

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
October 11, 2023
Lecture Hall, Muhlenberg High School
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, October 11, 2023 at 6:37 PM by Board President, Mr. Garrett E. Hyneman.

Members Present

President – Mr. Garrett E. Hyneman
Treasurer - Mr. Richard E. Hoffmaster
Member – Mrs. Kristyna Eagle
Member – Mr. J. Tony Lupia, Jr.
Member – Mr. Mark J. Nelson
Solicitor – Mr. Brian F. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

Vice President – Mr. Otto W. Voit, III
Secretary – Mrs. Cindy L. Mengle
Assistant Secretary – Ms. Janet Howard
Member – Mr. Miguel Vasquez

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent - Dr. Alan S. Futrick
Business Manager- Shane M. Mathias, CPA
Director of Physical Plant – Mr. Ken Patterson
Director of Federal Programs - Dr. Cathy Shappell
Director of Special Education - Ms. Nicole Huntbach
Supervisor of Special Education - Ms. Lori Morris
Supervisor of Special Education - Dr. Janet Heilman
Director of Human Resources - Dr. Jessica Heffner
Director of Pupil Services - Mr. Michael Mish
Director of Technology - Mr. Daniel Houck
Director of Food Services - Mr. Carey Kline
Data Administrator – Mr. Kevin Vanino
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Ms. Julianna Ciccarelli
Junior High School Principal - Mr. Steven Baylor
Junior High School Assistant Principal - Ms. Jennifer Doyle
Junior High School Assistant Principal - Mr. Daniel Kramer
C.E. Cole Intermediate & Elementary Principal - Mr. Kyle Crater
C.E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca
C.E. Cole Intermediate Assistant Principal - Mr. Joseph Scoboria

Elementary Assistant Principal - Ms. Ginny Hornberger
Social Worker - Ms. Lauren Heydt
Social Worker - Ms. Liliana Moore
Social Worker - Ms. Emily Carmichael

Visitors

Linda Roebuck	Diane Benson
Melissa Carroll	Samantha Noll
Steven Noll	Marcia Noll
Chris Becker	Holly Becker
Paxton Becker	Carson Becker

Educational Presentations

A. Physical Plant Update - Mr. Ken Patterson

Mr. Patterson reported:

- Maintenance and Custodial Staff update - The 2023-2024 school year is well underway and the custodial crews have shifted from summer cleaning mode to now maintaining all of the District's campus facilities. Inside custodial crews are helping to set up all of the events now taking place on campus, both Muhlenberg student events and community events. All campus buildings are being maintained following the same cleaning guidelines that were established during the pandemic and the District will continue to use those cleaning procedures throughout the school year. The outside grounds crew have been maintaining and setting up the sports fields used this fall along with keeping up with the fall grass growing season. The inside maintenance techs completed the LED upgrades in the band wing and cafeteria at the high school and the MEC cafeteria as well. They have also been busy handling staff work order requests since the start of school.
- The Upfit and Replacement of Buildings and Grounds Equipment - In December of 2022, the school board approved upfitting two vehicles and replacing several pieces of equipment for the buildings and grounds department. All of the parts required for the upfitting of the two vehicles finally arrived at the end of the summer and the first truck scheduled for upfitting was completed last week and returned to the District's fleet. The second truck was sent for its upfitting and should be back to MSD in three to four weeks. In addition the second new UTV should be delivered before the end of the year. These pieces of equipment are vital to help with the upkeep of the entire campus.
- Capital Reserve Project Update - Lighting was installed under the canopy of over the ramp outside of the modular classrooms at C.E. Cole Intermediate and permanent fencing around the electrical transformers has been ordered and will be installed when all of the parts arrive.

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. ***This period of time is for comments only; it is not a time to engage in a question and answer or debate with the board. Comments from the Board are at the option of the Board.*** The Board retains the option to accept all public comment at this time. Presentations ***will*** 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.

