Regular Board Meeting

Wednesday, August 12, 2026 7:00 PM
Lecture Hall, Muhlenberg High School, 400 Sharp Avenue, Reading, PA 19605

1. **Roll Call**

2. **Pledge of Allegiance**

2.A. 

3. **Educational Presentations**

4. **Hearing of Visitors**

5. **Solicitor's Comments**

6. **Superintendent's Comments**

7. **Personnel/Human Resources**

7.A. Administrative Appointments

7.B. Professional Appointments

7.C. Classified Appointments

7.D. Acceptance of Resignations

7.E. Request for Leave of Absence/FMLA Leave

7.F. Summer Hours for Staff

7.G. AFJROTC Instructor Salary/Stipend for the 2026-2027 School Year

7.H. MESPA Mentor Stipend

7.I. Approval of Job Descriptions

7.J. Substitute Pay Rates

7.K. Health Services for the 2026-2027 School Year

7.L. BCIU Bus Drivers and Aides for the 2026-2027 School Year

7.M. Fall 2026 Coaching Assignments

7.N. Sports Event Monitors for the 2026-2027 School Year

7.O. Pre-Educator Assignments for MSD Unplugged 2026

7.P. Salaries for Professional Staff for the 2026-2027 School Year

7.Q. Administrative Salary Increases and Adjustments for the 2026-2027 School Year

7.R. Mentor Assignments

7.S. Employment Contract for Chief Financial Officer

7.T. Employment Contract for Executive Director of Strategic Programs & Employee Development

8. **Management**

8.A. Opening Day/In Service Breakfast

8.B. 2026-2027 Annual Membership to Berks Business Education Coalition

8.C. Amended Muhlenberg Act 93 Agreement I

8.D. Amended Muhlenberg Act 93 Agreement II

8.E. Muhlenberg School District Organizational Chart

8.F. Representatives for the Berks County Schools Health Trust Consortium

9. **Physical Plant and Transportation**

9.A. Approval of Change Orders High School Renovation Project

9.B. Approval of Scoreboard Change Orders

9.C. New Fencing for District

9.D. Application for a Variance and Special Exemption Petition

10. **Budget and Finance**

10.A. Approval of Financial Reports

10.B. Firewall Purchase Agreement - Trebron Security, LLC

10.C. NinjaOne Software Renewal Agreement - Trebron Security, LLC

10.D. Disposal of Surplus Property

10.E. Annual Auditing Services

11. **Education**

11.A. School Handbooks for the 2026-2027 School Year

11.B. Extended School Year Student Tuition Agreement

11.C. Student to Complete Senior Year as Non-Resident Student

11.D. The Lincoln Center for Family and Youth Agreement

11.E. Richard J. Caron Foundation Agreement

11.F. Certificate of Support Students

11.G. Settlement Agreement and Release

12. **Minutes**

12.A. Approval of Minutes

13. **Old Business**

14. **New Business**

14.A. Memoriam of Ms. Gloria Jean M. Bergey

14.B. Memoriam of Ms. Marlene Fessler

15. **Hearing of Visitors**

15.A. **Guidelines- For anyone who would like to make a comment, please state your name, group affiliation if applicable, and whether you are a taxpayer and/or resident.**

16. **MSD/RMCTC Board Visitor of the Month**

16.A. Schedule 2026-2027 MSD/RMCTC Board Visitor of the Month

17. **Review of Board Meetings and Calendar Events**

17.A. Calendar

18. **Adjourn the Meeting**

18.A. Adjourn Meeting

Summer Hours

Staff Name	Department	Summer Hours
Tyler Seisler	Curriculum & Instruction	30 hours at a professional rate of $30 per hour.

Muhlenberg School District

TITLE: Food Service Manager **DATE:** June 12, 2024

CLASSIFICATION: Act 93 II **REVISED:** August 12, 2026

REPORTS TO: Director of Food Service & Nutrition **FLSA STATUS:** Exempt

LOCATION: School building

JOB SUMMARY: Plans and manages the daily breakfast and lunches served to students and staff. Manages the use of facilities, preparation, and service for all food service events.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Manage the preparation and service of meals for assigned building.
2. Order food and supplies as needed in order to prepare and serve food; maintain inventories for food and supplies which are purchased.
3. Perform the daily accounting of funds; verify cashier's receipts and submit bank deposit.
4. Maintain accurate daily production records of meals prepared. Submit invoices and monthly reports.
5. Prepare, verify, and submit timesheets to payroll for processing.
6. Assist in the planning of food service events. Prepare and submit event billing sheets.
7. Communicate necessary repairs and/or replacements of equipment used in daily operations.
8. Manage staff in the preparation and serving of meals.
9. Provide training for staff on all food service regulations and procedures.
10. Support building administration in addressing behavioral problems in the seating area of the cafeteria.
11. Evaluate food service staff on an annual basis.
12. Maintain Hazard Analysis Critical Control Points records.
13. Obtain Continuing Education Credits to comply with PDE professional standards.
14. Attend meetings, conferences, and workshops to remain informed of current practices in the school food service industry.
15. Perform other duties as assigned by the Director of Food Service and Nutrition

QUALIFICATIONS:

- High School Diploma or GED required. Associates degree preferred.
- Food service manager experience preferred.
- First Aid/CPR Training preferred.
- ServSafe Certification required or willing to obtain.
- Knowledge of point-of-sale system operation.
- Knowledge of USDA and PA nutrition laws and guidelines.

- Knowledge of PA State Health Inspection rules and regulations.
- Experience with technology that is compatible with district wide systems.
- Working knowledge of office equipment.
- Excellent organizational skills required.
- Excellent interpersonal skills required.
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code).
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of the FBI Criminal History Record in accordance with Act 114 of 2006.
- Submission of sexual misconduct/abuse disclosure release form in accordance with Act 168 of 2014.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Considerable bending and twisting of the body required
- Some stooping and squatting required
- Ability to lift and/or carry supplies weighing no more than 50 pounds
- Ability to stand for long periods of the workday

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality
- Must possess a positive pleasant demeanor

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Computer proficient – experience with MS Word/Excel and Google Workspace preferred
- Ability to operate all kitchen equipment

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Muhlenberg School District

TITLE: Food Services Business Administrator **DATE:** August 11, 2026

CLASSIFICATION: Administrative (Act 93) **REVISED**: August 11, 2026

REPORTS TO: Director of Food Service & Nutrition **FLSA STATUS:** Exempt

LOCATION: School Building

JOB SUMMARY

Under the direction of the Director of Food Service & Nutrition, the Food Services Business Administrator supports the daily operation, compliance, financial management, and overall effectiveness of the district's school meal programs.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assist in planning, preparing, and supervising the service of menus, school meals, and all special meals required at school and district events; with emphasis on prioritizing the needs of the students.
2. Maintain effective communication with parents, students, staff, and community stakeholders.
3. Support USDA commodity food use and compliance with National School Lunch and School Breakfast Program requirements.
4. Provide assignments, instruction and support to the Food Service Managers and assist with personnel management, including recommendations for hiring, training and discipline.
5. Assist in developing and enforcing standards for food storage, preparation, service, sanitation, safety, and meal pricing.
6. Prepare and submit required financial, statistical, and operational reports, including monthly Profit and Loss statements, and annual budget.
7. Oversee food production records, inventory management, cost controls, accounting procedures, payroll, and related documentation.
8. Assist in the inspection of school meal facilities and operations to ensure that standards of nutrition, cleanliness, and health and safety are being appropriately maintained.
9. Meet with vendors and suppliers and assist in policy development and shared services agreements.
10. Collaborate with District staff, vendors and suppliers, the Department of Health, and other officials as necessary to support food service operations.
11. Serve in the absence of the Director of Food Service & Nutrition.
12. Perform such other duties as assigned by the Director of Food Service & Nutrition or their designee.

QUALIFICATIONS

- Bachelor's degree in Business Administration or equivalent and at least five years of experience in public school food service.
- Minimum of twelve hours of annual food safety training.
- Ability to support administration in all aspects of the district food service program.

- Experience supervising personnel.
- Willingness to complete or continue education relevant to the Food Services Business Administrator role.
- Strong oral and written communication skills.
- Current Servsafe Certification.
- Knowledge of HACCP procedures.
- Knowledge of National School Lunch and School Breakfast Program regulations.
- Proficiency with MS Word, Excel, and Google Workspace.
- Valid driver's license and reliable transportation.
- Submission of required clearances: PA State Police (Act 111), PA Child Abuse (Act 151), FBI Criminal History (Act 114), and Act 168 Sexual Misconduct/Abuse Disclosure.
- Other qualifications as deemed appropriate by the Board.

PHYSICAL DEMANDS

- Ability to reach above and below the waist.
- Ability to grasp, pick up, and manipulate objects.
- Ability to use both hands for repetitive motion.
- Frequent bending, twisting, stooping, and squatting.
- Ability to lift and carry up to 50 pounds.
- Ability to stand for extended periods.

TEMPERAMENT

- Strong interpersonal skills.
- Ability to work effectively with students and staff.
- Cooperative, congenial, and service-oriented.
- Ability to work in an environment with frequent interruptions.
- Ability to maintain confidentiality.
- Positive and professional demeanor.

COGNITIVE ABILITY

- Ability to follow written and verbal directions.
- Ability to read, write, and communicate effectively.
- Ability to organize and manage tasks.
- Ability to handle multiple responsibilities.
- Ability to exercise sound judgment.

SPECIFIC SKILLS

- Proficiency with MS Word, Excel, and Google Workspace.
- Ability to operate all kitchen equipment.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Muhlenberg School District

TITLE: Executive Director of Strategic Programs & Employee Development
DATE: July 1, 2026

CLASSIFICATION: Certified
REVISED:

REPORTS TO: Superintendent
FLSA STATUS: Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY: The Executive Director of Strategic Programs & Employee Development serves as a member of the Superintendent's Executive Leadership Team and provides executive leadership for the District's human resources, employee development, strategic planning, federal programs, equity initiatives, compliance, and organizational improvement efforts. The Executive Director is responsible for attracting, developing, and retaining a highly effective workforce while leading districtwide strategic initiatives that support student achievement, employee excellence, and continuous organizational improvement.

The position oversees Human Resources, federal and state programs, comprehensive planning, compliance, employee recognition, recruitment, partnerships, and strategic initiatives to ensure the District fulfills its mission and long-term goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Human Resources & Talent Management
  - Provide executive leadership for all Human Resources operations.
  - Lead employee recruitment, selection, onboarding, retention, and succession planning.
  - Coordinate staffing recommendations and personnel processes.
  - Oversee employee evaluations, certification, personnel records, and employment compliance.
  - Administer employee leaves, ADA accommodations, FMLA, workers' compensation, unemployment compensation, and employee relations.
  - Assist the Superintendent in collective bargaining preparation and personnel recommendations.
- Employee Development & Organizational Culture
  - Develop and oversee districtwide professional learning.
  - Coordinate new employee induction and mentoring.
  - Design leadership development opportunities.
  - Oversee employee wellness initiatives.
  - Lead district employee recognition programs.
  - Conduct employee engagement and climate initiatives.

    - Develop strategies that strengthen organizational culture and improve employee retention.
- Strategic Planning & Organizational Improvement
    - Lead implementation and monitoring of the District Strategic Plan.
    - Coordinate the Pennsylvania Comprehensive Planning process.
    - Lead continuous improvement initiatives across all departments.
    - Monitor organizational performance indicators and strategic goals.
    - Coordinate cross-functional district improvement initiatives.
- Federal Programs & Grant Administration
    - Direct all federal education programs, including Title I, II, III, IV, IDEA, and related grants.
    - Ensure compliance with all grant requirements.
    - Coordinate grant applications, budgets, reporting, and monitoring.
    - Oversee the District's Consolidated Application and Consolidated Planning processes.
    - Collaborate with principals to maximize the impact of grant-funded initiatives.
    - Direct the administrative security, user access controls, and operational usage of Pennsylvania's myPDESuite environment (including PIMS, PAsecureID, TIMS, FRCPP, and eGrants); establish robust data-validation processes across departments to maintain high data integrity, system security, and compliance with PDE technical standards.
    - Oversee the lifecycle of all mandatory state and federal reporting requirements, ensuring the accurate and timely collection, verification, and submission of critical data sets (e.g., PIMS collections, child accounting, staffing, and enrollment) in alignment with PDE reporting calendars and statutory mandates.
- Equity & Student Opportunity
    - Lead implementation of the District's equity initiatives.
    - Promote equitable access to educational opportunities and resources.
    - Coordinate initiatives designed to eliminate barriers to student success.
    - Monitor equity-related data to support continuous improvement.
- Recruitment & Community Partnerships
    - Develop strategic recruitment initiatives for certified and support staff.
    - Build partnerships with colleges, universities, career and technical institutions, and workforce organizations.
    - Coordinate student teacher placements, internships, and educator pipeline initiatives.
    - Develop partnerships with community organizations that support district priorities.
    - Oversee district volunteer programs and volunteer compliance processes.
- Compliance & Civil Rights
    - Serve as the District's Title IX Coordinator.

    - Oversee compliance with Title VI, Title VII, ADA, Section 504 (employment-related), and all applicable employment and civil rights laws.
    - Coordinate investigations involving Title IX complaints and employment-related grievances.
    - Ensure compliance with Pennsylvania School Code, PDE regulations, and federal employment requirements.
    - Oversee mandatory employee compliance training.
    - Monitor required state and federal reporting.
- Policy, Governance & Board Relations
    - Develop and revise Board policies and administrative regulations related to Human Resources, Federal Programs, and assigned responsibilities.
    - Prepare Board agenda items, reports, and presentations.
    - Advise the Superintendent on emerging legislation and regulatory requirements impacting personnel and assigned programs.

QUALIFICATIONS:

- Master's Degree required; Doctorate preferred.
- Pennsylvania administrative certification required.
- Minimum of five years of successful administrative leadership experience.
- Demonstrated expertise in Human Resources, strategic planning, federal programs, organizational leadership, and compliance.
- Strong knowledge of employment law, education law, grant administration, organizational development, and continuous improvement
- Position requires appropriate certification as defined by the Pennsylvania Department of Education's Certification and Staffing Policy Guidelines (CSPG)
- Must have a current valid PA Driver's license.
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code).
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of the FBI Criminal History Record in accordance with Act 114 of 2006
- Submission of sexual misconduct/abuse disclosure release form in accordance with Act 168 of 2014.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS:

- Able to bend, stoop, squat, crawl, and reach overhead.
- Ability to work independently.

- Able to raise or lower objects from one level to another.
- Able to carry objects (up to 20 lbs.) in arms or by other appropriate means
- Able to use hands and arms to reach and pick up objects.
- Able to push and pull.
- Ability to walk or be on feet for extended periods of time.
- Able to travel inside or outside the District as necessary for work-related tasks.

SENSORY ABILITIES:
- Visual acuity
- Auditory acuity

WORK ENVIRONMENT: Any building on school grounds

TEMPERAMENT:
- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality

COGNITIVE ABILITY:
- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

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Muhlenberg School District

TITLE: Director of Curriculum and Instruction K -12 **DATE:** August 7, 2025

CLASSIFICATION: Act 93 **REVISED:** July 1, 2026

REPORTS TO: Assistant Superintendent **FLSA STATUS:** Exempt

LOCATION: Administrative Annex

JOB SUMMARY: The Director of Curriculum and Instruction coordinates, plans, implements, and evaluates the district's curriculum, instruction and assessments. The Director leads district initiatives in curriculum, instruction and assessments. The Director functions as an instructional leader within the district, working collaboratively with building principals and teachers. The Director is also responsible for all district curriculum development, textbook and resource adaptation, alignment of curriculum, instruction and assessment K-12. The Director is also responsible for all curricular manuals, both online and textbooks, and assisting with district professional development. The Director also supervises certificated staff within the school district.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Read, analyze, and interpret accountability reports, governmental regulations and legal documents.
2. Attend conferences, seminars, and workshops to remain current regarding relevant issues and trends in curriculum, instruction, and assessment.
3. Assume other responsibilities that may be assigned by the Assistant Superintendent or designee.
4. Coordinate the development, implementation, and evaluation of the K-12 Core curriculums and Related Arts Curriculums.
5. Work collaboratively with building principals to prepare the annual building schedule for instructional programing materials, supplies, and staffing.
6. Work cooperatively with building principals and the instructional staff to implement all aspects of the district's Instructional Core Related Arts programs.
7. Supervise, observe and evaluate the performance of the district's Instructional Core and Related Arts staff and make recommendations related to the reading instructional program and practices.
8. Participate in interviewing and recommending the appointment of candidates for teaching positions when appropriate.
9. Maintain accurate and up to date records of Instructional Core materials and supplies. Complete yearly inventory of district materials and supplies.
10. Establish and facilitate committees as needed in relation to building and district goals related to Curriculum, Instruction, and Assessment.
11. Provide leadership in identifying needs in MSD Instructional Core and Related Arts in order to improve student achievement in the areas of reading, writing, speaking and listening.

12. Develop and implement changes in MSD Instructional Core and Related Arts including K-12 curriculum articulation and development of instructional strategies, standards and assessments that support those programs.
13. Work with reading specialists to provide diagnostic assessment and prescriptive teaching of students with at-risk achievement levels.
14. Work with content and Related Arts teachers to embed effective instructional strategies within curriculums and instruction.
15. Plan and present staff development and workshop opportunities related to the MSD Instructional Core and Related Arts programs.
16. Annually review the results of K-12 standardized testing and state-mandated testing programs develop reports and make recommendations for the instructional program.
17. Provide leadership with district-wide planning by serving as a permanent member of Curriculum Council. Facilitate meetings, create agendas and organize resources as needed.
18. Participate in district-wide planning by serving as a member of Curriculum Council.
19. Provide recommendations for evaluating and reporting student progress.
20. Facilitate the Teacher Induction Program and provide new professional staff members with information and training related to all aspects of orientation.
21. Participate in the Teacher Induction Program and provide new professional staff members with information and training related to all aspects of the MSD Instructional Core and Related Arts programs.
22. Coordinate the selection of all instructional materials and resources for the MSD Instructional Core and Related Arts programs.
23. Prepare and deliver educational presentations.
24. Provide supportive leadership in the development of the Strategic Plan Induction Plan and Professional Development Plan, including management interpretation of student achievement data.
25. Participate in interviewing and recommending the appointment of candidates for teaching positions when appropriate.
26. Establish and facilitate committees as needed in relation to building and district goals.
27. Participate in making recommendations for evaluating and reporting student processes.
28. Coordinate and direct K-12 curriculum, assessment and instructional programs, state mandated testing programs, and data management procedures for determining the effectiveness of educational programs, ensure alignment with the Pennsylvania State Standards & Assessment anchors.
29. Facilitate the planning, administering, and supervision of professional learning programs staff including In-Service Days, Teacher Induction, Summer Opportunities, Act 80 Days, Act 48 Plan, Strategic Planning, Special Education, and Technology initiatives.
30. Perform such other duties as assigned by the Superintendent.

QUALIFICATIONS:

- Minimum of five years of successful teaching experience and five years of successful administrative experience.
- Pennsylvania certification as a Reading Supervisor, Supervisor of Curriculum and Instruction or Principal certification. Doctorate degree preferred.
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police

(Section 111 of the Pennsylvania School Code).
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of the FBI Criminal History Record in accordance with Act 114 of 2006Submission of sexual misconduct/abuse disclosure release form in accordance with Act 168 of 2014.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS:
- Able to sit for an extended period of time.
- Able to raise or lower objects from one level to another.
- Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
- Able to use hands and arms to reach and pick up objects.
- Able to travel inside or outside the District as necessary for work related tasks.

SENSORY ABILITIES:
- Visual acuity
- Auditory acuity

WORK ENVIRONMENT: Office environment

TEMPERAMENT:
- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality

COGNITIVE ABILITY:
- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS: Ability to operate office equipment

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Muhlenberg School District

TITLE: Director of Business Services **DATE:** November 3, 2022

CLASSIFICATION: Administrative (Act 93) **REVISED**: July 1, 2026

REPORTS TO: Chief Financial Officer **FLSA STATUS:** Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY

Assist the Chief Financial Officer with the daily Business Office operations, including tax collection, accounting, payroll, accounts payable/ receivable, procurement, etc., for the development of monthly and annual financial reports submitted for Board approval and subject for audit. .

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assist the Chief Financial Officer with monitoring current year budgets and developing and implementing budgets for the forthcoming fiscal year.
2. Work with the Chief Financial Officer in carrying out the day-to-day operations necessary for the development of monthly and annual financial reports, and assume responsibility for day-to-day decisions in the absence of the Business Manager, in consultation with the Superintendent where necessary.
3. Supervise all Business Office staff.
4. Coordinate the annual local financial audit.
5. Prepare schedules as required by the local auditors for completion of the annual financial report.
6. Conduct monthly reconciliation of the district's asset and liability accounts and reconciliation of revenue and expenditure accounts; prepare the necessary adjusting journal entries.
7. Conduct monthly reconciliation of the district's asset and liability accounts and reconciliation of revenue and expenditure accounts; prepare the necessary adjusting journal entries.
8. Maintain the district's chart of accounts in compliance with the State accounting manual.
9. Assist the Food Services and Activity fund staff in review of financial transactions, report preparation, internal control procedures and compliance, and audit preparation.
10. Coordinate the procedures and protocols with all District financial institutions.
11. Oversee cash management for all funds.
12. Perform other duties as assigned by the Chief Financial Officer.
13. Oversee the staff hiring and onboarding process.
14. Manage employee benefits, contracts, and payroll processes.
15. Ensure compliance with labor laws, Collective Bargaining Agreements, and school district.

QUALIFICATIONS

- Bachelor's Degree in Accounting, Business Management, Finance or a related field required.
- Three (3) years minimum experience in public school finance and/ or other governmental accounting related experience preferred.
- Knowledge of governmental fund accounting and Generally Accepted Accounting Principles.
- Demonstrated skills in computer technology and financial software applications.
- Leadership and supervisory skills.

- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code).
- Submission of the FBI Criminal History Record in accordance with Act 114 of 2006
- Submission of sexual misconduct/ abuse disclosure release form in accordance with Act 168 of 2014.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS

- Able to sit for an extended period of time.
- Able to raise or lower objects from one level to another.
- Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
- Able to use hands and arms to reach and pick up objects
- Able to travel inside or outside the District as necessary for work related tasks.

SENSORY ABILITIES

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT

- Office and school environments including occasional travel between district buildings.

TEMPERAMENT

- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality

COGNITIVE ABILITY

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS

- Ability to operate office equipment

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Muhlenberg School District

TITLE: Director of Transportation **DATE:** August 6, 2026

CLASSIFICATION: Act 93 **REVISED:** July 1, 2026

REPORTS TO: Director of Pupil Services **FLSA STATUS:** Exempt

LOCATION: Blue Center

JOB SUMMARY: The Director of Transportation reports to the Director of Pupil Services and is responsible for oversight of Transportation.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Oversees district transportation contracts.
2. Manages transportation personnel.
3. Performs duties of the Transportation Coordinator to include but not limited to oversight of contacts, approving routes/stops, addressing complaints, and preparing the state reimbursement report.
4. Plan, review, and optimize district-wide bus routes, stops, and schedules using automated routing software.
5. Coordinate transportation for regular education, special education (IEP accommodations), non-public/charter schools, homeless (McKinney-Vento) students, career and technical centers, and early intervention programs.
6. Serve as the primary administrative contact for severe weather delays, early dismissals, emergency road closures, and route detours.
7. Ensure strict adherence to Pennsylvania Public School Code, PDE guidelines, PennDOT regulations, and federal transit laws.
8. Coordinate mandatory state bus safety inspections and emergency bus evacuation drills.
9. Serve as the liaison between the school district and contracted transportation vendors.
10. Audit vendor invoices, track key performance metrics (on-time delivery, driver shortages, safety records), and enforce contract terms.
11. Assist in drafting RFPs, bidding, and negotiating multi-year bus contracts.
12. Prepare and manage the annual transportation department budget, controlling costs while maintaining high service standards.
13. Investigate accidents or safety incidents, working closely with local law enforcement, emergency responders, and district leadership.
14. Collaborate with school principals and bus drivers on student discipline issues and bus safety initiatives.
15. Represent the transportation department in the District Emergency Operations Plan (EOP) and reunification planning.

16. Address inquiries, route change requests, and safety concerns from parents, guardians, and community members with professionalism and empathy.
17. Maintain active communication with school principals, special education directors, and district administrators.

QUALIFICATIONS:

- Minimum of five years of successful teaching experience and five years of successful administrative experience.
- Must hold a valid Pennsylvania Administrative Certification.
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code).
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of the FBI Criminal History Record in accordance with Act 114 of 2006 Submission of sexual misconduct/abuse disclosure release form in accordance with Act 168 of 2014.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS:

- Able to sit for an extended period of time.
- Able to raise or lower objects from one level to another.
- Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
- Able to use hands and arms to reach and pick up objects.
- Able to travel inside or outside the District as necessary for work related tasks.

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT: Office environment

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality

COGNITIVE ABILITY:

- Ability to follow written and verbal directions

- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS: Ability to operate office equipment

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Muhlenberg School District

TITLE: Curriculum and Instruction Supervisor

DATE: August 5, 2026

CLASSIFICATION: Administrative (Act 93)

REVISED: July 1, 2026

REPORTS TO: Director of Curriculum and Instruction

FLSA STATUS: Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY

The Supervisor of Curriculum and Instruction serves as a key instructional leader responsible for supporting the implementation, monitoring, and continuous improvement of the district's educational programs. Working under the direction of the Director of Curriculum and Instruction, this position assists with curriculum development, instructional initiatives, professional learning, assessment administration, Pennsylvania Information Management System (PIMS) reporting, English Learner (EL) services, Multi-Tiered Systems of Support (MTSS), and data analysis to improve student outcomes.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assist the Director of Curriculum and Instruction with curriculum development, implementation, monitoring, evaluation, and curriculum review cycles.
2. Support curriculum alignment, instructional resources, classroom observations, and professional development.
3. Collaborate with teachers and administrators to analyze student achievement and instructional effectiveness.
4. Serve as the District Assessment Coordinator for all required state assessments including PSSA, Keystone, ACCESS for ELLs, WIDA Screener, Alternate ACCESS, and PASA.
5. Coordinate testing calendars, materials, security, accommodations, training, reporting, and data verification.
6. Maintain accurate PIMS data, complete required state submissions, monitor deadlines, resolve validation errors, and support audits.
7. Serve as the district point person for English Learner (EL/ESL) services including identification, programming, compliance, parent communication, and WIDA requirements.
8. Serve as the district MTSS Coordinator by supporting intervention systems, universal screening, progress monitoring, and implementation fidelity.
9. Analyze district data, prepare reports, support school improvement planning, and monitor accountability indicators.
10. Provide professional development related to curriculum, instruction, assessment, PIMS, MTSS, and EL programming.
11. Collaborate with district departments to ensure compliance with state and federal requirements.
12. Perform other duties as assigned by the Director of Curriculum and Instruction.

QUALIFICATIONS

- Master's Degree required.
- Pennsylvania Principal or Supervisor of Curriculum and Instruction certification required.
- Minimum of five years of successful educational experience.
- Administrative, curriculum, assessment, PIMS, EL, and MTSS experience preferred.
- Current valid Pennsylvania driver's license.
- Required background clearances and employment documentation as required by Pennsylvania law.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS

- Able to bend, stoop, squat, reach, push, pull, lift up to 20 pounds, travel throughout the district, and work for extended periods standing or seated.

SENSORY ABILITIES

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT

- Office and school environments including occasional travel between district buildings.

TEMPERAMENT

- Excellent interpersonal skills.
- Maintain confidentiality.
- Work collaboratively with staff, students, families, and community members.
- Manage multiple priorities and interruptions.

COGNITIVE ABILITY

- Communicate effectively.
- Organize and prioritize tasks.
- Exercise sound judgment.
- Analyze data and solve problems.

SPECIFIC SKILLS

- Proficiency with Infinite Campus, PIMS, PDE reporting systems, DRC INSIGHT, WIDA AMS, EdInsight, Microsoft Office, Google Workspace, and PowerSchool eFinance (preferred).

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Muhlenberg School District

TITLE: Supervisor of Student Services

DATE: August 5, 2026

CLASSIFICATION: Administrative (Act 93)

REVISED: July 1, 2026

REPORTS TO: Director of Curriculum and Instruction

FLSA STATUS: Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY: The Supervisor of Student Services provides districtwide leadership in removing barriers to student success by overseeing systems that improve attendance, strengthen student engagement, reduce disciplinary concerns, support student re-engagement, and ensure equitable access to educational opportunities. Working collaboratively with administrators, student support staff, families, and community agencies, the position develops proactive systems that strengthen student success and school connectedness.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provides district leadership to improve student attendance through data analysis, intervention planning, and coordination of truancy procedures.
2. Develops and maintains attendance dashboards and leads attendance review meetings with building administrators.
3. Coordinates districtwide bullying prevention programs, reporting systems, investigations, staff training, and awareness initiatives.
4. Monitors district discipline data, analyzes trends and disproportionality, and provides recommendations to improve equitable discipline practices.
5. Leads student re-engagement efforts for chronically absent, academically at-risk, or disengaged students through coordinated intervention planning.
6. Coordinates cyber charter recruitment and retention initiatives while promoting district educational opportunities and monitoring enrollment trends.
7. Oversees residency verification procedures and investigates residency concerns in accordance with district policy and applicable law.
8. Collaborates with principals, counselors, psychologists, social workers, teachers, families, and community agencies to remove barriers to student success.
9. Develops district dashboards, reports, and presentations that support data-driven decision making.
10. Supports initiatives that improve attendance, engagement, school climate, and student connectedness.
11. Participates in meetings, professional development, and district committees as assigned.
12. Responds to emergency situations as needed.
13. Performs other related duties as assigned.

QUALIFICATIONS:

- Pennsylvania Administrative Certificate.
- Master's Degree in Education or Educational Leadership, Doctorate preferred.
- Minimum of five years of successful educational experience.
- Strong leadership, communication, organizational, and data analysis skills.
- Experience using student data to improve outcomes.
- Experience with attendance initiatives, behavioral interventions, multidisciplinary student support teams, residency procedures, and/or cyber charter programming preferred.
- Valid Pennsylvania Driver's License.
- Required pre-employment clearances, medical examination, and background checks as required by Pennsylvania law.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS:

- Able to bend, stoop, squat, crawl, reach overhead, push, pull, and lift/carry up to 20 pounds.
- Able to walk or stand for extended periods.
- Able to travel throughout the District as necessary.

SENSORY ABILITIES:

- Visual acuity.
- Auditory acuity.

WORK ENVIRONMENT:

- School and office environment with occasional travel throughout the District.

TEMPERAMENT:

- Excellent interpersonal skills.
- Ability to maintain confidentiality.
- Service-oriented and collaborative.
- Ability to work effectively with frequent interruptions.

COGNITIVE ABILITY:

- Ability to follow written and verbal directions.
- Ability to organize multiple priorities.
- Ability to exercise sound judgment.
- Ability to communicate effectively.

