

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
November 8, 2023
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, November 8, 2023 at 6:52 PM by Board Vice President, Mr. Otto W. Voit, III.

Members Present

Vice President – Mr. Otto W. Voit, III
Treasurer – Mr. Richard E. Hoffmaster
Secretary – Mrs. Cindy L. Mengle
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

President – Mr. Garrett E. Hyneman
Assistant Secretary – Ms. Janet Howard

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent - Dr. Alan S. Futrick
Business Manager- Shane M. Mathias, CPA
Assistant Business Manager - Susan Hawkins
Director of Physical Plant – Mr. Ken Patterson
Director of Federal Programs - Dr. Cathy Shappell
Supervisor of Special Education - Dr. Janet Heilman
Director of Human Resources - Dr. Jessica Heffner
Licensed Behavior Specialist - Mr. Zachariah Milch
Director of Technology - Mr. Daniel Houck
Director of Food Services - Mr. Carey Kline
Data Administrator – Mr. Kevin Vanino
Athletic Director - Dr. Timothy Moyer
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Ms. Julianna Ciccarelli
High School Assistant Principal - Mr. Aaron Kopetsky
Junior High School Assistant Principal - Mr. Daniel Kramer
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca
C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria
Elementary Principal - Mr. Kyle Crater

Elementary Assistant Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Ms. Leila McGill
Social Worker - Ms. Liliana Moore
Social Worker - Ms. Emily Carmichael

Visitors

Linda Roebuck	Diane Benson
Marc Wolfe	Jeff Haas
Wayne Hardy	Dan Toomey
Lilian Peralto	Rafael Padillo

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

Mrs. Mengle advised that their next meeting is scheduled for Monday night then they do not have a meeting next month as the Annual Reorganization Meeting will be in January.

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

There is no report at this time.

D. PSBA Liaison – Mr. Otto W. Voit, III

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

There is no report at this time.

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

There is no report at this time.

Superintendent's Comments - Dr. Joseph E. Macharola

Dr. Macharola reminded everyone that this Friday morning there will be the Veteran's Breakfast at 8AM; he is looking forward to everyone who has served and their families to be present. Dr. Macharola also shared a correspondence from a current student, Ms. Samantha Noll, who thanked Dr. Macharola, Dr. Futrick, School Board, administration, and the District for her acceptance into Kutztown University, her education and support from everyone. Dr. Macharola also thanked the Board.

Questions/Comments/Concerns:

Mr. Hoffmaster spoke about being on the board for over 30 years, he commented that the District has the best Superintendent here. He talked about how Dr. Macharola worked well with the Board. Mr. Hoffmaster talked about how Mr. Nelson will be missed as he did a great job in the community and everything. Mr. Hoffmaster spoke about Mr. Voit, working together on the Board and the leadership that Mr. Voit has provided, and his care for the people. Mr. Hoffmaster spoke about Mr. Lupia caring about the people, specifically the vo-tech school. He talked about having great people on this Board and he believes everything will go the right way because of the leader and the administration. Mr. Hoffmaster took a moment to thank everyone for his time at Muhlenberg School District.

Board Business

Personnel

Resolution Nos. 67A – 67J

Moved by Mrs. Eagle and Mr. Nelson, that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 67A through 67J** in their entirety.

Yeas: Mrs. Eagle, Mr. Hoffmaster, Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit. The motion **carried** unanimously.

67A Professional Appointments

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

- a. Mr. Michael Granat, School Counselor (A. Manmiller), Muhlenberg Elementary Center, pending release from current employer, at a salary of \$69,609 (M, 10 steps from the top), prorated for days worked.
- b. Ms. Katherine Gillen, Music Teacher (L. Dieterly), Muhlenberg Junior High School, pending release from current employer, at a salary of \$64,841 (B+24, 11 Steps from the Top), prorated for days worked.
- c. Ms. Megan Grandinetti, Science Teacher (A. Ferry), Muhlenberg High School, pending release from current employer, at a salary of \$76,499 (M+24, 10 Steps from the Top), prorated for days worked.