Melissa Carroll

Ms. Carroll introduced herself as the new Director at Muhlenberg Community Library. Before becoming the director, she was the Youth Services Coordinator at the Muhlenberg Community Library for the last two years. She discussed being a teacher before becoming the Youth Services Coordinator and how important the school is to the library. Ms. Carroll talked about making a lot of changes, a lot of changes coming up in the future doing a lot of their youth programs and their youth areas. She advised she has made a lot of connections over the last two and a half years with the school; teachers, the reading specialists, the tutors that come over on Wednesdays and she would like to continue building those connections. The youth programs at the library are very important because of their location and are very important to her; reading is a passion for her as well as children. Being a former teacher, those programs are very important. Ms. Carroll stated that she looks forward to working with everyone in the coming future and hopes to keep maintaining the relationships that they have and keep growing the relationships between the school and the library. Especially with how close that the library is, people come in all the time thinking the library is part of the school. She advised that they have been working with the high school as her latest plan to work on the high school students library cards. She feels it is important for them to use their reference services and also offered for herself to come and do some programs and education at the high school. Ms. Carroll talked about looking forward to working with the school very closely in the future.

Questions/Comments/Concerns:

Mr. Hyneman advised that everything Ms. Carroll has stated he is in agreement with and hopes to continue the partnership like this.

Dr. Macharola stated that the Board 100% supports the library and the District loves the partnership. He thanks Ms. Carroll for coming this evening.

Board Business

Personnel

1. Administrative Appointment

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

- a. Mr. Christopher Becker, Principal, C.E. Cole Intermediate (J. Ebert), pending release from current employer, at a salary of \$116,000, prorated for days worked.

Questions/Comments/Concerns:

Dr. Macharola took a moment to introduce Mr. Christopher Becker as the Principal at C.E. Cole Intermediate. Dr. Macharola introduced Mr. Becker's wife and children. Dr. Macharola spoke about his educational background and welcomed Mr. Becker and family to the Muhlenberg family.

2. Classified Appointments

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

- a. Ms. Amanda Moyer, Cafeteria Worker (S. Hoffman), Muhlenberg Elementary Center, effective September 27, 2023, at a pay rate of \$19.79 per hour.
- b. Ms. Clavel Callentano, Special Education Paraprofessional (D. Perez), Muhlenberg Elementary Center, effective October 19, 2023, at a pay rate of \$19.71 per hour.
- c. Ms. Jessica Quintero, Cafeteria Worker (S. Lobb), Muhlenberg High School, effective October 23, 2023, at a pay rate of \$19.79 per hour.

3. Acceptance of Resignations

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

- a. Ms. Aubrey Manmiller, School Counselor, Muhlenberg Elementary Center, pending release from Muhlenberg School District per PA School Code.
- b. Ms. Gretta Young, Special Education Teacher, C.E. Cole Intermediate, pending release from Muhlenberg School District per PA School Code.
- c. Ms. Darlene Allen, Special Education Paraprofessional, Muhlenberg Elementary Center, resignation for the purpose of retirement, effective November 9, 2023.
- d. Mr. Bruce Dutt, Cafeteria Worker, Muhlenberg Elementary Center, effective September 15, 2023.
- e. Ms. Melissa Zavala, Cafeteria Worker, Muhlenberg Elementary Center, effective September 5, 2023.

4. 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 2023-2024 school year:

- a. Ms. Laurie Vlasak, mentor for Ms. Erica Berger, Long-Term Substitute Teacher, Muhlenberg Elementary Center, for sixty (60) hours.
- b. Ms. Jennifer Zampelli, mentor for Mr. George Dunda, Special Education Teacher, Muhlenberg High School, for sixty (60) hours.
- c. Ms. Jessica Justiniano, mentor for Ms. Laura Barrall, Math Teacher, Muhlenberg High School, for thirty (30) hours.
- d. Ms. Jessica Gunter, mentor for Ms. Kylie Torrens, Long-Term Substitute, Muhlenberg Elementary Center, for sixty (60) hours.

5. Professional Salary Adjustments for the 2023-2024 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Salary Adjustments for the 2023-2024 school year as presented.

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. Ashleigh Greene, Cafeteria Worker, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of October 1, 2023 and recommended for permanent employment as of October 2, 2023.

