

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
July 8, 2020  
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**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, July 8, 2020 at 6:31 PM by Board President, Mr. S. Wayne Hardy via remote access using Zoom.

**Members Present**

President – Mr. S. Wayne Hardy  
Vice President – Mr. J. Tony Lupia, Jr.  
Secretary – Mr. Thomas W. Gross  
Assistant Secretary – Mrs. Cindy L. Mengle  
Treasurer – Mr. Richard E. Hoffmaster  
Member – Mr. Garrett E. Hyneman  
Member – Mr. Randall R. Madara  
Member – Mr. Mark J. Nelson  
Member – Mr. Otto W. Voit, III  
Solicitor – Mr. Brian F. Boland, Esq.  
Recording Secretary – Mrs. Patricia L. Law

**Administration Present**

Superintendent – Dr. Joseph E. Macharola  
Assistant Superintendent – Dr. Alan S. Futrick  
Business Manager – Mr. Shane Mathias  
Supervisor of Accounts – Mr. Mark Moyer  
Director of Physical Plant and Transportation – Mr. Ken Patterson  
Director of Special Education – Dr. Shawn Rutt  
Supervisor of Special Education – Dr. Tyler Herman  
Behavior Analyst – Mr. Zachary Milch  
Director of Technology – Mr. Daniel Houck  
Supervisor of Language Arts and Literacy – Mrs. Cathy Shappell  
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena  
Athletic Director – Dr. Tim Moyer  
High School Principal – Mr. Michael Mish  
High School Assistant Principal – Ms. Lori Morris  
High School Assistant Principal – Mr. C. Eric Schaeffer  
Middle School Principal – Dr. Jeffery Ebert  
Middle School Assistant Principal – Dr. Felicia Gonzalez  
Intermediate School Principal – Mr. Steven Baylor  
Intermediate School Assistant Principal – Mr. Charles Payne  
Elementary Center Principal – Mrs. Shannon O'Donnell

**Visitors (participating via Zoom)**

Becky and George Watson	Brian J. Boland
Colleen Shillady	Nicole McGowan
Faye Heckman	Inga Hobbs
Ginny Hornberger	Jen Doyle
Jeff Bezler	Katie Ianacchino
Sarah Kopetsky	Jaclyn Bellanca
Allison Bowman	Greg Purcell
John Winand	Emily Grube

**Educational Presentations**

**A. Physical Plant Update - Mr. Kenneth Patterson**

Mr. Patterson reported:

- Maintenance and Custodial Staff continue to prepare all school buildings for the 2020-2021 school year and the reintroduction of fall sports and athletes to the District's practice facilities. They are preparing the buildings so that both students and staff return to a safe learning environment. Mr. Patterson said his department would continue to monitor the recommendations and guidelines being set forth by the federal and state health agencies and PDE for the Muhlenberg School District. The Muhlenberg School District maintenance and custodial staff continue to do an outstanding job. They have been working hard each and every day since the shut-down began in March.
- The Administration Building Roof Replacement Project is complete. The project began back on May 5<sup>th</sup> and the final walkthrough was conducted on July 2 and everything was in order.
- The Phone and Fax Upgrade Capital project for MEC is complete. Frontier has installed a new Fax server and completed the phone switch for MEC. They performed the final programming for the Fax finder.
- The installation of LED fixtures within parts of all the school buildings is continuing forward. Installation is being done by MSD maintenance personnel. New LED fixtures have been installed in the C. E. Cole gym, MMS gym, and the MHS gym/auditorium hallway and lobby. Installation will continue through July in the MMS science hallway, gym, auditorium lobby, and the main office lobby at the middle school. Also receiving new lighting will be the MHS gym, MEC's gym and cafeteria. This new lighting makes a world of difference.
- Middle School Floor Tile Replacement Project is on the agenda for Board consideration. There is a total of 5,000 square feet of floor tile that will be replaced. If approved, work will begin and end in the next couple of weeks in July.

