

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
May 4, 2022
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, May 4, 2022 at 6:30 PM by Board President, Mr. Garrett E. Hyneman. Mr. Voit attended the meeting via zoom, but entered in-person at 7:16 PM.

Members Present

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

Members Absent

Administration Present

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

Elementary Center Principal – Mr. Kyle Crater
Elementary Center Assistant Principal – Dr. Shannon O'Donnell
Visitors

Jolyn Casper
Diane Benson
Eric Kahler

Tracey Ocasio
Heather DeTurk

Educational Presentations

Dr. Macharola asked for everyone to take in their own way a moment of silence for all the men, women and children, and souls that have been lost, lives disrupted from the Russian invasion. He asked to give a few moments of silence and ask to give a close to this aggression and loss of life before it spreads even further. Dr. Macharola thanked everyone for their moment of silence.

A. Financing for RMCTC Welding Project - Mr. Jamie Schlesinger, PFM Financial Advisor

Mr. Schlesinger reported:

- Discussed his firm has been retained by the CTC to serve as a municipal advisor. Their firm came up with a process to finance the welding project in the most efficient way. He explained that the CTC was a little different than the District as they could not issue the debt on their own when it came to financing. This financing needs to be issued through a separate authority; this would be a combined transaction where both schools would be a party to the debt payback, but it will be one Note associated with it. Because of the interest rate environment and the market, they actually have a relatively low interest rate in comparison to what they are seeing in the market. They received proposals over a month ago, interests have gone up over 1% since when they received those proposals. He believes that they have something that works and because of the structure of this, the cost associated with it will be split up between both entities. The District will have the option to prepay without penalty and over the next twenty years, those payments will be managed by the CTC to pay back the Note-holders. The project itself and the loan will be \$4,670,000. The combined loan is one loan, with a bank called People's Bank in York County, Pennsylvania. They have entered and sent out a RFP to a number of local and regional banks in the Commonwealth and evaluated these proposals and advised this was the best proposal; both on interest rate (meaning its fixed) and the flexibility (meaning to pay it back without penalty). The rate will be fixed for twenty years at 2.84%. In comparison the current ten-year treasury rate is over 3%, so they will be getting a twenty-year rate lower than what the treasury rate is currently. This makes it a very strong proposal, and what is needed to "lock in" on as quickly as possible. Over the course of twenty years, both schools will pay a proportionate share of the debt service. It is about 50/50, this will change slightly over the course of time. Based on the articles of agreement years and years ago, it is based on the market value of

both school districts. Given at what they are currently, which is currently 50/50. What will happen is every year, the District will appropriate a certain amount of its debt, in this case for year one will be about \$65,000, year two it will be about roughly \$155,000 give or take. The District will budget these payments over a course of time, pay them to the CTC and the bank will be covered. The balance of these numbers are the estimated costs associated with this, in this case the District will pay some legal fees, advisors, the bank fee, that will all be funded through this proposal. The overall yield will be about 2.84% and if all goes well approving the District's resolution and the CTC's resolution on Monday, they will settle on this. If all goes well, they could be breaking ground as early as August. About \$2,273,000 give or take will be the District's portion/share of this debt, again over the course of time, the District's blended rate will be \$155,000 per year.

Comments/Questions/Concerns:

Dr. Macharola advised the District has a very fiscally prudent Board and discussed being very supportive of this proposal and project.

Mr. Boland advised the way the deal is structured is a little bit complicated and discussed the back history of when school districts were in the same position as CTC's currently are; where they cannot borrow money accordingly and there was a need to create a municipal authority. The District used to have an authority, however the bond issue expired over the last 50 years and at that time, it had no debt and there was no reason to extend. Since it had expired, the District had two options. Once being to re-create the authority which would be past the deadline with the rising interest rates, the other option is to seek a new authority who is willing to take the loan out. He advised when reading through the documents it is a complex deal, however the mechanics of the deal are fairly straight forward. It is not a shared responsibility and each school is responsible for their own part. Mr. Boland discussed if the District or the Reading School District did not pay their portion, the state intercept would step in and act as a type of "loan" in order to receive their money back. What makes this deal attractive is the fixed twenty year rate, despite being complicated, but the rate is so good it could save hundreds of thousands in cost.

