

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
July 14, 2021
Lecture Hall, Muhlenberg High School
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, July 14, 2021 at 6:31 PM by Board President, Mr. S. Wayne Hardy. Mr. Nelson arrived to the meeting at 6:32 PM.

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. K. Scott Long
Member – Mr. Mark J. Nelson
Member – Mr. Otto W. Voit, III
Solicitor – Mr. Brian J. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

Member – Mr. Garrett E. Hyneman

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent – Dr. Alan S. Futrick
Business Manager – Mr. Shane M. Mathias, CPA
Director of Physical Plant and Transportation – Mr. Ken Patterson
Director of Special Education – Dr. Shawn Rutt
Supervisor of Special Education – Dr. Tyler Herman
Supervisor of Accounts – Ms. Susan Hawkins
Behavior Analyst – Mr. Zachary Milch
Director of Federal Programs – Dr. Cathy Shappell
Director of Food and Nutrition – Mr. Carey Kline
Data Administrator – Mr. Kevin Vanino
Athletic Director – Dr. Tim Moyer
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Lavienna
High School Principal – Mr. Michael 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 Gonzalez

C. E. Cole Intermediate Principal – Mr. Steven Baylor
Elementary Center Principal – Mr. Kyle Crater
Elementary Center Assistant Principal – Mrs. Ginny Hornberger
Elementary Center Assistant Principal – Dr. Shannon O'Donnell

Visitors

Mr. Brian F. Boland, Esq.
Eric Kahler
Jolyn Casper
Janet Howard

Educational Presentations

A. Physical Plant Update – Mr. Ken Patterson

- *Board members received a copy of bullet points for presentation to follow along. Mr. Patterson discussed the maintenance and custodial staff are continuing to clean, disinfect, and sanitize all the school buildings in preparation for the 2021-2022 school year. Mr. Patterson spoke about the high school parking lots and part of the Muhlenberg Elementary Center main drive as the paving contractors begin to increase activity by beginning to mill, repair, and eventually put down new paving. Mr. Patterson also discussed the re-lamp parking lot project at the Muhlenberg High School as it resumes as well. He advised the project will be setting the new light poles and installing those fixtures, which will take place in the middle of August. Mr. Patterson talked about the IT infrastructure upgrade project currently underway at Muhlenberg Elementary Center as it involves additional CAT cable drops in all of the classrooms and installing cooling closets located throughout MEC.*

Comments/Questions/Concerns:

Mr. Voit complimented how great the facilities are looking and commented from a military perspective how well the floors have been maintained. Mr. Voit thanked Mr. Patterson for their continued hard work. In return, Mr. Patterson thanked Mr. Voit for his comments.

B. Discussion Item: Reading Muhlenberg Career & Technology Center Welding Program Expansion - Mr. Eric Kahler, RMCTC, and Mr. Scott Graham, Muhlenberg Greene Architects, LTD.

- *Board members received a copy of the presentation to follow along. Mr. Kahler discussed the preliminary plans of the welding expansion program building as he indicated there would be several phases. Mr. Kahler discussed how a large portion of the building and equipment is quite old and is in need of replacing. Mr. Graham spoke about the proposed addition to the existing welding and fabrication classroom and plans for the area. Mr. Graham talked about the proposed location*

and the estimated cost of the proposed improvement. Mr. Graham discussed collaborating with general contractors to get the necessary work completed as well as in contact with Mr. Boland's office to initiate contracts. Mr. Kahler also discussed putting this presentation before Reading School District's Board and their current support for the building expansion.

Comments/Questions/Concerns:

Mr. Voit questioned the general changing area for the girls' and boys' locker room to assure it was equal, especially with the growing number of enrollment. Mr. Kahler assured the space would be separated, closed off, and of equal amount of space available. Mr. Kahler discussed the prior arrangements for the locker room consisted of an open area with a low dividing wall that did not offer privacy. Mr. Voit agreed with the separate but equal spaces. Mr. Voit also questioned if there would be any type of covering that may connect the walkway from the main building as to protect during weather conditions. Mr. Kahler advised due to the location of the building, a covering would be difficult and also pointed out that the students would be spending majority of their day in the welding program building. Mr. Voit advised that he would defer to Mr. Lupia and other members of the RMCTC board to make the appropriate recommendations. Mr. Hoffmaster questioned the shared cost between Reading School District and Muhlenberg School District, as well as also the expected rise in cost of supplies. Mr. Kahler advised that this would be discussed at the RMCTC board meeting in August and then in collaboration with Kozloff & Stoudt. Mr. Graham talked about factoring in the anticipated rising costs of supplies like metal and lumber over the next two to three years out. Mr. Voit questioned if there was any clause regarding change-orders for rock considering there is ample rock in the land's current terrain. Mr. Graham advised if there were any unused monies, this would get factored back in. Mr. Lupia wanted to compliment Mr. Kahler on how hard he has worked to assure the most up-to-date equipment is available for the students, from the recent updated cosmetology department to the machine that scans the human body. Mr. Lupia talked about how necessary this welding program building is needed and thanked Mr. Kahler for his work thus far.

