

MUHLENBERG SCHOOL DISTRICT  
Regular Board Meeting Minutes  
May 8, 2024  
Lecture Hall, Muhlenberg High School  
[www.muhsdk12.org](http://www.muhsdk12.org)

**Call to Order**

The Regular Board Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, May 8, 2024 at 7:47 PM by Board President, Mr. Garrett E. Hyneman.

**Members Present**

President – Mr. Garrett E. Hyneman  
Vice President – Mrs. Kristyna Eagle  
Treasurer - Mr. Miguel Vasquez  
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**

Secretary – Mrs. Cindy L. Mengle

**Administration Present**

Superintendent – Dr. Joseph E. Macharola  
Assistant Superintendent - Dr. Alan S. Futrick  
Assistant Business Manager - Mrs. Susan Hawkins  
Director of Physical Plant – Mr. Ken Patterson  
Director of Federal Programs - Dr. Cathy Shappell  
Director of Special Education - Ms. Nicole Huntbach  
Supervisor of Special Education - Dr. Janet Heilman  
Supervisor of Special Education - Ms. Lori Morris  
Director of Clinical Services - Mr. Zachariah Milch  
Director of Technology - Mr. Daniel Houck  
Director of Food Services - Mr. Carey Kline  
Director of Pupil Services - Mr. Michael Mish  
Director of Human Resources - Dr. Jessica Heffner  
Director of Curriculum & Instruction K-12 - Mr. Kyle Crater  
Athletic Director - Dr. Timothy Moyer  
Community & Family Outreach Coord. & Distr. Interpreter – Ms. Elizabeth Laviena  
High School Principal - Mr. Haniff Skeete  
Junior High School Assistant Principal - Ms. Jennifer Doyle  
Junior High School Assistant Principal - Mr. Daniel Kramer  
C.E. Cole Intermediate Principal - Mr. Christopher Becker

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 - Ms. Leila McGill  
Social Worker - Ms. Lauren Heydt  
Social Worker - Ms. Liliana Moore  
Social Worker - Ms. Emily Carmichael  
Social Worker - Ms. Amanda Foulds

### **Visitors**

Diane Benson	Melissa Carroll
Linda Roebuck	Marc Wolfe
Melissa Weaver	Jacqueline Ellis
Michele McCammitt	Hugh Cadzow
Nicholas Gerhringer	Max Quinter
Joshua Rankin	Carley Rankin
Rick Hoffmaster	Gabrielle Ramirez
Michelle Eaton	Jaela Eaton
Daniel Gunthier	Jennifer Gunther
Jessica Steffy	Hailie Gunther

### **Educational Presentations**

There is no report at this time.

**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 is no report at this time.

- 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

Ms. Howard spoke about the upcoming event Moms and Muffins and a fundraising event for Pizza Como. She spoke about a program called Adopt a Book and how someone can leave a little bit of legacy to the library. Ms. Howard advised she will be participating in this and encouraged everyone to.

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

There is no report at this time.

**Board Business**

**Personnel**

**Resolution Nos. 188A – 188N**

Moved by Mrs. Eagle and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 188A through 188N** in their entirety.

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

**188A Administrative Appointments**

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

- a. Mr. Jeffrey Berger, Assistant Principal (G. Hornberger), Muhlenberg Junior High School, June 10, 2024, at a salary of \$97,000, prorated for days worked.
- b. Mr. Joshua Rankin, Assistant Principal (L. McGill), Muhlenberg Elementary Center, effective July 1, 2024, at a salary of \$99,910.

