

MUHLENBERG SCHOOL DISTRICT  
Regular Board Meeting Minutes  
April 9, 2025  
Lecture Hall, Muhlenberg High School  
[www.muhsdk12.org](http://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 9, 2025 at 8:07 PM by Board President, Mr. Garrett Hyneman.

**Members Present**

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

**Members Absent**

Assistant Secretary – Ms. Janet Howard  
Member – Mr. Andrew L. Eaton, Sr.  
Member – Mr. Otto W. Voit, III

**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 - Dr.. Nicole Huntbach  
Supervisor of Special Education - Mr. Byron Grosselfinger  
Licensed Behavior Specialist - Ms. Courtney Knittle  
Director of Technology - Dr. Juliana Ciccarelli  
Director of Federal Programs - Dr. Cathay 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  
Athletic Director - Dr. Timothy Moyer  
Community & Family Outreach Coord. & Distr. Interpreter – Ms. Elizabeth Laviena  
High School Principal - Mr. Haniff Skeete  
High School Assistant Principal - Ms. Lori Morris  
High School Assistant Principal - Mr. Aaron Kopetsky  
Junior High Assistant Principal - Ms. Michele Weaver  
Junior High Assistant Principal - Mr. Joseph Scoboria

C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca/Dr. Tara Nelson  
C.E. Cole Intermediate Assistant Principal - Mr. William Dramby  
Elementary Principal - Ms. Ginny Hornberger  
Elementary Assistant Principal - Ms. Julie Kehr  
Elementary Assistant Principal - Mr. Dan Kramer  
Social Worker - Ms. Lauren Heydt  
Social Worker - Ms. Liliana Moore  
Social Worker - Ms. Emily Carmichael

### **Visitors**

Susan Roeckle	Enrique Castro
Bob Mengle	Diane Benson
Linda Roebuck	Scott Eldridge
Rick Hoffmaster	Robi Kramer
John Lorchak	Nytza Santiago
Samantha Armstrong	Theodore Werkheiser

### **Educational Presentations**

*There were none.*

**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

There is no report at this time.

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

At the meeting they did approve the Berks County Tax annual audit report which was prepared by Herbein; there were no issues/finds. Next meeting is on June 26th.

- 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 talked about a few points of pride starting with student highlights. Eight students got recognized at the Berks County Art Show recently this month. There were over 2,000 high school students participating in this and the district had eight students placed. Congratulations to the district's art teachers at the high school for encouraging those students to get involved. The district social media highlighted six students that made the All-County Jazz Band and they have done fantastic jobs contributing to the jazz band. The Junior High Jazz Band, under the direction of Mr. John Evans, actually received a superior rating which is impressive. There were multiple students in the junior high that were recognized for individual awards as being part of that jazz band. The amount of students the district has not only at the junior high in music but at C.E. Cole (4th, 5th, 6th) involved there are over 200 students that are part of the band, part of the chorus there and this just moves up to high school. The district has involvement because the teachers do such a great job encouraging the students to get involved. The district also started a new thing on social media called Senior Spotlights where the district's students who are now seniors are recognizing teachers once a week that have made a difference in their life at the high school. In regards to the debriefing yesterday, the district's School Resource Officers make such a difference because the district was getting real time information from those officers and the way that they were able to support the school district and help provide support and leadership in that critical moment is invaluable. Staff highlights: this past month the district celebrated paraprofessional appreciation day, the district has 53 paraprofessionals. If anyone knows anyone in the district as a paraprofessional it is a tough job, these are difficult to do and the deviation that the district's paras show each day stepping up and providing services to the students, he is glad to mention if seeing one of the paras thank them. The district celebrated Assistant Principal Week. There are ten assistant principals in the district and asked them to stand up for a round of applause. Assistant Principals often perform a thankless job as they get a lot of grief, everything dealt with is a conflict based, but they do it with a smile, still encourage the students, coach the teachers, great with the parents and thanked them again for all that they do. Also recognizing Elizabeth Chapman, Special education Teacher/Coach at the elementary school was nominated for the Annie Sullivan Award by Dr. Huntbach and was recognized for her efforts. The building project updates will be seen every Friday from the district's social media and also updating what's happening in the classrooms with the visible learning series featuring what some of the teachers are doing taking it to the next level with the students. The district is so fortunate to have someone like Mr. John Evans teaching the district's students. When walking into his class, talking to

