

MUHLENBERG SCHOOL DISTRICT  
Regular Board Meeting Minutes  
November 6, 2024  
Lecture Hall, Muhlenberg High School  
[www.muhlsdk12.org](http://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 Wednesday, November 6, 2024 at 7:42 PM by Board President, Mr. Garrett Hyneman.

**Members Present**

President – Mr. Garrett E. Hyneman  
Vice President – Mrs. Kristyna Eagle  
Treasurer - Mr. Miguel Vasquez  
Secretary – Mrs. Cindy L. Mengle  
Member – Mr. Andrew L. Eaton, Sr.  
Member – Mr. Ronald J. Haas, Sr  
Member – Mr. S. Wayne Hardy  
Solicitor – Mr. Brian F. Boland, Esq.  
Recording Secretary – Mrs. Tara L. Flowers

**Members Absent**

Assistant Secretary – Ms. Janet Howard  
Member – Mr. Otto W. Voit, III

**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  
Athletic Director - Dr. Timothy Moyer  
Community & Family Outreach Coord. & Distr. Interpreter – Ms. Elizabeth Laviena  
High School Vice Principal - Mr. Kevin Vanino  
High School Assistant Principal - Ms. Lori Morris  
High School Assistant Principal - Mr. Aaron Kopetsky  
Junior High Assistant Principal - Mr. Joshua Rankin

Junior High Assistant Principal - Mr. Joseph Scoboria  
C.E. Cole Intermediate Principal - Dr. Janet Heilman  
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca  
Elementary Principal - Ms. Ginny Hornberger  
Elementary Assistant Principal - Ms. Julie Kehr  
Elementary Assistant Principal - Mr. Daniel Kramer  
Social Worker - Ms. Lauren Heydt  
Social Worker - Ms. Amanda Foulds  
Social Worker - Ms. Liliana Moore

### **Visitors**

Linda Roebuck                      Dan Cicala  
Diane Benson                      Melanie Heckel

### **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.

#### Linda Roebuck-Board President of the Muhlenberg Community Library

Ms. Roebuck wanted to thank Mr. Patterson and staff for installing all of the lights around the library. A couple of weeks ago they had their fourth annual craft fair and the custodial staff was excellent, very easy to work with as they appreciate this. They also had their trunk or treat event with well over 700 kids coming through the library and out in the parking lot. Their library card program that they started every fourth fifth, sixth, and seventh grader has a library card and they come to the library twice a month. They are allowed to take out two books. That's over 900 students they have going through the library. Last month, she passed out fliers for the Pennsylvania Breast Cancer Coalition; they have a traveling display with opening night on Thursday, November 21st at 6PM. The display is there until December 5th.

### **Committee Report**

A. Berks County Intermediate Unit – Mr. Miguel Vazquez

There is no report at this time.

B. Reading-Muhlenberg CTC – Mrs. Cindy L. Mengle

The meeting is scheduled for next Monday evening.

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

There is no report at this time.

D. PSBA Liaison – Mrs. Kristyna Eagle

Last weekend was the delegate assembly, she was there virtually. Mr Haas and Mr. Vasquez was there in person. This was really interesting because there are a bunch of different things they vote on; one of the “hot” things right now is whether or not school districts should be using AI to score standardized tests, which is Keystones, PSSAs, etc. She believes it ends up being tabled until next year before whether the school district will support it or not.

E. Muhlenberg Community Library – Ms. Janet Howard

There is no report at this time.

F. Educational Programs – Dr. Alan S. Futrick

Dr. Futrick just wanted to share how proud of the staff, the administrators, teachers for the display they saw this evening. The District is very fortunate that they get to see this every single day here in the classrooms. He is proud of Mr. Crater for polling together this evening's events which was very unique.

Questions/Comments/Concerns:

*Mr. Eaton was second to Dr. Futrick spoke about how he thought this curriculum idea was amazing. He thinks with ANDI curriculum everyone can clearly see that it has a bright future that is going to be nationally recognized based on the amount of time and effort these students put into it. Mrs. Eagle spoke about the students learning the curriculum and also learning to be able to respect each other's opinions that even adults can't always do; she loves that the District is doing this.*

*Mr. Haas wanted to speak about the Halloween parade next year since he attended the rec meetings with Dr. Moyer and maybe not being able to have it staged at the school due to construction. Mr. Patterson advised the District has already provided them with alternative locations on campus.*

**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 speak about how grateful for the comments he heard from the board members this evening regarding the District's focus on A.N.D.I. Dr. Macharola also spoke about the life loss last week and the seriousness of the events. Dr. Macharola also spoke about the recent presidential election and public education.

