

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
August 14, 2024  
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, August 14, 2024 at 6:50 PM by Board President, Mr. Garrett E. Hyneman.

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

**Members Present**

President – Mr. Garrett E. Hyneman  
Vice President – Mrs. Kristyna Eagle  
Treasurer - Mr. Miguel Vasquez  
Secretary – Mrs. Cindy L. Mingle  
Assistant Secretary – Ms. Janet Howard  
Member – Mr. Andrew L. Eaton, Sr.  
Member – Mr. Ronald J. Haas, Sr.  
Member – Mr. S. Wayne Hardy  
Member – Mr. Otto W. Voit, III  
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 - Mr. Shane M. Mathias, CPA  
Director of Physical Plant – Mr. Ken Patterson  
Director of Special Education - Ms. Nicole Huntbach  
Supervisor of Special Education - Mr. Byron Grosslefinger  
Supervisor of Special Education - Dr. Jason Miller  
Licensed Behavior Specialist - Ms. Courtney Knittle  
Director of Technology - Dr. Juliana Ciccarelli  
Director of Federal Programs - Dr. Cathy Shappell  
Director of Food Services - Mr. Carey Kline  
Director of Human Resources - Dr. Jessica Heffner  
Director of Pupil Services - Mr. Michael Mish  
Director of Curriculum & Instruction K-12 - Mr. Kyle Crater  
Principal on Assignment - Mr. Steve Baylor  
Athletic Director - Dr. Timothy Moyer  
High School Principal - Mr. Haniff Skeete  
High School Assistant Principal - Ms. Lori Morris  
High School Assistant Principal - Mr. Aaron Kopetsky  
Junior High School Principal - Mr. Christopher Becker

Junior High Assistant Principal - Mr. Joshua Rankin  
C.E. Cole Intermediate Principal - Dr. Janet Heilman  
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca  
C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria  
Elementary Principal - Ms. Ginny Hornberger  
Elementary Assistant Principal - Mr. Daniel Kramer  
Social Worker - Ms. Amanda Foulds  
Social Worker - Ms. Emily Carmichael  
Social Worker - Ms. Liliana Moore

### **Visitors**

Ms. Linda Roebuck	Melissa Carroll
Diane Benson	Sarah Kiebach
Cristina Lillis	Nicole McGowan

### **Educational Presentations**

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - Both the inside and outside custodial crews continue to get the school grounds and buildings ready for the 24-25 school year. Inside maintenance techs continue to make sure the building systems and mechanicals are ready for full occupancy. They also have run a bunch of electric and data lines at the high school and C.E. Cole to accommodate room changes made in these buildings. Inside custodians continue to get all of the classrooms and common spaces summer cleaned, disinfected and sanitized to start the school year. The outside crews continue to maintain the grounds and get the district's building entrances cleaned and mulched for opening day. They have also kept the athletic fields ready for daily use this summer from the various off season programs and Summer Style and continue to keep all of the district's fields prepped for fall sports' practices and games. All of the crews did a great job keeping the high school maintained for the Summer Style program and the Berks County Administrator's Conference on August 1st.
- Modular Addition Update - The additional modular unit for the fourth grade has been installed. Final inspection is being conducted this Friday by Muhlenberg Township so the district can receive an emergency permit for the start of this school year.
- Phase One Stadium Turf Project Update - As everyone is aware, on May 30th phase one of the turf installation on the football stadium field officially got underway. To this point, they are scheduled to have the entire field covered with turf by the end of today. Substantial completion is scheduled for August 23rd.

- Change Orders for Turf Field and Multi-Purpose Field - Before the board tonight are several items for the board's consideration. This first item is the change orders for both the current stadium turf field and the multi-purpose field by the district's GeoTechnical firm in order to prevent the possibility of future sinkholes in the field. The multi-purpose change order is to relocate the fiber line that runs across the softball and practice football field as it must be done before construction begins later on this fall for the multi-purpose field.
- Kencor Elevator Service Agreement - This agreement is for the service for the elevators in C.E. Cole and junior high. The previous agreement with Schindler Elevator expired this past June 30th and through an RFP process Kencor was chosen as the vendor.
- Sealcoating Capital Reserve Project - Sealcoating and restriping of the high school and back C.E. Cole parking lots, this is a capital reserve request and a preventative for that asphalt.
- Replacement of the High School Digital Sign - The replacement of the high school digital sign along 5th Street Highway, this sign has an entire panel that is out and they no longer make parts for this style of sign. The sign itself is obsolete and this is also a capital reserve fund request.

