

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
September 9, 2020
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, September 9, 2020 at 7:27 PM by Board President, Mr. S. Wayne Hardy via remote access using Zoom.

Members Present

President – Mr. S. Wayne Hardy
Vice President – Mr. J. Tony Lupia, Jr.
Secretary – Mr. Thomas W. Gross
Assistant Secretary – Mrs. Cindy L. Mengle
Treasurer - Mr. Richard E. Hoffmaster
Member – Mr. Garrett E. Hyneman
Member – Mr. Randall R. Madara
Member – Mr. Mark J. Nelson
Member – Mr. Otto W. Voit, III
Solicitor – Mr. Brian F. Boland, Esq.
Recording Secretary – Mrs. Patricia L. Law

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent – Dr. Alan S. Futrick
Business Manager – Mr. Shane Mathias
Director of Physical Plant and Transportation – Mr. Ken Patterson
Director of Special Education – Dr. Shawn Rutt
Supervisor of Special Education – Dr. Tyler Herman
Behavior Analyst – Mr. Zachary Milch
Director of Technology – Mr. Daniel Houck
Supervisor of Language Arts and Literacy – Mrs. Cathy Shappell
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena
Athletic Director – Dr. Tim Moyer
High School Principal – Mr. Michael Mish
High School Assistant Principal – Ms. Lori Morris
High School Assistant Principal – Mr. C. Eric Schaeffer
Middle School Principal – Dr. Jeffery Ebert
Middle School Assistant Principal – Dr. Felicia Gonzalez
Elementary Center Principal – Mrs. Krista Venza
Elementary Center Assistant Principal – Mrs. Ginny Hornberger
Elementary Center Assistant Principal – Mrs. Shannon O'Donnell

Visitors (Note: This is who appeared to be attending via Zoom and may not include everyone)

Linda Figueroa
Amanda Bayer
Donald Heinz
Inga Hobbs
Janet Howard
Jared White
Jolyn Casper
Katie Iannacchino
Michele McCammitt

Stacy Yozwiak
Jennifer Schaffer
Jill Deysher
Daniel News
Damaris Espinal
Michelle Djevharian
Jennifer Doyle
April Kreiser

Educational Presentations

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 Reports

A. Berks County Intermediate Unit – Mr. Randall R. Madara

Mr. Madara said he was unable to attend the last meeting due to a work commitment; however, *What Happened at the BCIU Board Meeting* was included in the packet.

B. Reading-Muhlenberg CTC – Mrs. Cindy Mengle

Mrs. Mengle said their next meeting was not until Monday, September 14.

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

Mr. Mathias reported there was no meeting this month.

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

Mr. Voit said the Board would be voting later on the PSBA Board Officers and the upcoming convention will be virtual.

E. Muhlenberg Community Library – Mr. Terry Heckman/Mr. Randall R. Madara

Mr. Madara said he had nothing to report. He did not receive a report.

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

Mr. Lupia reported that the next meeting is in two weeks and the Dunkin Donuts on route 61 is near completion.

G. Educational Programs – Dr. Alan S. Futrick

No report at this time.

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

Mr. Boland said he had two resolutions to be added with regards to assessment appeals.

Superintendent's Comments - Dr. Joseph Macharola

Dr. Macharola thanked everyone including the Muhlenberg community, all of the teachers, staff members, custodial and maintenance. Everyone is doing a phenomenal job for the students. He said if anyone wanted to see the kids back in school in a traditional environment, it was certainly him. Dr. Macharola said his heart ached for all of the parents. He said everyone must be prepared for the long haul if things do not change statistically. Adjustments may have to be made and the District is in a cadence right now. Dr. Macharola said the number one thing to do, as an adult, is to protect the kids. He said he is very concerned for them in many ways; he is concerned for the country, and for democracy. There is a lot going on in the world today. Dr. Macharola said if there is not a strong public educational system, things will not look well in the long run for society. He said everyone should be proud to be an American and work hard to build bridges amongst each other. Dr. Macharola said the kids are number one and everything must be done for them. Quoting Franklin Roosevelt from January 20, 1937, Dr. Macharola said, "The test of our progress is not whether we add more to the abundance of those who have much; it is whether we provide enough for those who have too little." He said he will continue to work with the Board and it is his honor, and privilege to serve.

