

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
December 7, 2023
Lecture Hall, Muhlenberg High School
www.muhl sdk12.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 Thursday, December 7, 2023 at 7:33 PM by Board President, Mr. Garret E. Hyneman.

There was a brief executive session held prior to the Committee of the Whole Meeting.

Members Present

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

Members Absent

Treasurer - Mr. Richard E. Hoffmaster

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent - Dr. Alan S. Futrick
Business Manager- Shane M. Mathias, CPA
Assistant Business Manager - Susan Hawkins
Director of Physical Plant – Mr. Ken Patterson
Director of Federal Programs - Dr. Cathy Shappell
Director of Special Education - Ms. Nicole Huntbach
Supervisor of Special Education - Dr. Janet Heilman
Director of Human Resources - Dr. Jessica Heffner
Licensed Behavior Specialist - Mr. Zachariah Milch
Director of Technology - Mr. Daniel Houck
Director of Food Services - Mr. Carey Kline
Athletic Director - Dr. Timothy Moyer
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Ms. Julianna Ciccarelli
High School Assistant Principal - Mr. Aaron Kopetsky
Junior High School Principal - Mr. Steve Baylor
Junior High School Assistant Principal - Mr. Daniel Kramer
Junior High School Assistant Principal - Ms. Jennifer Doyle

C.E. Cole Intermediate Principal - Mr. Christopher Becker
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca
C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria
Elementary Principal - Mr. Kyle Crater
Elementary Assistant Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Ms. Leila McGill
Social Worker - Ms. Amanda Foulds

Visitors

Diane Benson	Bob Mengle
Linda Roebuck	Julie Haas
Darlene Hardy	Marc Wolfe

Educational Presentations

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - The outside grounds crew has continued to remove the leaves and other debris throughout the campus. They also stored away the equipment from fall sports. There was a sinkhole developed by the storm sewer drain in the Blue Center parking lot. The District's grounds crew dug out the area, repaired the pipe and back filled the area with stone and concrete taking care of that issue. Custodial crews are playing their part in helping orchestrate winter sports and community activities as well as continuing doing a great job keeping the buildings clean and safe. The maintenance staff has been busy completing work orders from the staff.
- Water Flow, GPRS, and Infiltration Testing Update - As communicated at the November Board Meeting, there were several tests conducted on campus these last two weeks related to the proposed phase one capital projects. The need to gather this testing information so the District can apply for the various zoning, building and land development permits. GPRS kicked things off first with surveying the stadium and the lower practice softball fields behind the hush school for all underground utilities and piping. They were on site November 16th through the 22nd, that information was then compiled and relayed to the company hired to do the Perc testing. Perc testing took place on Tuesday, November 28th through Thursday, November 30th. In speaking with McCarthy Engineering, preliminary results appear to be workable in all the locations tested, with the most challenges being out towards Kutztown Road for the proposed additional parking and road staging areas. Other testing involved water flow from the township as it relates to adding a new building. This test took place on November 17th was conducted by Berkshire Systems Group witnessed by himself and the township using a hydrant located at the corner of Francis and S. Temple Blvd. The test proved there is plenty of water flow, but

not quite enough static pressure so the new building will need to have a fire pump for the required sprinkler system.

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

Mr. Beiber 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.

Implementation of GASB (Governmental Accounting Standards Board) Statement No. 96

GASB Statement No. 96, *Subscription-based Information Technology Arrangements (SBITA)*, was issued to (1) define SBITAs; (2) establish that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provide the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) require note disclosures regarding a SBITA.

The District has three subscription agreements that qualified for recognition under the standard at 6/30/23.

Changes to the District's statements include:

- Addition of right-to-use subscription asset and related liability as of 7/1/2022 totaling \$123,282.
- Right-to-use subscription assets of \$407,494 and a related liability of \$322,120 at 6/30/23.

