

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
December 6, 2021
Via Zoom
www.muhlSDK12.org

Call to Order

The Regular Board Meeting of the Board of Education of the Muhlenberg School District was called to order on Monday, December 6, 2021 at 8:03 PM by Board President, Mr. Garrett E. Hyneman.

Members Present

President – Mr. Garrett E. Hyneman
Vice President – Mr. Otto W. Voit, III
Secretary – Mrs. Cindy L. Mengle
Assistant Secretary – Ms. Janet Howard
Treasurer – Mr. Richard E. Hoffmaster
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

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent – Dr. Alan S. Futrick
Business Manager- Shane M. Mathias, CPA
Director of Physical Plant & Transportation – Mr. Ken Patterson
Director of Special Education – Dr. Shawn Rutt
Supervisor of Accounts – Ms. Susan Hawkins
Supervisor of Special Education – Mr. Taylor Charles
Licensed Behavior Specialist – Mr. Zachariah Milch
Director of Technology – Mr. Daniel Houck
Director of Federal Programs – Dr. Cathy Shappell
Director of Food and Nutrition – Mr. Carey Kline
Data Administrator – Mr. Kevin Vanino
Athletic Director – Dr. Tim Moyer
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena
High School Principal – Mr. Michael Mish
High School Assistant Principal – Ms. Lori Morris
Junior High School Principal – Dr. Jefferey Ebert
Junior High School Principal – Mr. Haniff Skeete
C. E. Cole Intermediate Principal – Mr. Steven Baylor
Elementary Center Principal – Mr. Kyle Crater

Elementary Center Assistant Principal – Mrs. Ginny Hornberger

Visitors

Angela Hawkins	Jolyn Casper
Greg Purcell	Michelle Lorah
Jenn Doyle	Linda Figueroa

Educational Presentations

There is no report.

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. J. Tony Lupia, Jr.

There will not be a meeting this month, last meeting there was an extension on the contract for Mrs. Jill Hackman as she is in for another term.

B. Reading-Muhlenberg CTC – Mrs. Cindy Mengle

Mrs. Mengle advised there is no meeting this month, the annual reorganization meeting will be held next month, January 10. Mrs. Mengle reported for that meeting there will be a dinner that is made and prepared by the students of both Reading and Muhlenberg as she advised everyone to attend. Mrs. Mengle talked about the meeting and dinner being a nice opportunity to meet board members from Reading and the staff at the CTC. Mrs. Mengle advised the board members should be receiving their invitations to the dinner in the next couple of weeks, however if they do not to notify her.

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

Mr. Mathias advised there was no meeting and there was no report at this time, however there will be a meeting later this month.

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

There is no report at this time.

E. Muhlenberg Community Library – Mr. Terry Heckman

There is no report at this time.

F. Muhlenberg Township/Laureldale Borough Liaison – Mr. J. Tony Lupia, Jr.

Mr. Lupia reported at his final meeting the township did raise taxes, he believes .1% increase.

G. 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 wanted to congratulate the three new board members as he is looking forward to working with them. Dr. Macharola advised they will be contacted in January to schedule time to sit with he and talk about the district and the direction it is heading. Looking forward to your support, if there are any questions he asks they would call ahead of time, as we come in here and work together. Regarding the remaining 6 board members looking forward to continuing to move forward.

Board Business

Personnel

Resolution Nos. 87A – 87I

Moved by Mr. Voit and Mr. Nelson, that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 88A through 88I** in their entirety.

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

87A Acceptance of Resignations

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

- a. Ms. Shawne Simon, Speech and Language Pathologist, Muhlenberg Junior High School, pending release from Muhlenberg School District, date to be determined.

- b. Mr. Erron Archie, 3rd Shift Custodian, Muhlenberg High School, effective December 4, 2021.

87B Professional Appointment

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

- a. Ms. Meredith Feather, Long-Term Substitute, 4th Grade (E. McDevitt), C.E. Cole Intermediate, effective on or about December 2, 2021 through the end of the 2021-2022 school year, at a prorated salary of \$44,682 (B, 18 Steps from the Top).

