

MUHLENBERG SCHOOL BOARD
Regular Board Meeting Agenda
May 8, 2019
Muhlenberg High School – Lecture Hall
www.muhsdk12.org

I. Roll Call

II. Pledge of Allegiance to the Flag

III. Educational Presentation

A. Muhlenberg Elementary Center Student Council

IV. 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.

V. Committee Reports

A. Berks County Intermediate Unit	Mr. Randall R. Madara
B. Reading Muhlenberg CTC	Mrs. Cindy L. Mengle
C. Berks County Tax Collection Committee	Mr. Shane M. Mathias/Mr. Otto Voit, III
D. PSBA Liaison	Mr. John Love
E. Muhlenberg Community Library	Mr. Randall R. Madara/Mrs. Lori Madara
F. Muhlenberg Township/Laureldale Borough Liaison	Mr. J. Tony Lupia, Jr.
G. Educational Programs	Dr. Alan S. Futrick

VI. Solicitor's Comments

VII. Superintendent's Comments

VIII. Board Business

A. Personnel – Resolution Nos. 212A – 212K

1. Resolution No. 212A – Acceptance of Resignations

Resolved, that the Board of Education of the Muhlenberg School District accept the following resignations (Exhibit A-1):

- a) Ms. Brenda Emerich, Head Cook, Muhlenberg High School, resignation for the purpose of retirement, qualifies for the *Retirement Incentive*, effective June 28, 2019.
- b) Ms. Cindy Parzanese, Head Cook, Muhlenberg Middle School, effective June 30, 2019.
- c) Ms. Madilyn Yuengel, Math Teacher, Muhlenberg Middle School, effective June 30, 2019.
- d) Ms. Sheryl Lesik, 4.5 Hour Cafeteria Worker, Muhlenberg Middle School, effective May 8, 2019.
- e) Mr. James Yakaitis, Inside Custodian, Muhlenberg High School, resignation for the purpose of retirement, qualifies for the *Retirement Incentive*, effective June 28, 2019.
- f) Dr. Argyro S. Elliker, K-2 Literacy (English/Language Arts) Coach, Muhlenberg Elementary Center, resignation for the purpose of retirement, qualifies for the *Retirement Incentive*, effective June 28, 2019.

2. Resolution No. 212B – Request for Leave of Absence/FMLA

Resolved, that the Board of Education of the Muhlenberg School District approve the request for a leave of absence and FMLA leave for the following employees:

- a) Mrs. Catherine Leonhard, Kindergarten Teacher, Muhlenberg Elementary Center, Leave of Absence/FMLA, effective August 21, 2019 through on or about October 15, 2019.
- b) Mrs. Morgan Boone, Kindergarten Teacher, Muhlenberg Elementary Center, Leave of Absence/FMLA, effective August 21, 2019 through on or about the first contractual day of the 2020-2021 school year.
- c) Mrs. Iesha K. Vincent, English Teacher, Muhlenberg High School, Leave of Absence/FMLA, effective August 21, 2019 through on or about January 18, 2020.
- d) Mrs. Shannon O'Donnell, Assistant Principal, Muhlenberg Elementary Center, Leave of Absence/FMLA, effective on or about June 17, 2019 through on or about September 9, 2019.

3. Resolution No. 212C – Resignation of Afternoon Bus Monitor Duties

Resolved, that the Board of Education of the Muhlenberg School District accept the following resignation for afternoon Bus Monitor duties (Exhibit :

- a) Ms. Jenn Doyle, Muhlenberg Middle School, effective April 11, 2019.

4. Resolution No. 212D – School Psychologist Position

Resolved, that the Board of Education of the Muhlenberg School District approve a non-permanent School Psychologist position for the 2019-2020 school year only paid through ACCESS funds (Exhibit A-3).

5. Resolution No. 212E – Job Descriptions

Resolved, that the Board of Education of the Muhlenberg School District approve the following revised job descriptions (Exhibit A-4):

- a) Payroll Specialist
- b) Maintenance and Outside Custodian Supervisor/Energy Management

6. Resolution No. 212F – 2019 ESY Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the following assignment for the 2019 Extended School Year Program (Exhibit A-5):

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

Ms. Sarah Kopetsky
Ms. Paige Gergely

Per Diem Assistant Substitute - Hourly Rate per MESPA Contract

Ms. Marina Hiester

7. Resolution No. 212G – Summer Technology Assistants

Resolved, that the Board of Education of the Muhlenberg School District approve the following summer technology assistants for 2019 at the pay rate of \$8.00 per hour (Exhibit A-6):