#### Questions/Comments/Concerns

*Mr. Voit stated he would recommend that if there are any change orders to be discussed, that the architect be present as Mr. Patterson should not take the brunt of what is going on, the architects need to answer for change orders. Mr. Voit asked Mr. Patterson to describe the change orders and the reason for them. Mr. Patterson explained the change order for the turf football stadium field, everyone knew along with the contractor that they were going to hit rock. Mr. Patterson advised what was unexpected was the type of rock, it ended up being a huge limestone bed. He spoke about what a limestone bed will do, it will make sinkholes. Mr. Patterson explained the architects had to redesign the stormwater plan and this redesign had them putting a liner in so that the water does not permeate straight into the ground but it runs off to the sides and is taken away. He advised this is to prevent sinkholes in the future; again this was a recommendation and he felt and everyone felt it was not worth the risk of a sinkhole and having to dig up five or six years later and pour concrete in a hole or having to redesign it then. Mr. Patterson stated it was the right thing to do. Mr. Patterson explained the multi-purpose change order there is a fiber optic line which is all of the district's internet service which runs straight across the softball field and the practice football field. He advised they tried to bid this separately from the multi-purpose field, however there were no bidders. He talked about going back to adding this on to the contract of the multi-purpose field and there were two companies quoted on this change; Pagoda came in as the lowest bid for that change.*

*Mr Eaton questioned what the district is requiring with damaging of the field itself to pull up these lines. Mr. Patterson explained they are not pulling up lines, they are re-routing*

*them. Mr. Patterson explained that the lines, where they started digging behind C.E. Cole, are running across the JV baseball field and right along the path that connects the bus loop and C.E. Cole parking lot. He explained they are going to run right along this path, cut across the path and then right along the sidewalk to intercept where the data lines are connected to the high school. Mr. Voit commented that he believes Mr. Patterson and the administration made the right call.*

*Mrs. Mengle questioned if there were electrical lines that run underneath where the field is going as well. Mr. Patterson responded that there are electrical lines and explained that since the district has to build it up a foot down there it will not have to interfere with the lines. He advised they will be doing some soft digging to make sure of the depth as the depth of the electrical lines are three feet and the depth of the fiber optic line is only 18 inches.*

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

Policy No. 146.1, *Trauma-Informed Approach*

Purpose

This policy was updated with the new legal citations addressing school safety and security training requirements for school employees. The language on reporting of school safety and security incidents was also updated based on the terminology changes from the School Code.

Policy No. 218, *Student Discipline*

Purpose

The language on incident reporting to law enforcement and PDE was updated to reflect the current School Code terminology. Legal citations to the new sections of the School Code were also added.

Policy No. 218.1, *Weapons*

Purpose

The policy language on incident reporting to law enforcement and PDE was updated to reflect the current School Code provisions. Legal citations to the new sections of School Code were also added.

Policy No. 218.2. *Terroristic Threats*

Purpose

The language addressing students with disabilities was moved into the Authority section of the policy, to align with other policies that include similar provisions. The

language and legal citations pertaining to incident reporting to law enforcement and PDE were also updated to reflect the current School Code provisions.

#### *Policy 801, Public Records*

##### Purpose

PSBA revised Policy 801. Public Records to clarify the district's responsibilities regarding responding to requests for records under the Right-to-Know Law (RTKL).

##### *Anonymous Requests -*

Recently, the Office of Open Records (OOR) issued an Alert regarding FOIA Buddy and RTKL requests. The Alert pointed to several cases providing Final Determinations regarding requests received from anonymous requesters. Of particular note, the *Anonymous" v. Downingtown Area School District* case resulted in an appeal being denied because the record request was sent from an email address that provided no evidence that the requester was an identified "person that is a legal resident of the United States..." The OOR found that the requester is anonymous and does not meet the definition of a "requester" under the RTKL. In the policy, the definition of "requester" was revised to more closely align with the statutory definition, which defines a requester as a person that is a legal resident of the United States who requests access to a record. The term "requester" includes an agency. School entities are not required to fulfill anonymous requests; an optional statement has been added to the policy to clearly articulate the school board's authority for the district to deny anonymous requests.

