

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
October 12, 2022  
Lecture Hall, Muhlenberg High School  
[www.muhsdk12.org](http://www.muhsdk12.org)

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**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, October 12, 2022 at 6:42 PM by Board President, Mr. Garrett E. Hyneman.

**Members Present**

President – Mr. Garrett E. Hyneman  
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**

Assistant Secretary – Ms. Janet Howard

**Administration Present**

Superintendent – Dr. Joseph E. Macharola  
Assistant Superintendent – Dr. Alan S. Futrick  
Business Manager- Shane M. Mathias, CPA  
Director of Physical Plant – Mr. Ken Patterson  
Director of Special Education – Dr. Shawn Rutt  
Supervisor of Special Education - Ms. Nicole Huntbach  
Director of Pupil Services - Mr. Michael Mish  
Licensed Behavior Specialist – Mr. Zachariah Milch  
Director of Technology – Mr. Daniel Houck  
Director of Food and Nutrition – Mr. Carey Kline  
Director of Human Resources - Dr. Jessica Heffner  
Data Administrator – Mr. Kevin Vanino  
Athletic Director – Dr. Tim Moyer  
High School Principal – Dr. Jeffery Ebert  
High School Assistant Principal - Mr. Frank Vecchio  
Junior High School Principal – Mr. Steve Baylor  
Junior High School Assistant Principal - Ms. Julianna Ciccarelli  
Junior High School Assistant Principal - Mr. Daniel Kramer  
C. E. Cole Intermediate Principal - Mr. Haniff Skeete  
C. E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca

Elementary Principal - Mr. Kyle Crater  
Elementary Assistant Principal - Ms. Ginny Hornberger  
Social Worker - Ms. Lauren Heydt  
Social Worker - Ms. Amanada Foulds  
Social Worker - Ms. Emily Carmichael  
Social Worker - Ms. Lilianna Moore

Visitors

Diane Benson  
Joyln Casper  
Tate DeWalt  
Brian Luse

**Educational Presentations**

Dr. Macharola spoke about

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - With the 22-23 school year underway, the custodial and maintenance staff have switched from the preparation of the new school year which took place this summer to maintain all that was accomplished during the summer in all of the buildings. Inside custodial crews continue to follow the same cleaning guidelines as were established prior to the students returning to the buildings and getting ready to support the winter sports teams. The outside grounds crew cleaned, weeded and mulched entrances to the school building and have also maintained all of the outside fields used for the fall sports programs. They continue to keep the grounds mowed and weeded as the cooler temperatures and weather conditions have started the fall grass growing season. The section of the sidewalk is replaced outside the Admin building and an additional walkway was added outside of the MEC gym. New carpet was installed in the HS guidance offices. All the trees and shrubbery beds along the 5th street highway were also weeded and freshly mulched in August. All the support services crews did a great job getting all the buildings ready for the start of the school year. They will continue to monitor the health and safety recommendations and guidelines being set forth from the Governor, federal and state health agencies, and PDE for this district.
- Muhlenberg School District Administration Office Working Space - Construction of the additional office spaces at the Blue Center approved at the May Board Meeting is substantially complete. Keystone Security finished the card access and Lauer Construction finished some small "punch list" items. All the furniture ordered in May has arrived and been installed. IWS, the district supplier, has a few damaged furniture pieces to repair or replace these next few

weeks. The additional furniture approved at the last board meeting is ordered and should arrive in the next six to eight weeks.

- Transition of old High School Weight Room into High School Wrestling Room - The maintenance crews are in the process of transitioning the old high school weight room into the new high school wrestling room. Weight training equipment will be sorted into what can be sold, donated, and what is broken needs to be disposed of. Dr. Moyer has submitted this list to the board for approval. Mats will be installed on the walls and the floor as part of the transition.
- Update Kutztown Road 15 mph sign Upgrade Project - Back in July work began in replacing the old 15 mph flashing signs on Kutztown Road with new overhead poles and signs, all of the underground work is complete. The contractor is waiting on the delivery of the new poles which are tentatively due to arrive at the end of November. When they arrive, the contractor will install and finish this safety upgrade to Kutztown Road in the district.

