

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
March 4, 2020
Muhlenberg High School – Lecture Hall
www.muhsdk12.org

Call to Order

The Committee of the Whole Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, March 4, 2020 at 7:00 PM by Board President, Mr. S. Wayne Hardy.

Members Present

President – Mr. S. Wayne Hardy
Vice President – Mr. J. Tony Lupia, Jr.
Secretary – Mr. Thomas W. Gross
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. Andrew George, Esq.
Recording Secretary – Mrs. Patricia L. Law

Members Absent

Assistant Secretary – Mrs. Cindy L. Mengle

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent – Dr. Alan S. Futrick
Business Manager – Mr. Shane Mathias
Supervisor of Accounts – Mr. Mark Moyer
Director of Physical Plant and Transportation – Mr. Ken Patterson
Director of Special Education – Dr. Shawn Rutt
Data Administrator – Mr. Kevin Vanino
Behavior Analyst – Mr. Zachary Milch
Director of Technology – Mr. Daniel Houck
Supervisor of Language Arts and Literacy – Mrs. Cathy Shappell
Athletic Director – Dr. Tim Moyer
High School Principal – Mr. Michael Mish
Middle School Assistant Principal – Dr. Felicia Ulsh
Elementary Center Principal – Mrs. Krista Venza
Elementary Center Assistant Principal – Mr. Antonio Mirabito

Visitors

Hao Duong
Joseph Collins

Educational Presentations

A. 2020-2021 Preliminary Budget Update (Exhibit A) - Mr. Shane M. Mathias, CPA

Mr. Mathias presented a brief update on the changes from February to March. He began with February's changes which included the salary changes Mr. Nelson requested last month and a change in assessments (this decreased due to LERTA properties Mr. Mathias was not aware of). The March changes included pending assessment appeals and commercial properties; an increase in transportation subsidies; a proposed increase in the total RMCTC budget due to severe capital needs and a proposed change in the calculations of how the costs are split between the Reading School District and Muhlenberg; an increase in expenditures for special education to make up for the number of new students enrolled in the program based on this year; and, the savings that will be gained by refinancing the bonds.

Comments/Questions/Concerns:

Mr. Voit asked if CarbonLite was a LERTA property. Mr. Mathias said they are not from what he was told by the county and the township.

Mr. Hyneman asked if it was still an issue to get the state to pay a fair share for special education. Mr. Mathias said it was.

Mr. Madara asked how long the assessed values have been going down. Mr. Mathias said from 2012-2013 to 2020 the total assessed value for the county went down \$13.78 million which are a product of assessment appeals.

Mr. Nelson asked what the District's collection rate was. Mr. Mathias replied approximately 95.75%. Mr. Nelson said he would like to see the collection rate for the past five years.

B. Physical Plant Update - Mr. Kenneth Patterson

Mr. Patterson reported:

- The requirement of Act 39 of 2018, Water Testing for the 2019-2020 School Year is complete. This act requires either a discussion with the School Board about the dangers of lead within drinking water or taking samples of water from each school building and having them tested for lead contamination. The Muhlenberg School District chooses to test the water within the school buildings – fourteen samples were taken from the high school, twelve from the middle school, five from the intermediate school and nine from the elementary center for a total of forty samples collected. The results of this testing are posted on the District's website. The samples are all within the guidelines set forth by PADEP and EPA for lead content within public drinking water.

- The High School Transformer Capital Reserve Project – the new Transformer was installed Saturday, February 15th and is functioning properly.
- The Phone and Fax Upgrade Capital project for MEC is about 80% complete. Frontier is scheduled to be on-site April 8th and 9th to finish installation of hardware and to put the finishing touches on that project.
- The District has ordered three new ten-passenger vans to replace three of MSDs twenty-year-old vans currently used to transport students to events. Delivery of the vans is tentatively scheduled for the end of April to the end of May.
- Preliminary work is underway to gather costs and plan for the replacement of the middle school chiller. The vendor has been selected through the COSTARS program. This replacement will take place during the summer break.
- The Board has a copy of the proposal for consideration to replace the administration building roof. The current roof is the original roof from when the building was built in 1990.
- The Board has a copy of the proposal for consideration to replace furniture at the high school and chairs for the middle school. This will complete the furniture replacement at the high school. The chairs at the middle school are needed due to breaking and the damaging of floors.

Comments/Questions/Concerns:

Mr. Voit asked if all these projects fall within the capital budget. Mr. Patterson replied yes, all but the administration building roof project that will be paid through the Capital Projects fund. Mr. Voit said before the District moves ahead with anything in 2020-2021, make sure there is discussion before the project goes out for bid to be sure everyone is on the same page.