##### *Use of Designated Request Forms -*

The RTKL does not require the use of a specific form; however, all school entities are required to accept requests completed using the form issued by the OOR. In addition, the RTKL permits a school entity to locally develop their own request form. The RTKL requires the school entity to post the designated form(s) as follows:

1. At the school entity's administration office
2. On the school entity's website.

A statement was added to the policy to clarify that if the school entity is requiring the use of designated form(s) for records requests, the school entity needs to communicate such by including a notification along with the posted form(s) stating that the school entity may choose to deny a request for failure to submit the proper form.

##### *Notification to Third Parties -*

The order of the two paragraphs in this section have been switched to clarify that the notification requirement to a third party where a requested record contains a trade secret or confidential proprietary information will happen *prior to* the school entity producing any such record.

*Appeals Involving Third Parties -*

Record requests that are denied or deemed denied may be appealed to the state's OOR within fifteen (15) days. If the appeal involves a requested record of a third party which affects the legal or security interest of an employee; contains or constitutes proprietary, confidential or trademarked records of a third party; or are held by a third party contractor or vendor, the school entity is required to notify such parties of the appeal within seven (7) business days and advise them of their ability to participate. The Open Records Officer is also required to provide proof of such notice to the OOR within seven (7) business days of sending the third party notification. A new subsection was added to the policy to address appeals involving third parties.

*Policy 801 is mandated to comply with the Right-to-Know Law.*

*Policy No. 803, School Calendar*

Purpose

Act 56 of 2023 created a new section of the School Code, 24 P.S. 1-133, which addresses school instructional time and provides more flexibility for school entities to establish school calendars that provide a minimum of either 180 days of instruction to students or 450 hours of instruction for half-time pre-kindergarten and kindergarten students, 900 hours of instruction for full-time pre-kindergarten and kindergarten and elementary students (grades 1-6), and 990 hours of instruction for secondary students (grades 7-12). The policy guide was updated to provide options for the school board to direct what provisions the school calendar should normally include. The language was updated throughout the policy to reference both "instructional days" and "instructional hours." The sections addressing alteration of the school calendar in cases of emergency were also revised to reflect the current School Code provisions and address temporary provisions that may be established by the school board.

*Policy No. 805, Emergency Preparedness and Response*

Purpose

The policy language addressing law enforcement agencies was updated to reflect the current School Code terminology. The language addressing instructional time was updated to reflect both instructional days and hours, in accordance with the provisions of new School Code section 24 P.S. 1-133 under Act 56 of 2023, which is explained further under the section addressing Policy 803 revisions, below.

*Policy No. 805.1, Relations With Law Enforcement Agencies*

Purpose

The language and legal citations throughout this policy were updated to reflect the current School Code provisions addressing school safety and security incident reporting and coordination with law enforcement agencies. The section on Mem-

Memorandum of Understanding was updated to reflect the changes to the School Code and more closely align with those provisions of the law. The process for coordination between the Superintendent and law enforcement agency in reviewing the incident data prior to submission to PDE was also revised to reflect the current School Code requirements.

Policy No. 805.2, *School Security Personnel*

Purpose

The definition of "third-party vendor" was updated to reflect that these entities are now approved only by the PA Commission on Crime and Delinquency, and no longer approved by PDE's former Office for Safe Schools. The language addressing the training requirements for the School Safety and Security Coordinator under Act 55 of 2022 was updated to reflect that such training may also now be counted toward professional education credit, where applicable. Terminology related to incident reporting to law enforcement and PDE was updated in accordance with current School Code provisions.

An additional provision was added under the section on School Police Officers, stating that the school entity must provide a copy of the court's order approving and appointing a school police officer to the state's School Safety and Security Committee within thirty (30) days of the appointment, in accordance with School Code. Language was also added, based on School Code revisions, stating that the annual report regarding school police officers must be submitted to PDE, PCCD and the School Safety and Security Committee.

Policy No. 806, *Child Abuse*

Purpose

The policy language on incident reporting to law enforcement was updated to reflect the current School Code provisions. Legal citations to the new sections of School Code were also added.

*Policy 806 is a mandated policy.*

Policy No. 904, *Public Attendance at School Events*

Purpose

The policy language on incident reporting to law enforcement and PDE was updated to reflect the current School Code provisions. Legal citations to the new sections of School Code were also added. Policy 904 was also updated to remove language that specifically listed "Juul" products as an example of tobacco and vaping products, to align with policies 222, 323 and 707, which were included in last month's PNN. The attachment to the policy was also revised to align with the terminology changes in the policy.