Comments/Questions/Concerns:

*Mr. Nelson asked what the District is doing from a safety standpoint with the buildings with people going in and out.*



*Mr. Patterson said the staff has been wearing masks in the buildings. Mr. Nelson asked if everyone was required to wear a mask in the buildings. Mr. Patterson said everyone is required to wear a mask in the buildings as mandated by Governor Wolf and Secretary Levine.*

*Mr. Lupia asked what type of tile is being replaced. Mr. Patterson replied the type that is down now is VCT which will be torn up and replaced with a quartz epoxy flooring system. It is a poured system with quartz stone in it. It is a very durable flooring system and Mr. Patterson said he expects it to last thirty-five to forty years. Mr. Patterson said it requires very little maintenance. There is no waxing and stripping like a standard floor. Mr. Lupia asked if it was like a two-part, three-part system. Mr. Patterson replied it is several parts. It actually takes about a week to put the coatings down and will end up being just over eight inches thick, but there are several coatings. Mr. Lupia asked as far as the cleaning is concerned, must Mr. Patterson follow the state standards and who monitors this. Mr. Patterson asked if Mr. Lupia was talking about disinfecting. Mr. Lupia said, yes. Mr. Patterson said they follow the CDC guidelines and use EPA approved disinfectants for use with COVID-19. Mr. Lupia asked if someone does an inspection when cleaning is completed. Mr. Patterson said they are following CDC guidelines; and he is looking at some new equipment to purchase. When the new equipment arrives, the entire Physical Plant department will be trained on how to use it. Mr. Patterson said the new equipment will allow the custodial staff to clean more areas in a more efficient and timely manner.*

*Mr. Hoffmaster asked if all of the buildings are locked during the day and must all visitors report in and wear masks to enter the buildings. Mr. Patterson replied yes. He said the only entrances being used by the public are main office entrances. Mr. Hoffmaster asked if everyone must wear a mask to enter. Mr. Patterson said, yes. There is signage on the door saying visitors must wear a mask to enter. Mr. Hoffmaster said he appreciated the work Mr. Patterson did for graduation. He said the maintenance and custodial staff did a great job. Mr. Hoffmaster said everyone was happy.*

*Mr. Madara asked, with regard to the athletic department, how is the District monitoring the weight room. Will someone be there to clean all of the time? Mr. Patterson said Dr. Moyer will be addressing this in his plan, but yes, there is a limited number of people allowed in the weight room, any of the equipment that is used, must be wiped down before and after the person using the equipment is done and the room must be cleaned in between sessions. Mr. Madara asked who would be wiping down the equipment – the students, coaches or custodial staff. Mr. Patterson said it would be a combination of everyone.*

**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 was none.*

## **Board Business**

### **Personnel**

#### **1. Acceptance of Resignations**

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

- a. Ms. Sara Lansdown-Flannery, ESL Teacher, Muhlenberg High School, effective June 24, 2020.
- b. Ms. Kelsea Diddens, Special Education Teacher, Muhlenberg Elementary Center, effective June 25, 2020.
- c. Ms. Kelli Zimmerman, Second Grade Teacher, Muhlenberg Elementary Center, effective June 23, 2020.
- d. Mr. Paul McFarland, Social Studies, Muhlenberg Middle School, effective August 17, 2020.

#### **2. Administrative Appointment**

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

- a. Mrs. Virginia Hornberger, Assistant Principal (A. Mirabito), Muhlenberg Elementary Center, effective July 13, 2020, at a prorated salary of \$82,400.

#### Comments/Questions/Concerns:

*Dr. Macharola said Mrs. Hornberger graduated from Lancaster Catholic High School, Lancaster, PA; she then went on to attend and graduate from Millersville University. Mrs. Hornberger began her career in the Muhlenberg School District in 2001 as a substitute teacher and became a contracted teacher in 2003. In 2008, Ginny earned her Master's Degree in Language and Literacy with a Reading Specialist certification. In 2011, she earned a Master's Degree in Educational Technology from Wilkes University. Mrs. Hornberger earned her Principal Certification from California University of Pennsylvania in 2018. Ginny is also a long-time resident of the Muhlenberg School District.*

#### **3. Professional Appointments**

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

- a. Ms. Christine Bansner, Special Education Teacher (K. Didden), Muhlenberg Elementary Center, effective the first contractual day of the 2020-2021 school year, at a salary of \$52,948 (M, 17 Steps from the Top).
- b. Mr. Colin English, Biology (C. Raney), Muhlenberg High School, effective the first contractual day of the 2020-2021 school year, at a salary of \$44,440 (B, 17 Steps from the Top).



- c. Mr. Adam Miron, Sixth Grade (J. Reiniger), C. E. Cole Intermediate School, effective the first contractual day of the 2020-2021 school year, at a salary of \$45,949 (B, 16 Steps from the Top).
- d. Ms. Maryann Ligenza, Certified School Nurse (New Position), C. E. Cole Intermediate School, effective the first contractual day of the 2020-2021 school year, at a salary of \$76,156 (M+30, 9 Steps from the Top).

**4. Senior Aerospace Science Instructor and Aerospace Science Instructor Non-Commissioned Officer Contract Adjustment**

Resolved, that the Board of Education of the Muhlenberg School District approve adjusting the contract of the AFJROTC Senior Aerospace Science Instructor and the Aerospace Science Instructor Non-Commissioned Officer from a ten (10) month contract with a supplement to an eleven (11) month contract with a supplement.