him in the hallway, talking to him in the parking lot, he is so focused on music and the kids are the beneficiaries of this. The district is also a beneficiary because one of his son's is a music teacher and is the exact same way. There is so much time, effort and energy he puts into it here and would strongly advise getting students involved in music here just so they can be around him and learn from him.

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

There is no report at this time.

**Superintendent's Comments** - Dr. Joseph E. Macharola

Dr. Macharola asked administrators to convene as soon as possible to look at the current cell phone policy and to work on banning cell phones. He discussed some music items that were not budgeted but need to be replaced as they are very old, but unfortunately expensive. Dr. Macharola also discussed another item that was not budgeted that will need to be replaced in terms of safety are the football helmets for percussion protocols.

**Personnel**

**Resolution Nos. 152A – 152I**

Moved by Mr. Hardy and Mr. Vasquez that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 152A through 152I** in their entirety.

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

**152A Administrative Appointment**

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

- a. Dr. Tara Nelson, Assistant Principal (J. Bellanca), effective date to be determined, at a salary of \$100,110, prorated for days worked.

**152B Professional Appointment**

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

- a. Ms. Kileyah Billela, Long-Term Substitute Teacher (S. Cerroni), Muhlenberg High School, pending emergency certification, effective March 26, 2025 through the end of the 2024-2025 school year, at a salary of \$55,170 (B + 9, 16 Steps from the Top), prorated for days work.

**152C Classified Appointments**

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

- a. Ms. Stephanie Murphy, Cafeteria Worker (O. Gehris), Muhlenberg Elementary Center, effective March 31, 2025, at a pay rate of \$20.29 per hour.
- b. Ms. Jenifer Brady, Cafeteria Worker (C.Andrews), Muhlenberg Junior High School, effective March 31, 2025, at a pay rate of \$20.29 per hour.

**152D Acceptance of Resignations**

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

- a. Ms. Alexis Stoudt, Special Education Paraprofessional, Muhlenberg Elementary Center, effective March 28, 2025.
- b. Ms. Jaclyn Bellanca, Assistant Principal, C.E. Cole Intermediate, pending release from Muhlenberg School District per PA School Code.
- c. Ms. Elizabeth Slater, Math Teacher, Muhlenberg Junior High School, resignation for the purpose of retirement, effective the end of the 2024-2025 school year.
- d. Ms. Carol Santo Domingo, Class A Secretary, Muhlenberg High School, resignation for the purpose of retirement, effective August 5, 2025.

**152E 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 2024-2025 school year:

- a. Ms. Kathleen Haas, mentor for Ms. Taryn Buono, Special Education Teacher, Muhlenberg Elementary Center, for thirty (30) hours.
- b. Mr. Shane Silas, mentor for Ms. Christina Taveras, Long-Term Substitute Teacher, Muhlenberg Elementary Center, for thirty (30) hours.
- c. Ms. Sarah Kopetsky, mentor for Ms. Caitlin Ambruster, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- d. Ms. Danielle Ast, mentor for Ms. Amy Martzall, Long-Term Substitute Teacher, Muhlenberg Elementary Center, for thirty (30) hours.

**152F Co-Curricular Appointments**

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

- a. Ms. Lucille Palangio, Sports Event Monitor, effective March 12, 2025, at a pay rate of \$15.00 per hour.
- b. Ms. Kachina Leigh, MHS Spring Musical Business Manager, effective February 10, 2025, at a salary of \$2,610 (year 1), prorated for days worked.
- c. Mr. Robert McGowan, MHS Varsity Boys Tennis Assistant Coach, effective March 12, 2025, at a salary of \$2,393 (year 1).
- d. Ms. April Baylor, MJHS Girls Softball Assistant Coach, effective April 1, 2025, at a salary of \$3,263 (year 1), prorated for days worked.

