

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
November 8, 2023  
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, November 8, 2023 at 6:29 PM by Board Vice President, Mr. Otto W. Voit, III. Mr. Nelson arrived at 6:31 PM.

**Members Present**

Vice President – Mr. Otto W. Voit, III  
Treasurer - Mr. Richard E. Hoffmaster  
Secretary – Mrs. Cindy L. Mengle  
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**

President – Mr. Garrett E. Hyneman  
Assistant Secretary – Ms. Janet Howard

**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  
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  
Data Administrator – Mr. Kevin Vanino  
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 Assistant Principal - Mr. Daniel Kramer  
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. Liliana Moore  
Social Worker - Ms. Emily Carmichael

**Visitors**

Linda Roebuck	Diane Benson
Marc Wolfe	Jeff Haas
Wayne Hardy	Kayla Yoder
Shelbi Crammer	Sophia Castiglioni
Celia Clancey	Haylie Green
Dan Toomey	Lilian Peralto
Rafael Padillo	Allie Macchi

Questions/Comments/Concerns:

*Mr. Voit took a moment to speak about the election day and welcomed Mr. Wayne Hardy as a former board member and newly elected School Board Director. Mr. Voit also spoke about Mr. Hoffmaster and Mr. Lupia running for Muhlenberg Township Commissioner, Mr. Hoffmaster being elected. He thanked both of them for putting themselves out there and stepping up. Dr. Macharola welcomed Mr. Hardy as well.*

**Educational Presentations**

- A. Muhlenberg High School Leo Club - Ms. Kayla Yoder, Ms. Shelbi Crammer, Ms. Sophia Castiglioni and Mr. Wesley Estock

Ms. Kayla Yoder reported:

Ms. Yoder introduced herself as the President of Leo Club. She explained the Leo Club encourages students to develop leadership qualities by participating in community service activities. Community Service projects are well planned, organized, and voluntary efforts designed to address a specific need in the community or surrounding communities. This club provides students with an opportunity to plan and implement projects to which they feel personally committed. Meetings take place on Tuesdays mornings at 7:15AM in the lecture hall and right now there are 84 students in the club. The leadership team is herself, President, the Vice President Ms. Crammer, Secretary Ms. Castiglioni and Ms. Smith is the Treasurer. Some of the activities that they participated in this year already include setting up the Haunted Hayride and also dressing up to scare people or help around the events. They also helped clean up for the Temple Halloween Parade by walking the route of the parade with trash bags to pick up the extra candy on the sidewalk. They just did the Safe Trick or Treat Night at MEC as Leo Club runs the entire event including 10 classrooms that hand out candy and are decorated by the students; each classroom has a theme and there is a photo booth, games set up in the gym that families can participate in. Last year they handed out over 600 bags of snack bags in the cafeteria which included a bag

of chips and a drink. Donations were accepted at the door and all of the money goes to volunteering for field trips.

Ms. Shelbi Crammer reported:

Ms. Crammer introduced herself as Vice President of Leo Club. Starting at their next meeting, they will start signups for a Journey Community Outreach that they go once a month, usually the third Wednesday of every month. They go to the soup kitchen and stand outside to hand food to people in need. They do a C.E. Cole Fall Fest where Leo Club students partnered with the Art Club and Aavidum Club to help run the events on the turf during their Fall Fest Celebration. They are helping with Veteran's Breakfast this week by sending volunteers to help out the JROTC. They help at MEC family nights when they are asked, which can include Literacy Night, Read Across America, Math Carnival as one student dresses up in the Muhl Costume. They volunteer at the Muhlenberg Park and Recreation events which can be held at schools or Jim Deitrich. They do trail cleanups and playground cleanups. Around Easter time, they do activities at the township. Last year helped pack Easter eggs and participated in helping run the Easter Egg Hunt on a Saturday morning.