Policy No. 909, *Municipal Government Relations*

Purpose

The terminology and legal citations related to coordination with law enforcement agencies and the development of the memorandum of understanding were updated to reflect current School Code provisions.

*Dr. Macharola spoke briefly about the anticipation of adding a cell phone policy, the mental health concerns and working with the solicitors on finding the appropriate policy.*

**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. Administrative Appointments**

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

- a. Mr. Byron Grosselfinger, Supervisor of Special Education (J. Heilman), Blue Center, pending release from current employer, at a salary of \$107,500, prorated for days worked.
- b. Ms. Julie Kehr, Assistant Principal (J. Ciccarelli), Muhlenberg Elementary Center, pending release from current employer, at a salary of \$103,500, prorated for days worked.
- c. Mr. William Dramby, Assistant Principal (J. Berger), C.E. Cole Intermediate, pending release from current employer, at a salary of \$100,110, prorated for days worked.
- d. Dr. Jason Miller, Supervisor of Special Education (L. Morris), Blue Center, effective July 24, 2024, at a salary of \$107,500, prorated for days worked.
- e. Ms. Courtney Knittle, Licensed/Certified Behavior Specialist (Z. Milch), Blue Center, effective August 19, 2024, at a salary of \$107,500, prorated for days worked.



Questions/Comments/Concerns:

*Dr. Macharola took some time to introduce the administrative appointments. Dr. Macharola also thanked Ms. Morris and Dr. Heilman for holding the line with the Special Education Department and doing double duty.*

**2. Professional Appointments**

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

- a. Dr. Lucinda Schaeffer, Special Education Teacher (newly created), Muhlenberg Elementary Center, effective first contractual day of the 2024-2025 school year, at a salary of \$94,404 (EdD/PhD, 4 Steps from the Top).
- b. Ms. Jenna Plump, Math Teacher (B. Parker), Muhlenberg Junior High School, effective first contractual day of the 2024-2025 school year, at a salary of \$68,480 (M, 12 Steps from the Top).
- c. Mr. Joseph Cathy, Chemistry Teacher (newly created), Muhlenberg High School, effective first contractual day of the 2024-2025 school year, at a salary of \$58,991 (B + 24, 16 Steps from the Top).
- d. Ms. Jessica Smith, English Teacher (L. Klawiter), Muhlenberg Junior High School, pending release from current employer, at a salary of \$97,608 (M + 24, Top), prorated for days worked.
- e. Mr. Colin Bliss, Math Teacher (M. Kanavins), Muhlenberg High School, effective first contractual day of the 2024-2025 school year, at a salary of \$52,970 (B, 16 Steps from the Top).
- f. Ms. Ashley Berkel, Special Education Teacher (K. Lenhart), C.E. Cole Intermediate, pending release from current employer, at a salary of \$73,449 (M + 30, 14 Steps from the Top), prorated for days worked.
- g. Ms. Stephany Roberto, School Counselor (newly created), Muhlenberg Elementary Center, effective first contractual day of the 2024-2025 school year, at a salary of \$88,191 (M + 24, 5 Steps from the Top).
- h. Mr. Kedric Yoder, Health and Physical Education Teacher (newly created), Muhlenberg Junior High School, effective first contractual day of the 2024-2025 school year, at a salary of \$58,228 (B + 9, 14 Steps from the Top).
- i. Ms. Samantha Sites, Elementary Teacher (E. Stone), Muhlenberg Elementary Center, effective first contractual day of the 2024-2025 school year, at a salary of \$60,058 (B + 18, 14 Steps from the Top).
- j. Ms. Bree Hines, Elementary Teacher (K. Halteman), Muhlenberg Elementary Center, pending verification of PA Certification, effective first contractual day of the 2024-2025 school year, at a salary of \$52,970 (B, 16 Steps from the Top).
- k. Ms. Meredith Heming, Social Studies Teacher (M. Weaver), Muhlenberg Junior High School, pending release from current employer, at a salary of \$89,948 (M + 9, 1 Step from the Top), prorated for days worked.

- l. Ms. Autumn Gilmore, Special Education Teacher (newly created Spec. Ed/AEDY), Muhlenberg High School, pending release from current employer, at a salary of \$91,710 (M + 9, Top), prorated for days worked.

