

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
December 4, 2024  
Lecture Hall, Muhlenberg High School  
[www.muhsdk12.org](http://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, December 4, 2024 at 7:18 PM by Board President, Mr. Garrett Hyneman.

**Members Present**

President – Mr. Garrett E. Hyneman  
Vice President – Mrs. Kristyna Eagle  
Treasurer - Mr. Miguel Vasquez  
Secretary – Mrs. Cindy L. Mengle  
Assistant Secretary – Ms. Janet Howard

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**

Member – 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 Mengle	Susan Roeckle
Linda Roebuck	Diane Benson
Melissa Carroll	

### **Educational Presentations**

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - The outside grounds crew continue to remove leaves and other debris throughout the campus; and also store away the equipment from fall sports. Custodial crews are playing their part in helping orchestrate winter sports and other activities as well as continuing to do a great job keeping the District's buildings clean and safe. The maintenance staff have been busy completing work orders issued from the staff.
- Football Stadium Turf Field Update - Shaw continues to make progress on the installation of the replacement turf field for the football stadium; scheduled completion of this is set for December 20th.
- Multi-Purpose Turf Field Update - The multi-purpose turf field the top soil has been stripped and are working on getting a liner and associated drainage for storm water pipe installation. Substantial completion of that project is set for February of 2025.
- New 5/6 Building Update - The new 5/6 middle school went out for bid on Tuesday, October 29th; all bids are supposed to be received at the administration building by December 12th. Hoping to get construction started by the end of December or beginning of January, provided the District has final approval from the Berks County Conservation District and the Muhlenberg Board of Commissioners who meet on December 16th.

### Questions/Comments/Concerns

*Mr. Haas talked about noticing equipment sitting outside and asked if the District ran out of storage. Mr. Patterson advised that the District is getting close to being out of storage and this will be part of what the District will be looking at as moving along with the phases.*

B. Audit Report. - Mr. Nicholas L. Bieber, CPA, Herbein

Mr. Bieber reported:

Our audit is conducted under the following standards:

- Generally Accepted Auditing Standards
- Government Auditing Standards (Yellow Book)
- Uniform Guidance (Single Audit)

Our responsibility is to:

- Obtain reasonable assurance about whether the financial statements are free from material misstatements, whether due to fraud or error. Then render an opinion on whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.
- Opine on the District's compliance with internal controls over compliance and compliance with direct and material compliance requirements related to the major federal programs selected for testing.

### Auditor Opinions

Generally Accepted Auditing Standards -Unmodified Opinion

Uniform Grant Guidance - Unmodified Opinion on compliance

- An *unmodified opinion* is a clean audit opinion from an independent auditor.

This is not an opinion on internal controls of the District as that was not the objective of our audit.

### Audit Summary

- As previously noted, we issued unmodified opinions on the financial statements as well as on compliance for the major federal program tested which was the Child Nutrition Cluster.
- There were no deficiencies in internal controls or on compliance noted within our testing over financial reporting in the Child Nutrition Cluster programs.
- MSD qualified as a low-risk auditee for our audit under Uniform Guidance.

### General Fund - Revenue

Total revenue was 4.8% favorable variance to the budget, including the larger variances noted in the following categories:

- Local revenues - interest (\$1.17M) and EIT (\$417k)
- State revenue - Basic Ed subsidy (\$648k) due to funding increase in the state budget, a supplemental Ready to Learn grant funding of \$500k, and a \$250k grant for the prior year library roof expenditure.
- Proceeds from the issuance of leases relates to leases and SBITAs entered into during the year

#### General Fund - Expenditures

Total expenditures, excluding transfers out, was a 0.7% over budget, primarily consisting of:

- Special education - under budget for wages and benefits due to turnover and unfilled positions.
- Capital outlay - over due to lease accounting for modular buildings resulting in \$600k additional expense that was funded by lease proceeds