67B Classified Appointments

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

- a. Ms. Gabrielle Ramirez, Clerical Assistant (S. Angstadt), Muhlenberg Junior High School effective beginning of the 2023-2024 school year, at a pay rate of \$19.17 per hour.
- b. Ms. Maria Zavala Salas, Cafeteria Substitute, effective November 6, 2023, at a pay rate of \$14.00 per hour.
- c. Ms. Alison Sherk, Class A Secretary (K. Nelson), Muhlenberg Junior High School, effective November 20, 2023, at a salary of \$51,755, prorated for days worked.

67C Acceptance of Resignations

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

- a. Mr. Michael Horning, Custodian, Muhlenberg High School, effective October 16, 2023.
- b. Ms. Joanne Pyott, Special Education Paraprofessional, Muhlenberg Elementary Center, effective October 20, 2023.
- c. Ms. Gloria Isamoyer, Cafeteria Worker, Muhlenberg Junior High School, resignation for the purpose of retirement, effective November 17, 2023.
- d. Ms. Lori Street, Cafeteria Assistant, C.E. Cole Intermediate, effective October 18, 2023.
- e. Ms. Toni Crater, Science Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- f. Ms. Gabrielle Ramirez, Special Education Paraprofessional, Muhlenberg Junior High School, effective beginning of 2023-2024 school year.
- g. Ms. Rachel Kline, Special Education Paraprofessional, Muhlenberg High School, effective November 15, 2023.
- h. Ms. Jillian McIntyre, Elementary Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.

- i. Ms. Alyssa Kline, Long-Term Substitute, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.

67D 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 2023-2024 school year (Exhibit A-2):

- a. Ms. Jessica Justiniano, mentor for Ms. Tiffany Price, Math Teacher, Muhlenberg High School, for thirty (30) hours.

67E Job Description

Resolved, that the Board of Education of the Muhlenberg School District approve the following revised job description as submitted (Exhibit A-3):

- a. Inside Custodian

67F Co-Curricular Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the following co-curricular assignments as presented (Exhibit A-4).

67G 2023 Winter Coaching Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the 2023 winter coaching assignments as presented (Exhibit A-5).

67H Completion of Probation

Resolved, that the Board of Education of the Muhlenberg School District approve the completion of probation for the following classified employee:

- a. Mr. Robert Sterley, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- b. Ms. Francine Galuska, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- c. Ms. Gabrielle Ramirez, Clerical Assistant, Muhlenberg Junior High School, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.

- d. Ms. Natasha Perez, Health Services Technician, C.E. Cole Intermediate, completion of forty-five (45) day probation as of October 27, 2023 and recommended for permanent employment as of October 30, 2023.
- e. Ms. Melissa Singleton, Special Education Paraprofessional, C.E. Cole Intermediate, completion of forty-five (45) day probation as of October 30, 2023 and recommended for permanent employment as of October 31, 2023.
- f. Ms. Maria Cedeno, Paraprofessional, C.E. Cole Intermediate, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- g. Ms. Lori Biese, Health Services Technician, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- h. Ms. Alexis Stoudt, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- i. Ms. Olivia Gehris, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 31, 2023 and recommended for permanent employment as of November 1, 2023.
- j. Mr. Jeffrey Weyant, Cafeteria Worker, Muhlenberg High School, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- k. Ms. Felicia Kissinger, Cafeteria Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 1, 2023 and recommended for permanent employment as of November 2, 2023.
- l. Ms. Jael Rivera, Cafeteria Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 2, 2023 and recommended for permanent employment as of November 3, 2023.
- m. Ms. Joleen Borrell, Cafeteria Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 3, 2023 and recommended for permanent employment as of November 6, 2023.

67I 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. 1015, Special Education Paraprofessional, Leave of Absence/FMLA, effective on or about October 11, 2023 through on or about November 13, 2023.

- b. Employee No. 3095, Custodian, Leave of Absence/FMLA, effective on or about November 10, 2023 through on or about January 9, 2024.
- c. Employee No. 1978, Custodian, Leave of Absence/FMLA, effective on or about September 11, 2023 through on or about December 1, 2023.
- d. Employee No. 1514, Special Education Paraprofessional, Intermittent FMLA, effective on or about September 13, 2023.
- e. Employee No. 3137, Teacher, Intermittent FMLA, effective on or about October 27, 2023.
- f. Employee No. 1311, Teacher, FMLA, effective on or about November 22, 2023 through on or about April 4, 2024.