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

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

- a. Ms. Eva Stone, Elementary Teacher, C.E. Cole Intermediate, effective June 5, 2024.
- b. Ms. Jennifer Doyle, Assistant Principal, Muhlenberg High School, effective August 19, 2024.
- c. Mr. Kevin Lenhart, Special Education Teacher, Muhlenberg Junior High School, effective June 20, 2024.
- d. Ms. Jessica Sandoval, Special Education Paraprofessional, C.E. Cole Intermediate, effective June 21, 2024.
- e. Mr. Zachariah Milch, Director of Clinical Services, Blue Center, effective August 1, 2024.
- f. Ms. Alyson Bates, Elementary Teacher, Muhlenberg Elementary Center, effective June 27, 2024.
- g. Ms. Laurie Adams, Elementary Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- h. Ms. Laura Klawiter, English Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- i. Ms. Lisa Hess, Special Education Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- j. Ms. Margarita Cosme, Special Education Paraprofessional, Muhlenberg Elementary Center, effective July 25, 2024.
- k. Ms. Jessica Dynda, English Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- l. Ms. Kylie Torrens, Elementary Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- m. Ms. Melissa Singleton, Special Education Paraprofessional, C.E. Cole Intermediate, effective August 12, 2024.

### **4. Classified Appointments**

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

- a. Ms. Jamie Shipe, Cafeteria Worker (L. Phillips) C.E. Cole Intermediate, effective the first contractual day of the 2024-2025 school year, at a pay rate of \$20.29 per hour.
- b. Ms. Lilyana Horning, Class A Secretary (J. Casper), Muhlenberg Elementary Center, effective August 1, 2024 at a salary of \$53,217, prorated for days worked.

- c. Ms. Charlita Andrews, Cafeteria Worker (D. Doelman) Muhlenberg Junior High School, effective the start of the 2024-2025 school year, at a pay rate of \$20.29 per hour.
- d. Ms. Melissa Zavala, Cafeteria Worker (B. Dutt) Muhlenberg Elementary Center, effective the start of the 2024-2025 school year, at a pay rate of \$20.29 per hour.
- e. Ms. Ana Rodriguez, Cafeteria Worker (J. Paolino) C.E. Cole Intermediate, effective the start of the 2024-2025 school year, at a pay rate of \$20.29 per hour.
- f. Mr. David Immendorf, Technology Support Specialist (R. Whitmoyer), Blue Center, effective August 5, 2024, at a salary of \$59,314, prorated for days worked.
- g. Mr. Alexander Medlar, Technology Support Specialist (newly created), Blue Center, effective August 5, 2024, at a salary of \$59,314, prorated for days worked.
- h. Mr. Elias Santiago, Special Education Paraprofessional (G. Johnson), Muhlenberg High School, effective the first contractual day of the 2024-2025 school year, at a pay rate of \$20.46 per hour.

**5. Co-Curricular Resignations**

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

- a. Mr. Steve Simons, MHS Boys Tennis Head Coach, effective June 14, 2024.
- b. Mr. Marc Wolfe, MHS Spring Musical Business Manager, effective July 31, 2024.
- c. Mr. Bradley Kunkle, MHS E-Sports Co-Advisor, effective August 6, 2024.

**6. Monitors for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve all employees to be assigned as Bus Monitors and Detention Monitors by the respective Building Principals and any full-time employee consenting to be a Sports Event Monitor throughout the 2024-2025 school year as follows:

- a. Bus Monitors - \$10.50 per hour
- b. Detention Monitors - \$10.50 per hour
- c. Sports Event Monitors - \$15.00 per hour

**7. BCIU Bus Drivers and Aides for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of bus drivers and aides for the 2024-2025 school year as contracted with the Berks County Intermediate Unit.

**8. Salaries for Professional Staff for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Staff Salaries for the 2024-2025 school year as in accordance with the Muhlenberg Education Association contract (effective July 1, 2024 through June 30, 2025) as presented.

**9. Administrative (MAA I and MAA II) Salary Increases and Adjustments for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg Administrators Association (MMAI and MAII) salary increases and adjustments for the 2024-2025 school year.

**10. Fall 2024 Coaching Assignments**

Resolved, that the Board of Education of the Muhlenberg School District approve the 2024-2025 fall coaching assignments as presented.