Questions/Comments/Concerns:

*Dr. Macharola discussed the new flashing lights. Dr. Macharola advised nine years ago, the lights on Bellevue Avenue were smack up against the school district and it took quite some time to move those lights down to give drivers time to slow down, some caution. He believes it has been six years he remembers asking for the new flashing lights. He explained it took six years and Mr. Patterson's predecessor and Mr. Patterson has been on top of his issue, because he has been asking them when they were going to get to it as safety is the District's central concern. Dr. Macharola advised it has taken a long time, this is not something new that the District has come about, however he is glad that this is happening.*

*Mr. Hoffmaster asked who the District needed to get permission through, PennDot or the townships. Mr. Patterson advised that this was a grant that the township and Mr. Patterson's predecessor worked together to put the grant together and PennDot approved that. Mr. Patterson explained that this project was supposed to start pre-pandemic, but the pandemic pushed it as it has a lot of other things.; however it is finally coming to fruition.*

*Mr. Hyneman talked about prior to COVID, he was in the elementary center every week and he just wanted to say what an immaculate building it was. When walking through the people who were maintaining it were doing a tremendous job.*

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

Policy 104, *Discrimination/ Title IX Sexual Harassment Affecting Staff*

Policy Policy 104 was revised to include the new Title IX Coordinators and updated information:

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent, Director of Pupil Services and Director of Human Resources as the district's Compliance Officer and Title IX Coordinators.

The Compliance Officer can be contacted at:

Address: 801 Bellevue Avenue, Reading, PA 19605  
Email: [futricka@muhlsdk12.net](mailto:futricka@muhlsdk12.net)  
Phone Number: 610-921-8000, ext. 1273

The Title IX Coordinators can be contacted at:

Address: 3630 Kutztown Road, Reading, PA 19605  
Email: [mishm@muhlsdk12.net](mailto:mishm@muhlsdk12.net)  
Phone Number: 610-921-8000, ext. 5531

Address: 801 Bellevue Avenue, Reading, PA 19605  
Email: [heffnerj@muhlsdk12.net](mailto:heffnerj@muhlsdk12.net)  
Phone Number: 610-921-8000, ext. 1240

#### Questions/Comments/Concerns:

*Mr. Voit questioned under the definitions where it says discrimination there is a word called genetic information; all the other words are words that everyone is used to hearing. Mr. Voit asked what genetic information meant. Dr. Macharola explained he would give the practitioner's answer and then he would ask Solicitor Boland to give his definition. He explained over the years what has happened with Title IX is that the federal government has broadened the definition with those pathways and those characteristics that humanity and human beings identify with and identify them as. They have encompassed what use to be sex, age, race, natural origin, color, transgender to add into those items also genetic variances in which someone may identify themselves with. He explained some of the information that is out there is not just a qualitative identifier, but it is also a biological identifier. Some of the information that is received is also physician-based and lawfully-based; others seem to be at their own discretion. Dr. Macharola explained that he knows the federal government has done is that they opened up the discrimination "umbrella" much more broader than what it was in the past. Therefore, from a practitioner's standpoint that is the answer to genetic information. Dr. Macharola asked for Mr. Boland's response.*

*Mr. Boland stated they are scooping in the old George Bush law where you can't discriminate for health insurance and other purposes based on genetic information; so it's getting swept into Title IX.*

*Mr. Voit reaffirmed the word genetic means genetic, so if something is going on and it doesn't fit into these categories, and it's not genetic then it's okay. This specifically requires a doctor. Mr. Boland agreed.*

**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.

*There were none.*

## **Board Business**

### **Personnel**

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

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

- a. Ms. Kayla Hoffmaster, Special Education Paraprofessional, Muhlenberg Junior High School, effective September 16, 2022.
- b. Ms. Gabrielle Ramirez, Special Education Paraprofessional, Muhlenberg Junior High School, effective October 11, 2022.
- c. Ms. Kasey Sanders, Special Education Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- d. Ms. Elena Muller, Cafeteria Assistant, Muhlenberg Elementary Center, effective September 23, 2022.
- e. Ms. Paige McGrogan, Special Education Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- f. Ms. Essence Figueroa, Cafeteria Worker, Muhlenberg High School, effective October 28, 2022.
- g. Ms. Madison Pyott, Special Education Paraprofessional, Muhlenberg High School, effective date changed to September 22, 2022.