**188B Professional Appointments**



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

- a. Ms. Jessica Mulutzie, Verbal Behavior Coach (newly created), effective first contractual day of the 2024-2025 school year, at a salary of \$61,671 (M, 16 Steps from the Top), given 3.5 years to attain and secure PDE Certification in Special Education.
- b. Ms. Katrina Moyer, English Teacher (J. Vroman), Muhlenberg Junior High School, effective the first contractual day of the 2024-2025 school year, at a correction of salary of \$75,850 (M + 9, 9 Steps from the Top).
- c. Ms. Leila McGill, Elementary Teacher (C. Katen), Muhlenberg Elementary Center, effective first contractual day of the 2024-2025 school year, at a salary of \$68,480 (M, 12 Steps from the Top).
- d. Ms. Stacey Yapsuga, English Teacher (E. Figueroa), Muhlenberg Junior High School, effective first contractual day of the 2024-2025 school year, at a salary of \$100,686 (M + 30, Top).
- e. Ms. Hailey Jack. Elementary Teacher (A. Wallace), C.E. Cole Intermediate, effective first contractual day of the 2024-2025 school year, at a salary of \$54,479(B, 15 Steps from the Top).

**188C Classified Appointments**

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

- a. Ms. Michelle Kennedy, Class A Secretary (L. Palangio), IT Department, effective April 29, 2024 at a salary of \$51,755, prorated for days worked.
- b. Ms. Tonya Spiers, Special Education Paraprofessional (S. Rowley), effective May 6, 2024 at a pay rate of \$19.71 per hour.
- c. Ms. Lisa Phillips, Cafeteria Worker (D. Heck) C.E. Cole Intermediate, effective April 30, 2024 at a pay rate of \$19.79 per hour.
- d. Ms. Diana Albarran, Class A Secretary (M. Calvaresi). Muhlenberg High School, effective May 20, 2024 at a salary of \$51,755, prorated for days worked.

**188D Acceptance of Resignations**

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

- a. Mr. Kevin Wright, Science Teacher, Muhlenberg High School, effective the end of the 2023-2024 school year.
- b. Ms. Jaclyn Wisotsky, Math Teacher, Muhlenberg Junior High School, effective June 6, 2024.
- c. Ms. Natalie Buck, Math Teacher, Muhlenberg Junior High School, effective June 6, 2024.

- d. Ms. Leila McGill, Assistant Principal, Muhlenberg Elementary Center, effective July 31, 2024.
- e. Mr. Rick Whitmoyer, Technical Support Specialist, Blue Center, resignation for the purpose of retirement, effective June 27, 2024.
- f. Ms. Jacqueline Paolino, Cafeteria Worker, C.E. Cole Intermediate, resignation for the purpose of retirement, effective June 28, 2024.
- g. Ms. Lisa Phillips, Cafeteria Worker, C.E. Cole Intermediate, effective May 2, 2024.

**188E Co-Curricular Appointments**

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

- a. Mr. Julius Magrino, Sports Event Monitor, effective April 1, 2024, at a pay rate of \$15.00 per hour.

**188F Co-Curricular Resignation**

Resolved, that the Board of Education of the Muhlenberg School District accept the following co-curricular resignation:

- a. Mr. Steve Stambaugh, MHS Water Polo Head Coach and MHS Swimming Assistant Coach, effective April 24, 2024.

**188G Request for Leave of Absence**

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. Employee No. 2732, Teacher, Leave of Absence/FMLA, effective on or about September 29, 2024 through on or about January 2, 2025.

**188H 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 (Exhibit A-3):

- a. Mr. Daniel Fair, mentor for Ms. Erin Gazzillo, Elementary Teacher, C.E. Cole Intermediate, for sixty (60) hours.
- b. Ms. Tori Galluccio, mentor for Ms. Stefanie Cerroni, Special Education Teacher, Muhlenberg High School, for thirty (30) hours.

**188I Approval of Job Descriptions**

Resolved, that the Board of Education of the Muhlenberg School District approve the following revised job descriptions (Exhibit A-4):

- a. Building Services Supervisor
- b. Director of Technology

**188J Award Professional Employee Contract for Tenured Teacher**

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 teacher who have performed on a satisfactory basis for three years:

- a. Mr. Jacob Conrad, Muhlenberg Elementary Center

**188K 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. Mr. Isaiah Domine, Special Education Paraprofessional, Muhlenberg Junior High School, completion of forty-five (45) day probation as of April 29, 2024 and recommended for permanent employment as of April 30, 2024.
- b. Ms. Gisselle Valencia-Diaz, Cafeteria Worker, C.E. Cole Intermediate, completion of forty-five (45) day probation as of April 25, 2024 and recommended for permanent employment as of April 26, 2024.
- c. Ms. Deborah DiLanzo, Cafeteria Assistant, C.E. Cole Intermediate, completion of forty-five (45) day probation as of April 8, 2024 and recommended for permanent employment as of April 9, 2024.

