

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
September 10, 2025
Lecture Hall, Muhlenberg High School
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, September 10, 2025 at 6:42 PM by Board President, Mr. Garrett Hyneman.

There was a brief executive session held prior to the meeting regarding personnel.

Members Present

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

Members Absent

Member – Mr. Andrew L. Eaton, Sr.

Administration Present

Assistant Superintendent - Dr. Alan S. Futrick
Business Manager - Mr. Shane M. Mathias, CPA
Director of Physical Plant – Mr. Ken Patterson
Supervisor of Special Education - Ms. Jaclyn Bellanca
Supervisor of Special Education - Ms. Lori Morris
Supervisor of Related Services - Mr. Byron Grosselfinger
Licensed Behavior Specialist - Ms. Courtney Knittle
Director of Technology & Communications - Dr. Juliana Ciccarelli
Director of Curriculum & Instruction K-6 - Dr. Cathy Shappell
Director of Human Resources - Dr. Jessica Heffner
Supervisor of Alternative Education & Transportation - Mr. Steve Baylor
Athletic Director - Dr. Timothy Moyer
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Mr. Aaron Kopetsky
High School Assistant Principal - Ms. Cristina Lillis
High School Assistant Principal - Ms. Nicole McGowan
Junior High Assistant Principal - Dr. Joseph Scoboria
Junior High Assistant Principal - Ms. Michele Weaver
C.E. Cole Intermediate Assistant Principal - Dr. Tara Nelson

C.E. Cole Intermediate Assistant Principal - Mr. William Dramby
Elementary Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Mr. Daniel Kramer
Social Worker - Ms. Lauren Heydt
Social Worker - Ms. Emily Carmichael
Social Worker - Liliana Cuesta

Visitors

Susan Roeckle	Gabriele Ulmer
Linda Roebuck	Diane Benson
Francis Ranaudo	Emilia Ferreira
Madison Hess	Daniel Fair
Robi Kramer	Kristin Perez
Gangi Cucciuffo	Lacie Cucciuffo
Bella Cucciuffo	Alicia Witmoyer
Gary Witmoyer	Lucas Withmoyer
Janet Hess	Sharon Melone-Orme

Educational Presentations

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson spoke addressed:

- Maintenance and Custodial Staff update
- Multi-Purpose Turf Field Update
- 3 Small Group Instruction Rooms at MEC
- New 5/6 Building Update

Questions/Comments/Concerns:

Mr. Voit asked if the district is on time and on budget in regards to building projects. Mr. Paterson advised there will be some change orders for the multiple-purpose field when finishing the sanitary line. Mrs. Menegle commented that she has concerns regarding the lights when kids are leaving practices and games and they are in the dark being a safety hazard and liability. Mrs. Mengle was not sure of the location. Mr. Haas advised it was the whole 6th avenue drive and behind the Blue Center and advised the kids are using cell phone flashlights and jumping over fences. Dr. Futrick assured the district does use the lifts and are replacing lights. Mr. Patterson advised it will be taken care of. Mr. Haas also wanted to discuss the multi-purpose field and the possibility of putting in a bathroom, not using a "job johnny" as a bathroom. Dr. Futrick discussed putting in a complex with an appropriate sized bathroom would be well over a million dollars and if the board would like to move ahead with this the district can certainly work with the architects and come up with a couple renditions.

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 comments 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.

Francis Ranaudo -resident

Incident that occurred at the high school boys soccer game.

Board Business

Personnel

1. Professional Appointments

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

- a. Ms. Jaclyn Barbera, Long-Term Substitute (G. Zukowski), Muhlenberg Elementary Center, effective the first contractual day of the 2025-2026 school year through on or about November 11, 2025, at a salary of \$54,970 (B, 16 Steps from the Top), prorated for days worked.
- b. Ms. Meghan Cook, Special Education Teacher (K. Finley), Muhlenberg Junior High School, effective August 26, 2025, at a salary of \$54,970, (B, 16 Steps from the Top), prorated for days worked, given 3.5 years to attain and secure PDE Certification in Special Education.
- c. Ms. Heather Clark, Special Education Teacher (L. Schaeffer), Muhlenberg High School, pending release from current employer, at a salary of \$78,990 (M, 7 Steps from the Top), prorated for days worked.
- d. Ms. Gwen Hill, Long-Term Substitute Teacher (A. Hirneisen), Muhlenberg Elementary Center, effective September 2, 2025 through on or about January 2, 2026, at a salary of \$54,970 (B, 16 Steps from the Top), prorated for days worked.
- e. Mr. Andrew Stoudt, Elementary Teacher (M. McCammitt), C.E. Cole Intermediate, effective the first contractual day of the 2025-2026 school year, at a salary of \$60,228 (adjustment to B + 9, 14 Steps from the Top), given 3.5 years to attain and secure PDE Certification in K-6.