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

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

- a. Ms. Jennifer Doyle, Assistant Principal (L. Morris), Muhlenberg Junior High School, effective date to be determined, at a salary of \$83,600, prorated for days worked.

### **3. Professional Appointments**

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

- a. Mrs. Michelle Moyer, Special Education Teacher (L. Rhein), C. E. Cole Intermediate, pending release from current employer, at a salary of \$51,017 (B, 14 Steps from the Top), prorated for days worked.
- b. Ms. Brittany Parker, Math Teacher (M. Allen), Muhlenberg Junior High School, effective October 13, 2022, at a salary of \$52,395 (B + 24, 17 Steps from the Top), prorated for days worked.
- c. Ms. Alyssa Kline, Long-Term Substitute (newly created), Muhlenberg Junior High School, effective October 3, 2022, at a salary of \$44,982 (B, 18 Steps from the Top), prorated for days worked.
- d. Ms. Jessica Dynda, English Teacher (J. Doyle), Muhlenberg Junior High School, effective October 27, 2022, at a salary of \$89,879 (M + 30, 3 Steps from the Top), prorated for days worked.

### **4. Classified Appointments**

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

- a. Mr. Matthew Watson, District Maintenance/Utility (N. Gehringer), Physical Plant, effective October 10, 2022, at a salary of \$45,159.65, prorated for days worked.
- b. Ms. Nini Garay, Paraprofessional (J. Beltran del Rio), C.E. Cole Intermediate, effective October 3, 2022, at a pay rate of \$15.17 per hour.
- c. Ms. Luisa De La Cruz Benjamin, Paraprofessional (E. Brumbach), Muhlenberg Elementary Center, effective October 11, 2022, at a pay rate of \$15.17 per hour.
- d. Ms. Kim Eschleman, Paraprofessional (M. Pyott), Muhlenberg High School, effective October 5, 2022, at a pay rate of \$15.17 per hour.
- e. Ms. Joann Brezna, Paraprofessional (K. Hoffmaster), Muhlenberg Junior High School, effective October 3, 2022, at a pay rate of \$15.17 per hour.
- f. Ms. Erica Brumbach, Class A Secretary (A. Wolf), Physical Plant and Transportation, effective October 3, 2022, at a salary of \$50,292, prorated for days worked.
- g. Ms. Denisse Jaquez, Class A Secretary (newly created), Muhlenberg Junior High School, effective October 20, 2022, at a salary of \$40,233.60, prorated for days worked.
- h. Ms. Christina Weil, 4.5 Hour Cafeteria Worker (I. Svetacheva-Knorr), C.E. Cole Intermediate, effective October 13, 2022, at a pay rate of \$15.43 per hour.
- i. Ms. Teresa Crumbliss, 3.5 Hour Cafeteria Assistant (E. Muller), Muhlenberg High School, effective October 13, 2022, at a pay rate of \$12.97 per hour.

## **5. Co-Curricular Appointments**

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

- a. Ms. Dawn Weaver, Varsity Girls Volleyball Volunteer Assistant Coach, effective August 31, 2022.
- b. Ms. Makenze Sassaman, Varsity Girls Field Hockey Volunteer Assistant Coach, effective August 31, 2022.

