

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
September 9, 2020
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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, September 9, 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
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. Shannon O'Donnell
Elementary Center Assistant Principal – Mrs. Ginny Hornberger

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

Linda Figueroa	Stacy Yozwiak
Amanda Bayer	Jennifer Schaffer
Donald Heinz	Jill Deysher
Inga Hobbs	Daniel News
Janet Howard	Damaris Espinal
Jared White	Michelle Djeharian
Jolyn Casper	Jennifer Doyle
Katie Iannacchino	April Kreiser
Michele McCammitt	

Educational Presentations

A. Comments by Dr. Macharola

Dr. Macharola said the District is teaching in a virtual format with all of the teachers and paraprofessionals on campus. The school year is off to a very good start. He said he appreciated the teachers and staff for their cooperation; the parents and guardians; and, most of all the children. Dr. Macharola said there was no question that the synchronous concept is much, much better and is a higher level than in the spring; however, he said he would prefer that the kids were in the classroom learning traditionally. He said there are students that thrive in virtual environments, but for the betterment of children and the country, nothing beats a traditional environment and traditional concepts. Dr. Macharola said COVID is real and the District is still in the moderate phase. Berks County is one of six counties under the Department of Health's COVID-19 watch and there are pockets of areas that have had substantial increases. Dr. Macharola said one life lost is one life too many and he certainly would not want that to occur from a bad decision. The ramifications are one thing but a bad decision from a loss of life can't be questioned. He said it is always best to err on the side of safety especially for students and staff. Dr. Macharola said the District would continue to monitor this, look at the data, work with the CDC, the WHO, and the Pennsylvania Department of Health. He said the District tech department has been working very hard to iron out technology issues. Dr. Macharola said there are approximately twenty-five families that the District is working with in terms of connectivity and he was glad it was just twenty-five but, wishes it was not even twenty-five. He said the District is doing everything it can for those individuals and he knows it has been a hardship for parents. Dr. Macharola said this has been unprecedented worldwide and everyone is in uncharted waters; and, as he has said before, minute-by-minute, hour-by-hour, day-by-day – as the issues arise and change, so do the answers. He said he is very concerned for the country and he is very concerned for the children. Dr. Macharola said the District's attendance for the first week has been very good. At this time, he asked Dr. Futrick to provide a brief overview.

Dr. Futrick said the District (all four buildings combined) has an average daily attendance of about 94%, which is on par for where the District was last year. He said in terms of implementation, teachers have done a fantastic job of collaborating and stepping out of their comfort zones attempting things that no one would have expected staff members would have to attempt. They have been demonstrating a

willingness to try new things. Dr. Futrick said the administrators are engaged with teachers and supporting them through planning. He said it is nice to walk through the classrooms and see this type of teaching occurring; however, it does not replace face-to-face instruction. He said there are a few things that teachers must get used to; particularly, being tied to a computer for an extended period of time. For people who are active and like to move around, it is something that will have to be worked on to help accommodate staff. Dr. Futrick said the District had a great summer of planning and it allowed staff to deliver instruction so students do not take a step backwards and they get a full instructional year.

Dr. Macharola asked Mr. Vanino to give an update on the District's Pandemic Plan and whether the District made any modifications to the plan at the start of the year to ensure safety.

Mr. Vanino said the District is prepared to have students return. The Pandemic team will be meeting again September 29 to discuss the steps to bring students back and the necessary protocols to have in place. He said teachers have been social distancing and wearing masks and will be great role models when students return to class.

Comments/Questions/Concerns:

Mr. Hoffmaster said Dr. Futrick mentioned that the teachers were having difficulty being in front of their computers for hours and asked if the students were sitting in front of their computer for hours. Dr. Futrick said that research shows that the average attention span for an adult is about nine minutes and for a child it is five minutes; therefore, teachers deliver instruction for about twenty minutes at the longest, but most are shooting for ten minutes in synchronous small group settings. Dr. Futrick said at the middle school and high school, students have eight or nine different teachers at day; at Cole it is about three or four; and at MEC, students may have two or three different teachers. He said that by mixing it up a bit but keeping a routine, it is not a factor for kids at this time. Dr. Macharola said in the spring the statistics were 4.2 hours of instruction for an entire week and the District cannot repeat that again nor should any school district in the Commonwealth or country repeat that again. He said there are some challenges when it comes to children and short attention spans, but the District had to take the next step with delivering instruction.

