

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
May 13, 2020  
[www.muhsdk12.org](http://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, May 13, 2020 at 6:33 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  
Supervisor of Accounts – Mr. Mark Moyer  
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 Ulsh  
Intermediate School Principal – Mr. Steven Baylor  
Intermediate School Assistant Principal – Mr. Charles Payne  
Elementary Center Principal – Mrs. Krista Venza  
Elementary Center Principal – Mrs. Shannon O'Donnell

**Visitors (participating via Zoom)**

Jolyn Casper	Linda Figueroa	Jim Buerger
Danielle Shipe	Chris Evans	Greg Purcell (WFMZ)
Brian J.Boland	Gary Pumphrey	Hao Duong
Anthony Geddio	Alicia Houser	Alicia Miller
Emily Grube	Erika Watson	Allison Watson
Anthony Geddio	Kachina Martin	Rod Shaffer
Shane Bennett	Tara Nelson	Sarah Brown
Andrew Rahn	Samson Evans	Samantha Noll
Robert Johnston	Wendy Hromiak	Cathy Liszcz
Kathie Wolfe	Laura Ricards	Nicole McGowan
Jackie Bellanca	Kay Adams	Darren Dietrich
Haley Layton	Inga Hobbs	Elizabeth Chapman
Erin Frederick	Jeff Bezler	Jennifer Doyle
Jennifer Fernez	Jennifer Hausman	Jennifer Schaeffer
Jennifer Wenzel	Jill Deysher	Joseph Houck
Bill Bandholz	Brian Kopetsky	Brandon Rowe
Ashley Reid	Colleen Shillady	Joe Minch
John Evans	John Lorchak	John Winand
Julia Hornberger	Julie Kemmerer	Jenna Jusits
Karly Dahlroos	Kendra Mengle	Laura Zubey
Leila Meisberger	Lois Dieterly	Marcey Harman
Marcia Baer	Michele McCammitt	Melissa Bartek
Melissa Blickley	Michele Weaver	Beth Slater
Doug Olexy	Erika Sager	Stacy Yozwiak
Faye Heckman	Kristen Bagenstose	Amy Chiarelli
Diane Benson		

Comments/Questions/Concerns:

Dr. Macharola addressed two very important items before the start of the meeting:

The first item Dr. Macharola addressed was graduation. He said this district, as well as all districts in Pennsylvania, the United States and the entire world have been dealing with the pandemic, COVID-19. It has transformed everything that was done, not only as an organization, but also as a society. There have been many changes and there will continue to be many changes as things continue to emerge from this tragic pandemic. For seven weeks, the administration has been addressing many items. Dr. Macharola said administration has been making sure that students were able to continue with their educational program, albeit virtual. It was definitely a change. Teachers were thrust into a challenging time without any notice whatsoever. He said they have done an incredible job given the circumstances. The same with the parents and the Muhlenberg community. They had to make incredible adjustments across the board – from food, to utilities, to survival of the economic impact of COVID-19. Dr. Macharola said he received a Tweet on March 30<sup>th</sup> from a high school senior that said, “speaking for the Class of 2020, please let us walk the stage. Don’t’ cancel the school year just yet, give it time.”

He said he was very touched by that Tweet and responded saying, “I care about all of you - each one of you, all of you as one - in mind, heart and soul. Keep the faith, we are living in unprecedented times. I understand! As Americans and a Nation, we need to conquer COVID-19! Be hopeful.” Dr. Macharola said he stood by that word.

He said administration did not jump the gun or rush into things that they knew would change; and as he often has said – minute by minute, hour by hour, day by day as the issues arise and change, the answers change. He said one position that did not change is the position on graduation. Dr. Macharola said his heart aches for all of the seniors – all of the students. The District will emerge working in a much different pathway than the way it used. Our seniors have worked for thirteen years (counting kindergarten). They worked hard and they deserve the very best. Dr. Macharola said administration never canceled anything at the Santander. He said it was his hope, and he prayed, that there would be mitigation and the curve would go in a direction that would be safe for everyone.

On May 8<sup>th</sup>, the Governor extended the county’s red zone until June 4<sup>th</sup>. He said as a commissioned officer of the state, he would stand by the Governor and he would support the Governor - especially when it comes to the health, safety and welfare of everyone – most importantly our children and our seniors. Prior to COVID-19, the District’s central focus has always been safety. Now with the pandemic, even more so. Dr. Macharola said on May 8<sup>th</sup> when this was extended to June 4<sup>th</sup>, it was his hope and the hope of Mr. Mish to have a ceremony at the Santander. He said everyone knew that for the past seven years, he and Mr. Mish looked forward to graduation. As superintendent, it is the highlight of a school year. Dr. Macharola said there are a lot of highlights throughout the year, but nothing like graduation. That is it. It is the greatest thing - to see the kids walk across the stage with their smiles; and all of the parents, grandparents and friends that could go to the Santander because everyone could go – the District did not have to limit anything. He said what a celebration it has been and every year they seem to get better, but it is always different kids. It is probably just a sign that the Muhlenberg children are just the very best. Now with COVID-19, that is not going to be a possibility. Dr. Macharola said he would not sacrifice the health, safety and welfare of anyone. This is not politics. This is about doing the right thing. Dr. Macharola said once this was known, always wanting to do the proper thing, high school administration reached out. There was a survey done and overwhelmingly the participants in the survey indicated that they were not interested in any kind of ceremony but a modified traditional ceremony – not a virtual one. Dr. Macharola said he would be the first one to say that there is nothing like the real thing. Even colleges and universities have opted for virtual ceremonies. It certainly is not the same thing and in some cases they just mailed the degrees home, but the District will not do that.