Ms. Sophia Castiglioni reported:

Ms. Castiglioni introduced herself as Secretary of Leo Club. More activities include MTAA Opening Day where students are sent to help run the games and the bounce house and work with the Art Club to help the students paint faces. They go up to Hawk Mountain Scout Camp and help set up tents; those tents are used during the summer for the Boy Scouts Summer Camp. They help out at the Concern in the Park by running the concession stand and money made gets donated back to the Leo Club. For Muhlympics, they place students with a "buddy" to help the students compete in their events and the Leo Club students also help to run all the events. On the C.E. Cole Field Day they assign students to stations and games to facilitate the Field Day for the students.

Questions/Comments/Concerns:

*Mr. Voit took a moment to congratulate the current Board Members Mrs. Cindy Mengle and Mr. Garrett Hyneman on their reelection to the Board this election day as well.*

*Dr. Macharola took a brief moment to speak about the Muhlenberg School District being able to continue the Aa2 bond rating as this kind of bond rating to a district of this District's demographics is quite a feat and quite an honor. He spoke about the Board being phenomenal in managing and keeping an eye with integrity on the taxpayer and the dollars spent. Dr. Macharola spoke about the Administration, the Business Office, the Assistant Superintendent, himself, all the central office employees; specifically the Business Office has been running a very clean and tight organization that the District is very frugal with the dollars.*

B. Raymond James Public Finance - Ms. Allie Macchi

Ms. Macchi reported:

Ms. Macchi also agreed with Dr. Macharola regarding the Administration, Mr. Mathias and Dr. Macharola doing an excellent job on the rating call with Moody's. Ms. Macchi advised Moody's is not scared off by the size of the projects/plans ahead as long as the District continues to stick to the plan, reiterating what she and Mr. Kramer has been speaking to the Board about.

*Update to credit analysis for Muhlenberg School District, PA*  
Summary

Muhlenberg School District, PA (Aa2) benefits from healthy reserves that will improve in the near term. The district's enrollment will continue to grow, while income levels are satisfactory. While leverage is manageable, it will grow over the next two years as the district embarks on its capital plan in order to accommodate its growing student body.

Credit strengths

- » Healthy and improving reserves and liquidity
- » Growing enrollment
- » Manageable leverage and fixed costs

Credit challenges

- » Sizable borrowing plans relative to budget
- » Slightly below average resident wealth (full value per capita)

Rating outlook

Outlooks are not typically assigned to local government credits with this amount of debt outstanding.

Factors that could lead to an upgrade

- » Materially improved reserves and liquidity
- » Significant improvement of resident wealth and income levels

Factors that could lead to a downgrade

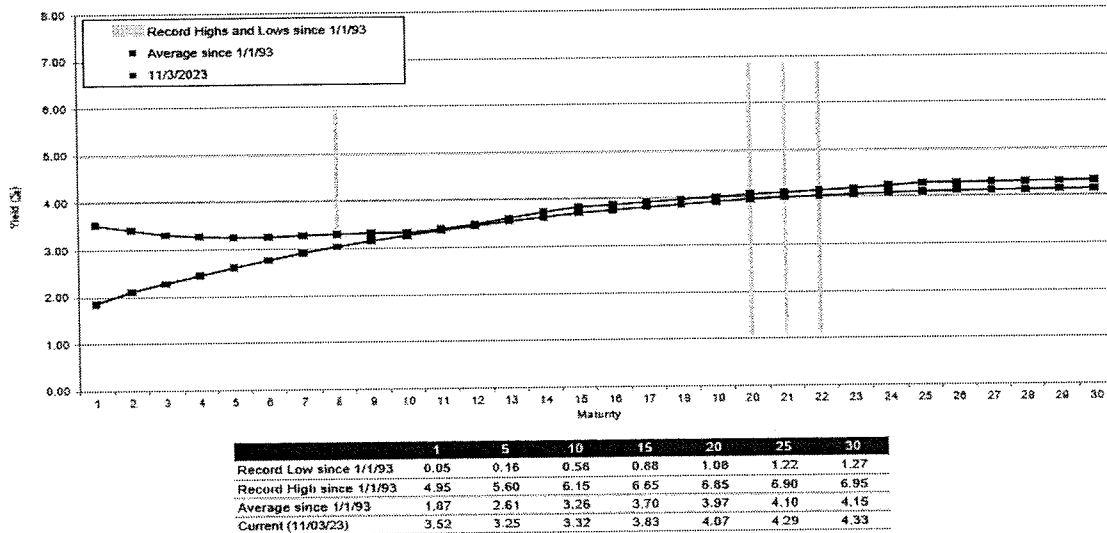
- » Additional borrowing beyond current expectations that leads to outsized leverage or fixed costs relative to revenue
- » Multiyear trend of declining reserves and liquidity