**152G After-School Tutoring Hours for Professional Staff**

Resolved, that the Board of Education of the Muhlenberg School District approve after-school tutoring hours (funded by Title I) for the following employees:

- a. Ms. Megan Grandinetti, six (6) hours for keystone preparation, at the professional pay rate of \$30.00 per hour.
- b. Mr. Robert Brad, six (6) hours for keystone preparation, at the professional pay rate of \$30.00 per hour.
- c. Mr. Matthew Christman, six (6) hours for keystone preparation, at the professional pay rate of \$30.00 per hour.

**152H 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. Charlita Andrews, Special Education Paraprofessional, Muhlenberg Junior High School, completion of thirty (30) day probation as of March 21, 2025 and recommended for permanent employment as of March 24, 2025.
- b. Mr. Christopher Fox, Custodian, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of March 21, 2025 and recommended for permanent employment as of March 24, 2025.
- c. Ms. Rosemarie Sysenh, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of April 7, 2025 and recommended for permanent employment as of April 8, 2025.

**152I 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 No. 1434, Health Services Technician, FMLA Leave, effective on or about April 1, 2025 through on or about April 28, 2025.

- b. Employee No. 2450, Special Education Paraprofessional, Leave of Absence, effective on or about March 20, 2025 through on or about June 5, 2025.
- c. Employee No. 3022, Teacher, FMLA/Leave of Absence, effective on or about August 20, 2025 through on or about June 5, 2026.
- d. Employee No. 2911, Teacher, FMLA/Leave of Absence, effective on or about February 17, 2025 through on or about June 6, 2025.
- e. Employee No. 2833, Teacher, FMLA/Leave of Absence, effective on or about August 20, 2025 through on or about the first day of the 2026-2027 school year.
- f. Employee No. 2677, Health Services Technician, FMLA, effective on or about April 1, 2025 through on or about June 5, 2025.

## **Management**

### **Resolution No. 153 - 154**

Moved by Mr. Vasquez and Mr. Haas that the Board of Education of the Muhlenberg School District approve **Management Resolution No. 153 and 154** in their entirety.

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

### **153 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.

### **154 Cyber Incident Response Plan and Processes**

Resolved, that the Board of Education of the Muhlenberg School District approve the Confidential Cyber Incident Response Plan and Processes for Muhlenberg School District.

## **Physical Plant and Transportation**

### **Resolution No. 155 - 157**

Moved by Mr. Vasquez and Mr. Haas that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution Nos. 155 through 157** in their entirety.

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

**155 Sunday Facility Use Request**

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday Facility Use Request:

- a. National Junior Honor Society, use of the Muhlenberg Junior High School auditorium on Sunday, April 27, 2025 to hold the 2024-2025 induction ceremony.

**156 Time Lapse and Security Camera for 5-6 Middle School Construction Site**

Resolved, that the Board of Education of the Muhlenberg School District approve the leasing of a time lapse and security camera for the new 5-6 middle school construction site at a cost not to exceed \$15,077.24 (funded through Bond Issue Funds) as presented.

**157 Change Order Requests**

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

**Budget and Finance**

**Resolution Nos. 158 - 160**

Moved by Mr. Hardy and Mr. Haas that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution No. 158 through 160** in their entirety.

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

**158 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	Feb 2025	Feb 2025	Mar 2025 Ck#58246-58414 V#28253-28283	Feb 2025	



Cafeteria	Feb 2025	Feb 2025	Mar 2025 Ck#8542-8573 V#3159-3163	Feb 2025	
Capital Reserve (Fund 32)	Mar 2025	Mar 2025			
Capital Reserve (Fund 39)	Mar 2025	Mar 2025	Mar 2025 Ck#1030-1035		
Activity	Feb 2025	Feb 2025			

**159 Agreement with JP Harris Associates, LLC**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Muhlenberg School District and JP Harris Associates, LLC to assist in collecting payments for delinquent school accounts as presented.

