

MUHLENBERG SCHOOL BOARD
Annual Organization Meeting Minutes
December 3, 2025
www.muhsdk12.org

Call to Order

The Annual Organization Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, December 3, 2025 at 6:30 PM by Mr. Brian F. Boland, Esq., Solicitor in lieu of the Temporary President Mrs. Kristyna Eagle.

Board Members Present

Mrs. Kristyna Eagle
Mr. Ronald J. Haas, Sr.
Mr. S. Wayne Hardy
Ms. Janet Howard
Mr. Garrett E. Hyneman
Mrs. Cindy L. Mengle
Mr. Miguel Vasquez
Mr. Otto W. Voit, III
Solicitor – Mr. Brian F. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

Mr. Andrew L. Eaton, Sr.

Administration Present

Superintendent - Dr. Joseph E. Macharola
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. Jacyn 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	

Prior to the start of the re-organization of the Board, Board members took a few moments to thank the board members leaving for their services.

Nomination for Temporary President

Mrs. Kristyna Eagle served as Temporary Board President.

Nomination for Temporary President

Moved by Mr. Garrett Hyneman and Mr. Ronald J. Haas to appoint Mrs. Kristyna Eagle as the Temporary President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Mrs. Kristyna Eagle served as Temporary Board President

Oath of Office for Elected Board Members and Presentation of Election Certificates – The Honorable Jill M. Scheidt

Incumbent and newly elected School Board members presented their election certificates to the Board Secretary for the permanent record in the minutes. The Honorable Jill M. Scheidt, then installed the four (4) members of the school board with the Oath of Office:

Mr. Enrique Castro, Jr.
Mrs. Kristyna Eagle

Mr. Robert Mengle
Ms. Susan M. Roeckle

Board Members affirmed the following oath: I do solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the Commonwealth of Pennsylvania, and that I will discharge the duties of Muhlenberg School Board Director with fidelity. So help me God.

(Seating of the New Board)

Annual Organization

6.01 Election of Board President

Nominations for Election of Board President

A motion was made by Mr. Hardy and Mr. Hyneman to open nominations for Board President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mrs. Haas and Mr. Hyneman that Mrs. Mengle and Mrs. Eagle be nominated for Board President.

Closing of Nominations for Board President

Moved by Mr. Hardy and Mr. Haas that nominations for Board President be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Roll Call by Name

Ms. Roeckle – Mrs. Eagle	Mr. Hardy – Mrs. Mengle
Mr. Castro – Mrs. Eagle	Mr. Hyneman – Mrs. Eagle
Mrs. Eagle – Mrs. Eagle	Mrs. Mengle – Mrs. Mengle
Mr. Haas – Mrs. Mengle	Mr. Mengle – Mrs. Mengle

Mrs. Eagle withdrew her name from the ballot. Mrs. Mengle remained nominated for Board President.

Yeas: Mr. Mengle, Ms. Roeckle, Mr. Mengle, Mrs. Eagle, Mr. Haas, Mr. Hardy, Mr. Hyneman, Mrs. Mengle. Nays: Mr. Castro Motion **carried**.

Resolved, that Mrs. Cindy Mengle, be elected Board President for a one-year term.

7.01 Election of Board Vice-President

Nominations for the Election of Board Vice-President

A motion was made by Mrs. Eagle and Mr. Hyneman to open nominations for Board Vice President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mrs. Eagle and Mr. Hyneman, that Mrs. Kristyna Eagle be nominated for Board Vice President.

Closing of Nominations for Board Vice-President

Moved by Mrs. Eagle and Mr. Hyneman, that the nominations for Board Vice-President be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

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

Resolved, that Mrs. Kristyna Eagle be elected Board Vice-President for a one-year term.

8.01 Election of Board Treasurer

Nominations for the Election of Board Treasurer

A motion was made by Mr. Hardy and Mr. Castro to open nominations for Board Treasurer. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mrs. Eagle and Mr. Hardy, that Mr. Ronald Haas be nominated for Board Treasurer.

Closing of Nominations for Board Treasurer

Moved by Mrs. Eagle and Mr. Hardy that the nominations for Board Treasurer be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

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

Resolved, that Mr. Ronald Haas be elected Board Treasurer for a one-year term.

9.01 Election of Board Secretary

Nominations for the Election of Board Secretary

A motion was made by Mr. Hyneman and Mrs. Eagle to open nominations for Board Secretary. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mr. Hyneman and Mrs. Mengle, that Mr. Enrique Castro be nominated for Board Secretary.

Closing of Nominations for Board Secretary

Moved by Mr. Hyneman and Mrs. Mengle that the nominations for Board Secretary be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

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

Resolved, that Mr. Enrique Castro be elected Board Secretary for remaining four-year term.