Historical Vs. Current Bond Buyer 20 Bond Index

Bond Buyer Indices are indicators published by *The Bond Buyer* showing the price levels for various groups of municipal securities. One of these indicators is the 20 Bond Index which represents an estimation of the yield that would be offered on a 20-year general obligation bond with a composite rating of approximately "Aa2" for Moody's and "AA" for S&P.

Historical AAA MMD Rates

The graph below shows the range between the record highs and lows of AAA MMD at each maturity since 1993, along with average rates over this time frame and the current rates.



### Market Commentary For Week Ending 11/03/2023

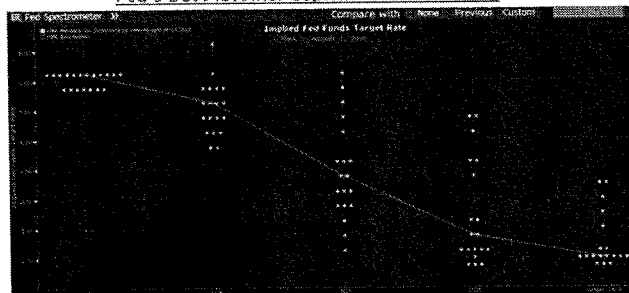
- The Treasury's November announcement surprised markets with lower than expected long-end supply, the Fed's decision to leave rates unchanged combined with a perceived dovish statement, the BOJ's pivot to a 'soft' cap on rates and Friday's softer employment report all fueled treasury yields lower.
- The Fed meeting and the labor report provided further evidence that monetary policy will not have to get more restrictive ahead.
- After topping, 5% less than 2 weeks ago, UST 10yr yields dropped significantly last week, falling to 4.57% providing a tailwind to equities.
- U.S. stock indexes posted their biggest gains of 2023, reversing course just a week after the S&P 500 and NASDAQ had entered corrective territory following declines.
- The NASDAQ surged 6.6%, the S&P 500 added 5.9% and the DOW rose 5.1%.
- Oil prices fell 5.44% for the week to \$80.59.
- Middle East tensions are being closely watched, but so far as they are contained to Israel/Gaza, markets are more focused on central banks' activity and data.

#### Key Interest Rates

	This Week 11/3/2023	Last Week 10/27/2023	Last Month 10/4/2023	Last Year 11/3/2022
Federal Funds Rate	5.50	5.50	5.50	4.00
Prime Rate	8.50	8.50	8.50	7.00
Treasury - 2 yr	4.84	5.00	5.05	4.71
Treasury - 10 yr	4.57	4.83	4.73	4.15
10-Year AAA MMD <sup>1</sup>	3.32	3.50	3.50	3.36
30-Year AAA MMD <sup>1</sup>	4.33	4.57	4.39	4.08

<sup>1</sup>Represents the benchmark yield for high grade municipal issues, based on a natural "AAA" rated general obligation bond issue. "AAA" MMD is the benchmark for pricing of all tax-exempt municipal issues.