SPECIFIC SKILLS:

- Computer proficiency and ability to analyze student data systems.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Muhlenberg School District

TITLE: Supervisor of Alternative Education & Co-Curricular Programs

DATE: August 5, 2026

CLASSIFICATION: Administrative (Act 93)

REVISED: July 1, 2026

REPORTS TO: Director of Curriculum and Instruction

FLSA STATUS: Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY: The Supervisor of Alternative Education & Co-Curricular Programs provides leadership for district alternative education, graduation pathways, career readiness, work-based learning, transition programming, extended learning opportunities, and co-curricular initiatives that increase student engagement, belonging, and postsecondary success.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Provides leadership and oversight for all district alternative education programming, virtual learning opportunities, and flexible learning pathways.
2. Coordinates career exploration, career readiness programming, and partnerships with businesses, colleges, trade schools, and community organizations.
3. Develops, implements, and monitors internship, job shadowing, and work-based learning opportunities.
4. Coordinates graduation recovery initiatives, credit recovery programs, and individualized graduation plans for at-risk students.
5. Monitors student progress within alternative educational settings and collaborates with administrators, counselors, and teachers to ensure successful outcomes.
6. Coordinates summer learning, after-school enrichment, and extended learning opportunities.
7. Oversees transition programs supporting students moving between elementary, middle, and high school.
8. Monitors participation in clubs, activities, academic competitions, and co-curricular programs while identifying barriers to student involvement.
9. Uses participation, attendance, and graduation data to improve student engagement, belonging, and persistence.
10. Develops dropout prevention strategies in collaboration with Student Success Teams and school administrators.
11. Coordinates district showcase events highlighting student achievement and learning.
12. Builds collaborative relationships with families, staff, higher education institutions, businesses, and community partners.
13. Prepares reports, maintains program documentation, and presents program outcomes to district leadership.
14. Participates in meetings, professional learning, and district committees.
15. Responds to emergency situations as necessary.
16. Performs other related duties as assigned.

QUALIFICATIONS

- Pennsylvania Administrative Certificate.
- Master's Degree in Education, Educational Leadership, Counseling, Career & Technical Education, or related field.
- Minimum of five (5) years of successful educational experience.
- Strong organizational, communication, and leadership skills.
- Experience coordinating student programs or educational initiatives.
- Experience with alternative education, career readiness, work-based learning, and student engagement initiatives preferred.
- Valid Pennsylvania driver's license.
- Required clearances and employment certifications as required by Pennsylvania law.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS

- Able to bend, stoop, squat, reach, push, pull, lift and carry up to 20 pounds.
- Able to travel throughout the District as required.

SENSORY ABILITIES

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT

- School and community settings with occasional outdoor exposure.

TEMPERAMENT

- Excellent interpersonal, organizational, and leadership skills.
- Maintains confidentiality and professionalism.
- Works effectively despite frequent interruptions.

COGNITIVE ABILITY

- Communicates effectively.
- Exercises sound judgment.
- Organizes and manages multiple priorities.

SPECIFIC SKILLS

- Proficient with educational technology, student information systems, and Microsoft Office/Google Workspace.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the sole discretion of the Employer.

Muhlenberg School District

TITLE: Chief Financial Officer **DATE:** July 1, 2026

CLASSIFICATION: **REVISED:**

REPORTS TO: Superintendent **FLSA STATUS:** Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY: The Chief Financial Officer (CFO) serves as a member of the Superintendent's Executive Leadership Team and is the District's chief executive responsible for financial stewardship, business operations, and operational support services. The CFO provides strategic leadership for the planning, development, implementation, and oversight of the District's financial resources, business services, facilities, food services, pupil services, and capital improvement initiatives to ensure the efficient, effective, and sustainable operation of the school district.

Working collaboratively with the Superintendent and Administrative Leadership Team, the CFO develops long-range financial and operational strategies that align resources with the District's strategic priorities and educational mission. The CFO oversees budgeting, fiscal planning, operational efficiency, risk management, capital planning, and organizational effectiveness while ensuring compliance with all applicable federal, state, and local laws, regulations, and Board policies.

The Chief Financial Officer will provide the Superintendent and Board of Directors with data-driven financial analysis, operational recommendations, and strategic guidance to support sound decision-making and continuous organizational improvement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Directly Supervises

- Director of Business Administration
- Director of Food Services
- Director of Physical Plant
- Director of Pupil Services
- Business Office Personnel

Operational Leadership

- Provide executive oversight for all district operational support services, including facilities, food services, business operations, and pupil services.
- Coordinate operational planning to ensure efficient use of district resources.

- Develop long-term operational strategies that align staffing, facilities, financial resources, and student support services.
- Evaluate organizational effectiveness and implement operational improvements across assigned departments.
- Collaborate with the Assistant Superintendent and Executive Directors to ensure district operations support instructional priorities.

Knowledge

- Comprehensive knowledge of school finance, accounting principles, budgeting, and governmental auditing standards.
- Knowledge of Pennsylvania School Code, PDE regulations, federal funding requirements, procurement laws, and applicable employment and labor regulations.
- Understanding of facilities management, capital improvement planning, food service operations, student support services, and operational risk management.
- Knowledge of strategic planning, organizational improvement, and performance management.

Skills and Abilities

- Demonstrated executive leadership and strategic planning abilities.
- Exceptional financial analysis, budgeting, and fiscal management skills.
- Strong organizational, project management, and problem-solving abilities.
- Ability to analyze complex financial and operational data and develop strategic recommendations.
- Excellent communication and presentation skills with the ability to effectively communicate with the Board of School Directors, employees, government agencies, and community stakeholders.
- Ability to build collaborative relationships across departments while fostering accountability and continuous improvement.
- Demonstrated commitment to ethical leadership, transparency, and responsible stewardship of public resources.

QUALIFICATIONS:

Education

- Bachelor's Degree in Accounting, Business Administration, Finance, or a related field required.
- Master's Degree (MBA) or Certified Public Accountant (CPA), highly preferred.
- Pennsylvania School Business Administrator Letter of Eligibility preferred, or the ability to obtain appropriate certification as required by the Pennsylvania Department of Education.

Experience

- Minimum of five (5) years of progressively responsible leadership experience in school finance, governmental finance, business administration, or executive operational management.
- Demonstrated experience in budget development, financial planning, capital project management, and organizational leadership.
- Experience supervising multiple departments and leading cross-functional teams preferred.
- Experience in public education administration is strongly preferred.

PHYSICAL DEMANDS:

- Able to bend, stoop, squat, crawl, and reach overhead.
- Ability to work independently.
- Able to raise or lower objects from one level to another.
- Able to carry objects (up to 20 lbs.) in arms or by other appropriate means
- Able to use hands and arms to reach and pick up objects.
- Able to push and pull.
- Ability to walk or be on feet for extended periods of time.
- Able to travel inside or outside the District as necessary for work-related tasks.

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT: Any building on school grounds

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.
Board Approved:

MUHLENBERG SCHOOL DISTRICT

Alan S. Futrick, Ed.D.
| Superintendent
Gangi E. Cucciuffo, Ed.D.
| Assistant Superintendent
Shane M. Mathias, CPA
| Business Manager

RECEIVED

AUG 03 2026

SUPERINTENDENT'S OFFICE

To Whom it may concern,

Please see the below list of driver names that require your approval. These individuals will be transporting our Muhlenberg students for the upcoming school year.

8/14/26

Regular Buses

Carl Andrzjewski
Galen Koller
Maria Mora-Zavala
Carl Daub
Yudelca Matias
Denton Buckley
Timothy Devlin
Thomas Semmel
Arsenio Melendez
Tammy Hill
Yolenny Hilario-Ozmkoski
Johanna Brango
Jamie Brango
Jean A-Rich
Kelly Carter
Xiomara Leon-Santiago
Mark George
Maria Zavala-Frutos
Kiaonna Tucker
Migeny Peralta
Betty Castillo
Craig Huntsinger
Stephanie Bautista
Maria Batista
Jose Valdes

Special Needs Vehicles

Tammy Hunsicker
Stephanie Carter
Luz Galarza

Van Drivers

Stacey Eckenroth
Minerva Poblete-Salas
Maritza Vargas
Jennifer Melendez
Suzanna Symons
Amy Gantz
Stephen Barrasso
Elidania Reyes

Substitute Drivers

Yolanda Moultry-White
Stephanie Wolfe
Sonia Diaz
Sharon Kissinger
Mary Quinter
William Stoudt
Matthew Comfort
Julie Van Lear
Alicia Kachel
Freddie Morales Soto
Sheila Wyatt
Brian Becker
Tina Gring
Susan Dorman
Christopher Hess
Jennifer Pineda
Christina Rossi
Richard Schott

Director Of Transportation
Dr. Timothy Moyer

MUHLENBERG SCHOOL DISTRICT

Alan S. Futrick, Ed.D.
| Superintendent
Gangi E. Cucciuffo, Ed.D.
| Assistant Superintendent
Shane M. Mathias, CPA
| Business Manager

RECEIVED

JUL 30 2026

SUPERINTENDENT'S OFFICE

8/4/26

DATE: 7/30/2026

TO: Dr. Alan Futrick

FROM: Ashley Care, Director of Athletics

RE: Recommendations for Fall Coaching Staff

CC: Mr. Michael Mish
Mrs. Tara Flowers

I am recommending the following Fall 2026 athletic coaching staff members for approval at the next MSD Board Meeting. All effective August 1, 2026

SPORT	POSITION	LAST NAME	FIRST NAME	YEARS CREDITED	SALARY
Varsity Boys Soccer	Head Coach	Medina	David	6	$ 6,153
Varsity Boys Soccer	Co-Assistant Coach	Salinas	Derek	2	$ 2,175
Varsity Boys Soccer	Co-Assistant Coach	Tavera-Perez	Ignacio	4	$ 2,240
Varsity Co-Ed Water Polo	Head Coach	Woollery	D'Mornay	2	$ 5,800
Varsity Co-Ed Water Polo	Assistant Coach	Fillipinni	Felicia	1	$ 4,350
Varsity Cheerleading	Head Coach	Eberhart	Jennifer	6	$ 3,077
Varsity Cheerleading	Assistant Coach	Vadelund	Jenele	2	$ 2,175
Varsity Cheerleading	Assistant Coach	Yeager	Julia	1	$ 2,175
Varsity Co-Ed Cross Country	Head Coach	Scheetz-Jones	Katie	12	$ 4,707
Varsity Co-Ed Cross Country	Assistant Coach	Myer	Doug	18	$ 3,818

Varsity Co-Ed Golf	Head Coach	Laxton	Ian	4	$ 3,286
Varsity Co-Ed Golf	Assistant Coach	Werner	Tyler	3	$ 2,464
Varsity Field Hockey	Head Coach	Buono (Piano)	Taryn	5	$ 6,153
Varsity Field Hockey	Assistant Coach	Curry	Tiersa	8	$ 4,753
Varsity Field Hockey	Assistant Coach	Sassaman	Makenze	3	$ 4,481
Varsity Football	Assistant Coach	Burkart	Adam	8	$ 5,942
Varsity Football	Assistant Coach	Williams	Kriss	10	$ 6,120
Varsity Football	Head Coach	Flowers	Robert	14	$ 8,405
Varsity Football	Assistant Coach	Estock	Wes	5	$ 5,769
Varsity Football	Assistant Coach	Garcia	Eric	6	$ 5,769
Varsity Football	Assistant Coach	Young-Trapp	Julius	6	$ 5,769
Varsity Football	Assistant Coach	Monk	Brandon	5	$ 5,769
Varsity Girls Soccer	Head Coach	Houck	Dan	21	$ 7,864
Varsity Girls Soccer	Assistant Coach	Redcay	Kylie	2	$ 4,350
Varsity Girls Soccer	Assistant Coach	Kelch	Destini	6	$ 4,615
Varsity Girls Tennis	Head Coach	Simons	Steve	29	$ 4,678
Varsity Girls Tennis	Assistant Coach	Houck	Joseph	1	$ 2,393
Varsity Girls Volleyball	Head Coach	Campbell	Nolan	4	$ 5,974
Varsity Girls Volleyball	Assistant Coach	Hassan	Nadia	4	$ 4,481
Junior High Boys Soccer	Head Coach	Angove	David	13	$ 5,043
Junior High Boys Soccer	Assistant Coach	Yoder	Kedric	2	$ 3,263
Junior High Cheerleading	Head Coach	Blunt	Kesh	2	$ 2,175
Junior High Co-Ed Cross Country	Head Coach	Cook	Elaine	3	$ 3,136
Junior High Co-Ed Cross Country	Assistant Coach	Cook	Alan	3	$ 2,352
Junior High Field Hockey	Assistant Coach	Sager	Nicholas	3	$ 3,360
Junior High Field Hockey	Head Coach	Yenser	Erika	9	$ 4,896
Junior High Football	Co-Assistant Coach	Brisbon	Anthony	1	$ 2,039
Junior High Football	Co-Assistant Coach	Talley	Davon	1	$ 2,039
Junior High Football	Co-Assistant Coach	Sterley	Robert	4	$ 2,100
Junior High Football	Co-Assistant Coach	Clemison	Dan	9	$ 2,295
Junior High Football	Head Coach	Frymoyer	Steve	3	$ 5,601
Junior High Girls Soccer	Assistant Coach	Paolino	Tony	8	$ 3,565
Junior High Girls Soccer	Head Coach	Mease	William	6	$ 4,615
Junior High Girls Volleyball	Assistant Coach	Blickley	Melissa	6	$ 3,461

Junior High Girls Volleyball	Head Coach	Ziegler	Geena	1	$ 4,350
After School Weight Room Monitor	Monitor	DeAngelis	Matthew	3	$ 2,390
Fall Sports Manager	Co-Manager	De'Oleo	Erica	2	$ 2,900
Fall Sports Manager	Co-Manager	Jablonski	Jeremy	1	$ 2,900
VOLUNTEERS					
Varsity Football	Volunteer	Dudek	Robert		
Varsity Football	Volunteer	Odegaard	Jamie		
Varsity Football	Volunteer	Alicea	Ben		
Varsity Football	Volunteer	Yocum	John		
Varsity Football	Volunteer	Reyes	Issac		
Varsity Football	Volunteer	Walters	Chase		
Varsity Girls Volleyball	Volunteer	Gehman	Logan		
Varsity Girls Volleyball	Volunteer	Sharp	Giana		
Varsity Girls Volleyball	Volunteer	Wolf	Allison		
Junior High Football	Volunteer	Clemison	Wesley		
Varsity Girls Soccer	Volunteer	Baisch	Joseph		
Varsity Co-Ed Cross Country	Volunteer	Conrad	Jacob		

Respectfully submitted,
Ashley E. Care
Ashley E. Care, MS, LAT, ATC
Director of Athletics

MUHLENBERG SCHOOL DISTRICT

Alan S. Futrick, Ed.D.
| Superintendent
Gangi E. Cucciuffo, Ed.D.
| Assistant Superintendent
Shane M. Mathias, CPA
| Business Manager

RECEIVED

AUG 05 2026

SUPERINTENDENT'S OFFICE

8/6/26

DATE: 8/5/2026

TO: Dr. Alan Futrick

FROM: Ashley Care, Director of Athletics

RE: Recommendations for Sports Monitors

CC: Mr. Michael Mish
Mrs. Tara Flowers

I am recommending the following sports monitors for approval at the next MSD Board Meeting. All effective August 1, 2026 at a rate of $20.00/hour.

LAST NAME	FIRST NAME
Slater	Beth
Slater	Patrick
Slater	Sean
Potopa	Tim
McCammitt	Michelle
Williams	Brenda
Toomey	Daniel
Toomey	Julie
Vaughn	Hallie
Palangio	Lucy
Tomasi	Cindy
Entler	Robert
Kopetsky	Brian
Hummel	Patrick
Houck	Daniel
Paolino	Anthony
Molina	Frank

NAME			2026-27 SALARY
ABIGAIL STREETER	14 FROM TOP	B	59,988
ABIGAYLE KISSINGER	16 FROM TOP	B	56,970
ADAM JOSEPH BURKART	7 FROM TOP	M+18	85,867
AIMEE MARIE WALTER	8 FROM TOP	M	79,288
ALAN FUTRICK JR	14 FROM TOP	B	59,988
ALEXANDRA ELIZABETH PREVITI	11 FROM TOP	M	74,182
ALICIA MARY CATHERINE MILLER	9 FROM TOP	M+30	87,177
ALISHA JANE NEIMAN	10 FROM TOP	M+18	80,400
ALISON PEGGY FRANZONE	13 FROM TOP	B+9	63,758
ALLECIA M STILES	14 FROM TOP	M + 24	75, 240
ALLISON BOLMAN	15 FROM TOP	M	67,374
AMANDA MARIE KEMMERER	10 FROM TOP	M+30	85,231
AMANDA STEVENS	12 FROM TOP	B+24	69,491
AMBER HARASCHAK	13 FROM TOP	M	70,778
AMNERIS RODRIGUEZ-RODRIGUEZ	1 FROM TOP	M+30	102,741
AMY BETH BOUREY	TOP	M	93,022
AMY E CHIARELLI	TOP	EHD	106,186
AMY L KELLER	TOP	EHD	106,186
AMY L MARTZALL	9 FROM TOP	M	77,586
AMY L SHARP	TOP	EHD	106,186
AMY LEIGH MADEIRA	2 FROM TOP	M+30	100,795
ANDREW J EVANS	14 FROM TOP	B+9	62,228
ANDREW JOHN STOUDT	13 FROM TOP	B+18	65,644
ANGELA HAWKINS	12 FROM TOP	M+9	74,564
ANGELA M DEYSHER	6 FROM TOP	B+18	76,751
ANGELA MARIE HAAS	3 FROM TOP	M+30	98,850
ANTHONY D GEDDIO JR	TOP	M+30	104,686
ANTHONY JOHN CALVARESI	14 FROM TOP	B	59,988
ANTONIO AGUAYO	15 FROM TOP	B	58,479
ASHLEY BERKEL	12 FROM TOP	M+30	81,340
ASHLEY MARIE ROTH	4 FROM TOP	M	86,096
ASHLEY NICOLE REED	11 FROM TOP	M+9	76,326
ASHLEY SHANA HYNEMAN	TOP	EHD	106,186
AUSTIN CHAPMAN	16 FROM TOP	B	56,970
AVEREY NEWMILLER	8 FROM TOP	M	79,288
BENJAMIN A REIFSNYDER	TOP	B+24	89,429
BENJAMIN E ODONNELL	9 FROM TOP	M+30	87,177
BENJAMIN J SNEERINGER	8 FROM TOP	M	79,288
BRANDON M MONK	12 FROM TOP	B+24	69,491
BREE A HINES	14 FROM TOP	B	59,988
BRIAN DAVID GARNER	12 FROM TOP	M+30	81,340
BRIAN MARK HENDRICKS	1 FROM TOP	M+9	93,948
CAITLIN AMBRUSTER	15 FROM TOP	B+18	62,471
CAMERON GRING	14 FROM TOP	B	59,988
CARLEY LACEY RANKIN	9 FROM TOP	M+9	79,850
CAROLINA RAMOS	TOP	B+24	89,429
CARY L ROWE	TOP	B+24	89,429
CATHY ANN LISZCZ	TOP	M	93,022
CHASE WALTERS	16 FROM TOP	B	56,970

8/10/26

CHELSEA JORDAN WILLIAMS	5 FROM TOP	M	84,394
CHRISTINA M MARCO-FIES	3 FROM TOP	EHD	100,350
CHRISTINE E CRUZ-ROTTER	7 FROM TOP	M+9	83,375
CHRISTINE LAW	12 FROM TOP	M	72,480
CHRISTOPHER ANTHONY GEDDIO	9 FROM TOP	B+24	74,366
CHRISTOPHER J ANTOSY JR	12 FROM TOP	B+18	67,231
CHRISTOPHER JAMES EVANS	6 FROM TOP	M	82,692
CHRISTOPHER LEIGH LUFT	4 FROM TOP	M+30	96,904
CHRISTOPHER M ELWERT	13 FROM TOP	B	61,497
CHRISTY LYNN OXENFORD	10 FROM TOP	M	75,884
COLIN M BLISS	14 FROM TOP	B+9	62,228
COLLEEN M SHILLADY	TOP	M+30	104,686
CONNOR L OBURN	14 FROM TOP	B+18	64,058
CRYSTAL ALBERTA CHWATEK	3 FROM TOP	M+30	98,850
CYNTHIA MEYERS	8 FROM TOP	M+9	81,613
DALIN R VALLONE	TOP	M+24	101,608
DANIEL JAMES SOLVINO	3 FROM TOP	EHD	100,350
DANIEL JOSEPH BRADY	11 FROM TOP	M	74,182
DANIELLE M AST	5 FROM TOP	M	84,394
DARRIN LYNN DIETRICH	TOP	B	83,973
DAVID JOHN ANGOVE	7 FROM TOP	M+30	91,068
DAVID N IMMENDORF II	14 FROM TOP	B+24	66,241
DEA N BASSETTI	1 FROM TOP	M	91,202
DEAN JASON DETURK	TOP	M+30	104,686
DEMI JAMES	8 FROM TOP	M+30	89,122
DESTINI-SIERRA KELCH	13 FROM TOP	B	61,497
DIAMANTE C WHITE	10 FROM TOP	M	75,884
DONALD HEINZ	6 FROM TOP	M+30	93,013
DOUGLAS L OLEXY	TOP	M	93,022
DYLAN MICHAEL DELPIANO	11 FROM TOP	M+24	80,890
EDITH L RUBERT	2 FROM TOP	M+30	100,795
ELIZABETH A MCNICHOL	1 FROM TOP	M+30	102,741
ELIZABETH D MCCARTY	12 FROM TOP	B+24	69,491
ELIZABETH LEIGH CHAPMAN	7 FROM TOP	M+30	91,068
ELYSSA M HESSION	15 FROM TOP	B+24	64,616
EMERSEN APGAR	15 FROM TOP	B	58,479
EMILY PATRISE GRUBE	11 FROM TOP	M+30	83,286
EMILY RUDDEROW	13 FROM TOP	M	70,778
ERIC BIEBER	11 FROM TOP	M	74,182
ERIKA ELIZABETH WATSON	7 FROM TOP	M+30	91,068
ERIKA L YENSER	TOP	B+24	89,429
ERIN E GAZZILLO	14 FROM TOP	B	59,988
ERIN MARIE HOLE	1 FROM TOP	B+24	87,367
ERIN SARTE	15 FROM TOP	M+30	75,504
ERIN WEIR	12 FROM TOP	B+24	69,491
FAYE MARIE HECKMAN	TOP	M+18	98,623
FRANCINE M GALUSKA	TOP	M	93,022
GABRIELLA N BOYER	14 FROM TOP	B	59,988
GARY E PUMPHREY	2 FROM TOP	EHD	102,295
GEORGE DUNDA	13 FROM TOP	B+18	65,644

GREGORY C WEEKS	6 FROM TOP	M+30	93,013
HAO DUONG	2 FROM TOP	M+30	100,795
HEATHER S CLARK	6 FROM TOP	M	82,692
IAN LAXTON	12 FROM TOP	M+9	74,564
INGA CATHERINE HOBBS	5 FROM TOP	M+24	92,191
ISABELLA WISENBURN	16 FROM TOP	B	56,970
ISAIAS P RIVERA JR	1 FROM TOP	M	91,202
JACLYN BARBERA	15 FROM TOP	B	58,479
JACOB CONRAD	12 FROM TOP	B+24	69,491
JACOB GARY STOUDT	15 FROM TOP	B	58,479
JACQUELINE E ELLIS	TOP	M	93,022
JADE N MILLER	14 FROM TOP	B	59,988
JAMIE BETH KRATZER	3 FROM TOP	M	87,798
JARRA RUSNOCK DENNIS	TOP	EHD	106,186
JASON KILGORE	13 FROM TOP	M	70,778
JASON W GRIFFIN	2 FROM TOP	M+30	100,795
JEANNINE TANTON	16 FROM TOP	M	65,671
JEFFREY A GROSS	2 FROM TOP	EHD	102,295
JEFFREY LEE REINIGER	TOP	EHD	106,186
JENELE VADELUND	13 FROM TOP	M+9	72,802
JENNA CLAIRE FIORITO	14 FROM TOP	B+9	62,228
JENNA E PLUMP	10 FROM TOP	M	75,884
JENNA LYNN JUSITS	12 FROM TOP	M+30	81,340
JENNA PAVLOVICH	12 FROM TOP	M+18	76,755
JENNIFER A KEGLOVICS	8 FROM TOP	M	79,288
JENNIFER A ZAMPELLI	TOP	M+30	104,686
JENNIFER L ANTON	TOP	EHD	106,186
JENNIFER L BIONDO	3 FROM TOP	M	87,798
JENNIFER MAY PACHARIS	1 FROM TOP	M+30	102,741
JENNIFER MICHELE VICARI	4 FROM TOP	M+30	96,904
JENNIFER S FERNANDEZ-VILLATORO	14 FROM TOP	B	59,988
JESSICA A STEFFY	TOP	M	93,022
JESSICA ANNE SMITH	TOP	M+24	101,608
JESSICA D LEFFLER	TOP	EHD	106,186
JESSICA GAJEWSKI	13 FROM TOP	M+18	74,933
JESSICA IDA LEVY-WEST	11 FROM TOP	M	74,182
JESSICA JILL GUNTER	TOP	M+9	95,710
JESSICA KATE MULUTZIE	14 FROM TOP	M+18	73,111
JESSICA L HEINTZMAN	6 FROM TOP	M	82,692
JESSICA LEVY WEST	11 FROM TOP	M + 9	76,326
JESSICA NICOLE CLEMENTS	14 FROM TOP	B	59,988
JOCELYN SEIDT	14 FROM TOP	B	59,988
JOHN ADDISON EVANS	TOP	M+24	101,608
JOHN HERRMANN BARR	10 FROM TOP	M+30	85,231
JOHN J GANTZ III	5 FROM TOP	M+30	94,959
JOHN J LORCHAK	TOP	M	93,022
JORDAN LEE BROWN	14 FROM TOP	B	59,988
JOSALYN ARTRIP	16 FROM TOP	B	56,970
JOSEPH A CATHY	14 FROM TOP	M	69,076
JOSEPH A HOUCK	TOP	M+30	104,686

JOSEPH D WATTERSON	TOP	B+24	89,429
JOSEPH KIEFFER	15 FROM TOP	B	58,479
JOSEPH N OROS	7 FROM TOP	M+24	88,424
JOYCE NEAL	TOP	M+30	104,686
JULIA E HORNBERGER	TOP	EHD	106,186
JULIA MARIE PURCELL	7 FROM TOP	M+30	91,068
JULIE KAY KEMMERER	1 FROM TOP	EHD	104,241
JULLIEN BROOK SEARFOSS	8 FROM TOP	EHD	90,622
JUSTIN R VALLONE	2 FROM TOP	M+30	100,795
KACHINA LEIGH	TOP	M+30	104,686
KAITLYNN GIRARD	8 FROM TOP	M+24	86,540
KALEY M QUILLMAN	9 FROM TOP	M+18	82,222
KATELYN MARIE DIEFFENBACH	11 FROM TOP	M	74,182
KATHERINE E GILLEN	8 FROM TOP	M	79,288
KATHLEEN A KAPUSCINSKI	TOP	M+30	104,686
KATHLEEN K BRAD	1 FROM TOP	M+30	102,741
KATHLEEN M HAAS	TOP	M	93,022
KATHRYN E FOLTZ	1 FROM TOP	M+30	102,741
KATRINA MARIE MOYER	7 FROM TOP	M+9	83,375
KAYLA M FREESE	8 FROM TOP	M+30	89,122
KAYLA M LOWE	14 FROM TOP	B+9	62,228
KAYLA MARIE GARCIA	3 FROM TOP	M+30	98,850
KEDRIC L YODER	12 FROM TOP	B+18	67,231
KELLY ANN SCHROLL WOOD	12 FROM TOP	M+30	81,340
KELLY ANN VICARI	10 FROM TOP	M	75,884
KELLY E MURPHY	12 FROM TOP	B+18	67,231
KELLY K BARBON	TOP	M+30	104,686
KENNETH L ROMBERGER	2 FROM TOP	B+24	85,742
KERRY ELIZABETH HENDEL	9 FROM TOP	M+24	84,657
KEVIN J MAIER II	TOP	M+9	95,710
KIP DOMINE	14 FROM TOP	M	69,076
KIRSTIE CARIN CROFT	7 FROM TOP	M+30	91,068
KRISTEN A BAGENSTOSE	TOP	M+30	104,686
KRISTINA A ANTONELLOS	4 FROM TOP	M+18	91,334
KRISTINA HAMALAINEN	15 FROM TOP	M	67,374
KRISTOFFER WAINE WILLIAMS	3 FROM TOP	M	87,798
KRISTY LEE MANWILLER	1 FROM TOP	M+30	102,741
KYLE JURGENSEN	15 FROM TOP	B+24	64,616
KYLE ZEHNER	TOP	M	93,022
KYLIE REDCAY	13 FROM TOP	B+24	67,866
KYLIE WHITMOYER	13 FROM TOP	B+9	63,758
LANEY A HEFTER	14 FROM TOP	B	59,988
LAURA A KELLER	5 FROM TOP	B+24	80,867
LAURA E BARRALL	TOP	M+9	95,710
LAURA E KOPETSKY	5 FROM TOP	M	84,394
LAURA J DARNELL	TOP	M+9	95,710
LAURA MARIE RICARDS	6 FROM TOP	M+30	93,013
LAURA MUSSER	13 FROM TOP	M	70,778
LAURA T ZUBEY	TOP	M+30	104,686
LAUREN DAVIS	15 FROM TOP	M+24	73,357

LAUREN THOMAS	15 FROM TOP	B	58,479
LAURIE B VLASAK	TOP	M	93,022
LEE A ROGERS	4 FROM TOP	B+24	82,492
LEILA A MCGILL	9 FROM TOP	M+18	82,222
LESLIE ANGELUCCI-KURIGER	TOP	M+30	104,686
LESLIE ELINOR BOYER	TOP	M+18	98,623
LILAH E SHADE	14 FROM TOP	B	59,988
LILIANA MARIE PEREZ	12 FROM TOP	B	63,005
LINDSAY DRIES	2 FROM TOP	M+24	97,841
LISA E BOWERSOX	3 FROM TOP	M	87,798
LYNDA LEONETTI	13 FROM TOP	M+30	79,395
MADISON J WOLF	14 FROM TOP	B	59,988
MADISON LEPERA SZCZECINA	13 FROM TOP	B+24	67,866
MAKENZIE YABLONSKY	9 FROM TOP	M	77,586
MARCELLA L SWEIGART	7 FROM TOP	M+24	88,424
MARCI BUTTERWECK HARR	1 FROM TOP	M+30	102,741
MARIA ELENI STERIOUS	3 FROM TOP	B	76,584
MARIA HILAIRE	TOP	M+30	104,686
MARIA L LESTER	2 FROM TOP	EHD	102,295
MARY CAMERON	11 FROM TOP	B+24	71,116
MARYANN LIGENZA	4 FROM TOP	M+30	96,904
MATTHEW D REINIGER	9 FROM TOP	M+24	84,657
MATTHEW G FRY	15 FROM TOP	B	58,479
MATTHEW G SOLA	10 FROM TOP	M	75,884
MATTHEW J COLDREN	TOP	EHD	106,186
MATTHEW J DEANGELIS	2 FROM TOP	M+30	100,795
MATTHEW J KRAMER	5 FROM TOP	M	84,394
MATTHEW WALTER MANKIEWICZ	6 FROM TOP	B+24	79,242
MEGAN C MIGLIORE	9 FROM TOP	M+9	79,850
MEGAN E DOUGLAS	11 FROM TOP	M+30	83,286
MEGAN GRANDINETTI	7 FROM TOP	M+30	91,068
MEGHAN A COOK	15 FROM TOP	B	58,479
MEGHAN E GOETZ	14 FROM TOP	B+9	62,228
MELISSA LEIGH BLICKLEY	3 FROM TOP	M+30	98,850
MEREDITH E HEMING	TOP	M+9	95,710
MEREDITH SPRING FEATHER	12 FROM TOP	B+24	69,491
MICHAEL GRANAT	7 FROM TOP	M+9	83,375
MICHAEL R ANTHONY	TOP	M+9	95,710
MICHELLE DOROTHY HECKMAN	3 FROM TOP	EHD	100,350
MICHELLE LUCRECIA CHAVOYA	10 FROM TOP	M+18	80,400
MILO SHANE BENNETT	3 FROM TOP	M	87,798
MONICA SELLITTI	13 FROM TOP	M+30	79,395
MORGAN GALLAGHER	16 FROM TOP	B	56,970
NANCY MAUROSCHADT	14 FROM TOP	B	59,988
NANCY PAUL-FRANCOIS	2 FROM TOP	M	89,500
NATE PATTON	10 FROM TOP	M+24	82,774
NATHAN ASHER MOHLER	2 FROM TOP	M	89,500
NICHOLAS SAGER	14 FROM TOP	B	59,988
NINA BOWLING	15 FROM TOP	B	58,479
NINA KRAMER	15 FROM TOP	B+9	60,699