**11. Substitute Pay Rates**

Resolved, that the Board of Education of the Muhlenberg School District approve the following substitute pay rates for the 2024-2025 school year:

- a. Teachers (consecutive and non-consecutive days) - \$185 per day
- b. Retired Teacher - \$197 per day
- c. Cafeteria - \$14.00 per hour
- d. Paraprofessional - \$16.43 per hour
- e. Inside Custodian - \$14.00 per hour
- f. Outside Custodian - \$24.00 per hour
- g. Crossing Guard - \$19.00 per hour

**12. Health Services for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following health services for the district for the 2024-2025 school year:

- a. Concentra - pre-employment services - \$58.00 per exam; \$26.00 for tuberculosis test, effective January 1, 2025
- b. Dr. Keith Kiefer, school dentist - \$5.00 per exam

**13. Superintendent's Salary**

Resolved, that the Board of Education of Muhlenberg School District approve the Superintendent's salary increase for the 2024-2025 school year as presented.

**14. AFJROTC Instructor Salary/Stipend for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the AFJROTC instructor salary for the 2024-2025 school year (July 1, 2024 through June 30, 2025) in accordance with Minimum Instructor Pay per the United States Department of Defense and an additional annual stipend for services performed outside normal school hours for the following instructors:

- a. Maj. Matthew Campbell, USAF, Retired, salary of \$95,804.40; stipend \$7,500.
- b. MSgt. Jonathan Beaver, USAF, Retired, salary of \$79,932.36; stipend \$7,500.

**15. Head Night Custodian Positions**

Resolved, that the Board of Education of the Muhlenberg School District approve the following employees as Head Night Custodians as presented.

**16. Summer Hours for Professional Staff**

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

- a. Ms. Jenna Pavlovich, thirty (30) hours to assist with social media content over the summer break, at the professional pay rate of \$30.00 per hour.
- b. Ms. Emily Grube, sixty (60) hours to assist with social media content over the summer break, at the professional pay rate of \$30.00 per hour.
- c. Ms. Amy Arnold, twenty (20) hours to assist with preparation of literacy center, at the professional pay rate of \$30.00 per hour.

**17. Mentor Assignments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following mentor assignments at the professional rate of \$30.00 per hour for the 2023-2024 school year and 2024-2025 school year:

- a. Ms. Sharon Kile, mentor for Ms. Brianna Bodnar, Long-Term Substitute Teacher, Muhlenberg Elementary Center, 2023-2024 school year, for seventeen (17) hours.
- b. Ms. Alisha Neiman, mentor for Ms. Gabriella Boyer, Elementary Teacher, Muhlenberg Elementary Center, for thirty (30) hours.
- c. Ms. Jessica West, mentor for Ms. Jennifer Fernandez, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- d. Ms. Kathleen Haas, mentor for Ms. Kelly Vicari, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- e. Ms. Crystal Chwatek, mentor for Ms. Laney Hefter, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- f. Ms. Paige McGrogan, mentor for Ms. Katie Fry, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- g. Ms. Michelle Heckman, mentor for Dr. Lucinda Schaeffer, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.

- h. Ms. Julia Purcell, mentor for Ms. Pamina Nieves, Speech Therapist, Muhlenberg Elementary Center, for sixty (60) hours.
- i. Ms. Megan Migliore, mentor for Mr. Andrew Stoudt, Long-Term Substitute, C. E. Cole Intermediate, for sixty (60) hours.
- j. Ms. Cristina Lillis, mentor for Ms. Allecia Stiles, Elementary Teacher, C. E. Cole Intermediate, for sixty (60) hours.
- k. Ms. Cristina Lillis, mentor for Ms. Ashley Roth, Special Education Teacher, C. E. Cole Intermediate, for thirty (30) hours.
- l. Ms. Lyn Lapp, mentor for Ms. Madison Wolf, Special Education Teacher, C. E. Cole Intermediate, for fifty-three (53) hours.

**18. Request for Leave/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. 3050, Custodian, Leave of Absence/FMLA, effective on or about July 9, 2024 through on or about August 26, 2024.
- b. Employee No. 2200, Class A Secretary, Leave of Absence/FMLA, effective on or about July 14, 2024 through on or about September 14, 2024.
- c. Employee No. 2934, Teacher, Leave of Absence/FMLA, effective on or about August 21, 2024 through on or about September 9, 2024.

**19. 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. Michelle Kennedy, Class A Secretary, Blue Center, completion of forty-five (45) day probation as of July 15, 2024 and recommended for permanent employment as of July 16, 2024.
- b. Ms. Joanne Pyott, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of thirty (30) day probation as of April 24, 2024 and recommended for permanent employment as of April 25, 2024.
- c. Ms. Diana Albarran, Class A Secretary, Muhlenberg High School, completion of forty-five (45) day probation as of August 5, 2024 and recommended for permanent employment as of August 6, 2024.