#### Fed's Dot Plot After September 2023 Meeting



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**Existing Debt Profile**

	(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)
	Fiscal Year Ending	G.O. Bonds Series of 2019	G.O. Bonds Series of 2020	G.O. Bonds Series of 2022	Total Gross Debt Service		Fiscal Year Ending	G.O. Bonds Series of 2019	G.O. Bonds Series of 2020	G.O. Bonds Series of 2022	Total Net Debt Service
Grand Total \$ 10.4M (10/1/23 to 10/1/24)	6/30/2024	2,794,500	2,941,600	340,355	6,076,455	Grand Total \$ 10.4M (10/1/23 to 10/1/24)	6/30/2024	2,794,500	2,941,600	340,355	6,076,455
	6/30/2025	5,551,000	151,525	731,025	6,433,550		6/30/2025	5,551,000	151,525	731,025	6,433,550
	6/30/2026	3,110,200	3,085,499	731,775	6,927,474		6/30/2026	3,110,200	1,530,931	731,775	5,372,906
	6/30/2027	0	0	996,525	996,525		6/30/2027	0	0	996,525	996,525
	6/30/2028	0	0	996,025	996,025		6/30/2028	0	0	996,025	996,025
	6/30/2029	0	0	996,775	996,775		6/30/2029	0	0	996,775	996,775
	6/30/2030	0	0	996,775	996,775		6/30/2030	0	0	996,775	996,775
	6/30/2031	0	0	996,025	996,025		6/30/2031	0	0	996,025	996,025
	6/30/2032	0	0	996,525	996,525		6/30/2032	0	0	996,525	996,525
	6/30/2033	0	0	996,275	996,275		6/30/2033	0	0	996,275	996,275
	6/30/2034	0	0	996,275	996,275		6/30/2034	0	0	996,275	996,275
	6/30/2035	0	0	997,275	997,275		6/30/2035	0	0	997,275	997,275
	6/30/2036	0	0	997,275	997,275		6/30/2036	0	0	997,275	997,275
	6/30/2037	0	0	996,275	996,275		6/30/2037	0	0	996,275	996,275
	6/30/2038	0	0	996,275	996,275		6/30/2038	0	0	996,275	996,275
	6/30/2039	0	0	996,275	996,275		6/30/2039	0	0	996,275	996,275
	6/30/2040	0	0	995,813	995,813		6/30/2040	0	0	995,813	995,813
	6/30/2041	0	0	999,039	999,039		6/30/2041	0	0	999,039	999,039
	6/30/2042	0	0	995,698	995,698		6/30/2042	0	0	995,698	995,698
	6/30/2043	0	0	996,025	996,025		6/30/2043	0	0	996,025	996,025
	6/30/2044	0	0	994,788	994,788		6/30/2044	0	0	994,788	994,788
	6/30/2045	0	0	995,100	995,100		6/30/2045	0	0	995,100	995,100
	6/30/2046	0	0	993,988	993,988		6/30/2046	0	0	993,988	993,988
	6/30/2047	0	0	996,450	996,450		6/30/2047	0	0	996,450	996,450
	6/30/2048	0	0	997,250	997,250		6/30/2048	0	0	997,250	997,250
	6/30/2049	0	0	996,388	996,388		6/30/2049	0	0	996,388	996,388
	6/30/2050	0	0	996,863	996,863		6/30/2050	0	0	996,863	996,863
	6/30/2051	0	0	994,438	994,438		6/30/2051	0	0	994,438	994,438
	6/30/2052	0	0	998,350	998,350		6/30/2052	0	0	998,350	998,350
	6/30/2053	0	0	995,125	995,125		6/30/2053	0	0	995,125	995,125
	TOTALS	11,453,700	3,144,925	27,714,908	42,313,533		TOTALS	11,453,700	3,144,925	27,714,908	42,313,533
Principal Outstanding: \$10,725,000						Principal Outstanding: \$10,725,000					
Purpose: CR 2012A Note						Purpose: CR 2012A Note					
Call Date: Non-Callible						Call Date: Non-Callible					
Avg. Coupon: 3.80%						Avg. Coupon: 3.80%					
22/23 Maturity: 63.89%						22/23 Maturity: 63.89%					
School Share: 100.00%						School Share: 100.00%					
State Share: 0.00%						State Share: 0.00%					
Purpose Codes: NM = New Money CR = Current Refunding AR = Advance Refunding						Purpose Codes: NM = New Money CR = Current Refunding AR = Advance Refunding					