Board Business

Personnel

Resolution Nos. 39A – 39M

Moved by Mr. Voit and Mr. Gross, that the Board of Education of the Muhlenberg School District approve **Personnel Resolution Nos. 39A through 39M** in their entirety.

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

39A Acceptance of Resignations

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

- a. Mrs. Krista Venza, Principal, Muhlenberg Elementary Center, effective upon release from the Muhlenberg School District as per PA School Code.
- b. Mrs. Shannon Ball, Communications/English Teacher, Muhlenberg Middle School, effective upon release from the Muhlenberg School District as per PA School Code.
- c. Mrs. Fiona DeHart, School Psychologist, Muhlenberg Elementary Center, effective August 28, 2020.
- d. Ms. Karly Dahlroos, Long-Term Substitute, Muhlenberg Elementary Center, effective August 19, 2020.
- e. Ms. Glenys Allsop, Instructional Assistant, Muhlenberg Elementary Center effective August 18, 2020.
- f. Ms. Maegen Wagner, Instructional Assistant, Muhlenberg High School, effective August 28, 2020.
- g. Mrs. Jamie Payne, Part-Time Clerical Assistant, Muhlenberg High School, effective August 24, 2020.

39B Administrative Appointment

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

- a. Ms. Susan D. Hawkins, Supervisor of Accounts (M. Moyer), effective September 8, 2020, at a prorated salary of \$84,000.

39C Professional Appointments

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

- a. Ms. Kathleen Zane, Math Teacher (D. Hangen), Muhlenberg Middle School, effective upon release from current employer per PA School Code, at a prorated salary of \$71,671 (M, 6 Steps from the Top).
- b. Mr. Donald Heinz, ESL/English Teacher (T. Ritchie), Muhlenberg Middle School, effective the first contractual day of the 2020-2021 school year, at a salary of \$72,265 (M+30, 11 Steps from the Top).
- c. Mr. Ian Laxton, Social Studies (P. McFarland), Muhlenberg Middle School, effective the first contractual day of the 2020-2021 school year, at a salary of \$44,440 (B, 17 Steps from the Top).
- d. Ms. Alisha Neiman, Elementary Teacher (C. Leonhard), Muhlenberg Elementary Center, effective August 27, 2020, at a salary of \$49,678 (B+9, 15 Steps from the Top).

- e. Ms. Meredith Feather, Long-Term Substitute, Muhlenberg Elementary Center, effective August 24, 2020, through the end of the 2020-2021 school year, at a salary of \$42,932 (B, 18 Steps from Top).
- f. Ms. Stephanie Tice, Long-Term Substitute, C. E. Cole Intermediate School, effective August 24, 2020, through the end of the 2020-2021 school year, at a salary of \$42,932 (B, 18 Steps from Top).
- g. Mr. Jacob Conrad, Long-Term Substitute, Muhlenberg Elementary Center, effective August 25, 2020, through the end of the 2020-2021 school year, at a salary of \$42,932 (B, 18 Steps from Top).
- h. Mr. Albert Sampson, Long-Term Substitute, Muhlenberg Elementary Center, effective August 28, 2020, through the end of the 2020-2021 school year, at a salary of \$42,932 (B, 18 Steps from Top).

39D Classified Appointments

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

- a. Ms. Michelle Milliron, Class A Secretary (M. Morganti), Business Office, effective August 24, 2020, at a prorated salary of \$38,671.
- b. Mr. Kyle Craig, Instructional Assistant (M. Walker), Muhlenberg Elementary Center, effective September 2, 2020, at a pay rate of \$14.58 per hour.
- c. Mr. Bradley Barskey, Part-Time Clerical Assistant (A. Zeller), C. E. Cole Intermediate School, effective September 8, 2020, at a pay rate of \$14.36 per hour.