87C Administrative Appointment

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

- a. Ms. Ashley Care, Assistant Athletic Trainer (K. Reich), effective upon release from current employer, at a salary of \$55,000, prorated for days worked.

87D Completion of Probation

Resolved, that the Board of Education of the Muhlenberg School District approve the completion of probation for the following classified employees (Exhibit #81):

- a. Mr. Joseph Razzano, Custodian, Muhlenberg Junior High School, completion of forty-five (45) day probation as of November 19, 2021 and recommended for permanent employment as of November 20, 2021.
- b. Mr. Mark Coller, Crossing-Guard, completion of forty-five (45) day probation as of December 3, 2021 and recommended for permanent employment as of December 6, 2021.
- c. Ms. Kelly Renninger, Cafeteria Worker, C. E. Cole Intermediate, completion of forty-five (45) day probation as of December 3, 2021 and recommended for permanent employment as of December 6, 2021.
- d. Ms. Melissa Zavala, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of December 1, 2021 and recommended for permanent employment as of December 2, 2021.
- e. Mr. Jeremiah Giddens, Instructional Assistant, Muhlenberg High School, completion of forty-five (45) day probation as of November 23, 2021 and recommended for permanent employment as of November 24, 2021.

87E Co-Curricular Appointments

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

- a. Mr. Austin Schaeffer, Youth Water Polo Coach, effective August 30, 2021, at a salary of \$1,000.
- b. Mr. Jason Heflin, Muhlenberg Junior High Weight Room Coordinator (S. Morin), effective December 2, 2021, at a prorated salary of \$1,160 (year 1).
- c. Mr. Logan Detwiler, Youth Aquatic Coach, effective November 20, 2021, at pay rate of \$7.50 per hour.
- d. Ms. Karin Althouse, Volunteer Aquatic Coach, effective December 7, 2021.
- e. Mr. Robert Doyne, Volunteer Aquatic Coach, effective December 7, 2021.
- f. Mr. Seth Hoffman, Volunteer Aquatic Coach, effective December 7, 2021.
- g. Ms. Heather Masemore, Volunteer Aquatic Coach, effective December 7, 2021.
- h. Mr. Matthew Allen, Volunteer Aquatic Coach, effective December 7, 2021.

87F Co-curricular Adjustments

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

- a. Ms. Jessica Schafer, Muhlenberg Junior High School Ensemble Instructor, effective August 30, 2021, from a prorated salary of \$1,494 to \$1,450 (year 1).
- b. Ms. Courtney Wenger, Youth Aquatics Director, effective date change to October 18, 2021.

87G Award Professional Contract for Tenured Teachers

Resolved, that the Board of Education of the Muhlenberg School District in accordance with Section 1121 of the Pennsylvania School Code of 1949 (as amended) and Act 66 of 1996, authorize awarding a Professional Employee Contract to the following teachers who have performed on a satisfactory basis for three years:

- a. Ms. Jennifer Fernez, Muhlenberg Junior High School
- b. Mr. Robert Johnston, Muhlenberg Junior High School
- c. Ms. Katelyn Konopelski, Muhlenberg Junior High School

87H Professional Salary Adjustments for the 2021-2022 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Salary Adjustments for the 2021-2022 school year as presented (Exhibit #82).

87I 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 employee:

- a. Ms. Taylor Sborz, Elementary Teacher, Muhlenberg Elementary Center, Leave of Absence/FMLA leave, effective on or about January 25, 2022, through on or about May 2, 2022.

Resolution No. 88J

Moved by Mr. Voit and Mr. Lupia, that the Board of Education of the Muhlenberg School District approve **Resolution No. 88J** in its entirety.

Yeas: Ms. Howard, Mr. Hyneman, Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Vasquez, Mrs. Eagle. **Abstain:** Mr. Hoffmaster. The motion **carried**.