[3] Outstanding principal as of November 7, 2023

[4] Outstanding principal as of November 7, 2023

**Millage Requirement Study - Borrow \$175M - 5 Year Millage Impact**

	2023	2024	2025	2026	Total		2023	2024	2025	2026	Total
Purpose:	New Money	New Money	New Money	New Money			New Money	New Money	New Money	New Money	
Tax Status:	Tax-Exempt	Tax-Exempt	Tax-Exempt	Tax-Exempt			Tax-Exempt	Tax-Exempt	Tax-Exempt	Tax-Exempt	
Settlement Date:	11/29/2023	5/15/2024	5/15/2025	5/15/2026			11/29/2023	5/15/2024	5/15/2025	5/15/2026	
Par Amount:	\$14,800,000	\$35,055,000	\$75,005,000	\$46,430,000	\$171,290,000		\$14,800,000	\$35,055,000	\$75,005,000	\$46,430,000	\$171,290,000
Project Funds:	\$14,755,212	\$35,000,000	\$75,000,000	\$50,244,788	\$175,000,000		\$14,755,212	\$35,000,000	\$75,000,000	\$50,244,788	\$175,000,000
Arbitrage Yield:	4.72%	4.75%	4.75%	4.75%			4.72%	4.75%	4.75%	4.75%	
Rate Assumption:	FINAL		Current				FINAL		Current		

Source: District Administration

Value of \$ 1M: \$ 1,291,400

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Fiscal Year Ending	Total Net Debt Service BEFORE	FINAL Tax-Exempt New Money Debt Service	PROJECTED Tax-Exempt New Money Debt Service	PROJECTED Tax-Exempt New Money Debt Service	PROJECTED Tax-Exempt New Money Debt Service	Int. Savings/Retained CAP (1)	Total Net Debt Service AFTER	Total New Debt Service	Millage Equivalent
6/30/2023	4,425,349	0	0	0	0	0	4,425,349	0	0.00
6/30/2024	4,944,807	340,355	0	0	0	\$43,000	5,825,227	1,399,878	1.08
6/30/2025	5,662,891	731,025	1,718,905	0	0	\$(889,736)	7,225,105	1,399,878	1.08
6/30/2026	4,650,131	731,775	1,723,935	3,679,025	0	\$(2,159,873)	8,624,983	1,399,878	1.08
6/30/2027	0	996,525	2,318,675	4,884,025	3,221,500	\$(1,395,864)	10,024,861	1,399,878	1.08
6/30/2028	0	996,025	2,318,675	4,883,775	3,223,750	0	11,424,225	1,399,878	1.08
6/30/2029	0	996,775	2,317,175	4,880,525	3,224,000	0	11,420,475	0	0.00
6/30/2030	0	998,775	2,319,175	4,884,275	3,222,250	0	11,424,475	0	0.00
6/30/2031	0	998,025	2,319,425	4,879,525	3,223,500	0	11,420,475	0	0.00
6/30/2032	0	996,525	2,317,925	4,881,525	3,222,500	0	11,418,475	0	0.00
6/30/2033	0	994,275	2,319,675	4,879,775	3,224,250	0	11,417,975	0	0.00
6/30/2034	0	996,275	2,319,425	4,884,275	3,223,500	0	11,423,475	0	0.00
6/30/2035	0	997,275	2,317,175	4,884,525	3,225,250	0	11,423,225	0	0.00
6/30/2036	0	996,375	2,317,925	4,880,525	3,224,250	0	11,419,975	0	0.00
6/30/2037	0	994,375	2,321,425	4,882,275	3,224,000	0	11,420,475	0	0.00
6/30/2038	0	996,275	2,317,425	4,884,275	3,224,250	0	11,422,975	0	0.00
6/30/2039	0	995,813	2,318,475	4,883,275	3,221,250	0	11,419,813	0	0.00
6/30/2040	0	999,039	2,319,888	4,879,100	3,225,000	0	11,423,025	0	0.00
6/30/2041	0	995,698	2,317,150	4,881,888	3,221,250	0	11,417,975	0	0.00
6/30/2042	0	996,025	2,316,263	4,881,850	3,223,563	0	11,417,700	0	0.00
6/30/2043	0	994,788	2,316,963	4,882,988	3,221,413	0	11,416,150	0	0.00
6/30/2044	0	995,100	2,320,938	4,881,775	3,224,800	0	11,422,613	0	0.00
6/30/2045	0	993,988	2,316,588	4,882,600	3,223,200	0	11,416,375	0	0.00
6/30/2046	0	996,450	2,319,150	4,881,775	3,221,288	0	11,416,683	0	0.00
6/30/2047	0	997,250	2,318,150	4,884,963	3,222,100	0	11,419,563	0	0.00
6/30/2048	0	996,388	2,318,588	4,883,988	3,224,400	0	11,421,363	0	0.00
6/30/2049	0	994,863	2,320,225	4,881,313	3,223,000	0	11,424,113	0	0.00
6/30/2050	0	994,438	2,317,825	4,880,800	3,223,038	0	11,416,100	0	0.00
6/30/2051	0	998,350	2,316,388	4,881,975	3,222,138	0	11,418,850	0	0.00
6/30/2052	0	995,125	2,320,675	4,879,363	3,220,775	0	11,415,938	0	0.00
6/30/2053	0	0	2,320,213	4,882,725	3,223,713	0	10,429,650	0	0.00
6/30/2054	0	0	0	4,881,350	3,220,475	0	8,161,825	0	0.00
6/30/2055	0	0	0	0	3,221,063	0	3,221,063	0	0.00
TOTALS	10,580,239	28,710,030	68,364,800	145,262,425	90,884,675	\$(9,901,487)	134,802,521	8,998,878	1.42

