

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
August 14, 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, August 14, 2024 at 7:38 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
Assistant Secretary – Ms. Janet Howard
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

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
Supervisor of Special Education - Dr. Jason Miller
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
Principal on Assignment - Mr. Steve Baylor
Athletic Director - Dr. Timothy Moyer
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Ms. Lori Morris
High School Assistant Principal - Mr. Aaron Kopetsky
Junior High School Principal - Mr. Christopher Becker
Junior High Assistant Principal - Mr. Joshua Rankin

C.E. Cole Intermediate Principal - Dr. Janet Heilman
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca
C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria
Elementary Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Mr. Daniel Kramer
Social Worker - Ms. Amanda Foulds
Social Worker - Ms. Emily Carmichael
Social Worker - Ms. Liliana Moore

Visitors

Ms. Linda Roebuck	Melissa Carroll
Diane Benson	Sarah Kiebachl
Cristina Lillis	Nicole McGowan

Educational Presentations

A. Second Reading of Policies - Dr. Joseph E. Macharola

Policy No. 146.1, *Trauma-Informed Approach*

Purpose

This policy was updated with the new legal citations addressing school safety and security training requirements for school employees. The language on reporting of school safety and security incidents was also updated based on the terminology changes from the School Code.

Policy No. 218, *Student Discipline*

Purpose

The language on incident reporting to law enforcement and PDE was updated to reflect the current School Code terminology. Legal citations to the new sections of the School Code were also added.

Policy No. 218.1, *Weapons*

Purpose

The policy language on incident reporting to law enforcement and PDE was updated to reflect the current School Code provisions. Legal citations to the new sections of School Code were also added.

Policy No. 218.2. *Terroristic Threats*

Purpose

The language addressing students with disabilities was moved into the Authority section of the policy, to align with other policies that include similar provisions. The

language and legal citations pertaining to incident reporting to law enforcement and PDE were also updated to reflect the current School Code provisions.

Policy 801, *Public Records*

Purpose

PSBA revised Policy 801. Public Records to clarify the district's responsibilities regarding responding to requests for records under the Right-to-Know Law (RTKL).

Anonymous Requests -

Recently, the Office of Open Records (OOR) issued an Alert regarding FOIA Buddy and RTKL requests. The Alert pointed to several cases providing Final Determinations regarding requests received from anonymous requesters. Of particular note, the *Anonymous" v. Downingtown Area School District* case resulted in an appeal being denied because the record request was sent from an email address that provided no evidence that the requester was an identified "person that is a legal resident of the United States..." The OOR found that the requester is anonymous and does not meet the definition of a "requester" under the RTKL. In the policy, the definition of "requester" was revised to more closely align with the statutory definition, which defines a requester as a person that is a legal resident of the United States who requests access to a record. The term "requester" includes an agency. School entities are not required to fulfill anonymous requests; an optional statement has been added to the policy to clearly articulate the school board's authority for the district to deny anonymous requests.

Use of Designated Request Forms -

The RTKL does not require the use of a specific form; however, all school entities are required to accept requests completed using the form issued by the OOR. In addition, the RTKL permits a school entity to locally develop their own request form. The RTKL requires the school entity to post the designated form(s) as follows:

1. At the school entity's administration office
2. On the school entity's website.

A statement was added to the policy to clarify that if the school entity is requiring the use of designated form(s) for records requests, the school entity needs to communicate such by including a notification along with the posted form(s) stating that the school entity may choose to deny a request for failure to submit the proper form.

Notification to Third Parties -

The order of the two paragraphs in this section have been switched to clarify that the notification requirement to a third party where a requested record contains a trade secret or confidential proprietary information will happen *prior to* the school entity producing any such record.

Appeals Involving Third Parties -

Record requests that are denied or deemed denied may be appealed to the state's OOR within fifteen (15) days. If the appeal involves a requested record of a third party which affects the legal or security interest of an employee; contains or constitutes proprietary, confidential or trademarked records of a third party; or are held by a third party contractor or vendor, the school entity is required to notify such parties of the appeal within seven (7) business days and advise them of their ability to participate. The Open Records Officer is also required to provide proof of such notice to the OOR within seven (7) business days of sending the third party notification. A new subsection was added to the policy to address appeals involving third parties.

