

MUHLENBERG SCHOOL BOARD  
Annual Organization Meeting Minutes  
December 4, 2024  
[www.muhsdk12.org](http://www.muhsdk12.org)

**Call to Order**

The Annual Organization Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, December 4, 2023 at 6:59 PM by Mr. Brian F. Boland, Esq., Solicitor in lieu of the Temporary President Mr. Garrett Hyneman.

There was a brief executive session held prior to the meeting.

**Board Members Present**

Mrs. Kristyna Eagle

Mr. Ronald J. Haas, Sr.

Mr. S. Wayne Hardy

Ms. Janet Howard

Mr. Garrett E. Hyneman

Mrs. Cindy L. Mengle

Mr. Miguel Vasquez

Mr. Otto W. Voit, III

Solicitor – Mr. Brian F. Boland, Esq.

Recording Secretary – Mrs. Tara L. Flowers

**Members Absent**

Mr. Andrew L. Eaton, Sr.

**Administration Present**

Superintendent – Dr. Joseph E. Macharola

Assistant Superintendent - Dr. Alan S. Futrick

Business Manager- Mr. Shane M. Mathias, CPA

Assistant Business Manager - Ms. Susan Hawkins

Director of Physical Plant – Mr. Ken Patterson

Director of Special Education - Ms. Nicole Huntbach

Supervisor of Special Education - Mr. Byron Grosslefinger

Supervisor of Special Education - Dr. Jason Miller

Licensed Behavior Specialist - Ms. Courtney Knittle

Director of Technology - Dr. Juliana Ciccarelli

Director of Federal Programs - Dr. Cathy Shappell

Director of Food Services - Mr. Carey Kline

Director of Human Resources - Dr. Jessica Heffner

Director of Pupil Services - Mr. Michael Mish

Director of Curriculum & Instruction K-12 - Mr. Kyle Crater

Athletic Director - Dr. Timothy Moyer

Community & Family Outreach Coord. & Distr. Interpreter – Ms. Elizabeth Laviena

High School Principal - Mr. Haniff Skeete

High School Vice Principal - Mr. Kevin Vanino

High School Assistant Principal - Ms. Lori Morris  
High School Assistant Principal - Mr. Aaron Kopetsky  
Junior High Assistant Principal - Mr. Joshua Rankin  
Junior High Assistant Principal - Ms. Michele Weaver  
Junior High Assistant Principal - Mr. Joseph Scoboria  
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca  
C.E. Cole Intermediate Assistant Principal - Mr. William Dramby  
Elementary Principal - Ms. Ginny Hornberger  
Elementary Assistant Principal - Ms. Julie Kehr  
Elementary Assistant Principal - Mr. Daniel Kramer  
Social Worker - Ms. Lauren Heydt

### **Visitors**

Bob Mingle	Susan Roeckle
Linda Roebuck	Diane Benson
Melissa Carroll	

### **Appointment for Temporary President**

Mr. Brain F. Boland, Esq. served as Temporary Board President.

### **Annual Organization**

#### **74 Election of Board President**

##### **Nominations for Election of Board President**

A motion was made by Mrs. Eagle and Mr. Voit to open nominations for Board President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mrs. Eagle and Mr. Voit that Mr. Garrett E. Hyneman be nominated for Board President.

##### **Closing of Nominations for Board President**

Moved by Mr. Voit and Mr. Vasquez that nominations for Board President be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

##### Roll Call by Name

Ms. Eagle – Mr. Hyneman	Mr. Hyneman – Mr. Hyneman
Mr. Haas – Mr. Hyneman	Mr. Mingle – Mr. Hyneman
Mr. Hardy – Mr. Hyneman	Mrs. Vasquez – Mr. Hyneman
Ms. Howard – Mr. Hyneman	Mr. Voit – Mr. Hyneman

Resolved, that Mr. Garrett Hyneman, be elected Board President for a one-year term.