## **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 2022-2023 school year:

- a. Ms. Jill McIntyre, mentor for Ms. Kaili Brinker, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- b. Ms. Michelle Chavoya, mentor for Ms. Jessica Clements, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- c. Ms. Jessica Siegfried, mentor for Ms. Jessica Gajewski, School Counselor, Muhlenberg Elementary Center, for sixty (60) hours.
- d. Mr. Christopher Geddio, mentor for Ms. Kayla LaFaver, Elementary Teacher, Muhlenberg Elementary Center, for thirty (30) hours.
- e. Ms. Julia Purcell, mentor for Ms. Maria Masiado, Speech and Language Pathologist, Muhlenberg Elementary Center, for sixty (60) hours.
- f. Ms. Sarah Kopetsky, mentor for Ms. Elizabeth McCarty, Elementary Teacher, Muhlenberg Elementary Center, for ten (10) hours.
- g. Ms. Cynthia Meyers, mentor for Ms. Laura Musser, Long-term Substitute, Muhlenberg Elementary Center, for sixty (60) hours.
- h. Ms. Samantha Kopp, mentor for Ms. Stephanie Milch, ELL Teacher, Muhlenberg Elementary Center, for ten (10) hours.
- i. Mr. Tyler Adam, mentor for Mr. George Dunda, Long-term Substitute, Muhlenberg High School, for sixty (60) hours.
- j. Mr. Joseph Houck, mentor for Mr. Nicholas Sager, Phys. Ed/Wellness Teacher, Muhlenberg Junior High School, for sixty (60) hours.
- k. Ms. Lyn Lapp, mentor for Ms. Jessica Conley, Special Education Teacher, C.E. Cole Intermediate, for sixty (60) hours.
- l. Ms. Angela Haas, mentor for Ms. Samantha Sites, Long-term Substitute Teacher, C.E. Cole Intermediate, for sixty (60) hours.
- m. Ms. Alison Wallace, mentor for Ms. Laura Stewart, Long-term Substitute Teacher, C.E. Cole Intermediate, for sixty (60) hours.
- n. Mr. Donald Heinz, mentor for Ms. Makenzie Kistler, ELL Teacher, Muhlenberg Junior High School, for sixty (60) hours.
- o. Ms. Jennifer Pacharis, mentor for Mr. Michael Leister, English Teacher, Muhlenberg Junior High School, for sixty (60) hours.
- p. Ms. Amy Keller, mentor for Ms. Brittany Parker, Math Teacher, Muhlenberg Junior High School, for sixty (60) hours.

**7. 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. Ms. Lori Hain, Custodian, Leave of Absence/FMLA, effective on or about September 13, 2022 through on or about October 26, 2022.
- b. Ms. Brenda Torres, Cafeteria Worker, Leave of Absence, effective August 29, 2022 through October 5, 2022.

**8. Professional Salary Adjustments for the 2022-2023 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Salary Adjustments for the 2022-2023 school year as presented.

**9. Sports Event Monitors for the 2022-2023 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sports Event Monitors for the 2022-2023 School Year at the pay rate of \$15.00 per hour:

- a. Mr. Joshua Messner
- b. Mr. Gary Pumphrey
- c. Ms. Jessica Sandoval
- d. Mr. Matthew Sola
- e. Mr. Theodore Werkheiser

**10. Grade Level Leaders for the 2022-2023 School Years**

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of Grade Level Leaders for the 2022-2023 school year as presented.

**11. Department Chairpersons for the 2022-2023 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of Department Chairpersons for the 2022-2023 school year as presented.

**12. Aquatics Personnel for the 2022-2023 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following aquatics personnel for the 2022-2023 school year as presented.

**13. 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 and Muhlenberg Junior High School's co-curricular activities, as presented.



## **Management**

### **1. Adoption of Policies**

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

#### 200 Pupils

Policy No. 236.1, Threat Assessment

#### 800 Operations

Policy No. 805, Emergency Preparedness and Response

Policy No. 808, Food Services

## **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:

<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	Aug 2022	Aug 2022	Sept 2022 Ck#52869-53074 V#27440-27496	Aug 2022	
Cafeteria	Aug 2022	Aug 2022	Sept 2022 Ck#7564-7605 V#2967-2975	Aug 2022	
Capital Reserve (Fund 32)	Sept 2022	Sept 2022	Ck#924-930		
Capital Projects Fund (Fund 39)	Sept 2022	Sept 2022			
Activity	Aug 2022	Aug 2022			

## **2. Student Activity Accounts**

Resolved, that the Board of Education of the Muhlenberg School District authorize closing the student activity account for the "Class of 2022" and transferring the remaining balance to the "Class of 2023," "Class of 2024," "Class of 2025," accounts; and creating a new "Class of 2025" activity account.