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.

Board Business

Personnel

1. Acceptance of Resignations

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

- a. Ms. Barbara P. Post, Communications Teacher, Muhlenberg Middle School, resignation for the purpose of retirement, effective June 5, 2020.
- b. Ms. Shana E. Kelly, 4.5 Hour Cafeteria Worker, Muhlenberg Middle School, effective February 27, 2020.

2. 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 2019-2020 school year:

- a. Mrs. Julia Hornberger, mentor for Mrs. Melissa Bearoff, English, Muhlenberg High School, for sixty (60) hours.
- b. Mr. Michael Anthony, mentor for Mr. Michael Burggraf, English, Muhlenberg Middle School, for twenty-five (25) hours.

3. Professional Appointments

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

- a. Mrs. Rachel Wade, Long-Term Substitute (D. Hangen), Muhlenberg Middle School, effective December 3, 2019, at a prorated, retroactive salary of \$59,657 (M, 13 Steps from the Top).
- b. Mr. Jeffrey Reiniger, Dean of Students (W. Sellars), C. E. Cole Intermediate School, effective upon hire and approval of replacement for current position.

4. Co-Curricular Appointments

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

- a. Mr. Kevin Wright, Varsity Track Assistant Coach (M. Smith), effective March 12, 2020, at a salary of \$3,045 (year 1).
- b. Mr. Mason Smith, Junior High Boys Track and Field Head Coach (M. Wisotsky), effective March 12, 2020, at a salary of \$3,045 (year 1).
- c. Mr. Gary Pumphrey, Junior High Track and Field Assistant Coach (B. Hendricks), effective March 12, 2020, at a salary of \$2,284 (year 1).
- d. Dr. Felicia Ulsh, Junior High Track and Field Assistant Coach (C. Drake), effective March 12, 2020, at a salary of \$2,284 (year 1).
- e. Mr. Steven Noll, Junior High Softball Assistant Coach (G. Natale), effective March 12, 2020, at a salary of \$2,610 (year 1).
- f. Mr. Michael Merkel, Varsity and Junior Varsity Volunteer Assistant Coach, effective March 12, 2020.

5. Substitutes for the 2019-2020 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of substitutes for the 2019-2020 school year as presented.

6. Administrative Appointment

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

- a. Dr. Tyler Herman, Supervisor of Special Education (A. Coyle), effective upon release from current employer as per PA School Code, at a prorated salary of \$85,000.

7. 2019-2020 Bus Monitor

Resolved, that the Board of Education of the Muhlenberg School District approve the following bus monitor for the 2019-2020 school year, at the pay rate of \$10.50 per hour:

- a. Mr. Daniel Brady, AM Bus Monitor, Muhlenberg Middle School

Management

1. Adoption of Policies

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

Section 200 Pupils

201 Admission of Students
204 Attendance
208 Withdrawal from School
233 Suspension and Expulsion

Section 300 Employees

333 Professional Development

Section 600 Finance

610 Purchases Subject to Bid/Quotation

Section 700 Property

705 Facilities and Workplace Safety
709 Building Security

Section 800 Operations

805 Emergency Preparedness and Response
805.1 Relations with Law Enforcement Agencies

2. Summer Work Schedule

Resolved, that the Board of Education of the Muhlenberg School District authorize the summer work schedule as Monday through Thursday beginning Monday, June 15, 2020 through Friday, August 14, 2020 – Office hours 7:30 AM – 4:00 PM.

3. Revised School Calendar for the 2020-2021 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the revised School Calendar for the 2020-2021 school year as presented.

Comments/Questions/Concerns:

Mr. Nelson asked what changed on the calendar. Dr. Macharola replied October 12th was changed to an inservice day instead of a day off for teachers and students and November 3rd is no longer an inservice day but is day off for students and teachers.

Physical Plant and Transportation

1. Sunday Facility Use Request

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

- a. Healthy Kids Running Series Organization, use of the Muhlenberg High School practice field on March 29, 2020, April 5, 2020, April 12, 2020, April 19, 2020, April 26, 2020, May 3, 2020 and May 10, 2020.

2. Replacement of High School Furniture and Middle School Chairs

Resolved, that the Board of Education of the Muhlenberg School District approve the purchase of classroom furniture for Muhlenberg High School to replace existing outdated and deteriorating furniture at a cost of \$56,400; and the purchase of chairs for Muhlenberg Middle School to replace existing outdated and deteriorating chairs at a cost of \$3,510.54.

