

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
March 9, 2022  
Blue Center, Via Zoom  
[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, March 9, 2022 at 6:31 PM by Board President, Mr. Garrett E. Hyneman via remote access using Zoom. Ms. Janet Howard entered meeting via zoom at 6:34 PM due to technical difficulties.

**Members Present**

President – Mr. Garrett E. Hyneman  
Vice President – Mr. Otto W. Voit, III via Zoom  
Treasurer - Mr. Richard E. Hoffmaster  
Secretary – Mrs. Cindy L. Mengle  
Assistant Secretary – Ms. Janet Howard via Zoom  
Member – Mrs. Kristyna Eagle  
Member – Mr. J. Tony Lupia, Jr.  
Member – Mr. Mark J. Nelson  
Member – Mr. Miguel Vasquez  
Solicitor – Mr. Brian F. Boland, Esq.  
Recording Secretary – Mrs. Tara L. Flowers

**Members Absent**

**Administration Present**

Superintendent – Dr. Joseph E. Macharola  
Assistant Superintendent – Dr. Alan S. Futrick  
Business Manager- Shane M. Mathias, CPA  
Director of Physical Plant & Transportation – Mr. Ken Patterson  
Director of Special Education – Dr. Shawn Rutt  
Supervisor of Accounts – Ms. Susan Hawkins  
Supervisor of Special Education – Dr. Nicole Huntbach  
Licensed Behavior Specialist – Mr. Zachariah Milch  
Director of Technology – Mr. Daniel Houck  
Director of Federal Programs – Dr. Cathy Shappell  
Director of Food and Nutrition – Mr. Carey Kline  
Athletic Director – Dr. Tim Moyer  
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena  
High School Principal – Mr. Michael Mish  
High School Assistant Principal – Ms. Lori Morris  
High School Assistant Principal- Mr. Frank Vecchio  
Junior High School Principal – Dr. Jeffery Ebert  
C. E. Cole Intermediate Principal – Mr. Steven Baylor  
Elementary Center Principal – Mr. Kyle Crater

Elementary Center Assistant Principal – Mrs. Ginny Hornberger  
Social Worker – Ms. Amanda Foulds

Visitors

Jolyn Casper	Jackyln Bellance
Marcey Harman	Linda Figueroa
Kristy Rothenberger	Wes Cipolla
Mallory Rowley	Jennifer Doyle
Michelle Lorah	Blake Kral

**Educational Presentations**

A. Physical Plant Update – Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update – With the calendar changing to March, spring sports have begun. This means the outside grounds crews are busy preparing playing fields for the district's student athletes throughout the campus. In addition to these duties, the outside grounds crew continues to trim shrubs and trees, getting ready for the weather change happening these next few weeks. Lawn mowing and mulching is just around the corner. Inside maintenance techs finished changing HVAC filters throughout the campus. Inside custodians continue to be heavily involved in the activities taking place in all of the District's buildings throughout the evenings and weekend. In addition to those responsibilities, the custodians are also cleaning, disinfecting and sanitizing all of the District's facilities following the guidelines established last March when students first returned to all of the buildings. They continue to monitor the health and safety recommendations and guidelines being set forth from the Governor, along with federal and state health agencies, PDE and Muhlenberg School District.
- Muhlenberg School District Administration Office Working Space Short Term Option Update - In November the board approved a short-term solution to the administration working office space to accommodate the hiring of a Director of Human Resources and a Director of Pupil Services. The bidding process is complete. The lowest responsible bid is for the general contractor and mechanical contract portions of the project are being evaluated. Work is set to begin towards the end of April, beginning of May. Significant completion is due by July 15<sup>th</sup>.
- Replacement of School Warning Devices on Kutztown Road– In 2018 Muhlenberg School District had an opportunity to collaborate with Muhlenberg Township on a project to replace the school warning devices on Kutztown Road. A grant to cover the cost was written and submitted, this grant was approved. The state awarded the funds to Muhlenberg Township and this project is now going out to bid. As part of the project a temporary access easement for work that needs to be done at the corner of Sharp Avenue and Kutztown Road, has to be approved



by the Board. The District's solicitor has reviewed those documents that are under the Board's consideration this evening.