#### General Fund

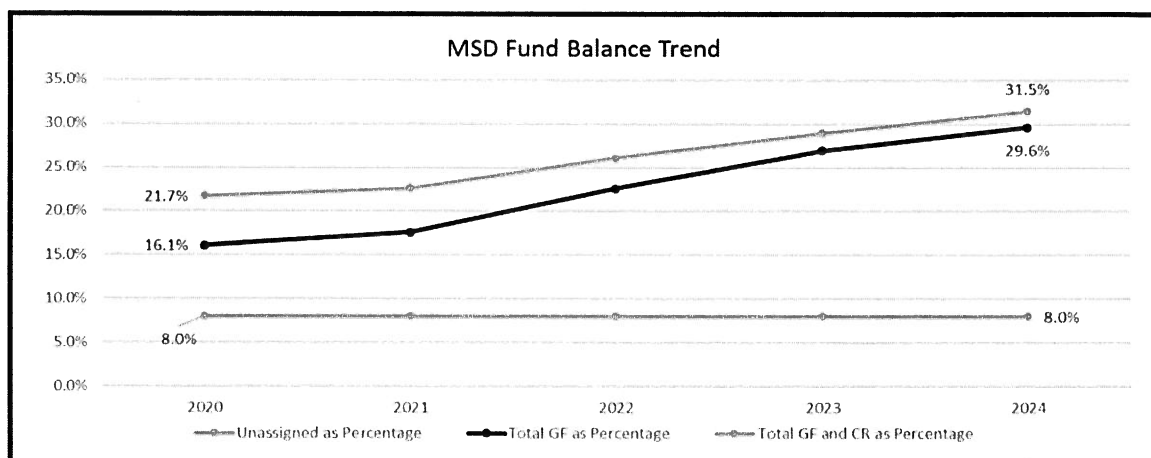
The District had a balanced budget for the 23/24 year.

The actual result was a surplus of \$3,842,922.

#### General Fund Balance Sheet

- The assigned fund balance at year-end of \$18,051,223 is for future building projects related to the anticipated costs of new construction, including debt service, per board approved assignment of excess fund balance.
- Assigned fund balances increased by \$3.4M from the prior year end.
- The unassigned fund balance at June 30, 2024 is 8.0% of budgeted expenditures for the 24/25 year. This is within the thresholds outlined in the District's fund balance policy.

#### Fund Balance Trends



This table shows the trend of the District's General Fund and Capital Reserve fund balance as a % of the next year's budgeted expenditures. Surpluses in recent years have resulted in additional assigned fund balance in the general fund for upcoming capital needs.

#### Capital Projects Fund

- Largest projects were architect services for the new 5/6 building turf field upgrades, and JH building project.
- The ending fund balance is comprised of \$12,752,897 of unspent bond funds and \$1,698,488 of surplus of money transferred from the general fund to be used for qualified capital construction and purchases.
- The District has remaining commitments on contracts for capital improvements of about \$13M as of June 30, 2024.
- With the issuance of GOB 2023, the District received a very positive bond rating of Aa2. This was unchanged from the District's previous bond rating.

#### Other Government Funds

Debt Service Fund- The District made \$5,220,000 in debt principal payments during the year. Bonds payable at year end were \$25,155,000 with a 2053-year payoff.

Nonmajor Funds- The District's scholarship and student activity funds are reported as special revenue funds. Overall these funds increased \$37,882 and have an ending fund balance of \$597,123.

#### Food Service Fund

The food service fund had a surplus of \$691,825 for the year ended June 30, 2024. This would have been a surplus of \$673,800 excluding the pension and OPEB valuation adjustments.

The net position is significantly reduced by pension and OPEB liabilities allocated to the fund. Without these liabilities the District has a positive net position of \$3.7M which is 14 months of operating expenses.

#### Auditor Communications

##### Management Letter

- Information technology recommendations
- Information on upcoming standards

##### Communication Letter

- No significant new standards implemented
- No difficulties were incurred in performing the audit

- Proposed audit journal entries have been posted
  - Copies of adjustments are included with the communication letter as required by auditing standards.
- Most sensitive estimates
  - Depreciation for capital assets, amortization and discount rates for leases, and liabilities for other postemployment benefits and net pension liabilities
- No other reportable matters

Questions/Comments/Concerns:

*Dr. Macharola spoke about when he first arrived at the District they didn't even have a month of operating with the food service program and he wanted to thank the school board, Mr. Voit, championing the administration and Superintendent's office, for the community eligibility provision. This District, since being the second highest poverty rate in Berks County, the District definitely needed help. Mr Kline runs an outstanding food service department, so to have that excess it will only be going to help the school district put quality equipment into the new 5/6 building. He explained the monies that are sitting there are going to be easily used so the school district can keep the cafeterias in a condition that is superior. He advised that the District is feeding the kids quality food, nutritious food and doing it very effectively. He spoke about the District needing to follow a plan, the District being in a good position, but the District has to pay for the buildings and the projects that are coming in multiple phases. Dr. Macharola thanked the board again for their support. Dr. Macharola also took time to thank Dr. Shappell, Director of Federal Programs, as she has a lot to do with the federal dollars that come in as well as the District's budgeting.*