Dr. Macharola did comment that he does believe that it is imperative that the authority be reestablished.

Mr. Voit commented that he supports this deal due to the interest rate and not having enough time to recreate the authority and he likes the concept to recreate the authority for future debt needs.

B. Physical Plant Update – Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update – Outside grounds crews are continually busy supporting spring sport activities and maintaining the campus grounds. As the school year continues to wind down, the inside maintenance techs have been working on readying buildings for the upcoming cooling seasons. They are also completing work orders issued by the instructional staff to help ensure the buildings remain ready for student occupation again this summer. In addition to being heavily involved in the activities taking place in all of the District's buildings throughout the evenings and weekends, the inside custodians continue to keep our campus facilities safe, clean, and sanitized for the staff and students following the guidelines that were established a year ago when students first returned to the buildings. 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 the Muhlenberg School District.
- New Javelin and Discus Area Addition Update - Hummer Turf and Miller Sports and Construction have begun the installation of the District's new javelin and discus throwing areas behind school. The completion is scheduled to be completed the week of May 16th. Towards the end of May and beginning of June, the other part of this project which is to repair and resurface the tennis courts and cleaning, repair, and re-striping of the track surface will begin. Total completion of those two projects is scheduled for mid-July.
- Muhlenberg School District Administration Office Working Space at Blue Center/Secured Admin Entrance Capital Request - These are the bid proposals for the additional office spaces at the Blue Center and the redesign of the current Admin building to improve efficiency and add a secured vestibule area upon entering the building. This short term solution for Admin working office space to help accommodate the new positions that were approved for hire last November by the Board as well as new future needs for the next five years. As the District continues to grow, the approval construction will begin in May. with due at completion close to July 15th.

Comments/Questions/Concerns:

Mr. Nelson questioned having a more comprehensive plan. Mr. Patterson advised the District Feasibility Study is underway. The Steering Committee met with Marotta Main about two weeks ago as they are continuing to gather data in relation to enrollment as well as the conditions of the buildings.

Dr. Macahrola advised this study is extensive and needs to be verifiable, authentic, and addressed the needs of the District for years to come.

Mrs. Eagle advised that someone stopped her to let her know, and the District know, how beautiful the District's grounds were. Mrs. Eagle advised the comment was made that it looks like a college campus; everything is clean, neat, colors pop and looks good. Mrs. Eagle also commented that she had other parents comment about this as well and advised she wanted everyone to hear the positive.

Mr. Hyneman advised he wanted to echo Mrs. Eagle's comment, when he went to a track meet at Muhlenberg and also visited the elementary center, the District should be proud of the way the District looks.

Mr. Voit discussed all the District's debt service being completely debt-free in a couple years, so he believes that whatever the Board comes up with, administratively, they can do this without raising one dime of taxes; and advised this is something everyone can be proud of and because of the Board's financial prudence, they will be able to expand without the taxes.

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

Mr. Mathias advised tonight the Board will have to approve the proposed preliminary budget and it will need to be balanced. The updated deficit of revenues under expenditures, the figure is now 2.167 million dollars, they were able to trim another \$258,000 off of that deficit. One "driver" in this decrease in expenditures. In April, the Berks Health Trust had their meeting and approved their increase for the health premiums. He was able to take a look at the Special Ed. subsidies, however there was no newer definitive information, however he discussed the current news regarding the state's surplus on tax revenue and the Governor's hope to historic funding before leaving his term. He took a look at the last six years in the District's actual increases in the subsidies and the average over those six years was \$10,000. He discussed the options to balance the budget; .46 mils which is a 1.46 increase in tax revenue, the budget can be balanced without looking at any more programs. He advised if all of the new positions were incorporated into the budget, it would be 1.25 or 1.2 mils would balance the budget. There is enough fund balance and currently a surplus; the District could sustain this but he is not sure for how long. Expenditures currently are outpacing revenues the last five or six years, the need to maintain that tax increase every year to maintain those new positions

Comments/Questions/Concerns:

Dr. Macharola advised that everyone's suggestions when discussed at the previous board meeting were taken seriously and acted upon for the upcoming budget review. He believes the District is coming in with a very solid preliminary budget for the Board to approve. Dr. Macharola advised that his concern is the "funding cliff" for next year and year after. As the numbers continue to grow at the CTC, the expenditures are going to continue to rise, but all for good things.

