MUHLENBERG SCHOOL DISTRICT

Regular Board Meeting Minutes January 10, 2024 Lecture Hall, Muhlenberg High School www.muhlsdk12.org

Call to Order

The Regular Board Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, January 10, 2024 at 7:46 PM by Board Vice President, Mrs. Kristyna Eagle.

Members Present

Vice President – Mrs. Kristyna Eagle
Treasurer - Mr. Miguel Vasquez
Secretary – Mrs. Cindy L. Mengle
Assistant Secretary – Ms. Janet Howard
Member – Mr. Andrew L. Eaton, Sr.
Member – Mr. Ronald J. Haas, Sr.
Member – Mr. S. Wayne Hardy
Member – Mr. Otto W. Voit, III
Solicitor – Mr. Brian F. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

President - Mr. Garrett E. Hyneman

Administration Present

Superintendent - Dr. Joseph E. Macharola Assistant Superintendent - Dr. Alan S. Futrick Business Manager-Shane M. Mathias, CPA Assistant Business Manager - 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 Licensed Behavior Specialist - Mr. Zachariah Milch Director of Technology - Mr. Daniel Houck Director of Food Services - Mr. Carey Kline Athletic Director - Dr. Timothy Moyer Community & Family Outreach Coord. & Distr. Interpreter - Ms. Elizabeth Laviena High School Principal - Mr. Haniff Skeete 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 - Mr. Daniel Kramer

Junior High School Assistant Principal - Ms. Jennifer Doyle

C.E. Cole Intermediate Principal - Mr. Christopher Becker

C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca

C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria

Elementary Principal - Mr. Kyle Crater

Elementary Assistant Principal - Ms. Ginny Hornberger

Social Worker - Ms. Liliana Moore

Social Worker - Ms. Emily Carmichael

Visitors

Diane Benson Morgan Wenzel
Linda Roebuck Marina Parznik
Melissa Carroll Marc Wolfe
Mrs. Iannacchino Nick Gehringer
Mia Innacchino Richard Hoffmaster
Darnell Robles Michelle Eaton
Jessenia Saunders Andrew Eaton, Jr.

Educational Presentations

A. Second Reading of Policies - Dr. Joseph E. Macharola

Policy No. 200, Enrollment

<u>Purpose</u>

Policy 200 was updated to include the requirements for advanced enrollment of children of military families and to incorporate references to the Compact and Policy 254. Educational Opportunity for Military Children.

In addition to the changes noted above, we wanted to notify you that the PA Department of Education (PDE) issued a policy change in August through a PennLink, stating that students entitled to a free and appropriate public education (FAPE) under IDEA may remain enrolled in school until they turn 22 years of age; this was part of a settlement agreement that PDE had reached. There have not been changes to School Code or State Board of Education Regulations regarding a change in age eligibility for students.

Policy 200 is mandated to comply with state law and regulations.

Policy No. 202, Eligibility of Nonresident Students

<u>Purpose</u>

Policy 202 updated to include the requirements for advanced enrollment of children of military families and to incorporate references to the Compact and Policy 254. Educational Opportunity for Military Children.

Policy 202 is mandated to comply with state law and regulations.

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Policy No. 217, Graduation

Purpose

Policy 217 was updated to include the requirements for advanced enrollment of children of military families and to incorporate references to the Compact and Policy 254. Educational Opportunity for Military Children.

Policy 217 is recommended for legal liability purposes regarding adoption and posting of graduation requirements in compliance with state law and regulations.

Policy No. 254, Educational Opportunity for Military Children

Purpose

Policy 254 is a newly developed policy to address both the Compact regarding educational opportunity for military children and the PA School Code regarding advanced enrollment requirements for military children.

Policy No. 610, Purchases Subject to Bid/Quotation

<u>Purpose</u>

Policy 610 was updated to meet auditing needs. Effective January 1, 2024 - Each year, the Pennsylvania Department of Labor and Industry is required by law to publish changes to the base amounts triggering the requirement for public, telephonic bids or separate bids for certain contracts, or both. These changes are based on the Consumer Price Index and are published annually in the PA Bulletin.