87J Classified Appointments

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

- a. Ms. Brenda Torres, 3.5 Hour Cafeteria Worker (A. Readinger), C. E. Cole Intermediate, effective December 7, 2021, at a pay rate of \$15.23 per hour.
- b. Ms. Randi Farrow, 3.5 Hour Cafeteria Assistant (S. Rowe), C. E. Cole Intermediate, effective December 7, 2021, at a pay rate of \$12.77 per hour.
- c. Ms. Stacy Ortiz, Second Shift Custodian (T. Hartman), Muhlenberg High School, effective December 14, 2021, at a salary of \$48,133.00, prorated for days worked.

Management

Resolution Nos. 88 and 89

Moved by Mr. Hoffmaster and Mr. Voit, that the Board of Education of the Muhlenberg School District approve **Management Resolution Nos. 88 and 89** in their entirety.

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

88 Approve Adult Lunch Price

Resolved, that the Board of Education of the Muhlenberg School District approve the increase of the adult lunch price from \$3.40 to \$4.00, a mandated change calculated using Pennsylvania Department of Education's Non-Pricing SNP sponsor formula, effective November 12, 2021 (Exhibit #83).

89 Act 80 Days for the 2021-2022 School Year

Resolved, that the Board of Education of the Muhlenberg School District authorize the submission of the revised Act 80 Days for the 2021-2022 school year to the Pennsylvania Department of Education (Exhibit #84).

Physical Plant and Transportation

Resolution Nos. 90 and 91

Moved by Mr. Hoffmaster and Mr. Long, that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution Nos. 90 and 91** in its entirety.

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

90 Sunday Facility Request Use

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday Facility Use Request (Exhibit #85):

91 Replacement of High School Gym Sound System

Resolved, that the Board of Education of Muhlenberg School District approve the replacement of the high school gym sound system as presented (Exhibit #86).

Budget and Finance

Resolution Nos. 92 and 93

Moved by Mr. Voit and Mr. Nelson, that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution Nos. 92 and 93** in their entirety.

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

92 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 #87):

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Oct 2021	Oct 2021	Nov 2021 Ck#51037-51228 V#27068-27112	Oct 2021	
Cafeteria	Oct 2021	Oct 2021	Nov 2021 Ck#7287-7314 V#2910-2919	Oct 2021	
Capital Reserve (Fund 32)	Nov 2021	Nov 2021	Nov 2021 Ck#916		
Capital Projects Fund (Fund 39)	Nov 2021	Nov 2021			
Activity	Oct 2021	Oct 2021			

94 Acceptance of Financial and Compliance Report from Herbein & Company, Inc.

Resolved, that the Board of Education of the Muhlenberg School District accept the Financial and Compliance Report from Herbein & Company, Inc., for fiscal year ended June 30, 2021 presented at November 10, 2021 board meeting.

Resolution Nos. 93

Moved by Mr. Voit and Mr. Nelson, that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution No. 93** in its entirety.

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

93 Approval of Plan for ARP ESSER 1% After-school Programs Set-aside

Resolved, that the Board of Education of the Muhlenberg School District approve the plan for ARP ESSER 1% After-school Programs set-aside for MSD Winter Style and MSD Spring Style comprehensive after-school programs during the 2021-2022 school year (Exhibit #88).

Education

Resolution Nos. 95 – 100

Moved by Mr. Hoffmaster and Mr. Hyneman, that the Board of Education of the Muhlenberg School District approve **Education Nos. 96 through 101** in its entirety.

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

95 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 2021-2022 school year as listed (Exhibit #89).

96 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 (Exhibit #90):

- a. The Restaurant Store, donation of 24 cans of various food for Family and Consumer Science classes at Muhlenberg Junior High School.

