substitute Teacher (newly created), Muhlenberg Elementary Center, effective the first contractual day of the 2023-2024 school year, at a salary of \$49,186 (B, 17 Steps from the Top).
- k. Mr. Christopher Antosy, Computer Science Teacher (J. Fernez), Muhlenberg Junior High School, effective the first contractual day of the 2023-2024 school year, at a salary of \$52,204 (B, 15 Steps from the Top).
- l. Ms. Kylie Torrens, Long-Term Substitute Teacher (J. Fiorito), Muhlenberg Elementary Center, effective the first contractual day of the 2023-2024 school year through on or about December 11, 2023, at a salary of \$49,186 (B, 17 Steps from the Top), prorated for days worked.
- m. Mr. Andrew Stoudt, Long-Term Substitute (M. Moyer), C.E. Cole Intermediate, effective the first contractual day of the 2023-2024 school year, at a salary of \$49,186 (B, 17 Steps from the Top).
- n. Ms. Erica Berger, Long-Term Substitute (A. Hawkins), Muhlenberg Elementary Center, effective the first contractual day of the 2023-2024 school year through on or about January 2, 2024, at a salary of \$49,186 (B, 17 Steps from the Top).
- o. Mr. Brian Garner, Long-Term Substitute Teacher (newly created), Muhlenberg Junior High School, effective August 28, 2023, at a salary of \$49,186 (B, 17 Steps from the Top).
- p. Ms. Tiffany Price, Math Teacher (J. Collins), Muhlenberg High School, pending release from current employer, at a salary of \$91,566 (M + 24, 2 Steps from the Top), prorated for days worked.
- q. Mr. Kevin Maier II, Speech & Language Pathologist (S.Ruiz), Muhlenberg Elementary Center, pending release from current employer, at a salary of \$86,747 (M, Top), prorated for days worked.

## **2. Classified Appointments**

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

- a. Mr. Bruce Quillman, Crossing Guard, effective August 28, 2023, at a pay rate of \$19.00 per hour.
- b. Ms. Maria Cedeno, Paraprofessional (R. Rivas), C.E. Cole Intermediate, effective the first contractual day of the 2023-2024 school year, at a pay rate of \$19.71 per hour.



- c. Ms. Francine Galuska, Special Education Paraprofessional (K. Craig), Muhlenberg Junior High School, effective the first contractual day of the 2023-2024 school year, at a pay rate of \$19.71 per hour.
- d. Ms. Jael Rivera, Cafeteria Assistant (P. Fletcher), Muhlenberg Elementary Center, effective the first contractual day of the 2023-2024 school year, at a pay rate of \$16.71 per hour.
- e. Ms. Joleen Borrell, Cafeteria Assistant (L. Clouse), Muhlenberg Elementary Center, effective the first contractual day of the 2023-2024 school year, at a pay rate of \$16.71 per hour.
- f. Ms. Michelle Eaton, Paraprofessional (B. Witte-Mech), Muhlenberg Elementary Center, effective September 5, 2023, at a pay rate of \$19.71 per hour.
- g. Ms. Ciara Pineda, Special Education Paraprofessional (P. Figueroa), Muhlenberg Elementary Center, effective September 5, 2023, at a pay rate of \$19.71 per hour.
- h. Ms. Lori Horst, Cafeteria Worker (newly created), Muhlenberg Junior High School, effective September 18, 2023, at a pay rate of \$19.79 per hour.
- i. Ms. Lori Street, Cafeteria Assistant (newly created), C.E. Cole Intermediate, effective September 11, 2023, at a pay rate of \$16.71 per hour.
- j. Ms. Ashlee Crater, Cafeteria Substitute, effective September 5, 2023, at a pay rate of \$14.00 per hour.
- k. Ms. Lori Smith, Cafeteria Substitute, effective August 30, 2023, at a pay rate of \$14.00 per hour.
- l. Ms. Jenna-Marie Blackwell, Cafeteria Worker (T. Pearson), Muhlenberg Elementary Center, effective September 11, 2023, at a pay rate of \$19.79 per hour.