Audit Summary

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

General Fund - Revenue

Total revenue was 5.9% over budget, including the larger variances noted in the following categories:

- Local revenues over budget - interest (\$895k), EIT (\$612k), and BPT (\$234k)
- State revenue - Basic Ed subsidy (\$966k) and Special Ed subsidy (\$235k) over due to funding increase in the state budget and supplemental Ready to Learn grant funding of \$500k
- Federal revenue - over related to the spending of ESSER funds
- Proceeds from the issuance of leases relates to leases and SBITAs entered into during the year

General Fund - Expenditures

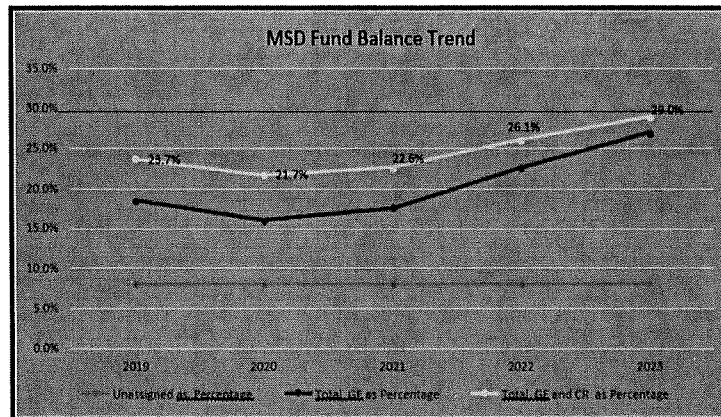
Total expenditures, excluding other financing uses, were 2.3% below budget, primarily consisting of:

- On all overall basis the District was \$1.78M under budget for wages and benefits. This is the main component of variance within various functions due to turnover and unfilled positions.
- Over budget in central services primarily relates to accounting for SBITAs (\$266k in new agreements).

General Fund

- The District had budgeted for a use of fund balance of \$1,118,798 for the 22/23 year.
- The actual result was a surplus of \$4,831,408.

General Fund Balance Sheet



- The assigned fund balance at year-end of \$14,682,987 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 \$4.3M from the prior year end.
- The unassigned fund balance at June 30, 2023 is 8.0% of budgeted expenditures for the 23/24 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.

Capital Projects Fund

- Largest projects were the library roof, architect services for modular and elementary school projects, and track cleaning and court repairs.
- The ending fund balance is comprised of funds accumulated from transfers from the general fund to be used for qualified capital construction and purchases.

Other Government Funds

Debt Service Fund - The District made \$5,035,000 in debt principal payments during the year. Bonds payable at year end was \$15,575,000 with a 2026-year payoff.

Nonmajor Funds - The District's scholarship and student activity funds are reported as special revenue funds. Overall these funds increased \$29,241 and have an ending fund balance of \$559,241.

Food Service Fund

The food service fund had a surplus of \$1.08M for the year ended June 30, 2023. This would have been a surplus of \$936k 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 \$3.1M which is 11.7 months of operating expenses.

Auditor Communications

Management Letter

- Employee board approvals
- Use of capital reserve funds
- Data collection form process changes
- Information on upcoming standards

Communication Letter

- No difficulties in performing the audit
- Minimal journal entries
- Most sensitive estimates:
 - Allowances for uncollectible receivable, depreciation, liabilities for other postemployment benefits and net pension liabilities
- Adoption of GASB Statement No. 96 related to SBITAs
- No other reportable matters

Questions/Comments/Concerns:

Mr. Haas questioned if the use of the surplus food service money is to be only used in the cafeteria only. Dr. Macharola responded that this was correct. Mr. Beivber explained that a big driver of this surplus is being under a CEP, free meals, it is all based on federal and state subsidy debt, those subsidies are a lot higher than what the District would be charging to a student for a paid meal; that brings in a lot of additional funds. The district is utilizing the expenses in a proper manner, but it does result in building that surplus and that just means the district is serving a lot of meals which is a good thing. Mr. Eaton questioned whether federally they are controlling the food that is coming out of the cafeteria. Dr. Macharola responded not at all. Mr. Eaton questioned if any of the surplus money that's being used to purchase equipment will go towards food. Dr. Macharola responded that it is all conclusive.