- a) Ethan Hoffman
- b) Jared Kopetsky
- c) Calista Paolino
- d) Grace Roth
- e) Joel Santiago
- f) Nick Whitmoyer
- g) Ricky Whitmoyer

8. Resolution No. 212H - Professional Appointment

Resolved, that the Board of Education of the Muhlenberg School District approve the following professional appointment (Exhibit A-7):

- a) Ms. Cierra Etchberger, Long-Term Substitute Special Education (K. Didden), Muhlenberg Elementary Center, effective May 8, 2019 through on or about April 13, 2020, at a prorated salary of \$42,732 (B, 18 Steps from the Top).
- b) Mr. Nathan A. Mohler, Music Teacher/Band Director (D. Luckenbaugh), effective the first contractual day of the 2019-2020 school year, at a salary of \$68,167 (M, 8 Steps from the Top).

9. Resolution No. 212I - Co-Curricular Resignation

Resolved, that the Board of Education of the Muhlenberg School District accept the following co-curricular resignation (Exhibit A-8):

- a) Ms. Catherine Rauenzahn, Varsity Field Hockey Assistant Coach, effective April 22, 2019.

10. Resolution No. 212J – Co-Curricular Appointment

Resolved, that the Board of Education of the Muhlenberg School District approve the following co-curricular appointment (Exhibit A-9):

- a) Ms. Elizabeth Eddinger, Varsity Girls Volleyball Assistant Coach (C. Schultz), effective May 9, 2019, at a salary of \$2,828 (year one).

11. Resolution No. 212K – 2019 ESY Resignation

Resolved, that the Board of Education of the Muhlenberg School District accept the following 2019 ESY resignation (Exhibit A-10):

- a) Ms. Tara Nelson, ESY Teacher, effective May 9, 2019.

B. Management

1. Resolution No. 213 - Election of Board Treasurer for One-Year Term

Election of Treasurer for one-year term (July 1, 2019 to June 30, 2020) 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, 2019 to June 30, 2020 to fill expired term of Mr. Richard Hoffmaster.

2. Resolution No. 214 - 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, 2019 to June 30, 2020.

3. Resolution No. 215 - 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, 2019 to June 30, 2020 to fill expired term of Mrs. Cindy Mengle.

4. Resolution No. 216 - Election of Berks County Intermediate Unit Representative for Three-Year Term

Nominations and Roll Call Vote by Name

Resolved, that _____ be elected as the Berks County Intermediate Unit Representative for a three-year term effective July 1, 2019 to June 30, 2022 to fill expired term of Mr. Randall Madara.

5. Resolution No. 217 - 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, 2019:

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	- Dr. Joseph E. Macharola
Business Manager	- Mr. Shane M. Mathias, CPA
Supervisor of Accounts	- 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 xxxxxxxxxx0535:

President	- Mr. Otto W. Voit, III
Secretary	- Mr. Thomas W. Gross
Treasurer	-

e) Operational Account

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), for the General Fund Account (AP) – BB&T xxxxxxxxxx0497:

President	- Mr. Otto W. Voit, III
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 xxxxxxxxxx8190; Mid Penn Bank xxxxxxxx206:

President	- Mr. Otto W. Voit, III
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. Otto W. Voit, III
Vice President	- Mr. J. Tony Lupia, Jr.
Secretary	- Mr. Thomas W. Gross
Assistant Secretary	-
Treasurer	-

h) Access to Safe Deposit Box

Resolved that the Board approve any of the following persons to have access to the School District Safe Deposit Box located at Wells Fargo Bank, N.A., Fairgrounds Financial Center, 3050 North Fifth Street, Reading, PA, 19605:

School Board Secretary	- Mr. Thomas W. Gross
School Board Asst. Sec.	-
Superintendent of Schools	- Dr. Joseph E. Macharola
Business Manager	- Mr. Shane M. Mathias, CPA

i) 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
Principal - High School	- Mr. Michael J. Mish
Assistant Principal - High School	- Mr. C. Eric Schaeffer
Assistant Principal - High School	- Ms. Lori Morris
Principal - Middle School	- Mr. Jeffery Ebert
Assistant Principal - Middle School	- Dr. Felicia Ulsh
Principal - Cole Intermediate School	- Mr. Steven C. Baylor
Assistant Principal Cole Inter School	- Mr. Charles Payne
Principal - Elementary Center	- Mrs. Krista Venza
Asst. Principal - Elementary Center	- Mr. Antonio G. Mirabito
Asst. Principal - Elementary Center	- Ms. Shannon O'Donnell
Athletic Director	- Dr. Timothy Moyer

j) 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
Assistant High School Principal	- Mr. C. Eric Schaeffer