Mr. Nelson said Dr. Macharola mentioned that the county was on the Governor's watch list and he felt that as a District, we must start to prepare for the possibility of not being able to return to in-person instruction at the end of the first quarter if things do not start to get better quickly. He said Berks County is averaging thirty to forty new cases a day and that number is not going down. Mr. Nelson said if the District wants to get back to in-person instruction, administration might want to look into some type of hybrid plan. He said the District chose to go virtual for the first quarter and comments were made that a hybrid would not work for the District, but Dr. Futrick said all options were on the table. Mr. Nelson doesn't want to see students not be able to return in November, but felt that everyone should be prepared that might not be able to happen.

Dr. Macharola said that he agreed with Mr. Nelson, but there are 1,000 students in each of the schools, and a hybrid model and asynchronous education would not work with the demographics of the District. He said although he agreed with Mr. Nelson, he would have to be careful with how that would look. Administration is wrapping its heads around it, but the District cannot take a step back. Dr. Macharola said COVID cases are still rising, and there were 7,788 total COVID-19 cases among five to eighteen year olds; and of that total, 486 occurred between August 28th and September 3rd. He said the District is not going to take a step back, cheat the students, or take a chance with losing a life just to satisfy someone's ego.

Mr. Nelson said he didn't mean that Dr. Macharola should wrap his head around it but that the other Board members should take it into consideration because come November 5th the District may have to stay virtual or figure out a way to make hybrid work. He said other districts are hybrid and maybe it does not work, but why doesn't it work, and what does the District need to do to make it work.

Dr. Macharola said the District has a great team but the Muhlenberg School District is not other districts.

Mr. Hyneman said he felt the District took the right approach by taking nine weeks to see how this works around the country with those who are going back. He said colleges and schools that have gone back have seen a dramatic increase in numbers, especially in the colleges. Mr. Hyneman said the Board made the right decision to take a nine-week period to see how this will affect other school districts, colleges and communities; and, at the end of that time, the Board will be able to make a more intelligent decision to go to a hybrid, full face-to-face or to stay the way it is.

Mr. Hardy said he agreed.

Mr. Voit said he agreed as well.

Mr. Lupia said he read that several schools have special needs students going to school for face-to-face instruction, and asked if Dr. Macharola or Dr. Futrick heard of that. Dr. Macharola said the District has had some parents inquire. He said the District must be fair and provide FAPE for students. If the District brings in the special needs students, then the same thing should apply to students across the board. Dr. Macharola said that many parents have reached out to him sharing their concerns about their child's health. Some have compromised immune systems and many children with intellectual disabilities suffer from physical ailments as well. He said parents have also called and said thank you because their child cannot take this risk. Dr. Macharola said he is a big advocate for the District's special needs students; however, it is a safety risk and at this time, it is not something under consideration.

At this time, Dr. Macharola asked Mr. Kline to give an update on the Food and Nutrition program. He said the District has had a phenomenal run with the Nutrition Program and they are now providing food for the faculty. He asked Mr. Kline to elaborate on the summer program.