3. Replacement of Administration Building Roof

Resolved, that the Board of Education of the Muhlenberg School District approve the replacement of the Administration Building roof at a total cost of \$60,000 as presented.

Comments/Questions/Concerns:

Dr. Macharola requested the Board consider renovating/expanding the administration building to make it more efficient and to protect the business obligations that occur there. Mr. Nelson asked if the District should spend the money to redo the roof then. Dr. Macharola said the roof needs to be done. Mr. Voit is okay with having the specs done and having a plan ready to go at some point in time and asked if the current roof would last a couple of more years. Mr. Patterson replied no because most of the shingles along the side that does not get the sunlight are cracked and dilapidated. He said if an addition is added, it will not affect the roof. Mr. Voit said he would have doubts about expanding the administration building before adding classrooms. He said he is okay with re-doing the roof now and coming up with a plan for interior renovations.

Budget and Finance

1. 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	Jan 2020	Jan 2020	Feb 2020 Ck#47334-47559 V#26247-26281	Jan 2020	
Cafeteria	Jan 2020	Jan 2020	Feb 2020 Ck#6689-6739 V#2802-2809	Jan 2020	
Capital Reserve (Fund 32)	Feb 2020	Feb 2020	Feb 2020 Ck#886-887		
Capital Projects Fund (Fund 39)	Feb 2020	Feb 2020	Feb 2020 Ck#1051		
Activity	Jan 2020	Jan 2020			

2. 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:

- a. Cisco Switches for Disposal – These items are broken or have reached end-of-life and have no usable value. (Exhibit – Cisco Switches Disposal 2-25-20)
- b. iPads for Trade-in - The items are intended to be traded-in for a credit value between \$50.00 - \$70.00 for each item depending on condition. (Exhibit – iPads Trade-In 2-25-20)

3. CAFCO Participation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the CAFCO Participation Agreement to purchase food being offered through the Lancaster-Lebanon Intermediate Unit 13 (IU13) and facilitated by IU13 Collaborative Services beginning July 1, 2020 through June 30, 2021 as presented.

4. E-Rate Category 2 Wireless Equipment

Resolved, that the Board of Education of the Muhlenberg School District accept the Category 2 E-rate bid (MUHL FY20-21 C2 Wireless Equipment RFP - Form #200019801) for Internal Connections Equipment and Services of \$57,593.30 from IntegraOne (Technology Budget).

Education

1. AFJROTC Educational Field Trip Requests

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

- a. Muhlenberg High School AFJROTC, travel to McGuire Air Force Base in New Jersey on May 17, 2020.
- b. Muhlenberg High School AFJROTC, travel to Quantico Marine Base in Virginia on May 31, 2020.
- c. Muhlenberg High School AFJROTC, travel to the Summer Leadership School in Charleston, South Carolina on June 14, 2020 through June 20, 2020.
- d. Muhlenberg High School AFJROTC, travel to Goddard Space Center in Maryland on May 19, 2020.

Comments/Questions/Concerns:

Mr. Nelson asked how the field trips were being funded. Dr. Macharola replied through fund raising and partial monies from the Department of Defense under the AFJROTC programs.

Mr. Hyneman asked if the trips were on the weekend or on school days. Dr. Macharola replied a combination (two are on the weekend, one is a school day and the other is after school is out for the summer). Mr. Hyneman said he noticed that they will be renting vans and since the trips are on the weekends can't they use the new vans rather than renting vans. Mr. Mish said he believes the reason they rent the vans is because they are bigger and hold more students. Dr. Macharola said the students that go on the trips are selected by Colonel Kline and Chief SgtMaster Burke and the trips are good for their educational program.

2. Extended School Year Tuition Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the extended school year student tuition agreement with Capstone Academy for student #32432 as presented.

3. 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.

4. Extended School Year Program for 2020

Resolved, that the Board of Education of the Muhlenberg School District approve the Extended School Year Program for 2020 (June 30, 2020 – July 30, 2020) at an estimated operating cost of \$51,000 plus transportation which includes the following staff:

- a. ESY Coordinator
- b. Thirteen (13) Teachers
- c. Fourteen (14) Assistants
- d. One (1) Job Coach
- e. Related Services:
 - 1) Speech & Language Therapist
 - 2) Occupational Therapist
 - 3) Physical Therapist
 - 4) Hearing/Vision Support, if deemed necessary

Comments/Questions/Concerns:

Mr. Nelson asked how the cost for this year's program compares to last year's program. Dr. Macharola said he did not know that number but will get it and provide it to the Board.