Mr. Boland turned the meeting over to President, Mr. Garret E. Hyneman.

**75 Election of Board Vice-President**

**Nominations for the Election of Board Vice-President**

A motion was made by Mr. Voit and Mr. Vasquez to open nominations for Board Vice President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mr. Voit and Mr. Hyneman, that Mrs. Kristyna Eagle be nominated for Board Vice President.

**Closing of Nominations for Board Vice-President**

Moved by Mr. Voit and Mrs. Mengle, that the nominations for Board Vice-President be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Roll Call by Name

Mr. Voit – Mrs. Eagle	Ms. Howard – Mrs. Eagle
Mrs. Eagle – Mrs. Eagle	Mr. Hyneman – Mrs. Eagle
Mr. Haas – Mrs. Eagle	Mrs. Mengle – Mrs. Eagle
Mr. Hardy– Mrs. Eagle	Mr. Vasquez – Mrs. Eagle

Resolved, that Mrs. Kristyna Eagle be elected Board Vice-President for a one-year term.

Mr. Boland turned the meeting over to President, Mr. Garret E. Hyneman.

**76 Appointment of Solicitor**

Moved by Mr. Voit and Mrs. Eagle, Attorney Brian F. Boland, together with the firm of Kozloff Stoudt, be appointed to serve as Solicitor of the Muhlenberg School District for a one-year term commencing December 4, 2024 through annual organization of the Board in December 2025. Compensation of the solicitor will be as follows: Twelve Thousand Dollars (\$12,000) in the form of an annual retainer, payable in equal quarterly installments, for attendance and counsel at two (2) Board meetings per month, fees at the rate of Two-Hundred Forty-two Dollars (\$242) per hour for general services provided by partners, Two Hundred Two Dollars (\$202) per hour for associates, and One Hundred Seventy Dollars (\$170) per hour for paralegal.

Yeas: Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Haas, Mr. Hardy, Ms. Howard, Mr. Hyneman, Mrs. Mengle. Motion **carried** unanimously.

**77 Appointment of Labor Attorney**

Moved by Mrs. Eagle and Mr. Hardy, that Attorney Brian F. Boland, together with the firm of Kozloff Stoudt, be appointed to serve as counsel for labor relations at the rate of Two Hundred Forty-two Dollars (\$242) per hour for a one-year term effective December 4, 2024 through annual organization of the Board in December 2025.

Yeas: Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Haas, Mr. Hardy, Ms. Howard, Mr. Hyneman. Motion **carried** unanimously.

**78 Board Meeting Dates for 2025**

Moved by Mr. Voit and Mrs. Eagle, that the calendar of the meeting dates be approved and advertised as per Exhibit A effective January 2025 through December 2025.

Yeas: Mr. Hyneman, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Haas, Mr. Hardy, Ms. Howard. Motion **carried** unanimously.

Mr. Hyneman turned the meeting over to Mr. Brian F. Boland, Esq.

**79 RMCTC Joint School Committee Member (three-year term)**

Moved by Mr. Voit and Mr. Hyneman, that Mr. Miguel Vasquez. be nominated as the RMCTC Joint School Committee Member (three-year term).

Ms. Howard – Mr. Vasquez	Mr. Voit – Mr. Vasquez
Mr. Hyneman - Mr. Vasquez	Mrs. Eagle – Mr. Vasquez
Mrs. Mengle - Mr. Vasquez	Mr. Haas – Vasquez
Mr. Vasquez - Vasquez	Mr. Hardy – Mr. Vasquez

Resolved, that Mr. Miguel Vasquez be appointed as the RMCTC Joint School Committee Member for the three-year term effective December 2024 to December 2027 to fill expired term of Mr. Miguel Vasquez.

**80 RMCTC Joint School Committee Alternate Member (one-year term)**

Moved by Mr. Voit and Mrs. Eagle that Mr. Andrew L. Eaton, Sr. be nominated as the RMCTC Joint School Committee Member (one-year term).