- Recommendation of Demand Response provider and 3-year Maintenance Service Turf & Phone Systems Agreements- In 2019, Muhlenberg School District entered into an electrical Demand and Response Program with Direct NRG. The District received funds from the PJM utility grid over the last three years. The District's current contract expires on May 31<sup>st</sup>, 2022. He is recommending Muhlenberg School District remain in the Demand and Response Program by entering into a new contractual agreement with NRG. Muhlenberg School District stands to receive a little over \$15,000 for the 2022-2023 school year if the District participates in the program. Also before the Board tonight is two three-year service agreements. One agreement is with Keystone Construction for the cleaning, inspection, and G-max testing of the District's turf fields; these services are required annually and this is an opportunity to lock in firm pricing for the next three years. The other service agreement involves the District's Mitel Phone system, the district's current agreement with Frontier will end this year. Frontier is no longer contracting services moving forward. Fore-Runner Technologies has taken over for Frontier and, again, this is an opportunity for Muhlenberg School District to lock in firm pricing for this necessary service for the next three years.

Comments/ Questions/ Concerns:

*Mr. Lupia questioned what the safety signals were, if they are ones that light up and say "school zone" and "please slow down." Mr. Patterson responded yes, the 15mph zone signs that are seen flashing on Bellevue Avenue, those are the same type of signs that are now going to be on Kutztown Road when the project is complete. Mr. Lupia asked whether the signals would be automatic. Mr. Patterson responded yes, they will all be pre-programmed and taken care of by the township.*

*Dr. Macharola spoke about in the past on Bellevue, cars would be right on top of the district before arriving at the lights, the District needed to move it down. Dr. Macharola advised this would be doing the same thing, making it more up to date, very visible, trying to head safety.*

B. First Reading of Policy - Dr. Joseph E. Macharola

Policy 609, *Investment of District Funds*

Policy 609 has been revised to reflect the provisions of Act 10 of 2016, which amended the Investment of Public Corporation or Authority Funds Act to permit public corporations and municipal authorities to invest and reinvest in several products not previously authorized by law. Act 10 defines such public corporations to include school entities.

Act 10 expands the types of permissible investments beyond investments currently allowable under SC 440.1, to include:

1. Obligations, participations or other instruments of any federal agency, instrumentality or United States government-sponsored enterprise, if the debt obligations are rated at least "A" or its equivalent by at least two nationally recognized statistical ratings organizations.
2. Commercial paper issued by corporations or other business entities organized in accordance with federal or state law, with a maturity not to exceed 270 days, if the issuing corporation or business entity is rated in the top short-term category by at least two nationally recognized statistical ratings organizations.
3. Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances, if the bankers' acceptances do not exceed 180 days' maturity and the accepting bank is rated in the top short-term category by at least two nationally recognized statistical ratings organizations.

C. Remediation and Enrichment: MSD Spring Style – Dr. Alan S. Futrick

Comments/Questions/Concerns:

*Dr. Macharola spoke about the Muhlenberg School District Spring Style program, reminiscent of the Summer Style program which had over 2,000 students. Academics was not the main focus, it was about building connections, relationships, getting kids back in the school. The District had incredible responses for the kids in terms of activities, just a phenomenal program. Dr. Macharola talked about the article from CNN, a nice video that was done, and the District is continuing on with the Spring Style program and also with remediation and enrichment. Dr. Macharola discussed topics that he would like Dr. Futrick to talk about. Dr. Macharola talked about a recent article; again the District is worried about the students with depression, anxiety, and suicidal tendencies which are very fast-growing concerns. Dr. Macharola advised fifty percent of the students experienced depression for two or more consecutive weeks, fifteen percent of the students attempted suicide, twenty percent of the students experienced family member losing their job, twenty percent of the kids expressed serious depression because they had a death in the family during the pandemic, twenty-five percent of the students are worried about where their next meal was going to come from. Dr. Macharola stated there is an incredible amount of anxiety, social-emotional mental health concerns that the District has with the students; and it is going to be quite some time to work a way out of this. Dr. Macharola advised knowing that the District's faculty and staff are doing an incredible job, he advised Dr. Futrick to take this all a step further in discussion.*