Policy 801 is mandated to comply with the Right-to-Know Law.

Policy No. 803, School Calendar

Purpose

Act 56 of 2023 created a new section of the School Code, 24 P.S. 1-133, which addresses school instructional time and provides more flexibility for school entities to establish school calendars that provide a minimum of either 180 days of instruction to students or 450 hours of instruction for half-time pre-kindergarten and kindergarten students, 900 hours of instruction for full-time pre-kindergarten and kindergarten and elementary students (grades 1-6), and 990 hours of instruction for secondary students (grades 7-12). The policy guide was updated to provide options for the school board to direct what provisions the school calendar should normally include. The language was updated throughout the policy to reference both "instructional days" and "instructional hours." The sections addressing alteration of the school calendar in cases of emergency were also revised to reflect the current School Code provisions and address temporary provisions that may be established by the school board.

Policy No. 805, Emergency Preparedness and Response

Purpose

The policy language addressing law enforcement agencies was updated to reflect the current School Code terminology. The language addressing instructional time was updated to reflect both instructional days and hours, in accordance with the provisions of new School Code section 24 P.S. 1-133 under Act 56 of 2023, which is explained further under the section addressing Policy 803 revisions, below.

Policy No. 805.1, Relations With Law Enforcement Agencies

Purpose

The language and legal citations throughout this policy were updated to reflect the current School Code provisions addressing school safety and security incident reporting and coordination with law enforcement agencies. The section on Memorandum of Understanding was updated to reflect the changes to the School Code and more closely align with those provisions of the law. The process for coordination

between the Superintendent and law enforcement agency in reviewing the incident data prior to submission to PDE was also revised to reflect the current School Code requirements.

Policy No. 805.2, *School Security Personnel*

Purpose

The definition of "third-party vendor" was updated to reflect that these entities are now approved only by the PA Commission on Crime and Delinquency, and no longer approved by PDE's former Office for Safe Schools. The language addressing the training requirements for the School Safety and Security Coordinator under Act 55 of 2022 was updated to reflect that such training may also now be counted toward professional education credit, where applicable. Terminology related to incident reporting to law enforcement and PDE was updated in accordance with current School Code provisions.

An additional provision was added under the section on School Police Officers, stating that the school entity must provide a copy of the court's order approving and appointing a school police officer to the state's School Safety and Security Committee within thirty (30) days of the appointment, in accordance with School Code. Language was also added, based on School Code revisions, stating that the annual report regarding school police officers must be submitted to PDE, PCCD and the School Safety and Security Committee.

Policy No. 806, *Child Abuse*

Purpose

The policy language on incident reporting to law enforcement was updated to reflect the current School Code provisions. Legal citations to the new sections of School Code were also added.

Policy 806 is a mandated policy.

Policy No. 904, *Public Attendance at School Events*

Purpose

The policy language on incident reporting to law enforcement and PDE was updated to reflect the current School Code provisions. Legal citations to the new sections of School Code were also added. Policy 904 was also updated to remove language that specifically listed "Juul" products as an example of tobacco and vaping products, to align with policies 222, 323 and 707, which were included in last month's PNN. The attachment to the policy was also revised to align with the terminology changes in the policy.

Policy No. 909, *Municipal Government Relations*

Purpose

The terminology and legal citations related to coordination with law enforcement agencies and the development of the memorandum of understanding were updated to reflect current School Code provisions.

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 was 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 was a meeting last Monday. The CTC announced that there will be 608 new students from Reading and Muhlenberg total attending the CTC in the fall. 740 are returning from last year which is about 170 more students than last year, this is great to see the numbers increasing. The CTC had 72 students out on co-op last year, 58 summer interns which were the juniors (upcoming seniors) and also gave them a \$500 addition to these students. The CTC also had 71 summer camp 8th graders which was a big success this year.

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

There is no report at this time.

D. PSBA Liaison – Mrs. Kristyna Eagle

There is no report at this time.

