

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
April 10, 2024
Lecture Hall, Muhlenberg High School
www.muhsdk12.org

Call to Order

The Committee of the Whole Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, April 10, 2024 at 6:30 PM by Board President, Mr. Garrett E. Hyneman.

Members Present

President – Mr. Garrett E. Hyneman
Vice President – Mrs. Kristyna Eagle
Treasurer – Mr. Miguel Vasquez
Secretary – Mrs. Cindy L. Mengle
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

Assistant Secretary – Ms. Janet Howard

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent - Dr. Alan S. Futrick
Business Manager- Mr. Shane M. Mathias, CPA
Assistant Business Manager - Mrs. 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 - Dr. Janet Heilman
Director of Human Resources - Dr. Jessica Heffner
Director of Clinical Services - Mr. Zachariah Milch
Director of Technology - Mr. Daniel Houck
Director of Food Services - Mr. Carey Kline
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 Assistant Principal - Mr. Aaron Kopetsky
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 - Ms. Ginny Hornberger
Social Worker - Ms. Liliana Moore
Social Worker - Ms. Emily Carmichael

Visitors

Diane Benson	Melissa Carroll
Linda Roebuck	Marc Wolfe
Daniel Fair	

Educational Presentations

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - Spring has arrived and with it comes grass cutting season. In addition to grass cutting, the outside grounds crew have been getting the athletic fields ready to support all the spring sports currently in season on campus. Inside maintenance techs took advantage of the extended spring break taking care of maintenance items that are more easily addressed when the buildings are unoccupied by teachers and students. They focused a lot on the high school including hooking up all of the lighting in the gym and cafeteria to the emergency generator, so in the event of a power outage those areas can be used by students and staff. Inside custodians also took advantage of unoccupied buildings across the district, revitalizing and waxing some flooring in the fourth grade modulares, and deep cleaning other areas throughout the school buildings. They also painted some hand rails in the high school. Inside custodians also continue to be involved in all the activities taking place in all of the buildings throughout the evenings and weekends while doing a great job keeping the District buildings clean, disinfected and sanitized.
- Brief Update on Phase 1 Projects - The football stadium turf project is on target to begin towards the end of May, with substantial completion by the first week of August. The May board meeting will also have a resolution for the board to approve an Act 34 Hearing which is a requirement by PDE for any building project. The District will look to have the actual hearing in June. The bidding documents will be ready in June as well. The master plan for the new building and multi-purpose turf field have been submitted to the Muhlenberg Township, Pennsylvania DEP and the Berks County Conservation District for various permits needed for these projects. In addition, a sewer module for the new 5-6 grade building has been submitted to the Muhlenberg Water Authority and the City of Reading. These will all take a minimum of a couple of months as review comments are issued and revised drawings are resubmitted, and will continue to update the board as the District moves through the process. The District is still on target to break ground, after board approval, this fall for the multi-purpose field and the new 5-6 building.

Questions/Comments/Concerns:

Mr. Voit questioned why the District had to submit to the City of Reading regarding the sewer project. Mr. Patterson explained Reading has to be able to say they can handle the additional EDUs in their treatment facility. Mr. Voit asked if there was anything in the project that is delayed or will cause a delay in the overall project. Mr. Patterson responded he is not aware of any at this point, the District received a letter of completion from the Berks County Conservation District today, so this is ready for technical review. The District is hoping that a technical review is done by the end of this month, which will put the District on with plenty of time for the football stadium project. Mr. Voit asked to continue to get updates on staying on schedule for the projects.

Mrs. Eagle wanted to publicly thank Mr. Patterson and Mr. Moyer, on behalf of her husband, for the lacrosse program and appreciates everything that they both do and for their help.