Policy No. 810, Transportation

Purpose

Policy 810 was updated as Act 19 of 2023 amended the Transportation Vehicle Code, 75 Pa. C.S.A. Sec. 3345.1, to permit school entities to install and operate a side stop signal arm enforcement system. The law allows, but does not require, a side stop signal arm enforcement system to be placed on a school bus. A side stop signal arm enforcement system is different than a side stop signal arm, because the enforcement system contains a camera system installed on a school bus with at least one camera and one computer that produce recorded video and two or more photographic still images of a motor vehicle being used or operated in a manner that violates the requirement to stop for a school bus when the red signal lights on the school bus are flashing and the side stop signal arms are activated.

The legal citation of 75 Pa. C.S.A Sec. 3345.1 was added to the statement in the policy relating to the board purchasing, equipping and maintaining school buses.

Policy 810 is a mandated policy to comply with state regulations.

Policy No. 815, Use of Internet, Computer and Network Resources

Purpose

Policy 815 was updated to meet the needs of the technology department and district.

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. The Board retains the option to accept all public comment at this time. Presentations should 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.

Committee Report

A. Berks County Intermediate Unit - Mr. Miguel Vazquez

There is no report at this time.

B. Reading-Muhlenberg CTC – Mrs. Cindy L. Mengle

Mrs. Mengle advised the reorganization meeting was held on Monday night where they had a very delicious dinner prepared by the RMCTC's wonderful students. There was a nice representation from Muhlenberg. The brickwork that the students are doing at the Reading Phillies is complete. The CTC students are also participating in the Habitat for Humanity project at 924 Douglass Street in Reading; the kids are very excited about this work. The things that the students are finding in this old house, is different from being in the classroom and is a very good experience for them. They also had their District IV Schools USA competition at the RMCTC; 16 of the students placed first place and they will be competing in the spring in Hershey. Also, Mr. Vasquez was nominated to be the Treasurer to fill the spot of Mr. Hoffmaster.

C. Berks County Tax Collection Committee - Mr. Shane M. Mathias, CPA

The Berks EIT does operate on the calendar year so they did approve the Berks EIT operating budget and also the election of officers that changed. The next meeting is scheduled for March 28th.

D. PSBA Liaison - Mrs. Kristyna Eagle

There is no report at this time.

E. Muhlenberg Community Library - Ms. Janet Howard

Ms. Howard spoke about her participation in the Community Lights through the library and she had a blast. She talked about volunteering and the staff at the library are amazing people and enjoyable to be around. This month at the library everyone who signs up for a new library card will be entered into a raffle to win a \$25 gift card to Margherita's.

F. Educational Programs – Dr. Alan S. Futrick

There is no report at this time.

Solicitor's Comments - Mr. Brian F. Boland, Esq.

There is no report at this time.

Superintendent's Comments - Dr. Joseph E. Macharola

Dr. Macharola wanted to congratulate Coach Matthew Flowers and staff, all of the administrators and teachers that attended the basketball game, especially the District's students, on a great win against Reading School District.

Board Business

Personnel

Resolution Nos. 115A - 115H

Moved by Mr. Vasquez and Mr. Voit that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 115A through 115H** in their entirety.

Yeas: Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy, Ms. Howard, Mrs. Mengle, Mr. Vasquez, Mr. Voit. The motion **carried** unanimously.

115A Professional Appointments

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

- a. Ms. Madison Wolf, Special Education Teacher (K. Flicker), C.E. Cole Intermediate, effective January 2, 2024, at a salary of \$49,186 (B, 17 Steps from the Top), prorated for days worked.
- b. Ms. Jessica Heintzman, Elementary Teacher (J. McIntyre), Muhlenberg Elementary Center, pending release from current employer, at a salary of \$69,716 (B + 24, 8 Steps from the Top), prorated for days worked.
- c. Ms. Kylie Torrens, Elementary Teacher (newly created Title I), Muhlenberg Elementary Center, effective January 2, 2024, at a salary of \$49,186 (B, 17 Steps from the Top), prorated for days worked.