Dr. Futrick thanked Dr. Macharola for introduction to the topic, and addressed the Board and Muhlenberg community. Dr. Futrick talked about the District dealing with the challenge of the impact that the pandemic on the students. Dr. Futrick advised this is clearly reflected in the PAYS survey information and the results that Dr. Macharola had shared with everybody. Three things really stood out; depression,



anxiety, and the suicidal tendencies. The District's concern, not only for Muhlenberg School District, but nationally children coming out of the pandemic. To provide everyone here with a little perspective, with regards to enrollment, the District just did a recent study of what the District looked like before the pandemic and now coming out of the pandemic. Dr. Futrick wanted to present some of the findings with everyone; currently one out of every four secondary students, grades 7 through 12, has been enrolled in Muhlenberg School District less than twenty-nine months, at C.E. Cole Intermediate, grades 4 through 6, one out of every three students in this building has been enrolled there for less than twenty-nine months. Dr. Futrick talked about the District being a fast-growing school district before the pandemic to now, the District has increased their enrollment by 200 students; the District is up to 4,153, the District's economically disadvantaged students have increased by 350 students and 68% of the school district is economically disadvantaged. The District's English language learner population has increased by over 100 students which puts the District at 8.4% of the District's population. The District's Special Education student population has increased by over 100 students which puts the District around 19.4%. Just to give some perspective of the students moving into the District and taking a look at those things and then couples the standardized testing, 89% of the students that moved into the district, as research has been showing, have been below basic as they moved in. Couple this with the challenges of depression, anxiety, not knowing friends and neighbors here. After knowing all of this, the District took a very proactive approach with two things that the District is going to be focused on; building relationships with the students and making connections with them. The District has developed the Blue Print for Success, the Action Plan, the Post Pandemic Plan of Action that was presented last April to everyone as it provided everyone with direction and focus. Dr. Futrick thanked the Board for investing in the District's coaching, technology, the math-science programs, and the District's mental health programs as well. These things are helping make a difference with the District's children. Mental health, things that were talked about increasing staffing, adding a Pupil Services Director will be critical. This past year two social workers they will "hit the ground running," one has already started, the other one will start at the end of this month. Expanding the District's services, the District's support net for the students through the Caron Foundation and PA Counsel and Connect. The District's has provided professional development for the District's staff as well. The focus on the District's students is really trying get those students involved in something, not to just come to school every day, but to come to school and be involved in something like a club, sport, activity, some type of extra-curricular activity that they can become connected to the school, and have a reason and purpose to come to school. To get them to be part of a team has really been a big thing for the District, exposing the District's students to the activity and to the experiences the District has. Moving any obstacles or road blocks that children typically would have with participating in a club or a sport. Whether it is feeding them, providing them with transportation, reaching out to parents, partnering with outside agencies, are all things that the District has done to get to this point; certainly not where the District wants to be but the District is heading in a good direction. Dr. Futrick discussed the participation results for the Summer Style program; there were 2,000 students this summer participating in the Summer Style program for nine weeks, that's four days a week



in the summer time, they did not have to be there but they came. Dr. Futrick talked about the students receiving a lot of enrichment activities, things that they would not have normally gotten in the school day, and a lot of exposure to activities, that again they normally would not have gotten during the school day. Dr. Futrick spoke about building off this success, the District is looking at the Spring Style program which just kicked off last week. There is 500 students involved in the Spring Style program which is looking to run for eight weeks, it is two days a week that is a combination of enrichment and remediation. The District is offering a credit recovery program at the high school with over 140 high school students are part of this program. This is kind of nice they are coming to school and students that are moving in are little credit deficient with they come in, the District is trying to get them back on track and help them graduate in four years; and to get them moving in the right direction. Dr. Futrick stated that this is nice they are part of that. Dr. Futrick advised three-quarters of the District are somehow involved in some kind of club, sport, or activity. The District's goal is 100% and its continuous promotion to students trying to "hook them" on the benefits of being part of something. Dr. Futrick reiterated the District's goal is 100%, so anything less than that they feel as though they are not good enough yet; and the District really needs to continue to "hammer that home." Dr. Futrick talked about the High School Principal Mr. Mish, the Athletic Director Dr. Moyer, Junior High Principal Dr. Ebert, had goals of getting the kids involved in the buildings. Dr. Shappell has done a terrific job of putting together the Summer Style program and the Spring Style program, as well as all of the coaches that have helped develop the program has really been impactful. This summer the District plans on doing Summer Style again, the District's goal is to get more than 2,000 students involved in it; and looking about eight to nine weeks for this program, students attending four days a week. Dr. Futrick reiterated that the District's plan is to continue the school year for the students, letting them know to get involved, do something, be part of a team, as this is the goal to get to that 100%. Dr. Futrick discussed the District does have more work to do, as there are a lot of needs to meet such as anxiety, depression, and things like this. Dr. Futrick talked about the great people who are working for the District, the outstanding teachers, tremendous administrators, and everyone working together will hopefully get the District to the 100% target that the District is aiming for.