Mr. Kline thanked Dr. Macharola for his leadership and he thanked everyone on the Board for their support. He said he and his staff have been providing grab-n-go meals since the shutdown began back in March and have continued through the red stage, the yellow state, the green stage, and continued throughout the summer up to today. The cafeteria staff did a wonderful job through during these times and it was a joy to provide these services to the District. Mr. Kline said he was very proud of the food service staff and was thankful for their loyalty. He said the numbers are staggering and even he was surprised. During the emergency – March, April and May – Mr. Kline and his staff served 62,238 bagged meals to children; and, over the summer – June, July and August – they served 59,844 bagged meals to children. Mr. Kline said from March until now, the Food Service Department served 122,082 bagged meals to children! He said this shows the amount of support and the need of families in the District. Currently, Mr. Kline and his staff are serving breakfast and lunch within a three-hour window, 10:30 AM – 1:30 PM, every day that school is open under the bus canopy at Muhlenberg Elementary Center. Mr. Kline said they are following the guidelines through a waiver that was accepted federally from the USDA and pushed down to the state level, through PDE. This waiver allowed the District to continue to serve meals under the guidelines of the summer food program, which means any child eighteen years and younger (or their family) can pick up meals daily. He said it was very nice to already have the Summer Food Service program in place because it made a smooth transition. Back in March, the National School Lunch program had to end and the District was able to go right into the Summer Food Service program. Mr. Kline said this was a huge benefit to the children and families in the District.

Comments/Questions/Concerns:

Mr. Voit congratulated Mr. Kline and his team for their outstanding hard work and compassion for all of the kids that have come in for their meals. He said well done.

Dr. Macharola asked Dr. Moyer to speak about where the District is with sports, seating and spectators.

Dr. Moyer reported that the high school teams successfully started the prior week and the season has gone off without a hitch. He said the teams had an advantage because they were able to participate in the summer return-to-play program, which helped to get everyone adjusted to the COVID-19 mitigation guidelines – social distancing, wearing masks, etc. Dr. Moyer said he could not say enough about the coaches in terms of what they have done to keep the kids safe yet provide them with an opportunity to participate. The Junior High staff paid close attention and attended the summer workout meetings and they successfully started September 8. He said all of the fall sports are up and running and have had minimal issues, which he attributes to the coaches and the cooperation of the parents. Dr. Moyer said the senate passed a bill allowing school districts to decide how many spectators would be permitted to attend events. He said he also heard that Governor Wolf plans to veto this, but they do have the majority to get this passed. Dr. Moyer said there is a football scrimmage scheduled for the weekend and he will be abiding by the current guidelines – 250 people at outside events, and 25 inside. He said this would present some challenges because the number does include all of the players, coaches and

referees. If the bill is changed, and there are accommodations that would have to be made, he would work with Mr. Patterson and his staff to be proactive by going to each of the facilities to identify six-foot areas for separation to keep everyone safe.

Comments/Questions/Concerns:

Mr. Hoffmaster thanked Dr. Moyer. He said he heard all good comments about the things he is doing and he felt that kids need sports and leadership.

Dr. Macharola said last month there was a question about transportation and he asked Mr. Mathias and Mr. Vanino to provide an update on where the District is with transportation and the IU.

Mr. Vanino said the District recently received the transportation bill for March, April, May and June; and on that bill was a discount for unused fuel and vehicle maintenance, which amounted to a \$43,000 savings. He said that excluded an insurance rebate as the IU is still working with its insurance company to process that rebate. Mr. Vanino said he had no idea how much that may be. He said currently, the District is transporting its outside placement students and non-public school students to their educational facilities. He said he expected the bills for August, September and October to be less than what was budgeted.

Comments/Questions/Concerns:

Mr. Nelson asked what the bill total was with or without the discount. Mr. Mathias said it is about \$550,000 and that is with the discounts that Mr. Vanino discussed. He said there were savings that were not itemized on the bill - all of the additional trips such as field trips, athletic and extracurricular. Mr. Mathias said the District was about \$100,000 under budget for transportation costs for 2019-2020. Mr. Nelson said that was about a \$45,000 credit on a \$600,000 bill. Mr. Mathias said correct and as Mr. Vanino mentioned the IU is still working with their insurance company for any other discounts.

Dr. Macharola asked Mr. Vanino to confirm that there are eighty (plus) students attending the District's Virtual School program and seventy plus students opting to attend outside cyber charter school. He said the legislation and funding mechanism for outside charter school needed to change because it is costing the District well over \$1.2 million.

Mr. Vanino said the District's Virtual School was booming when the decision was made not to come back to school traditionally. He said currently there are eighty students in grades kindergarten through twelfth grade. Mr. Vanino said all students were actively engaged in their program; and there are still seventy-nine students attending outside cyber charter schools. He said he is doing his best to market the District's program and is involved with a coalition thorough the IU of other school districts that have their own programs. Mr. Vanino said the he would continue to market that the District's program is better than all of the other programs out there; and, try to do his best to save the taxpayers of Muhlenberg some money.