### **3. Acceptance of Resignations**

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

- a. Ms. Erin Anagnost, Elementary Teacher, C.E. Cole Intermediate, pending release from Muhlenberg School District per PA School Code.
- b. Mr. Kyle Craig, Special Education Paraprofessional, Muhlenberg Junior High School, effective August 16, 2023.
- c. Mr. Joseph Collins, Math Teacher, Muhlenberg High School, pending release from Muhlenberg School District per PA School Code.
- d. Ms. Stefania Hoffman, Cafeteria Worker, C.E. Cole Intermediate, effective September 4, 2023.
- e. Ms. Tracey Pearson, Cafeteria Worker, Muhlenberg Junior High School, effective August 18, 2023.
- f. Ms. Heather Goeltz, Spanish Teacher, Muhlenberg Junior High School, resignation for the purpose of retirement, effective January 9, 2024.
- g. Ms. Melissa Schaeffer, Paraprofessional, Muhlenberg Elementary Center, effective August 29, 2023.
- h. Ms. Sharon Lobb, Cafeteria Worker, Muhlenberg High School, effective August 7, 2023.

- i. Ms. Alyssa Ferry, Science Teacher, Muhlenberg High School, pending release from Muhlenberg School District per PA School Code.
- j. Ms. Liliana Perez, Long-Term Substitute, Muhlenberg Elementary Center, effective September 7, 2023.

#### **4. Sports Event Monitors for the 2023-2024 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the Sports Event Monitors for the 2023-2024 School Year at the pay rate of \$15.00 per hour as presented.

#### **5. Mentor Assignments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following mentor assignments at the professional rate of \$30.00 per hour for the 2023-2024 school year (Exhibit A-3):

- a. Mr. Matthew Kramer, mentor for Ms. Laura Darnell, Technology Education Teacher, Muhlenberg Junior High School, for thirty (30) hours.
- b. Ms. Alexandra Previti, mentor for Ms. Elizabeth Figueroa, English Teacher, Muhlenberg Junior High School, for sixty (60) hours.
- c. Mr. Christopher Luft, mentor for Mr. John Gantz, Science Teacher, Muhlenberg Junior High School, for sixty (60) hours.
- d. Ms. Lisa Bowersox, mentor for Ms. Nancy Paul-Francois, Special Education Teacher, Muhlenberg Junior High School, for thirty (30) hours.
- e. Ms. Jacqueline Ellis, mentor for Ms. Toni Crater, Science Teacher, Muhlenberg Junior High School, for thirty (30) hours.
- f. Ms. Tara Clemens, mentor for Mr. Tyler Werner, Special Education Teacher, Muhlenberg Junior High School, for sixty (60) hours.
- g. Ms. Melissa Blickley, mentor for Mr. Kedric Yoder, Long-Term Substitute Teacher, Muhlenberg Junior High School, for sixty (60) hours.
- h. Ms. Michelle Heckman, mentor for Ms. Lilah Shade, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- i. Ms. Emily Rudderow, mentor for Mr. Shane Silas, Special Education Teacher, Muhlenberg Elementary Center, for thirty (30) hours.
- j. Ms. Jessica Levy, mentor for Ms. Gabriella Boyer, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- k. Ms. Christine Law, mentor for Ms. Alissa Wenrich, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- l. Ms. Jenna Jusits, mentor for Ms. Hailey Jack, Long-Term Substitute Teacher, C.E. Cole Intermediate, for sixty (60) hours.
- m. Ms. E. Lori Rubert, mentor for Ms. Erin Hole, Elementary Teacher, C.E. Cole Intermediate, for thirty (30) hours.
- n. Ms. Kristen Bagenstose, mentor for Ms. Lee Rogers, Elementary Teacher, C.E. Cole Intermediate, for thirty (30) hours.
- o. Mr. Eric Bieber, mentor for Mr. Wayne Downs, Special Education Teacher, C.E. Cole Intermediate, for thirty (30) hours.

- p. Ms. Megan Migliore, mentor for Ms. Paige McGrogan, Special Education Teacher, C.E. Cole Intermediate, for thirty (30) hours.
- q. Ms. Gretta Young, mentor for Ms. Makenzie Yablonsky, Special Education Teacher, C.E. Cole Intermediate, for thirty (30) hours.
- r. Ms. Kailey Quillman, mentor for Ms. Samantha Sites, Long-Term Substitute, C.E. Cole Intermediate, for thirty (30) hours.
- s. Ms. Toni Ritchey, mentor for Dr. Maria Lester, ELL Teacher, Muhlenberg High School, for thirty (30) hours.
- t. Ms. Jessica Dynda, mentor for Ms. Alyssa Kline, Muhlenberg Junior High School, for thirty (30) hours.
- u. Ms. Laura Klawiter, mentor for Ms. Tiffini Turk, Muhlenberg Junior High School, for sixty (60) hours.
- v. Ms. Amanda Kemmerer, mentor for Ms. Jennifer Biondo, Muhlenberg High School, for thirty (30) hours.
- w. Mr. Scott Keller, mentor for Mr. Christopher Antosy, Muhlenberg Junior High School, for sixty (60) hours.

