

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
January 8, 2025
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, January 8, 2025 at 7:11 PM by Board President, Mr. Garrett Hyneman.

Members Present

President – Mr. Garrett E. Hyneman
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

Vice President – Mrs. Kristyna Eagle
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
Director of Physical Plant – Mr. Ken Patterson
Director of Special Education - Ms. Nicole Huntbach
Supervisor of Special Education - Mr. Byron Grosslefinger
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
Athletic Director - Dr. Timothy Moyer
Principal on Assignment - Mr. Steve Baylor
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Ms. Lori Morris
High School Assistant Principal - Mr. Aaron Kopetsky
Junior High Principal - Mr. Chris Becker
Junior High Assistant Principal - Mr. Joshua Rankin

Junior High Assistant Principal - Ms. Michele Weaver
Junior High Assistant Principal - Mr. Joseph Scoboria
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca
Elementary Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Ms. Julie Kehr
Elementary Assistant Principal - Mr. Daniel Kramer
Social Worker - Ms. Lauren Heydt
Social Worker - Ms. Amanda Foulds
Social Worker - Ms. Emily Carmichael

Visitors

Linda Roebuck	Diane Benson
Susan Roeckle	Daniel Fair
Tony Lupia	

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

The Reorganization Meeting is next week, there has been no meeting since November.

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

There was a meeting on December 19th for the year-end so they had an election of officers for 2025; there was no change. They also approved the Berks Earned Income Tax Bureau's operating capital budget.

- 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 took some time to echo Dr. Macharola's remarks and sentiments to each school board member thanking them for their service, time, commitment and energy supporting the District and all of the teachers and administrators.

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. 99A – 99I

Moved by Mr. Voit and Mr. Vasquez that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 99A through 99I** in their entirety.

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

99A Professional Appointment

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

- a. Mr. Matthew Fry, Elementary Teacher (K. Deibert), C.E. Cole Intermediate, pending PA Certification, effective December 19, 2024, at a salary of \$52,970 (B, 16 Steps from the Top), prorated for days worked.

99B Acceptance of Resignations

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

- a. Ms. Danielle Ninfo, Long-term Substitute Teacher, Muhlenberg Junior High School, effective December 17, 2024.
- b. Ms. Laura Santangelo, STEM Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.

- c. Ms. Susan Hawkins, Assistant Business Manager, rescind retirement effective date of January 16, 2025 and extend retirement date to February 28, 2025 or sooner a replacement can be procured by the district.

99C 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. Mr. John Barr, mentor for Mr. Colin Bliss, Math Teacher, Muhlenberg Elementary Center, for thirty-five (35) hours.
- b. Ms. Tiffany Price, mentor for Mr. Matthew Christman, Long-Term Substitute, Muhlenberg High School, for thirty (30) hours.
- c. Ms. Jenna Jusits, mentor for Mr. Matthew Fry, Elementary Teacher, C.E. Cole Intermediate, for sixty (60) hours.

99D Co-Curricular Appointments

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

- a. Mr. Justine Vallone, MHS Math Department Chair, effective November 7, 2024, at a stipend of \$750, prorated for days worked.
- b. Ms. Lauren Heydt, from MHS Aavidum Co-Advisor to MHS Aavidum Advisor, effective December 16, 2024, at a stipend of \$3,286 (year 3), prorated for days worked.
- c. Ms. Tiffany Clemison, MHS Cheer Volunteer Coach. effective December 13, 2024.
- d. Mr. Joshua Horst, MJHS Wrestling Volunteer Coach, effective December 13, 2024.
- e. Mr. Dan Houck, Sports Event Monitor, effective December 12, 2024, at a pay rate of \$15.00 per hour.

99E 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. Ashleigh Greene, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of December 3, 2024 and recommended for permanent employment as of December 4, 2024.
- b. Ms. Cindy Wanamaker, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of December 9, 2024 and recommended for permanent employment as of December 10, 2024.

99F 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. 2486, Teacher, Leave of Absence/FMLA, effective on or about March 14, 2025 through on or about June 6, 2025.
- b. Employee No. 2935, Teacher, Leave of Absence/FMLA, effective on or about March 4, 2025 through on or about June 6, 2025.

99G Approval of Job Descriptions

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

- a. Dean of Students - C.E. Cole Intermediate
- b. Dean of Students - Muhlenberg Elementary Center

99H MESPA Mentor Stipend

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

- a. Ms. Karen Adams, mentor of Ms. Nyla Gensemer, Special Education Paraprofessional, Muhlenberg Elementary Center
- b. Ms. Tanya Cooper, mentor for Ms. Olivia Gehris, Special Education Paraprofessional, Muhlenberg Elementary Center
- c. Ms. Patricia Greene, mentor for Ms. Joleen Borrell, Cafeteria Assistant, Muhlenberg Elementary Center
- d. Ms. Brenda Lochman, mentor for Mr. Jeffrey Weyant, Cafeteria Worker, Muhlenberg High School

99I Classified Appointment

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

- a. Ms. Lori Darkis, Cafeteria Substitute, effective January 2, 2025, 2024 at a pay rate of \$14.00 per hour.