2. Classified Appointments

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

- a. Ms. Alexis Stoudt, Special Education Paraprofessional (A. Shuman), Muhlenberg Elementary Center, effective the start of the 2025-2026 school year, at a pay rate of \$21.46 per hour.
- b. Ms. Jesse Smith, Special Education Paraprofessional (A. Vasquez), Muhlenberg Elementary Center, effective September 2, 2025, at a pay rate of \$21.46 per hour.
- c. Ms. Janah Jennings, Special Education Paraprofessional (N. Garay), C.E. Cole Intermediate, effective the start of the 2025-2026 school year, at a pay rate of \$21.46 per hour.
- d. Ms. Felicia Velez, Cafeteria Substitute, effective August 25, 2025, at a pay rate of \$14.00 per hour.
- e. Ms. Victoria Keiper, Special Education Paraprofessional (J. Brezna), C.E. Cole Intermediate, effective the start of the 2025-2026 school year, at a pay rate of \$21.46 per hour.
- f. Mr. Austin Chapman, Special Education Paraprofessional (L. Marrinucci), Muhlenberg High School, effective the start of the 2025-2026 school year, at a pay rate of \$21.46 per hour.
- g. Ms. Lori Hevalow, Special Education Paraprofessional (unfilled vacancy), Muhlenberg Elementary Center, effective September 2, 2025, at a pay rate of \$21.46 per hour.
- h. Ms. Aida Rodriguez, Special Education Paraprofessional (N. Gensemer), Muhlenberg Elementary Center, effective the start of the 2025-2026 school year, at a pay rate of \$21.46 per hour.
- i. Ms. Megan Gurung, Special Education Paraprofessional (unfilled vacancy), Muhlenberg Elementary Center, effective the start of the 2025-2026 school year, at a pay rate of \$21.46 per hour.
- j. Ms. Avery Simmon, Special Education Paraprofessional (A. Maldonado), Muhlenberg Junior High School, effective August 27, 2025, at a pay rate of \$21.46 per hour.
- k. Ms. Jillian Ayers, Special Education Paraprofessional (unfilled vacancy), Muhlenberg Elementary Center, effective August 28, 2025, at a pay rate of \$21.46 per hour.

3. Amend Appointment

Resolved, that the Board of Education of the Muhlenberg School District rescind the approval and hiring of Ms. Monica Marinkov as an elementary teacher for the 2025-2026 school year as originally approved on August 13, 2025.

4. Acceptance of Resignations

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

- a. Ms. Joann Brezna, Special Education Paraprofessional, Muhlenberg High School, effective July 28, 2025.
- b. Ms. Kerri Finley, Special Education Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.

- c. Ms. Lacey Black, Custodian, C.E. Cole Intermediate, effective August 20, 2025.
- d. Ms. Sandra Merkel, Second Shift Custodian, Muhlenberg Elementary Center, effective August 20, 2025.
- e. Ms. Brenda Lochman, Cafeteria Worker, Muhlenberg High School, effective August 18, 2025.
- f. Ms. Jillian Ayers, Special Education Teacher, Muhlenberg Elementary Center, effective August 27, 2025.
- g. Mr. Jason Seyler, Technology Support Specialist, Blue Center, effective September 19, 2025.
- h. Ms. Kathrynne Thomas, Special Education Paraprofessional, Muhlenberg Elementary Center, effective August 1, 2025.
- i. Ms. Katie Fry, Special Education Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.