*Mr. Voit spoke about revenue oftentimes cannot be controlled in budgeting, however when it comes to expenses for the most part these can be controlled. He talked about a variance on a 77 million dollar expenditure ½ of 1%, that's the variance. He explained that he has been at this for a long time and that just doesn't happen; it happens because of good stewardship , good leadership, everybody being on the same page and the administration saying they are going to do something and do it. Mr. Voit reiterated ½ of 1% is phenomenal and the District should be very proud of. Mr. Voit also spoke about the food service program, Mr. Kline and the entire team worked hard to give the District's food service fund that is second-to-none. Mr. Voit advised Mr. Kline is a great leader, manager, and appreciates everything he does.*

**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.

Bob Mengle- resident

Mr. Mengle wanted to know why the District is starting another multi-purpose field when the current turf field is being fixed and who is paying for the upgrades of the "marbles" in the turf field.

Questions/Comments/Concerns

*Dr. Macharola advised everything is scheduled and it was metal not marbles that were found in the turf infill. He advised it all comes down to getting the bids, and the time. The field unexpectedly received all of that metal, really pushing everything back. Dr. Macharola discussed this being a tight district, only one campus, and the District wants to keep everything here. He explained the District cannot break ground anywhere unless another section is ready to go; that field needed to be completed, then the District needed to execute to move on the multi-purpose field. He advised the District got a bit behind on the bid process, time became a little issue and the District needed to resolve the turf field that unexpectedly received the metal, taking a couple of months to do so. He explained the District cannot lose a field and start another field without it being fixed first, and that the projects are a domino effect.*

Mr. Mengle asked who is paying for the upgrades to the turf field.

*Dr. Macharola advised that everything is being negotiated now and the taxpayer will not be paying for this. Mr. Boland stated the football turf field was upgraded and the infill that was put in there was all paid for by Shaw and Schlouch at no cost to the District.*

Mr. Mengle asked if they will be using the same new infill in the new turf field.

*Dr. Macharola explained the EPDM fill, the same fill that is now in the District's turf field will be the same fill in the new multi-purpose turf field and at no additional cost because of what happened. He spoke about the District's students getting screwed and the District not being happy about this; the children lost time, the community lost time, the District lost revenue and the District needs to move forward with building as the District continues to negotiate Shaw and Schlouch as they are taking care of this.*

Mr. Mengle asked where the District's architect and the District's clerk of the works were at.

*Dr. Macharola advised the District's architect just addressed the board and he has his "A game" with this. He advised the architect is fully aware and making all the adjustments that need to be made; again what was unexpectedly dropped here moved a lot of arms and legs in motion that the District is able to address it properly. Dr. Macharola advised the architect is working with the contractors and the engineers and everything is going to get worked out; it takes a little time to do so. Dr. Macharola advised the board just hired the clerk of the works, Fidevia, and they came highly recommended.*

Mr. Mengle commented that Mr. Patterson said the bids were coming in prior and questioned how he is going to look at the bid and see if it's fair.

*Dr. Macharola advised Fidevia was on board working and then the board ratifies. Mr. Boland explained that when the infill was put in place first time, Shaw and Schlouch never experienced this before, so because of this circumstance the District now implemented a process where the infill comes in 2,000 lb bags; every bag has to be independently tested. He explained that this was never done before and was never a criteria before even under the ASTM standards that was not required. Mr. Boland reiterated that the District on its own has implemented its own testing procedures and now a representative from Shaw has to initial off and test each bag and certify.*

*Mr. Voit spoke about how the field that was done in the beginning was screwed up, the good part now is the architect and the team of Schlouch of high integrity what can be done to make this right. He advised that what would make it right is not let the taxpayers of the District pay for it; they stepped up. Mr Voit talked about the meeting with architects about no change orders for rocks; that's a broad statement and there is a certain allowance within the contracts. He explained it is a lot more controlled so the District doesn't get surprises for large amounts of money for rock; making the meeting with the architect important including the Superintendent, the solicitor, and the full board to ensure everyone is on the same page and to know the District is watching everything they are doing. He advised the District is in good financial position with a Aa bond rating because the District watches the pennies; that's accountability.*

*Dr. Macharola advised Fidevia was not on board when the original infill was completed; they are on board now and the District never expected something like that to happen.*

Mr. Mengle commented that it is going to be about \$200 per cubic yard for rock.

*Mr. Voit advised that the attorney and the architect have already made clear what the definition of rock is; it isn't a pebble, it's a certain allowance and how it's going to be measured. He advised never before in any of the District's contracts was this put in.*

Mr. Mengle commented that they should be doing core samples or a geo survey of this lot which will tell you the density of the rock.