C. Recognition of the 2021 Retirees

- *There was no presentation at this meeting.*

Comments/Questions/Concerns:

Dr. Macharola advised that due to non-attendance, the two proposed retirees will be honored at another time.

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. 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 2021-2022 school year (Exhibit A-1):

- a. Mr. Joseph Houck, mentor for Mr. Jason Kilgore, Health/PE, Muhlenberg Junior High School, for sixty (60) hours.
- b. Mr. Scott Keller, mentor for Mr. Jason Heflin, Social Studies, Muhlenberg Junior High School, for sixty (60) hours.
- c. Ms. Jennifer Pacharis, mentor for Ms. Alexandria Previti, Muhlenberg Junior High School, for seventeen (17) hours.
- d. Ms. Nichole Barker, mentor for Jennifer Gulick, Muhlenberg Junior High School, for twenty-seven (27) hours.
- e. Ms. Erin Antosy, mentor for Mrs. Shuleil Ramirez, Muhlenberg Elementary Center, for thirty (30) hours.
- f. Ms. Tara Nelson, mentor for Mrs. Laura Santangelo, Muhlenberg Elementary Center, for seventeen and a half (17.5) hours.
- g. Mr. Todd Eisenhofer, mentor for Miss Destini Kelch, Muhlenberg High School, for sixty (60) hours.

2. Job Description

Resolved, that the Board of Education of the Muhlenberg School District approve the following job description as submitted (Exhibit A-2):

- a. Director of Pupil Services

3. Acceptance of Resignations

Resolved, that the Board of Education of the Muhlenberg School District accept the following resignations (Exhibit A-3):

- a. Ms. Karin Bonner, Reading Specialist, Muhlenberg Junior High School, effective June 17, 2021.
- b. Mr. Tyler Herman, Supervisor of Special Education, effective July 23, 2021.

- c. Ms. Taylor Serafin, Elementary Teacher, Muhlenberg Elementary Center, effective July 13, 2021.

4. Co-Curricular Appointments

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

- a. Mr. Nelson Leon Velazquez Jr., Muhlenberg High School Varsity Boys Basketball Volunteer Coach, effective July 15, 2021.
- b. Ms. Taryn Piano, Muhlenberg High School Varsity Field Hockey Assistant, effective July 15, 2021, at a salary of \$4,350 (year 1).

5. Classified Appointments

Resolved, that the Board of Education of the Muhlenberg School District approve the appointment of the following classified employees from part-time to full-time employees:

- a. Mr. Bradley Barskey, Clerical Assistant, C.E. Cole Intermediate, effective beginning of 2021-2022 school year.
- b. Ms. Tiffany DiSabella, Clerical Assistant, Muhlenberg Elementary Center, effective beginning of 2021-2022 school year.

6. Summer Phase II of the Holistic Plan: Professional Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the following Summer Phase II of the Holistic Plan professional staff assignments, as presented (Exhibit A-4):

- a. Nicole McGowan
- b. Timothy Klawiter
- c. Daniel Solvino
- d. Doug Olexy

7. Summer Phase II of the Holistic Plan: Pre Educator Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve Tylor Yakaitis, Shippensburg University, as a pre-educator assignment in Summer Phase II of the Holistic Plan (Exhibit A-5).

8. Professional Appointments

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

- a. Ms. Jessica Schafer, Long-Term Substitute, Music, (E. Watson), Muhlenberg Junior High School, effective August 25, 2021 through on or about January 24, 2022, at a prorated salary of \$44,682 (B, 18 Steps from the Top).
- b. Mrs. Kirstie Croft, Elementary Teacher (Former LTS), Muhlenberg Elementary Center, effective the first contractual day of the 2021-2022 school year, at a salary of \$63,209 (M, 12 Steps from the Top).
- c. Ms. Zoe Hudzik, Foreign Language (Spanish) Teacher (M. Balthaser), Muhlenberg Junior High School, effective the first contractual day of the 2021-2022 school year, at a salary of \$48,369 (B+9, 17 Steps from the Top).
- d. Ms. Gabrielle Zukowski, Elementary Teacher (Former LTS), Muhlenberg Elementary Center, effective the first contractual day of the 2021-2022 school year, at a salary of \$44,682 (B, 18 Steps from the Top).
- e. Ms. Taylor Brennan, Elementary Teacher (Former LTS), Muhlenberg Elementary Center, effective the first contractual day of the 2021-2022 school year, at a salary of \$46,190 (B, 17 Steps from the Top).
- f. Mr. Jacob Conrad, Elementary Teacher (Former LTS), Muhlenberg Elementary Center, effective the first contractual day of the 2021-2022 school year, at a salary of \$46,190 (B, 17 Steps from the Top).
- g. Mr. Wesley Estock, Social Studies Teacher (newly created), Muhlenberg High School effective the first contractual day of the 2021-2022 school year, at a salary of \$55,243 (B, 11 Steps from the Top).
- h. Mr. Haniff Skeete, Assistant Principal (Former Dean of Students), Muhlenberg Junior High School, effective July 19, 2021, at a salary of \$82,400.
- i. Ms. Madison Szczecina, Muhlenberg Junior High School (B. Kopetsky), effective the first contractual day of the 2021-2022 school year, at a salary of \$44,682 (B, 18 Steps from the Top).

