

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
April 10, 2024
Lecture Hall, Muhlenberg High School
www.muhsdk12.org

Call to Order

The Regular Board Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, April 10, 2024 at 6:47 PM by Board President, Mr. Garrett E. Hyneman.

Members Present

President – Mr. Garrett E. Hyneman
Vice President – Mrs. Kristyna Eagle
Treasurer - Mr. Miguel Vasquez
Secretary – Mrs. Cindy L. Mengle
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

Assistant Secretary – Ms. Janet Howard

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent - Dr. Alan S. Futrick
Business Manager- Mr. Shane M. Mathias, CPA
Assistant Business Manager - Mrs. Susan Hawkins
Director of Physical Plant – Mr. Ken Patterson
Director of Federal Programs - Dr. Cathy Shappell
Director of Special Education - Ms. Nicole Huntbach
Supervisor of Special Education - Dr. Janet Heilman
Director of Human Resources - Dr. Jessica Heffner
Director of Clinical Services - Mr. Zachariah Milch
Director of Technology - Mr. Daniel Houck
Director of Food Services - Mr. Carey Kline
Director of Pupil Services - Mr. Michael Mish
Director of Curriculum & Instruction K-12 - Mr. Kyle Crater
Athletic Director - Dr. Timothy Moyer
Community & Family Outreach Coord. & Distr. Interpreter – Ms. Elizabeth Laviena
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Mr. Aaron Kopetsky
Junior High School Assistant Principal - Ms. Jennifer Doyle
C.E. Cole Intermediate Principal - Mr. Christopher Becker

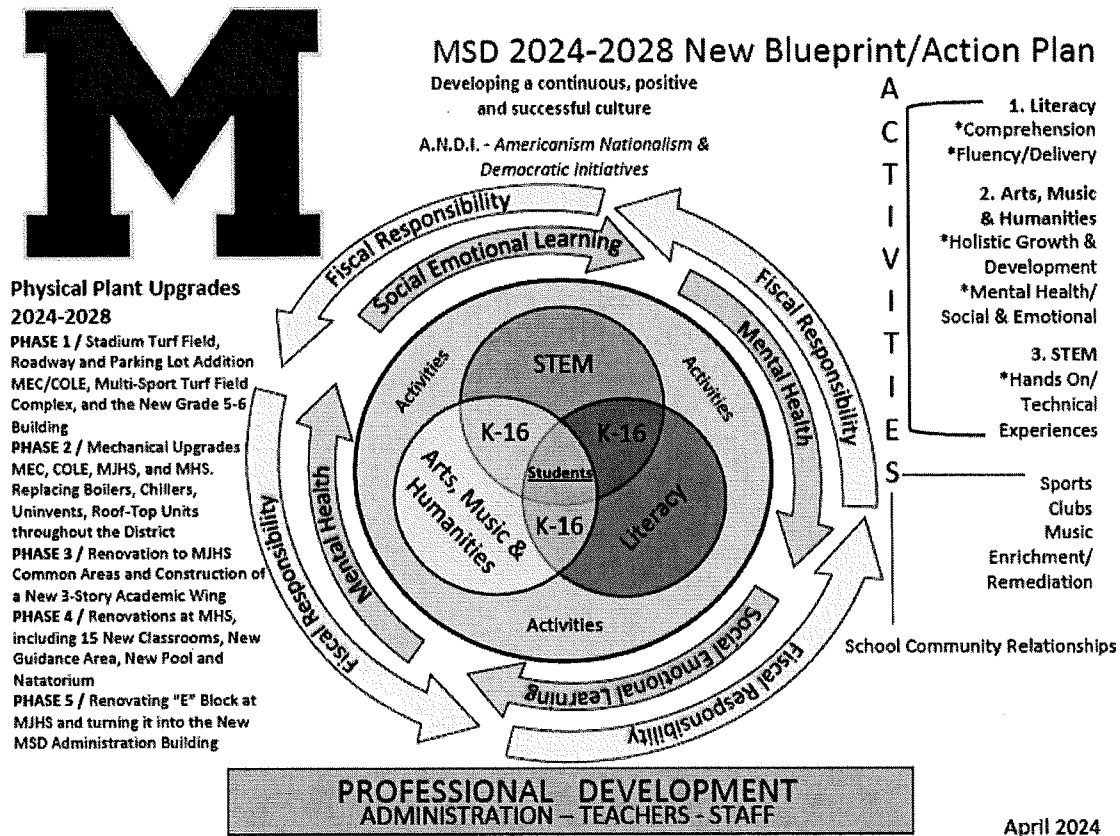
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca
C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria
Elementary Principal - Ms. Ginny Hornberger
Social Worker - Ms. Liliana Moore
Social Worker - Ms. Emily Carmichael