E. Muhlenberg Community Library – Ms. Janet Howard

Last year all of C.E. Cole obtained library cards and the library did a pilot with the fourth grade students where they could go in and exchange books. The goal is this year starting in October to have all of C.E. Cole will be opened up to go in to exchange books at the library. This was a success and love the partnership between the district and the library. The library just wrapped up the summer program with the festival which was great. The library had approximately 18

teens volunteering over the summer and helped with the renovations that are getting ready to occur or in process at the library. In the summer program there were 121 students that made use of the summer program at the library.

F. Educational Programs – Dr. Alan S. Futrick

Dr. Futrick spoke about the first day right around the corner starting on August 26th, the district is in the midst of doing orientation: two schools today doing orientation, the new teacher orientation today and going on the next three days, meet the teacher night coming up, back to school night, and open house. Dr. Futrick spoke about the internships and one of the big pushes the District has is to get the seniors in the high school involved in internships. This year the District will have one out of four seniors involved in an internship and are very excited about this. Principal Skeete has done a nice job elevating that program, the goal is to get 150 students out to get experience in the real world. One of the things the District has experienced over the last five years is the influx of new students that didn't have the gift of a Muhlenberg education at a younger age. He advised one out of five students in the high school have only been in the district two years or less; which is a sizable part of the population. The district has taken some steps to reacclimate the students. Dr. Futrick advised there were about 175 new students that came into the junior high last year. The District has to look at a different way of doing this and came up with this school year; to put these new students into classes with the most support as almost every student coming in are Basic or Below Basic. At the junior high and high school, the District is putting these new students in groups by grade together, providing the support and acclimating them as a group into the district. The previous years in which how it was being done was not successful, it was frustrating as a teacher constantly getting new students, and there was no continuity. This new process is something that is unique to Muhlenberg, the District wants new students to be a "home" to them, have support, build relationships, and get the students connected to the right activities and extracurriculars.

Questions/Comments/Concerns:

Mrs. Eagle spoke about how well the Kindergarten Camp was a success and the District did an amazing job as the kids are so excited to come to school.

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

There is no report at this time.

Superintendent's Comments - Dr. Joseph E. Macharola

Just a reminder there are 500 school districts in the Commonwealth of Pennsylvania, everyone needs to support public education across the board. Our country depends upon a strong public education system, a viable system that provides opportunities, career pathways; but also develops the mind, heart and soul. The District is the only district in the state of Pennsylvania that will have a K-12 Americanism, Nationalism &

Democratic Initiative course study system literally in place; all age appropriate starting this year. The idea is to build the foundation of this country which is so important to himself and everyone, with all of the students leaving Muhlenberg.

Board Business

Personnel

Resolution Nos. 1A – 1U

Moved by Mrs. Eagle and Ms. Howard that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 1A through 1U (Resolution No. 1H, 1I, and 1M pulled for separate vote by Mr. Hyneman and Mr. Haas)** in their entirety.

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

1A Administrative Appointments

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

- a. Mr. Byron Grosselfinger, Supervisor of Special Education (J. Heilman), Blue Center, pending release from current employer, at a salary of \$107,500, prorated for days worked.
- b. Ms. Julie Kehr, Assistant Principal (J. Ciccarelli), Muhlenberg Elementary Center, pending release from current employer, at a salary of \$103,500, prorated for days worked.
- c. Mr. William Dramby, Assistant Principal (J. Berger), C.E. Cole Intermediate, pending release from current employer, at a salary of \$100,110, prorated for days worked.
- d. Dr. Jason Miller, Supervisor of Special Education (L. Morris), Blue Center, effective July 24, 2024, at a salary of \$107,500, prorated for days worked.
- e. Ms. Courtney Knittle, Licensed/Certified Behavior Specialist (Z. Milch), Blue Center, effective August 19, 2024, at a salary of \$107,500, prorated for days worked.

1B Professional Appointments

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

- a. Dr. Lucinda Schaeffer, Special Education Teacher (newly created), Muhlenberg Elementary Center, effective first contractual day of the 2024-2025 school year, at a salary of \$94,404 (EdD/PhD, 4 Steps from the Top).