NORMA ZAVALA	15 FROM TOP	M+30	75,504
PAIGE BREYANN MCGROGAN	11 FROM TOP	B+24	71,116
PAMINA NIEVES	14 FROM TOP	M+30	77,449
PAULA DOROTHY MARGARET SHEA	10 FROM TOP	M+18	80,400
PENNY JANE VOJTASEK	TOP	EHD	106,186
REBECCA L CARIOLA	13 FROM TOP	B+24	67,866
REBEKAH LILLIENDAHL	13 FROM TOP	M	70,778
ROBERT A GOURLEY	TOP	EHD	106,186
ROBERT A WOLFE	TOP	EHD	106,186
ROBERT BRAD JR	9 FROM TOP	M	77,586
ROBERT C URENKO	TOP	M+30	104,686
ROBEY LYN WILLIAMS	TOP	M+24	101,608
SAMANTHA LYNN KOPP	6 FROM TOP	M+18	87,689
SAMANTHA P FICK	13 FROM TOP	M	70,778
SAMANTHA S ARMSTRONG	TOP	EHD	106,186
SAMANTHA SITES	12 FROM TOP	M	72,480
SARAH E KOPETSKY	12 FROM TOP	M+18	76,755
SARAH GORDON BROWN	8 FROM TOP	M+30	89,122
SARAH GRACE MORIN	1 FROM TOP	B+24	87,367
SARAH PACHARIS	15 FROM TOP	B	58,479
SCOTT L KELLER	6 FROM TOP	M+30	93,013
SHANE A SILAS	6 FROM TOP	B+24	79,242
SHANE MICHAEL SHAFFER	10 FROM TOP	M+18	80,400
SHANNON E PAINTER	TOP	M+30	104,686
SHARON LYNN KILE	8 FROM TOP	M+30	89,122
SHAUNA DAVIS	2 FROM TOP	M+9	92,186
SHOBA MARY JAIN	9 FROM TOP	M+30	87,177
SHULEILL D RAMIREZ	13 FROM TOP	B	61,497
STACEY ANN YAPSUGA	TOP	M+30	104,686
STACIA E RICHMOND	TOP	EHD	106,186
STACY L HECKMAN	TOP	EHD	106,186
STEFANIE LAUREN CERRONI	8 FROM TOP	M+18	84,044
STEPHANIE L JABLONSKI	2 FROM TOP	M+9	92,186
STEPHANIE MILCH	TOP	M+30	104,686
STEPHANY LYNN ROBERTO	3 FROM TOP	M+30	98,850
STEVEN CHARLES FRYMOYER	8 FROM TOP	M+18	84,044
SUSAN LEE TURCZYNSKI	4 FROM TOP	B+9	77,523
TAMARA TORRES	3 FROM TOP	B+24	84,117
TANNER J PAJAKINAS	14 FROM TOP	M+9	71,039
TARA JEANNE HENSCHEL	11 FROM TOP	M	74,182
TARA L CLEMENS	TOP	B+24	89,429
TARA L PACHARIS	1 FROM TOP	M+24	99,724
TARYN N BUONO	15 FROM TOP	B+18	62,471
TATE ARTHUR DEWALT	8 FROM TOP	M+30	89,122
THEODORE WERKHEISER III	13 FROM TOP	B+9	63,758
THOMAS E STARR	3 FROM TOP	EHD	100,350
TIANNA D SCHAEFER	TOP	M+30	104,686
TIFFANI S TURK	13 FROM TOP	B	61,497
TIFFANY L PRICE	TOP	M+30	104,686
TODD MICHAEL EISENHOFER	TOP	M+9	95,710

TONI JOANNE RITCHEY	7 FROM TOP	M+30	91,068
TONYA MICHELE MILLER	15 FROM TOP	B+18	62,471
TORI ANN GALLUCCIO	TOP	M+30	104,686
TRISHA L ENGLE	TOP	M+9	95,710
TROY CORSON	16 FROM TOP	B	56,970
TYLER DAVID SEISLER	10 FROM TOP	B+24	72,741
TYLER J CZEINER	15 FROM TOP	B+9	60,699
TYLER J WERNER	10 FROM TOP	B+24	72,741
VALERY A WILL	6 FROM TOP	M+24	90,307
VICKI SMITH	7 FROM TOP	B+24	77,617
VICTORIA BISHOP	6 FROM TOP	M+18	87,689
WAYNE F DOWNS	5 FROM TOP	M+18	89,511
WENDY LYNNE HROMIAK	TOP	M+30	104,686
WESLEY ANDREW ESTOCK	6 FROM TOP	M+9	85,137
WILLIAM PATTI	13 FROM TOP	M	70,778

MUHLENBERG SCHOOL DISTRICT
Alan S. Futrick, Ed.D. | Superintendent
Gangi E. Cucciuffo, Ed.D. | Assistant Superintendent
Shane M. Mathias, CPA | Business Manager

RECEIVED
AUG 04 2026
SUPERINTENDENT'S OFFICE

Memorandum

Date: August 3, 2026

To: Dr. Alan Futrick, Superintendent

From: Mr. Christopher Becker, JH Principal

Re: 26-27 Mentor Assignments

Cc: Dr. Gangi Cucciuffo, Assistant Superintendent
Mr. Shane Mathias, Business Manager
Tara Flowers, Confidential Secretary to Superintendent

The purpose of this memo is to respectfully request Board approval of the following staff members as mentors for Muhlenberg Junior High School new hires;

- Tara Clemens - mentor for Josalyn Artrip - 60 hours (Special Ed Teacher)
- Amy Keller - mentor for Antonio Aguayo - 60 hours (Math Teacher)
- Jennifer Pacharis - mentor for Meghan Cook - 30 hours (English Teacher)
- Kathleen Brad - mentor for Kyle Jurgensen - 60 hours (Comp Sci/STEM Teacher)
- Madison Szczecina - mentor for Allison Bolman - 60 hours (Social Studies Teacher)
- Robert Urenko - mentor for Monica Sellitti- 60 hours (School Counselor)

Thank you for your consideration regarding this matter.

Christopher Becker
Junior High Principal
CB/eb

MUHLENBERG SCHOOL DISTRICT
Alan S. Futrick, Ed.D.
| Superintendent
Gangi E. Cucciuffo, Ed.D.
| Assistant Superintendent
Shane M. Mathias, CPA
| Business Manager

DATE: August 6, 2026

TO: Dr. Futrick, Superintendent

FROM: Virginia Hornberger, Principal VEH

RE: Mentors

CC: Dr. Cucciuffo, Assistant Superintendent
Dr. Shappell, Executive Director of Strategic Programs and Employee Development
Mr Kyle Crater, Director of Curriculum/Instruction

This memorandum serves as a request for the following staff to be mentors for new staff.

Staff Name	New Teacher	Requested Mentoor Hoursoo
Marci Harr	Abigayle Kissinger	60 hours
Kevin Maier	Norma Zavala	30 hours
Shane Silas	Jeannine Tanton	30 hours
Tanner Pajakinas	Kelly Cumming (LTS)	15 hours
Jessica Leffler	Chase Walters	60 hours

Thank you for your consideration.

Virginia Hornberger

Virginia Hornberger
MEC Principal

EMPLOYMENT AGREEMENT

between the

MUHLENBERG SCHOOL DISTRICT

and

SHANE M. MATHIAS, CPA

This Agreement is made this _____ day of August, to be effective July 1, 2026, in the County of Berks, Pennsylvania, by and between Muhlenberg School District (hereinafter "School District"), of 801 Bellevue Avenue, Laureldale, Pennsylvania and Shane M. Mathias, 7 Metera Drive, Bernville, Pennsylvania 19506 (hereinafter "Chief Financial Officer"). It is agreed that the School District hereby employs Chief Financial Officer and Chief Financial Officer hereby accepts employment with the School District subject to the authority and supervision of the Board of School Directors (the "Board") and of the duly authorized Superintendent of the School District. It is further agreed that such employment shall be subject to the following terms and conditions, including those stated in any appendices hereto:

A. Duties of Employment

1. The Chief Financial Officer shall be responsible for the adequate and efficient organization and conduct of the School District's financial and business affairs in accordance with such policies as the School District may adopt and for keeping the Board informed about its business affairs and finances and about the status of the business office and its operations. These duties are further described in the Job Description contained in Appendix "A" hereto.

2. The Chief Financial Officer shall assume such other duties as shall be assigned to him by the Superintendent and the Board, provided such duties are within the normal scope of duties for a person holding the Chief Financial Officer's position.

3. a. At least once each year, the Superintendent shall establish written performance goals for the Chief Financial Officer and shall conduct a written assessment of the Chief Financial Officer's performance under this Agreement, and his performance relating to such goals. At least thirty (30) days prior to finalization of such written assessment, the Superintendent shall meet with the Chief Financial Officer to review his performance. The performance evaluation shall use a tool consistent with the rating formula set forth in the Muhlenberg School District Act 93 Agreement 1, as amended from time to time.

b. In the event that the Superintendent determines that the Chief Financial Officer's performance has been unsatisfactory in any respect, the written assessment shall describe, in reasonable detail, the instances of unsatisfactory performance and the manner in which such performance should be improved. A copy of the written assessment shall be provided to the Chief Financial Officer once finalized. The Chief Financial Officer shall be permitted to respond, in writing, to the finalized assessment within thirty (30) days of receipt and such response shall be attached to and be made a permanent appendix to the assessment.

C. Period of Employment

1. The Chief Financial Officer's employment under this Agreement shall begin and be effective July 1, 2026. This Agreement terminates, supersedes and replaces any prior agreements between the School District and the Chief Financial Officer on the

effective date hereof and specifically replaces and terminates the Agreement entered into between the parties hereto that was effective July 1, 2022.

2. This Agreement shall expire at close of business on June 30, 2031.

3. Prior to the expiration date, this Agreement may only be terminated by:

a. Resignation of the Chief Financial Officer upon sixty (60) days written notice to the Board;

b. Written mutual agreement of the parties; or

c. Discharge of the Chief Financial Officer for any reason stated in Section 10-1089 of the Public School Code of 1949, as amended, and under the procedures stated therein. The Chief Financial Officer shall have all rights of appeal as permitted by law. It is specifically agreed and acknowledged that this Agreement is governed by the Public School Code (24 P.S. §1-101 et. seq.) and specifically Section 1089 thereof.

D. Salary and Benefits

1. The annual salary of the Chief Financial Officer shall be One Hundred Seventy-Five Thousand and 00/100 Dollars ($175,000.00). This salary may be adjusted annually on July 1 and the new salary shall be effective July 1 each year, in accordance with the annual adjustments pursuant to the terms of the Act 93 Agreement 1 as in effect and amended from time to time. The Chief Financial Officer's annual salary shall be paid in equal installments with one installment due on each regular payday of the School District.

2. The Chief Financial Officer shall be entitled to the following benefits:

a. Illness and Accident. Chief Financial Officer shall receive fifteen (15) days of sick leave annually. There may be unlimited accumulation of unused sick leave from year to year. Time may be taken in one-quarter (1/4) day increments.

b. Leave for Death in the Family. Chief Financial Officer shall receive the following days of bereavement leave: Immediate family - five (5) days which will include any post-funeral memorial service. Members of immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the Chief Financial Officer has made his home. Near relative, not of household - one (1) work day. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

c. Personal Leave Days. Chief Financial Officer shall receive five (5) personal days during each school year.

Personal leave shall be defined as leave granted for personal reasons. This leave shall be granted with pay. Chief Financial Officer shall be required to apply for leave in writing to the Superintendent of Schools/designee at least five (5) days in advance of the day used. Personal leave shall be granted under the following conditions:

1. Personal leave days shall not be cumulative.

2. In the event Chief Financial Officer does not use his personal leave days, the School District will buy back the unused personal leave days at the per diem rate of the Chief Financial Officer up to a maximum of five (5) days. Payment for unused days will be made each July for the preceding year.

3. Time may be taken in one-quarter (1/4) day increments.

4. In the year of retirement or resignation, personal days shall be pro-rated from July 1 to the last day of work that year.

d. Vacation. Chief Financial Officer shall be entitled to twenty (20) vacation days per annum with pay at his regular rate.

Time may be taken in one-quarter (1/4) day increments.

At least ten (10) vacation days must be taken during the summer months. All requests for vacation days must be approved by the Superintendent of Schools/designee. Chief Financial Officer shall not be permitted to carry more than thirty (30) vacation days forward from year to year. At the time of retirement, death, or if the Chief Financial Officer leaves the District, unused and accrued vacation days shall be reimbursed at the per diem salary then in effect.

In the year of retirement, resignation or termination, vacation days shall be pro-rated from July 1 to the last day of work that year.

e. Holidays. The Chief Financial Officer shall be entitled to the following holidays:

Good Friday
Monday after Spring Break
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Monday after Thanksgiving
Last working day before Christmas thru New Year's Day

If Independence Day falls on a Saturday or Sunday, then the designated day by the Federal Government for the celebration of such holiday shall be the Chief Financial Officer's holiday.

f. Life Insurance. School District shall provide for Chief Financial Officer paid life insurance coverage in the amount of Fifty Thousand Dollars ($50,000.00.) Chief

Financial Officer may purchase additional life insurance at no additional cost to the School District.

g. Health Insurance. The Chief Financial Officer shall receive the identical health insurance as set forth in the District's Act 93 Agreement 1. The Chief Financial Officer shall pay the same premium share as set forth in the Act 93 Agreement 1 in effect each year of this Agreement.

The Health Insurance deductible shall be the deductibles as established by the Berks County School Districts' Health Trust Plan from time to time.

h. Benefit Waiver Policy. If Chief Financial Officer waives or reduces medical coverage he shall receive the following reimbursement:

1. If eligible for family coverage and elect no coverage - $3,600.00.
2. If eligible for family coverage and elect two-party - $750.00.
3. If eligible for family coverage and elect single coverage - $1,800.00.
4. If eligible for two-party coverage and elect no coverage - $2,400.00.
5. If eligible for two-party coverage and elect single coverage - $1,400.00.
6. If eligible for single coverage and elect no coverage - $1,200.00.

To exercise waiver of benefits, Chief Financial Officer must submit a completed Request for Employee's Benefit Waiver to the Business Office for review and approval. The waiver must be submitted no later than June 15th for implementation in the following school year.

The benefit waiver period begins July 1st of each school year and terminates June 30th of the following year.

Payment to the Chief Financial Officer for waiver or reduction of health benefits will be prorated over the Chief Financial Officer's annual pay periods.

The request to waive health benefits will be ongoing unless discontinued by the Chief Financial Officer. Such discontinuance must be completed at the end of each benefit period or by June 30th, unless discontinued earlier for emergency situations.

Waived health coverage may be reinstated during the year due to an emergency situation. A written request for reinstatement must be submitted to the Superintendent's Office. Reinstatement of the affected benefits will occur on the first day of the month following the date of approval by the insurance carrier. During any period of waived coverage, the School District shall not be responsible nor liable in any way for treatments or the Chief Financial Officer's expenses for health care related items at any time. Reinstatement shall occur only after approval by the School District's insurance carrier in accordance with their rules and regulations then in effect.

An emergency is defined as an unforeseen change in an individual's life circumstances, such as a death, termination of other coverage, divorce or as defined by the Berks County School District's Health Trust Plan.

In the event that this provision causes the health insurance coverage for other employees to become taxable under the doctrine of constructive receipt, this provision shall become null and void and all eligible employees shall be granted the health insurance benefits as provided in the Agreement.

i. Family Medical Plan. The School District shall provide Chief Financial Officer with a reimbursement of up to One Thousand Dollars ($1,000.00) for expenses incurred by the Chief Financial Officer, his spouse, and/or his children not covered by the existing health, dental, vision, and prescription plans. Payment will be made after proof of payment to the health provider is submitted to the School District. Payment will be made no later than March of the following year or when verification of the submitted request is approved by the Superintendent/designee.

There will be only one payment for each year of the contract.

Prorated payments will be made to Chief Financial Officer if he serves less than the calendar year.

j. Disability Insurance. The School District agrees to provide long-term disability insurance. The plan will be identical to that provided to the Muhlenberg Administrators' Association Act 93 Agreement 1.

k. Vision Plan. The School District shall provide Chief Financial Officer and his dependents with vision insurance on terms identical to that provided in the District's Act 93 Agreement 1. Premium shares, contributions and deductibles for vision insurance shall be identical to the District's Act 93 Agreement 1 plan.

l. Section 125 Benefit. The School District will create a full-service IRS Section 125 pre-tax dollar medical plan to allow the Chief Financial Officer to set aside a portion of his salary to pay items permitted by Section 125 of the Internal Revenue Code.

m. 403(b) Contribution. In the event that the Chief Financial Officer contributes to an IRS 403(b) Plan, the School District will contribute a match not to exceed

Five Thousand Dollars ($5,000.00) during any calendar year, pro-rated for the total number of days worked that year.

n. Extended Sickness Benefits. The Chief Financial Officer shall be entitled to receive Extended Sickness Benefits as that benefit is described and defined in Article VIII Economic Benefits Subsection G of the District's Act 93 Agreement 1.

o. Retirement Health Insurance. The Chief Financial Officer shall be entitled to receive the Retirement Health Insurance Package as that benefit is described and defined in Article VIII Economic Benefits Subsection I of the District's Act 93 Agreement 1.

E. Professional Dues

School District will pay membership dues for the Chief Financial Officer to continue his membership with the American Institute of Certified Public Accountants (AICPA), the Pennsylvania Institute of Certified Public Accountants (PICPA), and the Pennsylvania Association of School Business Officials (PASBO) on an on-going basis.

F. Professional Improvement

School District will pay for Continuing Professional Education (CPE) Requirements for the Chief Financial Officer to maintain his Certified Public Accountant (CPA) license according to the guidelines established by the Pennsylvania Department of State, State Board of Accountancy.

G. General Provisions

1. If any provision of this Agreement be declared illegal by final decision of a court of this Commonwealth, said provision shall be deemed deleted from this Agreement and the remaining provisions shall remain in full force and effect if not otherwise affected by said deletion.

2. This Agreement and its appendices constitute the full and final expression of all of the terms and conditions of the understanding between the parties thereto. The provisions of this Agreement and its appendices may not be changed, supplemented, rescinded or waived except in writing that has been agreed to and signed by both parties.

H. Appendix

The appendix to this Agreement, including any that address and further describe the particular duties, conditions of employment, benefits, and allowable expenses, of the Chief Financial Officer are as follows:

Appendix "A": Job Description

I. Governing Law; Legal Action. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. Any and all legal action arising out of or in any way related to this Agreement shall have exclusive jurisdiction and venue only in the Berks County Court of Common Pleas, Pennsylvania.

IN WITNESS WHEREOF and intending to be legally bound hereby, the parties have caused this Agreement to be duly signed the day and year first above written.

BY CHIEF FINANCIAL OFFICER:

_____

Shane M. Mathias

WITNESSED BY:

_____

Witness

BY THE BOARD

_____

Cindy L. Mengle, President of the Board

ATTESTED BY:

_____

Enrique Castro, Jr., Secretary of the Board

This Agreement was approved and/or ratified at, and was recorded in the minutes of, the Board's meeting of _____, 2026 .

Certified:

_____

Enrique Castro, Jr., Secretary of the Board

APPENDIX "A"

JOB DESCRIPTION

Muhlenberg School District

TITLE: Chief Financial Officer

DATE: July 1, 2026

CLASSIFICATION:

REVISED:

REPORTS TO: Superintendent

FLSA STATUS: Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY: The Chief Financial Officer (CFO) serves as a member of the Superintendent's Executive Leadership Team and is the District's chief executive responsible for financial stewardship, business operations, and operational support services. The CFO provides strategic leadership for the planning, development, implementation, and oversight of the District's financial resources, business services, facilities, food services, pupil services, and capital improvement initiatives to ensure the efficient, effective, and sustainable operation of the school district.

Working collaboratively with the Superintendent and Administrative Leadership Team, the CFO develops long-range financial and operational strategies that align resources with the District's strategic priorities and educational mission. The CFO oversees budgeting, fiscal planning, operational efficiency, risk management, capital planning, and organizational effectiveness while ensuring compliance with all applicable federal, state, and local laws, regulations, and Board policies.

The Chief Financial Officer will provide the Superintendent and Board of Directors with data-driven financial analysis, operational recommendations, and strategic guidance to support sound decision-making and continuous organizational improvement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Directly Supervises

- Director of Business Administration
- Director of Food Services
- Director of Physical Plant
- Director of Pupil Services
- Business Office Personnel

Operational Leadership

- Provide executive oversight for all district operational support services, including facilities, food services, business operations, and pupil services.
- Coordinate operational planning to ensure efficient use of district resources.

- Develop long-term operational strategies that align staffing, facilities, financial resources, and student support services.
- Evaluate organizational effectiveness and implement operational improvements across assigned departments.
- Collaborate with the Assistant Superintendent and Executive Directors to ensure district operations support instructional priorities.

Knowledge

- Comprehensive knowledge of school finance, accounting principles, budgeting, and governmental auditing standards.
- Knowledge of Pennsylvania School Code, PDE regulations, federal funding requirements, procurement laws, and applicable employment and labor regulations.
- Understanding of facilities management, capital improvement planning, food service operations, student support services, and operational risk management.
- Knowledge of strategic planning, organizational improvement, and performance management.

Skills and Abilities

- Demonstrated executive leadership and strategic planning abilities.
- Exceptional financial analysis, budgeting, and fiscal management skills.
- Strong organizational, project management, and problem-solving abilities.
- Ability to analyze complex financial and operational data and develop strategic recommendations.
- Excellent communication and presentation skills with the ability to effectively communicate with the Board of School Directors, employees, government agencies, and community stakeholders.
- Ability to build collaborative relationships across departments while fostering accountability and continuous improvement.
- Demonstrated commitment to ethical leadership, transparency, and responsible stewardship of public resources.

QUALIFICATIONS:

Education

- Bachelor's Degree in Accounting, Business Administration, Finance, or a related field required.
- Master's Degree (MBA) or Certified Public Accountant (CPA), highly preferred.
- Pennsylvania School Business Administrator Letter of Eligibility preferred, or the ability to obtain appropriate certification as required by the Pennsylvania Department of Education.

Experience

- Minimum of five (5) years of progressively responsible leadership experience in school finance, governmental finance, business administration, or executive operational management.
- Demonstrated experience in budget development, financial planning, capital project management, and organizational leadership.
- Experience supervising multiple departments and leading cross-functional teams preferred.
- Experience in public education administration is strongly preferred.

PHYSICAL DEMANDS:

- Able to bend, stoop, squat, crawl, and reach overhead.
- Ability to work independently.
- Able to raise or lower objects from one level to another.
- Able to carry objects (up to 20 lbs.) in arms or by other appropriate means
- Able to use hands and arms to reach and pick up objects.
- Able to push and pull.
- Ability to walk or be on feet for extended periods of time.
- Able to travel inside or outside the District as necessary for work-related tasks.

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT: Any building on school grounds

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.
Board Approved:

EMPLOYMENT AGREEMENT

between the

MUHLENBERG SCHOOL DISTRICT

and

DR. CATHY SHAPPELL

This Agreement is made this _____ day of August, to be effective July 1, 2026, in the County of Berks, Pennsylvania, by and between Muhlenberg School District (hereinafter "School District"), of 801 Bellevue Avenue, Laureldale, Pennsylvania and Dr. Cathy Shappell of 23 White Oak Drive, Fleetwood, Pennsylvania 19522 (hereinafter "Dr. Shappell"). It is agreed that the School District hereby employs Dr. Shappell and Dr. Shappell hereby accepts employment with the School District as Executive Director of Strategic Programs & Employee Development subject to the authority and supervision of the Board of School Directors (the "Board") and of the duly authorized Superintendent of the School District. It is further agreed that such employment shall be subject to the following terms and conditions, including those stated in any appendices hereto:

A. Duties of Employment

1. Dr. Shappell, as Executive Director of Strategic Programs & Employee Development, shall be responsible for the adequate and efficient organization and conduct of the School District's strategic programs and employee development in accordance with such policies as the School District may adopt. These duties are further described in the Job Description contained in Appendix "A" hereto.

2. Dr. Shappell shall assume such other duties as shall be assigned to her by the Superintendent and the Board, provided such duties are within the normal scope of duties

for a person holding the Executive Director of Strategic Programs & Employee Development position.

3. a. At least once each year, the Superintendent shall establish written performance goals for Dr. Shappell and shall conduct a written assessment of Dr. Shappell's performance under this Agreement, and her performance relating to such goals. At least thirty (30) days prior to finalization of such written assessment, the Superintendent shall meet with Dr. Shappell to review her performance. The performance evaluation shall use a tool consistent with the rating formula set forth in the Muhlenberg School District Act 93 Agreement 1, as amended from time to time.

b. In the event that the Superintendent determines that Dr. Shappell's performance has been unsatisfactory in any respect, the written assessment shall describe, in reasonable detail, the instances of unsatisfactory performance and the manner in which such performance should be improved. A copy of the written assessment shall be provided to Dr. Shappell once finalized. Dr. Shappell shall be permitted to respond, in writing, to the finalized assessment within thirty (30) days of receipt and such response shall be attached to and be made a permanent appendix to the assessment.

C. Period of Employment

1. Dr. Shappell's employment under this Agreement shall begin and be effective July 1, 2026.

2. This Agreement shall expire at close of business on June 30, 2030.

3. Prior to the expiration date, this Agreement may only be terminated by:

a. Resignation of Dr. Shappell upon sixty (60) days written notice to the Board;

b. Written mutual agreement of the parties; or

c. Discharge of Dr. Shappell for any reason stated in Section 24 P.S. §5-514 of the Public School Code of 1949, as amended, and under the procedures stated therein.

D. Salary and Benefits

1. The annual salary of Dr. Shappell shall be One Hundred Fifty Thousand and 00/100 Dollars ($150,000.00). This salary may be adjusted annually on July 1 and the new salary shall be effective July 1 each year, in accordance with the annual adjustments pursuant to the terms of the Act 93 Agreement 1 as in effect and amended from time to time. Dr. Shappell's annual salary shall be paid in equal installments with one installment due on each regular payday of the School District.

2. Dr. Shappell shall be entitled to the following benefits:

a. Illness and Accident. Dr. Shappell shall receive fifteen (15) days of sick leave annually. There may be unlimited accumulation of unused sick leave from year to year. Time may be taken in one-quarter (1/4) day increments.

b. Leave for Death in the Family. Dr. Shappell shall receive the following days of bereavement leave: Immediate family - five (5) days which will include any post-funeral memorial service. Members of immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom Dr. Shappell has made her home. Near relative, not of household - one (1) work day. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

c. Personal Leave Days. Dr. Shappell shall receive five (5) personal days during each school year.

Personal leave shall be defined as leave granted for personal reasons. This leave shall be granted with pay. Dr. Shappell shall be required to apply for leave in writing to the Superintendent of Schools and/or his designee at least five (5) days in advance of the day used. Personal leave shall be granted under the following conditions:

1. Personal leave days shall not be cumulative.

2. In the event Dr. Shappell does not use her personal leave days, the School District will buy back the unused personal leave days at the per diem rate of Dr. Shappell up to a maximum of five (5) days. Payment for unused days will be made each July for the preceding year.

3. Time may be taken in one-quarter (1/4) day increments.

4. In the year of retirement or resignation, personal days shall be pro-rated from July 1 to the last day of work that year.

d. Vacation. Dr. Shappell shall be entitled to twenty (20) vacation days per annum with pay.

Time may be taken in one-quarter (1/4) day increments.

At least ten (10) vacation days must be taken during the summer months. All requests for vacation days must be approved by the Superintendent of Schools and/or his designee. Dr. Shappell shall not be permitted to carry more than thirty (30) vacation days forward from year to year. At the time of retirement, death, or resignation, all unused and accrued vacation days shall be reimbursed at the per diem salary then in effect.

In the year of retirement or resignation, vacation days shall be pro-rated from July 1 to the last day of work that year.

e. Holidays. Dr. Shappell shall be entitled to the following holidays:

Good Friday
Monday after Spring Break
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Monday after Thanksgiving
Last working day before Christmas thru New Year's Day

If Independence Day falls on a Saturday or Sunday, then the designated day by the Federal Government for the celebration of such holiday shall be Dr. Shappell's holiday.

f. Life Insurance. School District shall provide for Dr. Shappell paid life insurance coverage in the amount of Fifty Thousand Dollars ($50,000.00.) Dr. Shappell may purchase additional life insurance at no additional cost to the School District.

g. Health Insurance. Dr. Shappell shall receive the identical health insurance as set forth in the District's Act 93 Agreement 1. Dr. Shappell shall pay the same premium share as set forth in the Act 93 Agreement 1 in effect each year of this Agreement.

The Health Insurance deductible shall be the deductibles as established by the Berks County School Districts' Health Trust Plan from time to time.

h. Benefit Waiver Policy. If Dr. Shappell waives or reduces medical coverage she shall receive the following reimbursement:

1. If eligible for family coverage and elect no coverage - $3,600.00.
2. If eligible for family coverage and elect two-party - $750.00.
3. If eligible for family coverage and elect single coverage - $1,800.00.
4. If eligible for two-party coverage and elect no coverage - $2,400.00.
5. If eligible for two-party coverage and elect single coverage - $1,400.00.
6. If eligible for single coverage and elect no coverage - $1,200.00.

To exercise waiver of benefits, Dr. Shappell must submit a completed Request for Employee's Benefit Waiver to the Business Office for review and approval. The waiver must be submitted no later than June 15th for implementation in the following school year.

The benefit waiver period begins July 1st of each school year and terminates June 30th of the following year.

Payment to Dr. Shappell for waiver or reduction of health benefits will be prorated over Dr. Shappell's annual pay periods.

The request to waive health benefits will be ongoing unless discontinued by Dr. Shappell. Such discontinuance must be completed at the end of each benefit period or by June 30th, unless discontinued earlier for emergency situations.

Waived health coverage may be reinstated during the year due to an emergency situation. A written request for reinstatement must be submitted to the Business Office. Reinstatement of the affected benefits will occur on the first day of the month following the date of approval by the insurance carrier. The School District shall not be responsible nor

liable in any way for treatments or Dr. Shappell's expenses for health care related items at any time. Reinstatement shall occur only after approval by the School District's insurance carrier in accordance with their rules and regulations then in effect.

An emergency is defined as an unforeseen change in an individual's life circumstances, such as a death, termination of other coverage, divorce or as defined by the Berks County School District's Health Trust Plan.

In the event that this provision causes the health insurance coverage for other employees to become taxable under the doctrine of constructive receipt, this provision shall become null and void and all eligible employees shall be granted the health insurance benefits as provided in the Agreement.

i. Family Medical Plan. The School District shall provide Dr. Shappell with a reimbursement of up to One Thousand Dollars ($1,000.00) for expenses incurred by Dr. Shappell, her spouse, and/or her children not covered by the existing health, dental, vision, and prescription plans. Payment will be made after proof of payment to the health provider is submitted to the School District. Payment will be made no later than March of the following year or when verification of the submitted request is approved by the Superintendent/designee.