Dr. Macharola thanked Mr. Beiber for his presentation. He also thanked Mr. Mathias, Ms. Hawkins, Dr. Shappell, and Mr. Kline for their hard work; as these departments are very cooperative.

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.

Linda Roebuck-Board President of the Board of Trustees at Muhlenberg Community Library

Ms. Roebuck wanted to thank Ms. Howard as it's been a terrific year and they are glad she is going to be on the board again. She also thanked the Board.

Board Business

Personnel

1. Professional Appointments

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

- a. Mr. Anthony Calvaresi Jr., Special Education Teacher (G. Young), C.E. Cole Intermediate, pending verification of PA Certification, at a salary of \$49,186 (B, 17 Steps from the Top), prorated for days worked.
- b. Ms. Francine Galuska, Special Education Teacher (T. Walsh-Cheney), Muhlenberg Junior High School, effective November, 28, 2023, at a salary of \$86,747 (M, Top), prorated for days worked.
- c. Ms. Ashley Roth, Special Education Teacher (I. Moyer), C.E. Cole Intermediate, pending release from current employer, at a salary of \$76,417 (M, 6 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. Luisa De La Cruz Benjamin, Special Education Paraprofessional, Muhlenberg Elementary Center, effective October 13, 2023.
- b. Ms. Zoe Birch, Special Education Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- c. Ms. Erin Wentzel, Elementary Teacher, C.E. Cole Intermediate, effective November 20, 2023.
- d. Ms. Sharon Rowley, Special Education Paraprofessional, Muhlenberg High School, resignation for the purpose of retirement, effective March 1, 2024.

- e. Ms. Francine Galuska, Paraprofessional, Muhlenberg Junior High School, effective November 27, 2023.
- f. Ms. Debra Moyer, Special Education Paraprofessional, Muhlenberg High School, resignation for the purpose of retirement, effective February 2, 2024.
- g. Ms. April Cline, Cafeteria Worker, Muhlenberg High School, effective December 8, 2023.
- h. Ms. Kimberly Flicker, Special Education Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.

3. Co-Curricular Appointments

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

- a. Mr. Edward Scheck, MJHS Wrestling Assistant Coach (S. Shaffer), effective November 10, 2023, at a salary of \$2,773 (year 1).
- b. Mr. Rick Perez, Sports Event Monitor, effective October 27, 2023, at a pay rate of \$15.00 per hour.
- c. Mr. Tashiro Alexis, MJHS Boys Basketball Assistant Coach (K. Allen), effective November 14, 2023, at a salary of \$3,263 (year 1).
- d. Ms. Shannon Murphy, Youth Aquatics Coach, effective December 8, 2023, at a salary of \$1,000.
- e. Mr. Robert Flowers III, Varsity Football Head Coach (J. Lorchak), effective December 8, 2023, at a salary of \$8,405 (year 12).

Questions/Comments/Concerns:

Dr. Macharola took a moment to introduce Mr. Flowers as the new Head Football coach and discussed his football background. Dr. Macharola spoke about being proud of being probably the only school in the state that has two brothers leading high level sports at the high school.

Mrs. Eagle talked about respecting Coach Lorchak. She also spoke about how as a parent of children who played sports all through school and being super supportive of Muhlenberg athletics, she is very excited with Mr. Flowers coming to Muhlenberg and where football is headed.

Dr. Macharola took a moment to speak about Coach Lorchak and what he brought to the table is a level of integrity, honesty, as he is a true warm hearted man who cares about all of the kids here in the school system. He talked about the kids learning a lot about life and even though not getting the wins on the field, he was a "winner" off the field as well as on the field with integrity with the kids.

Mr. Haas spoke about being a former coach himself as well as coaching not being about wins and losses. He spoke about the District being on the third coach within years, he is questioning whether the District is giving the coaches everything they need to succeed.