Visitors

Diane Benson
Linda Roebuck
Daniel Fair
Melissa Carroll
Marc Wolfe
Tate DeWalt

Educational Presentations

Dr. Macharola introduced the District's New Blueprint/Action Plan:



Dr. Macharola discussed embarking on the District's journey towards fostering a continuous and positive culture within the District's educational community, he is excited to share with you the District's new blueprint and action plan.

With the goal of harvesting the potential of every student up to the year 2037 and beyond, it is imperative that the District cultivates an environment that thrives on

positivity, support, and success. This blueprint outlines the District's strategies and initiatives to achieve this vision. Dr. Macharola spoke about the District actively focusing on the fiscal responsibility as the District engages in the building projects, He spoke about the District having an obligation to the taxpayers, an obligation to the students; to deliver this the District needs to be on "sound ground." Dr. Macharola talked about the blueprint being a testament to our commitment to providing the best possible educational experience for the District's students, one that empowers them to reach their full potential, continue to focus on mental health needs and prepares them for success in the rapidly evolving world of the 21st century.

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. The Board retains the option to accept all public comment at this time. Presentations should 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.

Committee Report

A. Berks County Intermediate Unit – Mr. Miguel Vazquez

There is no report at this time.

B. Reading-Muhlenberg CTC – Mrs. Cindy L. Mengle

Mrs. Mengle talked about the recent meeting on Monday night, 145 students are going to be acknowledged for their perfect attendance for the third quarter which she feels is great. She advised invitations went out to upcoming ninth graders for the career camp which is on the first week after school is out.

C. Berks County Tax Collection Committee – Mr. Shane M. Mathias, CPA

Mr. Mathias reported there was a meeting on March 28th discussing the Herbein & Company audit report, December 2023. He advised it was a clean opinion and there were no findings.

D. PSBA Liaison – Mrs. Kristyna Eagle

There is no report at this time.

E. Muhlenberg Community Library – Ms. Janet Howard

There is no report at this time.

F. Educational Programs – Dr. Alan S. Futrick

Dr. Futrick reported:

Last month, the District celebrated Women's history month. There was one really neat program that was done at the junior high school; Women's Career Day. The event was attended by every female junior high student, Dr. Searfoss assisted in helping put this together. This really exposed the female junior high students to the careers that are out there as they had a lot of local businesses that are female-run. It was a really enjoyable experience for the students to get to see this at the junior high level. This week, the District celebrated Assistant Principal's week and asked the present assistant principals at the board meeting to stand up for an recognition. Dr. Futrick thanked them for all of the work they do, how the District appreciates them, and praised them for their efforts. The Aavidum club attended the mental health conference that was held downtown in Reading. A few weeks ago the high school and junior high students were in attendance and it was a wonderful experience for them. The District had paraprofessional appreciation day which was also celebrated last week; there are over fifty paraprofessionals currently working in the District; they really do a lot of the legwork to make the District's day-to-day things happen in the classroom. They work with some of the District's most special needs students and thanked them for all of their hard work. The high school had an old-school pep rally with Mr. Skeete before spring break. There were a lot of good games and activities; it reminded him of the times in the past with the band playing and there was an enthusiasm there which was really nice to experience. It gave the students an opportunity to compete against staff. He thanked the high school for their efforts.

Solicitor's Comments – Mr. Brian F. Boland, Esq.

There is no report at this time.

Superintendent's Comments - Dr. Joseph E. Macharola

There is no report at this time.

Board Business

Personnel

Resolution Nos. 173A – 173G

Moved by Mr. Voit and Mr. Vasquez that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 173A through 173G (Resolution No. 173B pulled for separate vote by Mr. Voit)** in their entirety.

Yeas: Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle, Mr. Vasquez. The motion **carried** unanimously.