**5. Co-Curricular Resignations**

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

- a. Ms. Natalie Hoffman, Varsity Tennis Assistant Coach, effective June 25, 2020.
- b. Mr. Brian Hendricks, Junior High Cross Country Head Coach, effective June 23, 2020.
- c. Mr. Benjamin O'Donnell, Varsity Girls' Volleyball Assistant Coach, effective July 8, 2020.

**6. Summer Hours for Professional Staff**

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

- a. Mrs. Amy Chiarelli, twenty (20) hours to work on curriculum and professional development planning and learning, at the professional pay rate of \$30.00 per hour.
- b. Mrs. Jaclyn Bellanca, twenty (20) hours to work on curriculum and professional development planning and learning, at the professional pay rate of \$30.00 per hour.

**7. Mentor Assignment**

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 2020-2021 school year:

- a. Mr. Robert Wolfe, mentor for Mr. Colin English, Biology Teacher at Muhlenberg High School, for sixty (60) hours.

## **Management**

### **1. Opening Day/Inservice Breakfast**

Resolved, that the Board of Education of the Muhlenberg School District approve the Opening Day/In-Service Day breakfast on August 26, 2020 at a cost not to exceed \$1,500.00.

#### Comments/Questions/Concerns:

*Mr. Nelson said he realizes not all of the details have been worked out, but obviously the District has over 250 people that cannot be crammed into the cafeteria, so how will this be done? Al fresco? Dr. Macharola said it will definitely look different than it has in the past. Everyone is going through changes like they have never gone through before and safety considerations are paramount. He said there have been constant and consistent meetings with the state and federal governments, state department officials, health officials, education officials, as well as with superintendents across the state and county who are all tackling these issues. Dr. Macharola said he is asking for it to be approve, but will have to see what it will look like and continue on with business. It will certainly look different than it has in the past. Mr. Nelson said he thinks it is a great idea to have the breakfast and opening day; however, three hundred plus employees cannot be together in the cafeteria. Dr. Macharola said it will be different but it is a good gesture from the Board for the community. He said the Governor said earlier today that all personnel and students will be wearing masks and with that comes distancing. He said what will that look like? As the District continues to work with the state and to reach sensible guidelines that will shape how the inservice day will look. Dr. Macharola said it could be a grab-n-go breakfast, but it will not exceed \$1,500. Mr. Nelson asked if there is any idea what the opening of school will look like. It's okay to say that everyone will have to wear masks, but there is obviously no way that social distancing can happen with four thousand-eighty kids spread over four buildings. Dr. Macharola said that is correct and he would address all of that during the Superintendent's Comments in the Regular Board meeting.*

### **2. Annual Membership to Pennsylvania School Boards Association, Inc.**

Resolved, that the Board of Education of the Muhlenberg School District approve the annual membership to the Pennsylvania School Boards Association, Inc. in the amount of \$14,797.54 for 2020-2021 (July 1, 2020 to June 30, 2021).

## **Physical Plant and Transportation**

### **1. Middle School Floor Tile Replacement Request**

Resolved, that the Board of Education of the Muhlenberg School District approve the Middle School floor tile replacement capital reserve project request at a total cost of \$58,037 (funded through Capital Reserve Fund).



Comments/Questions/Concerns:

*Mr. Madara asked how the search for personnel was going. Dr. Macharola said some of the people leaving are leaving to work closer to home and he hates to see them go, but the District has had a very strong pool of applicants and in a lot of cases it is due to people who have been laid off. He said the caliber of the prospects has also been very high; especially some of the kids coming out of college right now. With COVID-19 hitting, many of the applicants coming from colleges had to finish up their student teaching and they are looking to land somewhere with all of the unknowns and uncharted waters. Dr. Macharola said so far the pool has been very good. He said one example was the opportunity to hire a certified school nurse who is coming from another school district, who is part of the Muhlenberg community, with a great reputation – Dr. Macharola said he was very excited to be able to hire her. He said the Muhlenberg School District has one of the finest health departments anywhere in the county, if not the state.*

**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	May 2020	May 2020	Jun 2020 Ck#47996-48153 V#26363-26381	May 2020	Jun 2020
Cafeteria	May 2020	May 2020	Jun 2020 Ck#6809-6820 V#2818-2820	May 2020	
Capital Reserve (Fund 32)	Jun 2020	Jun 2020	Jun 2020 Ck#893		
Capital Projects Fund (Fund 39)	Jun 2020	Jun 2020	Jun 2020 Ck#1053		
Activity	May 2020	May 2020			

**2. Workers' Compensation Insurance Policy with School Districts Insurance Consortium (SDIC)**

Resolved, that the Board of Education of the Muhlenberg School District approve the workers' compensation program for the 2020-2021 school year with School Districts Insurance Consortium (SDIC) at a cost of \$178,972 for the Central Fund Contribution portion, a maximum cost of \$45,214 for the Self-Insured Retention portion, and for a total contribution of \$224,186 for fiscal year ending June 30, 2021.