*Mr. Voit advised yes there will be a geo survey that's out there and everyone will get to see it; there is nothing to hide.*

Mr. Mengle spoke about the work order change that the architect is sitting there watching the dollar signs rack up because he is making a percentage off of the total cost of the building.

*Mr. Boland advised that the architect's number is based on the bidded prices, not the change order for rock. Dr. Macharola advised that the District can guarantee total transparency and the District is.*

## **Board Business**

### **Personnel**

**1. Professional Appointments**

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

- a. Ms. Heather Rosado, Long-Term Substitute Teacher (C. Rankin), Muhlenberg Elementary Center, effective November 11, 2024 through on or about the end of the 2024-2025 school year, at a salary of \$52,970 (B, 16 Steps from the Top), prorated for days worked.
- b. Mr. Alan Futrick, Jr., Math Teacher (J. Justiniano), Muhlenberg Junior High School, pending PA Certification, effective November 26, 2024, at a salary of \$52,970 (B, 16 Steps from the Top), prorated for days worked.
- c. Mr. Matthew Christman, Long-Term Substitute Teacher (B. Towles), Muhlenberg High School, effective December 4, 2024 through the end of the 2024-2025 school year, at a salary of \$59,005 (B, 12 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. Ms. Heather Rosado, Special Education Paraprofessional, Muhlenberg Elementary Center, effective November 8, 2024.
- b. Ms. Karen Adams, Special Education Paraprofessional, Muhlenberg Elementary Center, resignation for the purpose of retirement, effective December 16, 2024.
- c. Ms. Holly Juzyk, Special Education Paraprofessional, Muhlenberg Elementary Center, effective January 10, 2025.
- d. Ms. Amy Arnold, Literacy Specialist, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- e. Ms. Hailey Jack, Elementary Teacher, C.E. Cole Intermediate, effective November 29, 2024.

**3. Classified Appointments**

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

- a. Ms. Zulmarie Ortiz, Cafeteria Worker (A. Greene) Muhlenberg Elementary Center, effective November 21, 2024 at a pay rate of \$20.29 per hour.
- b. Ms. Brittney Rose, Cafeteria Substitute, effective November 19, 2024 at a pay rate of \$14.00 per hour.

**4. 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 2024-2025 school year:

- a. Ms. Elizabeth Chapman, mentor for Ms. Jessica Mulutzie, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- b. Ms. Leila McGill, mentor for Ms. Heather Rosado, Long-Term Substitute Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- c. Ms. Amy Keller, mentor for Mr. Alan Futrick, Jr., Math Teacher, Muhlenberg Junior High School, for sixty (60) hours.

Questions/Comments/Concerns:

*Mr. Voit wanted to comment to Dr. Futrick thanked him for his commitment to the District and that he is proud of this district for his son working here.*

**5. Co-Curricular Appointments**

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

- a. Mr. D'Mornay Woollery, MHS Water Polo/Swimming/Track and Field Volunteer Coach, effective November 14, 2024.
- b. Mr. Jeancarlos Valerio, MHS Boys Basketball Volunteer Coach, effective November 22, 2024.
- c. Mr. Jeremy Jablonski, MHS Head Softball Coach, effective November 25, 2024, at a salary of \$5,800 (year 1).
- d. Ms. Madelynn Dietrich, MHS Co-Ed Diving Coach, pending updated clearances, effective December 3, 2024, at a salary of \$2,900 (year 1), prorated for days worked.

**6. 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. 2637, Teacher, Leave of Absence/FMLA, effective on or about December 6, 2024 through on or about January 17, 2025.
- b. Employee No. 1326, Teacher, Leave of Absence/FMLA, effective on or about November 13, 2024 through on or about December 25, 2024.
- c. Employee No. 2200, Class A Secretary, Leave of Absence/FMLA, effective on or about November 18, 2024 through on or about December 10, 2024.

**7. Completion of Probation**

Resolved, that the Board of Education of the Muhlenberg School District approve the completion of probation for the following classified employees:

- a. Ms. Kaylein Rodriguez, Custodian, Muhlenberg High School, completion of forty-five (45) day probation as of November 12, 2024 and recommended for permanent employment as of November 13, 2024.
- b. Mr. Isaiah Domine, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of November 22, 2024 and recommended for permanent employment as of November 25, 2024.