There will be only one payment for each year of the contract.

Prorated payments will be made to Dr. Shappell if she serves less than the calendar year.

j. Disability Insurance. The School District agrees to provide long-term disability insurance. The plan will be identical to that provided by the Muhlenberg Administrators' Association Act 93 Agreement 1.

k. Vision Plan. The School District shall provide Dr. Shappell and her dependents with vision insurance on terms identical to that provided in the District's Act 93 Agreement 1. Premium shares, contributions and deductibles shall be identical to the District's Act 93 Agreement 1 plan.

l. Section 125 Benefit. The School District will create a full-service IRS Section 125 pre-tax dollar medical plan to allow Dr. Shappell to set aside a portion of her salary to pay items permitted by Section 125 of the Internal Revenue Code.

m. 403(b) Contribution. In the event that Dr. Shappell contributes to an IRS 403(b) Plan, the School District will contribute a match not to exceed Five Thousand Dollars ($5,000.00) during any calendar year, pro-rated for the total number of days worked that year.

n. Extended Sickness Benefits. Dr. Shappell shall be entitled to receive Extended Sickness Benefits as that benefit is described and defined in Article VIII Economic Benefits Subsection G of the District's Act 93 Agreement 1.

o. Retirement Health Insurance. Dr. Shappell shall be entitled to receive the Retirement Health Insurance Package as that benefit is described and defined in Article VIII Economic Benefits Subsection I of the District's Act 93 Agreement 1.

E. Professional Improvement

School District will pay for Continuing Professional Education (CPE) Requirements for Dr. Shappell as pre-approved by the Superintendent.

G. General Provisions

1. If any provision of this Agreement be declared illegal by final decision of a court of this Commonwealth, said provision shall be deemed deleted from this Agreement

and the remaining provisions shall remain in full force and effect if not otherwise affected by said deletion.

2. This Agreement and its appendices constitute the full and final expression of all of the terms and conditions of the understanding between the parties thereto. The provisions of this Agreement and its appendices may not be changed, supplemented, rescinded or waived except in writing that has been agreed to and signed by both parties.

H. Appendix

The appendix to this Agreement, including any that address and further describe the particular duties, conditions of employment, benefits, and allowable expenses, of Dr. Shappell are as follows:

Appendix "A": Job Description

I. Governing Law; Legal Action. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. Any and all legal action arising out of or in any way related to this Agreement shall have exclusive jurisdiction and venue only in the Berks County Court of Common Pleas, Pennsylvania.

IN WITNESS WHEREOF and intending to be legally bound hereby, the parties have caused this Agreement to be duly signed the day and year first above written.

BY DR. SHAPPELL

_____

WITNESSED BY:

_____

Witness

BY THE BOARD

_____

Cindy L. Mengle, President of the Board

ATTESTED BY:

_____

Enrique Castro, Jr., Secretary of the Board

This Agreement was approved and/or ratified at, and was recorded in the minutes of, the Board's meeting of _____, 2026.

Certified:

_____

Enrique Castro, Jr., Secretary of the Board

APPENDIX "A"

JOB DESCRIPTION

Muhlenberg School District

TITLE: Executive Director of Strategic Programs & Employee Development
DATE: July 1, 2026
CLASSIFICATION: Certified
REVISED:

REPORTS TO: Superintendent
FLSA STATUS: Exempt

LOCATION: Muhlenberg School District

JOB SUMMARY: The Executive Director of Strategic Programs & Employee Development serves as a member of the Superintendent's Executive Leadership Team and provides executive leadership for the District's human resources, employee development, strategic planning, federal programs, equity initiatives, compliance, and organizational improvement efforts. The Executive Director is responsible for attracting, developing, and retaining a highly effective workforce while leading districtwide strategic initiatives that support student achievement, employee excellence, and continuous organizational improvement.

The position oversees Human Resources, federal and state programs, comprehensive planning, compliance, employee recognition, recruitment, partnerships, and strategic initiatives to ensure the District fulfills its mission and long-term goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Human Resources & Talent Management
  - Provide executive leadership for all Human Resources operations.
  - Lead employee recruitment, selection, onboarding, retention, and succession planning.
  - Coordinate staffing recommendations and personnel processes.
  - Oversee employee evaluations, certification, personnel records, and employment compliance.
  - Administer employee leaves, ADA accommodations, FMLA, workers' compensation, unemployment compensation, and employee relations.
  - Assist the Superintendent in collective bargaining preparation and personnel recommendations.
- Employee Development & Organizational Culture
  - Develop and oversee districtwide professional learning.
  - Coordinate new employee induction and mentoring.
  - Design leadership development opportunities.
  - Oversee employee wellness initiatives.
  - Lead district employee recognition programs.
  - Conduct employee engagement and climate initiatives.

    - Develop strategies that strengthen organizational culture and improve employee retention.
- Strategic Planning & Organizational Improvement
    - Lead implementation and monitoring of the District Strategic Plan.
    - Coordinate the Pennsylvania Comprehensive Planning process.
    - Lead continuous improvement initiatives across all departments.
    - Monitor organizational performance indicators and strategic goals.
    - Coordinate cross-functional district improvement initiatives.
- Federal Programs & Grant Administration
    - Direct all federal education programs, including Title I, II, III, IV, IDEA, and related grants.
    - Ensure compliance with all grant requirements.
    - Coordinate grant applications, budgets, reporting, and monitoring.
    - Oversee the District's Consolidated Application and Consolidated Planning processes.
    - Collaborate with principals to maximize the impact of grant-funded initiatives.
    - Direct the administrative security, user access controls, and operational usage of Pennsylvania's myPDESuite environment (including PIMS, PAsecureID, TIMS, FRCPP, and eGrants); establish robust data-validation processes across departments to maintain high data integrity, system security, and compliance with PDE technical standards.
    - Oversee the lifecycle of all mandatory state and federal reporting requirements, ensuring the accurate and timely collection, verification, and submission of critical data sets (e.g., PIMS collections, child accounting, staffing, and enrollment) in alignment with PDE reporting calendars and statutory mandates.
- Equity & Student Opportunity
    - Lead implementation of the District's equity initiatives.
    - Promote equitable access to educational opportunities and resources.
    - Coordinate initiatives designed to eliminate barriers to student success.
    - Monitor equity-related data to support continuous improvement.
- Recruitment & Community Partnerships
    - Develop strategic recruitment initiatives for certified and support staff.
    - Build partnerships with colleges, universities, career and technical institutions, and workforce organizations.
    - Coordinate student teacher placements, internships, and educator pipeline initiatives.
    - Develop partnerships with community organizations that support district priorities.
    - Oversee district volunteer programs and volunteer compliance processes.
- Compliance & Civil Rights
    - Serve as the District's Title IX Coordinator.

    - Oversee compliance with Title VI, Title VII, ADA, Section 504 (employment-related), and all applicable employment and civil rights laws.
    - Coordinate investigations involving Title IX complaints and employment-related grievances.
    - Ensure compliance with Pennsylvania School Code, PDE regulations, and federal employment requirements.
    - Oversee mandatory employee compliance training.
    - Monitor required state and federal reporting.
- Policy, Governance & Board Relations
    - Develop and revise Board policies and administrative regulations related to Human Resources, Federal Programs, and assigned responsibilities.
    - Prepare Board agenda items, reports, and presentations.
    - Advise the Superintendent on emerging legislation and regulatory requirements impacting personnel and assigned programs.

QUALIFICATIONS:

- Master's Degree required; Doctorate preferred.
- Pennsylvania administrative certification required.
- Minimum of five years of successful administrative leadership experience.
- Demonstrated expertise in Human Resources, strategic planning, federal programs, organizational leadership, and compliance.
- Strong knowledge of employment law, education law, grant administration, organizational development, and continuous improvement
- Position requires appropriate certification as defined by the Pennsylvania Department of Education's Certification and Staffing Policy Guidelines (CSPG)
- Must have a current valid PA Driver's license.
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code).
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of the FBI Criminal History Record in accordance with Act 114 of 2006
- Submission of sexual misconduct/abuse disclosure release form in accordance with Act 168 of 2014.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS:

- Able to bend, stoop, squat, crawl, and reach overhead.
- Ability to work independently.

- Able to raise or lower objects from one level to another.
- Able to carry objects (up to 20 lbs.) in arms or by other appropriate means
- Able to use hands and arms to reach and pick up objects.
- Able to push and pull.
- Ability to walk or be on feet for extended periods of time.
- Able to travel inside or outside the District as necessary for work-related tasks.

SENSORY ABILITIES:
- Visual acuity
- Auditory acuity

WORK ENVIRONMENT: Any building on school grounds

TEMPERAMENT:
- Must possess excellent interpersonal skills
- Must be able to work with students, staff, and the community
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must be able to understand and maintain confidentiality

COGNITIVE ABILITY:
- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

2026/2027 MEMBERSHIP RENEWAL FORM

Member Information:

Dr. Alan S. Futrick, Superintendent

Muhlenberg School District

801 Bellevue Avenue

Laureldale, PA 19605

Membership Category

Educational Institution **$900.00**

Thank you for your continued support of the Berks Business Education Coalition and our mission to connect business and education in preparing students for their futures.

Membership for: Muhlenberg School District

☐ Payment in the amount of $900 enclosed

Please make payment to the **Berks Business Education Coalition**

and remit to the address below on or before August 31, 2026.

Attn: Terri Hill
Executive Director
Berks Business Education Coalition
96 Commerce Drive, #159
Wyomissing, PA 19610

7/9/26

ACT 93 AGREEMENT 1

BETWEEN THE

MUHLENBERG SCHOOL DISTRICT

AND THE

MUHLENBERG ADMINISTRATORS' ASSOCIATION

FOR THE PERIOD
JULY 1, 2023 TO JUNE 30, 2028
AMENDED April 10, 2024
AMENDED August 13, 2025
AMENDED November 12, 2025
AMENDED August 12, 2026

Table of Contents

		Page
I.	Recognition	1
II.	Purpose…	2
III.	Term of Agreement ...	2
IV.	Waiver	2
V.	Notices	2
VI.	Meet and Discuss	2
VII.	Employees' Leave of Absence.	2
	A. Illness and Accident.	2
	B. Quarantine.	2
	C. Leave for Death in Family...	3
	D. Leave for Court Duty...	3
	E. Release Time Leave...	3
	F. Examination for Armed Forces.	3
	G. Military Leave of Absence...	3
	H. Sabbatical Leave of Absence.	3
	I. Personal Leave Days...	4
	J. Vacation .	4
	K. Holidays.	5
	L. Disability Leave of Absence	5
	M. Childbearing/Rearing Leave...	7
	N. Religious Leave.	8
	O. Definitions.	8
VIII.	Economic Benefits	8
	A. Life Insurance.	8
	B. Health Insurance.	8
	C. Benefit Waiver Policy	9
	D. Family Medical Plan .	10
	E. Disability Insurance.	11
	F. Vision Plan.	11

G. Extended Sickness Benefits 11
H. Occupational Illness. 14
I. Retirement Health Insurance Package 15

J. Section 125 15

K. 403(b) Contribution 15

IX. Professional Dues 16

X. Professional Improvement. 16

XI. Wages 16

XII. Effective Dates 17

AGREEMENT

THIS AGREEMENT, made this ____ day of August, 2026, by and between the **SCHOOL DISTRICT OF MUHLENBERG**, of Berks County, Pennsylvania, hereinafter called the "Employer,"

AND

THE **MUHLENBERG ADMINISTRATORS' ASSOCIATION,** hereinafter called "Administrators."

W I T N E S S E T H:

The parties hereto agree as follows:

I. **RECOGNITION.** Employer recognizes the Administrators as the exclusive agent for the administrative employees, hereinafter called "Employees," of the Employer. Included in the unit will be all Administrators covered by Act 93 of 1984, amending the School Code of 1949 adding Section 1164 dealing with Administrator compensation plans.

Positions

Principals
Assistant Principals
Director of Human Resources
Supervisor of Special Education
Director of Athletics
Director of Special Education
Director of Physical Plant
Director of Transportation
Director of Pupil Services
Director of Business Services
Licensed/Certified Behavior Specialist
Director of Food Service and Nutrition
Director of Technology and Communications
Director of Curriculum and Instruction K-12
Supervisor of Related Services
Curriculum & Instruction Supervisor
Supervisor of Student Services
Supervisor of Alternative Education & Co-Curricular Programs

II. **PURPOSE.** This Agreement sets forth the wages, hours, and conditions of employment for the Employees of Employer who are in said unit.

Ill. **TERM OF AGREEMENT**. The term of this Agreement shall begin on July 1, 2023, and shall continue in full force and effect until June 30, 2028.

IV. **WAIVER.** The parties hereto agree that, during the term of this Agreement, no additional discussions on this Agreement shall be conducted on any item, which is within the scope of the Meet and Discuss provisions under the Public Employee Relations Act, Act 195, whether specifically referred to herein or not.

V. **NOTICES**. Unless otherwise set forth, notices to be given pursuant to this Agreement or any of its exhibits shall be given in writing and shall be served by use of the Employer's usual mail system.

VI. **MEET AND DISCUSS.** A committee of representatives of the Employees may request meetings with the Superintendent of Schools and/or the Superintendent of Schools and the Board of School Directors no more frequently than one (1) time per month to meet and discuss such matters as are required to be subject to "Meet and Discuss" by Act 93; provided that the request for such meeting is made at least ten (10) days in advance of the meeting and provided that any agenda for the matters to be discussed at said meeting shall be furnished at the time the request is made. Such meetings shall be held at times mutually agreeable to the two (2) committees, but not during regular hours of employment unless agreed to by the Employer. Participants of a meeting may mutually agree to hold continued meetings on matters from the agenda of the meeting.

VII. **EMPLOYEES' LEAVES OF ABSENCE:**

A. **Illness and Accident.** All full-time twelve (12) month employees shall receive fifteen (15) days of sick leave. All full-time employees who work less than twelve (12) months shall receive one (1) day of sick leave per full month worked. There may be unlimited accumulation of unused leave from year to year.

Time may be taken in one-quarter (1/4) day increments.

Employer will pay an Employee who retires from the District and who applies for and receives their PSERS retirement benefit, up to twenty (20) days of unused sick days at their then per diem rate.

B. **Quarantine.** Absence due to quarantine because of illness in immediate family or household is to be considered as personal illness.

C. **Leave for Death in the Family.** Immediate family - Employees shall be granted a maximum of five (5) days bereavement which will include any post-funeral memorial service. Members of immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the Employee has made his/her home. Near relative, not of household - one (1) work day. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

D. **Leave for Court Duty.** Employees subpoenaed as a witness or serving jury duty receive difference between salary and compensation received.

E. **Release Time Leave**. Request Procedure: Requests for release time leaves shall be submitted in writing to the Superintendent of Schools/designee by use of an NCR form. Such leaves may be granted by the Superintendent for reasons as indicated below.

Each individual granted release time for a professional reason shall submit a written report to the Superintendent of Schools. The report will summarize the activity for which the leave was granted, and shall be submitted within two (2) weeks from the date of the leave.

1. To serve on an evaluating committee of the Middle States Association (number of days shall be limited to that necessary in the evaluation request).

2. To attend clinics, conferences, or workshops in a given subject or extracurricular area (number of days shall be limited by the convention schedule).

3. To visit other schools for purpose of observation in a given subject area.

F. **Examination for Armed Forces.** No deduction of salary.

G. **Military Leave of Absence.** As required by law.

H. **Sabbatical Leave of Absence.** Shall be granted in accordance with the terms and conditions of the Pennsylvania School Code.

I. **Personal Leave Days.** Personal leave days shall be provided during the school year for all professional Employees. All full-time Employees shall receive five (5) personal days.

Personal leave shall be defined as leave granted for personal reasons. This leave shall be granted with pay. Employees shall be required to apply for leave in writing to the Superintendent of Schools/designee by use of an NCR form under this provision at least five (5) days in advance of the day used. Personal leave shall be granted under the following conditions:

1. Personal leave days shall not be cumulative.

2. In the event Employee does not use his/her personal leave day(s), the Employer will buy back the unused personal leave days at the per diem rate of the Employee up to a maximum of five (5) days. Payment for unused days will be made each July.

In cases where a full-time Employee begins employment or leaves employment on a date other than July 1st, personal days will be prorated monthly (1/12) for all service less than the school year July 1 – June 30.

Time may be taken in one-quarter (1/4) day increments.

J. **Vacation.** All full time twelve (12) month employees are entitled to 20 vacation days annually. Vacation days are earned monthly (1/12) and will be prorated in the year an employee begins employment or leaves employment.

Effective January 1, 2025, all new Act 93 employees will be front-loaded the prorated number of vacation days to be earned in the year of hire and then a full twenty (20) days on July 1 of each year. By way of example, an employee hired on January 1, will be front-loaded ten (10) vacation days on January 1, then twenty (20) additional days the following July 1.

At the time of retirement, death, or if the Employee leaves the District, the balance of any earned but unused vacation days will be paid at the per diem salary. At no time will vacation days loaded, but not earned, be paid out. In the event that an employee has an excess of vacation days used but not earned, the value of those used but unearned days shall be deducted from the employee's final pay or otherwise reimbursed to the District.

At least ten (10) vacation days must be taken during the summer months. All requests for vacation must be approved by the Superintendent of

Schools/designee. Employees shall not be permitted to carry more than thirty (30) vacation days forward from year to year.

Time may be taken in one-quarter (1/4) day increments.

K. **Holidays.**

Good Friday
Monday after Spring Break unless students are in attendance
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Monday after Thanksgiving
Last working day before Christmas thru New Year's Day

If Independence Day or Juneteenth falls on a Saturday or Sunday, then the designated day by the Federal Government for the celebration of such holiday shall be the Employee's holiday.

It is understood that during the Holiday vacation, it may be necessary for the Director of Athletics/Assistant Principal, the Director of Physical Plant, and Data Administrator to work during days otherwise scheduled as holidays. To the extent they are directed to work any of those days, their direct supervisor and the Superintendent shall provide alternative days/times off.

L. **Disability Leave of Absence.**

For purposes of a Disability Leave of Absence hereunder, Disability shall be defined as a sickness or accidental injury of such nature as to wholly and continuously disable and prevent the Beneficiary Employee from performing any and every duty pertaining to his or her employment. Beneficiary Employee must be regularly attended by a legally qualified physician or surgeon.

1. When an Employee knows or has reason to know in advance when a Disability will begin and end (e.g. elective surgery, pregnancy disability), written notice thereof shall immediately be given of such times to the Superintendent/designee.

2. Disability due to pregnancy shall be treated for all purposes the same as other disabilities with reference to insurance coverage, medical benefits, use of paid sick leave, medical examinations, etc.

3. Upon an Employee experiencing Disability which disqualifies the Employee from properly and fully performing his/her duties as an administrator, the Employee shall give notice thereof to the Superintendent/designee within twenty-four (24) hours of the beginning of such Disability or as soon thereafter as possible.

4. An Employee absent due to Disability shall provide to the Superintendent/designee a report from his/her physician showing the condition of the Employee, including his/her inability to return to work due to the continuance of the Disability. Such report shall be provided within a week of the beginning of the Disability and upon return to work. For leaves beyond two (2) weeks, such report shall be furnished at the end of each two (2) week period. In addition, the Employer shall have the right to have the Employee examined by a physician of its choice.

5. During a leave of absence due to Disability, the Employee shall continue to accrue seniority and receive all other benefits of an Employee for a period up to the extent of his/her eligibility to receive paid sick leave and extended sickness benefits or the period of one (1) year, whichever is longer; provided, however, that where a Disability leave due to pregnancy is immediately preceded by an unpaid maternity leave, the Employer is required to provide group medical and life insurance benefits during the Disability leave only if the Employee shall have continued to pay for and keep in force such insurance coverage during the unpaid maternity leave; in which event the Employee shall also continue to pay for the said insurance coverages during the Disability leave, but shall be reimbursed by Employer for that portion of the premium paid by the Employee, attributable to coverage during the disability leave.

6. Upon application for return to employment following the leave, the Employer shall offer the Employee the position held prior to the leave, or a substantially equivalent position (in pay and skill) for which the Employee is certificated.

7. Any intentional and/or surreptitious violation of this provision shall be cause for dismissal.

M. **Childbearing/Rearing Leave.**

1. An Employee who has become a parent by natural birth shall be granted, upon request, unpaid leave for the purpose of child care. Such leave shall not exceed twelve (12) consecutive calendar months. Failure of Employee to make himself/herself available for return within the said period shall constitute a resignation.

2. Application for childbearing/rearing leave shall be submitted in writing to the Superintendent/designee. Requests shall be submitted at the earliest possible time, but not later than thirty (30) calendar days before leave is to commence. All childbearing/ rearing requests must be accompanied by a physician's certificate setting forth expected date of birth. However, as a result of the uncertainties involved in childbearing, and due to unforeseen circumstances caused by and about the delivery of the child, the Superintendent may waive, extend, or contract the thirty (30) day notice provision upon reasonable cause exhibited by the Employee.

3. Any intentional and/or surreptitious violation of this provision shall be cause for dismissal.

4. An Employee who adopts a child under the age of six (6) years shall be granted, upon request, an unpaid adoptive leave of up to twelve (12) consecutive calendar months which shall begin when the child is physically turned over to the Employee or on a date reasonably in advance thereof as may be agreed by the Employer and Employee. The Employee shall give notice of the desire to take such leave as soon as the Employee knows that the child intended to be adopted will be acquired.

5. Application for return to employment shall be made at least two (2) weeks prior to the end of the childbearing/rearing leave and shall be accompanied by a physician's certificate, where applicable, that the Employee, at the termination of the leave, will be capable of fully carrying out his/her duties.

6. The Employer shall, whenever possible, hire a substitute to fill a vacancy created by childbearing/rearing leave.

7. Upon application for return to employment following such childbearing/rearing leave, the Employer shall offer said Employee the position he/she held prior to the leave, or a substantially

equivalent position (in pay and skill) for which the Employee is certificated, if such positions are vacant and available. If such positions are not vacant and available, the Employer shall offer to the Employee any other available position for which the Employee is certificated. A job filled by a substitute shall be treated as vacant and available.

8. During childbearing/rearing leave, the Employee shall not be entitled to any economic benefits, additional steps on salary schedule or payments by Employer on behalf of the Employee, including payments to the Pennsylvania School Employee's Retirement Board. Employee will continue to accrue seniority and may continue medical, dental, life insurance, or other health and welfare coverage at his/her own expense.

N. **Religious Leave.** Employees whose religious faiths have High Holy Days not scheduled on the School Calendar shall be permitted a religious leave not to exceed two (2) days per year. The final decision shall rest with the Superintendent/ designee after consultation with the particular religious institution involved.

O. **Definitions.**

1. Per Diem - means annual salary divided by 260 working days for full-time twelve-month Employees.

VIll. ECONOMIC BENEFITS

A. **Life Insurance.** Employer shall provide, for each Employee, paid life insurance coverage in the amount of Fifty Thousand Dollars ($50,000). Employee may purchase additional life insurance with no additional cost to the School District.

B. **Health Insurance.** The Employer shall pay ninety-two percent (92%) of the premium for the Berks County School Districts' Health Trust Plan or equal coverage for Employees and their dependents for the term of this Agreement, provided the Employee completes the necessary application forms. The Employees shall pay eight percent (8%) of the total insurance premium for each year of this Agreement.

The Employer shall pay the premium for a fifty percent (50%) co-insurance for dental coverage for crowns, inlays, onlays, gold fillings, dentures, and fixed bridges for the Employee only. Health Insurance coverages shall be

subject to the periodical monitoring by the Association. When a monitoring report reveals coverage to be inferior in service, benefits, or financial relief to those previously provided or inferior in the same respects to those plans as improved, the Employer shall be responsible for appropriate and immediate improvements in coverage so as to make the coverages equal. In cases where the Employee is required to pay any fees for the processing of claims, the Employee, upon presentation of a receipt of payment, shall be reimbursed by the Employer. The Association shall have the right to examination, within reasonable time limits, of anticipated changes resulting from this provision prior to the contracting for such changes. Should any Employee desire to purchase additional dental coverage which is available, he/she may do so at his/her own expense.

The Preferred Provider Organization deductible shall be $350.00 individual/$700.00 family or the deductibles established by the Berks County School Districts' Health Trust Plan.

C. **Benefit Waiver Policy**

1. All eligible full-time Employees waiving or reducing medical coverage shall receive the following reimbursement:

    a. If eligible for family coverage and elect no coverage - $3,600.00.
    b. If eligible for family coverage and elect two-party - $750.00.
    c. If eligible or family coverage and elect single coverage - $1,800.00.
    d. If eligible for two-party coverage and elect no coverage - $2,400.00.
    e. If eligible for two-party coverage and elect single coverage - $1,400.00.
    f. If eligible for single coverage and elect no coverage - $1,200.00.

2. To exercise waiver of benefits, an Employee must submit a completed Request for Employee's Benefit Waiver to the Business Office for review and approval. The waiver must be submitted no later than June 15th for implementation in the following school year.

4. The benefit waiver period begins July 1st of each school year and terminates June 30th of the following year.

5. Payment to the Employee for waiver or reduction of health benefits will be prorated over the Employee's annual pay periods.

6. The request to waive health benefits will be ongoing unless discontinued by the Employee. Such discontinuance must be completed at the end of each benefit period or by June 30th, unless discontinued earlier for emergency situations.

7. Waived health coverage may be reinstated during the year due to an emergency situation. A written request for reinstatement must be submitted to the Business Office. Reinstatement of the affected benefits will occur on the first day of the month following the date of approval by the insurance carrier. The District shall not be responsible nor liable in any way for treatments or any Employee expenses for health care related items at any time. Reinstatement shall occur only after approval by the District's insurance carrier in accordance with their rules and regulations then in effect.

8. An emergency is defined as an unforeseen change in an individual's life circumstances, such as a death, termination of other coverage, divorce or as defined by the Berks County School District's Health Trust Plan.

9. In the event that this provision causes the health insurance coverage for other Employees to become taxable under the doctrine of constructive receipt, this provision shall become null and void and all eligible Employees shall be granted the health insurance benefits as provided in the Agreement.

10. In no event will this waiver policy be used to circumvent any rights an Employee or their dependent may have under any state and/or federal rules, regulations or law.

D. **Family Medical Plan.** The District shall provide Employees with a reimbursement of up to One Thousand Dollars ($1,000.00) for expenses incurred by the Employee, his/her spouse, and/or his/her children not covered by the existing health, dental, vision, and prescription plans. Payment will be made after proof of payment to the health provider is submitted to the District. Payment will be made no later than March of the following year or when verification of the submitted request is approved by the Superintendent/designee.

There will be only one payment per family for each year of the contract.

After all individuals have been reimbursed, any funds remaining (less than the maximum cap paid to individuals) will be placed in a pool and redistributed equally to those whose claims exceed the maximum reimbursement level within the contract.

This benefit ceases upon the retirement of the Employee. Excess funds will not be carried over year to year.
Prorated payments will be made to Employees serving less than the calendar year.

E. **Disability Insurance.** The Employer agrees to provide long-term disability insurance. The Administrators will select the plan.

F. **Vision Plan.** Employer shall provide Employees and dependents with Blue Cross Vision – (NVA – National Vision Administrators Plan) or the coverage as provided under the Muhlenberg Education Association Collective Bargaining Agreement. Employer shall contribute One Hundred Dollars ($100.00) per year per Employee toward the cost of the premium. In the event the cost of the premium exceeds One Hundred Dollars ($100.00) in any year, the Employee must contribute the excess cost of the premium by way of payroll deduction. The Administrators shall furnish to Employer individual authorization cards for each Employee for the amount of the cost of the premium in excess of One Hundred Dollars ($100.00) per year. If Employees are married to each other, there shall be only one vision policy for the family.

G. **Extended Sickness Benefits**

1. Coverage Clause

In the event a Beneficiary Employee suffers a Disability for an Extended Continuous Period of Time, the Employer shall pay to said Employee for each day of absence the salary and benefits to which the Employee may be entitled as if said Employee were actually engaged in the performance of duty for a period as shown under the sub-title "Schedule."

2. Schedule

After a Beneficiary Employee has consumed his State-mandated sick leave entitlement, and after the first ten (10) days of disability for an Extended Continuous Period of Time, and prior to or in addition to

sabbatical leave now provided by statute for Beneficiary Employee (24 P.S. 11 -1166), Employer shall pay Beneficiary Employee as provided in Coverage Clause for years of service as a professional Employee in Muhlenberg School District benefits determined by the length of said service as follows:

(a) During the first year of Muhlenberg Service, one and one-half (1½) days of benefits shall accrue for each calendar month of Muhlenberg Service completed, e.g. Employee begins work on September 7, in first year of employment and becomes ill on November 8. Days entitled: two (2).

(b) After one (1) full year of Muhlenberg Service and up to ten (10) years of Muhlenberg Service, entitlement: one and one-half (1½) calendar months at full pay.

(c) After ten (10) full years of Muhlenberg Service and up to fifteen (15) years of Muhlenberg Service, entitlement: one and one-half (1½) calendar months at full pay and one and one-half (1½) calendar months at one-half pay.

(d) After fifteen (15) full years of Muhlenberg Service and up to twenty (20) years of Muhlenberg Service, entitlement: two and one-half (2½) calendar months at full pay.

(e) After twenty (20) full years of Muhlenberg Service and upwards of Muhlenberg Service, entitlement: two and one-half (2½) calendar months at full pay and one and one-half (1½) calendar months at one-half pay.

The total amount paid to Employee in combination with sick days and/or Sabbatical Leave shall not be in excess of the Employee's per diem rate of pay.

3. Definitions

Words and phrases used in the text of this benefit shall mean:

(a) Beneficiary Employee. An Employee covered by this Agreement.

(b) Calendar Month. A time during a term beginning with the first day a Beneficiary Employee becomes entitled to this

benefit and ending one day before the like date of the ensuing month, provided the date falls during the working term.

(c) Disability. Sickness or accidental injury shall be of such nature as to wholly and continuously disable and prevent the Beneficiary Employee from performing any and every duty pertaining to his or her employment. Beneficiary Employee must be regularly attended by a legally qualified physician or surgeon.

(d) An Extended Continuous Period of Time. Shall be construed to mean a continued and prolonged period consisting of at least eleven (11) successive school term days.

(e) Term. The Definition of the word "term" shall be construed to mean during the working calendar for Employer of the particular Beneficiary Employee, said calendar being the calendar adopted by Employer for the current school year and including any amendment to said calendar made during the school year.

4. Exceptions and Reductions

No benefits shall be paid if:

(a) the accidental injury is incurred while the Beneficiary Employee is engaged in remunerative work unrelated to school duties;

(b) disability is caused by pregnancy;

(c) disability is self-inflicted by Beneficiary Employee;

(d) disability results from exercise of option on part of Beneficiary Employee, e.g. chronic illness not calling for emergency operation during term;

(e) benefits are duplicated by law or other Employer benefits so that Beneficiary Employee's benefits would exceed his or her working pay;

(f) disability does not occur and/or continue during Beneficiary Employee's term. Benefits shall be reduced by any payments made under Worker's Compensation.

5. Physical Examinations

In the event of disability for which Beneficiary Employee claims coverage under the benefit, the Beneficiary Employee shall furnish a certificate from a physician certifying to the illness or injury. The certificate shall state that the Beneficiary Employee was unable to perform his or her duties during the period of absence. Additionally, the Employer at its own expense shall have the right and opportunity to have a doctor examine the person of the Beneficiary Employee when and as often as it may reasonably require during the period of the benefit.