### **3. Renewal of Educational Technology Legal Consortium Membership**

Resolved, that the Board of Education of the Muhlenberg School District approve the renewal of the Educational Technology Legal Consortium membership with Sweet, Stevens, Katz & Williams, LLP at a cost of \$650.00 (funded through Technology budget).

### **4. 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. HP Printers for Disposal/Trade-In – These items are broken or have no usable value. (2020 Recycle Printers)

### **5. Agreement with Kelly Services**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with Kelly Services to provide substitute services to the district as presented.

#### Comments/Questions/Concerns:

*Dr. Macharola said he asked the Business Department to research to augment the District's substitute shortage which is nation-wide. There is a lack of substitutes in the pool and the District must compete with other school districts. He said there is a big pool of candidates applying now but across the board, the research and the statistics has not changed and it is minus thousands and thousands of certified teachers as opposed to what it was years ago. It is still a market. Dr. Macharola said the District has had a difficult time, as had other districts, in getting substitutes. He said this agreement with Kelly Services will allow the District to be more competitive, expand the substitute pool, and help address the substitute shortage in all of the schools. It will help to alleviate the break-up that sometimes tends to happen when there are more teachers out than coverage, substitutes. Dr. Macharola said this is a very good thing for the District even with COVID-19 pandemic.*

*Mr. Madara asked if this agreement was just for teachers or does it include other staff. Dr. Macharola replied substitute teachers only. Mr. Madara asked if they had a pool of teachers that the District can't access. He asked where they get teachers if the District can't. Dr. Macharola said they have a pool of teachers that the District cannot access; it will help augment the pool that the District has on the outside. Kelly Services offers incentives. It is almost like a company that the substitute teachers are with and they offer incentives to these particular employees that are part of the services which enables the District to have a larger pool and compete with the other school districts that have a contract with Kelly Services. He said it will definitely help the District in the long run. Mr. Voit said when he was a substitute, he went through Kelly Services and it is great for the District as they do all of the testing and background checks. He said they give their employees access*



*through an app to choose the types of positions and schools where subs are needed. Mr. Voit said it is very easy and the pay is reasonable. Dr. Macharola said they offer benefits too.*

*Mr. Nelson said he noticed after reading the agreement that it said under section one, "additional services if any" can be found in Exhibit C; however, Mr. Nelson said he does not see an Exhibit C in the agreement. Mr. Nelson asked Mr. Boland if that would mean Exhibit C is not applicable. Mr. Boland replied, that is right. He said the one he reviewed did not have an Exhibit C; therefore, there were no additional services. Mr. Nelson said he believed that sentence should be removed. Mr. Boland agreed and said it could be removed.*

*Mr. Lupia said Kelly Services hires retired teachers and his wife is one and works for Kelly Services as a substitute.*

*Mr. Nelson said one line in the agreement that he was not happy about states that if the District hires one of the substitutes, there is a twenty percent placement fee. In that case, there is an added cost to the District if they are hired. Mr. Nelson said he realizes there is a down side to everything. Mr. Voit said that it doesn't hurt to get another resource. Mr. Nelson said he agreed, the District needs substitutes.*

*Mr. Voit said he had a comment about the Capital Reserve Fund. He said he wanted to be sure that when the Board voted on the Budget and Finance (Financial Reports) agenda that the Board was not voting on the Capital Reserve Fund Budget, because he saw that in 2020-2021 there was \$1.559 million and even though the District will be cautious in the coming year, he wanted to be sure the Board was not approving this part of the budget. He said as each project comes up and before it goes out for bid, the Board needs to review it. He said when he is voting on an item, he would like to know if he is voting for that budget. Mr. Voit asked if the Board was approving these reports or were they approving it as a guideline, and if so the Board should have discussion at the Board level. Mr. Mathias said maybe the terminology on that needed to be changed. He said it is a plan, not a budget. Historically, there have been years that there were absolutely things on that plan that did not happen and exceeded the current value of the Capital Reserve Fund. Mr. Mathias said it may just be a terminology thing that needs to be addressed as it has been approved in the past and things that were on there usually were approved as they came up. Mr. Voit said that was a fair statement and he thanked Mr. Mathias. He said he has the utmost confidence in the administration and the way Dr. Macharola budgets and manages the finances. Mr. Voit said he has never seen anyone in his life get as close to a budget. He asked that administration run things by Dr. Macharola and give the Board a "head's up" before they embark on contracts or sends items go out for bid. Because next year, things will be a lot tougher than they were this year.*

## **Education**

### **1. Agreement to Participate in the ACCESS Program for the 2020-2021 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the Pennsylvania School Based ACCESS Program Agreement for the 2020-2021 school year as presented.