#### **6. Aquatics Personnel for the 2023-2024 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following revised aquatics personnel and salary schedule for the 2023-2024 school year as presented.

#### **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. Joselynn Ruiz, Class A Secretary, Muhlenberg High School, completion of forty-five (45) day probation as of August 16, 2023 and recommended for permanent employment as of August 17, 2023.
- b. Ms. Kathleen Knoll, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of August 23, 2023 and recommended for permanent employment as of August 24, 2023.
- c. Mr. Bruce Dutt, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of August 23, 2023 and recommended for permanent employment as of August 24, 2023.

#### **8. Co-Curricular Appointments**

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

- a. Ms. Nadia Hassan, MHS Varsity Girls Volleybal Assistant Coach (K. LaFaver), effective August 17, 2023, at a salary of \$4,350 (year 1).
- b. Mr. Taylor Kauffman, MHS Varsity Boys Soccer Co-Assistant Coach (E. Reinhart), effective August 17, 2023, at a salary of \$2,175 (year 1).

- c. Mr. Robert Sterley, MJHS Football Co-Assistant Coach (J. Rankin), effective August 17, 2023, at a salary of \$2,039 (year 1).
- d. Ms. Courtney Wenger, MHS Varsity Girls Field Hockey Assistant Coach (T. Henschel), effective August 17, 2023, at a salary of \$4,350 (year 1).
- e. Mr. Benjamin Alicea, MJHS Football Co-Assistant Coach (vacant), effective September 5, 2023, at a salary of \$2,039 (year 1).
- f. Ms. Jarra Dennis, MHS Girls Tennis Assistant Coach (vacant), effective September 6, 2023, at a salary of \$2,393 (year 1).
- g. Mr. Nathan Mohler, SHS Marching Band Director, effective August 31, 2023, at a salary of \$4,000 (year 5).
- h. Mr. Michael Bagenstose, Asst. Marching Percussion Director, effective August 31, 2023, at a salary of \$3,000 (year 5).
- i. Ms. Katherine Moyer, Asst. Marching Band Director, effective August 31, 2023, at a salary of \$3,000 (year 5).
- j. Mr. William Snelling, Asst. Marching Band Director, effective August 31, 2023, at a salary of \$2,912 (year 3).
- k. Ms. Kelsey Gift, Majorettes Director, effective August 31, 2023, at a salary of \$2,017 (year 12).
- l. Ms. Cheyenne Nester, Color Guard Director, effective August 31, 2023, at a salary of \$1,740 (year 2).

**9. 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. 2452, Teacher, Leave of Absence/FMLA, effective on or about September 18, 2023 through on or about November 28, 2023.

**10. Summer Hours for Professional Staff**

Resolved, that the Board of Education of the Muhlenberg School District approve the following employee for summer hours:

- a. Ms. Samantha Armstrong, increase to ninety-five (95) hours for additional Virtual School responsibilities to meet with families of virtual students, at the professional pay rate of \$30.00 per hour.

**11. Professional Salary Adjustments for the 2023-2024 School Year**

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

**12. Grade Level Leaders for the 2023-2024 School Year**

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

### **13. Department Chairpersons for the 2023-2024 School Year**

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

#### **Management**

##### **1. Adoption of Policies**

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

- a. Policy No. 800, Records Management
- b. Policy No. 830, Security of Computerized Personal Information/Breach Notification
- c. Policy No. 830.1, Data Governance - Storage/Security

##### **2. Election of PSBA Officers**

WHEREAS, instead of individuals voting during the PASA-PSBA School Leadership Conference in October, each school entity will have one vote for each officer and at-large representative position;

WHEREAS, this will require boards of the various school entities to come to a consensus on each candidate and cast their vote electronically during the open voting period (September 11, 2023 through October 27, 2023). The voting will be done through a secure, third-party, web-based voting site that will require a login password;

WHEREAS, one person from each member school entity will be authorized as the official person to cast the vote on behalf of his or her school entity. In the case of school districts, it will be the Board secretary who will cast votes on behalf of the school board as follows:

###### President Elect - One Year Term

Ms. Allison Mathias, North Hills School District

###### Vice President - One Year Term

Ms. Sabrina Backer, Franklin Area School District

###### PSBA Treasurer - Three Year Term

Ms. Karen Beck Pooley, Bethlehem Area School District

###### Western Zone Representative - Three Year Term

Ms. Marsha Pleta, Washington School District

###### Section W3 Advisor - Two Year Term

Mr. Erik Meredith, East Allegheny School District

Trustee (term ends Dec. 31, 2026)