Comments/Questions/Concerns:

*Dr. Macharola spoke about Dr. Futrick's report being something that everyone needed to hear. He advised this synopsis has continued to emerge here, pandemic-related, the District is not "out of the woods." The District is hoping to continue to navigate and give the students opportunities. He spoke about how much the District has continued to build relationships with the students and keeping them connected to the school. There is a lot of studies out there to support that and the District understands that this is critical for the students to achieve in Muhlenberg School District and to feel like they are part of something. He thinks one of the other things, as Dr. Futrick mentioned, the District has an incredible responsibility for the children moving into the district, the kids that did not have a benefit to have attended Muhlenberg Elementary Center or a Muhlenberg intermediate education experience; and to have them connect to what Muhlenberg is about*



and to feel that sense of belonging. Dr. Macharola talked about it not just being words, this is really "big stuff" and things that the District has to be concerned about to make these students feel that they are a part of something and feel special. Dr. Macharola explained that this "belonging" leads to academic achievement. Dr. Macharola stated that he was very grateful for the District's School Board and he is excited about this Board right here as they have supported the District, supported the children and teachers; millions in technology the District needed to keep on track there, pilots have paid off. Dr. Macharola discussed having a different venue now that no one could imagine, the District is 72% minority, 68% economically disadvantaged, as the District is going to trend in this direction, and the District needs people that care. He thanked the Board again for what they have done, noting there is still a lot of work that needs to be done and the District is "shooting" for 2030-2040; and this is to prepare kids for what is going to happen, not to mention to what is happening internationally. Dr. Macharola discussed a conversation he had with a few students at the high school. He spoke about the sense of citizenship is so important that the kids love where they live, in terms of this country. Dr. Macharola talked about being surprised that the students really didn't understand or know the impact of 9/11. Now looking at what is happening in the Ukraine and what effect that is going to have on everyone internationally, these kids who moved into the District really didn't understand the impact of 9/11. Dr. Macharola advised he took a few minutes to explain to these students about the attack, what was done to this country, but there was no connection; now looking at what is happening in the Ukraine, how this is going to have an effect on the United States of America. For those that think this is "fresh" in everyone's mind, it really isn't. Dr. Macharola talked about wanting the country to be in a good place and wants the children in Muhlenberg to have all of the tools to be successful in a country that is here for them.

Mrs. Eagle asked a question to Dr. Futrick regarding the percentage of students that are not involved in anything, she believes the District should start to look to those kids and let them "drive" the activities that they want. Mrs. Eagle talked about looking at them and asking what they want to see in school, what activities are they interested in, what will "pull" them in after school and what do they want to see. Mrs. Eagle spoke about ideas that the students advise are things that the staff would not think of since staff does not really know what things they do outside of school. Mrs. Eagle talked about instead of looking at the activities that the District has, maybe the District allows the students to somehow "drive" what they want or they come up with some ideas. Dr. Macharola and Dr. Futrick responded this was a great idea. She explained some of her students tell her what things they do outside of school and she doesn't even know what it is, but they would love to be doing at school with an adult that they feel connected to; explaining that they are going to be doing it anyway. Dr. Macharola commented with Mrs. Eagle's comments, the District was shocked in the summer regarding the baking. Dr. Futrick advised that the baking class was the most requested activity; this and swimming as it was another thing he was surprised that kids liked to do. Mrs. Eagle discussed a big interest amongst the students is crocheting; with young girls and some boys. Mrs. Eagle talked about not even thinking of a crocheting club after school, this is a huge thing with teens now. Mrs. Eagle talked about if someone didn't tell someone this, you wouldn't think it. Dr. Macharola responded that he appreciated this information from Mrs. Eagle.