Mr. Nelson commented he would like to see the budget prepared with the proposed new positions as there is a need for all those positions and would be reluctant to cut any of them out. Mr. Voit agreed with Mr. Nelson on the necessity of these new positions. Mr. Voit also requested a multiyear projection, when the debt services comes off, what does everything look like, especially with expenditures going up.

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. Sky Sanfiel, Special Education Paraprofessional, Muhlenberg Junior High School, resignation effective March 31, 2022.
- b. Ms. Sarah Dobroskey, Math Teacher, Muhlenberg Junior High School, resignation effective the end of the 2021-2022 school year.
- c. Ms. Amari Gilmore, Elementary Teacher, C.E. Cole Intermediate, resignation effective June 10, 2022.
- d. Ms. Kate Isaac, Special Education Paraprofessional, C.E. Cole Intermediate, resignation for the purpose of retirement, effective June 30, 2022.
- e. Mrs. Charlene Benner, Secretary, Administration, resignation for the purpose of retirement, effective June 30, 2022.
- f. Mr. Paul Becker, Custodian, Muhlenberg Junior High School, resignation for the purpose of retirement, effective August 18, 2022.
- g. Ms. Alice Kunkle, Custodian, Muhlenberg Elementary Center, resignation for the purpose of retirement, effective July 20, 2022.
- h. Mrs. Cynthia Seaman, Head Custodian, resignation for the purpose of retirement, effective date changed to July 12, 2022.
- i. Mr. Patrick Sisk, Social Studies Teacher, Muhlenberg High School, resignation for the purpose of retirement, effective date changed to July 1, 2022.
- j. Mr. Michael Allen, Technology Education Teacher, Muhlenberg High School, resignation for the purpose of retirement, effective date changed to July 1, 2022.

2. Professional Appointment

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

- a. Ms. Hillary Dankel, Long-Term Substitute Teacher (Newly Created), C.E. Cole Intermediate, effective April 27, 2022, at a salary of \$44,682 (B, 18 Steps from the Top), prorated for days worked.

3. Classified Appointments

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

- a. Ms. Beverly Augustine, 4.5 Hour Cafeteria Worker (W. Burkert), Muhlenberg Elementary Center, effective May 16, 2022, at a pay rate of \$15.23 per hour.
- b. Ms. Monica Morales-Camargo, 3.0 Hour Cafeteria Worker (S. Ortiz), Muhlenberg High School, effective May 16, 2022, at a pay rate of \$15.23 per hour.
- c. Ms. Essence Figueroa, 4.5 Hour Cafeteria Worker (D. Keller), Muhlenberg High School, effective May 16, 2022, at a pay rate of \$15.23 per hour.

4. Co-Curricular Appointments

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

- a. Mr. Sebastian Ponce, Boys Tennis Volunteer Coach, effective May 5, 2022.
- b. Mr. Julius Magrino, MHS Track and Field Volunteer Coach, effective April 20, 2022.
- c. Ms. Jennifer Eberhart, MHS Fall Varsity Head Cheer Coach, effective May 5, 2022, at a salary of \$2,900 (year 1).
- d. Ms. Jessica Hoffman, MHS Fall Varsity Cheer Assistant Coach, effective May 5, 2022, at a salary of \$2,175 (year 2).
- e. Ms. Jessica Hoffman, MHS Winter Varsity Head Coach, effective May 5, 2022, at a salary of \$2,900 (year 1).
- f. Ms. Jennifer Eberhart, MHS Winter Varsity Assistant Cheer Coach, effective May 5, 2022, at a salary of \$2,175 (year 1).