*Choose up to two candidates for a 3-year term*

Ms. Marianne Neel

Mr. Michael Faccinetto

Forum Steering Committee (term ends Dec. 31, 2025)

*Choose up to two incumbents for a 2-year term*

Ms. Bethanne Zeigler, Shikellamy School District

Ms. Betsy Gates, Dauphin County Technical School

Ms. JamieLynn Zimerofsky, Schuylkill IU 29

Ms. Jennifer Davidson, Manheim Township School District

### **3. Approval of Revised School Resource Officer Memorandum of Understanding**

Resolved, that the Board of Education of the Muhlenberg School District approve the revised SRO Agreement between Muhlenberg Township Police Department and Muhlenberg School District as presented.

#### Questions/Comments/Concerns:

*Mr. Nelson questioned what was changed in the revision of the SRO MOU. Dr. Macharola explained there was an item added to the Exhibit B-2. He advised under Employment of School Resource Officers item A, inadvertently what was approved previously, the sentences ended "with" and there was no completion of that sentence. Dr. Macharola advised it was caught and the completion of that sentence needed to be written in; the rest of the entire agreement is left intact.*

### **Physical Plant and Transportation**

#### **1. American Red Cross Facility Use Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the following Facility Use Agreement for American Red Cross as presented.

#### **2. Replacement of MJHS Soundboard and Microphone System**

Resolved, that the Board of Education of Muhlenberg School District approve the replacement of the Muhlenberg Junior High School soundboard and microphone system at a total cost of \$56,785 (funded through Capital Reserve Fund) as presented.

#### **3. Sunday Facility Use Request**

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday Facility Use Request:

- a. Church of Latter Day Saints, use of the Muhlenberg High School auditorium on Sunday, November 5, 2023 to hold a regional organizational meeting.

## **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:

<b>Fund</b>	<b>Treasurer's Report</b>	<b>Financial Report</b>	<b>Bills Paid Month</b>	<b>Investments</b>	<b>Budget Transfers</b>
General	July 2023	July 2023	Aug 2023 Ck#54983-55203 V#27737-27792	July 2023	
Cafeteria	July 2023	July 2023	Aug 2023 Ck# 7930-7960 V#3019-3021	July 2023	
Capital Reserve (Fund 32)	Aug 2023	Aug 2023	Aug 2023 Ck#954-957		
Activity	July 2023	July 2023			

### **2. Student Activity Accounts**

Resolved, that the Board of Education of the Muhlenberg School District authorize closing the student activity account for the Class of 2023 and transferring the remaining balance to the "Class of 2024," "Class of 2025," "Class of 2026," accounts; and creating a new "Class of 2026" and "The Swole Patrol Powerlifting Club" activity account.

### **3. Parameter Bond Purchase Agreement**

Resolved, that the Board of Education of the Muhlenberg School District, authorize the parameter bond purchase agreement as presented.

**4. Expense Approval Modification**

Resolved, that the Board of Education of the Muhlenberg School District approve the additional cost of the ice machine for the Athletic Trainer's room in the amount of \$899.54 (funded through Capital Reserve Fund).

**Education**

**1. Student Tuition Agreements for the 2023-2024 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following student tuition agreements for the 2023-2024 school year as presented:

- a. Student #38475, New Story
- b. Student #41471, New Story
- c. Student #39542, New Story
- d. Student #34708, The Vista School

**2. Students to Begin the 2023-2024 School Year as a Non-Resident Student**

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following students to begin the 2023-2024 school year as a non-resident student:

- a. Student No. 41648, Kindergarten, MEC
- b. Student No. 41698, Kindergarten, MEC
- c. Student No. 41699, 5th Grade, C.E. Cole

**3. Student to Complete Senior Year as a Non-Resident Student**

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following senior to complete the 2023-2024 school year as a non-resident student (Exhibit E-3):

- a. Student No. 35751, grade 12, Muhlenberg High School

**4. Renewal of Medicaid Access Reimbursement Contract**

Resolved, that the Board of Education of the Muhlenberg School District approve the contract with Mrs. Linda Woodin, MS, CRNP, BC to provide the Muhlenberg School District with Medical Provider Authorization of School Based Access Program services from July 1, 2023 through June 30, 2024, at a rate of \$8.00 per IEP reviewed, as presented.



