

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
November 4, 2020  
[www.muhlsdk12.org](http://www.muhlsdk12.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, November 4, 2020 at 6:35 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  
Director of Federal Programs – Mrs. Cathy Shappell  
Director of Food and Nutrition – Mr. Carey Kline  
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 – Mr. Kyle Crater

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

Linda Figueroa	Cathy Liszcz	Cristina Lillis	Darrin Dietrich
Colleen Shillady	Erika Watson	Inga Watson	Jaclyn Bellanca
Jenny Neuheimer	Jill McIntyre	Jolyn Casper	Judy Becker
Julie Kemmerer	Karen Snyder	Kathi Wolfe	Katie Iannacchino
Kristen Bagenstose	Laura Ricards	Michele McCammitt	Mrs. Moser
Penny Vojtasek	Alicia Houser		

### **Educational Presentations**

A. First Reading of Policy No. 317.1, *Educator Misconduct* – Dr. Joseph E. Macharola

This policy has been updated to add a section to address circumstances when allegations underlying a report of educator misconduct include conduct that appears to constitute Title IX Sexual Harassment and Other Discrimination.

B. Physical Plant Update - Mr. Kenneth Patterson

Mr. Patterson reported:

- Update on Water Damage Repairs to Muhlenberg Community Library from August 2 torrential rains - the asbestos tile removal was scheduled to be completed this week. When this is completed, an air quality test will be conducted to be sure it is safe for normal occupancy and the replacement flooring can be installed in the remaining areas. After the flooring is completed, the inside of the library can begin to be reassembled. The District's insurance broker received a final report and repair funds were distributed to the Muhlenberg School District based upon the statement of loss that was reviewed by all parties. There is a \$25,000 deductible.
- Maintenance and Custodial Staff continue to keep the buildings and grounds operational for staff members and athletic practices and games. With fall sports coming to a close, winter sports will begin practices within the facilities. Any facility used by the District's student athletes and coaches, are cleaned and disinfected after use as well as, in between usage for facilities shared by different sports. Staff members' areas of occupation and common areas are sanitized daily. Mr. Patterson will continue to monitor the recommendations and guidelines being set by federal and state agencies and PDE for the Muhlenberg School District. Both crews continue to do a great job and Mr. Patterson is proud of their efforts in maintaining the facilities. They have been working hard every day since the shut down in March.
- With fall sports coming to a close, outside ground crews have begun to prepare the various athletic fields and campus for the coming winter months. Athletic fields are aerated, slip-seeded where needed, and fertilized to help preserve the grass over the winter. The in-fields on the baseball fields have been edged and low spots have been filled in. Around the campus, trees and shrubs will be trimmed back where needed and the snow removal equipment will be made ready for when the first snowflake falls.

- The outside grounds crew is also cleaning, disinfecting and sanitizing the outside restroom facilities at the athletic fields along with the school van fleet. The vans that were used the prior day are disinfected and sanitized each morning so that they are ready for use in the afternoon.
- Three new 10-Passenger Vans have arrived. They have been lettered and integrated into MSD's fleet and are being used by District personnel. The old vans that were authorized to be scraped have been removed from the District.

Comments/Questions/Concerns:

*Mr. Lupia asked what procedures will be taken during swimming season. He asked if there will be swim practices and is the virus able to travel through the water. Mr. Patterson said there is nothing growing in the pool. He said the pool water is tested every day and he gets a report on it. Mr. Patterson said his staff also disinfects and sanitizes the pool deck after each practice and after each event. He said he is very confident that area is good. The District has been having water polo and there were no issues there. Mr. Lupia asked if Age Group Swimming was being held. Mr. Patterson said at this time the District is not doing anything with outside organizations in the buildings – only events for the District's student athletes. He said unless things improve drastically he does not see opening the buildings to outside organizations.*

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

There were none

**Board Business**

**Personnel**

**1. Acceptance of Resignation**

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

- a. Ms. Jennifer Votodian, Special Education Teacher, C.E. Cole Intermediate School, effective October 23, 2020.



## **2. Professional Appointments**

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

- a. Ms. Alexandra Previti, English Teacher (C. Moyer), Muhlenberg Middle School, half days effective November 2, 2020, at an annual salary of \$45,949 (B, 16 Steps from the Top) prorated for days worked, including half days, until released fully from current employer per PA School Code.
- b. Ms. Jennifer Gulick, English Teacher (S. Ball), Muhlenberg Middle School, effective November 2, 2020, at a prorated salary of \$44,440 (B, 17 Steps from the Top).
- c. Mr. Tyler Moyer, Special Education Teacher (L. Yoder), Muhlenberg Middle School, effective upon release from current employer per PA School Code, at a prorated salary of \$67,067 (M+9, 10 Steps from the Top).