B. Preliminary Budget Review - Mr. Shane M. Mathias, CPA
Mr. Mathias reported:

On the budgetary considerations page (3), there is one column identified and that is Plan column; which is the max tax increase of 7.5%. There are adjusted deficits of revenues under expenditures is 2.57 million dollars which is actually a decrease of about \$427,000 from last month. A lot of pieces to that including some revenue changes and some expenditure changes. Still tweaking some things with title programs as there are some changes there and believes this number is going to change again before May and June. This is where the budget is at for now, so an improvement there. Tax increase 2.557 mils, figured the district can generate about a 3.186 million dollars at a 97/98% collection rate; that is unchanged but will get more information from the county in the next month or two and will update that number going forward. State Basic Ed and Special Ed, the district received no new information from the state and no guidance from the state organization. In speaking with a lot of business managers across the county, everyone was kind of all over the place with this; the District would be in the middle somewhere based on the allocation increase the District had in the last two years. Next number is the new building project of 1.52 million dollars, this is the 2024 bonds that the District is going to need to issue later this year. When and the amount, will be determined when the project is ramped up. Next item is the capital reserve transfer, just a little increase there. The final number in new positions is a slight increase from last month; overall this is a balanced budget. With those new positions, with handling the debt service demands of next year, the District is still managing to balance the budget at this tax increase. In talking about the plan, the District is handling the District's operational needs and also handling the debt services needs; setting the District up for a good position for next year with the building projects.

Questions/Comments/Concerns:

Mr Voit questioned how much of the millage increase applies to the debt service as part of the five year phase and plan. Mr. Mathias responded in terms of the net debt and

subsidies changes because of the structure of the District's debt, there is some non-reimbursable debt, however he would advise it is a little over a mil which is close to the plan. Mr. Voit agreed and reiterated that as long as the budget is following the plan that everyone agreed to. Mr. Boland asked how much 1 mil raises tax. Mr. Mathias responded around 1.3 million; a little over the mil is about 1.5 million. Mr. Voit thanked Mr. Mathias and told him job well done. Dr. Macharola commented that the District is in a good spot.

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.

Melissa Carroll- Muhlenberg Community Library

Ms. Carroll introduced herself as the Director of the Muhlenberg Community Library. She spoke about the papers she left for each of the board members including a calendar of events. She talked about wanting to share the calendar with the students of all of the events and programs. Ms. Carroll spoke about having over 355 participants in their Easter Extravaganza event; a lot of the students from the school did join. Ms. Corolla talked about the Spring Book Sale coming up this Thursday and Saturday April 19 from 9AM to 2PM. This Saturday there is a special, everyone can fill a whole bag for five dollars. On May 4th, the library is having a wellness fair for students and adults trying to keep mental and physical health in check; this is also a chance to lure in the students for their "May the 4th" (Star Wars theme) and Comic Book Day events from 11AM to 3PM. Ms. Carroll asked if anyone knew of any vendors as they are looking for more. She spoke about the summer programs and the new youth services director they are looking forward to introducing. Ms. Carroll talked about how excited the library is for Dr. Macharola to come tomorrow to read a story to all the preschool kids. Ms. Carroll talked about the fourth and fifth graders coming to the library for their pilot program and how amazing it has been. The questions that come out of the students' mouths always surprises her; students have been well behaved, the teachers have been asking great questions and they are really excited about this program. The library is excited for the students to utilize the library that is on the district campus, and looking forward to growing this pilot program and the upcoming days. She spoke about Ms. Toledo being a huge help and a wealth of knowledge; the library is looking forward working together in the future.

Questions/Comments/Concerns:

Mr. Hyneman mentioned going to the Texas Roadhouse this evening, as a portion of the sales goes to the Muhlenberg Community Library.

Board Business

Personnel

1. Professional Appointments

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

- a. Ms. Katrina Moyer, English Teacher (J. Vroman), Muhlenberg Junior High School, effective the first contractual day of the 2024-2025 school year, at a salary of \$73,575 (M + 9, 9 Steps from the Top).
- b. Ms. Jessica Mulutzie, Long-Term Substitute Teacher (E. Rudderow), effective April 11, 2024, at a salary of \$57,694 (M, 17 Steps from the Top), prorated for days worked.