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

Resolved, that the Board of Education of the Muhlenberg School District authorize the Admission of Fact, Waiver of Hearing, Acknowledgement of Compliance with Procedural Safeguards and Consent to Expulsion for the following students (Exhibit #91):

- a. Student "F", Muhlenberg High School

98 Substitute Pay Rates

Resolved, that the Board of Education of the Muhlenberg School District approve the following substitute teacher pay rates through Kelly Education Services, effective December 6, 2021 for the remainder of the 2021-2022 school year:

- a. Teachers (consecutive and non-consecutive days) - \$180 per day
- b. Retired Teacher - \$192 per day

99 Long-term Substitute Pay Rates

Resolved, that the Board of Education of the Muhlenberg School District approve the hiring of twelve (12) long-term substitute teachers effective immediately. These temporary positions, which are needed to help meeting classroom coverage needs of the district, would be assigned three (3) per building and would remain in place until the end of the 2021-2022 school year (ESSER funds).

100 Kutztown University Reading Specialist Intern

Resolved, that the Board of Education of the Muhlenberg School District approve Ms. Kiarra Serrano, reading specialist intern from Kutztown University, as per the agreement between the Muhlenberg School District and Kutztown University (Exhibit #92).

Student Activities

There was none.

Minutes

Resolution No. 101

101 Approval of Minutes

Moved by Mr. Hoffmaster and Mr. Lupia, that the minutes of the Committee of the Whole meeting of November 3, 2021 and, the Regular Board Meeting of November 10, 2021 be approved as submitted.

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

Old Business

There was none.

New Business

Resolution No. 102

Moved by Mr. Lupia and Mr. Voit, that the Board of Education of the Muhlenberg School District approve **Resolution No. 102** in its entirety.

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

102 Memoriam of Maria E. Hivner

Resolved, that we remember the passing of Ms. Maria E. Hivner who served in the Muhlenberg School District for twenty-one (21) years (1998-2019) as a cafeteria worker and custodian. We honor her memory for her dedicated service to the school district and community.

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

Questions/Comments/Concerns:

Dr. Macharola commented that Ms. Hivner was a very respectful, kind lady and he is so saddened to know that she has passed away. Dr. Macharola stated that he was heartbroken to hear this.

Mr. Voit discussed the appreciation of the work that the custodial staff does to keep the building looking the way that they do and with Ms. Hivner also being a cafeteria worker, these are the workers that the kids see every day. Mr. Voit commented rest in peace and pointed out the great work that she has done for the school district.

Resolution No. 103

103 Election of Assistant Secretary

Nominations for the Election of Assistant Secretary

A motion was made by Mr. Hoffmaster and Mr. Voit to open nominations for Assistant Secretary. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mr. Hoffmaster and Mr. Voit, that Ms. Janet Howard be nominated for Board Secretary.

Closing of Nominations for Assistant Secretary

Moved by Mr. Hoffmaster and Mr. Voit, that the nominations for Board Secretary be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Roll Call by Name

Mr. Eagle – Ms. Howard
Mr. Hoffmaster – Ms. Howard
Mr. Howard – Ms. Howard
Mr. Hyneman – Ms. Howard
Mr. Lupia – Ms. Howard

Mr. Mengle – Ms. Howard
Mr. Nelson – Ms. Howard
Mr. Vasquez – Ms. Howard
Ms. Voit – Ms. Howard

Resolved, that Ms. Janet Howard be elected Assistant Secretary.

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 2021-2022

December	Mr. J. Tony Lupia, Jr.
January	Mr. Otto W. Voit, III
February	Mr. Mark Nelson
March	Mr. Garrett Hyneman
April	Mrs. Cindy Mengle
May	Mr. Richard E. Hoffmaster

Review of Board Meetings and Calendar of Events

December 6 6:30 PM Annual Organization Meeting; COW; Regular Board Meeting

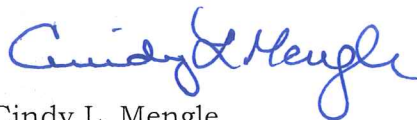
January 10 7:00 PM RMCTC Annual Reorganization Meeting

104 Adjourn Meeting

Moved by Mr. Hoffmaster and Mr. Nelson, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 8:18 PM.

Yeas: Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman, Mr. Long, Mrs. Mengle. The motion **carried** unanimously.

Attest:



Cindy L. Mengle
Secretary