NOTE: Interest rates used in this analysis are based on estimated current market conditions and are subject to change.

(2) Positive values indicate a surplus that can be used to offset future cash needs.

Questions/Comments/Concerns:

*Mr. Voit spoke about spending a lot of time previous months working on a five-year plan to address the overcrowding. He spoke to the future Board beginning in December; who have a plan already laid out and all they have to do is follow it and the District maintains its bond rating. Muhlenberg would be "well set" years down the road.*

*Dr. Macharola took a moment to welcome Mr. Jeff Haas who was also newly elected to the Board.*

C. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - The custodial and maintenance staff continue to maintain the District's buildings and outside campus while keeping an eye towards winter. With fall sports concluding, outside crews are finishing the mowing season while beginning to clean up the leaves and other debris throughout the campus. They are also starting the process of preparing the snow removal equipment and stocking sidewalk salt in each of the District's buildings. With winter sports beginning in the next couple of weeks, inside custodial crews being one of their busiest times of the year as events, both school and community related, occupy all of the District's buildings on most evenings and Saturdays. Keeping the buildings clean and safe remains their top priority. The maintenance staff has been busy completing work orders from the staff and changing the HVAC system from cooling season to heating season.
- Additional Testing for Phase One Building Project - As the District continues to move forward with Phase One of the capital building projects, one of the next steps in the process is to apply for the various zoning and developing permits. As part of that overall process, there needs to be Perc Testing performed at several locations throughout the campus. These locations include the stadium football field, the practice football field, the JV baseball field, the current retention pond by MEC and the grass out front of MEC by Kutztown Road. Over the course of these next weeks, back-hoe equipment will be on site performing these necessary tests so the results can be made part of the permits required to begin the phase one projects in the Spring of 2024.
- Architect Fees - This request is to pay for the Architect and Engineer services accrued so far for the phase one projects.

Questions/Comments/Concerns:

*Mr. Lupia questioned during the testing whether they would find any battery casings or any surprises. Mr. Patterson assured that they are not digging that deep.*

*Dr. Macharola took a moment to congratulate Dr. Juliana Ciccarelli, on receiving her doctorate as she defended her dissertation this past week, she received her doctorate from Neumann University.*

**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 Muhlenberg Community Library

Ms. Roebuck wanted to thank the school district for the use of the school for their Craft Fair a couple of weeks ago. She wanted to thank the custodians and Mr. Wolfe was very cooperative as everything went smoothly. Ms. Roebuck talked about having the event at the same time as the Lions Club Pancake Breakfast and according to the Lions Club they had more business, the library had more business, in turn helping the community in general work together. Ms. Roebuck thanked the District again.