67J Co-Curricular Activities

Resolved, that the Board of Education of the Muhlenberg School District approve the addition of the following club to Muhlenberg High School's co-curricular activities, as presented (Exhibit A-6):

- a. Social Media Club

Management

Resolution No. 68

Moved by Mr. Hoffmaster and Mr. Vasquez, that the Board of Education of the Muhlenberg School District approve **Management Resolution No. 68** in its entirety.

Yeas: Mr. Hoffmaster, Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle. The motion **carried** unanimously.

68 Adoption of Policy

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

- a. Policy No. 827, Conflict of Interest

Physical Plant and Transportation

Resolution Nos. 69

Moved by Mr. Hoffmaster and Mr. Vasquez, that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution No. 68** in its entirety.

Yeas: Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster. The motion **carried** unanimously.

69 Architects Fees for Phase One Capital Projects

Resolved, that the Board of Education of the Muhlenberg School District approve the architect fees for Phase One Capital Projects, at a total cost of \$561,191.79 (funded through Capital Reserve Fund) as presented (Exhibit C-1).

Budget and Finance

Resolution Nos. 70

Moved by Mrs. Eagle and Mr. Vasquez that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution No. 70** in its entirety.

Yeas: Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster. The motion **carried** unanimously.

70 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	Sept 2023	Sept 2023	Oct 2023 Ck#55387-55560 V#27827-27852	Sept 2023	Oct 2023
Cafeteria	Sept 2023	Sept 2023	Oct 2023 Ck# 8001-8038 V#3027-3034	Sept 2023	
Capital Reserve (Fund 32)	Oct 2023	Oct 2023	Oct 2023 Ck#964-968		
Activity	Sept 2023	Sept 2023			

Education

Resolution Nos. 71 – 75

Moved by Mr. Hoffmaster and Mr. Lupia, that the Board of Education of the Muhlenberg School District approve **Education Nos. 71 through 75** in their entirety.

Yeas: Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster. The motion **carried** unanimously.

71 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 Exhibit E-1):

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

72 Richard J. Caron Foundation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement with Richard J. Caron Foundation for the Caron Outpatient Treatment to provide Primary Group services, as presented (Exhibit E-2).

73 Conference Requests

Resolved, that the Board of Education of the Muhlenberg School District approve the following conference requests (Exhibit E-3):

- a. Dr. Jessica Heffner to attend the PAPSA Annual Conference in Altoona, PA on February 28, 2024 to March 1, 2024 at a cost not to exceed \$1,012.52 (funded through Human Resources).
- b. Ms. Amy Madeira to attend the Pete & C Conference in Hershey, PA on February 5, 2024 to February 6, 2024 at a cost not to exceed \$340.00 (funded through Title III).
- c. Ms. Jesse Todero to attend the NAEA Convention Board Meeting in Minneapolis, MN on November 10, 2023 to November 13, 2023 at no cost to the district.
- d. Ms. Nicole Huntbach to attend the PaTTAN Pennsylvania Fellowship Program in Harrisburg, PA on October 3, 2023 to October 4, 2023 at a cost not to exceed \$273.54 (funded through Special Education).
- e. Mr. Wayne Downs to attend the CEC Expo and Conference in San Antonio, TX on March 13, 2024 to March 16, 2024 at a cost not to exceed \$1,621 (funded through Special Education).

- f. Dr. Jessica Heffner to attend the PAPSA Annual Conference in Altoona, PA on February 28, 2024 to March 1, 2024 at a cost not to exceed \$1,012.52 (funded through Human Resources).
- g. Ms. Amy Madeira to attend the Pete & C Conference in Hershey, PA on February 5, 2024 to February 6, 2024 at a cost not to exceed \$340.00 (funded through Title III).
- h. Ms. Jesse Todero to attend the NAEA Convention Board Meeting in Minneapolis, MN on November 10, 2023 to November 13, 2023 at no cost to the district.
- i. Ms. Nicole Huntbach to attend the PaTTAN Pennsylvania Fellowship Program in Harrisburg, PA on October 3, 2023 to October 4, 2023 at a cost not to exceed \$273.54 (funded through Special Education).
- j. Mr. Wayne Downs to attend the CEC Expo and Conference in San Antonio, TX on March 13, 2024 to March 16, 2024 at a cost not to exceed \$1,621 (funded through Special Education).

