

MUHLENBERG SCHOOL DISTRICT  
Regular Board Meeting Minutes  
October 11, 2023  
Lecture Hall, Muhlenberg High School  
[www.muhl sdk12.org](http://www.muhl sdk12.org)

**Call to Order**

The Regular Board Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, October 11, 2023 at 6:52 PM by Board President, Mr. Garrett E. Hyneman.

**Members Present**

President – Mr. Garrett E. Hyneman  
Treasurer - Mr. Richard E. Hoffmaster  
Member – Mrs. Kristyna Eagle  
Member – Mr. J. Tony Lupia, Jr.  
Member – Mr. Mark J. Nelson  
Solicitor – Mr. Brian F. Boland, Esq.  
Recording Secretary – Mrs. Tara L. Flowers

**Members Absent**

Vice President – Mr. Otto W. Voit, III  
Secretary – Mrs. Cindy L. Mengle  
Assistant Secretary – Ms. Janet Howard  
Member – Mr. Miguel Vasquez

**Administration Present**

Superintendent – Dr. Joseph E. Macharola  
Assistant Superintendent - Dr. Alan S. Futrick  
Business Manager- Shane M. Mathias, CPA  
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 - Ms. Lori Morris  
Supervisor of Special Education - Dr. Janet Heilman  
Director of Human Resources - Dr. Jessica Heffner  
Director of Pupil Services - Mr. Michael Mish  
Director of Technology - Mr. Daniel Houck  
Director of Food Services - Mr. Carey Kline  
Data Administrator – Mr. Kevin Vanino  
High School Principal - Mr. Haniff Skeete  
High School Assistant Principal - Ms. Julianna Ciccarelli  
Junior High School Principal - Mr. Steven Baylor  
Junior High School Assistant Principal - Ms. Jennifer Doyle  
Junior High School Assistant Principal - Mr. Daniel Kramer  
C.E. Cole Intermediate & Elementary Principal - Mr. Kyle Crater  
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca

C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria  
Elementary Assistant Principal - Ms. Ginny Hornberger  
Social Worker - Ms. Lauren Heydt  
Social Worker - Ms. Liliana Moore  
Social Worker - Ms. Emily Carmichael

### **Visitors**

Linda Roebuck	Diane Benson
Melissa Carroll	Samantha Noll
Steven Noll	Marcia Noll
Chris Becker	Holly Becker
Paxton Becker	Carson Becker

### **Educational Presentations**

*There were none.*

**Hearing of Visitors** - Muhlenberg School District taxpayers and residents have an opportunity, at this time, to comment on matters of concern, official action, or deliberation which are or may be before the Muhlenberg School Board. The Board retains the option to accept all public comment at this time. Presentations should be limited to two minutes per person. In the event that the Board determines that there is not sufficient time for residents or taxpayers of the School District to comment, the Board may defer the comment period to the next regular meeting.

*There were none.*

### **Committee Report**

A. Berks County Intermediate Unit – Mr. Miguel Vazquez

There is no report at this time.

B. Reading-Muhlenberg CTC – Mr. Tony J. Lupia

Mr. Lupia discussed the pie orders from the RMCTC bakery for Thanksgiving.

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

There is no report at this time.

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

There is no report at this time.

E. Muhlenberg Community Library – Ms. Janet Howard

There is no report at this time.

F. Educational Programs – Dr. Alan S. Futrick

There is no report at this time.

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

There is no report at this time.

**Superintendent's Comments** - Dr. Joseph E. Macharola

There is no report at this time.

**Board Business**

**Personnel**

**Resolution Nos. 55A – 55G**

Moved by Mrs. Nelson and Mrs. Eagle, that the Board of Education of the Muhlenberg School District approve **Resolution Nos. 55A through 55G** in their entirety.

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

**55A Administrative Appointment**

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

- a. Mr. Christopher Becker, Principal, C.E. Cole Intermediate (J. Ebert), pending release from current employer, at a salary of \$116,000, prorated for days worked.

**55B Classified Appointments**

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

- a. Ms. Amanda Moyer, Cafeteria Worker (S. Hoffman), Muhlenberg Elementary Center, effective September 27, 2023, at a pay rate of \$19.79 per hour.
- b. Ms. Clavel Callentano, Special Education Paraprofessional (D. Perez), Muhlenberg Elementary Center, effective October 19, 2023, at a pay rate of \$19.71 per hour.
- c. Ms. Jessica Quintero, Cafeteria Worker (S. Lobb), Muhlenberg High School, effective October 23, 2023, at a pay rate of \$19.79 per hour.

**55C Acceptance of Resignations**

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

- a. Ms. Aubrey Manmiller, School Counselor, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- b. Ms. Gretta Young, Special Education Teacher, C.E. Cole Intermediate, pending release from Muhlenberg School District per PA School Code.
- c. Ms. Darlene Allen, Special Education Paraprofessional, Muhlenberg Elementary Center, resignation for the purpose of retirement, effective November 9, 2023.
- d. Mr. Bruce Dutt, Cafeteria Worker, Muhlenberg Elementary Center, effective September 15, 2023.
- e. Ms. Melissa Zavala, Cafeteria Worker, Muhlenberg Elementary Center, effective September 5, 2023.