- 1) Harold L. Yarworth Memorial Fund - PLGIT - #xxx4329
- 2) Christopher S. Messina Memorial Fund - PLGIT - #xxx4135
- 3) Carol Hess Scholarship - PLGIT - #xxx4203
- 4) Jane Hinkle Keller Scholarship - PLGIT - #xxx4216
- 5) Estella Gehris Rupp Art Scholarship - PLGIT - #xxx4232
- 6) Paul F. McLaughlin Scholarship Fund - PLGIT - #xxx4245
- 7) Bunnell/Behrenhausen Family Scholarship - PLGIT - #xxx4258
- 8) Joanne F. Rothenberger Scholarship - PLGIT - #xxx4274
- 9) Mary L. Zimmerman Scholarship - PLGIT - #xxx4287
- 10) Class of 1952 Scholarship - PLGIT - #xxx4290

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|--|--------------------|
| 11) Diane Vicari Fund | - PLGIT - #xxx4151 |
| 12) Alberto Cuadra Scholarship | - PLGIT - #xxx4332 |
| 13) Jim Dietrich Scholarship | - PLGIT - #xxx4374 |
| 14) R. Daniel Krize Scholarship | - PLGIT - #xxx4387 |
| 15) Richard Wheeler Scholarship | - PLGIT - #xxx4390 |
| 16) Christine Buckley-Papada Memorial Schol. | - PLGIT - #xxx4416 |
| 17) MSD Alumni Scholarship Fund | - PLGIT - #xxx4429 |
| 18) Hoffmaster Scholarship Fund | - PLGIT - #xxx4438 |
| 19) Gregory R. Fetter Memorial Scholarship | - PLGIT - #xxx4441 |
| 20) Richard E. Morris Scholarship | - PLGIT - #xxx4484 |
| 21) Nicholas Giardiello Scholarship Fund | - PLGIT - #xxx4472 |
| 22) MHS Faculty/ Staff Scholarship | - PLGIT - #xxx4467 |

k) 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:

1. M & T
2. BB&T;
3. First Priority Bank;
4. Pennsylvania Local Government Investment Trust (PLGIT);
5. 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.

l) PLGIT, and PSDLAF Investment Pools

Resolved, that the District be approved to continue participation 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).

C. Physical Plant and Transportation

1. Resolution No. 218 - Sunday Facility Use Request

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday facility use request (Exhibit C-1):

- a) The Reading Buccaneers, use of the Muhlenberg High School Stadium Field and the Muhlenberg High School Overflow Parking lot for practice on the following Sundays: May 5, May 12, May 19 and May 26, 2019; June 2, June 9, June 23 and June 30, 2019; July 7, July 14, July 21, and July 28, 2019; and August 11, and August 18, 2019.

2. Resolution No. 219 - Change Order – Purcell Construction, Muhlenberg Elementary Center Security Upgrade Project

Resolved, that the Board of Education of the Muhlenberg School District approve the following change order (Capital Projects) (Exhibit C-2):

- a) Purcell Construction, Change Order #1 – extra labor and materials to build a permanent wall in the amount of \$2,239.

3. Resolution No. 220 - Change Order - H. B. Frazier, Muhlenberg Elementary Center Security Upgrade Project

Resolved, that the Board of Education of the Muhlenberg School District approve the following change order (Capital Projects) (Exhibit C-3):

- a) H. B. Frazier, Change Order #EC-1 – additional electrical costs to incorporate all the utilities through conduits and a junction box on the floor in the amount of \$12,532.

D. Budget and Finance

1. Resolution No. 221 - 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 (Exhibit D-1):

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Mar 2019	Mar2019	Apr 2019 Ck#45351-45537 V#25280-25319	Mar 2019	Apr 2019
Cafeteria	Mar 2019	Mar 2019	Apr 2019 Ck#6328-6367 V#2733-2737	Mar 2019	
Capital Reserve (Fund 32)	Apr 2019	Apr 2019	Apr 2019 Ck#853-854		
Capital Projects Fund (Fund 39)	Apr 2019	Apr 2019			
Activity	Mar 2019	Mar 2019			

2. Resolution No. 222 - Delta Dental Contract Renewal

Resolved, that the Board of Education of the Muhlenberg School District approve the renewal of the contract between Delta Dental and the Muhlenberg School District to provide Dental Insurance for eligible employees with an administrative fee of \$5.19 per employee per month from July 1, 2019 through June 30, 2021 (Exhibit D-2).