74 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 (Exhibit E-4):

- a. Mr. Jerry Shuker, donation of a barber chair for the student haircut program at Muhlenberg Junior High School in the Muhlenberg School District.

75 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 2023-2024 School Year as listed (Exhibit E-5).

Student Activities

There was none.

Minutes

Resolution No. 76

76 Approval of Minutes

Review minutes of the Committee of the Whole Meeting of October 4, 2023 and October 11, 2023 and the Regular Board Meeting of October 11, 2023.

Moved by Mrs. Lupia and Mr. Vasquez that minutes of the Committee of the Whole Meeting of October 4, 2023 and October 11, 2023 and the Regular Board Meeting of October 11, 2023.

Yeas: Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster, Mr. Lupia. The motion **carried** unanimously.

Old Business

There was none.

New Business

Mr. Nelson spoke about being on the Board for over 20 years, and the reason he ran is because he is a big supporter of public education; he was a product of public education, his father was a school teacher, he put four kids through Muhlenberg School District who are all successful. He talked about their education at the District being the reason for his children's success. He spoke about all his decisions having been made based on having over 4,000 kids; everything decided has been for the benefit of the children in this District, the benefit for the staff and to make Muhlenberg School District a better place. He thanked everyone and stated it has been an honor to serve everybody.

Mr. Voit spoke about Mr. Nelson has served the community and has served the District with honor, integrity with great distinction. Mr. Voit stated that they can always say his heart was in the right place for the kids and the balancing act between taxpayers and students; and ultimately always voted for what he felt was right. Mr. Nelson thanked Mr. Voit.

Mr. Lupia spoke about getting involved with politics being quite an adventure for himself. He spoke about when he moved to Muhlenberg in 1969 and started attending the school; this school had everything to offer. He spoke about the teachers being great, about his wife graduating from Muhlenberg, his kids graduating from Muhlenberg, and going along those 45 years since he graduated with nothing but the best teachers, best buildings,. He talked about the things that Muhlenberg does like the summer program and the WOW program being tremendous programs. Mr. Lupia spoke about missing the Board, and maybe even coming back.

Mr. Voit spoke about Mr. Lupia has made an incredible impact on the school district and to the community. Mr. Voit talked about Mr. Lupia being a champion of the vo-tech / CTC, and with that and how it has come to the forefront, along with Mr. Hoffmaster, have both argued from day one that not everyone should go to college. He thanked Mr. Lupia for his heartfelt dedication. Mr. Lupia thanked Mr. Voit.

Mr. Voit spoke about Mr. Hoffmaster from day one was also a champion of the CTC, a champion for everybody. Mr. Voit talked about when he came onto the Board, Mr. Hoffmaster was already on the Board, and he helped change his mindset. He spoke about Mr. Hoffmaster always being there for the community, for the kids, for the administrators, for the teachers and whatever it took to get the job done to do what is

right. He thanked Mr. Hoffmaster and stated that he will make a great commissioner. Mr. Hoffmaster thanked Mr. Voit.

Mr. Voit spoke about his last 24 years and not realizing where the time went. He spoke about over the years, the bashing of heads, the passions and ultimately the right decisions came out of the Board. Mr. Voit spoke about not being present on the Board for themselves as they have over 4,000 kids and administrators to look at. He spoke about a lot of changes over the last 24 years, one of the things they can be most proud of is the culture of Muhlenberg; what makes Muhlenberg, Muhlenberg. He spoke about Muhlenberg being one of the few districts that really embraces what that culture is.

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

November	Mrs. Kristyna Eagle
December	Mr. J. Tony Lupia, Jr.
January	Mr. Otto W. Voit, III
February	Mr. Mark Nelson
March	Mr. Miguel Vasquez
April	Ms. Janet Howard
May	Mr. Richard E. Hoffmaster

Review of Board Meetings and Calendar of Events

November 8	6:30 PM	COW Meeting and Regular Board Meeting
November 13	6:30 PM	RMCTC Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

77

Adjourn Meeting

Moved by Mr. Nelson and Mr. Lupia, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:25 PM.

Yeas: Mrs. Eagle, Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia, Mr. Nelson.
The motion **carried** unanimously.

Attest:


Cindy L. Mengle
Secretary