*Dr. Macharola thanked Dr. Futrick for his presentation and thanked the Board as he is expressed his excitement.*

*Mr. Hoffmaster asked how many students go back to their home country. Dr. Futrick advised that he is unaware of this data, as he could not tell where they go but could tell how many students leave. Dr. Futrick advised that the District has become a transient district. Mr. Hoffmaster asked if these students come back and Dr. Futrick advised he does not have the percentage however there are students that leave, comeback, and some students two to three times.*

*Mr. Hyneman discussed this was a great deal of this transiency in Reading School District, where students would go back to the Caribbean and then come back to Reading. Mr. Hyneman discussed watching the History channel, he watched Hitler's army invade France, Belgium, and Netherlands and the pictures he saw look like the nation has now; buildings being bombed refugees streaming out, tanks in the street, and for the life of him he never thought in his lifetime he would see something in Europe that rivaled that. Mr. Hyneman talked about two weeks ago, there was a newspaper column about fair funding and they picked a school in Pennsylvania that they felt was very disadvantaged; that school had 65% poverty, the District has more than this and this is something as a school district that needs to be recognized. That there is a need here that maybe we didn't have in Muhlenberg in the past, and as a school district the District is going to have to try to fill that need. One of the problems in Reading, were students were not in Reading long enough to make an impact or they weren't in a school long enough, they would move from parts of the city to other parts of the city. Reading eventually said every elementary school in every subject, will be teaching on the same page every day, so when those kids move from school "A" to school "B" they were at the exact same place in their curriculum, Muhlenberg School District does not have this problem, the District has a school (for each grade). Dr. Macharola thanked Mr. Hyneman*

**D. 2022-2023 Budget Review – Mr. Shane M. Mathias, CPA**

Mr. Mathias spoke about the update on the 2022-2023 budget and advised that it is still early as a lot of things are changing. Mr. Mathias advised tonight he will be giving a high level update on some of the more significant updates; however some of these may change. Starting on page 1 with the projected revenues, there are no changes to the local revenues. Under the state revenues, a more notable change was a decrease in the state subsidy for retirement. That decrease was about \$223,000 from last month's report and that's related to a change in the retirement expense. The only other notable change, which is a significant one, is under federal revenues decrease of about 587,000, but again, as Dr. Macharola has stated, that is just "us" as the District is still kind of working through the ARP ESSER III budget and the District needs to just work some things out; so he is sure that this will change in the next couple of months. The other thing he noted, every change that the District makes at Federal revenue section, there is a corresponding dollar change in the federal expenditure section, so that decreased in revenue is a \$587,000 in expenditures on page 2. The overall decrease in revenues from last month is about 811,000 and a new projected revenue total is 66.6 million dollars. On to page 2, for



projected expenditures, as already mentioned, PSERS came out and announced the official employer rate for next year 35.26%; the original projected rate that they had given the District is a bit higher than this, so that was what was used last month. The decrease in the expenditure part of that is about \$574,000 from last month. Right below the retirement expense, is the health insurance, as the District continues to update spreadsheet, the District had a few currently vacant positions that were not on the spreadsheet that were added this month which resulted in among other changes, a net increase of about \$230,000. The only other item he noted, under the state and locally funded expenditures, under the "other" department budgets, the one that did update was daily sub pay to Kelly Education Services. Back in December the Board voted to increase that daily sub rate to try to get more subs in, and this seems to be making a difference as the sub numbers are going up every week, so the District took a look at this number increased the budget by about \$290,000 in that line item. As mentioned previously, the federally funded expenditures reduced about 580,000 similar to the federal revenues on page 1. The net decrease expenditures from this month to last month is about \$164,000, resulting in a 69.8 million dollar projected expenditure number. That leaves a projected deficit of about 3.17 million dollars without any new positions, and then when factored in those new positions on page 6, that deficit goes to 4.3 million dollars. Moving onto page 3, there is not a lot of changes on these and pointed out the different deficits reflected with and without new positions. On pages 4a and 4b, the only difference is that the projected expenditure number in the middle of the page, with and without new positions is used to calculate the 8% unassigned fund balance that the District is allowed to maintain. On page 5 is the debt service, there are no updates, and nothing has changed from last month. On page 6, the proposed new positions, those currently identified positions, the estimated cost of those positions, the assumption used to calculate those costs as well as the justifications. Noted on there, that change in clerical position is food service fund related and has no impact on the general fund. On page 7, looking at 2021 as a business manager and from a budget perspective, as everyone knows the pandemic has turned everything upside down. Things are not normal even in the "financial world" as things are coming through, the expenses that are seen, the revenues from federal monies, what this page is doing is looking at the budget before the pandemic with a five-year span and calculating out what the District's surplus was when compared to actual expenditures to actual revenues; and how much that surplus has changed and compare it to what is "normal" five years; despite anomalies that can occur, clearly the pandemic has changed a lot of things over the years, at least hopefully temporary. In the middle of this page, taking a look at the expenditures over the prior year, that four-year span; then the increase in revenues without real estate tax increases. Noted in each of the four years, had a real estate tax increase, then calculating the four year increase; then of course capitalizing the four-year increase on the right hand side of the page. What's being recorded is taking the last "normal" year which was 19-20, at the tail end when the pandemic started, really from a financial standpoint was a pretty normal year. In taking that 62.7 million in actual expenditures and added this average of 4.2 million. Down on the bottom of the page, those projected expenditures are being added into that starting point to come up with a new figure for 20-21 and adding the 2.4 million again to get a projected 21-