### **2. Summer Hours for Infinite Campus Training**

Resolved, that the Board of Education of the Muhlenberg School District approve summer hours for Infinite Campus training for seven (7) staff members working six (6) hours per week from August 3, 2020 through August 21, 2020 at the professional pay rate of \$30.00 per hour.

### **3. Summer Hours for IEP Writing**

Resolved, that the Board of Education of the Muhlenberg School District approve up to sixty (60) hours for Special Education teachers and General Education teachers to author and attend IEP meetings during the month of August at the professional pay rate of \$30.00 per hour.

### **4. 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 2020-2021 school year as a non-resident student:

- a. Student No. 30550, grade 12, Muhlenberg High School

### **5. MSD Athletic Department Socialization of Sports Recommendations**

Resolved, that the Board of Education of the Muhlenberg School District approve the MSD Athletic Department Socialization of Sports Recommendations as presented.

#### Comments/Questions/Concerns:

*Dr. Macharola said like all of the District's Pandemic's Plans which will be emerging, there will be some plans that will have to be approved by the Board and there are some that will not have to be Board approved. He said the PIAA came out, in his opinion, a little bit ahead of the game – putting the cart before the horse – before some of the Pandemic Plans were actually looked at especially with all of the changes that have been going on. There has been a steadfast attack to address this not only in Muhlenberg, but in all of the school districts; not only in the county, but across the state. Dr. Macharola said a team made up of administrators, teachers and coaches came together. There has been much research and many resources utilized for the socialization portion of this as it stands today and as it stands from the recommendations from the Department of Health, CDC, Federal*



*Government and WHO regarding what the District's requirements and expectations are. He said he believed that this is adequate and acceptable as it stands today. As revisions emerge and probably will emerge, they will have to be put into this plan. Dr. Macharola said nothing can happen in the Muhlenberg School District until this plan is approved. He said after this plan is approved by the Board, the Athletic Director will commence with proper social distancing and strategies, and recommendations and directives with all of the coaches and kids as listed in this plan. Dr. Macharola said all districts must have a plan; therefore, there is a distinct commonality between the Muhlenberg School District and most of the school districts across the state. There are some changes that would be case-by-case and that would only be indigent to the home district as it seems necessary and needed. Dr. Macharola said the District's solicitor also reviewed the District's sports plan and made recommendations including a waiver with specific language as suggested from Solicitor Boland. At this time, Dr. Macharola asked Dr. Moyer to discuss the plan.*

*Dr. Moyer thanked everyone who was part of the process. He said this addresses the summer workouts and does not address the fall or games. Dr. Moyer said there is a waiver that any student coming to summer workouts must bring with them and it states that these are voluntary work-outs, they are not mandated; the student is entering the workouts of their own free will. This waiver must be signed by the student and the parent(s). There is an indicator in this waiver for any high-risk students. High risk means they may have an underlying conditions such as diabetes or an autoimmune disorder – things that COVID-19 would attack. Dr. Moyer said those students must hand in an updated physical from their physician to the Athletic Department in order to be able to participate in the workouts. He said typically in the past if a student wanted to come to a summer workout they did not have to have their physical until the fall sports season officially started. Dr. Moyer said every student must bring a water bottle to the workouts. They cannot get one on campus and they cannot show up without one nor can they rely on the District's water fountains. Students must have their own water bottle, which is stated clearly in the waiver, in order to participate. He said that is due to sanitary reasons and for hydration. Dr. Moyer said those are two items right out of the gate that are required in order for students to be able to participate. He said the first two weeks of workouts will all be outside. There will be no activities inside, and that includes the weight room. Dr. Moyer said there are plans to move some of the weight room equipment outside so there is further social distancing. Obviously, this is not the preferred method, but it does get the students back and active. He said the equipment will be wiped down after every use by the student. Mr. Lorchak, head football coach, will be there monitoring and making sure the equipment is being taken care of properly. Dr. Moyer said there is one exception to being outside only and that is for water polo. They will be required to be outside for land training and after that they may enter the pool. Participants must be in masks and when they get in the pool, obviously, they may take the masks off but social distance at least ten feet apart. Dr. Moyer said once they get out of the pool to dry off, they must put their masks back on. That is the only exception to any kind of indoor training. He said this will help to ease the work load of the maintenance and custodial personnel for cleaning purposes. The more the students can be outside the better.*