6. Conformity with State Statute

Any provision of this benefit which may be determined to be in conflict with state statute is hereby amended to conform to the requirements of such statute.

7. Miscellaneous Provisions

(a) Entitlement is not cumulative.

(b) Successive periods of a sickness, due to the same or related causes, shall be considered as one period of sickness unless separated by Beneficiary Employee's return to full-time employment for three (3) months or longer.

(c) The Disability Benefit shall be reinstated for full-time Beneficiary Employees, provided the request involves a new Disability not related to the former Disability, does not constitute a recurrence of the same Disability, and/or involves a new and separate accident.

H. Occupational Illness

Employees who are injured while on duty and are entitled to Workers' Compensation shall have the option of taking sick leave days which they have accumulated or to receive Workers' Compensation.

I. Retirement Health Insurance Package

An insurance package will be provided to the Employees listed in the "Recognition" portion of this contract retiring from the Employer who have fifteen (15) years of administrative service with the Employer and thirty (30) years of contributions to PSERS or have reached the age of fifty-five (55) or older and have ten (10) years of administrative service with the Employer.

The Employer will provide health care benefits as defined by the Berks County Schools Districts' Health Trust Plan or its successor or an equivalent plan to the Trust Plan (coverage) and deductibles should the Employer assume provision of health care benefits independent of any county or state consortium. Any Employee retiring after July 1, 2009 shall be entitled to this retirement health insurance benefit provided that the retiree pays the same premium share as active Act 93 administrators pay in any given year for as long as the retiree requires benefits. The premium share for the retiree shall always be identical to the premium share for active Employees each year. Those who retired prior to July 1, 2009 shall not contribute to the premium. These benefits shall include medical care and hospitalization, prescription drugs, dental and vision coverages for the Employee and spouse until the Employee reaches the Medicare age. Coverages for the Employee's spouse if older or younger than the Employee will be defined by the provider within the parameters of its policy or its contract with the Employer. Should a divorce or the death of the Employee occur prior to the Medicare age, Cobra benefits for the spouse will be available. The spouse may purchase the program at his/her expense to the date of Medicare coverage. If the spouse remarries, the program terminates.

J. **Section 125**

Employer will create a full-service IRS 125(c) pre-tax dollar medical plan to allow Employees to set aside a portion of his/her salary to pay for any required co-pay premiums and such other items as permitted by Section 125 of the Internal Revenue Code.

K. **403(b) Contribution**

In the event that an Employee contributes to a 403(b) Plan, Employer will contribute a match not to exceed Five Thousand Dollars ($5,000.00) during any calendar year, prorated for days worked in that calendar year.

IX. PROFESSIONAL DUES

Dues for local, state, and national administrative associations will be paid by the Employer upon approval of the Superintendent of Schools/designee.

X. PROFESSIONAL IMPROVEMENT

Employees taking graduate courses may be reimbursed one hundred percent (100%) cost of net tuition upon application to and approval of the Superintendent of Schools.

Net cost is interpreted to mean the cost to the applicant after subtracting GI payments, scholarships, fellowships, and other forms of reimbursement, etc. from the basic cost of the course being pursued.
Reimbursement will be made for "satisfactory completion of the course." Grades below B or P (in pass/fail courses) will not be eligible for reimbursement.

A transcript from the institution granting the college credit must be submitted to the Superintendent for approval of payment. A transcript, receipted bill, and a statement detailing grants, scholarships, etc. will serve as vouchers for reimbursement.

The Superintendent's decision regarding the approval or denial of the application for reimbursement shall be final.

Employee must agree, in writing, to remain in the employ of the Muhlenberg School District for at least two (2) full semesters following the completion of the course work for which tuition payment is being requested unless prevented from so doing by reason of illness or other extenuating circumstances approved by the Superintendent of Schools. Failure to comply with these provisions will require that the Employee repay to Muhlenberg School District all monies received for the tuition payment in question.

XI. WAGES.

1. Wages* for the years covered by this Agreement will be as follows:

Distinguished	4.0% plus one-time bonus
Exceeds Expectations	3.0% plus one-time bonus
Meets Expectations (Satisfactory)	3.0%
Needs Improvement	1.5%
Unsatisfactory	0.0%

2. Starting Salary Ranges for the years covered by this Agreement for the below professionals shall be as follows:

Principals	$110,000.00 – $135,000.00
Assistant Principals	$95,000.00 – $110,000.00
Directors	$105,000 – $130,000.00
Supervisors	$95,000.00 – $110,000.00
Licensed/Certified Behavior Specialist	$105,000.00 – $130,000.00
Assistant Business Manager	$85,000.00 -- $95,000.00
Director of Food Service and Nutrition	$70,000.00 – $80,000.00

*1.50% increase per salary range each year

XII. **EFFECTIVE DATES:** The raises set forth in Paragraph "XI Wages," shall be effective beginning on July 1, 2023, and shall continue for those raises to be effective through June 30, 2028.

IN WITNESS THEREOF, the parties have caused this Agreement to be duly executed the day and year first hereunto before written.

MUHLENBERG SCHOOL DISTRICT

BY: _____

ATTEST: _____

MUHLENBERG ADMINISTRATORS' ASSOCIATION

BY: _____

ATTEST: _____

ACT 93 AGREEMENT 2

BETWEEN THE

MUHLENBERG SCHOOL DISTRICT

AND THE

MUHLENBERG ADMINISTRATORS' ASSOCIATION

FOR THE PERIOD

JULY 1, 2023 TO JUNE 30, 2028
AMENDED November 12, 2025
AMENDED August 12, 2026

Table of Contents

Page

I. Recognition 1

II. Purpose 1

III. Term of Agreement 1

IV. Waiver 1

V. Notices 2

VI. Meet and Discuss 2

VII. Employee's Leave of Absence 2

A. Illness and Accident 2
B. Quarantine 2
C. Leave for Death in Family 2
D. Leave for Court Duty 3
E. Release Time Leave 3
F. Examination for Armed Forces 3
G. Military Leave of Absence 3
H. Sabbatical Leave of Absence 3
I. Personal Leave Days 3
J. Vacation 4
K. Holidays 4
L. Disability Leave of Absence 5
M. Childbearing/Rearing Leave 6
N. Religious Leave 8
O. Definitions 8

VIII. Economic Benefits 8

A. Life Insurance 8
B. Health Insurance 8
C. Benefit Waiver Policy 9
D. Family Medical Plan 10
E. Disability Insurance. 11
F. Vision Plan 11

G. Extended Sickness Benefits 11
H. Occupational Illness 14
I. Section 125 14
J. 403(b) Contribution 14

IX. Professional Dues 15

X. Professional Improvement. 15

XI. Wages 16

XII Effective Dates 16

AGREEMENT

THIS AGREEMENT, made this ____ day of August, 2026, by and between the **SCHOOL DISTRICT OF MUHLENBERG**, of Berks County, Pennsylvania, hereinafter called the "Employer,"

AND

THE **MUHLENBERG ADMINISTRATORS' ASSOCIATION,** hereinafter called "Administrators."

W I T N E S S E T H:

The parties hereto agree as follows:

I. **RECOGNITION.** Employer recognizes the Administrators as the exclusive agent for the administrative employees, hereinafter called "Employees," of the Employer. Included in the unit will be all Administrators covered by Act 93 of 1984, amending the School Code of 1949 adding Section 1164 dealing with Administrator compensation plans.

Positions

Athletic Trainer (2) – 10-month employee/210 days
Food Service Managers
Confidential Secretaries
Food Service Business Administrator
Community and Family Outreach Coordinator and District Interpreter
Social Workers
Physical Plant Supervisors

II. **PURPOSE.** This Agreement sets forth the wages, hours, and conditions of employment for the Employees of Employer who are in said unit.

Ill. **TERM OF AGREEMENT**. The term of this Agreement shall begin on July 1, 2023, and shall continue in full force and effect until June 30, 2028.

IV. **WAIVER.** The parties hereto agree that, during the term of this Agreement, no additional discussions on this Agreement shall be conducted on any item, which is within the scope of the Meet and Discuss provisions under the Public Employee Relations Act, Act 195, whether specifically referred to herein or not.

V. **NOTICES**. Unless otherwise set forth, notices to be given pursuant to this Agreement or any of its exhibits shall be given in writing and shall be served by use of the Employer's usual mail system.

VI. **MEET AND DISCUSS.** A committee of representatives of the Employees may request meetings with the Superintendent of Schools and/or the Superintendent of Schools and the Board of School Directors no more frequently than one (1) time per month to meet and discuss such matters as are required to be subject to "Meet and Discuss" by Act 93; provided that the request for such meeting is made at least ten (10) days in advance of the meeting and provided that any agenda for the matters to be discussed at said meeting shall be furnished at the time the request is made. Such meetings shall be held at times mutually agreeable to the two (2) committees, but not during regular hours of employment unless agreed to by the Employer. Participants of a meeting may mutually agree to hold continued meetings on matters from the agenda of the meeting.

VII. **EMPLOYEES' LEAVES OF ABSENCE:**

A. **Illness and Accident.** All full-time twelve (12) month employees shall receive fifteen (15) days of sick leave. All full-time employees who work less than twelve (12) months shall receive one (1) day of sick leave per full month worked. There may be unlimited accumulation of unused leave from year to year.

Time may be taken in one-quarter (1/4) day increments.

Employer will pay an Employee who retires from the District and who applies for and receives their PSERS retirement benefit, up to ten (10) days of unused sick days at their then per diem rate.

B. **Quarantine.** Absence due to quarantine because of illness in immediate family or household is to be considered as personal illness.

C. **Leave for Death in the Family.** Immediate family – Employees shall be granted a maximum of five (5) days bereavement which will include any post-funeral memorial service. Members of immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the Employee has made his/her home. Near relative, not of household - one (1) work day. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

D. **Leave for Court Duty.** Employees subpoenaed as a witness or serving jury duty receive difference between salary and compensation received.

E. **Release Time Leave**. Request Procedure: Requests for release time leaves shall be submitted in writing to the Superintendent of Schools/designee by use of an NCR form. Such leaves may be granted by the Superintendent for reasons as indicated below.

Each individual granted release time for a professional reason shall submit a written report to the Superintendent of Schools. The report will summarize the activity for which the leave was granted, and shall be submitted within two (2) weeks from the date of the leave.

1. To serve on an evaluating committee of the Middle States Association (number of days shall be limited to that necessary in the evaluation request).

2. To attend clinics, conferences, or workshops in a given subject or extracurricular area (number of days shall be limited by the convention schedule).

3. To visit other schools for purpose of observation in a given subject area.

F. **Examination for Armed Forces.** No deduction of salary.

G. **Military Leave of Absence.** As required by law.

H. **Sabbatical Leave of Absence.** Shall be granted in accordance with the terms and conditions of the Pennsylvania School Code.

I. **Personal Leave Days.** Personal leave days shall be provided during the school year for all Employees. All full-time twelve (12) month Employees shall receive five (5) personal days. All Employees who work less than twelve (12) full months shall receive three (3) personal days.

Personal leave shall be defined as leave granted for personal reasons. This leave shall be granted with pay. Employees shall be required to apply for leave in writing to the Superintendent of Schools/designee by use of an NCR form under this provision at least five (5) days in advance of the day used. Personal leave shall be granted under the following conditions:

1. Personal leave days shall not be cumulative.

2. In the event Employee does not use his/her personal leave day(s), the Employer will buy back the unused personal leave days at the per diem rate of the Employee up to a maximum of five (5) days. Payment for unused days will be made each July.

In cases where a full time Employee begins employment or leaves employment on a date other than July 1st, personal days will be prorated monthly (1/12) for all service less than the school year July 1 – June 30.

Time may be taken in one-quarter (1/4) day increments.

J. **Vacation.** All full time twelve (12) month employees are entitled to 20 vacation days annually. Vacation days are earned monthly (1/12) and will be prorated in the year an employee begins employment or leaves employment.

Effective January 1, 2025, all new Act 93 employees will be front-loaded the prorated number of vacation days to be earned in the year of hire and then a full twenty (20) days on July 1 of each year. By way of example, an employee hired on January 1, will be front-loaded ten (10) vacation days on January 1, then twenty (20) additional days the following July 1.

At the time of retirement, death, or if the Employee leaves the District, the balance of any earned but unused vacation days will be paid at the per diem salary. At no time will vacation days loaded, but not earned, be paid out. In the event that an employee has an excess of vacation days used but not earned, the value of those used but unearned days shall be deducted from the employee's final pay or otherwise reimbursed to the District.

At least ten (10) vacation days must be taken during the summer months. All requests for vacation must be approved by the Superintendent of Schools/designee. Employees shall not be permitted to carry more than thirty (30) vacation days forward from year to year.

Time may be taken in one-quarter (1/4) day increments.

K. **Holidays.**

Good Friday
Monday after Spring Break unless students are in attendance
Memorial Day
Juneteenth
Independence Day

Labor Day
Thanksgiving Day
Day after Thanksgiving
Monday after Thanksgiving
Last working day before Christmas thru New Year's Day

If Independence Day or Juneteenth falls on a Saturday or Sunday, then the designated day by the Federal Government for the celebration of such holiday shall be the Employee's holiday.

It is understood that during the Holiday vacation, it may be necessary for the Athletic Trainer(s), Physical Plant Supervisors to work during days otherwise scheduled as holidays. To the extent they are directed to work any of those days, their direct supervisor and the Superintendent shall provide alternative days/times off.

L. **Disability Leave of Absence.**

1. For purposes of a Disability Leave of Absence hereunder, Disability shall be defined as a sickness or accidental injury of such nature as to wholly and continuously disable and prevent the Beneficiary Employee from performing any and every duty pertaining to his or her employment. Beneficiary Employee must be regularly attended by a legally qualified physician or surgeon.

2. When an Employee knows or has reason to know in advance when a Disability will begin and end (e.g. elective surgery, pregnancy disability), written notice thereof shall immediately be given of such times to the Superintendent/designee.

3. Disability due to pregnancy shall be treated for all purposes the same as other disabilities with reference to insurance coverage, medical benefits, use of paid sick leave, medical examinations, etc.

4. Upon an Employee experiencing Disability which disqualifies the Employee from properly and fully performing his/her duties as an administrator, the Employee shall give notice thereof to the Superintendent/designee within twenty-four (24) hours of the beginning of such disability or as soon thereafter as possible.

5. An Employee absent due to Disability shall provide to the Superintendent/designee a report from his/her physician showing the condition of the Employee, including his/her inability to return

to work due to the continuance of the Disability. Such report shall be provided within a week of the beginning of the Disability and upon return to work. For leaves beyond two (2) weeks, such report shall be furnished at the end of each two (2) week period. In addition, the Employer shall have the right to have the Employee examined by a physician of its choice.

6. During a leave of absence due to Disability, the Employee shall continue to accrue seniority and receive all other benefits of an Employee for a period up to the extent of his/her eligibility to receive paid sick leave and extended sickness benefits or the period of one (1) year, whichever is longer; provided, however, that where a Disability Leave due to pregnancy is immediately preceded by an unpaid maternity leave, the Employer is required to provide group medical and life insurance benefits during the Disability Leave only if the Employee shall have continued to pay for and keep in force such insurance coverage during the unpaid maternity leave; in which event the Employee shall also continue to pay for the said insurance coverages during the Disability Leave, but shall be reimbursed by Employer for that portion of the premium paid by the Employee, attributable to coverage during the disability leave.

7. Upon application for return to employment following the leave, the Employer shall offer the Employee the position held prior to the leave, or a substantially equivalent position (in pay and skill) for which the Employee is certificated.

8. Any intentional and/or surreptitious violation of this provision shall be cause for dismissal.

M. **Childbearing/Rearing Leave.**

1. An Employee who has become a parent by natural birth shall be granted, upon request, unpaid leave for the purpose of child care. Such leave shall not exceed twelve (12) consecutive calendar months. Failure of Employee to make himself/herself available for return within the said period shall constitute a resignation.

2. Application for childbearing/rearing leave shall be submitted in writing to the Superintendent/designee. Requests shall be submitted at the earliest possible time, but not later than thirty (30) calendar days before leave is to commence. All childbearing/ rearing requests must be accompanied by a physician's certificate setting

forth expected date of birth. However, as a result of the uncertainties involved in childbearing, and due to unforeseen circumstances caused by and about the delivery of the child, the Superintendent may waive, extend, or contract the thirty (30) day notice provision upon reasonable cause exhibited by the Employee.

3. Any intentional and/or surreptitious violation of this provision shall be cause for dismissal.

4. An Employee who adopts a child under the age of six (6) years shall be granted, upon request, an unpaid adoptive leave of up to twelve (12) consecutive calendar months which shall begin when the child is physically turned over to the Employee or on a date reasonably in advance thereof as may be agreed by the Employer and Employee. The Employee shall give notice of the desire to take such leave as soon as the Employee knows that the child intended to be adopted will be acquired.

5. Application for return to employment shall be made at least two (2) weeks prior to the end of the childbearing/rearing leave and shall be accompanied by a physician's certificate, where applicable, that the Employee, at the termination of the leave, will be capable of fully carrying out his/her duties.

6. The Employer shall, whenever possible, hire a substitute to fill a vacancy created by childbearing/rearing leave.

7. Upon application for return to employment following such childbearing/rearing leave, the Employer shall offer said Employee the position he/she held prior to the leave, or a substantially equivalent position (in pay and skill) for which the Employee is certificated, if such positions are vacant and available. If such positions are not vacant and available, the Employer shall offer to the Employee any other available position for which the Employee is certificated. A job filled by a substitute shall be treated as vacant and available.

8. During childbearing/rearing leave, the Employee shall not be entitled to any economic benefits, additional steps on salary schedule or payments by Employer on behalf of the Employee, including payments to the Pennsylvania School Employee's Retirement Board. Employee will continue to accrue seniority and

may continue medical, dental, life insurance, or other health and welfare coverage at his/her own expense.

N. **Religious Leave.** Employees whose religious faiths have High Holy Days not scheduled on the School Calendar shall be permitted a religious leave not to exceed two (2) days per year. The final decision shall rest with the Superintendent/ designee after consultation with the particular religious institution involved.

O. **Definitions.**

1. Per Diem - means annual salary divided by 260 working days for full-time twelve (12) month Employees or defined contracted days for ten (10) month Employees.

VIll. ECONOMIC BENEFITS

A. **Life Insurance.** Employer shall provide, for each Employee, paid life insurance coverage in the amount of Fifty Thousand Dollars ($50,000). Employee may purchase additional life insurance with no additional cost to the School District.

B. **Health Insurance.** The Employer shall pay ninety-two and a half percent (92.5%) of the premium for the Berks County School Districts' Health Trust Plan or equal coverage for Employees and their dependents for the term of this Agreement, provided the Employee completes the necessary application forms. The Employees shall pay a premium share of the total insurance premium of seven and a half percent (7.5%) for each year of this Agreement.

The Employer shall pay the premium for a 50% co-insurance for dental coverage for crowns, inlays, onlays, gold fillings, dentures, and fixed bridges for the Employee only. Health Insurance coverages shall be subject to the periodical monitoring by the Association. When a monitoring report reveals coverage to be inferior in service, benefits, or financial relief to those previously provided or inferior in the same respects to those plans as improved, the Employer shall be responsible for appropriate and immediate improvements in coverage so as to make the coverages equal. In cases where the Employee is required to pay any fees for the processing of claims, the Employee, upon presentation of a receipt of payment, shall be reimbursed by the Employer. The Association shall have the right to examination, within reasonable time limits, of anticipated changes resulting from this provision prior to the contracting for such

changes. Should any Employee desire to purchase additional dental coverage which is available, he/she may do so at his/her own expense.

The Preferred Provider Organization deductible shall be $350.00 individual/$700.00 family or the deductibles established by the Berks County School Districts' Health Trust Plan.

C. **Benefit Waiver Policy**

1. All eligible full time Employees waiving or reducing medical coverage shall receive the following reimbursement:

   a. If eligible for family coverage and elect no coverage - $3,600.00.
   b. If eligible for family coverage and elect two-party - $750.00.
   c. If eligible or family coverage and elect single coverage - $1,800.00.
   d. If eligible for two-party coverage and elect no coverage - $2,400.00.
   e. If eligible for two-party coverage and elect single coverage - $1,400.00.
   f. If eligible for single coverage and elect no coverage - $1,200.00.

2. To exercise waiver of benefits, an Employee must submit a completed Request for Employee's Benefit Waiver to the Business Office for review and approval. The waiver must be submitted no later than June 15th for implementation in the following school year.

3. The benefit waiver period begins July 1st of each school year and terminates June 30th of the following year.

4. Payment to the Employee for waiver or reduction of health benefits will be prorated over the Employee's annual pay periods.

5. The request to waive health benefits will be ongoing unless discontinued by the Employee. Such discontinuance must be completed at the end of each benefit period or by June 30th, unless discontinued earlier for emergency situations.

6. Waived health coverage may be reinstated during the year due to an emergency situation. A written request for reinstatement must be submitted to the Business Office. Reinstatement of the affected

benefits will occur on the first day of the month following the date of approval by the insurance carrier. The District shall not be responsible nor liable in any way for treatments or any Employee expenses for health care related items at any time. Reinstatement shall occur only after approval by the District's insurance carrier in accordance with their rules and regulations then in effect.

7. An emergency is defined as an unforeseen change in an individual's life circumstances, such as a death, termination of other coverage, divorce or as defined by the Berks County School District's Health Trust Plan.

8. In the event that this provision causes the health insurance coverage for other Employees to become taxable under the doctrine of constructive receipt, this provision shall become null and void and all eligible Employees shall be granted the health insurance benefits as provided in the Agreement.

9. In no event will this waiver policy be used to circumvent any rights an Employee or their dependent may have under any state and/or federal rules, regulations or law.

D. **Family Medical Plan.** The District shall provide all full-time twelve (12) month Employees with a reimbursement of up to Eight Hundred Seventy-Five Dollars ($875.00) for expenses incurred by the Employee, his/her spouse, and/or his/her children not covered by the existing health, dental, vision, and prescription plans. Payment will be made after proof of payment to the health provider is submitted to the District. Payment will be made no later than March of the following year or when verification of the submitted request is approved by the Superintendent/designee.

There will be only one payment per family for each year of the contract.

After all individuals have been reimbursed, any funds remaining (less than the maximum cap paid to individuals) will be placed in a pool and redistributed equally to those whose claims exceed the maximum reimbursement level within the contract.

This benefit ceases upon the retirement of the Employee. Excess funds will not be carried over year to year.
Prorated payments will be made to Employees serving less than the calendar year.

E. **Disability Insurance.** The Employer agrees to provide long-term disability insurance. The Administrators will select the plan.

F. **Vision Plan.** Employer shall provide Employees and dependents with Blue Cross Vision – (NVA – National Vision Administrators Plan) or the coverage as provided under the Muhlenberg Education Association Collective Bargaining Agreement. Employer shall contribute One Hundred Dollars ($100.00) per year per Employee toward the cost of the premium. In the event the cost of the premium exceeds One Hundred Dollars ($100.00) in any year, the Employee must contribute the excess cost of the premium by way of payroll deduction. The Administrators shall furnish to Employer individual authorization cards for each Employee for the amount of the cost of the premium in excess of One Hundred Dollars ($100.00) per year. If Employees are married to each other, there shall be only one vision policy for the family.

G. **Extended Sickness Benefits**

1. Coverage Clause

In the event a Beneficiary Employee suffers a Disability for an Extended Continuous Period of Time, the Employer shall pay to said Employee for each day of absence the salary and benefits to which the Employee may be entitled as if said Employee were actually engaged in the performance of duty for a period as shown under the sub-title "Schedule."

2. Schedule

After a Beneficiary Employee has consumed his State-mandated sick leave entitlement, and after the first ten (10) days of Disability for an Extended Continuous Period of Time, and prior to or in addition to sabbatical leave now provided by statute for Beneficiary Employee (24 P.S. 11 -1166), Employer shall pay Beneficiary Employee as provided in Coverage Clause for years of service as a professional Employee in Muhlenberg School District benefits determined by the length of said service as follows:

a. During the first year of Muhlenberg Service, one and one-half (1½) days of benefits shall accrue for each calendar month of Muhlenberg Service completed, e.g. Employee begins work

on September 7, in first year of employment and becomes ill on November 8. Days entitled: two (2).

b. After one (1) full year of Muhlenberg Service and up to ten (10) years of Muhlenberg Service, entitlement: one and one-half (1 ½) calendar months at full pay.

c. After ten (10) full years of Muhlenberg Service and up to fifteen (15) years of Muhlenberg Service, entitlement: one and one-half (1½) calendar months at full pay and one and one-half (1½) calendar months at one-half pay.

d. After fifteen (15) full years of Muhlenberg Service and up to twenty (20) years of Muhlenberg Service, entitlement: two and one-half (2½) calendar months at full pay.

e. After twenty (20) full years of Muhlenberg Service and upwards of Muhlenberg Service, entitlement: two and one-half (2½) calendar months at full pay and one and one-half (1½) calendar months at one-half pay.

The total amount paid to Employee in combination with sick days and/or Sabbatical leave shall not be in excess of Employee's per diem rate of pay.

3. Definitions

Words and phrases used in the text of this benefit shall mean:

a. Beneficiary Employee. An Employee covered by this Agreement.

b. Calendar Month. A time during a term beginning with the first day a Beneficiary Employee becomes entitled to this benefit and ending one day before the like date of the ensuing month, provided the date falls during the working term.

c. Disability. Sickness or accidental injury shall be of such nature as to wholly and continuously disable and prevent the Beneficiary Employee from performing any and every duty pertaining to his or her employment. Beneficiary Employee must be regularly attended by a legally qualified physician or surgeon.

d. An Extended Continuous Period of Time. Shall be construed to mean a continued and prolonged period consisting of at least eleven (11) successive school term days.

e. Term. The Definition of the word "term" shall be construed to mean during the working calendar for Employer of the particular Beneficiary Employee, said calendar being the calendar adopted by Employer for the current school year and including any amendment to said calendar made during the school year.

4. Exceptions and Reductions

No benefits shall be paid if:

a. the accidental injury is incurred while the Beneficiary Employee is engaged in remunerative work unrelated to school duties;

b. disability is caused by pregnancy;

c. disability is self-inflicted by Beneficiary Employee;

d. disability results from exercise of option on part of Beneficiary Employee, e.g. chronic illness not calling for emergency operation during term;

e. benefits are duplicated by law or other Employer benefits so that Beneficiary Employee's benefits would exceed his or her working pay;

f. disability does not occur and/or continue during Beneficiary Employee's term. Benefits shall be reduced by any payments made under Worker's Compensation.

5. Physical Examinations

In the event of disability for which Beneficiary Employee claims coverage under the benefit, the Beneficiary Employee shall furnish a certificate from a physician certifying to the illness or injury. The certificate shall state that the Beneficiary Employee was unable to perform his or her duties during the period of absence. Additionally,

the Employer at its own expense shall have the right and opportunity to have a doctor examine the person of the Beneficiary Employee when and as often as it may reasonably require during the period of the benefit.

6. Conformity with State Statute

Any provision of this benefit which may be determined to be in conflict with state statute is hereby amended to conform to the requirements of such statute.

7. Miscellaneous Provisions

a. Entitlement is not cumulative.

b. Successive periods of a sickness, due to the same or related causes, shall be considered as one period of sickness unless separated by Beneficiary Employee's return to full-time employment for three (3) months or longer.

c. The Disability benefit herein provided shall be reinstated for full-time Beneficiary Employees provided the request involves a new Disability not related to the former Disability, does not constitute a recurrence of the same Disability, and/or involves a new and separate accident.

H. **Occupational Illness**

Employees who are injured while on duty and are entitled to Workers' Compensation shall have the option of taking sick leave days which they have accumulated or to receive Workers' Compensation.

I. **Section 125**

Employer will create a full-service IRS 125(c) pre-tax dollar medical plan to allow Employees to set aside a portion of his/her salary to pay for any required co-pay premiums and such other items as permitted by Section 125 of the Internal Revenue Code.

J. **403(b) Contribution**

In the event that an Employee contributes to a 403(b) Plan, Employer will contribute a match not to exceed Two Thousand Five Hundred Dollars

($2,500.00) during any calendar year, prorated for days worked in that calendar year.

IX. PROFESSIONAL DUES

Dues for local, state, and national administrative associations will be paid by the Employer upon approval of the Superintendent of Schools/designee.

X. PROFESSIONAL IMPROVEMENT

Employees taking undergraduate or graduate courses may be reimbursed up to One Thousand Dollars ($1,000.00) net tuition per course upon application to and approval of the Superintendent of Schools.

Net cost is interpreted to mean the cost to the applicant after subtracting GI payments, scholarships, fellowships, and other forms of reimbursement, etc. from the basic cost of the course being pursued.

Reimbursement will be made for "satisfactory completion of the course." Grades below B or P (in pass/fail courses) will not be eligible for reimbursement.

A transcript from the institution granting the college credit must be submitted to the Superintendent for approval of payment. A transcript, receipted bill, and a statement detailing grants, scholarships, etc. will serve as vouchers for reimbursement.

The Superintendent's decision regarding the approval or denial of the application for reimbursement shall be final.

Employee must agree, in writing, to remain in the employ of the Muhlenberg School District for at least two (2) full semesters following the completion of the course work for which tuition payment is being requested unless prevented from so doing by reason of illness or other extenuating circumstances approved by the Superintendent of Schools. Failure to comply with these provisions will require that the Employee repay to Muhlenberg School District all monies received for the tuition payment in question.

Social Workers shall receive the Professional Improvement benefits provided in the Act 93 Agreement I at Paragraph X.

XI. **WAGES.**

1. Wages* for the years covered by this Agreement will be as follows:

Distinguished	4.0% plus one-time bonus
Exceeds Expectations	3.0% plus one-time bonus
Meets Expectations (Satisfactory)	3.0%
Needs Improvement	1.5%
Unsatisfactory	0.0%

2. Starting Salary Ranges for the years covered by this Agreement for the below professionals shall be as follows:

Physical Plant Supervisors	$70,000.00 – $80,000.00
Confidential Secretaries/ Administrative Specialists	$60,000.00 – $70,000.00
Athletic Trainers	$55,000.00 – $65,000.00
Community and Family Outreach Coordinator & District Interpreter	$55,000.00 – $65,000.00
Social Workers	$75,000.00 – $85,000.00

*1.50% increase per salary range each year

XII. **EFFECTIVE DATES:** The raises set forth in Paragraph "XI Wages," shall be effective beginning on July 1, 2023 and shall continue for those raises to be effective through June 30, 2028.

IN WITNESS THEREOF, the parties have caused this Agreement to be duly executed the day and year first hereunto before written.