He said he was going to ask for a little cooperation and understanding. Dr. Macharola said he understood that all of the parents and the seniors want the seniors to walk across the stage at the Santander, as does he, but that would not happen. That would not happen given the data. Administration is looking at the data from the World Health Organization, the CDC and especially the Pennsylvania Department of Health. Dr. Macharola said he would stand by the Governor because he is doing the right thing at

this time especially with the health and safety of everyone. He said at this time, administration would be planning over the next few weeks what a modified traditional ceremony would look like when given the green light with health, safety and data to support that. He said he is not alone with this – all eighteen superintendents in Berks County have endorsed this process other than the traditional ceremony.

Dr. Macharola said discussions are taking place under the idea of unprecedented times calling for unprecedented solutions. School officials have been soliciting feedback from seniors and discussing options and thus far, some of the ideas surrounding alternative graduation plans include the following: virtual ceremonies, individual diploma presentations, later alternative dates (which is the overwhelming response from the Muhlenberg community, but that is pending public health data), community parades, and signs placed in yards and school ground honoring students. The Muhlenberg community needs to be recognized for honoring students by placing signs in yards.

Dr. Macharola said once again he was going to go back to the idea of holding graduation on an alternative date so that everyone is on the same page and no one is confused, that date is not know just yet. There have been conversations about having it in June and the reason, he explained, is that he is the Superintendent of ALL students in the Muhlenberg School District not minus 150 or 100, but the thousands of children that attend the Muhlenberg School District to receive their educational program. He said he is for each and every one of the students that attend the Muhlenberg School District and he is not playing a position that leaves children out because they can't accommodate an alternative request. What this means is, in some cases there needs to be clarity on just exactly what graduation is. Dr. Macharola said he is asking the State Department of Education under Section 1127 to clarify what graduation is. A student needs to be graduated to move on in life. There are seven young adults, men and women, that will be entering the United States military and he would never turn his back on any of the Muhlenberg School District students, but especially those who will be entering the United States military to serve our country and defend our democracy. Especially being the father of two active duty military personnel. He said everyone matters to him.

Dr. Macharola said he had a parent that called him and said that he knows Dr. Macharola cares. The father said that he takes an awful lot of garbage on social media and that he did not deserve it. This father said please do not have the graduation in July because my daughter cannot take the heat. Dr. Macharola said he thought this parent brought up a very good point, as he cannot control the weather. Mr. Mish cannot control the weather and school board members cannot control the weather either. Dr. Macharola said heading into the summer would create many considerations of what could happen if the weather didn't cooperate. He said he also had a father that stopped him at the Farmer's Market and he told him something along the same lines to hang in there. This father said his son graduated last year and he thinks about Dr. Macharola every day remembering what he said – "if you stand for integrity, be prepared to be attacked by those who have no integrity." Dr. Macharola said he remembered saying that. The father told him he tells his son that every day and has been using this whole situation as an example. He told Dr. Macharola that everybody knows that he wants

the graduation to be the very best for the students and to hang in there. Dr. Macharola said he is definitely hanging in there as it is not just one or two, but it is that everybody matters. He said there is no question that when this graduation happens it will not be the same. COVID-19 has changed that for everybody, but he is with the 313 graduates – 100%.

Dr. Macharola said he is asking the parents for an awful lot of cooperation with this. There will be no drawing a line in the sand. He said his heart aches for the nine board members and for all of the board members across the state, for all of the board members in the northeast and those states who are struggling with this incredible pandemic. Dr. Macharola said he is concerned there will be a swing-around in the end. He said one other little possible and important note which shows just how much this has hit home – there are children in the District who have lost parents and grandparents to this awful, awful disease. Pre-existing conditions – there are so many concerns with holding the alternative traditional ceremony – social distancing. There is just so much. But, the District will look into it and try to do the very best it can for students.

Dr. Macharola said he spoke to Principal Mish and they would like to go to each student's home and hand each one of them their diploma. That is how much he and Principal Mish care. Although, this is a large school district in the scope of the state now. He said this would take a little bit of time and a little bit of work. Principal Mish is behind this 100% as well. They would spend some time and take pictures. They would try to visit possibly thirty students a day, which is pretty aggressive. It may be difficult, but Dr. Macharola said he would do that for the students. This is in addition to looking at the traditional, alternative requests that were made. Dr. Macharola said he is afraid that the data will never allow this to happen and he is scared. He is going to hang-in with everyone and hope that this would make a turn for that possible day. Once again, looking at June, nothing has been written in stone. There has been no public announcement regarding a specific date. Dr. Macharola said administrators have been looking ahead at the coming weeks and he would just like the seniors to get what they deserve - a tremendous graduation, but it will not be the same. It may not be the same for years to come now. He said the students did not deserve it and he was sorry – his heart aches for them.

Dr. Macharola said he wished the students knew how much he and Mr. Mish and all of the teachers at the high school look forward to graduation every year. He said he wanted to be sure that everyone heard it straight from him so that there is no confusion and so they truly realize how much is at stake and how much he cares and how much the District cares about all of the seniors. He said for anyone that thought he went too long, time must be spent to get the facts and lay them down so that everyone knows exactly where the District is at.

Dr. Macharola said a parent called his office to notify him that there was a document with signatures – although that is like preaching to the choir because everyone (administration and board members) are all with the people who signed the document, but administration must make sure that everyone is safe. Dr. Macharola said if anyone was in his shoes, the last thing anyone would EVER want was for any of the District's

students or any of their family members to get sick, hospitalized, or potentially perish because they attended an event that the District held knowing it was not the right thing to do. Sadly, as much as he would like to say that everyone would band together, there would be a lot of finger pointing. It is not the way things should be handled and it is not the way the Muhlenberg School District is.