39E 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 2020-2021 school year:

- a. Ms. Jennifer Doyle, mentor for Mr. Donald Heinz, ESL/English, Muhlenberg Middle School, for sixty (60) hours.
- b. Ms. Amy Keller, mentor for Ms. Kathleen Zane, Math, Muhlenberg Middle School, for fifteen (15) hours.
- c. Mr. Brian Kopetsky, mentor for Mr. Ian Laxton, Social Studies, Muhlenberg Middle School for thirty (30) hours for the first semester.
- d. Mr. John Lorchak, mentor for Mr. Ian Laxton, Social Studies, Muhlenberg Middle School for thirty (30) hours for the second semester.
- e. Mrs. Cristina Lillis, mentor for Ms. Stephanie Tice, LTS, C. E. Cole Intermediate School, for thirty (30) hours.
- f. Mrs. Crystal Chwatek, mentor for Mr. Jacob Conrad, LTS, Muhlenberg Elementary Center, for sixty (60) hours.
- g. Mrs. Colleen Shillady, mentor for Mr. Albert Sampson, LTS, Muhlenberg Elementary Center, for fifteen (15) hours.

39F 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. Mrs. Erin Antosy, Third Grade Teacher, Muhlenberg Elementary Center, Leave of Absence/FMLA, effective on or about October 26, 2020, through on or about March 22, 2021.

39G Approval for Summer Hours

Resolved, that the Board of Education of the Muhlenberg School District approve up to seven (7) hours of pay for Mr. Haniff Skeete, for work performed over the summer for the preparation and implementation of Muhlenberg Middle School programs for the 2020-2021 school year at the professional rate of \$30 per hour (Exhibit #37).

39H 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 has performed on a satisfactory basis for three years:

- a. Mr. Timothy Klawiter, C. E. Cole Intermediate School

39I Guest Teachers for the 2020-2021 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of guest teachers for the 2020-2021 school year as presented (Exhibit #38).

39J Co-Curricular Resignations

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

- a. Ms. Morgan Williams, Junior High Field Hockey Assistant Coach, effective August 24, 2020.
- b. Mr. Casey Blankenbiller, Varsity Bowling Head Coach, effective September 1, 2020

39K Co-Curricular Appointments

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

- a. Mr. Daniel Louviaux, Varsity Golf Head Coach (A. Leib), effective August 24, 2020, at a salary of \$3,190 (year 1).
- b. Mr. David Medina, Junior High Boys Soccer Head Coach (C. Geddio), effective September 10, 2020, at a salary of \$3,263 (year 1).
- c. Mr. Noah Nguyen, Junior High Boys Soccer Assistant Coach (D. Medina), effective date pending receipt of updated clearances, at a salary of \$2,447 (year 2).
- d. Ms. Zoe Barna, Varsity Girls Volleyball Assistant Coach (B. O'Donnell), effective September 4, 2020, at a salary of \$2,828 (year 1).
- e. Ms. Taryn Piano, Volunteer Varsity Field Hockey Assistant Coach, effective date pending receipt of updated clearances

39L Building Co-Curricular Assignments

Resolved, that the Board of Directors of the Muhlenberg School District approve the building co-curricular assignments as presented (Exhibit #39).

39M Sports Event Monitors for 2020-2021 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Sports Event Monitors for the 2020-2021 School Year at the pay rate of \$10.50 per hour as presented (Exhibit #40).

Management

Resolution No. 40

Moved by Mr. Voit and Mr. Hoffmaster, that the Board of Education of the Muhlenberg School District approve **Management Resolution No. 40** in its entirety.

