

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
December 3, 2025
Lecture Hall, Muhlenberg High School
www.muhsdk12.org

Call to Order

The Regular Board Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, December 3, 2025 at 7:55 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. Jaclyn 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
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

Dr. Futrick spoke about the district having the first traditional snow day and believed every school in Berks County had that. The district's snow make up day will be February 16th, right now the district was scheduled for an in-service day but it will be a day of school now. A couple of updates the junior high school this past month has something called a new student fair, it was very encouraging. There were about 110 new students in the junior high school. One thing that the district is encouraging to all of the kids at Muhlenberg is to get involved in something: a club, an extra curricular, a sport, they are just not showing up but they are invested in the district and part of something and he thought this was very nice that the junior high did this and it allowed students to connect with different organizations and clubs at the junior high school for the teachers to get to know them better but also to welcome those new students. He has never experienced it but he can imagine how hard it is for a junior high school student to come into a district in a school of almost 1100 students and they do not know anyone and this was a great welcome. He advised to keep this up and keep doing this each year with the kids, high school and elementary schools as well, just to build that bridge and get kids involved. There is another big event coming up at the junior high school on Wednesday, December 17th the 7th Grade Spelling Bee. The district's social media team has gone around asking different people putting them on the spot, made them spell a word. It's a little harder than anyone thinks when a camera is in their face and they are asking to spell a word. He is looking forward to this event and asking the board to attend. The district ended the fall sports season. There were a couple of team and individual efforts that he would like to applaud.

There was a 10th grade student, Billy Nikolaidis, golfer who qualified for Districts as a sophomore. The district's girls and boys water polo teams made it to the state playoff tournament. The football team had their best record in the last 15 years and also qualified for district playoffs for the first time in 15 years. The boys soccer team made it back to the semi-finals of the Berks County playoffs, and the cross country team, seven of the student athletes qualified for districts. Another big thing, the junior high school show, the district has three great adults working with the students on these shows on Thursday, Friday and Saturday and three great shows that they did. The junior high set the bar high, the high school show is right around the corner coming up in a few months and definitely looking forward to that.

Questions/Comments/Concerns

Mrs. Eagle spoke about the cross county meets and how encouraging they are. She also commented about encouraging the new students coming into the school district to receive Muhlenberg swag.

Ms. Roeckle spoke about attending the school musical and how wonderful the production was, working with the music association which is a wonderful group of people and really hardworking that do so much to support the kids. Ms. Roeckle spoke about the talent and the board spectrum of diversity of students working together was great to see.

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.

Committee Report

- A. Berks County Intermediate Unit – Mr. Andrew L. Eaton, Sr.

There is no report at this time.

- B. Reading-Muhlenberg CTC – Mrs. Cindy L. Mengle

The reorganization meeting is next month, there was no meeting this month.

- C. Berks County Tax Collection Committee – Mr. Shane M. Mathias, CPA

There is no report at this time.

- D. PSBA Liaison – Mrs. Kristyna Eagle

There is no report at this time.

E. Muhlenberg Community Library – Ms.

There is no report at this time.

F. Educational Programs – Dr. Gangi E. Cucciuffo

One of the benefits of being a Muhlenberg is having all of the schools on one campus. He would be remiss if he didn't say he has tried to be in every single building at least once a week. He has hit that goal and has continued. One thing that he will say and he will reiterate what Dr. Macharola said, we have great teachers, we have great administrators, and we have absolutely fantastic kids. This community deserves the best and they continue to get it. It is an honor to sit with everyone and be a steward to this community of teachers, administrators, students, and community members as well. There are some really great things he is having some teachers invite him into classrooms to see the great things they are doing. He has to be at each one of the school's faculty meetings. Had a tour of the special education rooms in K through 8 and really taking it all in. He is really excited about all the great things that are happening here and the great things that will continue.

Solicitor's Comments – Mr. Brian F. Boland, Esq.

There is no report at this time.

Superintendent's Comments - Dr. Joseph E. Macharola

There is no report at this time.