- d. Ms. Erica Berger, Elementary Teacher (newly created Title I), Muhlenberg Elementary Center, effective January 2, 2024, at a salary of \$49,186 (B, 17 Steps from the Top), prorated for days worked.
- e. Ms. Amber Haraschak, Long-Term Substitute (newly created), Muhlenberg Elementary Center, effective January 2, 2024 through the end of the 2023-2024 school year, at a salary of \$57,694 (M, 17 Steps from the Top), prorated for days worked.
- f. Mr. Benjamin Reifsnyder, Elementary Teacher (S. Stambaugh), C.E. Cole Intermediate, pending release from current employer, at a salary of \$79,467 (B + 24, 2 Steps from the Top), prorated for days worked.
- g. Ms. Kortney Rentschler, Long-Term Substitute (Z. Birch), Muhlenberg Junior High School, effective January 8, 2024 through the end of the 2023-2024 school year, at a salary of \$49,186 (B, 17 Steps from the Top), prorated for days worked.

115B Acceptance of Resignations

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

- a. Mr. Steve Stambaugh, Math Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- b. Mr. Austin Schaffer, Custodian, C.E. Cole Intermediate, effective December 5, 2023.
- c. Ms. Elizabeth Figueroa, English Teacher, Muhlenberg Junior High School, effective January 5, 2024.
- d. Mr. Tyler Adam, Special Education Teacher, Muhlenberg High School, pending release from Muhlenberg School District per PA School Code.

115C Classified Appointments

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

- a. Ms. Adriana Santiago, Third Shift Custodian (M. Horning), Muhlenberg High School, effective January 2, 2024, at a salary of \$51,695, prorated for days worked.
- b. Ms. Brenda Torres, Second Shift Custodian (M. De Lima), Muhlenberg Junior High School, alteration of assignment, effective January 3, 2024, at a salary of \$51,695, prorated for days worked.
- c. Ms. Deborah DiLanzo, Cafeteria Assistant (L. Street), C.E. Cole Intermediate, effective January 16, 2024, at a pay rate of \$16.71 per hour.
- d. Ms. Maria Zavala Salas, Cafeteria Worker (A. Garcia), alteration of assignment, Muhlenberg Junior High School, effective January 11, 2024, at a pay rate of \$19.79 per hour.

e. Ms. Summer McCoy, Third Shift Custodian (A. Schaffer), C.E. Cole Intermediate, effective January 15, 2024, at a salary of \$51,695, prorated for days worked.

115D Co-Curricular Appointments

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

- a. Ms. Emily Grube, Social Media Advisor, effective October 10, 2023, at a salary of \$3,480 (year 1), prorated for days worked.
- b. Ms. Jenna Pavlovich, Social Media Advisor, effective October 10, 2023, at a salary of \$1,740 (year 1), prorated for days worked.
- c. Ms. Jennifer Seiders, MHS Co-Ed Diving Coach (C.Wenger), effective December 19, 2023, at a salary of \$2,900 (year 1), prorated for days worked.
- d. Ms. Maegan Mileshockey, MHS Aquatics Age Group Swimming Coach, effective January 2, 2024, at a salary of \$1,000, prorated for days worked.

115E 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-2):

- a. Mr. Robert Wolfe, mentor for Ms. Megan Grandinetti, Science Teacher, Muhlenberg High School, for thirty (30) hours.
- b. Ms. Christine Law, mentor for Mr. Anthony Calvaresi, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- c. Ms. Kristina Antonellos, mentor for Ms. Amber Haraschak, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.

115F Approval of New Positions/Job Descriptions

Resolved, that the Board of Education of the Muhlenberg School District approve the following job descriptions and creation of new positions funded through Federal and Special Education Funds (Exhibit A-3):

- a. Director of Curriculum and Instruction K-12
- b. Verbal Behavior Coach
- c. Personal Care Paraprofessional
- d. School Psychologist Intern

115G Reclassified Appointments

Resolved, that the Board of Education of the Muhlenberg School District

approve the following reclassified appointments as confidential secretaries:

- a. Ms. Kelly Bright, Confidential Secretary, effective July 1, 2023, at a salary of \$60,000.
- b. Ms. Michelle Shaffer, Confidential Secretary, effective July 1, 2023, at a salary of \$60,000.
- c. Ms. Jacinda Stella, Confidential Secretary, effective July 1, 2023, at a salary of \$60,000.