22, then adding a third time to get the 22-23. When looking at the projected 65.2 million for 20-21 and then moving to the top right corner where the actual expenditures were for 20-21, the 62.5 million is obviously a big difference, this is what he was talking about not a clear "true picture" of how things are trending or have been trending. In looking below there, there is transportation savings, substitute teacher savings, wage benefit savings; these are just some of the ones identified and they are estimates, but he feels as though they are "fair" estimates. When adding those savings to the 62.5 million, there's getting closer to that 65 million dollar number that is projecting on the bottom. One other thing to note on the projected expenditures is the 22-23, strictly based on that four-year average in 19-20, projected expenditures of 70.1 million dollars is really kind of comparable to other calculations which is the line item to 69.2 on page 2 without the positions. Also taking that same process with the revenues. Calculating the deficit each year based on those projected revenues and expenditures. Final note 1.147 million dollar projected deficit, doesn't "jive" with the projected revenue on page 2, however that four-year average of increase on revenue includes a tax increase each year, and of course in "light" of the pandemic of 20-21 the Board elected not to raise taxes. Current 22-23 budget does not include a tax increase; by calculations the tax increase does nor does it include a tax increase. He wanted to point out the potential surplus looks great, however is not reflective of budget and can be deceiving.

Comments/ Questions/ Concerns:

*Dr. Macharola thanked Mr. Mathias and advised the ARP ESSER budget is on the District website for display.*

**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.

Kristy Rothenberger

Ms. Rothenberger thanked the Board for the update to the Health and Safety Plan but she questioned the context of it as it is very vague, with little to no details and not without famous loop holes so the district can do whatever is believed is necessary at protecting our children at any given time. Ms. Rothenberger stated that she does not think this is even close to ready and needs to be publicly discussed amongst the board members in person. Mrs. Rothenberger spoke about the Sunshine Act, created in 1976 the Sunshine Act which is a freedom act to create transparency. The federalist number 49 states that the people are the only legitimate foundation of power, and it's from them the only federal constitution charter is derived. From the USCCAN, government should



be the servant of people and it should be held fully accountable to them for the actions it supposedly takes on their behalf. With legislative findings and declarations the general assembly finds the right for the public to present at all meetings of agencies and to witness the deliberation, policy formulation and decision-making of agencies is vital to the enhancement and proper functioning of the democratic process and that the secrecy of public affairs undermines the faith of the public in government and public effectiveness in fulfilling its role in democratic society. The general assembly hereby declares it to be the public policy commonwealth to ensure the right of the citizens to have notice of and the right to attend all meetings of agencies at which any agency business is discussed or acted upon underwritten in this chapter. There is an amendment that was made, official action deliberation by the core of the members of any agency shall take place to a meeting open to the public unless closed under Section 707, 708 and 712 which do not relate to the pandemic.

## **Board Business**

### **Personnel**

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

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

- a. Ms. Alicia Houser, Special Education Teacher, C. E. Cole Intermediate, pending release from Muhlenberg School District, date to be determined.
- b. Mrs. Phyllis Young, Secretary, Muhlenberg High School, resignation for the purpose of retirement, effective June 30, 2022 (end of the 2021-2022 School Year).
- c. Ms. Whitney Burkert, 4.5 Hour Cafeteria Worker, C. E. Cole Intermediate, effective February 15, 2022.
- d. Mr. Joshua Ressler, Outside Custodian, resignation for the purpose of retirement, effective March 18, 2022.

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

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

- a. Dr. Nicole Huntbach, Supervisor of Special Education (T. Charles), effective upon release from current employer, at a salary of \$82,400, prorated for days worked.

#### **3. 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. Brenda Torres, Cafeteria Worker, C. E. Cole Intermediate, completion of forty-five (45) day probation as of February 24, 2022 and recommended for permanent employment as of February 25, 2022.