Dr. Moyer said workouts will be Monday through Thursday just like the work week for the summer. He said the reason for this is because the athletic trainers will be there the whole time. Dr. Moyer said the reason the trainers will be there is because when the coaches arrive (they will be first to arrive), the coaches will be screened first. He said the District now has thermal thermometer scanners and they will be scanned to make sure they are not above the threshold temperature and once they are cleared, they will be able to conduct their workouts. Dr. Moyer said it will be the same for students. Students will not only be scanned, but they will be logged in for contact tracing should anything occur. This is one of the protocols that must be followed. Everything will be documented, everything will be logged when a student participates. There are seven questions that must be answered on a daily basis for any student that shows up. The trainers will be responsible for keeping those records. Dr. Moyer said social distancing will be enforced. He said Mr. Houck used blue tape to mark six feet of social distancing on the bleachers at the soccer field. This will keep students separated when they are not engaged in physical activity. Mr. Lorchak is doing the same thing with the football players. They will have a home base where they will keep their bag, mask and water after they are screened. Dr. Moyer said coaches will be provided with a COVID kit which will have gloves and cleaning materials. He said masks will be on if there is any activity where a six foot separation cannot be guaranteed. Students will be permitted to take masks off if they are engaged in physical activity where the six foot rule can be enforced. Dr. Moyer said activities like cross-country will not be required to wear a mask while running, but must stay six feet apart. He said coaches must be masked the entire time unless they are engaged in an activity with students such as cross-country. Coach Gourley will be permitted to remove his mask while he accompanies students on their runs, but must abide by the six-foot social distancing guideline. Dr. Moyer said coaches must notify the Athletic Office of their daily workouts so they are prepared and so they can notify the custodial staff. Wiping down soccer balls and footballs will be the responsibility of the coaching staff. Dr. Moyer said they will be following this phased situation that the state recommends. He said he is in constant contact with other athletic directors in the county in terms of workouts and sharing information about what works for them. Dr. Moyer said his department is going to keep moving forward with the assumption that the fall season will be able to take place and hope for the best.

Mr. Voit told Dr. Moyer he and his team did a great job developing this plan. He asked if the plan was only applicable to varsity sports programs and will the middle school be reevaluated later. Dr. Moyer said they are trying to limit things right now and the workouts are only for the fall teams. He said they do not want too many people on campus at one time right now. This will only be for fall high school teams. Dr. Moyer said after a two-week period they will reevaluate and see where things are. He said the plan is to bring the junior high teams in during the normal start date of a week after the fall teams start. It is to limit people and to protect the coaches.



Mr. Hoffmaster asked if the football helmets were tested this year. Dr. Moyer said the helmets are tested every year. He said they go through a reconditioning process and they were sent out to the company. Any helmet that does not meet the criteria they do not return. The company keeps them. Mr. Hoffmaster said he heard a lot of helmets weren't tested this year due to COVID. Dr. Moyer said the vendor they deal with, which is in Altoona, is very responsive. The helmets were sent out in November and returned in late January, early February. Mr. Hoffmaster asked if the helmets would have shields. Dr. Moyer said that is something he is looking into as well as the other county schools. He said he has two vendors that have contacted him about possibly supplying them for the District. Mr. Hoffmaster asked if the baseball field could be used. Dr. Moyer replied that they are just keeping the fall sports going. He said once they begin to get into the swing of things and if they are able to have a fall season once school begins, he will take a look at opening up the baseball fields for baseball to work out; as well as, basketball. Dr. Moyer said right now they are just trying to take baby steps. They would be happy to bring everybody back; however, he does not want to overcrowd the campus. Mr. Hoffmaster asked if only Muhlenberg students were going to be allowed on the fields, not the Muhlenberg A's. Dr. Moyer said that was correct.

Mrs. Mengle asked if the whole team (football) will be present at workouts at the same time or will they be alternating times that players will be there so that if one person is infected from one part of the squad then not everyone is infected. Dr. Moyer replied for football, they are doing something called pod training. A particular coach would be assigned to a pod so that there is never any more than twelve players at a time with a particular coach. He said they want to limit the amount of kids that are around one another; they could be on campus at the same time, but they will not be in the same area. Mrs. Mengle asked if the number of players in a pod would be determined by how many players are there. Dr. Moyer replied that is correct, it depends on how many players show up, as the workouts are not mandatory.