2. Acceptance of Resignations

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

- a. Mr. Mason Smith, Foreign Language (German) Teacher, Muhlenberg Junior High School, effective March 20, 2024.
- b. Ms. Lori Hain, Custodian, Muhlenberg High School, resignation for the purpose of retirement, effective June 14, 2024.
- c. Ms. Melissa Kanavins, Math Teacher, Muhlenberg High School, pending release from Muhlenberg School District per PA School Code.
- d. Ms. Candace Katen, Elementary Teacher, Muhlenberg Elementary Center, effective June 30, 2024.
- e. Mr. Daniel Houck, Director of Technology, resignation for the purpose of retirement, effective June 30, 2024.
- f. Ms. Diane Heck, Cafeteria Worker, C.E. Cole Intermediate, effective April 5, 2024.
- g. Ms. Brianna Bodnar, Long-Term Substitute Teacher, Muhlenberg Elementary Center, effective May 17, 2024.
- h. Mr. Marc Wolfe, Custodial Supervisor, resignation for the purpose of retirement, effective June 30, 2024.
- i. Mr. Gregory Johnson, Special Education Paraprofessional, Muhlenberg High School, effective April 3, 2024.
- j. Ms. Alison Wallace, Elementary Teacher, C.E. Cole Intermediate, resignation for the purpose of retirement, effective June 6, 2024.
- k. Ms. Elizabeth Majewski, Paraprofessional, Muhlenberg Elementary Center, resignation for the purpose of retirement, effective June 5, 2024.
- l. Ms. Jessica Mulutzie, Special Education Paraprofessional, Muhlenberg Elementary Center, effective April 9, 2024.

3. 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. 2930, Teacher, Leave of Absence/FMLA, effective on or about August 21, 2024 through on or about February 21, 2025.

4. Co-Curricular Appointments

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

- a. Mr. Christopher Ramirez, MJHS Softball Assistant Coach, effective March 11, 2024, at a salary of \$3,263 (year 1).
- b. Ms. Alexis Stoudt, MHS Girls Softball Assistant Volunteer Coach, effective March 4, 2024.
- c. Mr. Anthony Calvaresi Jr., MHS Boys Baseball Assistant Volunteer Coach, effective March 11, 2024.
- d. Ms. Katelyn Dieffenbach, Muhlenberg Unified Sports Track & Field Coach, effective March 4, 2024, at a salary of \$1,500.
- e. Mr. Tyler Werner, Muhlenberg Unified Sports Track & Field Coach, effective March 4, 2024, at a salary of \$1,500.

5. 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. Yesenia Cancilla de Mora, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of March 11, 2024 and recommended for permanent employment as of March 12, 2024.
- b. Ms. Margarita Cosme, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of March 13, 2024 and recommended for permanent employment as of March 14, 2024.
- c. Ms. Heather Rosado, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of March 13, 2024, and recommended for permanent employment as of March 14, 2024.
- d. Ms. Maria Zavala Salas, Cafeteria Worker, Muhlenberg Junior High School, completion of forty-five (45) day probation as of March 21, 2024, and recommended for permanent employment as of March 22, 2024.
- e. Ms. Summer McCoy, Custodian, C.E. Cole Intermediate, completion of forty-five (45) day probation as of March 20, 2024, and recommended for permanent employment as of March 21, 2024.

6. Award Professional Employee Contract for Tenured Teachers

Resolved, that the Board of Education of the Muhlenberg School District in accordance with Section 1121 of the Pennsylvania School Code of 1949 (as

amended) and Act 66 of 1996, authorize awarding a Professional Employee Contract to the following teachers who have performed on a satisfactory basis for three years:

- a. Ms. Shuleill Ramirez, Muhlenberg Elementary Center
- b. Ms. Laura Santangelo, Muhlenberg Elementary Center
- c. Ms. Taylor Sborz, Muhlenberg Elementary Center

7. Homebound Instruction Assignment

Resolved, that the Board of Education of the Muhlenberg School District approve the following homebound instruction assignment at the professional rate of \$30.00 per hour for the 2023-2024 school year:

- a. Ms. Ashley Roth, Homebound Instruction for student #38632, Muhlenberg Elementary Center, for up to 5 hours per week, effective April 4, 2024.