**Board Business**

**Personnel**

**1. Professional Appointments**

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

- a. Mr. Michael Granat, School Counselor (A. Manmiller), Muhlenberg Elementary Center, pending release from current employer, at a salary of \$69,609 (M, 10 steps from the top), prorated for days worked.
- b. Ms. Katherine Gillen, Music Teacher (L. Dieterly), Muhlenberg Junior High School, pending release from current employer, at a salary of \$64,841 (B+24, 11 Steps from the Top), prorated for days worked.
- c. Ms. Megan Grandinetti, Science Teacher (A. Ferry), Muhlenberg High School, pending release from current employer, at a salary of \$76,499 (M+24, 10 Steps from the Top), prorated for days worked.

**2. Classified Appointments**

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

- a. Ms. Gabrielle Ramirez, Clerical Assistant (S. Angstadt), Muhlenberg Junior High School effective beginning of the 2023-2024 school year, at a pay rate of \$19.17 per hour.



- b. Ms. Maria Zavala Salas, Cafeteria Substitute, effective November 6, 2023, at a pay rate of \$14.00 per hour.
- c. Ms. Alison Sherk, Class A Secretary (K. Nelson), Muhlenberg Junior High School, effective November 20, 2023, at a salary of \$51,755, prorated for days worked.

### **3. Acceptance of Resignations**

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

- a. Mr. Michael Horning, Custodian, Muhlenberg High School, effective October 16, 2023.
- b. Ms. Joanne Pyott, Special Education Paraprofessional, Muhlenberg Elementary Center, effective October 20, 2023.
- c. Ms. Gloria Isamoyer, Cafeteria Worker, Muhlenberg Junior High School, resignation for the purpose of retirement, effective November 17, 2023.
- d. Ms. Lori Street, Cafeteria Assistant, C.E. Cole Intermediate, effective October 18, 2023.
- e. Ms. Toni Crater, Science Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- f. Ms. Gabrielle Ramirez, Special Education Paraprofessional, Muhlenberg Junior High School, effective beginning of 2023-2024 school year.
- g. Ms. Rachel Kline, Special Education Paraprofessional, Muhlenberg High School, effective November 15, 2023.
- h. Ms. Jillian McIntyre, Elementary Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- i. Ms. Alyssa Kline, Long-Term Substitute, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.

### **4. Mentor Assignment**

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

- a. Ms. Jessica Justiniano, mentor for Ms. Tiffany Price, Math Teacher, Muhlenberg High School, for thirty (30) hours.

### **5. Job Description**

Resolved, that the Board of Education of the Muhlenberg School District approve the following revised job description as submitted:

- a. Inside Custodian

### **6. Co-Curricular Assignments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following co-curricular assignments as presented.

**7. 2023 Winter Coaching Assignments**

Resolved, that the Board of Education of the Muhlenberg School District approve the 2023 winter coaching assignments as presented.

**8. 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. Mr. Robert Sterley, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- b. Ms. Francine Galuska, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- c. Ms. Gabrielle Ramirez, Clerical Assistant, Muhlenberg Junior High School, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- d. Ms. Natasha Perez, Health Services Technician, C.E. Cole Intermediate, completion of forty-five (45) day probation as of October 27, 2023 and recommended for permanent employment as of October 30, 2023.
- e. Ms. Melissa Singleton, Special Education Paraprofessional, C.E. Cole Intermediate, completion of forty-five (45) day probation as of October 30, 2023 and recommended for permanent employment as of October 31, 2023.
- f. Ms. Maria Cedeno, Paraprofessional, C.E. Cole Intermediate, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- g. Ms. Lori Biese, Health Services Technician, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- h. Ms. Alexis Stoudt, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- i. Ms. Olivia Gehris, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- j. Mr. Jeffrey Weyant, Cafeteria Worker, Muhlenberg High School, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- k. Ms. Felicia Kissinger, Cafeteria Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.

- l. Ms. Jael Rivera, Cafeteria Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 2, 2023 and recommended for permanent employment as of November 3, 2023.
- m. Ms. Joleen Borrell, Cafeteria Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 3, 2023 and recommended for permanent employment as of November 6, 2023.