## Board Business

### Personnel

#### Resolution Nos. 58A – 58J

Moved by Mrs. Eagle and Mr. Hardy that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 58A through 58J** in their entirety.

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

#### 58A Acceptance of Resignations

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

- a. Ms. Ashleigh Greene, Cafeteria Worker, Muhlenberg Elementary Center, effective October 11, 2024.
- b. Ms. Jessica Justiniano, Math Teacher, Muhlenberg High School, pending release from Muhlenberg School District per PA School Code.
- c. Ms. Susan Hawkins, Assistant Business Manager, resignation for the purpose of retirement, effective January 16, 2025.
- d. Ms. Olivia Gehris, Cafeteria Worker, Muhlenberg Elementary Center, effective November 1, 2024.
- e. Ms. Xiomara Robles, Second Shift Custodian, Muhlenberg Elementary Center, effective November 1, 2024.

#### 58B Classified Appointments

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

- a. Mr. Ashleigh Greene, Special Education Paraprofessional (M. Cosme) Muhlenberg Elementary Center, effective October 14, 2024 at a pay rate of \$20.46 per hour.
- b. Ms. Tamika Bota, Special Education Paraprofessional (J. Sandoval), C.E. Cole Intermediate, effective October 22, 2024 at a pay rate of \$20.46 per hour.
- c. Ms. Olivia Gehris, Special Education Paraprofessional (D. Moyer), Muhlenberg Elementary Center, effective November 4, 2024, at a pay rate of \$20.46 per hour.
- d. Ms. Ana Echevarria, Cafeteria Assistant (F. Kissinger), Muhlenberg Elementary Center, effective November 4, 2024, at a pay rate of \$17.21 per hour.
- e. Ms. Alessandra Romagna, Cafeteria Assistant (newly created), Muhlenberg Elementary Center, effective November 4, 2024, at a pay rate of \$17.21 per hour.

- f. Ms. Samantha Mengel, Cafeteria Worker (K. Renninger), Muhlenberg Junior High School, effective November 4, 2024, at a pay rate of \$20.29 per hour.

**58C 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 2024-2025 school year::

- a. Ms. Lisa Bowersox, mentor for Ms. Danielle Ninfo, Long-Term Substitute Teacher, Muhlenberg Junior High School, for sixty (60) hours.

**58D Co-Curricular Assignments and Adjustments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following co-curricular assignments and adjustments for the 2024-2025 school year as follows:

- a. Ms. Tara Pacharis, Fashion Club Advisor, at a salary of \$870 (year 1).
- b. Mr. Theodore Werkheiser, remove HS TV Studio Co-Advisor, vacant position.
- c. Mr. Don Heinz, remove Climbing Club Co-Advisor, no longer club.
- d. Ms. Jacqueline Ellis, remove Climbing Club Co-Advisor, no longer club.
- e. Ms. Beth Slater, Crochet Club Co-Advisor, replacing Kerri Anderson, at a salary of \$290 (year 1).
- f. Ms. Emily Carmichael, COLE Student Council Co-Advisor, replacing Anthony Calvaresi, Jr., at a salary of \$725 (year 1).
- g. Ms. Autumn Gilmore, from MJHS Fall Cheerleading Head Coach to MJHS Winter Cheerleading Head Coach, at a salary of \$2,175 (year 1).

**58E Co-Curricular Appointments**

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

- a. Mr. Alan Futrick, Jr., Sports Event Monitor, effective September 22, 2024, at a pay rate of \$15.00 per hour.
- b. Mr. Chase Zona, Aquatics Guard, effective October 29, 2024, at a pay rate of \$9.00 per hour.

**58E Substitutes for the 2024-2025 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following support staff substitutes for the 2024-2025 school year as presented.

**58F 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. 2797, Teacher, Leave of Absence/FMLA, effective on or about January 29, 2025 through on or about February 11, 2025.
- b. Employee No. 3172, Teacher, Leave of Absence/FMLA, effective on or about November 25, 2024 through on or about December 22, 2024.
- c. Employee No. 3288, Teacher, Leave of Absence/FMLA, effective on or about October 14, 2024 through on or about January 14, 2025.