Management

1. Adoption of Policies

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

300 Employees

Policy No. 337, Vacation

600 Finance

Policy No. 624, Taxable Fringe Benefits

Policy No. 626, Federal Fiscal Compliance

900 Community

Policy No. 903, Public Comment in Board Meetings

2. Amended Muhlenberg Act 93 Agreement I

Resolved, by the Board of Education of the Muhlenberg School District that the Muhlenberg Act 93 Agreement I is hereby amended to include the position of Director of Clinical Services to Article I as a recognized position, as presented.

3. Board Secretary's Bond and Compensation

Resolved, that the Board of Education of the Muhlenberg School District approve the School Board Secretary's Fidelity Bond of \$10,000 and that the premium for said bond be paid by the school district. Be it further resolved, that the School Board Secretary's compensation shall be \$600.00 per year.

4. Muhlenberg School District Emergency Operations Plan

Resolved, that the Board of Education of the Muhlenberg School District approve the revised Muhlenberg School District Emergency Operations Plan as presented.

Physical Plant and Transportation

There are no items.

Budget and Finance

1. Approval of Financial Reports

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

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Feb 2024	Feb 2024	Mar 2024 Ck#56325-56472 V#27939-27963	Mar 2024	Mar 2024
Cafeteria	Feb 2024	Feb 2024	Mar 2024 Ck# 8201-8228 V#3053-3056	Mar 2024	
Capital Reserve (Fund 32)	Mar 2024	Mar 2024	Mar 2024 Ck#978-979		
Capital Reserve (Fund 39)	Mar 2024	Mar 2024	Mar 2024 Ck#1008		
Activity	Feb 2024	Feb 2024			

Education

1. Conference Request

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

- a. Dr. Jessica Heffner to attend the AASPA National Conference in Seattle, WA on October 15, 2024 to October 18, 2024 at a cost not to exceed \$3,163.40 (funded through Human Resources Department).

2. Extended School Year Student Tuition Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the extended school year student tuition agreement with Vista School for student #32432 as presented.

3. Student Tuition Agreement for the 2023-2024 School Year

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

- a. Student #39156, New Story

4. Hogan Learning Academy LLC. Agreement for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement for Hogan Learning Academy LLC. for the 2024-2025 school year as presented.

5. Linkage Letter with RHA Health Services, LLC

Resolved, that the Board of Education of the Muhlenberg School District approve the linkage letter with RHA Health Services, LLC to provide supports/services from February 1, 2024 through February 1, 2026 as presented.

6. Dual Enrollment Agreement with Reading Area Community College for 2024-2025 Academic Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Dual Enrollment Agreement with Reading Area Community College for the 2024-2025 Academic Year at a student tuition rate of \$99.00 per credit.

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

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

- a. Student "F", Muhlenberg Junior High School

Student Activities

There are no items.

Minutes

Review minutes of the Committee of the Whole Meeting of March 13, 2024 and the Regular Board Meeting of March 13, 2024.

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.

There were none.

MSD/RMCTC Board Visitor of the Month

Schedule 2023-2024

April Ms. Janet Howard

May Mr. Ronald J. Haas

Review of Board Meetings and Calendar of Events

April 8	6:30 PM	RMCTC Board Meeting
April 10	6:30 PM	Committee of the Whole Meeting and 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

Adjourn Meeting

Moved by Mrs. Eagle and Mr. Voit, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 6:47 PM.

Attest:

A handwritten signature in cursive script, appearing to read "Cindy L. Mengle".

Cindy L. Mengle
Secretary