Comments/Questions/Concerns:

Mr. Nelson asked how the seventy-nine compares with last year at this time. Mr. Vanino said the program ended last school year with eighty-five, losing about twenty-five to graduation. He said he does not know why people are still going to outside cyber schools because he feels the District's program is much better and there is staff here who are highly involved with the students. There are multiple levels of support, and outstanding tech support from the District. He said he felt people are misinformed and with continued marketing, those numbers will decrease.

B. Physical Plant Update - Mr. Kenneth Patterson

Mr. Patterson reported:

- There was substantial water damage to the Muhlenberg Community Library from a sewer line back up from torrential rains and subsequent flooding that took place on August 2. The water came in through the sewer lines in the restrooms from the storm drains backing up due to the volume of water. There was major damage to a significant portion of the library. The Muhlenberg School District owns the building and does carry insurance on the building only. The District leases the interior of the building to the library. The District's insurance carrier sent out an adjuster. He filed a report and assigned a claim number. Mr. Patterson spoke to the District's carrier and was told they are going to cover damages. Estimates received for the initial cleanup, replacing flooring, repairing and painting walls is over \$100,000. The Muhlenberg School District's policy has a \$25,000 deductible so anything over \$25,000, according to the District's carrier, would be covered. The people at the library will be pleased to know this. Mr. Patterson is waiting for an official notice from the insurance company with the exact amount to be covered.
- Maintenance and Custodial Staff welcomed the return of staff members back into the buildings. They returned to their normal shifts to be able to accommodate cleaning and disinfecting common areas during the day when staff members are present; and, they are cleaning and disinfecting the areas that are occupied by staff during the day when staff goes home. Both crews continue to take care of areas that are used by student athletes including preparing the athletic fields and making sure outdoor common facilities such as locker rooms and restrooms are being cleaned and disinfected after each practice or in between practices. Mr. Patterson will continue to monitor the guidelines that are being set forth by federal and state agencies, PDE and the Muhlenberg School District. Mr. Patterson said he is very proud of the outstanding job both the custodial and maintenance staffs have been doing. They have been working hard each and every day since the shut-down began back in March.
- Back on June 3, there was a significant wind and lightning storm, which caused damage to the District's main electrical switchgear and underground cabling at the high school. Repairs were made June 4 and 5 to restore power to the high school. Permanent repairs were completed in August and everything in the electrical main behind the high school is back to normal.

- The Muhlenberg School District also has eight electrical transformers. A complete PM including oil sampling was performed in August on those units. Mr. Patterson is awaiting the results of that PM.
- In September, Infrared Testing PM of the Electrical Distribution Panels will take place in all of the school buildings. This testing is done to spot any potential issues with breakers, motor disconnects, terminated connections in the panels and motor control centers. A detailed report will be given to the Muhlenberg School District from the service provider.

Comments/Questions/Concerns:

Mr. Hoffmaster thanked Mr. Patterson for cutting down the trees on Sharp Avenue. He said it was nice the work was done by the District's maintenance staff. Mr. Patterson said the last person hired has a lot of experience. He worked with a couple of other men and having the proper equipment, they were able to do a really good job removing the dead trees that were along Sharp Avenue. Mr. Hoffmaster said that saves the District a lot of money when work can be done by District employees.

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.