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

40 Election of PSBA Officers

WHEREAS, instead of individuals voting during the PASA-PSBA School Leadership Conference in October, each school entity will have one vote for each officer and at-large representative position;

WHEREAS, this will require boards of the various school entities to come to a consensus on each candidate and cast their vote electronically during the open voting period (August 23, 2020 through October 11, 2020). The voting will be done through a secure, third-party, web-based voting site that will require a login password;

WHEREAS, one person from each member school entity will be authorized as the official person to cast the vote on behalf of his or her school entity. In the case of school districts, it will be the Board secretary who will cast votes on behalf of the school board as follows (Exhibit #41):

President Elect - One Year Term

Mr. David Hein, Parkland School District (Lehigh Valley County)

Vice President Elect - One Year Term

Mr. Daniel O'Keefe, Northgate School District (Allegheny County)

Treasurer

Mr. Michael Gossert

Trustee (term ends Dec. 31, 2023)

Choose up to two candidates for a 3-year term

Michael Faccinetto, Bethlehem Area School District
Marianne Neel, PSBA Past President

Forum Steering Committee (term ends Dec. 31, 2022)

Choose up to two incumbents for a 2-year term

Stephen Skrocki, North Penn School District
Tracy Long, Keystone Central School District

Physical Plant and Transportation

No items at this time.

Budget and Finance

Resolution Nos. 41 - 43

Moved by Mrs. Mengle and Mr. Gross, that the Board of Education of the Muhlenberg School District approve **Budget and Finance Resolution Nos. 41 through 43** in their entirety.

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

41 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 #42):

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Jul 2020	Jul 2020	Aug 2020 Ck#48361-48549 V#26430-26481	Jul 2020	
Cafeteria	Jul 2020	Jul 2020	Aug 2020 Ck#6838-6852 V#2820-2822	Jul 2020	
Capital Reserve (Fund 32)	Aug 2020	Aug 2020	Aug 2020 Ck#898		
Capital Projects Fund (Fund 39)	Aug 2020	Aug 2020			
Activity	Jul 2020	Jul 2020			

42 Annual Auditing Services

Resolved, that the Board of Education of the Muhlenberg School District approve the audit engagement services of Herbein & Company, Inc. for the fiscal years ending June 30, 2020, June 30, 2021 and June 30, 2022 as presented (Exhibit #43).

43 Authorization for Wire Fund Transfers, and Signatures on Bank Accounts

Wire Fund Transfers

Authorize the wire fund transfer for all School District accounts for any one (1) of the following persons:

Superintendent of Schools
Business Manager
Supervisor of Accounts

Dr. Joseph E. Macharola
Mr. Shane M. Mathias, CPA
Ms. Susan D. Hawkins

On-Line Access

Authorize on-line access to account information for all school district PLGIT and PLGIT/PLUS, BB&T, and PSDLAF accounts for the following personnel:

Business Manager	Mr. Shane M. Mahtias, CPA
Supervisor of Accounts	Ms. Susan D. Hawkins

Activity Fund Account

Authorize the signatures of the following Fourteen (14) names on Activity Account #xxxxxxxx8204 (two {2} signatures are required):

Assistant Superintendent	Dr. Alan S. Futrick
Business Manager	Mr. Shane M. Mathias
Supervisor of Accounts	Ms. Susan D. Hawkins
Principal - MHS	Mr. Michael J. Mish
Assistant Principal - MHS	Mr. C. Eric Schaeffer
Assistant Principal - MHS	Ms. Lori Morris
Principal - MMS	Dr. Jeffery Ebert
Assistant Principal - MMS	Dr. Felicia Gonzales
Principal - CE Cole Int School	Mr. Steven Baylor
Assist Principal - CE Cole Int School	Mr. Charles Payne
Principal - MEC	Mrs. Krista Venza
Assistant Principal - MEC	Mrs. Shannon O'Donnell
Assistant Principal - MEC	Mrs. Virginia Hornberger
Athletic Director	Dr. Tim Moyer

Capital Projects Account

Resolved, that the Board of Education of the Muhlenberg School District authorize the signatures of the following personnel on the PSDLAF Capital Projects Account xxxxxx0503 (two signatures are required):

Business Manager	Mr. Shane M. Mahtias, CPA
Supervisor of Accounts	Ms. Susan D. Hawkins

Education

Resolution Nos. 44 - 48

Moved by Mr. Hyneman and Mr. Lupia, that the Board of Education of the Muhlenberg School District approve **Education Resolution Nos. 44 through 48** in their entirety.

