

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
December 3, 2025
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, December 3, 2025 at 7:30 PM by Board President, Mrs. Cindy L. Mengle.

Members Present

President – Mrs. Cindy L. Mengle
Vice President – Mrs. Kristyna Eagle
Treasurer - Mr. Ronald J. Haas, Sr.
Secretary – Mr. Enrique Castro, Jr.
Assistant Secretary – Ms. Susan Roeckle
Member – Mr. Garrett Hyneman
Member – Mr. S. Wayne Hardy
Member – Mr. Robert Mengle
Solicitor – Mr. Brian J. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

Member – Mr. Andrew L. Eaton, Sr.

Administration Present

Assistant Superintendent - Dr. Alan S. Futrick
Assistant Superintendent - Dr. Gangi E. Cucciuffo
Business Manager - Mr. Shane M. Mathias, CPA
Accountant - Mr. Kevin Vanino
Director of Physical Plant – Mr. Ken Patterson
Director of Pupil Services - Mr. Michael Mish
Director of Special Education - Dr. Nicole Huntbach
Licensed Behavior Specialist - Ms. Courtney Knittle
Supervisor of Special Education - Ms. Jacyln Bellanca
Supervisor of Related Services - Mr. Byron Grosselfinger
Director of Curriculum & Instruction K-6 - Dr. Cathy Shappell
Director of Curriculum & Instruction 7-12 - Mr. Kyle Crater
Director of Technology & Communications - Dr. Juliana Ciccarelli
Community & Family Outreach Coord. & Distr. Interpreter – Ms. Elizabeth Laviena
Director of Food Services - Mr. Carey Kline
Director of Human Resources - Dr. Jessica Heffner
Athletic Director - Dr. Timothy Moyer
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Mr. Aaron Kopetsky
High School Assistant Principal - Ms. Nicole McGowan
High School Assistant Principal - Ms. Cristina Lillis

Junior High Principal - Mr. Chris Becker
Junior High Assistant Principal - Dr. Joseph Scoboria
Junior High Assistant Principal - Mr. Josh Rankin
Junior High Assistant Principal - Ms. Michele Weaver
C.E. Cole Intermediate Principal - Dr. Janet Heilman
C.E. Cole Intermediate Assistant Principal - Dr. Tara Nelson
C.E. Cole Intermediate Assistant Principal - Mr. William Dramby
Elementary Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Mr. Daniel Kramer
Elementary Assistant Principal - Ms. Julie Kehr
Social Worker - Liliana Cuesta

Visitors

Linda Roebuck	Diane Benson
Don Main	Austin Harmes
Robi Kramer	Doug Olexy
Keith Roeckle	Tony Lupia
Beth Young	Joseph Young
Sandra Merkel	Lacey Black
Rick Heffner	Janet Hess
Jonathan Rodriguez	Jose Delgado
Jen Seiders	Damaris Torres Ruiz
Benny Ruiz	

Educational Presentations

A. Audit Report- Mr. Nicholas L. Bieber, CPA, Herbein & Company

Summarized version of the full financial statement audit highlights. Herbein's responsibilities to obtain reasonable assurance about whether the financial statements are free from material misstatements, whether due to fraud or error. Then render an opinion on whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. So under those standards they were able to issue an unmodified opinion under those generally accepted auditing standards that is a clean opinion from an independent auditor. That's the highest level that can be issued from a financial audit.

Questions/Comments/Concerns:

Mr. Mengle questioned regarding Food Services when there is a surplus when talking about pensions, is he smoothing any of this, how is the smoothing? Mr. Bieber responded the pension is based on the state reports, there is no smoothing of the liabilities but there is the deferred inflows and outflows which is where results of the investments are, what he will say smoothed through.

Dr. Futrick asked Mr. Bieber to share with everyone how uncommon a Aa2 bond rating is for a school district. Mr. Bieber advised he does not see it anywhere else, he has searched to see if there were any others and no others have stood out and definitely took a close look on finances when issuing those ratings and a big piece of that is the district has the premiums that's received when those bonds are issued. Dr. Futrick wanted to thank the district's business department for meeting such a good process here and holding the district accountable and making sure the district is using dollars as wisely as possible. He thanked Mr. Bieber for acknowledging this with his work.

Mr. Haas asked when the district moves forward with the bonds, is this going to affect that Aa2 bond rating. Mr. Bieber responded that the bond that issued in July of 2025 also had the Aa2 bond rating. One of the big components why he mentioned the fund balanced positions, the district is well over the 8% and they are set aside in the assigned fund balance for a known purpose and need for the district. So it is not a concern that the fund balance has been growing and the district is raising taxes while having surpluses, it's because there is a plan in place and a significant need and planned use of those funds in the near future. Dr. Futrick advised that is about 15 to 20 % of that fund balance. Mr. Bieber responded that is correct. Dr. Futrick explained because of this financial plan the district has been saving this money to help offset the cost of any future project, the junior high school being the next project; the district being in a very good position financially. Mr. Haas gave kudos to Mr. Kline and his food services department as well. Dr. Futrick spoke about his department being self-funded and spoke about the new cafeteria equipment being funded by his department for the new building which is a great thing.