Dr. Macharola said another item he wanted to address, while handling COVID-19, administration is still running a school district. The Board is well aware of the hard work that the business department and administration has put into a budget. This is not synonymous to Muhlenberg – all of the school districts in the state are in a tough position right now. Dr. Macharola spoke to Representative Rozzi not only about graduation (he received phone calls too) but also about the budget and how the District will be able to sustain its schools in the next couple of years. It is not just this year Dr. Macharola is concerned about; actually the District will get through this year – it is the next year and those years subsequently. What will schools look like? A traditional start to the school year or a hybrid? Dr. Macharola said what will that mean to the Muhlenberg School District families given COVID-19 and social distancing. Transportation, nutrition, eating in the cafeteria – may not be as simple as it once was. He said this deadly virus just is not hitting the elderly – it is also starting to hit children with toxic-shock-like symptoms and there have been deaths. Dr. Macharola said he does not want that – not one person to go from a reckless act or decision. He said the District's budget has a lot to do with that too. The administration is recommending to the Board a zero tax increase – zero mil tax increase - using 2.4 million dollars from the Capital Reserve fund to get through this year. Dr. Macharola said there are other school districts in the state that are upward of six or seven million dollars in the hole – the Muhlenberg School District is not there and we do not want to be there.

The administration does not know what the state budget will be yet, but the District must still pass a budget. He said Representative Rozzi told him that if there is anything he could do (although he does not have the answers yet), he would help. Dr. Macharola said the District needs to take these steps forward and is very aware and cognizant of the stress on the community. He said in addition to the zero mil tax increase, the District wanted to everything it could for the property owners out there who are pitching in and trying to make it. The District would be recommending an extension to the property tax discount period to the end of 2020 – December 31<sup>st</sup>; an extension to the property tax flat period to the end of 2020 – December 31<sup>st</sup>; and to help everyone, the installment payments will be increased from three to four. The District wants to do everything it can to help the community, property owners and businesses.

The District has been very fiscally prudent and the one thing the District needs to be proud of are the accomplishments that the children, teachers and staff collectively have done to make the District better. The proof is in the research. Dr. Macharola said the District could not go backwards and cheat the students and their educational future by making erroneous decisions and hurtful decisions financially. He said this is a tight budget. The District is not over-staffed – many staff members double work. Work that would normally be done by another individual in districts smaller than the size of Muhlenberg. The District has managed very well and will continue to manage very well.

Dr. Macharola said he was sharing this because, not only is graduation his number one concern, but he also wants the farm to be here. All of the animals would still be running around, but the farm must be there for the animals to go. The farm would be here if the District follows this and then watch to see exactly what happens with the Governor's budget. It is a tough position to be in not knowing what the District's revenues will be and guessing is the only thing the District can do with the facts and data that are available.

Dr. Macharola said again, a zero mil increase, drawing from the District's reserve, helping taxpayers with their obligations, spreading out the payments with no penalties whatsoever. Dr. Macharola said until the District would be told otherwise, this is what will be done with the blessing of the nine board members. He said he could not imagine someone being against that.

Dr. Macharola said as the meeting continues, there are other things he would like to talk about like the teachers and our great students (grades K-12) and what was bestowed upon the District; and other comments that are useful to the District. At this time, he asked Mr. Hardy if it was okay to go into the Educational Presentation portion of the agenda. Mr. Hardy agreed.

Dr. Macharola thanked the parents for all their support, and told the seniors they are in his heart. As one, this would be beaten.

### **Educational Presentations**

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

Mr. Mathias presented a brief update on the 2020-2021 proposed final budget. Mr. Mathias began with a quick forecast for the 2019-2020 school year. He said he reached out to all of the principals, directors and supervisors in the District for any budget information they could share. Mr. Mathias, along with Mr. Moyer, went through many other accounts to come up with the information for the forecast model with what they are expecting or what they are projecting. Mr. Mathias said it is not always easy to do. Information came in the day of the meeting, which changed some of the numbers – not drastically but it did change some of the numbers the Board was given earlier. Right now, the Business Office is forecasting, at a high level, a \$500,000 deficit for 2019-2020, which is obviously favorable considering what was originally budgeted. Part of the reason for this is due to some of the savings the District is seeing from COVID-19. Also, from some employee groups that the entire state agreed did not fall under the umbrella of Act 13 and are not being paid during the shutdown like day-to-day subs and things like that. Mr. Mathias said there are some savings from transportation, which they are estimating right now based on what they have learned from the BCIU. The BCIU will provide more information to the Business Office so there should be some savings and this was included in the forecast. He said there are also some salary and benefit savings for various reasons beyond COVID-19. The revenues are close to what was budgeted. At this point, Mr. Mathias said he is not sure what the impact of COVID-19 would be. It is not known

the District will see a drop in the earned income tax or the real estate transfer tax or the business privilege tax, but right now it is projected that the revenues would come in pretty close to what was budgeted. Again, this is an estimate; it is the expenditure side where the Business Office expects to see some savings. It will change, and they have already seen some changes.