## **3. 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 & Desktops – These items are broken or have reached end-of-life and have no usable value. (Exhibit – Oct22 Recycle.xlsx)
- b. Weight Room Equipment - These items will no longer be utilized in either weight room currently located at Muhlenberg High School and Muhlenberg Junior High School. Items that have not been sold, will be donated to non-profit agencies for community use.

### Questions/Comments/Concerns:

*Mr. Lupia questioned whether the District was going to get rid of the weight room equipment or if anything was going to be sold or offered to the public. Dr. Macharola responded that the items that will not be sold will be donated to non-profit agencies for community use.*

## **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 students:

- a. Student "A", Muhlenberg High School
- b. Student "B", Muhlenberg Junior High School
- c. Student "C", Muhlenberg High School

### **2. 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. The Restaurant Store, donation of numerous variety of food products for Family and Consumer Science classes at Muhlenberg Junior High School.
- b. Weis Markets, donation of \$400 as part of their Weis4School program to be utilized for events and items that benefit students at Muhlenberg Elementary Center.

**3. Berks County Intermediate Unit Special Education Agreement and Schedule "A" Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the Special Education Agreement and Schedule "A" Agreement with the Berks County Intermediate Unit to provide special education services as presented.

**4. Conference Request**

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

- a. Dr. Jessica Heffner, to attend the PASPA Conference in Lancaster, PA on February 22, 2023 through February 24, 2023 at a cost not to exceed \$732.81 (funded through the Human Resources budget).

**8. 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 2022-2023 School Year as listed.

**Student Activities**

*There are no items*

**Minutes**

Review minutes of the Committee of the Whole Meeting of September 14, 2022 and the Regular Board Meeting of September 14, 2022.

**Old Business**

*Mr. Nelson discussed now not being a great time for it, but the District should try and get Scott Kramer, the financial person to come in and at least start talking about financing the building project. The answer might be forget about it for another year unfortunately, however he wants to start with that before starting to debate options and*

*what to do for the actual execution of it and figure out how best to pay for it as least painfully. Dr. Macharola advised Mr. Nelson that Mr. Kramer has already reached out.*

*Mr. Hyneman agreed with Mr. Nelson on figuring out what the District can afford and approaching the project effectively.*

*Mr. Nelson explained that the District has debt coming off the books, however what's coming off is not going to cover the building expense. He'd like to figure out the best way to do this.*

*Mr. Hyneman talked about being on the Board and living in Muhlenberg Township for 67 years. He believes this Board has been pretty prudent with its finances and he thinks the District has to continue that, but the District also has to provide what the District needs and at this point there can't be any question that the District is overcrowded everywhere.*

*Mr. Nelson advised that being part of the decision and talking about expanding Cole several years ago and kinda though then wasn't the right time, however looking back on it was probably the right time.*

#### **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 2022-2023**

October	Mr. Garret Hyneman
November	Mrs. Krystina 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

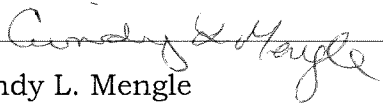
**Review of Board Meetings and Calendar of Events**

October 10	6:30 PM	RMCTC Board Meeting
October 12	7:00 PM	COW Meeting & Regular Board Meeting
November 2	7:00 PM	COW Meeting
November 9	7:00 PM	Regular Board Meeting
November 14	6:30 PM	RMCTC Board Meeting
December 5	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

**Adjourn Meeting**

Moved by Mr. Hoffmaster and Mrs. Eagle, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:03 PM.

Attest:

  
Cindy L. Mengle  
Secretary