Mr. Hardy – Mr. Eaton	Mr. Vasquez – Mr. Eaton
Ms. Howard - Mr. Eaton	Mr. Voit – Mr. Eaton
Mr. Hyneman - Mr. Eaton	Mrs. Eagle – Mr. Eaton
Mrs. Mengle - Mr. Eaton	Mrs. Haas – Mr. Eaton

Resolved, that Mr. S. Wayne Hardy be appointed as the RMCTC Joint School Committee Alternate Member for a one (1)-year term effective December 2024 to December 2025 to fill expired term of Mr. Andrw Eaton, Sr.

**81 RMCTC Joint School Committee Alternate Member (one-year term)**

Moved by Mr. Voit and Mr. Hyneman, that Mr. S. Wayne Hardy be nominated as the RMCTC Joint School Committee Alternate Member (one-year term).

Ms. Haas – Mr. Hardy	Mrs. Mengle – Mr. Hardy
Mr. Hardy – Mr. Hardy	Mr. Vasquez – Mr. Hardy
Mrs. Howard – Mr. Hardy	Mr. Voit – Mr. Hardy
Mr. Hyneman – Mr. Hardy	Mrs. Eagle – Mr. Hardy

Resolved, that Mr. Miguel Vasquez be appointed as the RMCTC Joint School Alternate Member for a one (1)-year term effective December 2024 to December 2025 to fill expired term of Mr. Ronald J. Haas, Sr.

**82 Mr. S. Wayne Hardy resigned from RMCTC Joint Committee (three-year term).**

Moved by Mrs. Eagle and Mr. Hyneman, that Mr. S. Wayne Hardy resign from RMCTC Joint Committee (three-year term). All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

**RMCTC Joint School Committee Member (three-year term)**

Moved by Mr. Eagle and Mr. Voit, that Mr. Ronald J. Haas, Sr. be nominated as the RMCTC Joint School Committee Member (three-year term).

Mr. Haas – Mr. Haas	Mrs. Mengle – Mr. Haas
Mrs. Hardy – Mr. Haas	Ms. Vasquez – Mr. Haas
Ms. Howard – Mr. Haas	Mr. Voit – Mr. Haas
Mr. Hyneman – Mr. Haas	Mrs. Eagle – Mr. Haas

Resolved, that Mr. Ronald J. Haas, Sr. be appointed as the RMCTC Joint School Member for a three-year term effective December 2024 to December 2026 to fill remaining term of Mr. S. Wayne Hardy.

**83 Pennsylvania School Board Association Liaison (one-year term)**

Moved by Mr. Voit and Mr. Vasquez, that Mrs. Kristyna Eagle be nominated as the Pennsylvania School Board Association Liaison (one-year term).

Mrs. Eagle – Mrs. Eagle	Mr. Hyneman – Mrs. Eagle
Mrs. Haas – Mrs. Eagle	Mrs. Mengle – Mrs. Eagle
Mr. Hardy – Mrs. Eagle	Mr. Vasquez – Mrs. Eagle
Mr. Howard – Mrs. Eagle	Mr. Voit – Mrs. Eagle

Resolved, that Mrs. Kristyna Eagle be appointed as the PSBA Liaison effective December 2024 to December 2025 (expired term of Mrs. Kristyna Eagle).

**84 Muhlenberg Community Library Representative (one-year term)**

Moved by Mr. Hyneman and Mr. Vasquez, that Ms. Janet Howard be nominated as the Muhlenberg Community Library Representative (one-year term).

Mr. Voit - Ms. Howard	Ms. Howard - Ms. Howard
Mrs. Eagle - Ms. Howard	Mr. Hyneman - Ms. Howard
Mr. Haas - Ms. Howard	Mrs. Mengle - Ms. Howard
Mr. Hardy - Ms. Howard	Mr. Vasquez - Ms. Howard

Resolved, that Ms. Janet Howard be appointed as the Muhlenberg Community Library Representative effective December 2024 to December 2025 (expired term of Ms. Janet Howard).