- b. Ms. Jenna Plump, Math Teacher (B. Parker), Muhlenberg Junior High School, effective first contractual day of the 2024-2025 school year, at a salary of \$68,480 (M, 12 Steps from the Top).
- c. Mr. Joseph Cathy, Chemistry Teacher (newly created), Muhlenberg High School, effective first contractual day of the 2024-2025 school year, at a salary of \$58,991 (B + 24, 16 Steps from the Top).
- d. Ms. Jessica Smith, English Teacher (L. Klawiter), Muhlenberg Junior High School, pending release from current employer, at a salary of \$97,608 (M + 24, Top), prorated for days worked.
- e. Mr. Colin Bliss, Math Teacher (M. Kanavins), Muhlenberg High School, effective first contractual day of the 2024-2025 school year, at a salary of \$52,970 (B, 16 Steps from the Top).
- f. Ms. Ashley Berkel, Special Education Teacher (K. Lenhart), C.E. Cole Intermediate, pending release from current employer, at a salary of \$73,449 (M + 30, 14 Steps from the Top), prorated for days worked.
- g. Ms. Stephany Roberto, School Counselor (newly created), Muhlenberg Elementary Center, effective first contractual day of the 2024-2025 school year, at a salary of \$88,191 (M + 24, 5 Steps from the Top).
- h. Mr. Kedric Yoder, Health and Physical Education Teacher (newly created), Muhlenberg Junior High School, effective first contractual day of the 2024-2025 school year, at a salary of \$58,228 (B + 9, 14 Steps from the Top).
- i. Ms. Samantha Sites, Elementary Teacher (E. Stone), Muhlenberg Elementary Center, effective first contractual day of the 2024-2025 school year, at a salary of \$60,058 (B + 18, 14 Steps from the Top).
- j. Ms. Bree Hines, Elementary Teacher (K. Halteman), Muhlenberg Elementary Center, pending verification of PA Certification, effective first contractual day of the 2024-2025 school year, at a salary of \$52,970 (B, 16 Steps from the Top).
- k. Ms. Meredith Heming, Social Studies Teacher (M. Weaver), Muhlenberg Junior High School, pending release from current employer, at a salary of \$89,948 (M + 9, 1 Step from the Top), prorated for days worked.
- l. Ms. Autumn Gilmore, Special Education Teacher (newly created Spec. Ed/AEDY), Muhlenberg High School, pending release from current employer, at a salary of \$91,710 (M + 9, Top), prorated for days worked.

1C Acceptance of Resignations

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

- a. Ms. Eva Stone, Elementary Teacher, C.E. Cole Intermediate, effective June 5, 2024.
- b. Ms. Jennifer Doyle, Assistant Principal, Muhlenberg High School, effective August 19, 2024.

- c. Mr. Kevin Lenhart, Special Education Teacher, Muhlenberg Junior High School, effective June 20, 2024.
- d. Ms. Jessica Sandoval, Special Education Paraprofessional, C.E. Cole Intermediate, effective June 21, 2024.
- e. Mr. Zachariah Milch, Director of Clinical Services, Blue Center, effective August 1, 2024.
- f. Ms. Alyson Bates, Elementary Teacher, Muhlenberg Elementary Center, effective June 27, 2024.
- g. Ms. Laurie Adams, Elementary Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- h. Ms. Laura Klawiter, English Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- i. Ms. Lisa Hess, Special Education Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- j. Ms. Margarita Cosme, Special Education Paraprofessional, Muhlenberg Elementary Center, effective July 25, 2024.
- k. Ms. Jessica Dynda, English Teacher, Muhlenberg Junior High School, pending release from Muhlenberg School District per PA School Code.
- l. Ms. Kylie Torrens, Elementary Teacher, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- m. Ms. Melissa Singleton, Special Education Paraprofessional, C.E. Cole Intermediate, effective August 12, 2024.

1D Classified Appointments

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

- a. Ms. Jamie Shipe, Cafeteria Worker (L. Phillips) C.E. Cole Intermediate, effective the first contractual day of the 2024-2025 school year, at a pay rate of \$20.29 per hour.
- b. Ms. Lilyana Horning, Class A Secretary (J. Casper), Muhlenberg Elementary Center, effective August 1, 2024 at a salary of \$53,217, prorated for days worked.
- c. Ms. Charlita Andrews, Cafeteria Worker (D. Doelman) Muhlenberg Junior High School, effective the start of the 2024-2025 school year, at a pay rate of \$20.29 per hour.
- d. Ms. Melissa Zavala, Cafeteria Worker (B. Dutt) Muhlenberg Elementary Center, effective the start of the 2024-2025 school year, at a pay rate of \$20.29 per hour.
- e. Ms. Ana Rodriguez, Cafeteria Worker (J. Paolino) C.E. Cole Intermediate, effective the start of the 2024-2025 school year, at a pay rate of \$20.29 per hour.