Mr. Lupia asked how the water polo team's practice would be handled once they hit the water; and is there any evidence that the virus is spread through the water. Dr. Moyer replied that was something discussed throughout the county. Once the kids get into the water, they must stay ten feet apart and there is no physical contact. He said when they get out of the pool, it will be in an orderly fashion and once they return to their towel, their mask must go back on.

Mr. Madara asked if the requirement for a student with an underlying condition to have a physical is a new requirement or is it something that was always required. Dr. Moyer replied this is COVID related – a new requirement. He said typically, physicals are not required for summer workouts as they are not mandatory; students must have an updated physical to play in season. Fall sports begin on August 15<sup>th</sup>, therefore; players must have an updated physical on file in the Athletic Department prior to August 15<sup>th</sup>. Dr. Moyer said in the past students did not have to have a physical and clearance for workouts; but, with COVID the Athletic Department is requiring high-risk students to be identified so they can be cleared by a physician. Mr. Madara asked if the District ever had any issues with getting physicals before COVID. Dr. Moyer replied, no.

*Dr. Macharola thanked Dr. Moyer for a very thorough report.*

#### **6. Richard J. Caron Foundation Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with the Richard J. Caron Foundation to provide services for the district's Student Assistance Program at the rate of five (5) days per week for a total cost of \$39,013, effective July 1, 2020 through June 30, 2021 as presented.

#### **7. Student Tuition Agreements for the 2020-2021 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the 2020-2021 student tuition agreements for the following students as presented:

- a. Student #38532, New Story-Perkiomen
- b. Student #36470, New Story-Perkiomen
- c. Student # 38549, New Story-Perkiomen

#### **Minutes**

Review minutes of the Committee of the Whole Meeting of June 10, 2020 and the Regular Meeting of June 10, 2020.

#### **Old Business**

##### Comments/Questions/Concerns:

*Mr. Voit asked where the District stood with the Bond offering and if it was done. Dr. Macharola said it was done and asked Mr. Mathias to weigh in. Mr. Mathias said it was all finished and the paperwork for closing and settlement is getting signed and will be returned to Mr. Eddleman. Mr. Voit asked Mr. Boland if the District was required to pay for insurance for that bond. Mr. Boland replied, no, the District's rating was strong. Mr. Voit asked how much that would normally cost for this size offering. Mr. Boland said it could be in the \$10,000 range; it is very expensive. Dr. Macharola thanked everyone for their hard work, as it is not too many districts have a bond rating like the Muhlenberg School District.*

#### **New Business**

##### **1. Memoriam of Mrs. Marian Withers**

Resolved, that we remember the passing of Mrs. Marian Withers who served in the Muhlenberg School District for twenty-three (23) years (1961-1984) as a cafeteria worker and head cook. We honor her memory for her dedicated service to the school district and community.

Be it further resolved that we convey through this resolution our deepest sympathy to her family, and that this resolution be made part of the permanent record in the minutes of the Muhlenberg School District.



Comments/Questions/Concerns:

Dr. Macharola took a few moments to explain the following item, COVID-19 Emergency Declaration. He said the General Assembly has required that public schools operate a full 180-day school year in 2020-2021 - even if the Governor again employs his emergency powers to waive that requirement as he did on March 13<sup>th</sup>. Dr. Macharola said he had many conversations with his colleagues, different organizations and Solicitor Boland about this particular declaration and what it means and what it does not mean. He said when the Governor exercised his emergency powers, some challenged it. The District was able to sign off or will be able to sign off once the form is generated regarding the 180-day requirement for the 2019-2020 school year. Dr. Macharola said the General Assembly has not moved on anything yet. There would have to be a change to the School Code in Harrisburg, but that has not happened yet. He said the District is operating on vision, competency, intelligence, but also walking on grounds that no one has walked before. Dr. Macharola said the School Code offers schools very little flexibility other than flexible instructional days for meeting the 180-day/900/990 hour requirement. Thus far, the General Assembly has not revised the School Code to allow the flexibility that many schools are considering to lower classroom in school by density to respond to COVID-19 outbreaks. He said recently the Department issued guidance interpreting Section 520.1 of the School Code as allowing local school boards to declare a temporary emergency that will allow flexibility in the fulfillment of the 180-day/900/990 hour requirement; subject to the approval of a plan for such flexibility by the Secretary of Education. Dr. Macharola said although the flexibility clearly does not include waiver of the 180-day/900/990 hour requirement, less is clear whether it will allow virtual programming and some other density lowering strategies many schools are considering, including the Muhlenberg School District. The Department is hinting that there may be some changes with this and this will happen over time – July, August and even into September. He said there must be some movement even though the District is moving in the direction it is. Dr. Macharola said this resolution conforms to the requirements of Section 520.1; and, he recommended the Board approve this resolution. He said he had a conversation with Solicitor Boland and the resolution does not have much teeth, but Dr. Macharola said he would rather have the resolution than to not have it. Dr. Macharola said that Andy Faust of Sweet, Stevens, Katz and Williams, the District's Special Education attorneys, also recommended this resolution.