## **8. MESPA Mentor Stipend**

Resolved, that the Board of Education of the Muhlenberg School District in accordance with the MESPA Collective Bargaining Agreement, Article XVI, Wages, Section 8, approve a mentor stipend to the following support staff who have assisted in the induction of a new employee into the school district and new employee remains employed for one (1) continuous year after hire date, at the following stipend as presented:

- a. Ms. Karen Adams, mentor for Ms. Joanne Pyott, Special Education Paraprofessional, Muhlenberg Elementary Center, stipend of \$500.00
- b. Ms. Lucille Ernst, mentor for Ms. Amanda Moyer, Cafeteria Worker, C.E. Cole Intermediate, stipend of \$500.00
- c. Ms. Michelle Mengel, mentor for Ms. Jenna-Marie Blackwell, Cafeteria Worker, Muhlenberg Elementary Center, stipend of \$500.00
- d. Ms. Damaris Montalvo, mentor for Ms. Clavel Calletano, Paraprofessional, Muhlenberg High School, stipend of \$500.00
- e. Ms. Kelly Geddio, mentor for Ms. Heather Rosado, Special Education Paraprofessional, Muhlenberg Elementary Center, stipend of \$458.33, prorated for hours worked

## **Management**

There are no items.

## **Physical Plant and Transportation**

### **1. Sunday Facility Use Request**

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

- a. Ringgold Band, use of the auditorium at Muhlenberg High School on Sunday, April 6, 2025 for a Spring Concert.

### **2. Approval of Bids and Awarding Contracts for New Grade 5-6 Middle School**

Resolved, that the Board of Education of the Muhlenberg School District approve the apparent low bids for the following prime construction contracts for the construction of a new 5-6 middle school: general construction, mechanical construction, electrical construction, plumbing and fire protection construction,

and roofing construction; subject to review by the district's solicitor and administrative team.

Questions/Comments/Concerns:

*Mr. Voit questioned if the bid went out, what is the District approving. Mr. Patterson explained that the board is approving that the lowest responsible bid is approved upon the solicitor and administration team review and decision. Mr. Voit asked if this then comes back to the board for them for ultimate approval of the bid/contract. Mr. Patterson agreed.*

**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	Oct 2024	Oct 2024	Nov 2024 Ck#57738-57921 V#28159-28183	Oct 2024	
Cafeteria	Oct 2024	Oct 2024	Nov 2024 Ck#8426-8451 V#3123-3131	Oct 2024	
Capital Reserve (Fund 32)	Nov 2024	Nov 2024			
Capital Reserve (Fund 39)	Nov 2024	Nov 2024	Nov 2024 Ck#1007-1010		
Activity	Oct 2024	Oct 2024			

**2. Acceptance of Financial and Compliance Report from Herbein & Co.**

Resolved, that the Board of Education of the Muhlenberg School District accept the audited Financial and Compliance Report from Herbein & Company, Inc., for fiscal year ended June 30, 2024 as presented.

## **Education**

### **1. Conference Request**

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

- a. Ms. Robey Williams, to attend the Pete&C Conference in Hershey, PA on February 9, 2025 to February 12, 2025 at no cost not to exceed \$670.30 (Curriculum funds).

### **2. Settlement Agreement and Release**

Resolved, that the Board of Education of the Muhlenberg School District approve the Settlement Agreement and Release for the following student as presented:

- a. Student No. #38552

## **Student Activities**

*There are no items.*

## **Minutes**

Review minutes of the Committee of the Whole Meeting of November 6, 2024 and the Regular Board Meeting of November 6, 2024.

## **Old Business**

*There are no items.*

## **New Business**

### **1. Memoriam of Ms. Virginia Beck**

Resolved, that we remember the passing of Ms. Virginia Beck who served in the Muhlenberg School District for thirty-four (34) years (1961-1995) as an elementary teacher. 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.

**2. Memoriam of Ms. Gayle Wagner**

Resolved, that we remember the passing of Ms. Gayle Wagner who served in the Muhlenberg School District for twenty-three (23) years (1973-1996) as a teacher's aide and guidance secretary. 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.

**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 2024-2025

December	Mr. Andrew L. Eaton, Sr.
January	Mr. Otto W. Voit, III
February	Mr. S. Wayne Hardy
March	Mr. Miguel Vasquez
April	Ms. Janet Howard
May	Mr. Ronald J. Haas, Sr.


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

December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting
January 13	6:30 PM	RMCTC Reorganization Meeting

**Adjourn Meeting**

Moved by Mrs. Eagle and Mr. Vasquez, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:51 PM.

Attest:

  
Cindy L. Mengle  
Secretary