115H 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. 1237, Teacher, Leave of Absence/FMLA, effective on or about January 4, 2024 through on or about February 4, 2024.
- b. Employee No. 2925, Teacher, Intermittent FMLA, effective on or about December 19, 2023.

Management

Resolution No. 116 - 118

Moved by Mr. Hardy and Mr. Vasquez, that the Board of Education of the Muhlenberg School District approve **Management Resolution Nos. 116** through 118 in their entirety.

Yeas: Mr. Eaton, Mr. Haas, Mr. Hardy, Ms. Howard, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle. The motion **carried** unanimously.

116 Ratify Appointment of Board Member

Resolved, that the Board of Education of Muhlenberg School District ratify the approval and vote (8-0) of Mr. Otto W. Voit, III to complete the remaining term of Mr. Richard E. Hoffmaster.

Questions/Comments/Concerns:

Mr. Voit took time to speak about how truly honored he is in supporting him to hold this position for the next two years. He spoke about how everyone on this current board is there for the right reasons and to be a part of this is quite an honor and privilege. He thanked everyone for his support.

117 Revised Board Meeting Dates for 2024

Resolved, that the revised calendar of the meeting dates be approved and advertised effective January 2024 as presented (Exhibit B-1).

118 RMCTC Joint School Committee Alternate Member (M. Vasquez) (one-year term)

Resolved, that Mr. Andrew Eaton, Sr. be appointed as the RMCTC Joint School Alternate Member for a one (1)-year term effective January 2024 to December 2024 to fill remaining term of Mr. Miguel Vasquez.

Physical Plant and Transportation

Resolution No. 119 - 120

Moved by Mr. Voit and Mr. Vasquez, that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution Nos. 119 and 120** in their entirety.

Yeas: Mr. Haas, Mr. Hardy, Ms. Howard, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton. The motion carried unanimously.

119 Sunday Facility Use Request

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday Facility Use Request (Exhibit C-1):

a. Age Group Swimming Program, use of the Muhlenberg High School swimming pool on Sunday, February 18, 2024 to hold a multi-team relay event.

120 Upgrade MHS Audio/Visual Platform, Internal Digital Signage and Scorer's Table/Lectern

Resolved, that the Board of Education of Muhlenberg School District approve upgraded audio/visual platform, internal digital signage and scorer's table/lectern at Muhlenberg High School at a cost not to exceed \$77,041.38 (funded through Capital Reserve) as presented (Exhibit C-2).

Budget and Finance

Resolution Nos. 121 - 123

Moved by Mr. Vasquez and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution No. 121 through 123** in their entirety.

Yeas: Mr. Hardy, Ms. Howard, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas. The motion **carried** unanimously.

121 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 (Exhibit D-1):

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Nov 2023	Nov2023	Dec 2023 Ck#55720-55920 V#27874-27892	Nov 2023	
Cafeteria	Nov 2023	Nov 2023	Dec 2023 Ck# 8071-8115 V#3038-3042	Nov 2023	
Capital Reserve (Fund 32)	Dec 2023	Dec 2023	Dec 2023 Ck#972		
Capital Reserve (Fund 39)	Dec 2023	Dec 2023			
Activity	Nov 2023	Nov 2023			

122 Appraisal Services for Tax Assessment Appeal - MSCI 2006 HQ10 North Chancery Street, LLC (Kmart)

BE IT RESOLVED, that John E. Muir, Esquire, Brian F. Boland, Esquire and Kozloff Stoudt, Professional Corporation, Solicitors to the Muhlenberg School District, are hereby authorized to retain the professional appraisal consulting services of Douglas A. Haring, MAI, SRA, AI-GRS, inspection of the property, examination of information received from the property owner, assembly of necessary data required to develop the value opinion of the property and preparation of an appraisal report on behalf of the Muhlenberg School District for the Assessment Appeal, as presented (Exhibit D-2):

MSCI 2006-HQ10 North Chancery Street LLC vs. Berks County Board of Assessment Appeals

Berks County C.C.P. No.