**5. Acceptance of Gifts, Grants, Donations**

Resolved, that the Board of Education of the Muhlenberg School District accept the following donations in accordance with district Policy 702, Gifts, Grants, Donations:

- a. Kozloff Stoudt Attorneys, donation of forty-eight (48) bookbags and school supplies for students in the Muhlenberg School District.
- b. Mrs. Heather Garl and Mr. Joseph Garl, donation of an 8' X 12' American Flag to be displayed at the soccer field in the Muhlenberg School District.

**6. Approval of the Administration of the Pennsylvania Youth Survey (PAYS)**

Resolved, that the Board of Education of the Muhlenberg School District approve the administration of the Pennsylvania Youth Survey (PAYS) to students in grades four (4), six (6), eight (8), ten (10) and twelve (12) in September 2023 through January 2024.

**7. Approval of Safe Berks Memorandum of Understanding**

Resolved, that the Board of Education of the Muhlenberg School District to approve the Memorandum of Understanding between the Muhlenberg School District and Safe Berks for a partnership program at the Muhlenberg Junior High School to provide a comprehensive SEL curriculum (SAFE-T) designed specifically for middle school communities as presented.

**8. Health Services Agreement for the 2023-2024 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the health services agreement with Dr. Karen Wang to provide school physician services for the district for the 2023-2024 school year.

**9. Conference Requests**

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

- a. Ms. Amy Chiarelli, to attend the NCTM Annual Meeting and Exposition in Washington, DC on October 24, 2023 to October 27, 2023 at a cost not to exceed \$1,546.33 (funded through Title II).
- b. Ms. Amy Madeira, to attend the NCTM Annual Meeting and Exposition in Washington, DC on October 24, 2023 to October 27, 2023 at a cost not to exceed \$1,348.52 (funded through Title II).

**10. Extended School Year Student Tuition Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the following extended school year student tuition agreement as presented:

- a. Student #37632, KidsPeace

#### **11. Center for Child Assessment & Therapy Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Center for Child Assessment & Therapy and the Muhlenberg School District to provide an Independent Educational Evaluation for student #38552 for \$4,400.

#### **12. 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 2023-2024 School Year as listed.

#### **13. Settlement Agreement and Release**

Resolved, that the Board of Education of the Muhlenberg School District approve the settlement agreement and release for student #30425 as presented.

#### **Student Activities**

Dr. Macharola asked Mr. Alexander Ramos to introduce himself:

- Tenderfoot in ranking, Troop 151
- 7th grade, participates in Cross Country, weight lifting club, and Boys Scouts

#### **Minutes**

Review minutes of the Committee of the Whole Meeting of August 9, 2023 and the Regular Board Meeting of August 9, 2023.

#### **Old Business**

*There are no items.*

#### **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.

Ms. Lilian Peralta and Mr. Rafael Padilla (translated by Ms. Elizabeth Laviena)

Ms. Laviena translation on behalf of Ms. Perlata: She is the mother of Gabriella Padilla-Perlata. Gabriella is in junior high. She has children in C.E. Cole. Her daughter going to junior high does not have a bus, transportation. She has been calling the BCIU because she does not drive. It is very difficult for her because she has to bring the oldest child in the morning, then she has to go back home and wait for the younger children to get picked up by the bus as the younger children receive transportation. When they are walking, by the time they arrive at the school it takes 45 minutes, and then they have to go back to the home for the younger children. They are paying for a cab to bring them to school as we are living at 600 Mount Laurel Avenue. It is about 1.9 miles from the school.

Questions/Comments/Concerns:

*Dr. Macharola asked for parents to speak with Mr. Vanino Director of Transportation, as asked Ms. Laviena to assist in receiving all of their information and find out what the facts are. Ms. Peralta agreed and thanked Dr. Macharola.*

**MSD/RMCTC Board Visitor of the Month**

Schedule 2023-2024

September	Mrs. Cindy Mengle
October	Mr. Garrett Hyneman
November	Mrs. Kristyna Eagle
December	Mr. J. Tony Lupia, Jr.
January	Mr. Otto W. Voit, III
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**


September 11	6:30 PM	RMCTC Board Meeting
September 13	6:30 PM	COW & Regular Board Meeting
October 4	7:00 PM	COW Meeting

October 9	6:30 PM	RMCTC Board Meeting
October 11	7:00 PM	Regular Board Meeting
November 1	7:00 PM	COW Meeting
November 8	7:00 PM	Regular Board Meeting
November 13	6:30 PM	RMCTC Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

**Adjourn Meeting**

Moved by Mr. Vasquez and Ms. Howard, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:11 PM.

Attest:

  
Cindy L. Mengle  
Secretary