5. 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 2025-2026 school year:

- a. Ms. Kaley Quillman, mentor for Ms. Amanda Stevens, Elementary Teacher, for twenty-nine (29) hours.
- b. Ms. Meredith Feather, mentor for Ms. Erin Gazzillo, Elementary Teacher, for twenty-nine (29) hours.
- c. Ms. Tara Clemens, mentor for Ms. Meghan Cook, Special Education Teacher, for sixty (60) hours.
- d. Ms. Alisha Neiman, mentor for Ms. Jaclyn Barbera, Long-Term Substitute Teacher, for fifteen (15) hours.
- e. Ms. Michelle Heckman, mentor for Ms. Gwen Hill, Long-Term Substitute Teacher, for fifteen (15) hours.
- f. Ms. Tori Galluccio, mentor for Ms. Heather Clark, Special Education Teacher, for thirty (30) hours.

6. Completion of Probation

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

- a. Ms. Stephanie Murphy, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of August 26, 2025 and recommended for permanent employment as of August 27, 2025.

7. Grade Level Leaders for the 2025-2026 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of Grade Level Leaders for the 2025-2026 school year as presented.

8. Department Chairpersons for the 2025-2026 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of Department Chairpersons for the 2025-2026 school year as presented.

9. Administrative (MAA I and MAA II) Salary Increases and Adjustments for the 2025-2026 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg Administrators Association (MAAI and MAII) salary increases and adjustments for the 2025-2026 school year.

10. Co-Curricular Appointments

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

- a. Ms. Erica D'Oleo, Fall Sports Co-Manager, effective August 22, 2025, at a salary of \$2,900 (year 1).
- b. Ms. Victoria Keiper, Muhlenberg High School Field Hockey Volunteer Assistant Coach, effective August 22, 2025.
- c. Mr. Joseph Baisch, Muhlenberg High School Girls Soccer Volunteer Assistant Coach, effective August 22, 2025.
- d. Ms. Tiffany Damiani, Muhlenberg High School Girls Soccer Volunteer Assistant Coach, effective August 22, 2025

11. MESPA Mentor Stipend

Resolved, that the Board of Education of the Muhlenberg School District in accordance with the MESPA Collective Bargaining Agreement, Article XVI, Wages, Section 8, approve a mentor stipend to the following support staff who assisted in the induction of a new employee into the school district and new employee remains employed for one (1) continuous year after hire date, at a stipend of \$500.00:

- a. Ms. Tara Stieffel, mentor for Ms. Melissa Zavala, Cafeteria Worker, Muhlenberg Elementary Center

12. Co-Curricular Assignments

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

13. Summer Hours for Professional Staff

Resolved, that the Board of Education of the Muhlenberg School District approve the following employees for summer hours:

- a. Ms. Stacy Wiza, fourteen (14) hours for classroom tech inventory and servicing at a professional rate of \$30.00 per hour.
- b. Ms. Samanatha Armstrong, fifteen (15) hours for classroom tech inventory and servicing at a professional rate of \$30.00 per hour.

14. Appointment of Assistant Superintendent

WHEREAS, the Muhlenberg School District wishes to hire an Assistant Superintendent of Schools in advance of the vacancy to occur in that office on December 31, 2025.

WHEREAS, Gangi Cucciuffo, Ed.D. ("Dr. Cucciuffo"), has fully demonstrated that he possesses all of the qualifications necessary and appropriate for the Office of Assistant Superintendent of Schools of the Muhlenberg School District; and

WHEREAS, Board of Directors of the Muhlenberg School District desires to appoint Dr. Cucciuffo as an Assistant Superintendent of Schools of the Muhlenberg School District by electing and/or approving him to serve a term of five (5) years commencing on November 10, 2025 and ending on November 9, 2030.

NOW, THEREFORE, BE IT RESOLVED, that the Board of School Directors of Muhlenberg School District hereby elects and appoints Dr. Cucciuffo to serve as an Assistant Superintendent of Schools of the Muhlenberg School District for a term of five (5) years commencing on November 10, 2025 and ending on November 9, 2030 in accordance with Article X of the Pennsylvania School Code, 24 P.S. § 101-1 et seq. and pursuant to the terms of the Employment Agreement between the School District and Dr. Cucciuffo as set forth in Exhibit "A", which exhibit shall be made a part of the minutes of the proceedings of the Board of School Directors of the Muhlenberg School District at its meeting of September 10, 2025.

DULY RESOLVED, this 10th day of September, 2025, by the Board of School Directors of the Muhlenberg School District, Berks County, Pennsylvania, in lawful session duly assembled.

Questions/Comments/Concerns

Dr. Futrick took a moment to introduce Dr. Cucciuffo and a brief bio.