**188L AFJROTC Instructors 12-Month Employee**

Resolved, that the Board of Education of the Muhlenberg School District approve the following AFJROTC instructors effective July 1, 2024, as a 12-Month Employee per the United States Department of Defense, instructors will receive twenty (20) days vacation and an additional annual stipend of \$7,500:

- a. Maj. Matthew Campbell, USAF, Retired
- b. MSgt. Jonathan Beaver, USAF, Retired

**188M Health Services Department Summer Hours**

Resolved, that the Board of Education of the Muhlenberg School District approve summer hours for employees of the Health Services Department to



ensure the Muhlenberg School District is compliant with all Department of Health Regulations as presented (Exhibit A-5).

**188N Summer Technology Assistants**

Resolved, that the Board of Education of the Muhlenberg School District approve the following summer technology assistants for 2024 at the pay rate of \$12.00 per hour, pending receipt of active clearances (Exhibit A-6):

- a. Ms. Sophia Castiglioni
- b. Mr. Sean Langlois
- c. Mr. Cain Reitnauer
- d. Mr. Izel Sanjuan

**Management**

**Resolution No. 189**

Moved by Mrs. Eagle and Mr. Voit, that the Board of Education of the Muhlenberg School District approve **Management Resolution No. 189** in its entirety.

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

**189 Muhlenberg School District Organizational Chart**

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg School District Organizational Chart as presented (Exhibit B-1).

**190 Election of Board Treasurer for One-Year Term (M. Vasquez)**

Election of Treasurer for one-year term (July 1, 2023 to June 30, 2024) as in accordance with the Pennsylvania School Code of 1949, as amended, Article IV, Section 404, Election of Officers.

Moved by Mr. Voit and Mr. Hardy to nominate Miguel Vasquez as Board Treasurer.

**Closing of Nominations for Board Treasurer**

Moved by Mr. Voit, that nominations for Board Treasurer be closed.

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

Resolved, that Miguel Vasquez be elected as Board Treasurer for a one-year term effective July 1, 2024 to June 30, 2025.

**191 Election of Assistant Board Secretary for One-Year Term (J. Howard)**

Moved by Mr. Voit and Mr. Vasquez to nominate Janet Howard for Board Secretary.

**Closing of Nominations for Assistant Board Secretary**

Moved by Mr. Voit that nominations for Board Secretary be closed.

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

The motion **carried** unanimously.

Resolved, that Janet Howard be elected as Assistant Board Secretary for a one-year term effective July 1, 2024 to June 30, 2025.

**Physical Plant and Transportation**

**Resolution No. 192 - 195**

Moved by Mrs. Eagle and Mr. Voit that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution Nos. 192 through 195** in their entirety.

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

**192 Sunday Facility Use Request**

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday Facility Use Request (Exhibit C-1):

- a. National Junior Honor Society, use of the Muhlenberg Junior High School auditorium on Sunday, April 28, 2024 to hold an inaugural meeting with parents.

**193 Approval of Act 34 Hearing Resolution**

Resolved, that the Board of Education of the Muhlenberg School District approve the Act 34 Hearing resolution as presented (Exhibit C-2).

**194 Approval of Multi-Purpose Field Complex and Stadium Lighting LED Upgrades**

Resolved, that the Board of Education of the Muhlenberg School District approve the multi-purpose field complex and stadium lighting LED



upgrades at a total cost of \$6,409,338 (funded through Bond Issue Funds) as presented (Exhibit C-3).

**195 Approval for Repair of Dectron Unit at Muhlenberg High School**

Resolved, that the Board of Education of the Muhlenberg School District approve the repair of the Dectron Unit that serves the high school pool area at a total cost of \$34,297 (funded through Capital Reserve Fund) as presented (Exhibit C-4).