**85 Muhlenberg Community Library Alternate (one-year term)**

Moved by Mr. Hyneman and Mr. Vasquez, that Mr. Andrew L. Eaton, Sr. be nominated as the Muhlenberg Community Library Alternate (one-year term).

Mr. Vasquez - Mr. Eaton	Mr. Hardy - Mr. Eaton
Mr. Voit - Mr. Eaton	Ms. Howard - Mr. Eaton
Mrs. Eagle - Mr. Eaton	Mr. Hyneman - Mr. Eaton
Mr. Haas - Mr. Eaton	Mrs. Mengle - Mr. Eaton

Resolved, that Mr. Andrew L. Eaton, Sr. be appointed as the Muhlenberg Community Library Alternate effective December 2024 to December 2025 to fill expired term of Mr. Andrew L. Eaton, Sr.

**86 Authorization for Facsimile Signatures, Wire Fund Transfers, and Signatures on Bank Accounts**

Moved by Mr. Hyneman and Mr. Voit, that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 4, 2024:

Yeas: Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Haas, Mr. Hardy, Ms. Howard, Mr. Hyneman. Motion **carried** unanimously.

a. Facsimile Signatures

Authorize the signatures of the School Board President, Secretary, and Treasurer, who are involved with instruments of payment for public securities, be filed with the Secretary of the Commonwealth as per the Uniform Facsimile Signature of Public Officials Act of July 25, 1961, P.L. 849, as amended, P.S. Section 301, et seq.

b. Wire Fund Transfers

Authorize the wire fund transfer for all School District accounts for any one (1) of the following persons:

Superintendent of Schools  
Business Manager  
Assistant Business Manager

c. On-Line Access

Authorize on-line access to account information and to manage security of designated staff for all school district PLGIT, Mid Penn Bank and PSDLAF accounts for the following personnel:

Business Manager  
Assistant Business Manager

d. Payroll Account

Authorize the signatures of the following three (3) officers (facsimile acceptable) for the Payroll Account General Fund Account (Payroll) – Mid Penn Bank xxxxxxxxx719:

President  
Secretary  
Treasurer

e. Operational Account

Authorize the signatures of the following officers: President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer, Vice President or Assistant Secretary (only three {3} are required), for Mid Penn Bank xxxxxx079:

President  
Vice President  
Secretary  
Assistant Secretary  
Treasurer

f. Cafeteria Account(s)

Authorize the signatures of the following officers: President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer, Vice President or Assistant Secretary (only three {3} are required), Mid Penn Bank xxxxxx206:

President  
Vice President  
Secretary  
Assistant Secretary  
Treasurer

g. PLGIT Accounts

Authorize the signatures of the following officers (only three {3} are required), facsimile acceptable for PLGIT Capital Reserve Account, xxx4025 and PLGIT 2023 Construction Fund, xxx4528 and PLGIT 2024 Construction Fund, xxx4531:

President  
Vice President  
Secretary



Assistant Secretary

Treasurer

h. Activity Fund Account

Authorize the signatures of the following eight (8) names on Activity Account Mid Penn Bank #xxxxxxxxx735 (two {2} signatures are required):

Assistant Superintendent

Business Manager

Assistant Business Manager

High School Principal

Junior High School Principal

C.E. Cole Principal

Elementary Principal

Athletic Director

i. Signatures on Memorial/Scholarship Funds

Authorize the signatures of the following three (3) persons on the accounts listed below (two signatures are required):