173A Professional Appointments

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

- a. Ms. Katrina Moyer, English Teacher (J. Vroman), Muhlenberg Junior High School, effective the first contractual day of the 2024-2025 school year, at a salary of \$73,575 (M + 9, 9 Steps from the Top).
- b. Ms. Jessica Mlutzie, Long-Term Substitute Teacher (E. Rudderow), effective April 11, 2024, at a salary of \$57,694 (M, 17 Steps from the Top), prorated for days worked.

173B Pulled for separate vote.

173C Request for Leave of Absence/FMLA Leave

Resolved, that the Board of Education of the Muhlenberg School District approve the request for a Leave of Absence/FMLA leave for the following employees:

- a. Employee 2930, Teacher, Leave of Absence/FMLA, effective on or about August 21, 2024 through on or about February 21, 2025.

173D Co-Curricular Appointments

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

- a. Mr. Christopher Ramirez, MJHS Softball Assistant Coach, effective March 11, 2024, at a salary of \$3,263 (year 1).
- b. Ms. Alexis Stoudt, MHS Girls Softball Assistant Volunteer Coach, effective March 4, 2024.
- c. Mr. Anthony Calvaresi Jr., MHS Boys Baseball Assistant Volunteer Coach, effective March 11, 2024.
- d. Ms. Katelyn Dieffenbach, Muhlenberg Unified Sports Track & Field Coach, effective March 4, 2024, at a salary of \$1,500.
- e. Mr. Tyler Werner, Muhlenberg Unified Sports Track & Field Coach, effective March 4, 2024, at a salary of \$1,500.

173E 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. Yesenia Cancilla de Mora, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of March 11, 2024 and recommended for permanent employment as of March 12, 2024.
- b. Ms. Margarita Cosme, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day

probation as of March 13, 2024 and recommended for permanent employment as of March 14, 2024.

- c. Ms. Heather Rosado, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of March 13, 2024, and recommended for permanent employment as of March 14, 2024.
- d. Ms. Maria Zavala Salas, Cafeteria Worker, Muhlenberg Junior High School, completion of forty-five (45) day probation as of March 21, 2024, and recommended for permanent employment as of March 22, 2024.
- e. Ms. Summer McCoy, Custodian, C.E. Cole Intermediate, completion of forty-five (45) day probation as of March 20, 2024, and recommended for permanent employment as of March 21, 2024.

173F 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 have performed on a satisfactory basis for three years:

- a. Ms. Shuleill Ramirez, Muhlenberg Elementary Center
- b. Ms. Laura Santangelo, Muhlenberg Elementary Center
- c. Ms. Taylor Sborz, Muhlenberg Elementary Center

173G Homebound Instruction Assignment

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

- a. Ms. Ashley Roth, Homebound Instruction for student #38632, Muhlenberg Elementary Center, for up to 5 hours per week, effective April 4, 2024.

Resolution No. 173B

Moved by Mrs. Eagle and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 173B** in its entirety.

Yeas: Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle, Mr. Vasquez, Mr. Voit. The motion **carried** unanimously.

173B Acceptance of Resignations

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

- a. Mr. Mason Smith, Foreign Language (German) Teacher, Muhlenberg Junior High School, effective March 20, 2024.
- b. Ms. Lori Hain, Custodian, Muhlenberg High School, resignation for the purpose of retirement, effective June 14, 2024.
- c. Ms. Melissa Kanavins, Math Teacher, Muhlenberg High School, pending release from Muhlenberg School District per PA School Code.
- d. Ms. Candace Katen, Elementary Teacher, Muhlenberg Elementary Center, effective June 30, 2024.
- e. Mr. Daniel Houck, Director of Technology, resignation for the purpose of retirement, effective June 30, 2024.
- f. Ms. Diane Heck, Cafeteria Worker, C.E. Cole Intermediate, effective April 5, 2024.
- g. Ms. Brianna Bodnar, Long-Term Substitute Teacher, Muhlenberg Elementary Center, effective May 17, 2024.
- h. Mr. Marc Wolfe, Custodial Supervisor, resignation for the purpose of retirement, effective June 30, 2024.
- i. Mr. Gregory Johnson, Special Education Paraprofessional, Muhlenberg High School, effective April 3, 2024.
- j. Ms. Alison Wallace, Elementary Teacher, C.E. Cole Intermediate, resignation for the purpose of retirement, effective June 6, 2024.
- k. Ms. Elizabeth Majewski, Paraprofessional, Muhlenberg Elementary Center, resignation for the purpose of retirement, effective June 5, 2024.
- l. Ms. Jessica Mlutzie, Special Education Paraprofessional, Muhlenberg Elementary Center, effective April 9, 2024.