10.01 Election of Board Assistant Secretary

Nominations for the Election of Board Assistant Secretary

A motion was made by Mrs. Eagle and Mr. Haas to open nominations for Board Assistant Secretary. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mrs. Eagle and Mr. Hyneman, that Ms. Susan Roeckle be nominated for Board Assistant Secretary.

Closing of Nominations for Board Assistant Secretary

Moved by Mrs. Eagle and Mr. Hyneman that the nominations for Board Secretary be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

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

Resolved, that Mrs. Susan Roeckle be elected Board Assistant Secretary for remaining one-year term.

Mr. Boland turned the meeting over to President, Mrs. Cindy Mengle.

11.01 Appointment of Solicitor

Moved by Mr. Hyneman and Mrs. Eagle, Attorney Brian F. Boland, together with the firm of Kozloff Stoudt, be appointed to serve as Solicitor of the

Muhlenberg School District for a one-year term commencing December 3, 2025 through annual organization of the Board in December 2026. Compensation of the solicitor will be as follows: Twelve Thousand Dollars (\$12,000) in the form of an annual retainer, payable in equal quarterly installments, for attendance and counsel at two (2) Board meetings per month, fees at the rate of Two-Hundred Fifty-five Dollars (\$255) per hour for general services provided by partners, Two Hundred Twenty Dollars (\$220) per hour for associates, and One Hundred Ninety Dollars (\$190) per hour for paralegal.

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

12.01 Appointment of Labor Attorney

Moved by Mrs. Eagle and Mr. Hyneman, that Attorney Brian F. Boland, together with the firm of Kozloff Stoudt, be appointed to serve as counsel for labor relations at the rate of Two Hundred Fifty-five Dollars (\$255) per hour for a one-year term effective December 5, 2025 through annual organization of the Board in December 2026.

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

13.01 Board Meeting Dates for 2026

Moved by Mrs. Eagle and Ms. Roeckle, that the calendar of the meeting dates be approved and advertised as per Exhibit A effective January 2026 through December 2026.

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

14.01 RMCTC Joint School Committee Member (three-year term)

Moved by Mr. Haas and Mr. Hardy that Mr. Robert Mengle be nominated as the RMCTC Joint School Committee Member (three-year term).

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

Resolved, that Mr. Robert Mengle be appointed as the RMCTC Joint School Committee Member for the three-year term effective December 2025 to December 2027 to fill remaining term of Mr. Miguel Vasquez.

15.01 RMCTC Joint School Committee Alternate Member (one-year term)

Moved by Mr. Hynaman and Mrs. Eagle that Ms. Susan Roeckle be nominated as the RMCTC Joint School Committee Member (one-year term).

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

Resolved, that Ms. Susan Roeckle be appointed as the RMCTC Joint School Committee Alternate Member for a one (1)-year term effective December 2025 to December 2026 to fill expired term of Mr. Andrew Eaton, Sr.

16.01 RMCTC Joint School Committee Alternate Member (one-year term)

Moved by Mr. Roeckle and Mr. Hyneman, that Mr. S. Wayne Hardy be nominated as the RMCTC Joint School Committee Alternate Member (one-year term).

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

Resolved, that Mr. S. Wayne Hardy be appointed as the RMCTC Joint School Alternate Member for a one (1)-year term effective December 2025 to December 2026 to fill expired term of Mr. S. Wayne Hardy.

17.01 Pennsylvania School Board Association Liaison (one-year term)

Moved by Ms. Roeckle and Mr. Haas, that Mrs. Kristyna Eagle be nominated as the Pennsylvania School Board Association Liaison (one-year term).

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

Resolved, that Mrs. Kristyna Eagle be appointed as the PSBA Liaison effective December 2025 to December 2026 (expired term of Mrs. Kristyna Eagle).

18.01 Muhlenberg Community Library Representative (one-year term)

Moved by Mrs. Eagle and Mr. Mengle , that Ms. Susan Roeckle be nominated as the Muhlenberg Community Library Representative (one-year term).

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

Resolved, that Ms. Susan Roeckle be appointed as the Muhlenberg Community Library Representative effective December 2025 to December 2025 (expired term of Ms. Janet Howard).

19.01 Muhlenberg Community Library Alternate (one-year term)

Moved by Mr. Haas and Mr. Hyneman, that Mr. Enrique Castro, Jr. be nominated as the Muhlenberg Community Library Alternate (one-year term).

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

Resolved, that Mr. Enrique Castro be appointed as the Muhlenberg Community Library Alternate effective December 2025 to December 2026 to fill expired term of Mr. Andrew L. Eaton, Sr.