#### **9. 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. 1015, Special Education Paraprofessional, Leave of Absence/FMLA, effective on or about October 11, 2023 through on or about November 13, 2023.
- b. Employee No. 3095, Custodian, Leave of Absence/FMLA, effective on or about November 10, 2023 through on or about January 9, 2024.
- c. Employee No. 1978, Custodian, Leave of Absence/FMLA, effective on or about September 11, 2023 through on or about December 1, 2023.
- d. Employee No. 1514, Special Education Paraprofessional, Intermittent FMLA, effective on or about September 13, 2023.
- e. Employee No. 3137, Teacher, Intermittent FMLA, effective on or about October 27, 2023.
- f. Employee No. 1311, Teacher, FMLA, effective on or about November 22, 2023 through on or about April 4, 2024.

#### **10. Co-Curricular Activities**

Resolved, that the Board of Education of the Muhlenberg School District approve the addition of the following club to Muhlenberg High School's co-curricular activities, as presented:

- a. Social Media Club

#### **Management**

##### **1. Adoption of Policy**

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

- a. Policy No. 827, Conflict of Interest

#### **Physical Plant and Transportation**

##### **1. Architect Fees for Phase One Capital Projects**

Resolved, that the Board of Education of the Muhlenberg School District approve the architect fees for Phase One Capital Projects, at a total cost of \$561,191.79 (funded through Capital Reserve Fund) 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>
General	Sept 2023	Sept 2023	Oct 2023 Ck#55387-55560 V#27827-27852	Sept 2023	Oct 2023
Cafeteria	Sept 2023	Sept 2023	Oct 2023 Ck# 8001-8038 V#3027-3034	Sept 2023	
Capital Reserve (Fund 32)	Oct 2023	Oct 2023	Oct 2023 Ck#964-968		
Activity	Sept 2023	Sept 2023			

## **Education**

### **1. 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 student:

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

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

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement with Richard J. Caron Foundation for the Caron Outpatient Treatment to provide Primary Group services, as presented.

### **3. Conference Requests**

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

- a. Dr. Jessica Heffner to attend the PAPSA Annual Conference in Altoona, PA on February 28, 2024 to March 1, 2024 at a cost not to exceed \$1,012.52 (funded through Human Resources).
- b. Ms. Amy Madeira to attend the Pete & C Conference in Hershey, PA on February 5, 2024 to February 6, 2024 at a cost not to exceed \$340.00 (funded through Title III).
- c. Ms. Jesse Todero to attend the NAEA Convention Board Meeting in Minneapolis, MN on November 10, 2023 to November 13, 2023 at no cost to the district.
- d. Ms. Nicole Huntbach to attend the PaTTAN Pennsylvania Fellowship Program in Harrisburg, PA on October 3, 2023 to October 4, 2023 at a cost not to exceed \$273.54 (funded through Special Education).
- e. Mr. Wayne Downs to attend the CEC Expo and Conference in San Antonio, TX on March 13, 2024 to March 16, 2024 at a cost not to exceed \$1,621 (funded through Special Education).

### **4. Acceptance of Gifts, Grants, Donations**

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

- a. Mr. Jerry Shuker, donation of a barber chair for the student haircut program at Muhlenberg Junior High School in the Muhlenberg School District.

### **5. 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.

### **Student Activities**

*There are no items.*

### **Minutes**

Review minutes of the Committee of the Whole Meeting of October 4, 2023 and October 11, 2023 and the Regular Board Meeting of October 11, 2023.

### **Old Business**

*There are no items.*

**New Business**

*There are no items.*

**Hearing of Visitors**

Presentation is limited to approximately two minutes per person. Should any citizen require more than the two minutes allocated, please contact the Superintendent prior to the meeting. He will coordinate such requests for the Board. Citizens addressing the Board should be aware that the meeting is being taped.

*There were none.*

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

Schedule 2023-2024

November	Mrs. Kristyna Eagle
December	Mr. J. Tony Lupia, Jr.
January	Mr. Otto W. Voit, III
February	Mr. Mark Nelson
March	Mr. Miguel Vasquez
April	Ms. Janet Howard
May	Mr. Richard E. Hoffmaster


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

November 8	6:30 PM	COW Meeting and Regular Board Meeting
November 13	6:30 PM	RMCTC Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

**Adjourn Meeting**

Moved by Mrs. Eagle and Mr. Nelson, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:01 PM.

Attest:

  
Cindy L. Mengle  
Secretary