Comments/Questions/Concerns:

*Mr. Nelson said looking at the bottom line, the District anticipated using \$1.5 million of the PSERS fund balance in order to balance the budget (2019-2020) and now with what is being projected (give or take) it will be around a half a million (\$500,033), is that correct? Mr. Mathias replied, that is correct – a projection. He said with a fair amount of certainty, the District will be ahead of the game because of the savings. Mr. Nelson said he would not hold Mr. Mathias to that actual number but it is close enough. He said basically when the Board gets into the budget and \$2.5 million would be used to balance the 2020-2021 budget with a zero tax increase; normally, \$1.5 million would be transferred to PSERS, but now approximately \$1 million would not be used this year so in essence, the District is almost even for next year. Mr. Mathias said that is exactly right. If the District actually ended up at a half a million deficit and used \$2.4 million for next year, it would be \$1.5 million for each year. Mr. Mathias said he and Mr. Moyer would continue to look at this and keep the Board updated.*

*Mr. Voit asked if the 2020-2021 budget still included \$500,000 for Capital Projects. Mr. Mathias said there was, but when making reductions, he reduced it to \$100,000. Mr. Voit said the Capital Reserve fund is running low; therefore, at some point in time it would be nice to see the Capital budget for next year. If there are any items that the District does not need next year, they could be delayed for another year and that would be monies that would not have to be taken from the PSERS reserve. Mr. Mathias asked if Mr. Voit was referring to the five-year plan and pushing items out. Mr. Voit said yes. Mr. Mathias said he spoke to Mr. Patterson about re-evaluating and prioritizing the plan because it would be very unlikely that the District would be putting anything into Capital Projects this year or the next year.*

*Mr. Voit asked when the Board would discuss the Bond proposal. Mr. Mathias asked if Mr. Voit was referring to the restructuring options that Mr. Kramer had presented. Mr. Voit said yes – there is option one, two and three. He said it appears that under option two the District still saves \$117,000; the District picks up \$1,000,000 next year in savings and subsequent savings after that by extending a principal payment out one year – still saving \$117,000. Mr. Voit asked if that was correct. Mr. Mathias said that was also his understanding and that he requested clarification from Mr. Kramer as it appeared that the District would be losing \$260,000 in savings, but would still recognize savings from the original refunding. There is an interest expense cost pushing that principal out, but it was Mr. Mathias' understanding that there would still be a savings. Mr. Voit asked Mr. Nelson what he thought. Mr. Nelson replied obviously the cost is \$260,000 in savings that is not under option one, and the gross debt service goes up in the last year before it gets down to zero, but it is hard to overlook the savings that the District will have in year one for next year's budget given*



*the current situation. Mr. Voit said his suggestion is to consider option two. The District will still get savings; extend the principal payment out a year - still not paying the more than the average gross payment over the next five years - and pick up a savings of \$1,000,000 next year and possibly in subsequent years a savings of approximately \$300,000. Mr. Voit said he felt that would go a long way to keep from using all of the \$2.5 million that is sitting in the PSERS fund. Mr. Mathias said per Scott Kramer, the Board would have to pass a resolution in June so this would provide a little bit of a window to be able to wait and see what would come from the state or federal government. He said the District would be receiving some federal funds and perhaps by having a little time, the District could receive additional funds.*

*Mr. Voit said as everyone is looking forward to seeing where this year's budget and next year's budget will end up, the Board is looking at best case scenarios but has no idea where it will end up. He proposed that Mr. Kramer come to June's Board meeting, discuss the options and prepare resolutions to move forward because the District would pick up \$1,000,000, which is needed - whether it be in Capital Reserve or PSERS or to cover some shortfalls while the District navigates through the ramifications of COVID-19. Mr. Mathias said he would get in touch with Mr. Kramer. Mr. Nelson said for this meeting, the Board could approve the proposed budget and for June talk to Mr. Kramer, roll-in these potential savings and pass the final budget in June. He said that hopefully, the District would get better direction from the state. Mr. Voit said he agreed. Mr. Mathias asked the Mr. Voit if they were definitely interested in option two. Mr. Voit replied yes. Mr. Mathias said also at the June meeting, they could address how to use the \$1.5 million or if not using it, whether to put it back into the regular fund balance or back into Capital Reserve. Mr. Voit said his personal thought would be to put it back into Capital Reserve. He said he believed the balance in that must be maintained at what is there. Mr. Voit said because of what the country is going through and until the Board understands what the consequences may be; consider pushing some items out for another year. Mr. Voit said he would be in favor of that.*

Mr. Mathias returned to the budget presentation stating that school districts across the country are expecting a huge impact from state and local revenues. What exactly that impact will be, he did not know. The state has not come out with a revised budget, but everyone is expecting that the original budget that the Governor presented will not hold. Mr. Mathias said this budget reflects that change and he went with level funding from last year for the basic education and special education subsidies. He said some business managers are doing a three-year average. It is the same with local revenues - those are being reduced as they are all over the place. After speaking with other business managers, he found that there are ranges between not reducing real estate taxes to up to fourteen percent. No one is really sure. Mr. Mathias said he summarized a \$1.8-9 million reduction in local and state revenues from April to May's report and that is what Mr. Mathias forecasted. He said Mr. Nelson eluded to the numbers that were in the Reading Eagle. Those numbers were put out by PASBO and that was done for all districts. It is just a quick analysis based on past recessions and the economy. They did not give many details on how they put it together but they were forecasting just over \$2,000,000 in lost state and

local revenues, which is approximately, where the District is. He said at this time, it is not known when the economy will recover, when business will open or when people will be able to go back to work. Mr. Mathias said it has been a challenge budgeting revenues especially when the District's local and state revenues are by far its biggest chunk of revenue source. Mr. Mathias said he did include the federal Cares Act money; however, he found out recently that it is a little less than what is shown. A portion of that money would be allocated to the non-public schools in the district; there is also the possibility that most of it will not be eligible for operating expenses because of the federal supplement not supplant (Mr. Mathias is still trying to get information on that); and they may begin paying it out in June. He said everything he heard states it is 2020-2021 money, but in the accumulative effect, it would be nothing if it is received in 2019-2020 versus 2020-2021; however, it may be individually just one budget year versus the other.