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

44 Student to Begin the 2020-2021 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 2020-2021 school year as a non-resident student (Exhibit #44):

- a. Student 20-21NR2 Grade 11, MHS

45 Alvernia University Athletic Trainer Intern

Resolved, that the Board of Education of the Muhlenberg School District approve Mr. Josh M. Pfeffer, athletic trainer intern from Alvernia University, as per the cooperative Sports Medicine agreement between the Muhlenberg School District and Alvernia University.

46 Adoption of Revised Curricula, Textbooks and Instructional Materials for the 2020-2021 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 2020-2021 school year as in accordance with the Pennsylvania School Code, Article VIII, Section 803 (Exhibit #45).

47 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 2019-2020 school year as listed (Exhibit #46).

48 DocuSign Account for Special Education Department

Resolved, that the Board of Directors of the Muhlenberg School District approve the purchase of a DocuSign account for the Special Education Department at a cost of \$9,884 as presented (funded through grant funding) (Exhibit #47).

Student Activities - *There was none.*

Minutes

Resolution No. 49

49 Approval of Minutes

Moved by Mr. Nelson and Mr. Hyneman, that the minutes of the Committee of the Whole Meeting of August 12, 2020 and the Regular Meeting of August 12, 2020 be approved as submitted.

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

Old Business

There was none.

New Business

Resolution No. 50

Moved by Mr. Nelson and Mr. Lupia, that the Board of Education of the Muhlenberg School District approve **Resolution No. 50** in its entirety.

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

50 Withdrawal of Real Estate Tax Assessment Appeal – Target Corp.

BE IT RESOLVED, that John E. Muir, Esquire and Kozloff Stoudt, Professional Corporation, Solicitors for the Muhlenberg School District, are hereby authorized to withdraw the real estate tax assessment appeal filed by Muhlenberg School District docketed at Berks County Court of Common Pleas No. 19-19059 regarding the property owned by Target Corp., located at 4220 North 5th Street Highway, Muhlenberg Township, Berks County, Pennsylvania, Property ID #66530915721903 (Exhibit #48).

Resolution No. 51

Moved by Mr. Hyneman and Mr. Hoffmaster, that the Board of Education of the Muhlenberg School District approve **Resolution No. 51** in its entirety.

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

51 Real Estate Tax Assessment Appeal - General Battery & Ceramic Corp.

BE IT RESOLVED, that John E. Muir, Esquire and Kozloff Stoudt, Professional Corporation, Solicitors for the Muhlenberg School District, are hereby authorized to intervene on behalf of the Muhlenberg School District in the Real Estate Tax Assessment Appeal filed by General Battery & Ceramic Corp., docketed at Berks County Court of Common Pleas No. 19-18997 regarding the property located at 3000 Rosedale Avenue, Muhlenberg Township, Berks County, Pennsylvania, Property ID No. 57531805178744 (the "Real Estate Assessment Appeal") (Exhibit #49).

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 was none.

MSD/RMCTC Board Visitor of the Month

September	Mr. J. Tony Lupia	February	Mr. Mark Nelson
October	Mr. S. Wayne Hardy	March	Mr. Garrett Hyneman
November	Mr. Randall R. Madara	April	Mrs. Cindy Mengle
December	Mr. Thomas W. Gross	May	Mr. Richard E. Hoffmaster
January	Mr. Otto W. Voit, III		

Review of Board Meetings and Calendar of Events

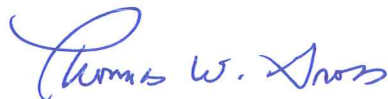
September 9	7:00 PM	Regular Board Mtg
October 7	7:00 PM	Committee of the Whole Mtg
October 14	7:00 PM	Regular Board Mtg
November 4	7:00 PM	Committee of the Whole Mtg
November 11	7:00 PM	Regular Board Mtg
December 2	6:30 PM	Annual Reorganization Meeting; Committee of the Whole Mtg; Regular Board Meeting

52 Adjourn Meeting

Moved by Mr. Voit and Mrs. Mengle, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:42 PM.

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

Attest:



Thomas W. Gross
Secretary