**4. 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 employee:

- a. Mr. Isaias Rivera, Communications Teacher, Muhlenberg Junior High School, Leave of Absence/FMLA, effective on or about February 28, 2022 through on or about May 31, 2022.

**5. Request for Extension of 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. Ms. Yasmarie Aponte, ELL Teacher, Muhlenberg Junior High School, extension of Leave of Absence/FMLA, effective March 28, 2022 through on or about the first contractual day of the 2022-2023 school year.

**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 2021-2022 school year (Exhibit #132):

- a. Ms. Tara Nelson, mentor for Ms. Sonia Pucklavage, Long-Term Substitute Teacher, C. E. Cole Intermediate, for thirty (30) hours.
- b. Mr. Ben O'Donnell, mentor for Mr. Theodore Werkheiser, Long-Term Substitute Teacher, Muhlenberg High School, for thirty (30) hours.

**7. Co-Curricular Appointments**

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

- a. Ms. Jessica Angstadt, Youth Aquatic Coach, effective November 8, 2021, at a salary of \$1,000 (year 1).
- b. Ms. Michele McCammit, Yearbook Coordinator, Muhlenberg Elementary Center, effective August 30, 2021, at a salary of \$580 (year 1).
- c. Ms. Madison Pyott, Muhlenberg Junior High Softball Assistant Coach, effective March 9, 2022, at a salary of \$3,263 (year 1).
- d. Mr. Jacob Conrad, Muhlenberg High School Track and Field Assistant Coach, effective March 9, 2022, at a salary of \$3,045 (year 1).



- e. Mr. Tyler Adam, Muhlenberg High School Exercise Room Coordinator, effective August 30, 2021, at a salary of \$1,584 (year 8).
- f. Mr. Mike Anthony, Muhlenberg High School Lifting Coordinator, effective August 30, 2021, at a salary of \$3,146 (year 24).
- g. Ms. Linda Ebersole, Muhlenberg High School Musical Accompanist, effective March 2, 2022, at a salary of \$2,030 (year 1).

#### **8. Co-Curricular Salary Adjustment**

Resolved, that the Board of Education of the Muhlenberg School District approve the following adjusted salary:

- a. Mr. Mike Allen, HS TV Studio Advisor, adjust salary to \$3,590 (year 10) from \$3,698 (year 11).

#### **9. Bus Monitors for the 2021-2022 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following bus monitors for the 2021-2022 school year at the pay rate of \$10.50 per hour:

C.E. Cole Intermediate

Mr. Tate Dewalt

Mr. Daniel Fair

Ms. Jenna Jusits

Ms. Iva Moyer

#### **10. 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. Mr. Eric Bieber, C.E. Cole Intermediate
- b. Ms. Sarah Brown, C.E. Cole Intermediate

#### **11. Professional Appointment**

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

- a. Ms. Heather Scholl, Certified School Nurse (S. Lountzis), Muhlenberg High School, effective date to be determined, at a salary of \$68,346 (B + 24, 7 Steps from the Top), prorated for days worked.

## **12. Classified Appointments**

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

- a. Mr. Todd Manmiller, Second Shift Custodian (T. Pearson), Muhlenberg High School, effective March 21, 2022, at a salary of \$38,506.40, prorated for days worked.
- b. Ms. Amanda Seasholtz, Instructional Assistant (M. Marshall), Muhlenberg Elementary Center, effective March 21, 2022, at a pay rate of \$14.87 per hour.

## **Management**

### **1. Adoptions of Policies**

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

#### 000 Local Board Procedures

Policy No. 006, Meetings

#### 900 Community

Policy No. 903, Public Participation in Board Meetings

### **2. Summer Work Schedule**

Resolved, that the Board of Education of the Muhlenberg School District approve the summer work schedule as Monday through Thursday beginning Monday, June 13, 2022 through Friday, August 12, 2022 – Office hours 7:30 AM – 4:00 PM.

### **3. Act 80 Days for the 2021-2022 School Year**

Resolved, that the Board of Education of the Muhlenberg School District authorize the submission of the revised Act 80 Days for the 2021-2022 school year to the Pennsylvania Department of Education.

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## **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. Life Church, use of the Muhlenberg Junior High School Auditorium on Sunday, April 3, 2022 to hold their Community Night of Worship.