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 comments 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.

There were none.

Board Business

Personnel

1. Professional Appointments

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

- a. Ms. Elyssa Hession, Long-Term Substitute (A. Hirneisen), Muhlenberg Elementary Center, effective November 17, 2025 through on or about January 2, 2026, at a salary of \$60,991 (B + 24, 16 Steps from the Top), prorated for days worked.
- b. Mr. Anthony Pirrone, Long-Term Substitute (K. Gillan), Muhlenberg Junior High, effective December 17, 2025 through on or about April 7, 2026, at a salary of \$60,991 (B + 24, 16 Steps from the Top), prorated for days worked.
- c. Mr. Ryan Wynings, Long-Term Substitute (J. West), Muhlenberg Elementary Center, effective on or about December 4, 2025 through on or about March 6, 2026, at a salary of \$71,558 (M + 30, 16 Steps from the Top), prorated for days worked.

2. Classified Appointments

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

- a. Mr. Alex Beissel, Second Shift Custodian (L. Black), Muhlenberg Junior High School, effective December 2, 2025, at a salary of \$55,335, prorated for days worked.
- b. Ms. Essence Figueroa, Special Education Paraprofessional (N. Skeete), Muhlenberg Elementary Center, effective November 14, 2025, at a pay rate of \$21.46 per hour.
- c. Ms. Felicia Velez, Cafeteria Assistant (A. Echevarria), Muhlenberg Elementary Center, alteration of assignment, at a pay rate of \$20.42 per hour.
- d. Ms. Mercedes Cuesta, Cafeteria Worker (B. Lochman), Muhlenberg High School, alteration of assignment, at a pay rate of \$21.04 per hour.
- e. Ms. Abigail Lopez, Cafeteria Worker (M. Zavala), Muhlenberg Junior High School, effective December 4, 2025, at a pay rate of \$21.04 per hour.
- f. Ms. Naomi Skeete, Clerical Assistant (B. Barskey), Blue Center, alteration of assignment, effective November 17, 2025, at a pay rate of \$20.42 per hour.

3. Acceptance of Resignation

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

- a. Ms. Naomi Skeete, Special Education Paraprofessional, Muhlenberg Elementary Center, effective November 17, 2025.

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 2025-2026 school year:

- a. Ms. Anthony Geddio, mentor for Mr. Robert Flowers III, Alternate Education Teacher, for thirty (30) hours.

- b. Ms. Francine Galuska, mentor for Ms. Linda Leonetti, Special Education Teacher, for sixty (60) hours.

5. 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. Connie Kretz, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 3, 2025 and recommended for permanent employment as of November 4, 2025.
- b. Ms. Alisa Martin, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 5, 2025 and recommended for permanent employment as of November 6, 2025.
- c. Ms. Lori Hevalow, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 5, 2025 and recommended for permanent employment as of November 6, 2025.
- d. Ms. Infinity Snead, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 6, 2025 and recommended for permanent employment as of November 7, 2025.
- e. Ms. Jesse Smith, Special Education Paraprofessional, Muhlenberg Elementary Center, completion of forty-five (45) day probation as of November 7, 2025 and recommended for permanent employment as of November 10, 2025.

6. Co-Curricular Appointments

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

- a. Ms. Qnyera Hinton, MHS Girls Basketball Assistant Coach, effective November 14, 2025, at a salary of \$4,350 (year 1).
- b. Ms. Jenele Vadelund, MHS Winter Cheer Assistant Coach, effective November 14, 2025, at a salary of \$2,175 (year 1).
- c. Ms. Gianna Sharp, MHS Girls Volleyball Volunteer Assistant Coach, effective November 19, 2025.
- d. Ms. Allison Wolf, MHS Girls Volleyball Volunteer Assistant Coach, effective November 19, 2025.
- e. Mr. Brian Czaus, MHS Wrestling Volunteer Assistant Coach, effective November 19, 2025.
- f. Mr. Tyler Czeiner, MHS Co-Ed Diving Coach, effective November 17, 2025, at a salary of \$2,900 (year 1).

7. Request for FMLA/ Leave of Absence

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. Employee No. 3135, Teacher, FMLA/Leave of Absence, effective October 22, 2025 through on or about November 24, 2025.
- b. Employee No. 1373, Custodian, FMLA/Leave of Absence, effective October 22, 2025 through on or about November 19, 2025.