Mr. Mathias said those are three things that could change with those particular monies from now until the next budget presentation. He said basically, the District is seeing a huge decrease in its revenues and on the expenditure side, a reduction in the Capital Reserve amount, some of the salary and benefits and medical. Mr. Mathias said the Health Trust will meet in May and he heard they would approve a reduction from 5.5% to 2% to be the not to exceed rate. He said he already factored this into the budget since it is highly likely it will be approved. The absorption of positions is also in the budget. Mr. Mathias said the expenditures have been cut \$1.4 million from April to May. There are two new positions that are being proposed which are also included in this budget. He said he removed the fund balance that was on last month's report. He used an average of prior fund balances in order to get a clear picture of the fund balance that would be needed to balance the budget at each tax increment. Mr. Mathias said the current fund balance included in this presentation is \$250,000.

Comments/Questions/Concerns:

*Mr. Hoffmaster asked how much in taxes would the District receive from the new businesses in the Township. Mr. Mathias said he did not have those numbers in front of him and he is not sure of the volume of tax revenue the District will realize as many of the new businesses, unfortunately, are in LERTA so, the District would only realize one tenth of the tax potential in 2020-2021. It is going to be a ten-year process for some of those businesses. He said the big one is Carbon Lite, but when Mr. Mathias spoke to the Berks County Assessment Office two months ago, they were anticipating a July interim bill, which would be a full twelve-month billing. He said he is not sure how long construction has stopped there and if they are still on target for completion. Mr. Mathias said when it is completed the District would recognize a full year of tax revenue from them but that the full year is in the budget right now. He said he must get clarification on this. As far as lot of the other new ones, they are in LERTA, which has been confirmed by the Township and the Assessment Office; therefore, the District will only realize a small percentage of that for the 2020-2021 school year. Mr. Mathias said it will take another nine years to fully realize that revenue.*

*Mr. Voit said Mr. Matthias did a great job.*

*Mr. Nelson said told Mr. Mathias he did a great job and that he knew this was a budget unlike anything any of the members of the Board had to deal with. He thanked Mr. Mathias and commended him for the job that he did given the circumstances.*

Mr. Mathias thanked Mr. Voit and Mr. Nelson for their comments. He said he spoke to another business manager with questions about the transportation subsidy and she said that she has been a business manager for over twenty years and this is the most difficult budget she has ever had.

## **B. Physical Plant Update - Mr. Kenneth Patterson**

Mr. Patterson reported:

- Since the Governor's mandated shutdown of all of the schools on March 13<sup>th</sup>, maintenance and custodial staff continue to deep clean all District facilities. In addition to deep cleaning, maintenance and custodial staff have begun tasks associated with getting the buildings ready for the 2020-2021 school year. Tasks include: HVAC and water system PMs, various caulking and painting projects, weed spraying, seeding and fertilization of the grounds, chemical stripping of the various floors. That is just naming a few. This will all be done over the next several weeks with an eye towards the return of students sometime in the fall. Mr. Patterson said he could not be prouder of the job that staff continues to do as they have been working hard each and every day since the shutdown began during these unprecedented times.
- The Administration Building Roof Replacement Project is underway with projected completion to be by May 26 (depending on the weather).
- The Phone and Fax Upgrade Capital project for MEC is about 90% complete. Frontier has installed a new FAX server and has it programmed and ready for start-up. The new Cisco phone switch for MEC has been programmed and is waiting to be installed when Frontier has a technician available. The best projection for that to be wrapped up is, hopefully, by 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; however, their proposal is still not finished due to some delays around the COVID-19 pandemic. It is very difficult to get vendors in to take a look at this potential project. Mr. Patterson hopes to have something for consideration possibly for June; although, this may get pushed out.
- The LED fixtures for several areas within all the School Buildings have begun to arrive and are being installed by MSD Maintenance Personnel. All new fixtures are supposed to arrive by the first week of June and as they arrive, they will be installed throughout the facilities.

Comments/Questions/Concerns:

*Mr. Voit said the facilities look great and complimented Mr. Patterson, administration and the maintenance and custodial staff.*

*Mr. Lupia asked Mr. Patterson if he has noticed any savings with the utilities – water, electric, etc. Mr. Patterson replied that there would be some savings. He said the first electric bill he received was for partial uninhabited buildings and there was some savings there. Mr. Patterson said he expects to get the first bill where it's been a full month that the buildings were not occupied and he is expecting to see some savings, but he did want to caution everyone because there are still people in the buildings with work being done. He said the water must be flushed it cannot be left sitting in the building pipes; but yes, there will be some savings but still too early to tell exactly how much.*

*Mr. Madara asked if the administration building roof replacement was going as planned; and if anything unexpected was found. Mr. Patterson said the company is done with the center part of the roof and no issues. The shingle part of the roof is supposed to begin, weather permitting, on Monday, May 18<sup>th</sup> or Tuesday, May 19<sup>th</sup>. That is projected to be completed in five to seven days depending on how cooperative the weather is.*

*Dr. Macharola said Mr. Patterson and his entire department are doing a wonderful job. They are all working extremely hard and are all cooperative.*

*Dr. Macharola said not only is the District closing out this school year, but administration is planning re-entry into next year. He said there are multiple avenues that are being pursued which is what needs to be done to run an organization. Dr. Macharola said Mr. Patterson has been working on a COVID-19 Recovery Plan and he asked him to briefly share this with the Board and community.*

*Mr. Patterson said one of the things that must be done and hasn't been done yet is for the staff and students to retrieve their personal belongings in order to deal with completely emptying the buildings so that the summer maintenance that is normally done can take place. He said he had been working with the building principals to come up with a plan on how to empty the staff's personal belongings which will take place over a three-day period. He said they are also looking for a three-day period in June for students to pick up their personal belongings. The June dates are tentative, and will depend on the Governor. Mr. Patterson said they are hoping to have everyone's belongings returned and picked up by June 22<sup>nd</sup>.*

Comments/Questions/Concerns:

*Mr. Hoffmaster asked if students will be going to their lockers or will their belongings be bagged and waiting for them. Mr. Patterson replied that for kindergarten through sixth grade, their items will be bagged. When they bring their Chromebooks back for the summer, their belongings will be returned at that time. At the middle school, Mr. Ebert would like to provide an opportunity for students to go the school and remove their items from their lockers; however, he is not sure this will be possible as it depends on what the Governor says in the next few weeks. Mr. Patterson said if it is possible, Mr. Ebert will put a schedule together for students to enter with a parent to get their things out of their lockers. For those who do not want to do that, their belongings will be bagged up and distributed over a three day period. Mr. Hoffmaster thanked Mr. Patterson and his staff.*

**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.

Mrs. Daniel Sheipe addressed the Board with regards to graduation. She said she was a longtime resident of Muhlenberg Township and an alumni of the Muhlenberg School District. She said she was asked by her son to help put together a petition to present to the administrators regarding their wishes for the graduating senior class festivities as well as many other parents and other seniors who mimicked the same sentiment. Mrs. Sheipe said she dropped off a petition to administration with 709 signatures and she asked that they provide each Board member with a copy of this petition as well as the signatures. She said they truly appreciate all of the efforts by the administration thus far. Obviously, this is an emotional time for all of the parents and seniors of the class of 2020. Mrs. Sheipe said she asked, has implored parents to make positive comments and she has always preached that on her Facebook page. She said parents and students truly appreciated the survey; although, many expressed the same sentiments - that it was very hard to understand what the administration's idea of a modified graduation was. This was a very vague comment, but they appreciated the fact that they were still willing. Mrs. Sheipe said they understand there are still restrictions and the District must do what they can and that diplomas could be handed out in early June; however, she said many other Districts have tried to do a combo between handing out diplomas and trying to save until a later date to hold some kind of gathering when the state goes to yellow or when any restrictions were lifted. Mrs. Sheipe said her understanding is that local and state officials (at least some) are in favor of this and do feel that the curve is being leveled and once the county can have that modified yellow stage, could something be done outside at a venue perhaps at night (accounting for weather) and include social distancing and masks, of course. Mrs. Sheipe said she agreed that no one knows what this will look like thirty days from now and she was just asking that the District wait to see what yellow really brings and what the District will be allowed to do.

She said she knows there are at least two seniors going into the military and unfortunately, they have been deferred on their deployment. Mrs. Sheipe said she knows the District will have parental support which can be seen by the two hundred seniors that have been “adopted” on the Adopt a Senior Facebook page. She said it is heartbreaking to see her senior go from not leaving his room to being depressed, sad, angered and most recently apathetic not knowing if the administration will or can try to provide an avenue for an alternative graduation at a later point. Mrs. Sheipe said she has lived in Muhlenberg Township her whole life and she believed in the District and the community. She said if the District calls upon parents, they will help.

## **Board Business**

### **Personnel**

#### **1. Acceptance of Resignations**

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

- a. Mrs. Lois M. Dieterly, Instructional Coach, resignation for the purpose of retirement, effective at the end of the 2019-2020 academic school year (June 30, 2020).
- b. Mrs. Joyce A. Davies, Class A Secretary, Physical Plant and Transportation, resignation for the purpose of retirement, effective June 30, 2020.
- c. Chief Master Sergeant Roger Burke, AFJROTC Aerospace Science Instructor, effective June 19, 2020.

#### Comments/Questions/Concerns:

*Dr. Macharola said these are all fantastic employees, but the AFJROTC program has been a significant, treasured program in the Muhlenberg School District. A lot of hard work has gone into this program and the District has successfully ascertained this from over 264 schools who were vying for this particular program. The District was very fortunate to get Colonel Donald Kline and Chief Master Sergeant Roger Burke to initiate this AFJROTC program and to take it from ground level to this year where he was certain that when the Air Force came to evaluate the program, it would have received national recognition That is largely due to the District’s incredible students and the guidance and leadership of Colonel Kline and Chief Master Sergeant Roger Burke. Dr. Macharola said COVID-19 changed that. He said sadly Chief Master Sergeant Burke will be moving on to another position and he told Dr. Macharola with a military life, people come and go. Dr. Macharola said it could be said it is the same with the private sector. He thanked all of the retirees and he said he is going to miss Chief Burke.*

## **2. 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. Kristin Quimby-Paskowski, Special Education Teacher, Muhlenberg High School, effective on or about May 6, 2020 through the end of the 2019-2020 school year.

## **3. Professional Appointment**

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

- a. Mr. Daniel Brady, Long-Term Substitute, Social Studies (P. McFarland), Muhlenberg Middle School, extension of current assignment through June 5, 2020.

## **4. 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 2019-2020 school year:

- a. Ms. Cristina Giampietro, mentor for Ms. Stephanie Tice, Long-Term Substitute, 4th Grade, C. E. Cole Intermediate School, for thirty (30) hours.

## **5. 2020 Extended School Year Assignments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following assignments for the 2020 Virtual Extended School Year Program:

ESY Coordinator – salary of \$2,000

Mr. Taylor Charles

Special Education Teachers – \$30.00 (professional rate) per hour:

Ms. Haley Layton  
Ms. Michele McCammitt  
Ms. Sarah Koptesky  
Ms. Cierra Etchberger  
Ms. Erika Sager  
Ms. Avery Amico  
Mr. Tyler Adam

Ms. Katie Konopelski  
Ms. Kasey Dawson  
Ms. Cristina Giampietro-Lillis  
Ms. Corri Speakman  
Ms. Michelle Heckman  
Ms. Elizabeth Chapman

**6. Co-Curricular Appointment**

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

- a. Mr. Daniel Houck, Varsity Girls Head Soccer Coach (D. Leinbach), effective May 14, 2020, at a salary of \$5,043 (year 14).