**55D 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-2):

- a. Ms. Laurie Vlasak, mentor for Ms. Erica Berger, Long-Term Substitute Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- b. Ms. Jennifer Zampelli, mentor for Mr. George Dunda, Special Education Teacher, Muhlenberg High School, for sixty (60) hours.
- c. Ms. Jessica Justiniano, mentor for Ms. Laura Barrall, Math Teacher, Muhlenberg High School, for thirty (30) hours.
- d. Ms. Jessica Gunter, mentor for Ms. Kylie Torrens, Long-Term Substitute, Muhlenberg Elementary Center, for sixty (60) hours.

**55E Professional Salary Adjustments for the 2023-2024 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Salary Adjustments for the 2023-2024 school year as presented (Exhibit A-3).

**55F 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. Ashleigh Greene, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 1, 2023 and recommended for permanent employment as of October 2, 2023.

**55G Professional Appointment**

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

- a. Ms. Carolina Ramos, Spanish Teacher (H. Goeltz), Muhlenberg Junior High School, pending release from current employer, at a salary of \$83,154 (B+24, Top), prorated for days worked.

## **Management**

### **Resolution Nos. 56 - 57**

Moved by Mr. Hoffmaster and Mr. Nelson, that the Board of Education of the Muhlenberg School District approve **Management Resolution Nos. 56 through 57** in their entirety.

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

## **56 Adoption of Policies**

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

- a. Policy No. 006, Meetings
- b. Policy No. 216.1, Supplemental Discipline Records
- c. Policy No. 251, Students Experiencing Homelessness, Foster Care and Other Educational Instability

## **57 Act 80 Days for 2023-2024 School Year**

Resolved, that the Board of Education of the Muhlenberg School District authorize the submission of Act 80 Days for the 2023-2024 school year to the Pennsylvania Department of Education (Exhibit B-2).

## **Physical Plant and Transportation**

There are no items.

## **Budget and Finance**

### **Resolution Nos. 58 - 59**

Moved by Mr. Hoffmaster and Mr. Lupiar that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution Nos. 58 through Resolution No. 59** in their entirety.

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

**58 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	Aug 2023	Aug 2023	Sept 2023 Ck#55204-55386 V#27793-27826	Aug 2023	
Cafeteria	Aug 2023	Aug 2023	Sept 2023 Ck# 7961-8000 V#3022-3026	Aug 2023	
Capital Reserve (Fund 32)	Sept 2023	Sept 2023	Sept 2023 Ck#958-963		
Activity	Aug 2023	Aug 2023			

**59 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 (Exhibit D-2):

- a. Chromebooks/Laptops/Desktops – These items are broken or have reached end-of-life and have no usable value. (Exhibit – Oct23 Disposal.xlsx)

**Education**

**Resolution Nos. 60 – 63**

Moved by Mrs. Eagle and Mr. Lupia, that the Board of Education of the Muhlenberg School District approve **Education Nos. 60 through 63** in their entirety.

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

**60 Kutztown University Affiliation Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement with Kutztown University for the teacher preparation program, as presented (Exhibit E-1).

**61 Student to Begin the 2023-2024 School Year as a Non-Resident Student**

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following student to begin the 2023-2024 school year as a non-resident student (Exhibit E-2):

- a. Student No. 41866, Grade 2, MEC

**62 Conference Request**

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

- a. Ms. Nicole Huntbach to attend the CASE Conference in Pittsburgh, PA on November 7, 2023 to November 10, 2023 at a cost not to exceed \$1,269.93 (funded through Special Education).
- b. Mr. Zachariah Milch, to attend the 2023 Paving the Way for Educational Success Conference in Mars, PA on October 10, 2023 to October 13, 2023 at a cost not to exceed \$508 (funded through Federal Grant).

**63 Certificate of Support Students**

Resolved, that the Board of Education of the Muhlenberg School District approve the enrollment of Certificate of Support Students, PA School Code 1302, for the 2023-2024 School Year as listed (Exhibit E-4).

**Student Activities**

*There was none.*

**Minutes**

**Resolution No. 64**

**64 Approval of Minutes**

Review minutes of the Committee of the Whole Meeting of September 13, 2023 and the Regular Board Meeting of September 13, 2023.

Moved by Mrs. Eagle and Mr. Hoffmaster, that the minutes of the Committee of the Whole Meeting of June 14, 2023, the Regular Board Meeting of June 14, 2023 and the Special Board Meeting of June 20, 2023.

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

**Old Business**

*There was none.*

**New Business**

**Resolution No. 65**

Moved by Mr. Hoffmaster and Mr. Nelson, that the Board of Education of the Muhlenberg School District approve **Resolution No. 65** in its entirety.

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

**65 Memoriam of Ms. Billie Jean Buckland**

Resolved, that we remember the passing of Ms. Billie Jean Buckland who served in the Muhlenberg School District for seven (7) years (2016-2023) as a Special Education Paraprofessional. 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.

**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



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

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


October 9	6:30 PM	RMCTC Board Meeting
October 11	6:30 PM	COW Meeting and Regular Board Meeting
November 1	7:00 PM	COW Meeting
November 8	7:00 PM	Regular Board Meeting
November 13	6:30 PM	RMCTC Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

#### **66 Adjourn Meeting**

Moved by Mr. Hoffmaster and Mrs. Eagle, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 6:57 PM.

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

Attest:

  
Cindy L. Mengle  
Secretary