3. Resolution No. 223 – New Bank Account with BB&T

Resolved, that the Board of Education of the Muhlenberg School District authorize opening a bank account with BB&T Bank to be utilized solely for the administration of the District’s Section 125 Plan (Exhibit D-3)

4. Resolution No. 224 - Proposed Final Budget for 2019-2020 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, 2019 – June 30, 2020 in the amount of \$63,577,421.

E. Education

1. Resolution No. 225 - Admission of Fact, Waiver of Hearing, Acknowledgment of Compliance with Procedural Safeguards and Consent to Expulsion

Resolved, that the Board of Education of the Muhlenberg School District authorize the Admission of Fact, Waiver of Hearing, Acknowledgement of Compliance with Procedural Safeguards and Consent to Expulsion for the following student (Exhibit E-1):

- a) Student “J”, Muhlenberg Middle School

2. Resolution No. 226 - Dual Enrollment Agreement with Reading Area Community College for 2019-2020 Academic Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Dual Enrollment Agreement with Reading Area Community College for the 2019-2020 Academic Year at a student tuition rate of \$99.00 per credit (Exhibit E-2).

3. Resolution No. 227- Student Tuition Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the student tuition agreement with New Story for Student #37824 as presented (Exhibit E-3).

4. Resolution No. 228 - Pennsylvania Youth Survey (PAYS)

Resolved, that the Board of Education of the Muhlenberg School District approve the administration of the Pennsylvania Youth Survey (PAYS) to students in grades six (6), eight (8), ten (10) and twelve (12) in November of 2019 (Exhibit E-4).

5. Resolution No. 229 - Professional Training Agreement with the Reading Area Community College

Resolved, that the Board of Education of the Muhlenberg School District approve the Professional Training Agreement with the Reading Area Community College to provide Beginner Spanish sessions for Administrative, Professional and Support staff as presented (Exhibit E-5).

6. Resolution No. 230 - Conference Request

Resolved, that the Board of Education of the Muhlenberg School District ratify the following conference request (Exhibit E-6):

- a) Mr. Richard Hoffmaster to attend the National School Boards Association Annual Conference 2019 at the Pennsylvania Convention Center in Philadelphia, PA on March 30, 2019 through April 1, 2019 at a cost of \$1,424.15.

7. Resolution No. 231 - Extended School Year Student Tuition Agreements

Resolved, that the Board of Education of the Muhlenberg School District approve the extended school year student tuition agreements for the following students as presented (Exhibit E-7):

- a) Student # 2018-2019-32432-ESY, Capstone Academy
- b) Student #2018-2019-36045-ESY, Opportunities School
- c) Student #2018-2019-37496-ESY, Hogan Learning Academy
- d) Student #2018-2019-34708-ESY, The Vista School

8. Resolution No. 232 - Berks Deaf & Hard of Hearing Services Contract

Resolved, that the Board of Education of the Muhlenberg School District approve the Berks Deaf & Hard of Hearing Services Contract for the 2019-2020 school year as presented (Exhibit E-8).

9. Resolution No. 233 - 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 2018-2019 school year as listed (Exhibit E-9).

F. Students

IX. Minutes

Resolution No. 234 - Approval of Minutes

Resolved, that minutes of the Committee of the Whole Meeting of April 3, 2019 and the Regular Meeting of April 10, 2019 be approved as submitted.

X. Old Business

XI. New Business

1. Resolution No. 235 - Memoriam of Mr. George L. Shade, Jr.

Resolved, that we remember the passing of Mr. George L. Shade, Jr. who served as a custodian in the Muhlenberg School District for twelve (12) years (1987-1999). 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.

XII. 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.

XIII. MSD/RMCTC Board Visitor of the Month

May Mr. Richard E. Hoffmaster

XIV. Review of Board Meetings and Calendar of Events

May 8	7:00 PM	Regular Board Meeting
May 13	6:30 PM	RMCTC Board Meeting
June 5	7:00 PM	Graduation
June 10	6:30 PM	RMCTC Board Meeting
June 12	6:30 PM	Committee of the Whole and Regular Board Meeting

XV. Adjourn Meeting

Resolution No. 236 - Adjourn Meeting

Resolved, that there being no further business to come before the Board, the meeting be adjourned.