5. 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. Nicole Huntbach, Supervisor of Special Education, Leave of Absence/FMLA, effective on or about May 6, 2022 through on or about June 27, 2022.

- b. Ms. Cristina Lillis, Elementary Teacher, C.E. Cole Intermediate, Leave of Absence/FMLA, effective on or about July 18, 2022 through on or about October 3, 2022.
- c. Ms. Avery Amico, Life Skills/Autistic Support Teacher, Muhlenberg High School, Leave of Absence/FMLA, effective on or about August 24, 2022 through on or about December 14, 2022.

6. Mentor Assignment

Resolved, that the Board of Education of the Muhlenberg School District approve the following mentor assignment at the professional rate of \$30.00 per hour for the 2021-2022 school year:

- a. Ms. Nicole McGowan, mentor for Ms. Hillary Dankel, Long-Term Substitute Teacher, C. E. Cole Intermediate, for ten (10) hours.

7. Award Professional Employee Contract for Tenured Teachers

Resolved, that the Board of Education of the Muhlenberg School District in accordance with Section 1121 of the Pennsylvania School Code of 1949 (as amended) and Act 66 of 1996, authorize awarding a Professional Employee Contract to the following teachers who has performed on a satisfactory basis for three years:

- a. Ms. Erin Wentzel, C. E. Cole Intermediate
- b. Ms. Ewelina McDevitt, C.E. Cole Intermediate

8. Request for Pay Increase Summer Technology Assistants

Resolved, that the Board of Education of the Muhlenberg School District approve the request for a pay increase for summer technology assistants from \$10.00 per hour to \$12.00 per hour.

9. Co-Curricular Resignation

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

- a. Ms. Jennifer Eberhart, Junior High Cheer Coach, effective April 25, 2022.

Management

1. Election of Board Treasurer for One-Year Term (R. Hoffmaster)

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

Election of Treasurer for one-year term (July 1, 2022 to June 30, 2023) as in accordance with the Pennsylvania School Code of 1949, as amended, Article IV, Section 404, Election of Officers.

Nominations and Roll Call Vote by Name

Resolved, that _____ be elected as Board Treasurer for a one-year term effective July 1, 2022 to June 30, 2023.

2. Board Treasurer's Bond and Compensation

Resolved, that the Board of Education of the Muhlenberg School District approve the Treasurer's \$25,000 Surety Bond and \$1,500 per year compensation for the one-year term July 1, 2022 to June 30, 2023.

3. Election of Assistant Board Secretary for One-Year Term (J. Howard)

Nominations and Roll Call Vote by Name

Resolved, that _____ be elected as Assistant Board Secretary for a one-year term effective July 1, 2022 to June 30, 2023.

4. Election of BCIU Representative for Three-Year Term (J. Tony Lupia, Jr.)

Nominations and Roll Call Vote by Name

Resolved, that _____ be elected as BCIU representative for a three-year term effective July 1, 2022 to June 30, 2025.

Physical Plant and Transportation

1. Administration Office Work Space Short Term Solution

Resolved, that the Board of Education of the Muhlenberg School District approve the short-term solution, larger scope, for Administration office work space as presented.

Budget and Finance

1. Approval of Financial Reports

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

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Mar 2022	Mar 2022	Apr 2022 Ck#52019-52163 V#27276-27298	Mar 2022	
Cafeteria	Mar 2022	Apr 2022	Apr 2022 Ck#7443-7465 V#2945-2947	Mar 2022	
Capital Reserve (Fund 32)	Apr 2022	Apr 2022			
Capital Projects Fund (Fund 39)	Apr 2022	Mar 2022			
Activity	Mar 2022	Mar 2022			

2. Assessment Appeals

Be it resolved, that the Board of Education of the Muhlenberg School District approve to ratify tax assessment appeals and authorizing further action by the Solicitor and Business Office in furtherance of tax assessment appeal matters.

3. Approval of Proposed Financing for RMCTC

Resolved, that the Board of Education of the Muhlenberg School District hereby approves the attached Resolution for the incurrence of debt for the capital improvements and all associated costs of the proposed welding building at the Reading Muhlenberg Career and Technology Center as fully set forth in the Resolution, which is attached hereto and made a part hereof.