Questions/Comments/Concerns:

Mr. Voit spoke about Mr. Houck, the services together and his retirement. Mr. Voit congratulated Mr. Houck and spoke about the last 25 years that Mr. Voit has been here how Mr. Houck has kept up with technology. He spoke about having many conversations with Mr. Houck and thanked him for his service to Muhlenberg. Mr. Voit also spoke about Mr. Wolfe, had the pleasure attending negotiations with Mr. Wolfe with contracts of personnel; representing his people very well and always stood for what is right for the employees and what was right for Muhlenberg. Mr. Voit complimented Mr. Wolfe for his leadership, his stewardship and his legacy that is here in Muhlenberg. Mr. Voit congratulated him and said job well done.

Mr. Boland spoke about Mr. Houck litigated the very first internet case with him back in the early days of the internet; it was the very first case in the Commonwealth of Pennsylvania and it went to the Commonwealth court to determine what is the improper use of the internet. In those days everyone was learning how do this and how to write policies, where Mr. Houck and Mr. Boland wound up going on the speaking circuit to teach others, the solicitors and others, of what they did, how they did it, how it worked. He congratulated Mr. Houck on being a pioneer and for all that he has done; he congratulated Mr. Houck on his retirement. Mr. Boland also spoke about Mr. Wolfe being the consummate union representative. Mr. Boland talked about himself representing a lot of school districts over the years, doing hundreds and hundred of

negotiations and grievance hearings, Mr. Wolfe is easily the best person he has ever worked with. Mr. Boland spoke how he admired Mr. Wolfe of how he did it, the way he did it, and most importantly of how selective of what he brought to the attention of the administration and eventually his attention. He talked about everything being vetted before coming to their attention, so if it did come to their attention it was serious and really important. Mr. Boland discussed this helped so much so they could work together to fix the problem. He discussed this is a skill difficult to teach others and complimented Mr. Wolfe again; as he congratulated Mr. Wolfe on his retirement.

Mr. Hyneman spoke about his daughter working in the district and how much Mr. Houck was complimented on doing great work in the district. Mr. Hyneman also discussed his interaction with Mr. Wolfe and how much he thinks of him as more than acquaintance but a friend. Mr. Hyneman spoke about the buildings always being in great shape. Mr. Hyneman talked about the District will be missing both Mr. Wolfe and Mr. Houck.

Management

Resolution No. 174 - 177

Moved by Mrs. Eagle and Mr. Haas, that the Board of Education of the Muhlenberg School District approve **Management Resolution Nos. 174 through 177 (Resolution No. 176 pulled for separate vote by Mrs. Mengle)** in their entirety.

Yeas: Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle. The motion **carried** unanimously.

174 Adoption of Policies

Resolved, that the Board of Education of the Muhlenberg School District adopt the following district policies (Exhibit B-1):

300 Employees

Policy No. 337, Vacation

600 Finance

Policy No. 624, Taxable Fringe Benefits

Policy No. 626, Federal Fiscal Compliance

900 Community

Policy No. 903, Public Comment in Board Meetings

175 Amended Muhlenberg Act 93 Agreement I

Resolved, by the Board of Education of the Muhlenberg School District that the Muhlenberg Act 93 Agreement I is hereby amended to include the

position of Director of Clinical Services to Article I as a recognized position, as presented (Exhibit B-2).

176 Pulled for separate vote.

177 Muhlenberg School District Emergency Operations Plan

Resolved, that the Board of Education of the Muhlenberg School District approve the revised Muhlenberg School District Emergency Operations Plan as presented (Exhibit B-3).

Resolution No. 176

Moved by Mrs. Eagle and Mr. Voit, that the Board of Education of the Muhlenberg School District approve **Management Resolution No. 176** in its entirety.

Yeas: Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy, Mr. Hyneman **Abstain:** Mrs. Mengle. The motion **carried**.