## **3. 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 Pacharis, mentor for Ms. Alexandra Previti, English, Muhlenberg Middle School, for sixty (60) hours.
- b. Ms. Nichole Barker, mentor for Ms. Jennifer Gulick, English, Muhlenberg Middle School, for sixty (60) hours.

## **4. 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 employees:

- a. Ms. Liliana Perez, Instructional Assistant, Muhlenberg Elementary Center, Leave of Absence/FMLA, effective on or about October 22, 2020, through on or about January 4, 2021.
- b. Ms. Meredith Feather, Long-Term Substitute, Muhlenberg Elementary Center, Leave of Absence/FMLA, effective on or about January 4, 2021, through on or about March 22, 2021.

## **5. Classified Appointments**

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

- a. Ms. Pryscilla Figueroa, Instructional Assistant (Allsop, G.), Muhlenberg Elementary Center, effective November 5, 2020, at a pay rate of \$14.58 per hour.

- b. Ms. Kylah Schlott, 3.5 Hour Cafeteria Assistant (S. Wagner), C. E. Cole Intermediate School, effective November 5, 2020, at a pay rate of \$12.57 per hour.

## **6. 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. Michelle Milliron, Class A Secretary, Business Office, completion of forty-five (45) day probation as of October 26, 2020, and recommended for permanent employment as of October 27, 2020.
- b. Mrs. Charlene Benner, Class A Secretary, Physical Plant and Transportation Department, completion of forty-five (45) day probation as of October 26, 2020, and recommended for permanent employment as of October 27, 2020.

## **7. 2020 Winter Coaching Assignments**

Resolved, that the Board of Directors of the Muhlenberg School District approve the 2020 Winter Coaching Assignments as presented.

## **8. Approval of What's So Cool About Manufacturing Advisor**

Resolved, that the Board of Education of the Muhlenberg School District approve a stipend of \$500 for Mrs. Erin Weir, Muhlenberg Middle School, to serve as the advisor for the 2020-2021 What's So Cool About Manufacturing Video Contest.

## **Management**

*There were no items.*

## **Physical Plant and Transportation**

*There were no items.*

## **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	Sept 2020	Sept 2020	Oct 2020 Ck#48716-48919 V#26543-26612	Sept 2020	
Cafeteria	Sept 2020	Sept 2020	Oct 2020 Ck#6891-6928 V#2828-2835	Sept 2020	
Capital Reserve (Fund 32)	Oct 2020	Oct 2020	Oct 2020 Ck#899-901		
Capital Projects Fund (Fund 39)	Oct 2020	Oct 2020			
Activity	Sept 2020	Sept 2020			

## **2. 2020 Affordable Care Act (ACA) Employer Reporting Services Proposal**

Resolved, that the Board of Education of the Muhlenberg School District approve the proposed 2020 Affordable Care Act (ACA) Employer Reporting Services agreement with Conrad Siegel as presented.

## **3. Authorization to Dispose of Financial Records**

Resolved, that the Muhlenberg School District Board of Directors authorize the disposal of district financial records as in accordance with Policy No. 800, Records Management as presented.

## **Education**

### **1. Clinical Education Experience Agreement**

Resolved, that the Board of Education of the Muhlenberg School District approve the proposed Clinical Education Experience Agreement to host a Speech and Language Pathology student from Misericordia University for the 2020-2021 school year as presented.

### **2. Approval of Agreement with All Abilities Fitness Center**

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with All Abilities Fitness Center to provide an Adapted Fitness Class to four (4) special education classrooms beginning in November as presented (funded through Special Education Budget).

### **3. Certificate of Support Students**

Resolved, that the Board of Education of the Muhlenberg School District approve the enrollment of Certificate of Support Students, PA School Code 1302, for the 2020-2021 school year as listed.



## **Minutes**

Review minutes of the Committee of the Whole Meeting of October 7, 2020 and the Regular Meeting of October 7, 2020.

## **Old Business**

*There was none.*

## **New Business**

### **1. Memoriam of Mrs. Lisa Ermler**

Resolved, that we remember the passing of Mrs. Lisa Ermler who served in the Muhlenberg School District for twenty-seven (27) years (1993-2020) as a cafeteria aide, a Library Instructional Aide, and as a Clerical Assistant in the Cafeteria. We honor her memory for her dedicated service to the school district and community.

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

## **MSD/RMCTC Board Visitor of the Month**

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

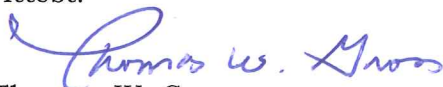
## **Review of Board Meetings and Calendar of Events**

November 4	6:30 PM	Committee of the Whole Mtg and Regular Board Mtg
December 2	6:30 PM	Annual Reorganization Meeting; Committee of the Whole Meeting; Regular Board Meeting

## **Adjourn Meeting**

Moved by Mr. Voit and Mr. Nelson, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 6:47 PM.

Attest:

  
Thomas W. Gross  
Secretary