Management

1. Election of PSBA Officers

WHEREAS, instead of individuals voting during the PASA-PSBA School Leadership Conference in October, each school entity will have one vote for each officer and at-large representative position;

WHEREAS, this will require boards of the various school entities to come to a consensus on each candidate and cast their vote electronically during the open voting period (August 20, 2025 through October 15, 2025). The voting will be done through a secure, third-party, web-based voting site that will require a login password;

WHEREAS, one person from each member school entity will be authorized as the official person to cast the vote on behalf of his or her school entity. In the case of school districts, it will be the Board secretary who will cast votes on behalf of the school board as follows:

President Elect - One Year Term

Ms. Holly Arnold, Tunkhannock Area School District

Vice President - One Year Term

Mr. Matt Vannoy, Sharon City School District

Section E-3 Advisor - Two Year Term

Mr. Andrew Kline, Oley Valley School District

Trust Trustees (term ends Dec. 31, 2028)

Choose up to two candidates for a 3-year term

Ms. Kathy K. Swope

Ms. Roberta M. Marcus

School Board Secretaries Forum Steering Committee (term ends Dec. 31, 2027)

Choose up to three individuals for a 2-year term

Ms. Christina DeAngelis

Ms. Tricia Cousino

Ms. Jamie Zimeofsky

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. Church of Latter Day Saints, use of the Muhlenberg High School auditorium on Sunday, November 2, 2025 to hold a regional organizational meeting.

Budget and Finance

1. Approval of Financial Reports

Resolved, that the Board of Education of the Muhlenberg School District approve the following financial reports and that they become part of the permanent record of the meeting:

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Jul 2025	Jul 2025	Aug 2025 Ck#59090-59252 V#28391-28422	Jul 2025	
Cafeteria	Jul 2025	Jul 2025	Aug 2025 Ck#8696-8719 V#3184-3188	Jul 2025	
Capital Reserve (Fund 32)	Aug 2025	Aug 2025			
Capital Reserve (Fund 39)	Aug 2025	Aug 2025	Aug 2025 Ck#1076-1081		
Activity	Jul 2025	Jul 2025			

Education

1. 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. Brenntag Northeast LLC, donation of general school supplies for students and teachers of Muhlenberg School District.

2. Student Tuition Agreement for the 2025-2026 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the following student tuition agreement for the 2025-2026 school year as presented:

- a. Student No. 34901, Royer-Greaves

3. Settlement Agreement and Release

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

- a. Student No. 32713

4. Schoolwide Title I/A-TSI School Plans for the 2025-2026 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg Elementary Center and C.E. Cole Intermediate Schoolwide Title I School Plans, for the 2025-2026 school year, as presented.

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 2025-2026 School Year as listed.

6. 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

7. Richard J. Caron Foundation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with the Richard J. Caron Foundation to provide services for the district's Student Assistance Program at the rate of five (5) days per week for a total cost of \$128,048, effective July 1, 2025 through June 30, 2026 as presented.

Minutes

Review minutes of the Committee of the Whole Meeting of August 13, 2025 and the Regular Board Meeting of August 13, 2025.

Old Business

There was none.

New Business

1. Memoriam of Mr. Barry L. Wentzel

Resolved, that we remember the passing of Mr. Barry L. Wentzel who served in the Muhlenberg School District for fourteen (14) years (2005-2019) as a custodian. 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 2025-2026

September	Ms. Janet Howard
October	Mr. Otto W. Voit, III
November	Mrs. Kristyna Eagle
December	Mr. Miguel Vasquez
January	Mrs. Cindy L. Mengle
February	Mr. S. Wayne Hardy
March	Mr. Garrett Hyneman
April	Mr. Andrew L. Eaton, Sr.
May	Mr. Ronald J. Haas, Sr.

Review of Board Meetings and Calendar of Events

September 8	6:30 PM	RMCTC Board Meeting
September 10	6:30 PM	COW & Regular Board Meeting
October 1	7:00 PM	COW Meeting

October 8	7:00 PM	Regular Board Meeting
October 13	6:30 PM	RMCTC Board Meeting
November 5	7:00 PM	COW Meeting
November 10	6:30 PM	RMCTC Board Meeting
November 12	7:00 PM	Regular Board Meeting
December 3	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

Adjourn Meeting

Moved by Mrs. Eagle and Mr. Vasquez that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 6:57 PM.

Attest:


Cindy L. Mengle
Secretary