Personnel/Human Resources

Personnel/Human Resources 8.01 - 8.08

Moved by Mrs. Eagle and Mr. Hyneman that the Board of Education of the Muhlenberg School District approve **Personnel/Human Resources No. 8.01 through 8.08** in their entirety.

Yeas: Mr. Castro, Mrs. Eagle, Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle, Mr. Mengle, Ms. Roeckle. The motion **carried** unanimously.

8.01 Professional Appointments

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

- a. Mr. 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.

8.02 Classified Appointments

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

- a. Ms. 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.

8.03 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.

8.04 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. Mr. 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.

8.05 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. 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.

8.06 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).

8.07 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. 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.

8.08 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

Budget and Finance 11.01 - 11.03

Moved by Mrs. Eagle and Ms. Roeckle that the Board of Education of the Muhlenberg School District approve **Budget and Finance 11.01 through 11.03** in their entirety.

Yeas: Ms. Roeckle, Mr. Castro, Mrs. Eagle, Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle, Mr. Mengle. The motion **carried** unanimously.

11.01 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			

11.02 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.

11.03 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

Education 12.01 – 12.04

Moved by Mr. Hyneman and Mrs. Eagle, that the Board of Education of the Muhlenberg School District approve **Education 12.01 through 12.04** in their entirety.

Yeas: Mr. Mengle, Ms. Roeckle, Mr. Castro, Mrs. Eagle, Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle. The motion **carried** unanimously.

12.01 Acceptance of Gifts, Grants, Donations

Resolved, that the Board of Education of the Muhlenberg School District accept the following donation 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.

12.02 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 \$1,375.58 (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).

12.03 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.

12.04 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

13.01 Approval of Minutes

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

Moved by Mrs. Eagle and Mr. Hyneman minutes of the Committee of the Whole Meeting of November 12, 2025 and the Regular Board Meeting of November 12, 2025.

Yeas: Mrs. Mengle, Mr. Mengle, Ms. Roeckle, Mr. Castro, Mrs. Eagle, Mr. Haas, Mr. Hardy, Mr. Hyneman. The motion **carried** unanimously.

Old Business

There was none.

New Business

New Business 15.01

Moved by Mrs. Eagle and Mr. Hyneman that the Board of Education of the Muhlenberg School District approve **New Business 15.01** in its entirety.

Yeas: Mr. Hyneman, Mrs. Mengle, Mr. Mengle, Ms. Roeckle, Mr. Castro, Mrs. Eagle, Mr. Haas, Mr. Hardy. The motion **carried** unanimously.

15.01 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.

Questions/Comments/Concerns

Ms. Roeckle spoke about both of her children had the pleasure having Ms. Norris as their music teacher in the elementary and she was one of those teachers that gets everyone involved. Ms. Roeckle talked about when Ms. Norris was approached by the Berks Grand Opera if they could recommend a few kids on a children's chorus at a production they were doing and she did and it was great and also went the extra mile for her students giving them a great experience.

Mr. Haas spoke about when moving forward with the 5 / 6 building, he would like to see the school district and the board put a resolution together to do staffing analysis here; a review of the school district's administration support staff to determine if the number and distribution of employees are appropriate for the district's needs. He talked about when speaking about plans, he thinks the district needs to have a plan of what the district really needs and what the district does not need. Mr. Haas also spoke about putting committees together; a budget and finance committee, a personnel committee, a committee on policies; some committees where they can get together and talk. He spoke about not knowing the board members at all and having some type of communication where things are coming back to them. He talked about how it'll mean more to the board itself hearing it directly from them versus hearing it from out there.

Dr. Futrick advised there is a financial obligation attached to the study of the staffing analysis, the committee one is free and their 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 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

19.01 Adjourn Meeting

Moved by Mrs. Eagle and Mr. Hyneman that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 8:14 PM.

Yeas: Mr. Hardy, Mr. Hyneman, Mrs. Mengle, Mr. Mengle, Ms. Roeckle, Mr. Castro, Mrs. Eagle, Mr. Haas. The motion **carried** unanimously.

Attest:



Enrique Castro, Jr.
Secretary