9. Completion of Probation

Resolved, that the Board of Education of the Muhlenberg School District approve the completion of probation for the following classified employee:

- a. Mr. Max Quinter, Maintenance Technician, Physical Plant and Transportation, completion of forty-five (45) day probation as of June 30, 2021 and recommended for permanent employment as of July 1, 2021.

10. Fall 2021 Coaching Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the 2021-2022 fall coaching assignments as presented (Exhibit A-6).

11. Additional Days of Service

Resolved, that the Board of Education of the Muhlenberg School District approve an additional 5 days of service (total 10 days) for Retired Master Sargent Jonathan

Beaver, Air Force Junior ROTC Aerospace Science Instructor at Muhlenberg High School, for the Summer Leadership School at the Citadel in June 2021.

12. Summer Hours for Professional Staff

Resolved, that the Board of Education of the Muhlenberg School District approve the following employee for summer hours (Exhibit A-7):

- a. Mr. Robert Walters, thirty (30) hours for virtual learning resources and professional development planning and learning, at the professional pay rate of \$30.00 per hour.

Management

1. Opening Day/In Service Breakfast

Resolved, that the Board of Education of the Muhlenberg School District approve the Opening Day/In-Service Day breakfast on August 25, 2021 at a cost not to exceed \$1,500.00.

Comments/Questions/Concerns:

Dr. Macharola commented how he was very excited to be able to bring this event back for the upcoming school year and extended the invitation to the board members to be in attendance.

Physical Plant and Transportation

1. Communications Systems Integrators (CSI) Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the Communications Systems Integrators (CSI) Agreement for a five-year Genetec Software Support to maintain the district security system as presented (Exhibit C-1).

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	May 2021	May 2021	Jun 2021 Check #50070-50255 V#26843-26886	May 2021	
Cafeteria	May 2021	May 2021	Jun 2021 Check #7118-7144 V#2873-2879	May 2021	
Capital Reserve (Fund 32)	Jun 2021	Jun 2021			
Capital Projects Fund (Fund 39)	Jun 2021	Jun 2021			
Activity	May 2021	May 2021			

Education

1. Extended School Year Tuition Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the following extended school year student tuition agreement with Royer-Greaves School for the Blind for student #34901 as presented (Exhibit E-1).

2. Agreement to Participate in the ACCESS Program for the 2021-2022 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Pennsylvania School Based ACCESS Program Agreement for the 2021-2022 school year as presented (Exhibit E-2).

3. Student Tuition Agreements for the 2021-2022 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the following student tuition agreement for the 2021-2022 school year as presented (Exhibit E-3):

- a. Student #38475, New Story, Wyomissing
- b. Student #31134, New Story, Wyomissing

4. Settlement Agreement and Release

Resolved, that the Board of Education of the Muhlenberg School District approve the Settlement Agreement and Release for the following student as presented (Exhibit E-4):

- a. Student No. #34900

Student Activities

Minutes

Review minutes of the Committee of the Whole Meeting of June 16, 2021 and the Regular Board Meeting of June 16, 2021.

Old Business

There was none.

New Business

There was none.

Hearing of Visitors

Presentation is limited to approximately two minutes per person. Should any citizen require more than the two minutes allocated, please contact the Superintendent prior to the meeting. He will coordinate such requests for the Board. Citizens addressing the Board should be aware that the meeting is being taped.

There was none.

MSD/RMCTC Board Visitor of the Month

Schedule 2021-2022

September	Mr. Thomas W. Gross
October	Mr. S. Wayne Hardy
November	Mr. K. Scott Long, Jr.
December	Mr. J. Tony Lupia, Jr.
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

August 2	6:30 PM	RMCTC Board Meeting
August 11	6:30 PM	COW and Regular Board Meeting
September 1	7:00 PM	COW Meeting
September 8	7:00 PM	Regular Board Meeting
September 13	6:30 PM	RMCTC Board Meeting

October 6 7:00 PM COW Meeting
October 11 6:30 PM RMCTC Board Meeting
October 13 7:00 PM Regular Board Meeting
November 3 7:00 PM COW Meeting
November 8 6:30 PM RMCTC Board Meeting
November 10 7:00 PM Regular Board Meeting
December 6 6:30 PM Annual Organization Meeting;
COW; 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 7:12 PM.

Attest:


Thomas W. Gross
Secretary