**2. Approval of Keystone Sports Construction Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with Keystone Sports Construction for required annual cleaning, inspection, and GMAX testing as presented.

**3. Approval of Township of Muhlenberg Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with the Township of Muhlenberg for temporary construction easement for the replacement of school warning devices on Kutztown Road as presented.

**4. Approval of NRG Demand Response Program Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the payment agreement with NRG to participate in the NRG's Demand Response Program as presented.

**5. Approval of ForeRunner Technologies Inc. Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with ForeRunner Technologies Inc. for the VOIP Phone System annual maintenance and software support, beginning March 3, 2022 through March 23, 2025, at an annual cost of \$13,672.01 (funded through Physical Plant and Transportation) as presented.

**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>
			Feb 2022		
General	Jan 2022	Jan 2022	Ck#51599-51815 V#27193-27228	Jan 2022	Jan 2022
Cafeteria	Jan 2022	Jan 2022	Feb 2022 Ck#7374-7407 V#2932-2936	Jan 2022	
Capital Reserve (Fund 32)	Feb 2022	Feb 2022			

Capital Projects Fund (Fund 39)	Feb 2022	Feb 2022			
Activity	Jan 2022	Jan 2022			

## 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/Laptops/Desktops for Disposal – These items are broken or are of no value to the District and have had usable parts removed. (Exhibit – Mar22 Recycle.xlsx Exhibit)

## Education

### 1. 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 2021-2022 school year as listed.

### 2. Acceptance of Gifts, Grants, Donations

Resolved, that the Board of Education of the Muhlenberg School District accept the following donation in accordance with district Policy 702, Gifts, Grants, Donations:

- a. OfficeMax, Lancaster, donation of five boxes of general office/school supplies for C.E. Cole Intermediate.
- b. The Restaurant Store, donation of numerous variety of food products for Family and Consumer Science classes at Muhlenberg Junior High School.

### 3. 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 "P", C.E. Cole Intermediate
- b. Student "Q", C. E. Cole Intermediate



**4. Conference Request**

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

- a. Dr. Joseph E. Macharola, to attend the District Administrative Superintendents Summit in Napa, CA in March, 2022 at a cost of \$1,409.51 (funded through Superintendents Office).

**5. Approval of the Revised Muhlenberg School District Health and Safety Plan**

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

**6. Student to Complete the 2021-2022 School Year as a Non-Resident Student**

Resolved, Muhlenberg School District approve the request for the following student to complete the 2021-2022 school year as non-resident student:

- a. Student #2483, 12th Grade, MHS

**7. Extended School Year Student Tuition Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the following extended school year student tuition agreement as presented.

- a. Student #32432, Capstone Academy

**8. Settlement Agreement and Release**

Resolved, that the Board of Education of the Muhlenberg School District approve the settlement agreement and release for student #38224 as presented.

**9. Student Tuition Agreement for the 2021-2022 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following student tuition agreement for the 2021-2022 school year as presented:

- a. Student #36466, Opportunities School

**Student Activities**

*There are no items*

## **Minutes**

Review minutes of the Committee of the Whole Meeting of February 9, 2022 and the Regular Board Meeting of February 9, 2022.

## **Old Business**

*There are no items*

## **New Business**

### **1. Memoriam of Mr. Robert W. Smith**

Resolved, that we remember the passing of Mr. Robert W. Smith who served in the Muhlenberg School District as a substitute teacher. We honor his memory for his dedicated service to the school district and community.

Be it further resolved that we convey through this resolution our deepest sympathy to his 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 2021-2022

March	Mr. Garrett Hyneman
April	Mrs. Cindy Mengle
May	Mr. Richard E. Hoffmaster

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

March 9	6:30 PM	Committee of the Whole and Regular Board Meeting
March 14	6:30 PM	RMCTC Board Meeting
April 6	7:00 PM	Committee of the Whole Meeting
April 11	6:30 PM	RMCTC Board Meeting
April 13	7:00 PM	Regular Board Meeting
May 4	7:00 PM	Committee of the Whole Meeting



May 9	6:30 PM	RMCTC Board Meeting
May 11	7:00 PM	Regular Board Meeting
June 13	6:30 PM	RMCTC Board Meeting
June 15	6:30 PM	Committee of the Whole and Regular Board Meeting

**Adjourn Meeting**

Moved by Mr. Hoffmaster and Mr. Nelson, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:21 PM.

Attest:

  
Cindy L. Mengle  
Secretary