MUHLENBERG SCHOOL DISTRICT

BY: _____

ATTEST: _____

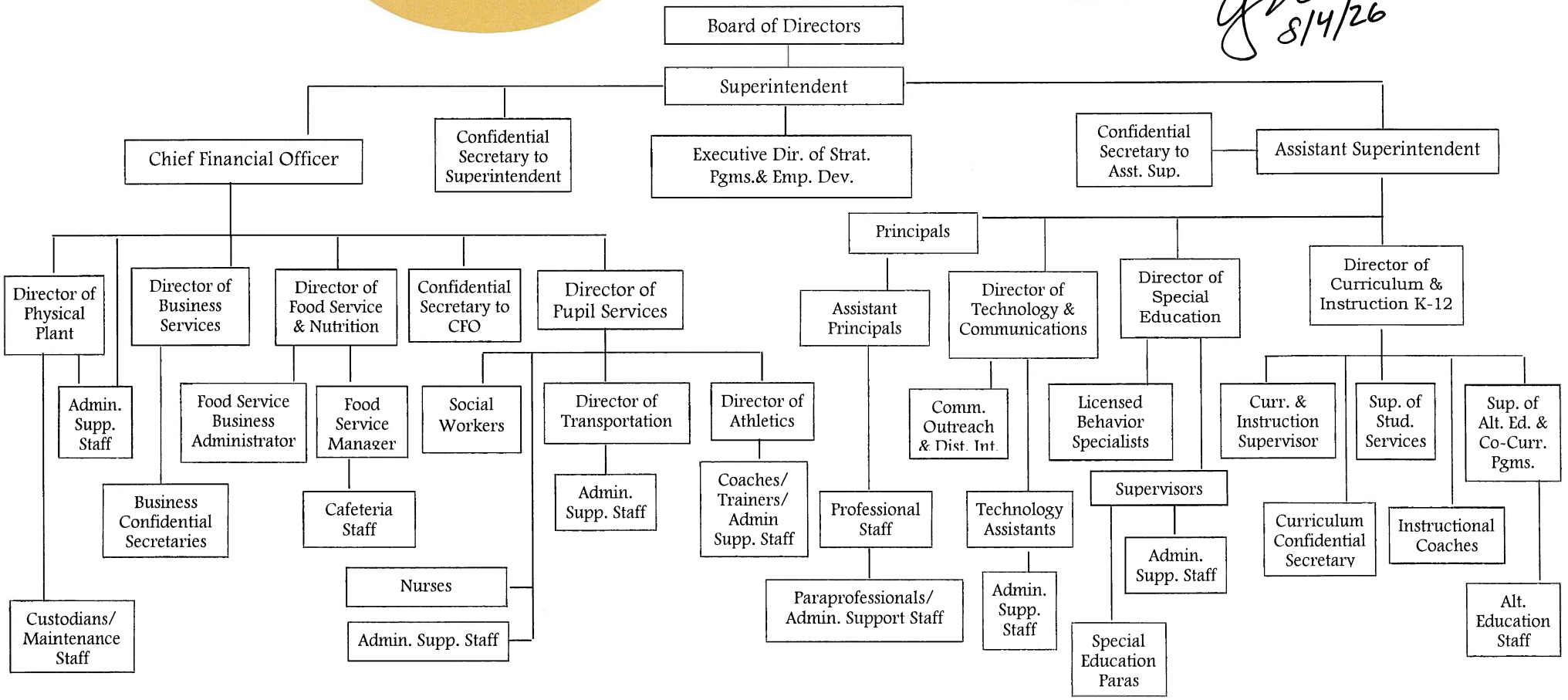
MUHLENBERG ADMINISTRATORS' ASSOCIATION

BY: _____

ATTEST: _____

MUHLENBERG SCHOOL DISTRICT

8/14/26



Revised; Board Approved:

MAROTTA/MAIN
ARCHITECTS

July 30, 2026

Ken Patterson
Director of Physical Plant
Muhlenberg School District
801 Bellevue Avenue
Reading, PA 19605

8/4/26

Re: Muhlenberg High School Addition and Renovations
Unforeseen Electrical Items

Dear Ken,
This memo is intended to summarize the costs associated with unforeseen conditions affecting electrical items in the high school. The current renovation scope includes the second floor of A-Block, the natatorium and the Alt Ed wing, which is 84,000 square feet. The cost events are itemized below.

EC-23 Pool Sound System Upgrade – Added cost to provide boxes and raceways necessary for a future sound system for the natatorium. $9,966.62

EC-24 Damaged Pool Balcony Outlets and Circuits – Troubleshoot and trace wiring, install new wiring and re-connect receptacles. Wiring and conduit were damaged during construction. $735.29

EC-25 Damaged Parking Lot Lighting Circuits – Install new quazite box, repair/replace damaged conduit and wire for existing parking lot lighting circuit. Lighting circuit was damaged during excavation of parking lot. $2,041.91

EC-27 B Block Area 2 Electrical Issues – Re-feed classroom circuits that were imbedded in slab. These were outlets that were demolished due to new openings in existing walls and were feeding additional outlets downstream. Circuits needed to be traced out, pulled back to an existing outlet to remain and re-circuited from that point. This condition was unforeseen prior to demolition. $2,816.69

EC-30 T&M to fix electrical feeders for two panels damaged in b-block by saw cutting slab for plumbing – Conduit was cut during saw cutting of the existing floor slab. This was an unforeseen condition. $48,698.00

TOTAL = **$64,258.51**

The above are submitted for Board action.

Sincerely,
MAROTTA / MAIN Architects

Ginger Houser
Project Architect

CHANGE ORDER

AIA DOCUMENT G701-2001

x ARCHITECT x OWNER
x CONTRACTOR FIELD

PROJECT:
Muhlenberg High School Additions & Renovations
400 Sharp Avenue
Reading, PA 19605

CHANGE ORDER NUMBER: EC - 05
DATE OF INITIATION: July 30, 2026
ARCHITECT'S PROJECT NUMBER: 24-MSD-01
CONTRACT DATE: November 13, 2025
CONTRACT FOR: Electrical Construction

TO CONTRACTOR:
Philips Brothers Electrical Construction
235 Sweet Spring Road
Glenmoore, PA 19343

The Contract is changed as follows: COST

The following unforeseen items were encountered during the renovations to the 84,000 square feet of the building currently under construction (Natatorium, 2nd floor of A-Block and the Alt Ed wing).

EC-05.01	EC-23 Pool Sound System Upgrade – Added cost to provide boxes and raceways necessary for a future sound system for the natatorium.	$9,966.62
EC-05.02	EC-24 Damaged Pool Balcony Outlets and Circuits – Troubleshoot and trace wiring, install new wiring and re-connect receptacles. Wiring and conduit were damaged during construction.	$735.29
EC-05.03	EC-25 Damaged Parking Lot Lighting Circuits – Install new quazite box, repair/replace damaged conduit and wire for existing parking lot lighting circuit. Lighting circuit was damaged during excavation of parking lot.	$2,041.91
EC-05.04	EC-27 B Block Area 2 Electrical Issues – Re-feed classroom circuits that were imbedded in slab. These were outlets that were demolished due to new openings in existing walls and were feeding additional outlets downstream. Circuits needed to be traced out, pulled back to an existing outlet to remain and re-circuited from that point. This condition was unforeseen prior to demolition.	$2,816.69
EC-05.05	EC-30 T&M to fix electrical feeders for two panels damaged in b-block by saw cutting slab for plumbing – Conduit was cut during saw cutting of the existing floor slab. This was an unforeseen condition.	$48,698.00

TOTAL THIS CHANGE ORDER	$	$64,258.51
The original Contract Sum was	$	5,410,000.00
The net change by previously authorized Change Orders	$	6,255.74
The Contract Sum prior to this Change Order was	$	5,416,255.74
The Contract Sum will increase by this Change Order in the amount of	$	64,258.51
The new Contract Sum including this Change Order will be	$	5,480,514.25
The Contract Time will be increased by Zero (0) days.		
The date of Substantial Completion as of the date of this Change Order therefore is		UNCHANGED

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOTE: NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MM architects, inc.	**Philips Brothers Electrical Construction**	**Muhlenberg School District**
Architect	Contractor	Owner
214 North Duke Street	**235 Sweet Spring Road**	**801 Bellevue Avenue**
Address	Address	Address
Lancaster, PA 17602	**Glenmoore, PA 19343**	**Reading, PA 19605**
BY	BY	BY
07·30·26		
DATE	DATE	DATE

PHILIPS BROTHERS
ELECTRICAL CONTRACTORS

235 Sweet Spring Road
Glenmoore, PA 19343

610-458-8578 OFFICE
610-458-8438 FAX

sales@phillipsbrothers.com
phillipsbrothers.com

June 29, 2026
Job #2882

Marotta/Main Architects
214 N Duke Street
Lancaster, PA 17602

Attn: Donald Main

Re: Muhlenberg HS Additions & Renovations
Muhlenberg SD
Project #24-MSD-01

Sub: COR-EC-23, CPR-10, Pool Sound System Upgrade

Dear Sir:

Following is our cost for the pool sound system upgrade. Note, no painted conduit included.

Material

Qty	Unit	Description	Amt. Per Unit	Total
650	ft	3/4" EMT	1.05	682.50
1	Lot	12 x 12 x 2ft trough	125.00	125.00
80	ft	strut	4.00	320.00
1	lot	misc hardware	100.00	100.00
1	lot	2 week lift rental	775.00	775.00
13	ea	4" square box/blank plate	25.00	325.00
350	ft	#12 THHN	0.35	122.50
			Subtotal	$2,327.50
			15% overhead & profit	$349.12
			Total Material	$2,676.62

Labor

Description	Total Hours
Work with masons	3
layout/core walls	8.00
run pipe	34.00
	45.00

PA LIC #PI-000900 • MD LIC #9950 • NC LIC #16330-U • NJ LIC #13-04394 • VA LIC #2705151332A

ja29814-2882-26

Total OT Hours	45
PBECI OT Rate	$162.00
Total OT Labor	$7,290.00

Summary

Material	$2,676.62
Labor	$7,290.00
Total Cost	$9,966.62

Very Truly Yours,

Josh Black
Project Manager

PHILIPS BROTHERS
ELECTRICAL CONTRACTORS

235 Sweet Spring Road
Glenmoore, PA 19343

610-458-8578 OFFICE
610-458-8438 FAX

sales@phillipsbrothers.com
philipsbrothers.com

July 9, 2026
Job #2882

Marotta/Main Architects
214 N Duke Street
Lancaster, PA 17602

Attn: Donald Main

Re: Muhlenberg HS Additions & Renovations
Muhlenberg SD
Project #24-MSD-01

Sub: COR EC-24 RFI EC-35, Damaged Pool Balcony Outlets Circuit

Dear Sir:

Following is our cost to troubleshoot and repair the pool balcony outlets circuit.

Material

Qty	Unit	Description	Amt. Per Unit	Total
60	ft	12/2 MC cable	1.00	60.00
6	ea	MC connector	0.90	5.40
10	ft	3/4" EMT	1.05	10.50
			Subtotal	$75.90
			15% overhead & profit	$11.39
			Total Material	$87.29

Labor

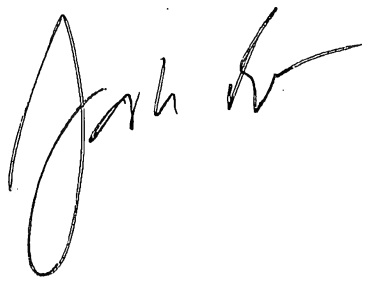
Description	Total Hours
troubleshoot and trace wiring, run new MC/resplice in existing box, remove and reinstall outlets, turn back on and test	6.00
PBECI Rate	$108.00
Total Labor	$648.00

Summary

Material	$87.29
Labor	$648.00
Total Cost	$735.29

Very Truly Yours,

Josh Black
Project Manager



PHILIPS BROTHERS
ELECTRICAL CONTRACTORS

235 Sweet Spring Road
Glenmoore, PA 19343

610-458-8578 OFFICE
610-458-8438 FAX

sales@phillpsbrothers.com
philipsbrothers.com

July 9, 2026
Job #2882

Marotta/Main Architects
214 N Duke Street
Lancaster, PA 17602

Attn: Donald Main

Re: Muhlenberg HS Additions & Renovations
Muhlenberg SD
Project #24-MSD-01

Sub: COR EC-25 RFI EC-39 Parking Lot Fix

Dear Sir:

Following is our cost to fix quazite, conduit and wire in the parking lot.

Material

Qty	Unit	Description	Amt. Per Unit	Total
1	ea	Quazite w/ tier 15 lid	350.00	350.00
100	ft	1" PVC	0.65	65.00
2	ea	1" PVC 90°	2.35	4.70
300	ft	#10 THHN	0.45	135.00
			Subtotal	$554.70
			15% overhead & profit	$83.21
			Total Material	$637.91

Labor

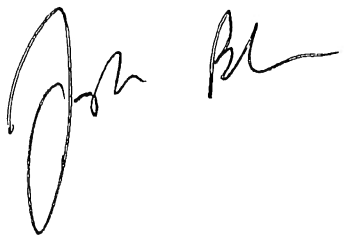
Description	Total Hours
dig	2.00
install PVC	2.00
install quazite	4.00
blow string	1.00
pull wire	2.00
resplice, test lights	2.00
Total Hours	13.00
PBECI Rate	$108.00
Total Labor	$1,404.00

Summary

Material	$637.91
Labor	$1,404.00
Total Cost	$2,041.91

Very Truly Yours,

Josh Black
Project Manager



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philipsbrothers.com

July 9, 2026
Job #2882

Marotta/Main Architects
214 N Duke Street
Lancaster, PA 17602

Attn: Donald Main

Re: Muhlenberg HS Additions & Renovations
Muhlenberg SD
Project #24-MSD-01

Sub: COR EC-27 B Block Area 2 Issues

Dear Sir:

Following is our cost for the Area 2 B block issues to fix feeds to classrooms that were lost under slab from wall relocations.

Material

Qty	Unit	Description	Amt. Per Unit	Total
75	ft	3/4" EMT	1.05	78.75
525	ft	#12 wire	0.30	157.50
100	ft	12/2 MC	1.00	100.00
			Subtotal	$336.25
			15% overhead & profit	$50.44
			Total Material	$386.69

Labor

Description	Total Hours
investigate/trace wiring	3.00
run pipe to panel	3.00
pull wire/MC cable	3.00
disconnect old wiring in panel	1.00
terminate new wiring in panel	1.00
replace wires, fix boxes w/ outlets	3.00
test everything out	1.00
Total OT Hours	15.00
PBECI Rate	$162.00
Total Labor	$2,430.00

Summary

Material	$386.69
Labor	$2,430.00
Total Cost	$2,816.69

Very Truly Yours,

Josh Black
Project Manager

PHILIPS BROTHERS
ELECTRICAL CONTRACTORS

235 Sweet Spring Road
Glenmoore, PA 19343

610-458-8578 OFFICE
610-458-8438 FAX

sales@philipsbrothers.com
philipsbrothers.com

July 2, 2026
Job #2882

Marotta/Main Architects
214 N Duke Street
Lancaster, PA 17602

Attn: Donald Main

Re: Muhlenberg HS Additions & Renovations
Muhlenberg SD
Project #24-MSD-01

Sub: T&M to Fix Pipes Damaged by Saw-cutting

Dear Sir:

Following is our cost fix conduits damaged by saw-cutting bathroom floor. Cut the feeders to (2) panels and (1) had parallel feeders to it. Time and material not to exceed the amount below.

Material

Qty	Unit	Description	Amt. Per Unit	Total
2500	ft	250MCM	10.20	25,500.00
520	ft	#2 wire	3.25	1,690.00
5	ft	2 1/2" PVC	2.15	10.75
2	ea	2 1/2" PVC coupling	2.55	5.10
10	ft	1" PVC	0.65	6.50
4	ea	1" PVC coupling	0.60	2.40
25	ft	3/4" PVC	0.45	11.25
10	ea	3/4" PVC coupling	0.40	4.00
9800	ft	#10 wire	0.45	4,410.00
			Subtotal	$31,640.00
			15% overhead & profit	$4,746.00
			Total Material	$36,386.00

Labor

Description	Total Hours
investigate/cut parallel wire ST	24.00

GE LIC #11-0006900 · MD LIC #3456 · NC LIC #15980-U · NJ LIC #EB-56394 · NY LIC #4610-E · VA LIC #2705191902A

ja29820-2882-26

electrician OT	60.00
Total ST Hours	24.00
PBECI Rate	$108.00
Total ST Labor	$2,592.00
Total OT Hours	60.00
PBECI OT Rate	$162.00
Total OT Labor	$9,720.00
Total Labor	$12,312.00

Summary

Material	$36,386.00
Labor	$12,312.00
Total Cost	$48,698.00

Very Truly Yours,

Josh Black
Project Manager

MAROTTA/MAIN
ARCHITECTS

MEMORANDUM **Date:** 31 July 2026

8/3/26

To: Ken Patterson, Muhlenberg School District

From: Emma Frecon, Register Architect **Subject:** Scoreboard Change Orders

Dear Ken Patterson:

Marotta/Main Architects recommends accepting the following change orders: GC-01 Scoreboard Power and EC-01 Scoreboard Power. These two change orders are a result of site coordination efforts and result in a cumulative no-cost change order for the District.

Sincerely,

Emma Frecon
Registered Architect
MAROTTA / MAIN ARCHITECTS

cc (by email): Carl Kowalski Project Manager, MMA
Austin Harmes, Project Manager, FIDEVIA Construction Management & Consulting

214 N. Duke Street, Lancaster, PA 17602 P 717.393.3211 F 717.393.3212

www.marottamain.com

CHANGE ORDER

AIA DOCUMENT G701-2001

x ARCHITECT x OWNER
x CONTRACTOR FIELD

PROJECT:
Construction of New Grades 5-6 Middle School
400 Sharp Avenue
Reading, PA 19605

CHANGE ORDER NUMBER: EC - 01
DATE OF INITIATION: June 10, 2026
ARCHITECT'S PROJECT NUMBER: 23-MSD-02
CONTRACT DATE: January 9, 2025
CONTRACT FOR: Electrical Construction

TO CONTRACTOR:
Hirneisen Electric, Inc.
1619 Old Lancaster Pike
Reading, PA 19608

The Contract is changed as follows:

		COST
1.01	Scoreboard Power	$21,694.00

TOTAL THIS CHANGE ORDER	$	$21,694.00
The original Contract Sum was	$	8,181,000.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	8,181,000.00
The Contract Sum will increase by this Change Order in the amount of	$	21,694.00
The new Contract Sum including this Change Order will be	$	8,202,694.00
The Contract Time will be increased by To Be Determined		
The date of Substantial Completion as of the date of this Change Order therefore is		UNCHANGED

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOTE: NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MM architects, inc.	**Hirneisen Electric, Inc.**	**Muhlenberg School District**
Architect	Contractor	Owner
214 North Duke Street	**1619 Old Lancaster Pike**	**801 Bellvue Avenue**
Address	Address	Address
Lancaster, PA 17602	**Reading, PA 19608**	**Reading, PA 19605**
BY	BY	BY
6/10/26	6/16/2026	
DATE	DATE	DATE

HIRNEISEN ELECTRIC, INC.

1619 Old Lancaster Pike
Reading, PA 19608

Telephone: 610-777-4892
Fax: 610-777-3871

March 5, 2026

Marotta/Main Architects
214 N. Duke Street
Lancaster, PA 17602

Attention: Carl Kowalski

Reference: MSD 5-6 Middle School – CR006 – Scoreboard Power

Dear Carl,
Hirneisen Electric is pleased to provide our change request to complete the electrical work for the above-mentioned project for the **SUM** of **TWENTY-ONE THOUSAND SIX HUNDRED NINETY-FOUR DOLLARS ($21,694.00).**

This proposal is based on discussions with Marotta Main Architects.

- Provide labor & materials to install power to the scoreboard as proposed in discussions with Marotta Main Architects.

We exclude the following items:

- Overtime / Shift work

Should you have any questions or need any additional information, please do not hesitate to contact me.

Respectfully Submitted,

Kevin Snyder

Kevin Snyder
Estimator

Job ID: 2024--0718
Project: Muhlenberg MS 5th & 6th grades

CO: CO-0004: Scoreboard Power

Bid Brief Form Report

5 Mar 2026 16:29:36

Tax Rate status: Bid **Bid Name:** BASE BID **Bid Template:** BASIC (EXPANDED O&P)

Description	Amount	Subtotal
Material		
Estimated Material	5,017.18	
Material Adjustment	0.00	
Material Total:		5,017.18
Labor		
Direct Labor Hours	91.40	
Labor Dollars	7,964.28	
Indirect Labor	0.00	
Labor Escalation	0.00	
Labor Adjustments	0.00	
Labor Total:		7,964.28
SubContracts		
TRENCHING SUBCON		
[no vendor name]	5,500.00	
TRENCHING SUBCON Total:	5,500.00	
SubContract Adjustments	0.00	
SubContracts Total:		5,500.00
Direct Job Costs		
Estimated DJC	0.00	
DJC Adjustments	0.00	
Direct Job Costs Total:		0.00
Taxes		
Material Tax (6.0000%)	301.03	
Quote Tax (0.0000%)	0.00	
Labor Tax (0.0000%)	0.00	
Equipment Tax (0.0000%)	0.00	
SubContract Tax (0.0000%)	0.00	
Taxes Total:		301.03
Pre-Overhead and Profit Subtotal:		*18,782.49*
Overhead		
Material Overhead (10.00% markup)	531.82	
Quotes Overhead (10.00% markup)	0.00	
Labor Overhead (10.00% markup)	796.43	
Equipment Overhead (10.00% markup)	0.00	
SubContracts Overhead (10.00% markup)	550.00	
DJC Overhead (10.00% markup)	0.00	
Overhead Total:		1,878.25

Job ID: 2024--0718
Project: Muhlenberg MS 5th & 6th grades

CO: CO-0004: Scoreboard Power

Summary by Subtotal

5 Mar 2026 16:29:59

Subtotal 250 - TRENCHING SUBCON

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
		TRENCHING SUBCON	S	1.00	EA	0.0000	0.00	0.0000	0.00	5,500.0000	5,500.00
					Subtotal totals:		**0.00**		**0.00**		**5,500.00**

Subtotal 1 - GRC

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
10003	1 1/4	GRC	M	20.00	FT	10.0500	201.00	0.0800	1.60	0.0000	0.00
					Subtotal totals:		**201.00**		**1.60**		**0.00**

Subtotal 2 - EMT

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
10056	1 1/4	EMT	M	65.00	FT	3.1800	206.70	0.0620	4.03	0.0000	0.00
					Subtotal totals:		**206.70**		**4.03**		**0.00**

Subtotal 3 - PVC

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
10166	1 1/4	PVC SCH 40	M	430.00	FT	0.7500	322.50	0.0600	25.80	0.0000	0.00
					Subtotal totals:		**322.50**		**25.80**		**0.00**

Subtotal 8 - PVC FITTINGS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
20206	1 1/4	PVC FIELD-BEND	M	4.00	EA	0.0000	0.00	0.6500	2.60	0.0000	0.00
20218	1 1/4	PVC SCH 40 90-DEG-ELBOW	M	4.00	EA	2.7300	10.92	0.3200	1.28	0.0000	0.00
31354	1 1/4	PVC FEMALE ADAPTER	M	1.00	EA	1.7746	1.77	0.2000	0.20	0.0000	0.00
31366	1 1/4	PVC MALE ADAPTER	M	4.00	EA	1.4093	5.64	0.2000	0.80	0.0000	0.00
31406	1 1/4	PVC COUPLING	M	6.00	EA	1.0367	6.22	0.2000	1.20	0.0000	0.00
40043	OUNCE	PVC (GLUE) CEMENT	M	10.22	OZ	1.0988	11.23	0.0120	0.12	0.0000	0.00
					Subtotal totals:		**35.78**		**6.20**		**0.00**

Subtotal 10 - RIGID FITTINGS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
10563	1 1/4	CONDUIT CUT/THREAD/REAM	M	4.00	EA	0.0000	0.00	0.2400	0.96	0.0000	0.00
20003	1 1/4	GRC FIELD-BEND	M	0.00	EA	0.0000	0.00	0.0000	0.00	0.0000	0.00
20024	1 1/4	GRC 90-DEG ELBOW	M	2.00	EA	18.3900	36.78	0.6000	1.20	0.0000	0.00
30003	1 1/4	GRC/IMC COUPLING	M	3.00	EA	5.4900	16.47	0.2300	0.69	0.0000	0.00
30203	1 1/4	GRC LB CONDUIT BODY FORM 7	M	1.00	EA	51.2500	51.25	1.0000	1.00	0.0000	0.00
30409	1 1/4	GRC CONDUIT BODY STEEL COVER	M	1.00	EA	12.3388	12.34	0.0396	0.04	0.0000	0.00
30435	1 1/4	CONDUIT BODY GASKET	M	1.00	EA	10.2545	10.25	0.0200	0.02	0.0000	0.00
40066	OUNCE	CUTTING OIL STEEL	M	0.06	OZ	0.3235	0.02	0.0000	0.00	0.0000	0.00
40070	OUNCE	DEGREASING SPRAY	M	0.06	OZ	1.3580	0.08	0.0000	0.00	0.0000	0.00

Subtotal 10 - RIGID FITTINGS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
40071	OUNCE	SCREW THREAD LUBRICANT	M	0.19	OZ	7.5963	1.46	0.0000	0.00	0.0000	0.00
40130	1 1/4	GRND BUSHING INSULATED	M	1.00	EA	15.6332	15.63	0.3500	0.35	0.0000	0.00
40235	1 1/4	PLASTIC BUSHING	M	10.00	EA	0.6787	6.79	0.1700	1.70	0.0000	0.00
40258	1 1/4	LOCKNUT	M	4.00	EA	1.3788	5.52	0.1700	0.68	0.0000	0.00
					Subtotal totals:		**156.59**		**6.64**		**0.00**

Subtotal 11 - EMT FITTINGS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
20741	1 1/4	EMT FIELD-BEND	M	0.00	EA	0.0000	0.00	0.0000	0.00	0.0000	0.00
20751	1 1/4	EMT 90-ELBOW	M	2.00	EA	9.7300	19.46	0.3200	0.64	0.0000	0.00
30554	1 1/4	EMT STEEL-COMP COUPLING	M	8.00	EA	3.8200	30.56	0.2000	1.60	0.0000	0.00
30680	1 1/4	EMT STEEL COMP CONNECTOR	M	2.00	EA	2.8900	5.78	0.4000	0.80	0.0000	0.00
					Subtotal totals:		**55.80**		**3.04**		**0.00**

Subtotal 13 - HANGERS/SUPPORTS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
160438	1/4 x 1 1/4"	PLTD FENDER WASHER	M	4.00	EA	0.0999	0.40	0.0012	0.00	0.0000	0.00
161273	#12 x 1"	GALV SHEET METAL SCREW	M	4.00	EA	0.1062	0.42	0.0300	0.12	0.0000	0.00
161299	#8-12 x 1"	PLASTIC ANCHOR	M	4.00	EA	0.0417	0.17	0.0200	0.08	0.0000	0.00
161313	1/4 x 1 1/2 - 3"	HAMMER DRILLED HOLE	M	4.00	EA	0.0000	0.00	0.1300	0.52	0.0000	0.00
630077	1 1/4	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	M	10.00	EA	2.6485	26.49	0.0800	0.80	0.0000	0.00
630193	1 1/4	COND 1-PC w/BOLT STL STRUT CLAMP	M	3.00	EA	1.4868	4.46	0.0400	0.12	0.0000	0.00
					Subtotal totals:		**31.94**		**1.64**		**0.00**

Subtotal 15 - LIQUIDTITE

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
50083	1 1/4	LIQUIDTITE CONDUIT	M	5.00	FT	2.8000	14.00	0.1000	0.50	0.0000	0.00
					Subtotal totals:		**14.00**		**0.50**		**0.00**

Subtotal 31 - THHN/THWN CU

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
70037	4.	THHN/THWN CU (STR)	M	1,100.00	FT	1.6000	1,760.00	0.0130	14.30	0.0000	0.00
					Subtotal totals:		**1,760.00**		**14.30**		**0.00**

Subtotal 33 - BARE & GREEN WIRE

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
70232	4.	GREEN THHN CU (GRD 300A)	M	550.00	FT	1.6000	880.00	0.0130	7.15	0.0000	0.00
					Subtotal totals:		**880.00**		**7.15**		**0.00**

Subtotal 42 - WIRE TERMINATIONS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
100566	4.	WIRE TERMINATION LBR	M	3.00	EA	0.0000	0.00	0.2500	0.75	0.0000	0.00
					Subtotal totals:		**0.00**		**0.75**		**0.00**

Subtotal 47 - MANHOLES & HANDHOLES

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
400103	13"x 24"x 18"	HANDHOLE STR-WALL OPN-BOTM 22.5K	M	2.00	EA	575.0000	1,150.00	1.5520	3.10	0.0000	0.00
					Subtotal totals:		**1,150.00**		**3.10**		**0.00**

Subtotal 49 - EQUIPMENT TERMS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
210001		SMALL EQUIPMENT CONNECTION	M	1.00	EA	0.0000	0.00	0.6000	0.60	0.0000	0.00

					Subtotal totals:		0.00		0.60			0.00

Subtotal 50 - DISCONNECTS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
220127	30/2	NF/GD/240V N-3R RT SAFETY-SW	M	1.00	EA	161.0000	161.00	1.7000	1.70	0.0000	0.00
					Subtotal totals:		161.00		1.70		0.00

Subtotal 74 - TRENCHING

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
390295	8" WIDE	HAND TRIM ROCKY TRENCH	M	215.00	FT	0.0000	0.00	0.0400	8.60	0.0000	0.00
390388		STEEL TIE WIRE	M	43.00	FT	0.1000	4.30	0.0600	2.58	0.0000	0.00
					Subtotal totals:		4.30		11.18		0.00

Subtotal 81 - CORING & HOLES

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
10549	1 1/4	CORED HOLE UP TO 8" D	M	1.00	EA	0.0000	0.00	1.0000	1.00	0.0000	0.00
					Subtotal totals:		0.00		1.00		0.00

Subtotal 100 - FIRESTOP

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
740110	1 1/4	FIRE STOP WALL/FLOOR SEAL LBR	M	1.00	EA	0.0000	0.00	1.5000	1.50	0.0000	0.00
					Subtotal totals:		0.00		1.50		0.00

Subtotal 112 - FLEX COND FITTINGS

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Lab Unit	Lab Result	Quo Unit	Quo Result
50278	1 1/4	LIQUIDTITE INS-THROAT ANGLE CONN	M	1.00	EA	25.9200	25.92	0.3600	0.36	0.0000	0.00
50289	1 1/4	LIQUIDTITE INS-THROAT STRAIGHT CONN	M	1.00	EA	11.6500	11.65	0.3000	0.30	0.0000	0.00
					Subtotal totals:		37.57		0.66		0.00
					Job totals:		5,017.18		91.40		5,500.00

Grand Material, Quote, Equipment, and Subcontract Total: 10,517.18

Change Order Review

Date	2026-03-06
Client	Muhlenberg School District
Subject	CR006 – Re-Feed Scoreboard

CR006 in the amount of **$21,694** has been reviewed. The material and labor are within industry standards for the scope of work.