8. MESPA Mentor Stipend

Resolved, that the Board of Education of the Muhlenberg School District in accordance with the MESPA Collective Bargaining Agreement, Article XVI, Wages, Section 8, approve a mentor stipend to the following support staff who assisted in the induction of a new employee into the school district and new employee remains employed for one (1) continuous year after hire date, at a stipend of \$500.00:

- a. Ms. Maryann Grant, mentor for Ms. Ana Echevarria, Cafeteria Assistant, Muhlenberg Elementary Center
- b. Ms. Kathleen Knoll, mentor for Ms. Zulmarie Ortiz, Cafeteria Worker, Muhlenberg Elementary Center

Management

There are no items.

Physical Plant and Transportation

There are 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	Investments	Budget Transfers
General	Oct 2025	Oct 2025	Nov 2025 Ck#59666-59818 V#28489-28508	Nov 2025	
Cafeteria	Oct 2025	Oct 2025	Nov 2025 Ck#8795-8827 V#3203-3206	Nov 2025	

Capital Reserve (Fund 32)	Nov 2025	Nov 2025			
Capital Reserve (Fund 39)	Nov 2025	Nov 2025	Nov 2025 Ck#1104-1111		
Activity	Oct 2025	Oct 2025			

2. Acceptance of Financial and Compliance Report from Herbein & Company, Inc.

Resolved, that the Board of Education of the Muhlenberg School District accept the audited Financial and Compliance Report from Herbein & Company, Inc., for fiscal year ended June 30, 2025 as presented.

3. Tax Assessment Appeals

BE IT RESOLVED, that the filing of the Notices of Appeal for the following Properties is hereby ratified and approved, and the Solicitors are further authorized to pursue the appeals of the Berks County Board of Assessment Appeals' decisions in the Court of Common Pleas of Berks County as presented.

PROPERTY ADDRESS	PROPERTY OWNER OF RECORD	CURRENT ASSESSED VALUE
131 Grant Avenue, Muhlenberg Township, Berks County, Pennsylvania, Property ID No. 66530811573118	CFD Properties, LLC	\$1,749,000.00
5314 Allentown Pike, Muhlenberg Township, Berks County, Pennsylvania, Property ID No. 66530908880747	Sam's Real Estate Business Trust	\$3,840,900.00
1002 Patriot Parkway, Muhlenberg Township, Berks County, Pennsylvania, Property ID No. 66530814245469	TA Patriot Parkway, LLC	\$30,306,600.00

Education

1. Acceptance of Gifts, Grants, Donations

Resolved, that the Board of Education of the Muhlenberg School District accept the following donations in accordance with district Policy 702, Gifts, Grants, Donations:

- a. Muhlenberg Township Police Department, donation of \$750 for resources to supply the Care Closet for students at Muhlenberg High School in the Muhlenberg School District.

2. Conference Requests

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

- a. Ms. Samantha Armstrong, to attend the Future of Educational Technology Conference (FETC) in Orlando, FL on January 10, 2026 to January 13, 2026 at a cost not to exceed \$2,273 (Technology and Communications Department funds).
- b. Dr. Juliana Ciccarelli, to attend the Future of Educational Technology Conference (FETC) in Orlando, FL on January 10, 2026 to January 13, 2026 at a cost not to exceed \$1,181.84 (Technology and Communications Department funds).

3. Dual Credit Affiliation Agreement with The Pennsylvania State University

Resolved, that the Board of Education of the Muhlenberg School District approve the five (5) year Dual Credit Affiliation Agreement with The Pennsylvania State University at a student paid tuition rate not to exceed 50% of the in-state tuition rate, effective December 3, 2025 to December 2, 2030 as presented.

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 2025-2026 School Year as listed.

Minutes

Review minutes of the Committee of the Whole Meeting of November 12, 2025 and the Regular Board Meeting of November 12, 2025.

Old Business

There was none.

New Business

1. Memoriam of Ms. Diane Lynn (nee Dobney) Norris

Resolved, that we remember the passing of Ms. Diane Lynn (nee Dobney) Norris who served in the Muhlenberg School District for twelve (12) years (1987-2000) as a music teacher. 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.

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 2025-2026

December	Mr. Miguel Vasquez
January	Mrs. Cindy L. Mengle
February	Mr. S. Wayne Hardy
March	Mr. Garrett Hyneman
April	Mr. Andrew L. Eaton, Sr.
May	Mr. Ronald J. Haas, Sr.

Review of Board Meetings and Calendar of Events

December 3 6:30 PM Annual Organization Meeting; COW; Regular Board Meeting

Adjourn Meeting

Moved by Mrs. Eagle and Mr. Castro that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:55 PM.

Attest:



Enrique Castro Jr.
Secretary