- f. Mr. David Immendorf, Technology Support Specialist (R. Whitmoyer), Blue Center, effective August 5, 2024, at a salary of \$59,314, prorated for days worked.
- g. Mr. Alexander Medlar, Technology Support Specialist (newly created), Blue Center, effective August 5, 2024, at a salary of \$59,314, prorated for days worked.
- h. Mr. Elias Santiago, Special Education Paraprofessional (G. Johnson), Muhlenberg High School, effective the first contractual day of the 2024-2025 school year, at a pay rate of \$20.46 per hour.

1E Co-Curricular Resignations

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

- a. Mr. Steve Simons, MHS Boys Tennis Head Coach, effective June 14, 2024.
- b. Mr. Marc Wolfe, MHS Spring Musical Business Manager, effective July 31, 2024.
- c. Mr. Bradley Kunkle, MHS E-Sports Co-Advisor, effective August 6, 2024.

1F Monitors for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve all employees to be assigned as Bus Monitors and Detention Monitors by the respective Building Principals and any full-time employee consenting to be a Sports Event Monitor throughout the 2024-2025 school year as follows:

- a. Bus Monitors - \$10.50 per hour
- b. Detention Monitors - \$10.50 per hour
- c. Sports Event Monitors - \$15.00 per hour

1G BCIU Bus Drivers and Aides for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of bus drivers and aides for the 2024-2025 school year as contracted with the Berks County Intermediate Unit.

1H Pulled for separate vote.

1I Pulled for separate vote.

1J Fall 2024 Coaching Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the 2024-2025 fall coaching assignments as presented.

1K Substitute Pay Rates

Resolved, that the Board of Education of the Muhlenberg School District approve the following substitute pay rates for the 2024-2025 school year:

- a. Teachers (consecutive and non-consecutive days) - \$185 per day
- b. Retired Teacher - \$197 per day
- c. Cafeteria - \$14.00 per hour
- d. Paraprofessional - \$16.43 per hour
- e. Inside Custodian - \$14.00 per hour
- f. Outside Custodian - \$24.00 per hour
- g. Crossing Guard - \$19.00 per hour

1L Health Services for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the following health services for the district for the 2024-2025 school year:

- a. Concentra - pre-employment services - \$58.00 per exam; \$26.00 for tuberculosis test, effective January 1, 2025
- b. Dr. Keith Kiefer, school dentist - \$5.00 per exam

1M Pulled for separate vote.

1N AFJROTC Instructor Salary/Stipend for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the AFJROTC instructor salary for the 2024-2025 school year (July 1, 2024 through June 30, 2025) in accordance with Minimum Instructor Pay per the United States Department of Defense and an additional annual stipend for services performed outside normal school hours for the following instructors:

- a. Maj. Matthew Campbell, USAF, Retired, salary of \$95,804.40; stipend \$7,500.
- b. MSgt. Jonathan Beaver, USAF, Retired, salary of \$79,932.36; stipend \$7,500.

1O Head Night Custodian Positions

Resolved, that the Board of Education of the Muhlenberg School District approve the following employees as Head Night Custodians as presented.

1P Summer Hours for Professional Staff

Resolved, that the Board of Education of the Muhlenberg School District approve the following employee for summer hours:

- a. Ms. Jenna Pavlovich, thirty (30) hours to assist with social media content over the summer break, at the professional pay rate of \$30.00 per hour.
- b. Ms. Emily Grube, sixty (60) hours to assist with social media content over the summer break, at the professional pay rate of \$30.00 per hour.
- c. Ms. Amy Arnold, twenty (20) hours to assist with preparation of literacy center, at the professional pay rate of \$30.00 per hour.