Dr. Macharola responded that we are not and spoke about the "feeder system" not working. Mr. Haas agreed. Mrs Eagle also agreed this has not been working for some time and advised she has even spoken with Mr. Flowers (football coach) about how this needs to be put into place in order for the school to be successful. Mr. Haas agreed. Mr. Eaton discussed that in the majority of the major sports, the high school is not involved with the MTAA. He advised that when he was on the board for MTAA they started to see it gradually, however the practices and such should all be cohesive. Mrs. Eagle commented that there will definitely be change seen with Mr. Flowers. Mrs. Mengle advised that she hopes for the change as well as she has also noted a difference from when her children played in school. She discussed coming up with things to get the kids to play in the feeder programs such as not charging fees as she believes there are kids that want to play but cannot due to this. Mr. Eaton also talked about losing a lot of the kids to travel programs and he believes it may be due to the lack of involvement from the high school level. Mr. Eaton spoke about his daughter being in 10th grade and only now going into the weight room. He explained that these kids need to start in 7th and 8th grade going into the weight room as you can definitely notice a difference on the field; advising that more emphasis need to be put on the strength and conditioning as a lot of kids were hurt this year in the football program.

Dr. Macharola thanked everyone for their discussion and is in agreement. He talked about how Mr. Flowers, as head coach of the basketball program as already taken that step and is very involved with the kids at the youth level; and is very confident Mr. Flowers, as head of the football program, will do the same.

4. Co-Curricular Resignation

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

- a. Mr. John Lorchak, MHS Varsity Football Head Coach, effective November 7, 2023.

5. Completion of Probation

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

- a. Ms. Ciara Pineda, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 8, 2023 and recommended for permanent employment as of November 9, 2023.
- b. Ms. Michelle Eaton, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 9, 2023 and recommended for permanent employment as of November 10, 2023.

- c. Mr. Bruce Quillman, Crossing Guard, completion of forty-five (45) day probation as of November 9, 2023 and recommended for permanent employment as of November 10, 2023.
- d. Ms. Amanda Moyer, Cafeteria Worker, completion of forty-five (45) day probation as of December 4, 2023 and recommended for permanent employment as of December 5, 2023.
- e. Ms. Jenna-Marie Blackwell, Cafeteria Worker, completion of forty-five (45) day probation as of December 1, 2023 and recommended for permanent employment as of December 4, 2023.
- f. Ms. Lori Horst, Cafeteria Worker, completion of forty-five (45) day probation as of November 29, 2023 and recommended for permanent employment as of November 30, 2023.

6. Mentor Assignments

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

- a. Ms. Paige McGrogan, mentor for Ms. Brianna Bodnar, Long-Term Substitute, Muhlenberg Elementary Center, for sixty (60) hours.
- b. Ms. Jenna Jusits, mentor for Mr. William Patti, Elementary Teacher, C.E. Cole Intermediate, for sixty (60) hours.

7. Award Professional Employee Contract for Tenured Teacher

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 teacher who have performed on a satisfactory basis for three years:

- a. Ms. Melissa Bearoff, Muhlenberg High School
- b. Mr. Daniel Brady, Muhlenberg Junior High School
- c. Mr. Donald Heinz, Muhlenberg Junior High School
- d. Ms. Christine Law, Muhlenberg Elementary Center
- e. Mr. Ian Laxton, Muhlenberg Junior High School
- f. Ms. Alisha Neiman, Muhlenberg Elementary Center
- g. Ms. Alexandra Previti, Muhlenberg Junior High School
- h. Ms. Emily Rudderow, Muhlenberg Elementary Center

8. 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. 2745, Teacher, Leave of Absence/FMLA, effective on or about March 26, 2024 through on or about December 6, 2024.