**160 Agreement with BusPatrol America, LLC**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Muhlenberg School District and BusPatrol America, LLC for a School Bus Stop Arm Program as presented.

**Education**

**Resolution Nos. 161 – 167**

Moved by Mr. Vasquez and Mr. Haas, that the Board of Education of the Muhlenberg School District approve **Education Nos. 161 through 167** in their entirety.

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

**161 Acceptance of Gifts, Grants, Donations**

Resolved, that the Board of Education of the Muhlenberg School District accept the following donations in accordance with district Policy 702, Gifts, Grants, Donations:

- a. United States Tennis Association Middle States Section (USTA MS), grant awarded of tennis equipment for students at Muhlenberg Junior High School in the Muhlenberg School District.
- b. The Perk Up Truck/Ms. Michelle Lorah, donation of \$1,000 for graduation necessities for senior graduating students at Muhlenberg High School in the Muhlenberg School District.

**162 Conference Requests**

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

- a. Dr. Jessica Heffner, to attend the American Association of School Personnel Administrators (AASPA) Annual Conference in Nashville, TN on October 6, 2025 to October 10, 2025 at a cost not to exceed \$3,287.64 (funded through Human Resources).
- b. Dr. Cathy Shappell, to attend the 2025 PDE Data Summit in Hershey, PA on March 24, 2025 through March 26, 2025 at a cost not to exceed \$751.56 (funded through Curriculum).

**163 Settlement Agreement and Mutual Release of Claims**

Resolved, that the Board of Education of the Muhlenberg School District approve the Settlement Agreement and Mutual Release of Claims between Pennsylvania Leadership Charter School and Muhlenberg School District as presented.

**164 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 for the 2025-2026 school year as presented.

- a. Student #37754, Hogan Learning Academy
- b. Student #33544, Hogan Learning Academy
- c. Student #33047, Hogan Learning Academy

**165 Agreement with The Meadows Psychiatric Center**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with The Meadows Psychiatric Center for the 2025-2026, 2026-2027 and/or the 2027-2028 school years as presented.

**166 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. 33500, grade 12, Muhlenberg High School

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

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

- a. Student "H", Muhlenberg High School

**Student Activities**

*There was none.*

**Minutes**

**Resolution No. 168**

**168 Approval of Minutes**

Review minutes of the Committee of the Whole Meeting of March 12, 2025 and the Regular Board Meeting of March 12, 2025.

Moved by Mr. Vasquez and Mr. Harday minutes of the Committee of the Whole Meeting of March 12, 2025 and the Regular Board Meeting of March 12, 2025.

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

**Old Business**

*There were none.*

**New Business**

**Resolution No. 169**

Moved by Mr. Vasquez and Mr. Haas that the Board of Education of the Muhlenberg School District approve **Resolution No. 169** in its entirety.

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

**169 Memoriam of Mr. Donald E. Greth**

Resolved, that we remember the passing of Mr. Donald E. Greth who served in the Muhlenberg School District for four (4) years (1989-1993) as a Boys Soccer Head Coach. We honor his memory for his dedicated service to the school district and community.

Be it further resolved that we convey through this resolution our deepest sympathy to his family, and that this resolution be made part of the permanent record in the minutes of the Muhlenberg School District.

### **Hearing of Visitors**

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

*There were none.*

### **MSD/RMCTC Board Visitor of the Month**

Schedule 2024-2025

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

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

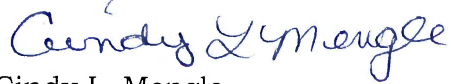
April 9	6300 PM	Committee of the Whole and Regular Board Meeting
April 14	6:30 PM	RMCTC Board Meeting
May 7	7:00 PM	Committee of the Whole Meeting
May 12	6:30 PM	RMCTC Board Meeting
May 14	7:00 PM	Regular Board Meeting
June 9	6:30 PM	RMCTC Board Meeting
June 11	6:30 PM	Committee of the Whole and Regular Board Meeting

**170 Adjourn Meeting**

Moved by Mr. Hardy and Mr. Vasquez that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 8:23 PM.

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

Attest:



Cindy L. Mengle  
Secretary