**7. Summer Technology Assistants**

Resolved, that the Board of Education of the Muhlenberg School District approve the following summer technology assistants for 2020 at the pay rate of \$8.00 per hour, pending the Governor's Stay-At-Home order and phased reopening plan per the PA Department of Health COVID-19 guidelines:

- a. Mr. Ethan Hoffman
- b. Mr. Jamison Fanella
- c. Ms. Calista Paolino
- d. Ms. Kaia Paolino
- e. Mr. Nick Whitmoyer
- f. Mr. Ricky Whitmoyer

**8. New Teaching Position - Kindergarten Verbal Behavior**

Resolved, that the Board of Education of the Muhlenberg School District approve a new position for a Kindergarten Verbal Behavior teacher funded by Access Funds.

**9. 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. Nicole Rosa, Instructional Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of May 6, 2020, and recommended for permanent employment as of May 7, 2020.
- b. Ms. Damaris Montalvo, Instructional Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of April 24, 2020, and recommended for permanent employment as of April 27, 2020.
- c. Ms. Glenys Allsop, Instructional Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of April 29, 2020, and recommended for permanent employment as of April 30, 2020.
- d. Mr. Marquis Marshall, Instructional Assistant, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of May 8, 2020, and recommended for permanent employment as of May 11, 2020.



## Management

### 1. Election of Board Treasurer for One-Year Term

Election of Treasurer for one-year term (July 1, 2020 to June 30, 2021) as in accordance with the Pennsylvania School Code of 1949, as amended, Article IV, Section 404, Election of Officers.

Nominations and Roll Call Vote by Name

Resolved, that \_\_\_\_\_ be elected as Board Treasurer for a one-year term effective July 1, 2020 to June 30, 2021.

### 2. Board Treasurer's Bond and Compensation

Resolved, that the Board of Education of the Muhlenberg School District approve the Treasurer's \$25,000 Surety Bond and \$1,500 per year compensation for the one-year term July 1, 2020 to June 30, 2021.

### 3. Election of Assistant Board Secretary for One-Year Term

Nominations and Roll Call Vote by Name

Resolved, that \_\_\_\_\_ be elected as Assistant Board Secretary for a one-year term effective July 1, 2020 to June 30, 2021.

### 4. Authorization for Facsimile Signatures, Wire Fund Transfers, and Signatures on Bank Accounts

Resolved, that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective July 1, 2020:

#### a. Facsimile Signatures

Authorize the signatures of the School Board President, Secretary, and Treasurer, who are involved with instruments of payment for public securities, be filed with the Secretary of the Commonwealth as per the Uniform Facsimile Signature of Public Officials Act of July 25, 1961, P.L. 849, as amended, P.S. Section 301, et seq.

#### b. 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  
Mr. Mark Moyer

c. 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. Mathias, CPA
Supervisor of Accounts	Mr. Mark Moyer

d. Payroll Account

Authorize the signatures of the following three (3) officers (facsimile acceptable) for the Payroll Account General Fund Account (Payroll) – BB&T xxxxxxxx0535:

President	Mr. S. Wayne Hardy
Secretary	Mr. Thomas W. Gross
Treasurer	

e. Operational Account

Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer, Vice President or Assistant Secretary (only three {3} are required), for the General Fund Account (AP) – BB&T xxxxxxxx0497:

President	Mr. S. Wayne Hardy
Vice President	Mr. J. Tony Lupia, Jr.
Secretary	Mr. Thomas W. Gross
Assistant Secretary	
Treasurer	

f. Cafeteria Account(s)

Authorize the signatures of the following officers: President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer, Vice President or Assistant Secretary (only three {3} are required), BB&T xxxxxxxx8190; Mid Penn Bank xxxxxxxx206:

President	Mr. S. Wayne Hardy
Vice President	Mr. J. Tony Lupia, Jr.
Secretary	Mr. Thomas W. Gross
Assistant Secretary	
Treasurer	

g. PLGIT Accounts

Authorize the signatures of the following officers (only three {3} are required), facsimile acceptable for PLGIT CTSI Escrow Account, xxx4303; PLGIT Capital Reserve Class Account, xxx4025; PLGIT Capital Reserve Plus Account, xxx4025; and PLGIT CD Account, xxx4025:

President	Mr. S. Wayne Hardy
Vice President	Mr. J. Tony Lupia, Jr.
Secretary	Mr. Thomas W. Gross
Assistant Secretary	
Treasurer	

h. 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, CPA
Supervisor of Accounts	Mr. Mark Moyer
High School Principal	Mr. Michael J. Mish
High School Assistant Principal	Mr. C. Eric Schaeffer
High School Assistant Principal	Ms. Lori Morris
Middle School Principal	Dr. Jeffery Ebert
Middle School Assistant Principal	Dr. Felicia Ulsh
C. E. Cole Principal	Mr. Steven C. Baylor
C. E. Cole Assistant Principal	Mr. Charles Payne
Elementary Center Principal	Mrs. Krista Venza
Elementary Center Assistant Principal	Mrs. Shannon O'Donnell
Athletic Director	Dr. Timothy Moyer

i. Signatures on Memorial/Scholarship Funds

Authorize the signatures of the following two (2) persons on the accounts listed below (two signatures are required):

High School Principal	Mr. Michael J. Mish
High School Assistant Principal	Mr. C. Eric Schaeffer
High School Assistant Principal	Ms. Lori Morris