7. Professional Appointment

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

- a. Ms. Carolina Ramos, Spanish Teacher (H. Goeltz), Muhlenberg Junior High School, pending release from current employer, at a salary of \$83,154 (B+24, Top), prorated for days worked.

Management

1. Adoption of Policies

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

- a. Policy No. 006, Meetings
- b. Policy No. 216.1, Supplemental Discipline Records
- c. Policy No. 251, Students Experiencing Homelessness, Foster Care and Other Educational Instability

2. Act 80 Days for 2023-2024 School Year

Resolved, that the Board of Education of the Muhlenberg School District authorize the submission of Act 80 Days for the 2023-2024 school year to the Pennsylvania Department of Education.

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:

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investment s	Budget Transfers
General	Aug 2023	Aug 2023	Sept 2023 Ck#55204-55386 V#27793-27826	Aug 2023	
Cafeteria	Aug 2023	Aug 2023	Sept 2023 Ck# 7961-8000 V#3022-3026	Aug 2023	
Capital Reserve (Fund 32)	Sept 2023	Sept 2023	Sept 2023 Ck#958-963		
Activity	Aug 2023	Aug 2023			

2. Disposal of Surplus Property

Resolved, that the Board of Education of the Muhlenberg School District authorize the disposal of the following surplus property in accordance with district Policy 706.1, Disposal of Surplus Property as presented:

- a. Chromebooks/Laptops/Desktops – These items are broken or have reached end-of-life and have no usable value. (Exhibit – Oct23 Disposal.xlsx)

Education

1. Kutztown University Affiliation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement with Kutztown University for the teacher preparation program, as presented.

2. Students to Begin the 2023-2024 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 2023-2024 school year as a non-resident student:

- a. Student No. 41866, Grade 2, MEC

3. Conference Requests

Resolved, that the Board of Education of the Muhlenberg School District approve the following conference requests:

- a. Ms. Nicole Huntbach to attend the CASE Conference in Pittsburgh, PA on November 7, 2023 to November 10, 2023 at a cost not to exceed \$1,269.93 (funded through Special Education).
- b. Mr. Zachariah Milch, to attend the 2023 Paving the Way for Educational Success Conference in Mars, PA on October 10, 2023 to October 13, 2023 at a cost not to exceed \$508 (funded through Federal Grant).

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 2023-2024 School Year as listed.

Student Activities

There are no items.

Minutes

Review minutes of the Committee of the Whole Meeting of September 13, 2023 and the Regular Board Meeting of September 13, 2023.

Old Business

There are no items.

New Business

1. Memoriam of Ms. Billie Jean Buckland

Resolved, that we remember the passing of Ms. Billie Jean Buckland who served in the Muhlenberg School District for seven (7) years (2016-2023) as a Special Education Paraprofessional. 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.

Questions/Comments/Concerns:

Dr. Macharola spoke about Ms. Buckland was a paraprofessional and was a beautiful, wonderful, energetic, eclectic, child-loving professional that his heart is broken at her passing. He advised it hit everyone very hard at the District. He cannot say enough about the people who are dedicated; this lady was just a gem and may God bless her soul and may her family have peace at this time.

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 the Month

Schedule 2023-2024

October	Mr. Garrett Hyneman
November	Mrs. Kristyna Eagle
December	Mr. J. Tony Lupia, Jr.
January	Mr. Otto W. Voit, III
February	Mr. Mark Nelson
March	Mr. Miguel Vasquez
April	Ms. Janet Howard
May	Mr. Richard E. Hoffmaster

Review of Board Meetings and Calendar of Events

October 9	6:30 PM	RMCTC Board Meeting
October 11	6:30 PM	COW Meeting and Regular Board Meeting
November 1	7:00 PM	COW Meeting
November 8	7:00 PM	Regular Board Meeting
November 13	6:30 PM	RMCTC Board Meeting
December 4	6:30 PM	Annual Organization Meeting; COW; Regular Board Meeting

Adjourn Meeting

Moved by Mr. Hoffmaster and Mrs. Eagle, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 6:52 PM.

Attest:


Cindy L. Mengle
Secretary