1Q 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 2023-2024 school year and 2024-2025 school year:

- a. Ms. Sharon Kile, mentor for Ms. Brianna Bodnar, Long-Term Substitute Teacher, Muhlenberg Elementary Center, 2023-2024 school year, for seventeen (17) hours.
- b. Ms. Alisha Neiman, mentor for Ms. Gabriella Boyer, Elementary Teacher, Muhlenberg Elementary Center, for thirty (30) hours.
- c. Ms. Jessica West, mentor for Ms. Jennifer Fernandez, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- d. Ms. Kathleen Haas, mentor for Ms. Kelly Vicari, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- e. Ms. Crystal Chwatek, mentor for Ms. Laney Hefter, Elementary Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- f. Ms. Paige McGrogan, mentor for Ms. Katie Fry, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- g. Ms. Michelle Heckman, mentor for Dr. Lucinda Schaeffer, Special Education Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- h. Ms. Julia Purcell, mentor for Ms. Pamina Nieves, Speech Therapist, Muhlenberg Elementary Center, for sixty (60) hours.
- i. Ms. Megan Migliore, mentor for Mr. Andrew Stoudt, Long-Term Substitute, C. E. Cole Intermediate, for sixty (60) hours.
- j. Ms. Cristina Lillis, mentor for Ms. Allecia Stiles, Elementary Teacher, C. E. Cole Intermediate, for sixty (60) hours.
- k. Ms. Cristina Lillis, mentor for Ms. Ashley Roth, Special Education Teacher, C. E. Cole Intermediate, for thirty (30) hours.
- l. Ms. Lyn Lapp, mentor for Ms. Madison Wolf, Special Education Teacher, C. E. Cole Intermediate, for fifty-three (53) hours.

1R 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. 3050, Custodian, Leave of Absence/FMLA, effective on or about July 9, 2024 through on or about August 26, 2024.
- b. Employee No. 2200, Class A Secretary, Leave of Absence/FMLA, effective on or about July 14, 2024 through on or about September 14, 2024.
- c. Employee No. 2934, Teacher, Leave of Absence/FMLA, effective on or about August 21, 2024 through on or about September 9, 2024.

1S 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. Michelle Kennedy, Class A Secretary, Blue Center, completion of forty-five (45) day probation as of July 15, 2024 and recommended for permanent employment as of July 16, 2024.
- b. Ms. Joanne Pyott, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of thirty (30) day probation as of April 24, 2024 and recommended for permanent employment as of April 25, 2024.
- c. Ms. Diana Albarran, Class A Secretary, Muhlenberg High School, completion of forty-five (45) day probation as of August 5, 2024 and recommended for permanent employment as of August 6, 2024.

1T Cooperative Agreement in Water Polo with Kutztown and Schuylkill Valley School Districts

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Kutztown School District/Schuylkill Valley School District and Muhlenberg School District in the sport of Water Polo (Fall) as the host school.

1U Approval of Job Descriptions

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

- a. Licensed/Certified Behavior Specialist
- b. Director of Federal Programs
- c. High School Vice Principal
- d. Director of Pupil Services

Resolution No. 1H

Moved by Mr. Eaton and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Resolution No. 1H** in its entirety.

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

1H Salaries for Professional Staff for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Staff Salaries for the 2024-2025 school year as in accordance with the Muhlenberg Education Association contract (effective July 1, 2024 through June 30, 2025) as presented.

Resolution No. 1I

Moved by Mr. Eaton and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Resolution No. 1I** in its entirety.

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

1I Administrative (MAA I and MAA II) Salary Increases and Adjustments for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg Administrators Association (MAAI and MAII) salary increases and adjustments for the 2024-2025 school year.

Resolution No. 1M

Moved by Mr. Eaton and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Resolution No. 1M** in its entirety.

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

1M Superintendent's Salary

Resolved, that the Board of Education of Muhlenberg School District approve the Superintendent's salary effective July 1, 2024 through December 31, 2025 (through the remainder of his contract) at \$250,000.00.

Management

Resolution Nos. 2 - 6

Moved by Mr. Vasquez and Mr. Hardy, that the Board of Education of the Muhlenberg School District approve **Management Resolution No. 2 through Resolution No. 6** in their entirety.