4. Proposed Final Budget for the 2022-2023 School Year

Resolved, that the Board of Education of the Muhlenberg School District adopt the Proposed Final General Fund Budget for fiscal year July 1, 2022 – June 30, 2023 in the amount of \$_____.

Education

1. Certificate of Support Students

Resolved, that the Board of Education of the Muhlenberg School District approve the enrollment of Certificate of Support Students, PA School Code 1302, for the 2021-2022 school year as listed.

2. Student to Complete 2021-2022 School Year as a Non-Resident Student

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

- a. Student #36256, 4th Grade, C.E. Cole Intermediate

3. School Based Services Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with Mind Matters, Coaching, Counseling & Psychological Associates, LLC to provide school-based counseling services as presented (Exhibit E-3).

4. 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 \$165,412, effective July 1, 2022 through June 30, 2023 as presented.

5. Approval of Malvern Community Health Services, Inc. Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with Malvern Community Health Services, Inc., as presented.

6. 2022 MSD Summer Style Program

Resolved, that the Board of Education of the Muhlenberg School District approve the 2022 MSD Summer Style program for two sessions, June 20 through July 14 and July 18 through August 11, 2022, and Kindercamp August 1 to August 11, 2022.

7. Extended School Year Student Tuition Agreement

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

8. Extended School Year Student Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the following extended school year student tuition agreement with Vista School for student #34708 as presented.

9. Renewal of Medicaid Access Reimbursement Contract

Resolved, that the Board of Education of the Muhlenberg School District approve the contract with Mrs. Linda Woodin, MS, CRNP, BC to provide the Muhlenberg School District with Medical Provider Authorization of School Based Access Program services from July 1, 2022 through June 30, 2023, at a rate of \$8.00 per IEP reviewed, as presented.

10. Hogan Learning Academy LLC. Agreement for the 2022-2023 School Year

Resolved, that the Board of Education for the Muhlenberg School District approve the agreement for Hogan Learning Academy LLC. for the 2022-2023 school year as presented.

11. Austill's Rehabilitation Services, Inc. Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the addendum to the contract for services agreement for Austill's Rehabilitation Services, Inc. for Occupational and Physical Therapy services as presented.

12. MSD Spring Style 2 2021-2022

Resolved, that the Board of Education of the Muhlenberg School District approve the MSD Spring Style 2 program beginning May 2 through May 26, 2022 as presented.

Student Activities

There are no items

Minutes

Review minutes of the Committee of the Whole Meeting of April 13, 2022 and the Regular Board Meeting of April 13, 2022.

Old Business

Mr. Voit spoke about the mental health programs and what the District's Administration understands what the issue is and addressing it right now. Mr. Voit discussed what the kids have gone through these past years, will have long effects and the sooner the District can deal with it, the better. Mr. Voit thanked the entire administration, staff, teachers, and everyone who is dealing with this on a daily basis and thanked them for their incredible work.

New Business

Mrs. Eagle discussed with it being teacher's appreciation week, is there anything that can be sent out from the Board to the teachers thanking them for all that they do. Dr.

Macharola agreed to this wonderful idea and advised this would be sent out from the Superintendent's office on behalf of the board.

Mr. Hyneman spoke about the recent music event he attended that was sold out; and commended John Evans and Erika Watson for their efforts and advised they were fantastic.

Hearing of Visitors

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

There were none.

MSD/RMCTC Board Visitor of the Month

Schedule 2021-2022

May Mr. Richard E. Hoffmaster


Review of Board Meetings and Calendar of Events

May 4	6:30 PM	Committee of the Whole and Regular Board Meeting
May 9	6:30 PM	RMCTC Board Meeting
June 13	6:30 PM	RMCTC Board Meeting
June 15	6:30 PM	Committee of the Whole and Regular Board Meeting

Adjourn Meeting

Moved by Mr. Hoffmaster and Mr. Nelson, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:36 PM.

Attest:


Cindy L. Mengle
Secretary