Mr. Boland said Section 520 of the School Code has emergency provisions along with great language that says that if a board of school directors determines there is an emergency, the school district can take certain actions and it must be done in the minutes, which is what this resolution would do; but it says that it must be approved by the Secretary of Education. Mr. Boland said the District would have full power to put into operation one or more of the temporary provisions. One provision states that the schools can be kept open, but the District must have 180 days in; and the length of time of daily instruction can be reduced, but the District must still get 900/990 hours of instructional time in. He said it is a great provision but it gives two very weak things that districts can do. Mr. Boland said what he believes PDE is doing with this guidance that they are putting out under COVID-19, is to say submit a plan, and PDE will approve it. He said PDE may approve virtual learning as part of the 900/990 hours. The guidance PDE put out says as long as it is under the direct instruction of a certified teacher. Mr. Boland said the first step is to get it on the record and the next step would be to submit a plan to PDE to see if it is approved. He said he believed that Districts will be using this section and this type of



*resolution throughout the year because what the District is faced with in August may not be the same in October, and what the District is faced with in October may not be the same in January, and so on. He said to stay tuned to this very obscure provision (520.1) in the School Code that most people did not even know existed.*

*Dr. Macharola thanked Mr. Boland and said as always minute-by-minute, hour-by-hour, day-by-day; as the issues arise and change, so do the answers.*

*Mr. Hoffmaster said it is a shame that the politicians in Harrisburg couldn't do something better for the safety of the kids. He said it seems they are leaving it up to the school boards to take care of it. Mr. Hoffmaster said the administration is doing a good job. It seems Harrisburg just wants the District to get the hours in; although they can't get a budget done. He said he is glad that they are leaving it up to the District to do. Dr. Macharola said there are many special interest groups in Harrisburg. Districts must keep their eyes on charter schools; there is still a pandemic and there is still a lot going on.*

## **2. COVID-19 Emergency Declaration**

Recommended Action: WHEREAS, the World Health Organization has declared the current outbreak of COVID-19 a global pandemic; and

WHEREAS, the Pennsylvania Department of Education has determined that the COVID-19 pandemic constitutes an "emergency" within the meaning of Section 520.1 of the Public School Code; and

WHEREAS, the Board of School Directors has determined that the risks COVID-19 presents to our students, faculty, and community requires an extraordinary response;

NOW THEREFORE, the Board finds and declares that the COVID-19 pandemic is an emergency within the meaning of Section 520.1 of the Pennsylvania School Code.

For the duration of said pandemic but in no event for any period exceeding four years, the Superintendent shall have the authority to develop a Health and Safety plan in a form and manner prescribed by the Pennsylvania Department of Education that ensures a minimum of 180 days of instruction, allowing for a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level, employing any combination of in-person, virtual, and distance learning as the Superintendent seems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith.



### **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 was none.*

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

September	Mr. J. Tony Lupia
October	Mr. S. Wayne Hardy
November	Mr. Randall R. Madara
December	Mr. Thomas W. Gross
January	Mr. Otto W. Voit, III
February	Mr. Mark Nelson
March	Mr. Garrett Hyneman
April	Mrs. Cindy Mengle
May	Mr. Richard E. Hoffmaster


### **Review of Board Meetings and Calendar of Events**

July 8	6:30 PM	Committee of the Whole and Regular Board Mtg
August 12	6:30 PM	Committee of the Whole and Regular Board Mtg
August 31		First Student Day
September 2	7:00 PM	Committee of the Whole Mtg
September 9	7:00 PM	Regular Board Mtg
October 7	7:00 PM	Committee of the Whole Mtg
October 14	7:00 PM	Regular Board Mtg
November 4	7:00 PM	Committee of the Whole Mtg
November 11	7:00 PM	Regular Board Mtg
December 2	6:30 PM	Annual Reorganization Meeting; Committee of the Whole Meeting; Regular Board Meeting

### **Adjourn Meeting**

Moved by Mr. Nelson and Mr. Voit, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:38 PM.

Attest:

  
Thomas W. Gross  
Secretary