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

2 Board Treasurer's Compensation

Resolved, that the Board of Education of the Muhlenberg School District approve the Treasurer's \$1,500 per year compensation for the one-year term July 1, 2024 to June 30, 2025.

3 Adoption of Policies

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

- a. Policy No. 222, Tobacco and Vaping Products
- b. Policy No. 227, Controlled Substances/Paraphernalia
- c. Policy No. 323, Tobacco and Vaping Products
- d. Policy No. 351, Controlled Substance Abuse
- e. Policy No. 707, Use of School Facilities
- f. Policy No. 815.1, Use of Generative Artificial Intelligence in Education
- g. Policy No. 917, Parent and Family Engagement

4 Opening Day/In Service Breakfast.

Resolved, that the Board of Education of the Muhlenberg School District approve the Opening Day/In-Service Day breakfast on August 21, 2024 at a cost not to exceed \$1,500.00.

5 2024-2025 Annual Membership to Berks Business Education Coalition

Resolved, that the Board of Education of the Muhlenberg School District approve the annual membership to the Berks Business Education Coalition for the 2024-2025 school year at a cost of \$800.00.

6 Representatives for Berks County Schools Health Trust Consortium

Resolved, that the Board of Education of the Muhlenberg School District approve the appointment of Dr. Jessica Heffner, as the school district's Management Representative and Mr. Douglas L. Olexy as the school district's Labor Representative for the Berks County Schools Health Trust Consortium effective July 1, 2024-June 30, 2026.

Physical Plant and Transportation

Resolution No. 7 - 10

Moved by Mrs. Eagle and Mr. Voit that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution Nos. 7 through 10** in their entirety.

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

7 Sealing and Restriping Parking Lots

Resolved, that the Board of Education of the Muhlenberg School District approve the sealing and restriping the high school and portion of intermediate school parking lots at a total cost of \$42,689 (funded through Capital Reserve Funds) as presented.

8 Kencor Elevator Service Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the Kencor Elevator service agreement for the elevators at the intermediate school and junior high school as presented.

9 Change Order Requests

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

10 Replacing MHS Digital Sign

Resolved, that the Board of Education of the Muhlenberg School District approve the replacing of the Muhlenberg High School digital sign at a cost not to exceed \$47,051.00 (Capital Reserve Funds) as presented.

Budget and Finance

Resolution No. 11 - 13

Moved by Mr. Voit and Mr. Vasquez that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution Nos. 11 through 13** in their entirety.

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

11 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	May 2024 Jun 2024	May 2024 Jun 2024	Jun 2024 Ck#56853-56989 V#28006-28026 Jul 2024 Ck#56990-57117 V#28027-28037	May 2024 Jun 2024	Jun 2024
Cafeteria	May 2024 June 2024	May 2024 June 2024	Jun 2024 Ck# 8284-8306 V#3081-3086 Jul 2024 Ck#8307-8326 V#3087-3090	May 2024 Jun 2024	
Capital Reserve (Fund 32)	Jun 2024 Jul 2024	Jun 2024 Jul 2024	June 2024 Ck# 982		
Capital Reserve (Fund 39)	Jun 2024 Jul 2024	Jun 2024 Jul 2024	Jun 2024 Ck#1014-1015 Jul 2024 Ck#1016-1017		
Activity	May 2024 Jun 2024	May 2024 Jun 2024			

12 **Close Student Activity Account**

Resolved, that the Board of Education of the Muhlenberg School District authorize closing the student activity account for "German Club" and transferring the remaining balance to the Publications

13 **Disposal of Surplus Property**

Resolved, that the Board of Education of the Muhlenberg School District authorize the disposal of the following surplus property in accordance with district Policy 706.1, Disposal of Surplus Property as presented:

- a. Access Points, Chromebooks, Printers, Servers, Desktops – These items are broken or have reached end-of-life and have no usable value.

Education

Resolution Nos. 14 – 24

Moved by Mrs. Eagle and Mr. Vasquez, that the Board of Education of the Muhlenberg School District approve **Education Nos. 14 through 24** in their entirety.

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

14 Adoption of Revised Curricula, Textbooks and Instructional Materials for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District adopt the revised curricula, textbooks and instructional materials as recommended and presented for the 2024-2025 school year as in accordance with the Pennsylvania School Code, Article VIII, Section 803.