Harold L. Yarworth Memorial Fund	- PLGIT - #xxx4329
Christopher S. Messina Memorial Fund	- PLGIT - #xxx4135
Carol Hess Scholarship	- PLGIT - #xxx4203
Jane Hinkle Keller Scholarship	- PLGIT - #xxx4216
Estella Gehris Rupp Art Scholarship	- PLGIT - #xxx4232
Paul F. McLaughlin Scholarship Fund	- PLGIT - #xxx4245
Bunnell/Behrenhausen Family Scholarship	- PLGIT - #xxx4258
Joanne F. Rothenberger Scholarship	- PLGIT - #xxx4274
Mary L. Zimmerman Scholarship	- PLGIT - #xxx4287
Class of 1952 Scholarship	- PLGIT - #xxx4290
Diane Vicari Fund	- PLGIT - #xxx4151
Alberto Cuadra Scholarship	- PLGIT - #xxx4332
Jim Dietrich Scholarship	- PLGIT - #xxx4374
R. Daniel Krize Scholarship	- PLGIT - #xxx4387

Richard Wheeler Scholarship	- PLGIT - #xxx4390
Christine Buckley-Papada Memorial Schol.	- PLGIT - #xxx4416
MSD Alumni Scholarship Fund	- PLGIT - #xxx4429
Hoffmaster Scholarship Fund	- PLGIT - #xxx4438
Gregory R. Fetter Memorial Scholarship	- PLGIT - #xxx4441
Richard E. Morris Scholarship	- PLGIT - #xxx4484
Nicholas Giardiello Scholarship Fund	- PLGIT - #xxx4472
MHS Faculty/ Staff Scholarship	- PLGIT - #xxx4467

j. Depositories for the School District

Resolved, that the Board of Education of the Muhlenberg School District authorize the following be designated as depositories for school funds:

M & T  
BB&T;  
Mid Penn Bank;  
Pennsylvania Local Government Investment Trust (PLGIT);  
Pennsylvania School District Liquid Asset Fund (PSDLAF)

and be it further resolved that the deposits be secured by said depositories on a pooled basis pursuant to Act No. 72 of the Commonwealth of Pennsylvania effective November 1, 1971.

k. PLGIT, and PSDLAF Investment Pools

Resolved, that the Board of Education of the Muhlenberg School District authorize the District to continue to participate in the investment pools of PLGIT and PLGIT/TERM (Pennsylvania Local Government Investment Trust) and to participate in the Pennsylvania School District Liquid Asset Fund (PSDLAF).

l. 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. Mathias, CPA
Supervisor of Accounts	Mr. Mark Moyer

**Physical Plant and Transportation**

*No items at this time.*

**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:

<b>Fund</b>	<b>Treasurer's Report</b>	<b>Financial Report</b>	<b>Bills Paid Month</b>	<b>Investments</b>	<b>Budget Transfers</b>
General	Mar 2020	Mar 2020	Apr 2020 Ck#47720-47877 V#26310-26346	Mar 2020	
Cafeteria	Mar 2020	Mar 2020	Apr 2020 Ck#6789-6799 V#2816-2817	Mar 2020	
Capital Reserve (Fund 32)	Apr 2020	Apr 2020	Apr 2020 Ck#890		
Capital Projects Fund (Fund 39)	Apr 2020	Apr 2020			
Activity	Mar 2020	Mar 2020			

**2. Proposed Final Budget for 2020-2021 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, 2020 – June 30, 2021 in the amount of \$64,565,773.

Comments/Questions/Concerns:

*Mr. Voit asked Dr. Macharola to summarize the budget. He said it is his understanding that the Board will be voting on a zero tax increase and the use of \$2.4 million of the Capital Reserve fund. Dr. Macharola said that is correct and the final proposed budget will be \$64,565,773. Mr. Voit said he felt it would really help when the bond offering is approved in June to cut the \$2.4 million down to \$1.4 million. So, if something catastrophic comes along like what the District is going through, that will help.*

**Education**

**1. Extended School Year Student Tuition Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the extended school year student tuition agreement with Vista School for student #34708 as presented.

**2. Linkage Letter/Referral Agreement with Concern**

Resolved, that the Board of Education of the Muhlenberg School District approve the Linkage Letter/Referral Agreement between CONCERN – Professional Services for Children, Youth and Families and the Muhlenberg School District, effective April 20, 2020 for a two (2) year period on an as needed basis.

**3. Student Tuition Agreement for the 2020-2021 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the student tuition agreement with Capstone Academy for the 2020-2021 school year for student #32432, at a cost of \$83,070 as presented (Special Education fund).

**4. Students to Complete School Year as Non-Resident Students**

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following students to complete the 2019-2020 school year as non-resident students:

- a. Student No. 112019-2020NR, 5th Grade, C. E. Cole Intermediate School
- b. Student No. 12201902020NR, 7th Grade, Muhlenberg Middle School

**Minutes**

Review minutes of the Committee of the Whole Meeting of April 8, 2020 and the Regular Meeting of April 8, 2020.

**Old Business**

*No items at this time.*

**New Business**

**1. Memoriam of Mr. Ralph Thomas Kneeream**

Resolved, that we remember the passing of Mr. Ralph Thomas Kneeream who served in the Muhlenberg School District for sixteen (16) years (1979-1995) as a custodian. We honor his memory for his dedicated service to the school district and community.

Be it further resolved that we convey through this resolution our deepest sympathy to his family, and that this resolution be made part of the permanent record in the minutes of the Muhlenberg School District.

## **2. Memoriam of Mr. Richard D. Hertzog**

Resolved, that we remember the passing of Mr. Richard D. Hertzog who served in the Muhlenberg School District for eighteen (18) years (1989-2007) as a custodian. We honor his memory for his dedicated service to the school district and community.

Be it further resolved that we convey through this resolution our deepest sympathy to his 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 Month**

May            Mr. Richard E. Hoffmaster

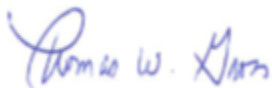
## **Review of Board Meetings and Calendar of Events**

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. Voit and Mr. Lupia, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:52 PM.

Attest:



Thomas W. Gross  
Secretary