9. Classified Appointments

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

- a. Ms. Brianna Walker, Special Education Paraprofessional (G. Ramirez), Muhlenberg Elementary Center effective December 18, 2023, at a pay rate of \$19.71 per hour.
- b. Ms. Kelly Quiles, Cafeteria Worker (M. Zavala), C.E. Cole Intermediate, alteration of assignment, effective October 11, 2023, at a pay rate of \$19.79 per hour.
- c. Ms. Nyla Gensemer, Special Education Paraprofessional (L. De La Cruz Benjamin), Muhlenberg Elementary Center, effective December 11, 2023, at a pay rate of \$19.71 per hour.
- d. Ms. Yesenia Cancilla de Mora, Special Education Paraprofessional (D. Allen), Muhlenberg Elementary Center, effective December 18, 2023, at a pay rate of \$19.71 per hour.
- e. Ms. Heather Rosado, Special Education Paraprofessional (J. Pyott), Muhlenberg Elementary Center, effective January 2, 2024, at a pay rate of \$19.71 per hour.
- f. Ms. Margarita Cosme, Special Education Paraprofessional (K. Quiles), Muhlenberg Elementary Center, effective January 2, 2024, at a pay rate of \$19.71 per hour.

Management

1. Acceptance of Resignation Board Member - Richard E. Hoffmaster

Resolved, that the Board of Education of the Muhlenberg School District accept the resignation of Muhlenberg School District Board Member, Richard E. Hoffmaster as presented.

2. Election of Board Treasurer for Remainder of One-Year Term (term ending June 30, 2024 - R. Hoffmaster)

Appointment of Board Treasurer for remainder of one-year term (term ending June 30, 2024 - R. Hoffmaster) as in accordance with the Pennsylvania School Code of 1949, as amended, Article IV, Section 404, Election of Officers.

Nominations and Roll Call Vote by Name

Resolved, that _____ be appointed as Board Treasurer to fill remaining term of Mr. Richard E. Hoffmaster.

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	Oct 2023	Oct 2023	Nov 2023 Ck#55561-55719 V#27853-27873	Oct 2023	
Cafeteria	Oct 2023	Oct 2023	Nov 2023 Ck# 8039-8070 V#3035-3037	Oct 2023	
Capital Reserve (Fund 32)	Nov 2023	Nov 2023	Nov 2023 Ck#969-971		
Activity	Oct 2023	Oct 2023			

2. 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. Chromebooks – These items are broken or have reached end-of-life and have no usable value. (Exhibit – Dec23 Disposal.xlsx)

3. Acceptance of Financial and Compliance report from Herbein & Company, Inc.

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, 2023 as presented.

4. Act 1 Index for 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District, as in accordance with Act 1 of 2006:

- A. Hereby certifies that it will not raise the rate of any tax for the support of the district for the 2024-2025 fiscal year by more than its index as calculated by the Pennsylvania Department of Education - Act 1 Index for 2024-2025 is 5.3% adjusted to 7.5%, at a maximum of 2.557 mills.

5. Tax Assessment Appeal - Target Corporation

Resolved, that the Board of Education of the Muhlenberg School District authorize Brian F. Boland, Esquire, John E. Muir, Esquire, and Kozloff Stoudt, Professional Corporation, Solicitors for the Muhlenberg School District, to authorize Further Action by the Solicitor and Business Office in Furtherance of the Tax Assessment Appeals filed by Target Corporation on behalf of the Muhlenberg School District as presented.

6. Tax Assessment Appeal - NBOC, L.P.

Resolved, that the Board of Education of the Muhlenberg School District authorize Brian F. Boland, Esquire, John E. Muir, Esquire, and Kozloff Stoudt, Professional Corporation, Solicitors for the Muhlenberg School District, to authorize Further Action by the Solicitor and Business Office in Furtherance of the Tax Assessment Appeals filed by NBOC, L.P. on behalf of the Muhlenberg School District as presented.

7. Tax Assessment Appeal - Lowe's Home Centers, Inc.

Resolved, that the Board of Education of the Muhlenberg School District authorize Brian F. Boland, Esquire, John E. Muir, Esquire, and Kozloff Stoudt, Professional Corporation, Solicitors for the Muhlenberg School District, to authorize Further Action by the Solicitor and Business Office in Furtherance of the Tax Assessment Appeals filed by Lowe's Home Centers, Inc. on behalf of the Muhlenberg School District as presented.