High School Principal

Three (3) High School Assistant Principals

Harold L. Yarworth Memorial Fund

- PLGIT - #xxx4329

Carol Hess Scholarship

- PLGIT - #xxx4203

Estella Gehris Rupp Art Scholarship

- PLGIT - #xxx4232

Dave Hangen Muhlenberg Scholarship Fund

-PLGIT - #xxx4499

Joanne F. Rothenberger Scholarship

-PLGIT - #xxx4274

Class of 1952 Scholarship

-PLGIT - #xxx4290

Jim Dietrich Scholarship

-PLGIT - #xxx4374

R. Daniel Krize Scholarship

-PLGIT - #xxx4387

Richard Wheeler Scholarship

-PLGIT - #xxx4390



Christine Buckley-Papada Memorial Schol. -PLGIT - #xxx4416

MSD Alumni Scholarship Fund -PLGIT - #xxx4429

Hoffmaster Scholarship Fund -PLGIT - #xxx4438

Richard E. Morris Scholarship -PLGIT - #xxx4484

Nicholas Giardiello Scholarship Fund -PLGIT - #xxx4472

MHS Faculty/ Staff Scholarship -PLGIT - #xxx4467

Diane C. Brokenshire Scholarship Fund -PLGIT - #xxx4513

j. Depositories for the School District

Resolved, that the Board of Education of the Muhlenberg School District authorize the following be designated as depositories for school funds:

M & T;

Mid Penn Bank;

Pennsylvania Local Government Investment Trust (PLGIT);

Pennsylvania School District Liquid Asset Fund (PSDLAF)

and be it further resolved that the deposits be secured by said depositories on a pooled basis pursuant to Act No. 72 of the Commonwealth of Pennsylvania effective November 1, 1971.

k. PLGIT, and PSDLAF Investment Pools

Resolved, that the Board of Education of the Muhlenberg School District authorize the District to continue to participate in the investment pools of PLGIT (Pennsylvania Local Government Investment Trust) and to participate in the Pennsylvania School District Liquid Asset Fund (PSDLAF).

**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.

Melissa Carroll- Muhlenberg Community Library

Ms. Carroll introduced herself as the Director of the Muhlenberg Community Library. She discussed events coming up for the library in December such as the Holiday Open House which is this weekend from 11AM-1PM at the library itself. There will be Santa, a train running, snacks, goodies and crafts. The Trail of Lights will be held on December 14th which is \$25 for a whole car, lots of stops and will receive goodies along the way. Once you get back to the library everyone will have a chance to win a whole big bouquet of lottery tickets. There will be a Margherita Pizzeria fundraiser on Tuesday, December 10th. The library is starting a mental health awareness program after everything that has happened recently in the area and obviously affecting the kids. It's important to the library to start the program as they are working with a couple different people and will start in December. Ms. Carroll advised that she would like to work with Mr. Skeete at some point to be able to pass all this information on to the teens.

Questions/Comments/Concerns:

*Dr. Macharola discussed having this nice conversation with Ms. Carroll regarding this program and the answer is yes as the District cannot do enough when it comes to providing services for the children and the community. Dr. Macahrola also advised he hopes this not only helps the children but also branches into helping the parents as well. Ms. Carroll advised there will be programs for parents as well. Dr. Macharola advised the need for mental health services family wide is growing at an expeditiously high rate here in the District. Not only does he want the principals and administrators to build a bridge with the library, but also the Behavioral Specialist and social workers, the district wants to keep a very open broad openness that the District does not lose anybody or someone falls through the cracks. Dr. Macharola is excited about the mental health awareness program at the library and he knows that with the professionals in the District, it will be a win-win. Ms. Carroll also advised they opened a community care closet that is open to everyone in the community, teens and adults. Ms Carroll also thanked Mr. Patterson and his team for helping finish the final renovations at the library. Dr. Macharola took time to thank Ms. Carroll and the entire library staff for their openness and their distinguished level of service; continuing to partner with the library will only make the community better and a great place to raise children.*

**87 Adjournment**

Moved by Mrs. Eagle and Mr. Vasquez, that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 7:18 PM.

All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Attest:

  
Cindy L. Mengle  
Secretary