Mr. Daniel News – Mr. News made the following statement: “Virtual schooling may become the primary mode of education as technology continues to integrate into classrooms; however, one thing is very clear, the format is not suited for everyone. Children with severe disabilities who cannot function in a virtual format are being left behind. My son is one of these children. Non-verbal and requiring various prompting tactile stimulation in order to complete tasks, the virtual setting is a complete disaster for him and my family. I spoke with other parents with similar situations in the school district as well as outside the District in order to gain a better understanding of how to best overcome this challenge. I’ve spoken with educators who were eager to bring these children back and give them the services they desperately need. I’ve spoken online to single mothers of special needs children, one who was crying herself to sleep every night because Muhlenberg was not doing enough to help her special needs child. Still others who have left the District to obtain aid from other schools that allow in-person learning like Wyomissing. We as a district can do better than this. There is about a 130-150 children in the high school with an IEP. You can check the numbers – they may not be exact – for the purpose of the example, they should suffice. Out of those 140 or so children, there might be roughly ten or twenty percent who simply cannot function in this format. That is roughly fifteen to thirty children. If we adopted a format much like ESY, we could split these children into two groups of seven to fifteen children and have them meet twice a week. One group on Monday and Wednesday and the other group on Tuesday and Thursday. This would keep the class sizes small as teachers could further split them up into various periods across the day, thus minimizing any risk to large gatherings. With thirty or so staff in the building already, it hardly seems unreasonable that adding an additional thirty or so students, a roughly one to one ratio, would pose

any significant health hazard so long as safety measures are followed. This could prove to be very helpful to the families and the District as well. As it would give the schools the opportunity to test their safety measures for a possible return to a brick-and-mortar school in the fall with a small group; thus, allowing flexibility to learn and adapt their safety measures and practices before having a larger and more cumbersome classroom in person. My proposal is to identify these children that cannot function in this format, split them into two small groups to meet twice per week in their perspective buildings, implement their IEPs and then utilize the data collected from these sessions to refine the school district's safety policies and procedures moving forward with the goal of returning to the brick-and-mortar schools. Thank you for your time."

Comments/Questions/Concerns:

Dr. Macharola thanked Mr. News and said he would take his words under consideration. He said he hoped Mr. News spoke to the Special Education Director, Dr. Rutt.

Jared White – 1121 Whitner Road – Mr. White directed his comment to the Board. He asked if there was anybody that an employee or former employee would be able to go to such as a Human Resource director for a grievance. Mr. White said the reason he asked is because he used to be employed by the District for ten years until, in his opinion, was unjustly removed from his position. Mr. White said he tried reaching out to basically everybody in the chain of command about the issue and it seemed that he was just merely passed around because no one wanted to deal with it and the decision was made final. He said he is not worried about retaliation or anything like that because the decision has been made about his dismissal. Mr. White said he was curious whether there is anyone else since he tried to contact Dr. Macharola and he was basically just passed off. He said he was surprised by the decision and he felt that after all of the years of service to the school district and for the kids, it should have been more than just a simple "you're gone, sir" and nothing else. Mr. White thanked the Board for hearing him.

Board Business

Personnel

1. 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.

2. 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.

3. 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).

4. 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.

5. 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 Contrad, 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.

6. 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.

7. 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.

8. 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

9. 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.

10. 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

11. 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

12. Building Co-Curricular Assignments

Resolved, that the Board of Directors of the Muhlenberg School District approve the building co-curricular assignments as presented.

13. 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.

Management

1. 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:

President Elect - One Year Term

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

Vice President Elect - One Year Term

Ms. Sabrina Backer, Franklin Area School District (Venango County)

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

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	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			

2. 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.

3. 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

1. 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:

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

2. 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.

3. 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.

4. 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.

5. 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).

Minutes

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

Old Business

New Business

Mr. Voit said the PSERS Board of Trustees has an elected school board member on the board. He said it is a three-year term and he is running for that position. Mr. Voit said he needed five signatures from five different school boards; so, he asked Board members who were physically in attendance at the meeting if they would consider supporting him. He said at some point in time, all of the school districts in the state will get an opportunity to vote on this position. If elected, he would serve from January 1, 2020 through December 2023, which coincides, with his term on the Muhlenberg School Board. Mr. Voit said he'd be calling others for their signatures.

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 Month

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


Review of Board Meetings and Calendar of Events

September 9	7:00 PM	Committee of the Whole Mtg and 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 Meeting; Regular Board Meeting

Adjourn Meeting

Moved by Mr. Hoffmaster and Mr. Hyneman, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:26 PM.

Attest:



Thomas W. Gross
Secretary