**20. Cooperative Agreement in Water Polo with Kutztown and Schuylkill Valley School Districts**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Kutztown School District/Schuylkill Valley School District and Muhlenberg School District in the sport of Water Polo (Fall) as the host school.

**21. Approval of Job Descriptions**

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

- a. Licensed/Certified Behavior Specialist
- b. Director of Federal Programs
- c. High School Vice Principal
- d. Director of Pupil Services

## **Management**

### **1. Board Treasurer's Bond and Compensation**

Resolved, that the Board of Education of the Muhlenberg School District approve the Treasurer's \$1,500 per year compensation for the one-year term July 1, 2024 to June 30, 2025.

### **2. Adoption of Policies**

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

- a. Policy No. 222, Tobacco and Vaping Products
- b. Policy No. 227, Controlled Substances/Paraphernalia
- c. Policy No. 323, Tobacco and Vaping Products
- d. Policy No. 351, Controlled Substance Abuse
- e. Policy No. 707, Use of School Facilities
- f. Policy No. 801, Public Records
- g. Policy No. 815.1, Use of Generative Artificial Intelligence in Education
- h. Policy No. 917, Parent and Family Engagement

### **3. Opening Day/In Service Breakfast**

Resolved, that the Board of Education of the Muhlenberg School District approve the Opening Day/In-Service Day breakfast on August 21, 2024 at a cost not to exceed \$1,500.00.

### **4. 2024-2025 Annual Membership to Berks Business Education Coalition**

Resolved, that the Board of Education of the Muhlenberg School District approve the annual membership to the Berks Business Education Coalition for the 2024-2025 school year at a cost of \$800.00.

### **5. Representatives for Berks County Schools Health Trust Consortium**

Resolved, that the Board of Education of the Muhlenberg School District approve the appointment of Dr. Jessica Heffner, as the school district's Management Representative and Mr. Douglas L. Olexy as the school district's Labor Representative for the Berks County Schools Health Trust Consortium effective July 1, 2024-June 30, 2026.

## **Physical Plant and Transportation**

### **1. Sealing and Restriping Parking Lots**

Resolved, that the Board of Education of the Muhlenberg School District approve the sealing and restriping the high school and portion of intermediate school parking lots at a total cost of \$42,689 (funded through Capital Reserve Funds) as presented.

### **2. Kencor Elevator Service Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the Kencor Elevator service agreement for the elevators at the intermediate school and junior high school as presented.

### **3. Change Order Requests**

Resolved, that the Board of Education of the Muhlenberg School District approve the change order requests for the stadium turf project and multi-purpose field project as presented.

### **4. Replacing MHS Digital Sign**

Resolved, that the Board of Education of the Muhlenberg School District approve the replacing of the Muhlenberg High School digital sign at a cost not to exceed \$47,051.00 (Capital Reserve Funds) as presented.

#### Questions/Comments/Concerns:

Mr. Haas spoke about putting in the turf field, and with the electrical service running underneath it, there was already a service problem in the past and had to dig it up. He advised he was unsure it was a good idea to put a turf field over electrical service. Mr. Patterson advised that they did not have to dig up the lines in the past; it was a manhole and reassured the use of conduits for the electrical wires and rerouting when necessary.

## **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	May 2024 Jun 2024	May 2024 Jun 2024	Jun 2024 Ck#56853-56989 V#28006-28026 Jul 2024 Ck#56990-57117 V#28027-28037	May 2024 Jun 2024	Jun 2024
Cafeteria	May 2024 June 2024	May 2024 June 2024	Jun 2024 Ck# 8284-8306 V#3081-3086 Jul 2024 Ck#8307-8326 V#3087-3090	May 2024 Jun 2024	
Capital Reserve (Fund 32)	Jun 2024 Jul 2024	Jun 2024 Jul 2024	June 2024 Ck# 982		
Capital Reserve (Fund 39)	Jun 2024 Jul 2024	Jun 2024 Jul 2024	Jun 2024 Ck#1014-1015 Jul 2024 Ck#1016-1017		
Activity	May 2024 Jun 2024	May 2024 Jun 2024			
General	May 2024 Jun 2024	May 2024 Jun 2024	Jun 2024 Ck#56853-56989 V#28006-28026 Jul 2024 Ck#56990-57117 V#28027-28037	May 2024 Jun 2024	Jun 2024

## **2. Close Student Activity Account**

Resolved, that the Board of Education of the Muhlenberg School District authorize closing the student activity account for "German Club" and transferring the remaining balance to the Publications Club.