176 Board Secretary's Bond and Compensation

Resolved, that the Board of Education of the Muhlenberg School District approve the School Board Secretary's Fidelity Bond of \$10,000 and that the premium for said bond be paid by the school district. Be it further resolved, that the School Board Secretary's compensation shall be \$600.00 per year.

Physical Plant and Transportation

There are no items.

Budget and Finance

Resolution No. 178

Moved by Mrs. Eagle and Mr. Vasquez that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution No. 178** in its entirety.

Yeas: Mr. Hyneman, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy. The motion **carried** unanimously.

178 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 (Exhibit D-1):

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Feb 2024	Feb 2024	Mar 2024 Ck#56325-56472 V#27939-27963	Mar 2024	Mar 2024
Cafeteria	Feb 2024	Feb 2024	Mar 2024 Ck# 8201-8228 V#3053-3056	Mar 2024	
Capital Reserve (Fund 32)	Mar 2024	Mar 2024	Mar 2024 Ck#978-979		
Capital Reserve (Fund 39)	Mar 2024	Mar 2024	Mar 2024 Ck#1008		
Activity	Feb 2024	Feb 2024			

Education

Resolution Nos. 179 – 185

Moved by Mr. Eaton and Mrs. Eagle, that the Board of Education of the Muhlenberg School District approve **Education Nos. 179 through 185** in their entirety.

Yeas: Mr. Hyneman, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas, Mr. Hardy. The motion **carried** unanimously.

179 Conference Request

Resolved, hat the Board of Education of the Muhlenberg School District approve the following conference request (Exhibit E-1):

- a. Dr. Jessica Heffner to attend the AASPA National Conference in Seattle, WA on October 15, 2024 to October 18, 2024 at a cost not to exceed \$3,163.40 (funded through Human Resources Department).

180 Extended School Year Student Tuition Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the extended school year student tuition agreement with Vista School for student #32432 as presented.

181 Student Tuition Agreement for the 2023-2024 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the following student tuition agreement for the 2023-2024 school year as presented:

- a. Student #39156, New Story

182 Hogan Learning Academy LLC. Agreement for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement for Hogan Learning Academy LLC. for the 2024-2025 school year as presented (Exhibit E-4).

183 Linkage Letter with RHA Health Services, LLC

Resolved, that the Board of Education of the Muhlenberg School District approve the linkage letter with RHA Health Services, LLC to provide supports/services from February 1, 2024 through February 1, 2026 as presented (Exhibit E-5).

184 Dual Enrollment with Reading Area Community College for 2024-2025 Academic Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Dual Enrollment Agreement with Reading Area Community College for the 2024-2025 Academic Year at a student tuition rate of \$99.00 per credit.

185 Admission of Fact, Waiver of Hearing, Acknowledgment of Compliance with Procedural Safeguards and Consent to Expulsion

Resolved, that the Board of Education of the Muhlenberg School District authorize the Admission of Fact, Waiver of Hearing, Acknowledgement of Compliance with Procedural Safeguards and Consent to Expulsion for the following students:

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

Student Activities

There was none.

Minutes

Resolution No. 186

186 Approval of Minutes

Review minutes of the Committee of the Whole Meeting of March 13, 2024 and the Regular Board Meeting of March 13, 2024.

Moved by Mr. Voit and Mr. Hardy that minutes of the Committee of the Whole Meeting of March 13, 2024 and the Regular Board Meeting of March 13, 2024.

Yeas: Mr. Hardy, Mr. Hyneman, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton, Mr. Haas. The motion **carried** unanimously.

Old Business

There was none.

New Business

There was none.

Hearing of Visitors

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

There were none.

MSD/RMCTC Board Visitor of the Month

Schedule 2023-2024

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

Review of Board Meetings and Calendar of Events

April 8	6:30 PM	RMCTC Board Meeting
April 10	6:30 PM	Committee of the Whole Meeting and Regular Board Meeting

May 1	7:00 PM	Committee of the Whole Meeting
May 8	7:00 PM	Regular Board Meeting
May 13	6:30 PM	RMCTC Board Meeting
June 10	6:30 PM	RMCTC Board Meeting
June 12	6:30 PM	Committee of the Whole and Regular Board Meeting

187 Adjourn Meeting

Moved by Mr. Hardy and Mrs. Eagle, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:19 PM.

Yeas: Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton. The motion **carried** unanimously.

Attest:


Cindy L. Mengle
Secretary