15 Schoolwide Title I/A-TSI School Plans for the 2024-2025 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg Elementary Center and C.E. Cole Intermediate Schoolwide Title I School Plans, Muhlenberg High School and Muhlenberg Junior High School A-TSI Title I School Plans, for the 2024-2025 school year, as presented.

16 Muhlenberg School District Comprehensive Plan for 2024-2027

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg School District Comprehensive Plan for 2024-2027, as presented.

17 Students to Begin the School Year as Non-Resident Student

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following students to begin the 2024-2025 school year as non-resident student:

- a. Student No. 40366, 2nd Grade, Muhlenberg Elementary Center
- b. Student No. 41413, 1st Grade, Muhlenberg Elementary Center
- c. Student No. NR, 9th Grade, Muhlenberg Junior High School
- d. Student No. NR, 5th Grade, C.E. Cole Intermediate

18 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. 33111, grade 12, Muhlenberg High School

19 Conference Request

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

- a. Ms. Nicole Huntbach to attend the PDE Special Education Leadership Conference in Gettysburg, PA on July 8, 2024 to July 9, 2024 at a cost not to exceed \$344.53 (funded through Special Education Department).

20 AFJROTC Educational Field Trip Requests

Resolved, that the Board of Education of the Muhlenberg School District approve the following educational field trip requests:

- a. Muhlenberg High School AFJROTC, travel to Washington D.C. and the United States Naval Academy in Annapolis, Maryland on May 30, 2024 through June 1, 2024.
- b. Muhlenberg High School AFJROTC, travel to the Summer Leadership School in Charleston, South Carolina on June 15, 2024 through June 22, 2024.

21 Settlement Agreements and Release

Resolved, that the Board of Education of the Muhlenberg School District approve the Settlement Agreements and Release for the following student as presented:

- a. Student No. #38316
- b. Student No. #33231

22 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 as presented:

- a. Student #34901, Royer Greaves School for the Blind
- b. Student #40802, Kidspeace

23 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.

24 Acceptance of Gifts, Grants, Donations

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

- a. Alvernia University, donation of 110 pre-filled backpacks and supplies for Muhlenberg Elementary Center to use for students of Muhlenberg School District.
- b. Kids In Need Foundation/Burger King Foundation, donation of Supply-A-Teacher kits filled with core school supplies for Muhlenberg Elementary Center to use for students of Muhlenberg School District.

Student Activities

There was none.

Minutes

Resolution No. 25

25 Approval of Minutes

Review minutes of the Act 34 Public Hearing of June 12, 2024, Committee of the Whole Meeting of June 12, 2024 and the Regular Board Meeting of June 12, 2024.

Moved by Mr. Eaton and Mr. Voit that minutes of the Act 34 Public Hearing of June 12, 2024, Committee of the Whole Meeting of June 12, 2024 and the Regular Board Meeting of June 12, 2024.

Yeas: Mr. Eaton, Mr. Haas, Mr. Hardy, Ms. Howard, Mr. Hyneman, Mrs. Mengle, Mr. Vasquez, Mr. Voit, Mrs. Eagle. 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 2024-2025

September	Mrs. Cindy Mengle
October	Mr. Garrett Hyneman
November	Mrs. Kristyna Eagle
December	Mr. Andrew L. Eaton, Sr.
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

June 10	6:30 PM	RMCTC Board Meeting
June 12	6:30 PM	COW and Regular Board Meeting
August 5	6:30 PM	RMCTC Board Meeting
August 14	6:30 PM	COW and Regular Board Meeting
September 3	7:00 PM	COW Meeting
September 9	6:30 PM	RMCTC Board Meeting

September 11	7:00 PM	Regular Board Meeting
October 2	7:00 PM	COW Meeting
October 9	7:00 PM	Regular Board Meeting
October 14	6:30 PM	RMCTC Board Meeting
November 6	7:00 PM	COW Meeting
November 11	6:30 PM	RMCTC Board Meeting
November 13	7:00 PM	Regular Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

26 Adjourn Meeting

Moved by Mrs. Eagle and Mr. Voit, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 8:06 PM.

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

Attest:


Cindy L. Mengle
Secretary