**58G 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. Tonya Spiers, Special Education Paraprofessional, Muhlenberg High School, completion of forty-five (45) day probation as of September 30, 2024 and recommended for permanent employment as of October 1, 2024.
- b. Mr. David Immendorf, Technology Support Specialist, Blue Center, completion of forty-five (45) day probation as of October 8, 2024 and recommended for permanent employment as of October 9, 2024.
- c. Mr. Alex Medlar, Technology Support Specialist, Blue Center, completion of forty-five (45) day probation as of October 16, 2024 and recommended for permanent employment as of October 17, 2024.
- d. Ms. Lilyana Horning, Class A Secretary, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 10, 2024 and recommended for permanent employment as of October 11, 2024.
- e. Mr. Elias Santiago, Special Education Paraprofessional, Muhlenberg High School, completion of forty-five (45) day probation as of October 30, 2024 and recommended for permanent employment as of October 31, 2024.
- f. Ms. Melissa Zavala Salas, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 25, 2024 and recommended for permanent employment as of October 28, 2024.
- g. Ms. Ana Rodriguez, Cafeteria Worker, C.E. Cole Intermediate, completion of forty-five (45) day probation as of October 28, 2024 and recommended for permanent employment as of October 29, 2024.
- h. Ms. Jamie Shipe, Cafeteria Worker, C.E. Cole Intermediate completion of forty-five (45) day probation as of October 28, 2024 and recommended for permanent employment as of October 29, 2024.
- i. Ms. Charlita Andrews, Cafeteria Worker, Muhlenberg Junior High School, completion of forty-five (45) day probation as of October 29, 2024 and recommended for permanent employment as of October 30, 2024.



- j. Ms. Brianna DeLillo, Cafeteria Worker, Muhlenberg Junior High School, completion of forty-five (45) day probation as of November 6, 2024 and recommended for permanent employment as of November 7, 2024.
- k. Ms. Judy Griesemer, Cafeteria Worker, Muhlenberg High School, completion of forty-five (45) day probation as of November 8, 2024 and recommended for permanent employment as of November 11, 2024.
- l. Ms. Kelly Renninger, Clerical Assistant, Muhlenberg Junior High School, completion of thirty (30) day probation as of November 4, 2024 and recommended for permanent employment as of November 5, 2024.

**58H Approval of Job Descriptions**

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

- a. Principal on Assignment
- b. Director of Pupil Services

**58I 2024 Winter Coaching Assignments**

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

**58J Co-Curricular Activities**

Resolved, that the Board of Education of the Muhlenberg School District approve the addition of the following clubs to Muhlenberg School District's co-curricular activities, as presented.

- a. Fashion Club

**Management**

**Resolution Nos. 59 - 62**

Moved by Mr. Vasquez and Mrs. Eagle that the Board of Education of the Muhlenberg School District approve **Management Resolution No. 59 through Resolution No. 62** in their entirety.

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

**59 Adoption of Policies**

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

- a. Policy No. 113.1, Discipline of Students with Disabilities
- b. Policy No. 113.2, Behavior Support
- c. Policy No. 202, Eligibility of Nonresident Students
- d. Policy No. 236.1, Threat Assessment
- e. Policy No. 254, Educational Opportunity for Military Children
- f. Policy No. 607, Tuition Income
- g. Policy No. 805.2, School Security Personnel

**60 Beating the Odds Foundation License Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the license agreement between Beating the Odds Foundation and Muhlenberg School District for the Quarterbacks of Life Student Success and Leadership Program for the 2024-2025 school year as presented.

**61 Fidevia, LLC Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Fidevia, LLC and Muhlenberg School District to serve as Owner's Representative for the building construction projects as presented.

**62 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.

**Physical Plant and Transportation**

**Resolution Nos. 63**

Moved by Mrs. Eagle and Mr. Vasquez that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation Resolution No. 63** in its entirety.

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

**63 Sunday Facility Use Requests**

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday Facility Use Requests:

- a. Keystone Canoe Club, use of the pool at Muhlenberg High School every Sunday beginning January 12, 2025 through March 9, 2025 for canoe safety classes.
- b. Age Group Relay Carnival, use of the pool at Muhlenberg High School on December 8, 2024 and January 5, 2025 for a diving competition.



## Budget and Finance

### Resolution No. 64 - 65

Moved by Mr. Hardy and Mrs. Eagle that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution No. 64 through Resolution No. 65** in their entirety.

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

### 64 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	Sept 2024	Sept 2024	Oct 2024 Ck#57524-57737 V#28116-28158	Sept 2024	
Cafeteria	Sept 2024	Sept 2024	Oct 2024 Ck#8386-8425 V#3109-3122	Sept 2024	
Capital Reserve (Fund 32)	Oct 2024	Oct 2024	Oct 2024 Ck#985		
Capital Reserve (Fund 39)	Oct 2024	Oct 2024	Oct 2024 Ck#1003-1006		
Activity	Sept 2024	Sept 2024			

### 65 Act 1 Index for 2025-2026 School Year

Resolved, that the Board of Education of the Muhlenberg School District, as in accordance with Act 1 of 2006:

- A. Hereby certifies that it will not raise the rate of any tax for the support of the district for the 2025-2026 fiscal year by more than its index as

calculated by the Pennsylvania Department of Education - Act 1 Index for 2025-2026 is 4.0% adjusted to 5.7%, at a maximum of 2.089 mills.