## **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. Access Points, Chromebooks, Printers, Servers, Desktops – These items are broken or have reached end-of-life and have no usable value.

## **Education**

### **1. Adoption of Revised Curricula, Textbooks and Instructional Materials for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District adopt the revised curricula, textbooks and instructional materials as recommended and presented for the 2024-2025 school year as in accordance with the Pennsylvania School Code, Article VIII, Section 803.

### **2. Schoolwide Title I/A-TSI School Plans for the 2024-2025 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, Muhlenberg High School and Muhlenberg Junior High School A-TSI Title I School Plans, for the 2024-2025 school year, as presented.

### **3. Muhlenberg School District Comprehensive Plan for 2024-2027**

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg School District Comprehensive Plan for 2024-2027, as presented.

### **4. Students to Begin the School Year as Non-Resident Student**

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following students to begin the 2024-2025 school year as non-resident student:

- a. Student No. 40366, 2nd Grade, Muhlenberg Elementary Center
- b. Student No. 41413, 1st Grade, Muhlenberg Elementary Center
- c. Student No. NR, 9th Grade, Muhlenberg Junior High School
- d. Student No. NR, 5th Grade, C.E. Cole Intermediate

### **5. Student to Complete Senior Year as a Non-Resident Student**

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following senior to complete the 2024-2025 school year as a non-resident student:

- a. Student No. 33111, grade 12, Muhlenberg High School

### **6. Conference Request**

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

- a. Ms. Nicole Huntbach to attend the PDE Special Education Leadership Conference in Gettysburg, PA on July 8, 2024 to July 9, 2024 at a cost not to exceed \$344.53 (funded through Special Education Department).

**7. AFJROTC Educational Field Trip Requests**

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

- a. Muhlenberg High School AFJROTC, travel to Washington D.C. and the United States Naval Academy in Annapolis, Maryland on May 30, 2024 through June 1, 2024.
- b. Muhlenberg High School AFJROTC, travel to the Summer Leadership School in Charleston, South Carolina on June 15, 2024 through June 22, 2024.

**8. Settlement Agreements and Release**

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

- a. Student No. #38316
- b. Student No. #33231

**9. Extended School Year Student Tuition Agreements**

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

- a. Student #34901, Royer Greaves School for the Blind
- b. Student #40802, Kidspeace

**10. 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 2024-2025 School Year as listed.

**11. 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. Alvernia University, donation of 110 pre-filled backpacks and supplies for Muhlenberg Elementary Center to use for students of Muhlenberg School District.

- b. Kids In Need Foundation/Burger King Foundation, donation of Supply-A-Teacher kits filled with core school supplies for Muhlenberg Elementary Center to use for students of Muhlenberg School District.

### **Student Activities**

*There are no items.*

### **Minutes**

Review minutes of the Act 34 Public Hearing of June 12, 2024, Committee of the Whole Meeting of June 12, 2024 and the Regular Board Meeting of June 12, 2024.

### **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 2024-2025

September	Mrs. Cindy Mengle
October	Mr. Garrett Hyneman
November	Mrs. Kristyna Eagle
December	Mr. Andrew L. Eaton, Sr.
January	Mr. Otto W. Voit, III
February	Mr. S. Wayne Hardy
March	Mr. Miguel Vasquez

April                      Ms. Janet Howard  
May                        Mr. Ronald J. Haas, Sr.

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

August 5	6:30 PM	RMCTC Board Meeting
August 14	6:30 PM	COW and Regular Board Meeting
September 3	7:00 PM	COW Meeting
September 9	6:30 PM	RMCTC Board Meeting
September 11	7:00 PM	Regular Board Meeting
October 2	7:00 PM	COW Meeting
October 9	7:00 PM	Regular Board Meeting
October 14	6:30 PM	RMCTC Board Meeting
November 6	7:00 PM	COW Meeting
November 11	6:30 PM	RMCTC Board Meeting
November 13	7:00 PM	Regular Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

**Adjourn Meeting**

Moved by Mr. Hardy and Mr. Voit, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:33 PM.

Attest:

  
Cindy L. Mengle  
Secretary