**Budget and Finance**

**Resolution No. 196 - 198**

Moved by Mrs. Eagle and Mr. Voit that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution Nos. 196 through 198** in their entirety.

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

**196 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	Mar 2024	Mar 2024	Apr 2024 Ck#56473-56645 V#27964-27985	Apr 2024	
Cafeteria	Mar 2024	Mar 2024	Apr 2024 Ck# 8229-8254 V#3057-3066	Apr 2024	
Capital Reserve (Fund 32)	Apr 2024	Apr 2024	Apr 2024 Ck#980-981		
Capital Reserve (Fund 39)	Apr 2024	Apr 2024	Apr 2024 Ck#1009		
Activity	Mar 2024	Mar 2024			

**197 Fraser Advanced Information Systems**

Resolved, that the Board of Education of the Muhlenberg School District approve the lease agreement between the Muhlenberg School District and Fraser Advanced Information Systems to replace aging printer/copiers and in maintenance/services charges as presented (Exhibit D-2).

**198 Proposed Final Budget for 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District adopt the Proposed Final General Fund Budget for fiscal year July 1, 2024 – June 30, 2025 in the amount of \$83,176,147.

**Education**

**Resolution Nos. 199 – 205**

Moved by Mrs. Eagle and Mr. Hardy, that the Board of Education of the Muhlenberg School District approve **Education Nos. 199 through 205** in their entirety.

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

**199 Flexible Instruction Days Plan and Application**

Resolved, that the Board of Education of the Muhlenberg School District approve the Flexible Instruction Days Plan and application and their submission to the Pennsylvania Department of Education for approval.

**200 Approval of Betterview Counseling and Trauma Recovery, LLC Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with Betterview Counseling and Trauma Recovery, LLC for school based outpatient therapy services, as presented (Exhibit E-1).

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

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

- a. Student "G", Muhlenberg High School

**202      Renewal of Medicaid Access Reimbursement Contract**

Resolved, that the Board of Education of the Muhlenberg School District approve the contract with Mrs. Linda M. Woodin, MSN, CRNP, BC to provide the Muhlenberg School District with Medical Provider Authorization of School Based Access Program services from July 1, 2024 through June 30, 2025, at a rate of \$10.00 per IEP reviewed, as presented (Exhibit E-3).

**203      Conference Request**

Resolved, that the Board of Education of the Muhlenberg School District approve the following conference requests (Exhibit E-4):

- a. Ms. Lauren Heydt to attend the 2024 PAFPC Annual Conference in Pittsburgh, PA on April 14, 2024 to April 17, 2024 at a cost not to exceed \$1,213.18 (funded through Title I Funds).

**204      Muhlenberg Summer School**

Resolved, that the Board of Education of the Muhlenberg School District approve the Muhlenberg Summer School 2024 program at the Muhlenberg High School as presented (Exhibit E-5).

**205      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 (Exhibit E-6).

**Student Activities**

*There was none.*

**Minutes**

**Resolution No. 206**

**206      Approval of Minutes**

Review minutes of the Committee of the Whole Meeting of April 10, 2024 and the Regular Board Meeting of April 10, 2024.

Moved by Mrs. Eagle and Mr. Vasquez that minutes of the Committee of the Whole Meeting of April 10, 2024 and the Regular Board Meeting of April 10, 2024.



**Yeas:** Mr. Haas, Mr. Hardy, Ms. Howard, Mr. Hyneman, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Eaton. 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 2023-2024

May                      Mr. Ronald J. Haas

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

May 8	6:30 PM	Committee of the Whole Meeting and Regular Board Meeting
May 13	6:30 PM	RMCTC Board Meeting
June 10	6:30 PM	RMCTC Board Meeting
June 12	6:30 PM	Committee of the Whole and Regular Board Meeting

### **207 Adjourn Meeting**

Moved by Mrs. Eagle and Mr. Hardy, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:55 PM.

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

Attest:

  
Cindy L. Mengle  
Secretary