Education

1. Conference Requests

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

- a. Mr. Kevin Vanino to attend the PDE Data Summit 2024 in Hershey, PA on March 11, 2024 to March 13, 2024 at a cost not to exceed \$560.80 (funded through Assistant Superintendent Funds).

- b. Dr. Cathy Shappell to attend the SAS Institute 2023 in Hershey, PA on December 11, 2023 to December 13, 2023, at a cost not to exceed \$505.85 (funded through Title II Funds).
- c. Ms. Liliana Moore to attend the 2024 National School Social Work Conference in Baltimore, MD on March 12, 2024 to March 15, 2024, at a cost not to exceed \$1,551.50 (funded through ESSER Funds).
- d. Ms. Emily Carmichael to attend the 2024 National School Social Work Conference in Baltimore, MD on March 12, 2024 to March 15, 2024, at a cost not to exceed \$1,551.50 (funded through ESSER Funds).
- e. Ms. Amanda Foulds to attend the 2024 National School Social Work Conference in Baltimore, MD on March 12, 2024 to March 15, 2024, at a cost not to exceed \$1,551.50 (funded through ESSER Funds).
- f. Ms. Lauren Heydt to attend the 2024 National School Social Work Conference in Baltimore, MD on March 12, 2024 to March 15, 2024, at a cost not to exceed \$1,551.50 (funded through ESSER Funds).
- g. Mr. Michael Anthony to attend the National Council of Teacher of English Annual Conference 2023 in Columbus, OH on November 16, 2023 to November 21, 2023, at a cost not to exceed \$1,000 (funded through English Department Funds).

2. Certificate of Support Students

Resolved, that the Board of Education of the Muhlenberg School District approve the enrollment of Certificate of Support Students, PA School Code 1302, for the 2023-2024 School Year as listed.

3. Educational Field Trip Request

Resolved, that the Board of Education of the Muhlenberg School District approve the following educational field trip request:

- a. Muhlenberg High School Band and Choir, travel with Peak Group Travel to Baltimore, MD on April 19, 2024 through April 21, 2024.

4. 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 "B", Muhlenberg High School
- b. Student "C", Muhlenberg High School

5. Approval of Muhlenberg School District Health and Safety Plan

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg School District Health and Safety Plan, as presented, and filed with the Pennsylvania Department of Education.

Student Activities

There are no items.

Minutes

Review minutes of the Committee of the Whole Meeting of November 8, 2023 and the Regular Board Meeting of November 8, 2023.

Old Business

There are no items.

New Business

Mr. Boland discussed there will be two items that will need to be added when they get to the regular meeting; amended the agenda and a motion to fill the expired term of Mr. Hoffmaster due to his resignation effective December 31, 2023. Mr. Boland advised the appointment of a new board member would be effective January 1, 2024. He advised there will also be a need for another motion to appoint a board member to fill Mr. Hoffmaster's RMCTC position for his unexpired term.

1. Memoriam of Ms. Barbara Jean Spatz

Resolved, that we remember the passing of Ms. Barbara Jean Spatz who served in the Muhlenberg School District for thirteen (13) years (1980-1984 and 1993-2002) as a Home Economics 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. Joanne D. Koch

Resolved, that we remember the passing of Ms. Joanne D. Koch who served in the Muhlenberg School District for five (5) years (1965-1970) 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.

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

December	Mr. Andrew Eaton
January	Mr. Otto W. Voit, III
February	Ms. Kristyna Eagle
March	Mr. Miguel Vasquez
April	Ms. Janet Howard
May	Mr. Ronald J. Haas

Review of Board Meetings and Calendar of Events

December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting
January 8	7:00 PM	RMCTC Annual Reorganization Meeting

Adjourn Meeting

Moved by Mrs. Eagle and Mr. Hardy, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 8:16 PM.

Attest:


Cindy L. Mengle
Secretary