Management

There are no items.

Physical Plant and Transportation

Resolution Nos. 100

Moved by Mr. Voit and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution No. 100** in its entirety.

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

100 Approval of Bids and Awarding Contracts for New Grade 5-6 Middle School

Resolved, that the Board of Education of the Muhlenberg School District approve the apparent low bids for the following prime construction contracts for the construction of a new 5-6 middle school: General Construction – eci Construction, LLC – contract value of \$36,485,000 based on their base bid and incorporation of Alternate Bid No. 09B – Terrazzo Flooring; Roofing Construction – GSM Roofing – contract value of \$2,796,300 based on their base bid; Mechanical Construction – Matchline Mechanical – contract value of \$10,210,000 based on their base bid; Electrical Construction – Hirneisen Electric, Inc. – contract value of \$8,181,000 based on their base bid; Plumbing Construction and Fire Protection – S.M. Fridy Mechanical Contracting, LLC – contract value of \$2,895,200 based on their base bid; subject to review by the district's solicitor.

Budget and Finance

Resolution No. 101 - 104

Moved by Mr. Vasquez and Mr. Voit that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution No. 101 through 104** in their entirety.

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

101 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	Nov 2024	Nov 2024	Dec 2024 Ck#57922-58047 V#28184-28202	Nov 2024	
Cafeteria	Nov 2024	Nov 2024	Dec 2024 Ck#8452-8479 V#3132-3140	Nov 2024	
Capital Reserve (Fund 32)	Dec 2024	Dec 2024			
Capital Reserve (Fund 39)	Dec 2024	Dec 2024	Dec 2024 Ck#1011-1016		
Activity	Nov 2024	Nov 2024			

102 Approval of 2025 Mileage Rate

Resolved, that the Board of Education of the Muhlenberg School District approve the 2025 standard mileage reimbursement rate for the use of a personal vehicle for business purposes of 70¢ per mile in accordance with the Internal Revenue Service guidelines as of January 1, 2025.

103 Fee Agreement for Special Education Attorney

Resolved, that the Board of Education of the Muhlenberg School District approve the fee agreement with Sweet, Stevens, Katz & Williams to provide Special Education Law services as presented.

104 E-Rate Category 2 Wireless Equipment

Resolved, that the Board of Education of the Muhlenberg School District accept the bid for Uninterruptible Power Supplies (hardware and installation) of \$55,961.38 from Integra One (PEPPM Contract 533902-017). This purchase of technology equipment is through the E-rate program and is anticipated to be reimbursed to the district at a rate of 85% of cost (funded by Technology Budget) as presented.

Education

Resolution Nos. 105 – 108

Moved by Mr. Eaton and Mr. Voit, that the Board of Education of the Muhlenberg School District approve **Education Nos. 105 through 108** in their entirety.

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

105 **2025 MSD Summer Style**

Resolved, that the Board of Education of the Muhlenberg School District approve the 2025 MSD Summer Style program for three sessions beginning June 16, 2025 through August 7, 2025 as presented.

106 **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 approve the Settlement Agreement and Release for the following student as presented:

- a. Student "A", Muhlenberg Junior High School
- b. Student "B", Muhlenberg High School
- c. Student "C", Muhlenberg High School
- d. Student "D", Muhlenberg High School

107 **Student Tuition Agreement for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following student tuition agreement for the 2024-2025 school year as presented:

- a. Student #37129, Conrad Weiser Decisions

108 **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.

Student Activities

There was none.

Minutes

Resolution No. 109

109 Approval of Minutes

Review minutes of the Annual Organization Meeting of December 4, 2024, Committee of the Whole Meeting of December 4, 2024 and the Regular Board Meeting of December 4, 2024.

Moved by Mr. Voit and Mr. Vasquez minutes of the Annual Organization Meeting of December 4, 2024, Committee of the Whole Meeting of December 4, 2024 and the Regular Board Meeting of December 4, 2024.

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

Old Business

There were none.

New Business

There were 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 2024-2025

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

January 8	6:30 PM	Committee of the Whole Meeting and Regular Board Meeting
-----------	---------	--

January 13	7:00 PM	RMCTC Annual Reorganization Meeting
February 5	7:00 PM	Committee of the Whole Meeting
February 10	6:30 PM	RMCTC Board Meeting
February 12	7:00 PM	Regular Board Meeting
March 5	7:00 PM	Committee of the Whole Meeting
March 10	6:30 PM	RMCTC Board Meeting
March 12	7:00 PM	Regular Board Meeting
April 2	7:00 PM	Committee of the Whole Meeting
April 9	7:00 PM	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

110 Adjourn Meeting

Moved by Mr. Voit and Mr. Vasquez that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:16 PM.

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

Attest:


Cindy L. Mengle
Secretary