Reviewed by: Steve Cramer

CHANGE ORDER

AIA DOCUMENT G701-2001

x ARCHITECT x OWNER
x CONTRACTOR FIELD

PROJECT:
New Grades 5-6 Middle School
400 Sharp Avenue
Reading, PA 19605

CHANGE ORDER NUMBER: GC - 01
DATE OF INITIATION: June 10, 2026
ARCHITECT'S PROJECT NUMBER: 23-MSD-02
CONTRACT DATE: January 9. 2025
CONTRACT FOR: General Construction

TO CONTRACTOR:
eciConstruction, LLC
124 West Church Street, P.O. Box 459
Dillsburg, PA 17019

The Contract is changed as follows:

	COST
GC-01.01 Credit for scoreboard power work completed by EC.	($21,694.00)

TOTAL THIS CHANGE ORDER	$	($21,694.00)
The original Contract Sum was	$	36,485,000.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	36,485,000.00
The Contract Sum will increase by this Change Order in the amount of	$	(21,694.00)
The new Contract Sum including this Change Order will be	$	36,463,306.00
The Contract Time will be increased by Zero (0) days.		
The date of Substantial Completion as of the date of this Change Order therefore is		UNCHANGED

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOTE: NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MM architects, inc.	**eciConstruction, LLC**	**Muhlenberg School District**
Architect	Contractor	Owner
214 North Duke Street	**124 West Church Street, P.O. Box 459**	**801 Bellevue Avenue**
Address	Address	Address
Lancaster, PA 17602	**Dillsburg, PA 17019**	**Reading, PA 19605**
BY	BY	BY
6/10/26		
DATE	DATE	DATE

MUHLENBERG SCHOOL DISTRICT
Alan S. Futrick, Ed.D.
| Superintendent
Gangi E. Cucciuffo, Ed.D.
| Assistant Superintendent
Shane M. Mathias, CPA
| Business Manager

RECEIVED
AUG 05 2026
SUPERINTENDENT'S OFFICE

DATE: August 5, 2026

TO: Dr. Alan Futrick, Superintendent

FROM: Ken Patterson, Director of Physical Plant KDP

RE: Installation of Eight-Foot-High Fence in Various Areas Throughout MSD Campus 8/6/26

CC: Shane Mathias, CPA., Business Manager

This memorandum serves as an explanation of the capital reserve project needed to upgrade our interior and perimeter fence system. In several places within our campus, fencing is installed at a height of four and six feet, making it very easy to breach during and after school hours. These areas include around the soccer/ field hockey practice turf and main turf fields, the varsity softball field, behind the varsity baseball and stadium fields, and the maintenance building. These areas will receive eight-foot-high fence as part of this project. This installation cost also includes enclosing the new multi-purpose field area and repairs to the tennis court fence. This installation includes over 2700 linear feet of fencing and numerous gates with lockable hardware included.

Vendor	Cost
ProMax Fence Systems	$208,172.00

ProMax Fence Systems is a COSTARS vendor, meeting all procurement requirements for this project. Total Cost for the project is $208,172.00. Funds for the project will be used out of the Capital Reserve Fund. Thank you for your continued support.

ZONING HEARING BOARD
BOROUGH OF LAURELDALE
3406 KUTZTOWN ROAD
LAURELDALE, PA

NOTICE OF APPEAL OR APPLICATION

APPEAL NO. _____

DATE _____

Appeal is hereby made by the undersigned (check applicable item or items)

( ) From the action of the Zoning Officer in refusing my application for a Building or Use Permit dated _____, 20 ____.

(X) For a special exception from the terms of the Laureldale Borough Zoning Ordinance as amended.

(X) For a variance from the terms of the Laureldale Borough Zoning Ordinance as amended.

( ) For Conditional Use approval for as use as required by the Laureldale Borough Zoning Ordinance as amended.

Appellant: **Muhlenberg School District, 801 Bellevue Avenue, Laureldale, PA 19505 610-921-8000**
(name) (address) (phone)

Fee Owner: **Muhlenberg School District, 801 Bellevue Avenue, Laureldale, PA 19505 610-921-8000**
(name) (address) (phone)

Attorney (if any) **Joan E. London, Esq., Kozloff Stoudt PC 2640 Westview Dr., Wyomissing, PA 19610 610-670-2552**
(name) (address) (phone)

Interest of Appellant if not owner (agent, equitable owner, lessee, etc.)

1. Brief description of real estate affected:

Location: The Property is located at 801 Bellevue Avenue, Borough of Laureldale, and has frontage of approximately 984.8' along Bellevue Avenue east of the intersection with Kent Avenue.

Deed Book Reference – Berks County Records
Volume

a. DBV 0923 Page 0218
b. DBV 1948 Page 1840
c. DBV 2002 Page 0005
d. DBV 0908 Page 0291
e. DBV 0921 Page 0075
f. DBV 0863 Page 0566
g. RBV 4069 Page 0149
h. RBV 3839 Page 1183
i. Instrument 2009018751

Lot Size: 31.01 gross acres

Present Use:

Present Zoning Classification: R-1 Residential/Muhlenberg School District.

Present Improvements Upon Land: Junior High School building, School Administration building, and accessory uses and structures, including parking, walkways, and support facilities

2. Describe the purpose of this appeal (Proposed Construction of Use and Manner and Degree that this Proposal is Prohibited by the Zoning Ordinance)

This application is (a) a request for a special exception under Section 401.B(2) for changes to the existing school use for the expansion of the Junior High School, including a 24,592 sq ft area featuring 10 additional classrooms and support facilities, a 4,408 sq ft addition to the Administration Building, and changes to parking as shown in the plan accompanying this application. Applicant seeks a variance from parking requirements, to allow a reduction from 327 spaces to 313 spaces where 333 spaces would be required under Sections 907(1) and 907 (10)(A) and (B). It is believed and therefore averred that the variance is de minimis, and that the parking is and will remain ample for the junior high school use where none of the students are of legal driving age.

3. If this is an appeal from action of the Zoning Officer, complete the following: **N/A**
Date determination made
Your statement of alleged error of Zoning Officer:

4. Reasons Appellant believes Board should approve desired action (refer to section or sections of Ordinance under which it is felt that desired action may be allowed, and note whether hardship is (or is not) claimed, and the specific hardship). See responses to #2 and #6, incorporated by reference.

The Applicant, Muhlenberg School District, has seen an increase in the number of students in the District, which it is required under state law to accommodate, and which cannot be accommodated in current facilities which are overcrowded. The Junior High School project is needed to provide the additional classroom and cafeteria/kitchen space to meet the needs of the student body and comply with educational mandates. The Administration Building renovation, similarly, is required to accommodate increased need for space. There will be some reconfiguration of parking needed, reflected in the attached plans, that will minimize the loss of parking spaces (14 spaces), where the parking has proven to be more than sufficient to accommodate District needs for educational and extracurricular activities. The special exception requested is for continued school use, and the variances from parking requirements (which the School District asserts are de minimis) will have no impact on health, safety, or welfare of residents or have any adverse impacts on surrounding properties. See responses to #2 and #6, incorporated by reference

5. Has previous appeal been filed in connection with these premises? **No.**
(yes or no)

Note: Attach one copy of plan of real estate affected, indicating location and size of lot, size of improvements now erected and proposed to be erected thereon, or other change desired, also any other information required by the Zoning Hearing Board. If more space is required, attach a separate sheet and make specific reference to the question being answered. In question 4 above, include the grounds for the appeal or reasons both with respect to law and fact for granting the appeal or the special exception or variance. Specifications or errors must state separately the appellant's objections to the action of the Zoning Officer with respect to each question of law and fact which is sought to be reviewed.

6. Cite specific sections of the Zoning Code from which relief is requested.

   a. Section 401.B(2) – Special Exception for a school in the R-1 District
   b. Section 1211 – General Special Exception requirements
   c. Section 907(1) – General off-street parking requirements for employees
   d. Section 907(10)(A) and (B) - Number of parking spaces (1 per employee, 1 per 10 students, 1 per 3 seats in the auditorium, totaling 333 needed under strict interpretation of the ordinance).

List below other parties of interest (tenant, mortgagor, etc.) who should be notified of this hearing including at minimum the owners of all abutting property.

PLAN AND LIST OF ABUTTING OWNERS ARE ATTACHED.

I hereby depose and say that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct to the best of my knowledge and belief.

_____

Date (Appellant)

(Appellant)

A $1,000.00 deposit shall be made with the Borough of Laureldale when an appeal is filed. In the event the appeal costs exceed the amount of the deposit, the applicant will be billed for such excess costs. No continued hearing will be held and no decision will be given until the Borough of Laureldale has been paid for all costs or arrangements satisfactory to the Borough of Laureldale have been made for payment of all costs.

	A	B	C	D	E	F	G
1	**ADJOINERS LIST FOR MUHLENBERG SCHOOL DISTRICT LAURELDALE BOROUGH ZHB APPLICATION**						
2	**Street Address**	**Parcel No.**	**Property Owner**	**Owner Address**	**City**	**State**	**Zip**
3	5th Street Highway	66530920719195	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
4	5th Street Highway	66530920804960	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
5	Kutztown Rd	66530920819067	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
6	3522 Kutztown Rd	57530920905202	Ramon E. Colome	3522 Kutztown Rd	Reading	PA	19605
7	3524 Kutztown Rd	57530920905206	JN Espinal LLC	407 Fairview St	Reading	PA	19605
8	3530 Kutztown Rd	57530920905314	Elizabeth A. Warden	3530 Kutztown Rd	Laureldale	PA	19605
9	3534 Kutztown Rd	57530920905415	Giancarlo Rozzi & Linda A. Rozzi	3200 Westview Dr	Reading	PA	19605
10	3602 Kutztown Rd	57530920904679	C &C Lee Ventures LLC	12 Buckingham Dr	Reading	PA	19605
11	3604 Kutztown Rd	57530920901534	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
12	3526 Kutztown Rd	57530920902268	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
13	835 Bellevue Ave	57530920902044	Muhlenberg Area Ambulance Assoc Inc	PO Box 206	Temple	PA	19560
14	831 Bellevue Ave	57530808992851	Michael W. Drobnick & Denise M. Drobnick c/o Denise M. Drobnick	17 N 3rd Ave	Reading	PA	19611
15	827 Bellevue Ave	57530808991891	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
16	826 Bellevue Ave	57530808992579	Amy Reed	826 E Bellevue Ave	Reading	PA	19605
17	825 Bellevue Ave	57530808991765	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
18	824 Bellevue Ave	57530808992546	Wander Gomez & Socorro A. Paredes Martinez	824 E Bellevue Ave	Reading	PA	19605
19	822 Bellevue Ave	57530808992505	David W. Pritchard	822 E Bellevue Ave	Laureldale	PA	19605
20	820 Bellevue Ave	57530808991573	Larry L. Geible	820 E Bellevue Ave	Laureldale	PA	19605
21	818 Bellevue Ave	57530808991531	Luis D. Mateo-Santiago	818 E Bellevue Ave	Laureldale	PA	19605
22	816 Bellevue Ave	57530808990590	Judy L. Seidel & Lori L. Kreider	816 E Bellevue Ave	Laureldale	PA	19605
23	814 Bellevue Ave	57530808990404	Ho Chanh Minh & Ha Van Thu	814 E Bellevue Ave	Reading	PA	19605
24	810 Bellevue Ave	57530808899442	Heath A. Isamoyer Jr. & Ashley N. Isamoyer	810 E Bellevue Ave	Reading	PA	19605
25	804 Bellevue Ave	57530808898399	Marian C. Wible & Karl S. Wible	804 E Bellevue Ave	Laureldale	PA	19605
26	802 Bellevue Ave	57530808898368	Michelle M. Killian & Rick C. Wiltrout	802 E Bellevue Ave	Laureldale	PA	19605
27	800 Bellevue Ave	57530808898318	Robert Hiestand & Patricia E. Hiestand	800 E Bellevue Ave	Laureldale	PA	19605
28	3428 Holtry St	57530808897321	Clark Russell Copeland & Sandra L. Copeland	3428 Holtry St	Laureldale	PA	19605

	A	B	C	D	E	F	G
29	716 Bellevue Ave	57530808896279	Jane D. Fetter	716 E Bellevue Ave	Laureldale	PA	19605
30	714 Bellevue Ave	57530808896237	Robert B. Rupert Jr. & Jennifer L. Rupert	714 E Bellevue Ave	Laureldale	PA	19605
31	704 Bellevue Ave	57530808895295	Joseph Kornoski	7093 Beaver Creek Rd	Harrisburg	PA	17112
32	700 Bellevue Ave	57530808895242	James R. Brudereck & Audrey G. Brudereck	700 E Bellevue Ave	Laureldale	PA	19605
33	610 Bellevue Ave	57530808894127	Isidoro Polanco & Guadelupe C. Polanco	3623 Kutztown Rd	Laureldale	PA	19605
34	606 Bellevue Ave	57530808893164	Carmen Rodriguez & Jose A. Rodriguez	606 E Bellevue Ave	Reading	PA	19605
35	604 Bellevue Ave	57530808893111	Digna Carpio	604 E Bellevue Ave	Reading	PA	19605
36	521 Bellevue Ave	57530808891276	Sue Lynn Hepner	521 E Bellevue Ave	Reading	PA	19605
37	3500 Kent Ave	57530808890354	Bradley S. Wentzel & Bobbi C. Butterweck	3500 Kent Ave	Reading	PA	19605
38	3508 Kent Ave	57530808890411	Karina J. Cevallos & Miguel A. Mora	3508 Kent Ave	Laureldale	PA	19605
39	3510 Kent Ave	57530808799489	Jesse D. Campbell & Kasey L. Campbell	3510 Kent Ave	Laureldale	PA	19605
40	3512 Kent Ave	57530808799547	Jose A. Chavez Santos & Marian Chavez Leidy	3512 Kent Ave	Reading	PA	19605
41	3515 Kent Ave	57530808892721	Muhlenberg SD	801 E Bellevue Ave	Laureldale	PA	19605
42	3517 E Kent Rd	57530808891883	Christie L. Mills & Barbara A. Mills Trustees of Mill Family Trust	3517 E Kent Rd	Laureldale	PA	19605
43	3518 W Kent Rd	57530808798666	William R. Anderson & Carol W. Anderson	3518 W Kent Rd	Reading	PA	19605
44	3521 E Kent Rd	57530808891974	Eric E. Shalter & Denise A. Gould	3521 E Kent Rd	Reading	PA	19605
45	3523 E Kent Rd	57530920801033	Joshua A. Behney	3523 E Kent Rd	Laureldale	PA	19605
46	3525 E Kent Rd	57530920800190	David W. Christ & Lori E Christ	3525 E Kent Rd	Laureldale	PA	19605
47	3529 E Kent Rd	57530920800168	Michael S. Patton & Cindy L. Patton	3529 E Kent Rd	Laureldale	PA	19605
48	3531 E Kent Rd	57530920800225	William F. Shillenn IV & Ann M. Shillenn	3531 E Kent Rd	Reading	PA	19605
49	3533 E Kent Rd	57530920709355	Philip A. Schlegel & Diana Lynn Schlegel	3533 E Kent Rd	Laureldale	PA	19605

ZONING - LAURELDALE BOROUGH:

R-1 - RESIDENTIAL DISTRICT

MINIMUM REGULATIONS:	REQUIRED:	EXISTING:	PROPOSED:
LOT AREA - GROSS	5,000 S.F.	1,070,342 S.F.	1,070,342 S.F.
LOT WIDTH AT STREET LINE	40 FT.	1,511 FT.	1,511 FT.
FRONT YARD	30 FT.	30 FT.	30 FT.
SIDE YARD - ONE SIDE/TOTAL	8 FT./20 FT.	8 FT./20 FT.	8 FT./20 FT.
REAR YARD	25 FT.	N/A	N/A
OPEN AREA	60 %	87.7 %	84.9 %
MAXIMUM REGULATIONS:			
LOT COVERAGE	40 %	12.3 %	15.1 %
BUILDING HEIGHT	33 FT.	< 33 FT.	< 33 FT.

• DENOTES EXISTING NON-CONFORMITY

C - COMMERCIAL DISTRICT

MINIMUM REGULATIONS:	REQUIRED:	EXISTING:	PROPOSED:
LOT AREA - GROSS			
PER CONSTRUCTION SITE	9,000 S.F.	280,467 S.F.	280,467 S.F.
PER UNIT USE	1,800 S.F.		
FRONT YARD	15 FT.	N/A	N/A
SIDE YARD	10 FT.	10 FT.	10 FT.
REAR YARD	25 FT.	N/A	N/A
MAXIMUM REGULATIONS:			
LOT COVERAGE	75 %	0.9 %	0.9 %
BUILDING HEIGHT	35 FT.	< 35 FT.	< 35 FT.
PARKING PERIMETER RADIUS	70 FT.	N/A	N/A

• DENOTES EXISTING NON-CONFORMITY

GRAPHIC SCALE
1" = 60'
0 60' 120' 180'

Revision	Date	Description

McCARTHY
ENGINEERING ASSOCIATES, INC
2500 East High Street
Suite 830
Pottstown, PA 19464
www.McCarthy-Engineering.com
Phone: 610.323.8001
101 North Park Road
Suite 100
Wyomissing, PA 19610

SEAL:
REGISTERED PROFESSIONAL
JAMES C. McCARTHY
ENGINEER
PE-051446

JUNIOR HIGH SCHOOL PHASE
ZONING EXHIBIT
"MUHLENBERG SCHOOL DISTRICT"

Client: MARGITA/MAIN ARCHITECTS
Location: BOROUGH OF LAURELDALE, BERKS COUNTY, PENNSYLVANIA
Date: JULY 15, 2026

DRAWN BY:	PROJ. MANAGER:
KPF	NP
PRINCIPAL:	SCALE:
JCM	1"=60'

SHEET NO.
1 OF 1

PLAN NO.
23008?-05-ZE-01

Plot Date: 7/15/2026 9:00 AM P:\2023\230087-Margita Main-Muhlenberg High School\Design\CADD Files\A-JHS Zoning.dwg

MUHLENBERG SCHOOL DISTRICT

FINANCIAL REPORTS
August 12, 2026

Treasurer's Report/General Fund
Investment Schedule
Year to Date Summary of Revenues
Year to Date Summary of Expenditures
Summary Revenue Comparison Report 5/31/26 & 5/31/25
Summary Expenditure Comparison Report 5/31/26 & 5/31/25
Expenditure Budget Activity – June 2026 (none)
Bill List Approvals and Ratifications
Capital Reserve Fund 32 Update
Capital Projects - 2023 GO Bonds
Capital Projects - 2024 GO Bonds
Capital Projects – 2025 GO Bonds
Monthly Activity Fund Report
Monthly Cafeteria Profit/Loss Statement

MUHLENBERG SCHOOL DISTRICT

Treasurer's Report/General Fund
For the Month Ended MAY 2026

		MID PENN		PSDLAF Investments		PLGIT Investments
GENERAL LEDGER 5/1/26		2,295,654.73		2,670,698.11		42,076,605.17
RECEIPTS:						
	Local Sources	-				
	Real Estate Taxes Muhlenberg	-				
	Real Estate Taxes Laureldale	-				
	LST	5,682.03				
	Berks EIT	140,905.13				
	Real Estate Transfer Tax	81,439.98				
	Real Estate Interim Taxes Laureldale	-				
	Real Estate Interim Taxes Muhlenberg	5,520.54				
	Business Privilege Tax - Muhlenberg	52,535.64				
	Business Privilege Tax - Laureldale	4,777.01				
	Delinquent Real Estate Taxes	304,987.06				
	NRG Rebate	-				
	COBRA	371.74				
	Charter School Refund	-				
	Cafeteria Expenses	156,450.72				
	Earnings on Investments	6,552.07		4,441.09		112317.58
	Fees Driver Ed	1,250.00				
	AFJROTC	4,077.64				
	Retiree Insurance Receipts	31,110.71				
	Credit Recovery/Summer School	260.00				
	Miscellaneous	3,653.33				
	Rental	971.52				
	PHEAA St. Teacher Support	-				
	Aquatics	-				
	Chromebook Ins/Dmg	4,244.50				
	Corpay Revenue Share	567.76				
	Total Local Revenue	**805,357.38**		**4,441.09**		**112,317.58**
	State Revenues					
	State Subsidy Retirement			-		
	State Social Security Subsidy			439,301.75		
	Sp Ed			-		
	Sp Ed Misc			150.08		
	Safe Schools Equipment Grant			-		
	PRRI			-		
	Fem Hygiene Fund			-		
	Medicaid			4,025.65		
	SHARRS			-		
	Vocational Rehabilitation			-		
	Plan Con			-		
	Ready To Learn					
	PCCD Grant			-		
	Basic Education			-		
	Transportation			-		
	Rental/Bldg			545,667.94		
	Cyber Charter Transition			-		
	Property Tax Relief			-		
	Total State Revenue	**-**		**989,145.42**		**-**
	Federal Revenue					
	IDEA B	204,093.00				
	Consolidated Title Grants			558,770.82		
	Food Service Subsidy			397,642.66		
	Total Federal Revenue	**204,093.00**		**956,413.48**		**-**
DISBURSEMENTS:						
	Quarterly Employer share PSERS					
	Quarterly PAUC					
	Quarterly Philly Tax					
	Quarterly Local Tax					
	Section 125					
	PSERS EE Contribution	308,990.88				
	Cash Transfer for Payroll	2,877,960.32				
	Cash Transfer for AP Checking	2,891,959.57				
	Debt Service Payments	9,832,375.82				
	Total Disbursements	**15,911,286.59**		**-**		**-**
TRANSFERS:						
	Transfers between Mid Penn & PSDLAF	2,500,000.00		(2,500,000.00)		
	Transfers between Mid Penn & PLGIT	12,000,000.00				(12,000,000.00)
	Total Transfers	**14,500,000.00**		**(2,500,000.00)**		**(12,000,000.00)**
GENERAL LEDGER 5/31/26		1,893,818.52		2,120,698.10		30,188,922.75

MUHLENBERG SCHOOL DISTRICT
Investment Schedule for 2025-26 Fiscal Year
May-26

FUND	DEPOSITORY		TYPE	RATE	CURRENT INTEREST	YTD INTEREST	BANK STATEMENT BALANCE
General Fund	MPB Section 125		Checking	0.00%	-	-	40,488.00
	Mid Penn Bank		Checking	2.63%	6,552.07	71,056.88	2,734,345.80
	PLGIT/Class		Pooled	3.44%	906.04	295,026.15	310,605.26
	PLGIT/Prime		Pooled	3.71%	111,411.54	1,546,531.15	29,878,317.49
	PLGIT/Term						
	TOTAL PLGIT				**112,317.58**	**1,841,557.30**	**30,188,922.75**
	PSDLAF						
	Interest credited all accounts						
	MAX Account		Pooled	3.420%	3,929.90	61,917.24	1,952,692.12
	Full Flex Pool (NEXBANK, NJ)		Pooled	3.593%	511.19	5,825.51	168,005.98
	TOTAL PSDLAF				**4,441.09**	**67,742.75**	**2,120,698.10**
	TOTAL GENERAL FUND				**123,310.74**	**1,980,356.93**	**35,084,454.65**
Activity Fund	Mid Penn Bank		Checking	2.63%	375.85	3,929.60	166,607.97
Athletics Activity Fund	Mid Penn Bank		Checking	2.63%	75.16	795.95	36,924.26
Food Service Fund	Mid Penn Bank		Checking	2.63%	10,104.34	111,682.84	**5,130,530.73**
Capital Reserve Fund	PLGIT/Class		Pooled	3.44%	21.44	539.30	7,349.86
	PLGIT/Prime		Pooled	3.71%	4,854.11	57,632.13	1,544,088.36
	PLGIT/Class (Env Repairs Grant)		Pooled	3.44%	1,238.85	1,744.02	1,001,744.02
	PLGIT/Prime (Env Repairs Grant)		Pooled	3.71%	6,976.38	144,002.75	1,413,571.17
	TOTAL CAPITAL RESERVE				**13,090.78**	**203,918.20**	**3,966,753.41**
Capital Projects Fund	PLGIT/Class (2023 GOB)		Pooled	3.44%	111,706.87	629,615.53	5,658,605.85
	PLGIT/Prime (2023 GOB)		Pooled	3.71%	25,735.88	71,159.56	8,186,565.49
	PLGIT/Term		Maturity 5/11/26	0.00%			-
						228,871.23	
	TOTAL 2023 GOB				**137,442.75**	**929,646.32**	**13,845,171.34**
	PLGIT/Class (2024 GOB)		Pooled	3.44%	763.69	1,002,661.08	245,741.80
	PLGIT/Prime (2024 GOB)		Pooled	3.71%	15.80	343,222.05	5,025.67
	TOTAL 2024 GOB				**779.49**	**1,345,883.13**	**250,767.47**
	PLGIT/Class (2025 GOB)		Pooled	3.44%	1,612.49	1,612.49	2,037,021.97
	PLGIT/Prime (2025 GOB)		Pooled	3.71%	159,291.99	1,600,842.02	47,544,244.32
	TOTAL 2025 GOB				**160,904.48**	**1,602,454.51**	**49,581,266.29**
Capital Projects TOTAL	**TOTAL 2023|2024|2025 GOB**				**299,126.72**	**3,877,983.96**	**63,677,205.10**

MUHLENBERG SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH MAY 31, 2026
BOARD MEETING - AUGUST 12, 2026

ORGANIZATION	TITLE	BUDGET	PERIOD RECEIPTS	YEAR TO DATE REVENUE	BALANCE
10-7531-222-00	RTLBG FOUNDATION REVENUE	-	-	3,094,186.64	(3,094,186.64)
10-6111-000-66	RE TAXES - MUHLENBERG REVENUE	41,262,040.00	(573.98)	42,292,001.07	(1,029,961.07)
10-6510-000-00	EARNINGS ON INVESTMENTS REVENUE	1,184,000.00	123,310.74	1,983,146.91	(799,146.91)
10-6411-000-66	DELINQ RE TAXES-MUHL REVENUE	865,000.00	19,911.32	1,181,522.91	(316,522.91)
10-7362-360-00	PCCD MNTL HLTH & SAFE/SEC REVENUE	-	-	226,743.35	(226,743.35)
10-6153-000-00	RE TRANSFER TAXES REVENUE	650,000.00	81,439.98	724,421.94	(74,421.94)
10-6157-000-66	BUS PRIV TAX - MUHL REVENUE	1,190,000.00	52,535.64	1,263,707.09	(73,707.09)
10-6311-000-66	RE TAX PENALTY MUHL TWP REVENUE	-	-	59,613.43	(59,613.43)
10-6991-000-00	REF OF PY EXPENDITURES REVENUE	10,000.00	-	44,872.65	(34,872.65)
10-6157-000-57	BUS PRIV TAX -LAUREL REVENUE	35,000.00	4,777.01	61,897.70	(26,897.70)
10-9400-000-00	SALE OR COMP OF ASSETS REVENUE	-	-	22,840.45	(22,840.45)
10-6999-109-00	AQUATICS REVENUE	24,250.00	-	36,465.00	(12,215.00)
10-6311-000-57	RE TAX PENALTY LAURELDALE REVENUE	-	-	9,398.93	(9,398.93)
10-7332-330-00	FEM HYGIENE FUNDS REVENUE	-	-	7,995.31	(7,995.31)
10-6411-000-57	DELINQ RE TAXES-LAUREL REVENUE	85,000.00	3,151.37	90,562.77	(5,562.77)
10-6910-000-00	RENTALS REVENUE	4,500.00	971.52	8,669.18	(4,169.18)
10-6113-000-00	PURTA REVENUE	42,500.00	-	44,808.11	(2,308.11)
10-6999-102-00	CORPAY MC PROGRAM REVENUE	7,500.00	567.76	9,306.81	(1,806.81)
10-6312-000-66	INT TAX PENALTY MUHL TWP REVENUE	-	-	1,357.71	(1,357.71)
10-6920-110-00	BERKS CO COMM FOUND GRANT REVENUE	-	-	1,000.00	(1,000.00)
10-7320-000-00	RENTAL/BLDG REIMB SUBSIDY REVENUE	555,000.00	-	555,714.18	(714.18)
10-7250-000-00	MIGRATORY CHILDREN REVENUE	-	-	383.00	(383.00)
10-6999-103-00	COKE COMMISSION REVENUE	250.00	-	439.11	(189.11)
10-7340-000-00	STATE PROP TAX REDUCTION REVENUE	2,089,932.00	-	2,089,931.78	0.22
10-6212-000-57	INTERIM TAX DISC LAURDALE REVENUE	-	-	(30.12)	30.12
10-6999-000-00	MISC REVENUE REVENUE	3,000.00	356.08	2,595.69	404.31
10-8820-890-00	ACCESS REIMB TITLE 19 REVENUE	15,000.00	4,025.65	13,510.18	1,489.82
10-6112-000-57	INTERIM TAXES - LAUREL REVENUE	3,000.00	-	1,305.81	1,694.19
10-6920-000-00	CONTRIBUTIONS / DONATIONS REVENUE	2,300.00	87.51	138.68	2,161.32
10-6212-000-66	INTERIM TAX DISC MUHL TWP REVENUE	-	(112.66)	(2,257.67)	2,257.67

ORGANIZATION	TITLE	BUDGET	PERIOD RECEIPTS	YEAR TO DATE REVENUE	BALANCE
10-6992-008-00	ENERGY INCENT DEMAND RESP REVENUE	5,000.00	-	67.68	4,932.32
10-6114-000-00	PAYMENT IN LIEU OF TAXES REVENUE	7,250.00	-	1,250.20	5,999.80
10-6740-000-00	FEES-DRIVER ED REVENUE	25,000.00	1,250.00	15,500.00	9,500.00
10-9990-000-00	INSURANCE RECOVERIES REVENUE	20,000.00	-	6,065.67	13,934.33
10-6143-000-00	CURRENT LST REVENUE	85,000.00	5,682.03	69,785.72	15,214.28
10-8516-471-00	TITLE III REVENUE	89,259.00	41,485.71	71,118.36	18,140.64
10-6832-510-00	IDEA SECTION 619 REVENUE	18,598.00	-	-	18,598.00
10-8517-432-00	TITLE IV 21ST CENTURY REVENUE	84,991.00	36,878.31	63,219.96	21,771.04
10-7361-360-00	SCHOOL SAFETY & SEC GRANT REVENUE	24,000.00	-	-	24,000.00
10-9351-000-00	FOOD SERVICE FUND XFER REVENUE	50,000.00	-	25,000.00	25,000.00
10-8390-915-00	FED FUND ROTC PROGRAM REVENUE	92,262.00	4,077.64	63,855.64	28,406.36
10-7312-312-00	NONPUB & CHARTER TRANSP REVENUE	77,000.00	-	42,350.00	34,650.00
10-8515-421-00	TITLE IIA REVENUE	150,366.00	58,376.40	107,023.40	43,342.60
10-7160-000-00	SECTION 1305 / 1306 REVENUE	50,000.00	-	-	50,000.00
10-7330-000-00	MEDICAL / DENTAL SERVICES REVENUE	80,000.00	-	-	80,000.00
10-6211-000-57	RE DISCOUNT LAURELDALE REVENUE	-	-	(85,498.81)	85,498.81
10-7533-222-00	RTLBG TAX EQUITY SUPP REVENUE	297,594.00	-	148,797.33	148,796.67
10-7311-311-00	PUPIL TRANSP SUBSIDY REVENUE	680,000.00	-	526,857.00	153,143.00
10-7810-000-00	STATE SUBSIDY FICA REVENUE	1,824,140.00	140,464.31	1,639,322.80	184,817.20
10-8810-890-00	ACCESS REIMBURSEMENT PROG REVENUE	231,576.00	-	-	231,576.00
10-6112-000-66	INTERIM TAXES - MUHL REVENUE	372,000.00	5,633.20	134,286.20	237,713.80
10-8514-412-00	TITLE I REVENUE	1,030,884.00	422,030.40	793,060.23	237,823.77
10-6111-000-57	RE TAXES - LAURELDALE REVENUE	4,902,695.00	-	4,647,167.49	255,527.51
10-6832-520-00	IDEA PART B IU REVENUE	837,175.00	(108,582.59)	516,768.59	320,406.41
10-6151-000-00	EARNED INCOME TAXES REVENUE	4,225,000.00	140,905.13	3,565,914.27	659,085.73
10-7271-000-00	SPED ED STATE REVENUE	3,110,821.00	-	2,362,135.00	748,686.00
10-6211-000-66	RE DISCOUNT MUHL TWP REVENUE	-	-	(754,237.64)	754,237.64
10-7505-222-00	READY TO LEARN BLOCK GRNT REVENUE	947,941.00	-	-	947,941.00
10-9330-000-00	TRANSFER FROM CAP PROJECT REVENUE	1,000,000.00	-	-	1,000,000.00
10-7820-000-00	STATE SUBSIDY RETIREMENT REVENUE	8,206,004.00	642,565.59	6,727,667.99	1,478,336.01
10-7532-222-00	RTLBG ADEQUACY SUPPLEMENT REVENUE	3,995,362.00	-	1,997,337.03	1,998,024.97
10-7111-201-00	BASIC ED FUNDING FORMULA REVENUE	11,675,618.00	-	8,254,360.00	3,421,258.00
	TOTAL REPORT	**92,223,808.00**	**1,681,214.07**	**84,765,422.71**	**7,458,385.29**