20-17483

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Property Address: 3045 5th Street Highway, Muhlenberg

Township

Property ID No: 66530812862670

Appraisal Report: \$8,500.00 (with credit of \$2,000.00 which has

already been paid by the School District)

Trial preparation/attendance at trial:

Douglas A. Haring: \$200 per hour additional

Administrative Staff: \$100 per hour additional

123 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 (Exhibit D-3):

Education

Resolution Nos. 124 - 128

Moved by Mrs. Eagle and Mr. Voit, that the Board of Education of the Muhlenberg School District approve **Education Nos. 124 through 128** in their entirety.

Yeas: Ms. Howard, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy. The motion **carried** unanimously.

124 Conference Requests

Resolved, that the Board of Education of the Muhlenberg School District approve the following conference requests (Exhibit E-1):

- a. Ms. Jacyln Bellanca to attend the Improving School Performance Conference in Pittsburgh, PA on February 4, 2024 to February 7, 2024 at a cost not to exceed \$1,056.12 (funded through Title I Funds).
- b. Ms. Lauren Heydt the Improving School Performance Conference in Pittsburgh, PA on February 4, 2024 to February 7, 2024 at a cost not to exceed \$116 (funded through Title I Funds).
- c. Dr. Cathy Shappell the Improving School Performance Conference in Pittsburgh, PA on February 4, 2024 to February 7, 2024 at a cost not to exceed \$522.75 (funded through Title I Funds).

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

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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 students (Exhibit E-4):

a. Student "D", Muhlenberg Junior High School

126 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 (Exhibit E-3).

127 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. The Perk Up Truck/Ms. Michelle Lorah and Mr. Jory Wamsley, donation of twenty-five new sneakers, new gym socks and several slightly used sneakers for students K-12 to wear for physical education classes in the Muhlenberg School District.
- b. Jan's Circle of Friends, grant of \$5,000 to provide resources and materials to promote the healthy relationships program in the Muhlenberg School District.

128 West Chester University Affiliation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement between the Muhlenberg School District and West Chester University (Exhibit E-4).

Student Activities

There was none.

Minutes

Resolution No. 129

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129 Approval of Minutes

Review minutes of the Annual Organization Meeting of December 7, 2023, Committee of the Whole Meeting of December 7, 2023 and the Regular Board Meeting of December 7, 2023.

Moved by Mr. Voit and Mr. Vasquez that minutes of the Annual Organization Meeting of December 7, 2023, Committee of the Whole Meeting of December 7, 2023 and the Regular Board Meeting of December 7, 2023.

Yeas: Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy, Ms. Howard. The motion **carried** unanimously.

Old Business

There was none.

New Business

There was none.

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 2023-2024

January

Mr. Otto W. Voit, III

February

Ms. Kristyna Eagle

March

Mr. Miguel Vasquez

April

Ms. Janet Howard

May

Mr. Ronald J. Haas

Review of Board Meetings and Calendar of Events

January 8

7:00 PM

Reading-Muhlenberg CTC Re-Organization Meeting

January 10	6:30 PM	Committee of the Whole and Regular Board Meeting
February 7	7:00 PM	Committee of the Whole Meeting
February 12	6:30 PM	RMCTC Board Meeting
February 14	7:00 PM	Regular Board Meeting
March 6	7:00 PM	Committee of the Whole Meeting
March 11	6:30 PM	RMCTC Board Meeting
March 13	7:00 PM	RegularBoard Meeting
April 3	7:00 PM	Committee of the Whole Meeting
April 8	6:30 PM	RMCTC Board Meeting
April 10	7:00 PM	Regular Board Meeting
May 1	7:00 PM	Committee of the Whole Meeting
May 8	7:00 PM	Regular Board Meeting
May 13	6:30 PM	RMCTC Board Meeting
June 10	6:30 PM	RMCTC Board Meeting
June 12	6:30 PM	Committee of the Whole and Regular Board Meeting

130 **Adjourn Meeting**

Moved by Mr. Voit and Mr. Hardy, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:54 PM.

Yeas: Mr. Vasquez, Mr. Voit Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy, Ms. Howard, Mrs. Mengle. The motion **carried** unanimously.

Cindy L. Mengle Secretary