MUHLENBERG SCHOOL DISTRICT

Alan S. Futrick, Ed.D.
| Superintendent
Gangi E. Cucciuffo, Ed.D.
| Assistant Superintendent
Shane M. Mathias, CPA
| Chief Financial Officer
Cathy A. Shappell, Ed.D.
| Executive Director

RECEIVED

NOV 10 2026

SUPERINTENDENT'S OFFICE

DATE: October 30, 2026

TO: Dr. Alan Futrick, Superintendent

FROM: Ken Patterson, Director of Physical Plant K.P.

RE: Approval To Spend Allocated Soft Costs for the MHS Capital Project

CC: Shane Mathias, CPA, Chief Financial Officer

This memorandum serves as an explanation of the need for the Board to authorize the release and spending of allocated soft cost funds associated with the high school capital project. As this capital project continues to move towards milestone completion, it is time for Muhlenberg School District to supply the general contractor with some of the owner supplied items specified in the construction documents. These items include the following, with estimated costs:

Owner Supplied Items	Estimated Costs	Building
12 Benches	$10,535.00	MHS Natatorium
6 Portable Bleachers	$8,619.00	MHS Natatorium
Aquatics Items (See Attached Itemized List	$32,287	MHS Natatorium
2 L Shaped Desks, 4 Pedestal Files & Drawers, 2 Lounge Chairs, Sofa, 2 Task chairs, 2 Side Chairs, Shelving	$12,594	MHS AD and Admin Assist Offices
Estimated Totals	**MHS - $64,035.00**	

These costs do not increase the amount of the overall project, as they were included in the soft costs associated with this capital project. Capital Project funds will be used to make these purchases. Thank you for your continued support.