## Education

### Resolution Nos. 66 – 71

Moved by Mr. Vasquez and Mr. Eaton, that the Board of Education of the Muhlenberg School District approve **Education Nos. 66 through 71** in their entirety.

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

## 66 Conference Requests

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

- a. Ms. Jesse Todero to attend the National Art Education Association (NAEA) Board Meeting in Louisville, KY on November 8, 2024 to November 11, 2024 at no cost to the district.
- b. Ms. Jesse Todero, to attend the National Art Education Association (NAEA) Convention in Louisville, KY on March 17, 2025 to March 21, 2025 at a cost not to exceed \$130.00 (funded through General Fund).
- c. Ms. Amy Madeira, to attend the Pete&C Conference in Hershey, PA on February 10, 2025 to February 11, 2025 at a cost not to exceed \$451.19 (Curriculum funds).
- d. Ms. Samantha Armstrong, to attend the Pete&C Conference in Hershey, PA on February 10, 2025 to February 11, 2025 at a cost not to exceed \$400.00 (Technology Department funds).
- e. Ms. Tara Nelson, to attend the Pete&C Conference in Hershey, PA on February 10, 2025 to February 11, 2025 at a cost not to exceed \$230.00 (Curriculum funds).
- f. Ms. Amy Chiarelli, to attend the Pete&C Conference in Hershey, PA on February 10, 2025 to February 12, 2025 at a cost not to exceed \$695.88 (Curriculum funds).
- g. Ms. Kerry Hendel, to attend the PA School Counselors Association Annual Conference in Hershey, PA on December 12, 2024 to December 13, 2024 at a cost not to exceed \$500.00 (General funds).
- h. Ms. Valery Will, to attend the PA School Counselors Association Annual Conference in Hershey, PA on December 12, 2024 to December 13, 2024 at a cost not to exceed \$500.00 (General funds).
- i. Ms. Stacy Wiza, to attend the Pete&C Conference in Hershey, PA on February 10, 2025 to February 11, 2025 at a cost not to exceed \$303.70 (Technology Department funds).
- j. Dr. Juliana Ciccarelli, to attend the Pete&C Conference in Hershey, PA on February 9, 2025 to February 11, 2025 at a cost not to exceed \$698.97 (Technology Department funds).

**67 Albright College Affiliation Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement between the Muhlenberg School District and Albright College as presented.

**68 Educational Field Trip Request**

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

- a. Muhlenberg High School Band and Choir, travel with Peak Group Travel to Washington D.C. on April 26, 2025 through April 28, 2025.

**69 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.

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

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

- a. Student #34901, Royer-Greaves

**71 East Stroudsburg University Intern Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the intern agreement between the Muhlenberg School District and East Stroudsburg University as presented.

**Student Activities**

*There was none.*

**Minutes**

**Resolution No. 72**

**72 Approval of Minutes**

Review minutes of the Committee of the Whole Meeting of October 9, 2024 and the Regular Board Meeting of October 9, 2024.

Moved by Mr. Eaton and Mrs. Eagle that minutes of the Committee of the Whole Meeting of October 9, 2024 and the Regular Board Meeting of October 9, 2024.

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

**Old Business**

*There was none.*

**New Business**

*Mrs. Mengle wanted to speak about the administration and the uncertainty, and what is the feasibility of putting the District's future construction projects until what's going to happen. She discussed not wanting to go back to the taxpayers asking for more money with the projects. Dr. Macharola advised this would be an enormous mistake as the students would be outside in tents learning as the District has no room for them and if the District does not continue on with the plan, the District will be failing the children and failing the community. He discussed not wanting to be a school board member that did not follow through with the plan, they would have to defend why students don't have classrooms to learn in and have an opportunity for an education because there is nowhere for them to learn. The district's buildings are already filled to the maximum. He would not put it past the courts to come in saying the board failed their community.*

**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

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**

November 6	6:30 PM	COW Meeting and Regular Board Meeting
November 11	6:30 PM	RMCTC Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

**73 Adjourn Meeting**

Moved by Mr. Eaton and Mr. Hardy that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 8:19 PM.

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

Attest:

  
Cindy L. Mengle  
Secretary