20.01 Authorization for Facsimile Signatures, Wire Fund Transfers, and Signatures on Bank Accounts

Moved by Mrs. Eagle and Ms. Roeckle, that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 3, 2025:

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

- 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
Business Manager
Assistant Business Manager
- c. On-Line Access
Authorize on-line access to account information and to manage security of designated staff for all school district PLGIT, Mid Penn Bank and PSDLAF accounts for the following personnel:

Business Manager
Assistant Business Manager
- d. Payroll Account
Authorize the signatures of the following three (3) officers (facsimile acceptable) for the Payroll Account General Fund Account (Payroll) – Mid Penn Bank xxxxxxxxx719:

President
Secretary

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 Mid Penn Bank xxxxxx079:

President
Vice President
Secretary
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), Mid Penn Bank xxxxxx206:

President
Vice President
Secretary
Assistant Secretary
Treasurer

- g. PLGIT Accounts
Authorize the signatures of the following officers (only three {3} are required), facsimile acceptable for PLGIT Capital Reserve Account, xxx4025 and PLGIT 2023 Construction Fund, xxx4528 and PLGIT 2024 Construction Fund, xxx4531 and PLGIT 2025 Construction Fund, xxx4557:

President
Vice President
Secretary
Assistant Secretary
Treasurer

- h. Activity Fund Account and Athletics Fund Account

Authorize the signatures of the following eight (8) names on Activity Account Mid Penn Bank #xxxxxxxxx735 and Athletics Account Mid Penn Bank #xxxxxxxxx555 (two {2} signatures are required):

Assistant Superintendent
Business Manager
Assistant Business Manager
High School Principal
Junior High School Principal
C.E. Cole Principal
Elementary Principal
Athletic Director

i. Signatures on Memorial/Scholarship Funds

Authorize the signatures of the following three (3) persons on the accounts listed below (two signatures are required):

High School Principal
Three (3) High School Assistant Principals

Harold L. Yarworth Memorial Fund	- PLGIT - #xxx4329
Carol Hess Scholarship	- PLGIT - #xxx4203
Estella Gehris Rupp Art Scholarship	- PLGIT - #xxx4232
Dave Hangen Muhlenberg Scholarship Fund	-PLGIT - #xxx4499
Joanne F. Rothenberger Scholarship	-PLGIT - #xxx4274
Class of 1952 Scholarship	-PLGIT - #xxx4290
Jim Dietrich Scholarship	-PLGIT - #xxx4374
R. Daniel Krize Scholarship	-PLGIT - #xxx4387
Richard Wheeler Scholarship	-PLGIT - #xxx4390
Christine Buckley-Papada Memorial Schol.	-PLGIT - #xxx4416
MSD Alumni Scholarship Fund	-PLGIT - #xxx4429
Hoffmaster Scholarship Fund	-PLGIT - #xxx4438
Richard E. Morris Scholarship	-PLGIT - #xxx4484
Nicholas Giardiello Scholarship Fund	-PLGIT - #xxx4472

MHS Faculty/ Staff Scholarship -PLGIT - #xxx4467

Diane C. Brokenshire Scholarship Fund -PLGIT - #xxx4513

- j. 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:

M & T;
Mid Penn Bank;
Pennsylvania Local Government Investment Trust (PLGIT);
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.

- k. PLGIT, and PSDLAF Investment Pools

Resolved, that the Board of Education of the Muhlenberg School District authorize the District to continue to participate in the investment pools of PLGIT (Pennsylvania Local Government Investment Trust) and to participate in the Pennsylvania School District Liquid Asset Fund (PSDLAF).

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.

Sandra Merkel- resident

Former employee, concerns of employment conditions

Questions/Comments/Concerns:

Dr. Futrick advised the the district did speak to Ms. Merkel about her concerns, resignation, and employment needs and directed to speak to Mr. Patterson and Dr. Heffner is interested in re-applying for future employment. Dr. Futrick respectfully asked Ms. Merkel to cease speaking publicly about her work history which may negatively impact her and she had gone well over her two minutes.

Mr. Hyneman commented that the school board has one function school policy. Mr. Haas responded that Ms. Merkel has the right to stand up and say what she wants to say, it is her first amendment. Mr. Hyneman advised he wasn't debating that, he was advising what the board does policy and what Ms. Merkel is speaking about is management. Dr. Futrick advised that Ms. Merkel was over the two minutes and needed to cease speaking and thanked her for speaking.

21.01 Adjournment

Moved by Mrs. Eagle and Mr. Castro, that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 7:30PM.

All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Attest:



Enrique Castro Jr.
Secretary