5. Application for Membership into the Lancaster-Lebanon Athletic Association

Resolved, that the Board of Education of the Muhlenberg School District approve the application to become an associate member to the Lancaster-Lebanon Athletic Association in the sport of football starting in the 2022-2023 school year.

Comments/Questions/Concerns:

Mr. Nelson asked if this was in advance of the merger. Dr. Moyer replied this it is. Mr. Mish said this is to make sure that every school in Berks County is on board with the merger in order to move forward.

Mr. Lupia asked what the advantage was of going into Lancaster-Lebanon Athletic Association. Dr. Moyer replied right now in order to play non-league games, the team must travel, but by getting into Lancaster-Lebanon Athletic Association, the away games will not be a long distance and it will be better for the teams, the fans and for cost. Mr. Lupia asked if Muhlenberg would still be playing teams in their own league. Dr. Moyer replied, yes.

6. Certified School Psychologist Contracted Services

Resolved, that the Board of Education of the Muhlenberg School District approve the contracted services of Dr. Doris Daughtry, Certified School Psychologist, effected upon receipt of updated clearances through the end of the 2019-2020 school year, at a pay rate of \$95 per hour up to twenty-five (25) hours per week.

Student Activities

There were no items at this time.

Minutes

Review minutes of the Committee of the Whole Meeting of February 5, 2020 and the Regular Meeting of February 12, 2020.

Comments/Questions/Concerns:

Dr. Macharola said the Board should have received his correspondence that went out to parents and staff with regards to COVID-19. The letter also went out in Spanish to help the parents of the District's English Language Learners. He said this is good information with the most important thing being to wash your hands and keep your hands away from your face. Dr. Macharola said as he learns more information, he will certainly address it. The CDC updates every day at noon.

Mr. Hyneman said the basketball team has gotten lots and lots of press; however there were swimmers and bowlers that did pretty good too. He said hopefully as a Board they could give a sentence of congratulations to them. Dr. Macharola thanked Mr. Hyneman. He said this was the first time the basketball team won a district championship and he was very proud of them and the coaching by Coach Nesby. Dr. Macharola said the bowlers are doing phenomenal and Dr. Moyer has been getting information out via Twitter about the great things the kids are doing including students participating in a STEM event in Pittsburgh and District swimmers who won gold. He said everything is happening at the same time and he doesn't want to miss anyone.

Old Business

Comments/Questions/Concerns:

Mr. Voit asked whether the District will be offering the early retirement incentive this year. Dr. Macharola replied he would like to have a conversation with Mr. Mathias and Mr. Moyer and get back to the Board next week with an answer.

Mr. Hoffmaster said there was discussion about Muhlenberg moving forward; however, there are people that come to the meetings that are out in the public bad-mouthing the school district and saying that Muhlenberg has changed. He said people watch and see what is going on with Muhlenberg, but it has not changed. It is doing as good as it always has. Mr. Hoffmaster said Muhlenberg has good schools, good teachers, good administrators and good Board members. He said it is a shame and upsetting that people bad-mouth the District. Muhlenberg is a community that sticks together. The District is doing well.

Dr. Macharola said Matt Coldren is the Wilson Boys Basketball Head Coach and a great teacher here in the District. His team also won the District final for the first time. He said Muhlenberg had two connections at the finals.

New Business

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.

MSD/RMCTC Board Visitor of Month

March	Mr. Garrett Hyneman
April	Mrs. Cindy Mengle
May	Mr. Richard E. Hoffmaster

Review of Board Meetings and Calendar of Events

March 4	7:00 PM	Committee of the Whole Meeting
March 9	6:30 PM	RMCTC Board Meeting
March 11	7:00 PM	Regular Board Meeting
April 1	7:00 PM	Committee of the Whole Meeting
April 8	7:00 PM	Regular Board Meeting
April 13	6:30 PM	RMCTC Board Meeting
May 6	7:00 PM	Committee of the Whole Meeting
May 11	6:30 PM	RMCTC Board Meeting
May 13	7:00 PM	Regular Board Meeting
June 8	6:30 PM	RMCTC Board Meeting
June 10	6:30 PM	Committee of the Whole Meeting; Regular Board Mtg.

Adjourn Meeting

Moved by Mr. Hoffmaster and Mr. Voit, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:39 PM.

Attest:



Thomas W. Gross
Secretary