MUHLENBERG SCHOOL DISTRICT
EXPENDITURE SUMMARY STATUS REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH MAY 31, 2026
BOARD MEETING - AUGUST 12, 2026

FUNCTION	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1110	REGULAR PROGRAMS	31,488,450.00	2,369,437.50	85,055.49	24,422,414.03	6,980,980.48	77.83%
5240	DEBT SVCS FUND TRANSFERS	11,461,405.00	9,832,375.82	0.00	11,460,813.32	591.68	99.99%
1241	LEARNING SUPPORT	5,475,879.00	460,969.66	36,600.07	4,621,123.75	818,155.18	85.06%
2620	OPERATION OF BUILDING SV	5,279,946.00	359,483.33	61,833.03	4,559,813.76	658,299.21	87.53%
2380	PRINCIPAL SVCS	4,085,831.00	339,687.48	4,542.42	4,059,611.34	21,677.24	99.47%
1390	OTHER VOC EDUCATION PROG	3,150,722.00	499,345.06	126,576.12	3,149,625.19	-125,479.31	103.98%
1233	AUTISTIC SUPPORT	2,809,866.00	254,051.43	62,247.56	2,618,686.14	128,932.30	95.41%
2122	COUNSELING SVCS	2,469,459.00	179,000.17	259.28	1,922,837.54	546,362.18	77.88%
3250	SCHOOL ATHLETICS	1,512,534.00	144,013.87	9,746.01	1,380,045.59	122,742.40	91.88%
2260	INST-CURR DEV SVCS	1,156,356.00	104,528.69	153.33	1,212,135.34	-55,932.67	104.84%
2720	VEHICLE TRANS SVCS	1,775,000.00	184,436.34	0.00	1,193,906.82	581,093.18	67.26%
2360	SUPERINTENDENT SVCS	1,193,478.00	75,854.64	92.94	1,159,953.28	33,431.78	97.20%
1231	EMOTIONAL SUPPORT	1,163,554.00	61,341.87	74,767.12	1,136,240.64	-47,453.76	104.08%
1211	LIFE SKILLS SUPPORT	1,543,867.00	125,671.75	9,970.00	988,623.69	545,273.31	64.68%
2841	SUPR OF DATA PROCESS SVC	991,830.00	76,391.16	0.00	888,114.46	103,715.54	89.54%
2271	INST STAFF PROF DEV CERT	981,603.00	76,726.68	1,198.25	859,172.90	121,231.85	87.65%
1190	FED FUNDED REGULAR PROG	983,246.00	76,365.60	85.69	791,797.00	191,363.31	80.54%
2440	NURSING SVCS	929,984.00	78,556.19	7,994.81	769,726.61	152,262.58	83.63%
1290	OTHER SUPPORT	718,778.00	66,176.32	5,000.00	626,734.37	87,043.63	87.89%
5130	REFUND PRIOR YR REVENUES	627,834.00	0.00	0.00	608,616.80	19,217.20	96.94%
1225	SPEECH/LANGUAGE SUPPORT	719,683.00	55,083.81	136.40	561,359.10	158,187.50	78.02%
2160	SOCIAL WORK	581,499.00	44,075.74	572.82	537,107.03	43,819.15	92.46%
2818	SYSTEM-WIDE TECH SVCS	294,027.00	30,984.76	45,803.52	512,227.55	-264,004.07	189.79%
2119	OTHER SUPRVSN STUDNT SER	605,722.00	46,954.67	0.00	499,354.77	106,367.23	82.44%
2140	PSYCHOLOGICAL SVCS	555,644.00	68,302.15	0.00	487,392.07	68,251.93	87.72%
2111	SUPERVISN OF STUDENT SRV	512,924.00	39,014.89	1,809.05	464,465.52	46,649.43	90.91%
1232	EMOTIONAL SUPPORT PRRI	316,080.00	0.00	2,574.00	446,220.00	-132,714.00	141.99%
2831	SUPR OF STAFF SERV	437,011.00	30,189.33	152.38	432,550.72	4,307.90	99.01%
2350	LEGAL/ACCOUNTING	346,000.00	42,814.40	33,220.35	403,619.81	-90,840.16	126.25%
1442	ALT ED PROGRAMS	564,697.00	33,062.44	0.00	370,293.70	194,403.30	65.57%

FUNCTION	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2511	SUPR OF FISCAL SVCS	377,816.00	29,293.22	20.98	347,621.60	30,173.42	92.01%
2619	OPER/MAINT PLANT SPVSR	294,524.00	26,672.21	0.00	303,829.57	-9,305.57	103.16%
2750	NON-PUBLIC TRANSPORTATIO	405,000.00	45,631.20	0.00	286,552.94	118,447.06	70.75%
1490	OTHER INSTRUCTIONAL PRGM	344,135.00	11,062.99	11,053.99	262,878.39	70,202.62	79.60%
2611	OPERATION AND MAINT PLAN	283,616.00	21,805.92	0.00	262,713.81	20,902.19	92.63%
2515	FINANCIAL ACCTG SERVICES	367,235.00	27,693.89	1,672.90	261,200.96	104,361.14	71.58%
2420	MEDICAL SVCS	248,500.00	310.00	32,671.59	241,714.04	-25,885.63	110.42%
2711	STUDENT TRANSP DIRECTOR	250,967.00	19,637.30	208.73	235,046.42	15,711.85	93.74%
3210	STUDENT ACTIVITIES	301,209.00	9,238.40	1,494.20	210,509.92	89,204.88	70.38%
5140	LEASES	258,224.00	17,852.00	0.00	196,372.00	61,852.00	76.05%
1420	SUMMER SCHOOL	406,551.00	0.00	0.00	190,502.89	216,048.11	46.86%
2141	SUPERVISE PSYCH SVCS	170,569.00	13,626.73	0.00	165,754.62	4,814.38	97.18%
2126	PLACEMENT SVCS	180,003.00	14,067.31	0.00	143,762.32	36,240.68	79.87%
1270	MULTI-HANDICAPPED SUPPOR	95,500.00	3,457.77	49,394.62	133,762.62	-87,657.24	191.79%
2660	SECURITY SVCS	675,155.00	16,633.50	16,670.66	132,951.85	525,532.49	22.16%
2514	PAYROLL SERVICES	130,015.00	10,192.01	37.70	122,501.92	7,475.38	94.25%
2519	OTHER FISCAL SERVICES	120,589.00	9,436.59	20.98	113,843.49	6,724.53	94.42%
1410	DRIVERS EDUCATION	148,820.00	10,616.91	0.00	112,871.82	35,948.18	75.84%
2190	OTHER STUDENT SVCS	87,889.00	36,585.00	0.00	111,488.35	-23,599.35	126.85%
2790	OTHER STUDENT TRANS SVCS	500,250.00	20,954.85	0.00	109,151.50	391,098.50	21.82%
1243	GIFTED SUPPORT	136,135.00	10,446.62	0.00	105,661.01	30,473.99	77.61%
1221	HEARING SUPPORT	77,500.00	38,514.41	773.34	101,829.74	-25,103.08	132.39%
2390	OTHER ADMIN SVCS	209,605.00	2,692.72	12,676.49	101,433.19	95,495.32	54.44%
2125	RECORD MAINT SVCS	100,000.00	0.00	0.00	101,088.40	-1,088.40	101.09%
3390	OTHER COMMUNITY SVCS	98,754.00	8,081.62	0.00	83,533.24	15,220.76	84.59%
2330	TAX COLLECTION SVCS	76,057.00	79.58	3,400.00	72,843.79	-186.79	100.25%
2834	STAFF DEV NON-INSTR CERT	58,054.00	17,651.60	0.00	71,950.16	-13,896.16	123.94%
3320	CIVIC SVCS	114,120.00	5,497.76	163.00	68,841.31	45,115.69	60.47%
2310	BOARD SVCS	58,720.00	159.17	0.00	57,511.23	1,208.77	97.94%
2910	OTHER SUPPRT SERVICES	44,000.00	0.00	0.00	46,086.71	-2,086.71	104.74%
2730	BUS MONITORING SVCS	129,062.00	1,932.80	10,490.90	45,554.46	73,016.64	43.43%
2630	GROUNDS MAINTENANCE SVCS	78,200.00	4,983.00	7,527.50	40,125.17	30,547.33	60.94%
2270	INST STAFF PROF DEV SVCS	77,763.00	0.00	0.00	38,401.08	39,361.92	49.38%
2823	PUBLIC INFORMATION SVCS	42,000.00	9,427.44	0.00	30,502.62	11,497.38	72.63%
2690	OTHER - OPERATION & MAIN	30,658.00	0.00	0.00	30,015.00	643.00	97.90%

FUNCTION	----- TITLE -----	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1224	VISION SUPPORT	340,636.00	0.00	0.00	13,894.95	326,741.05	4.08%
1281	DEV DELAY SUPPORT	52,598.00	795.00	7,175.00	10,480.00	34,943.00	33.57%
2740	VEHICLE MAINTENANCE SVCS	4,500.00	519.60	0.00	10,293.23	-5,793.23	228.74%
2832	RECRUITMENT AND PLACEMEN	11,850.00	276.00	0.00	9,587.70	2,262.30	80.91%
2836	PROF DEV NON-INST NONCER	12,000.00	967.78	389.00	8,701.78	2,909.22	75.76%
2250	SCHOOL LIBRARY SVCS	15,821.00	-555.20	50.07	8,542.88	7,228.05	54.31%
2512	BUDGETING SERVICES	6,500.00	0.00	0.00	6,817.93	-317.93	104.89%
2850	STATE & FED AGENCY LIASO	0.00	0.00	75.00	6,686.79	-6,761.79	0.00%
2490	OTHER HEALTH SVCS	0.00	0.00	0.00	3,302.00	-3,302.00	0.00%
2650	B&G VEHICLE OPERATION	10,000.00	467.95	0.00	2,170.84	7,829.16	21.71%
3400	HALL OF FAME/ AWARDS	2,000.00	0.00	0.00	1,929.30	70.70	96.47%
2450	NONPUBLIC HEALTH SERVICE	500.00	0.00	0.00	1,161.91	-661.91	232.38%
2320	BOARD TREASURER SVCS	1,600.00	0.00	0.00	1,125.00	475.00	70.31%
2120	GUIDANCE SVCS	8,115.00	0.00	0.00	1,062.38	7,052.62	13.09%
2839	STAFF SERVICES	2,900.00	0.00	0.00	825.00	2,075.00	28.45%
2640	EQUIPMENT MAINTENANCE SV	4,750.00	0.00	0.00	729.99	4,020.01	15.37%
2430	DENTAL SVCS	0.00	0.00	0.00	170.00	-170.00	0.00%
1700	HIGHER EDUCATION PROGRAM	0.00	0.00	1,875.00	0.00	-1,875.00	0.00%
1430	HOMEBOUND EDUCATION	900.00	0.00	0.00	0.00	900.00	0.00%
2280	NON PUBLIC SUPPORT SVCS	1,309.00	0.00	595.08	0.00	713.92	45.46%
1441	COURT PLACED PROGRAMS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
2272	INST STAFF PROF DEV NCER	5,225.00	0.00	0.00	0.00	5,225.00	0.00
2170	STUDENT ACCTG SVCS PIMS	12,500.00	0.00	0.00	0.00	12,500.00	0.00
1500	NONPUBLIC SCHOOL PROGRAM	15,000.00	0.00	2,945.50	0.00	12,054.50	19.64%
	TOTAL REPORT	**92,223,808.00**	**16,201,601.40**	**731,772.87**	**78,172,472.66**	**13,319,562.47**	**85.56%**

MUHLENBERG SCHOOL DISTRICT
SUMMARY REVENUE COMPARISON REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH MAY 31, 2026 COMPARED TO THE PERIOD JULY 1, 2024 THROUGH MAY 31, 2025
BOARD MEETING - AUGUST 12, 2026

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR REVENUE	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL DISCOUNT CURRENT RE	0.00	-839,736.45	839,736.45	0.00%	0.00	-804,895.73	804,895.73	0.00%
TOTAL DISCOUNT ON INTERIM	0.00	-2,287.79	2,287.79	0.00%	0.00	-964.99	964.99	0.00%
TOTAL PEN & INT ON RE TAXE	0.00	69,012.36	-69,012.36	0.00%	0.00	87,195.11	-87,195.11	0.00%
TOTAL INTERIM TAX PENALTY	0.00	1,357.71	-1,357.71	0.00%	0.00	982.50	-982.50	0.00%
TOTAL CYBER CHARTER TRANSI	0.00	0.00	0.00	0.00%	0.00	112,775.61	-112,775.61	0.00%
TOTAL MIGRATORY CHILDREN	0.00	383.00	-383.00	0.00%	0.00	0.00	0.00	0.00%
TOTAL PROGRAM REVENUE STAT	0.00	0.00	0.00	0.00%	0.00	1,928.59	-1,928.59	0.00%
TOTAL FEM HYGIENE	0.00	7,995.31	-7,995.31	0.00%	0.00	7,631.75	-7,631.75	0.00%
TOTAL ENVIRONMENTAL SUBSID	0.00	0.00	0.00	0.00%	0.00	3,915,675.00	-3,915,675.00	0.00%
TOTAL MENTL HEALTH & SAFET	0.00	226,743.35	-226,743.35	0.00%	0.00	26,387.00	-26,387.00	0.00%
TOTAL READY TO LEARN BLOCK	0.00	3,094,186.64	-3,094,186.64	0.00%	0.00	947,941.00	-947,941.00	0.00%
TOTAL OTHER STATE GRANTS	0.00	0.00	0.00	0.00%	0.00	75,000.00	-75,000.00	0.00%
TOTAL ARP ESSER III	0.00	0.00	0.00	0.00%	365,652.00	440,371.36	-74,719.36	120.43%
TOTAL PCCD FUNDING	0.00	0.00	0.00	0.00%	75,500.00	75,500.00	0.00	100.00%
TOTAL ARP LEARNING LOSS	0.00	0.00	0.00	0.00%	0.00	26,063.09	-26,063.09	0.00%
TOTAL SALE OR COMP LOSS-AS	0.00	22,840.45	-22,840.45	0.00%	0.00	0.00	0.00	0.00%
TOTAL CONTRIBUTIONS & DONA	2,300.00	1,138.68	1,161.32	49.51%	2,300.00	6,514.50	-4,214.50	283.24%
TOTAL RENTALS	4,500.00	8,669.18	-4,169.18	192.65%	4,000.00	10,089.86	-6,089.86	252.25%
TOTAL ENERGY EFF REV/INCEN	5,000.00	67.68	4,932.32	1.35%	5,000.00	0.00	5,000.00	0.00%
TOTAL PAYMENTS IN LIEU OF	7,250.00	1,250.20	5,999.80	17.24%	7,250.00	1,247.15	6,002.85	17.20%
TOTAL REFUNDS OF PRIOR YR	10,000.00	44,872.65	-34,872.65	448.73%	14,500.00	74,899.13	-60,399.13	516.55%
TOTAL ACCESS-TITLE 19	15,000.00	13,510.18	1,489.82	90.07%	15,500.00	14,005.25	1,494.75	90.36%
TOTAL INSURANCE RECOVERIES	20,000.00	6,065.67	13,934.33	30.33%	20,000.00	1,296.70	18,703.30	6.48%
TOTAL SCHOOL SAFETY & SEC	24,000.00	0.00	24,000.00	0.00%	45,000.00	45,000.00	0.00	100.00%
TOTAL FEES	25,000.00	15,500.00	9,500.00	62.00%	25,000.00	16,750.00	8,250.00	67.00%
TOTAL MISC REVENUE	35,000.00	48,806.61	-13,806.61	139.45%	30,500.00	61,336.96	-30,836.96	201.10%
TOTAL PUBLIC UTILITY REALT	42,500.00	44,808.11	-2,308.11	105.43%	40,000.00	43,031.08	-3,031.08	107.58%
TOTAL SECTION 1305 & 1306	50,000.00	0.00	50,000.00	0.00%	55,000.00	0.00	55,000.00	0.00%
TOTAL FOOD SERVICE FUND XF	50,000.00	25,000.00	25,000.00	50.00%	50,000.00	25,000.00	25,000.00	50.00%
TOTAL NONPUB & CHARTER TRA	77,000.00	42,350.00	34,650.00	55.00%	90,000.00	38,500.00	51,500.00	42.78%
TOTAL HEALTH SVCS	80,000.00	0.00	80,000.00	0.00%	78,000.00	81,006.13	-3,006.13	103.85%
TOTAL TITLE IV 21ST CENTUR	84,991.00	63,219.96	21,771.04	74.38%	85,130.00	68,104.00	17,026.00	80.00%
TOTAL CURRENT 511 MUN. SVC	85,000.00	69,785.72	15,214.28	82.10%	85,000.00	64,827.71	20,172.29	76.27%
TOTAL TITLE III	89,259.00	71,118.36	18,140.64	79.68%	87,632.00	81,790.26	5,841.74	93.33%
TOTAL OTHER RESTR FED DIRE	92,262.00	63,855.64	28,406.36	69.21%	97,870.00	73,420.06	24,449.94	75.02%
TOTAL TITLE IIA	150,366.00	107,023.40	43,342.60	71.18%	125,680.00	108,922.67	16,757.33	86.67%

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR REVENUE	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL MEDICAL ASSISTANCE-A	231,576.00	0.00	231,576.00	0.00%	281,453.00	0.00	281,453.00	0.00%
TOTAL RTLBG TAX EQUITY SUP	297,594.00	148,797.33	148,796.67	50.00%	0.00	0.00	0.00	#DIV/0!
TOTAL INTERIM REAL ESTATE	375,000.00	135,592.01	239,407.99	36.16%	100,000.00	107,894.42	-7,894.42	107.89%
TOTAL BUILDING RENTAL PAYM	555,000.00	555,714.18	-714.18	100.13%	43,000.00	40,278.90	2,721.10	93.67%
TOTAL REAL ESTATE TRANSFER	650,000.00	724,421.94	-74,421.94	111.45%	550,000.00	767,165.61	-217,165.61	139.48%
TOTAL PUPIL TRANSP SUBSIDY	680,000.00	526,857.00	153,143.00	77.48%	760,000.00	607,114.00	152,886.00	79.88%
TOTAL FEDERAL IDEA PASSED	855,773.00	516,768.59	339,004.41	60.39%	805,148.00	328,833.80	476,314.20	40.84%
TOTAL READY TO LEARN BLOCK	947,941.00	0.00	947,941.00	0.00%	947,941.00	0.00	947,941.00	0.00%
TOTAL DELINQUENT TAXES	950,000.00	1,272,085.68	-322,085.68	133.90%	913,773.00	974,893.12	-61,120.12	106.69%
TOTAL TRANSFER FROM CAP PR	1,000,000.00	0.00	1,000,000.00	0.00%	867,136.00	0.00	867,136.00	0.00%
TOTAL TITLE I	1,030,884.00	793,060.23	237,823.77	76.93%	1,059,395.00	964,630.69	94,764.31	91.05%
TOTAL INVESTMENT INTEREST	1,184,000.00	1,983,146.91	-799,146.91	167.50%	850,000.00	2,089,187.40	-1,239,187.40	245.79%
TOTAL CURRENT 511 MERC. TA	1,225,000.00	1,325,604.79	-100,604.79	108.21%	1,200,000.00	1,245,225.76	-45,225.76	103.77%
TOTAL STATE SHARE SOC SEC	1,824,140.00	1,639,322.80	184,817.20	89.87%	1,696,053.00	1,421,057.47	274,995.53	83.79%
TOTAL STATE PROPERTY TAX R	2,089,932.00	2,089,931.78	0.22	100.00%	1,817,215.00	1,817,214.66	0.34	100.00%
TOTAL SPECIAL EDUCATION	3,110,821.00	2,362,135.00	748,686.00	75.93%	2,726,141.00	2,962,401.99	-236,260.99	108.67%
TOTAL RTLBG ADEQUACY SUPPL	3,995,362.00	1,997,337.03	1,998,024.97	49.99%	0.00	1,997,448.31	-1,997,448.31	#DIV/0!
TOTAL CURRENT EIT	4,225,000.00	3,565,914.27	659,085.73	84.40%	4,000,000.00	3,388,239.61	611,760.39	84.71%
TOTAL STATE SHARE RETIREME	8,206,004.00	6,727,667.99	1,478,336.01	81.98%	7,650,864.00	4,898,798.88	2,752,065.12	64.03%
TOTAL BASIC ED FUNDING FOR	11,675,618.00	8,254,360.00	3,421,258.00	70.70%	12,030,834.00	10,423,843.30	1,606,990.70	86.64%
TOTAL CURRENT REAL ESTATE	46,164,735.00	46,939,168.56	-774,433.56	101.68%	43,986,164.00	44,896,620.90	-910,456.90	102.07%
TOTAL REPORT	**92,223,808.00**	**84,765,422.71**	**7,458,385.29**	**91.91%**	**83,689,631.00**	**84,658,180.57**	**-968,549.57**	**101.16%**
TOTAL EXPENDITURES		**78,172,472.66**				**75,825,001.97**		
REVENUES OVER EXPENDITURES		**6,592,950.05**				**8,833,178.60**		
as a % of Expenses:		8.43%				11.65%		

MUHLENBERG SCHOOL DISTRICT
SUMMARY EXPENDITURE COMPARISON REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH MAY 31, 2026 COMPARED TO THE PERIOD JULY 1, 2024 THROUGH MAY 31, 2025
BOARD MEETING - AUGUST 12, 2026

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR EXPENDITURES	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL REGULAR PROGRAMS	31,488,450.00	24,422,414.03	7,066,035.97	77.56%	28,770,326.60	23,505,190.62	5,265,135.98	81.70%
TOTAL LEARNING SUPPORT	5,475,879.00	4,621,123.75	854,755.25	84.39%	5,105,691.00	4,532,953.59	572,737.41	88.78%
TOTAL OPERATION OF BUILDIN	5,279,946.00	4,559,813.76	720,132.24	86.36%	5,077,878.00	4,391,325.62	686,552.38	86.48%
TOTAL VEHICLE TRANS SVCS	1,775,000.00	1,193,906.82	581,093.18	67.26%	1,630,622.00	1,139,164.43	491,457.57	69.86%
TOTAL LIFE SKILLS SUPPORT	1,543,867.00	988,623.69	555,243.31	64.04%	1,144,976.00	1,001,413.69	143,562.31	87.46%
TOTAL COUNSELING SVCS	2,469,459.00	1,922,837.54	546,621.46	77.86%	2,250,884.00	1,888,419.15	362,464.85	83.90%
TOTAL SECURITY SVCS	675,155.00	132,951.85	542,203.15	19.69%	502,905.00	155,062.20	347,842.80	30.83%
TOTAL OTHER STUDENT TRANS	500,250.00	109,151.50	391,098.50	21.82%	490,250.00	72,665.07	417,584.93	14.82%
TOTAL VISION SUPPORT	340,636.00	13,894.95	326,741.05	4.08%	380,000.00	149,207.87	230,792.13	39.27%
TOTAL SUMMER SCHOOL	406,551.00	190,502.89	216,048.11	46.86%	470,422.00	301,818.71	168,603.29	64.16%
TOTAL ALT ED PROGRAMS	564,697.00	370,293.70	194,403.30	65.57%	296,093.00	342,152.96	(46,059.96)	115.56%
TOTAL FED FUNDED REGULAR P	983,246.00	791,797.00	191,449.00	80.53%	888,250.00	843,965.12	44,284.88	95.01%
TOTAL AUTISTIC SUPPORT	2,809,866.00	2,618,686.14	191,179.86	93.20%	2,462,836.00	2,206,884.74	255,951.26	89.61%
TOTAL NURSING SVCS	929,984.00	769,726.61	160,257.39	82.77%	901,873.00	750,226.55	151,646.45	83.19%
TOTAL SPEECH/LANGUAGE SUPP	719,683.00	561,359.10	158,323.90	78.00%	782,755.00	552,151.99	230,603.01	70.54%
TOTAL SCHOOL ATHLETICS	1,512,534.00	1,380,045.59	132,488.41	91.24%	1,495,871.00	1,341,406.81	154,464.19	89.67%
TOTAL INST STAFF PROF DEV	981,603.00	859,172.90	122,430.10	87.53%	1,111,189.00	912,627.82	198,561.18	82.13%
TOTAL NON-PUBLIC TRANSPORT	405,000.00	286,552.94	118,447.06	70.75%	300,000.00	265,456.78	34,543.22	88.49%
TOTAL OTHER ADMIN SVCS	209,605.00	101,433.19	108,171.81	48.39%	222,921.00	244,226.13	(21,305.13)	109.56%
TOTAL OTHER SUPRVSN STUDNT	605,722.00	499,354.77	106,367.23	82.44%	476,575.00	417,952.92	58,622.08	87.70%
TOTAL FINANCIAL ACCTG SERV	367,235.00	261,200.96	106,034.04	71.13%	254,380.00	256,875.19	(2,495.19)	100.98%
TOTAL SUPR OF DATA PROCESS	991,830.00	888,114.46	103,715.54	89.54%	938,649.00	875,053.77	63,595.23	93.22%
TOTAL OTHER SUPPORT	718,778.00	626,734.37	92,043.63	87.19%	862,845.00	543,157.27	319,687.73	62.95%
TOTAL STUDENT ACTIVITIES	301,209.00	210,509.92	90,699.08	69.89%	303,040.50	195,437.51	107,602.99	64.49%
TOTAL BUS MONITORING SVCS	129,062.00	45,554.46	83,507.54	35.30%	103,601.00	81,571.46	22,029.54	78.74%
TOTAL OTHER INSTRUCTIONAL	344,135.00	262,878.39	81,256.61	76.39%	329,861.00	291,019.09	38,841.91	88.22%
TOTAL PSYCHOLOGICAL SVCS	555,644.00	487,392.07	68,251.93	87.72%	525,161.00	514,168.03	10,992.97	97.91%
TOTAL LEASES	258,224.00	196,372.00	61,852.00	76.05%	214,224.00	193,770.00	20,454.00	90.45%
TOTAL SUPERVISN OF STUDENT	512,924.00	464,465.52	48,458.48	90.55%	350,169.00	354,650.08	(4,481.08)	101.28%
TOTAL CIVIC SVCS	114,120.00	68,841.31	45,278.69	60.32%	80,722.00	84,459.06	(3,737.06)	104.63%
TOTAL SOCIAL WORK	581,499.00	537,107.03	44,391.97	92.37%	543,771.00	510,310.30	33,460.70	93.85%
TOTAL DEV DELAY SUPPORT	52,598.00	10,480.00	42,118.00	19.92%	21,500.00	5,462.50	16,037.50	25.41%
TOTAL INST STAFF PROF DEV	77,763.00	38,401.08	39,361.92	49.38%	86,134.00	39,218.02	46,915.98	45.53%
TOTAL GROUNDS MAINTENANCE	78,200.00	40,125.17	38,074.83	51.31%	68,250.00	57,744.52	10,505.48	84.61%
TOTAL PLACEMENT SVCS	180,003.00	143,762.32	36,240.68	79.87%	174,146.00	138,593.80	35,552.20	79.58%
TOTAL DRIVERS EDUCATION	148,820.00	112,871.82	35,948.18	75.84%	144,091.00	107,741.28	36,349.72	74.77%
TOTAL SUPERINTENDENT SVCS	1,193,478.00	1,159,953.28	33,524.72	97.19%	949,952.40	909,762.23	40,190.17	95.77%
TOTAL GIFTED SUPPORT	136,135.00	105,661.01	30,473.99	77.61%	271,746.00	104,186.98	167,559.02	38.34%

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR EXPENDITURES	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL SUPR OF FISCAL SVCS	377,816.00	347,621.60	30,194.40	92.01%	362,551.00	332,742.33	29,808.67	91.78%
TOTAL EMOTIONAL SUPPORT	1,163,554.00	1,136,240.64	27,313.36	97.65%	1,378,890.00	858,675.80	520,214.20	62.27%
TOTAL PRINCIPAL SVCS	4,085,831.00	4,059,611.34	26,219.66	99.36%	3,937,504.58	3,638,721.31	298,783.27	92.41%
TOTAL OPERATION AND MAINT	283,616.00	262,713.81	20,902.19	92.63%	271,305.00	249,435.57	21,869.43	91.94%
TOTAL REFUND PRIOR YR REVE	627,834.00	608,616.80	19,217.20	96.94%	20,000.00	153.72	19,846.28	0.77%
TOTAL STUDENT TRANSP DIREC	250,967.00	235,046.42	15,920.58	93.66%	118,303.00	173,254.77	(54,951.77)	146.45%
TOTAL OTHER COMMUNITY SVCS	98,754.00	83,533.24	15,220.76	84.59%	119,984.00	86,617.91	33,366.09	72.19%
TOTAL NONPUBLIC SCHOOL PRO	15,000.00	-	15,000.00	0.00%	40,000.00	11,957.36	28,042.64	29.89%
TOTAL STUDENT ACCTG SVCS P	12,500.00	-	12,500.00	0.00%	-	150.00	(150.00)	0.00%
TOTAL PUBLIC INFORMATION S	42,000.00	30,502.62	11,497.38	72.63%	46,700.00	35,611.01	11,088.99	76.25%
TOTAL B&G VEHICLE OPERATIO	10,000.00	2,170.84	7,829.16	21.71%	11,500.00	2,134.92	9,365.08	18.56%
TOTAL PAYROLL SERVICES	130,015.00	122,501.92	7,513.08	94.22%	122,798.00	116,391.38	6,406.62	94.78%
TOTAL SCHOOL LIBRARY SVCS	15,821.00	8,542.88	7,278.12	54.00%	53,693.00	9,741.53	43,951.47	18.14%
TOTAL GUIDANCE SVCS	8,115.00	1,062.38	7,052.62	13.09%	2,118.00	1,061.37	1,056.63	50.11%
TOTAL MEDICAL SVCS	248,500.00	241,714.04	6,785.96	97.27%	217,500.00	226,771.92	(9,271.92)	104.26%
TOTAL OTHER FISCAL SERVICE	120,589.00	113,843.49	6,745.51	94.41%	114,195.00	107,227.50	6,967.50	93.90%
TOTAL INST STAFF PROF DEV	5,225.00	-	5,225.00	0.00%	3,350.00	-	3,350.00	0.00%
TOTAL COURT PLACED PROGRAM	5,000.00	-	5,000.00	0.00%	10,000.00	-	10,000.00	0.00%
TOTAL SUPERVISE PSYCH SVCS	170,569.00	165,754.62	4,814.38	97.18%	241,134.00	191,584.44	49,549.56	79.45%
TOTAL SUPR OF STAFF SERV	437,011.00	432,550.72	4,460.28	98.98%	400,113.00	395,304.37	4,808.63	98.80%
TOTAL EQUIPMENT MAINTENANC	4,750.00	729.99	4,020.01	15.37%	4,750.00	639.00	4,111.00	13.45%
TOTAL PROF DEV NON-INST NO	12,000.00	8,701.78	3,298.22	72.51%	10,550.00	15,972.00	(5,422.00)	151.39%
TOTAL TAX COLLECTION SVCS	76,057.00	72,843.79	3,213.21	95.78%	63,987.00	43,137.34	20,849.66	67.42%
TOTAL RECRUITMENT AND PLAC	11,850.00	9,587.70	2,262.30	80.91%	11,750.00	9,762.00	1,988.00	83.08%
TOTAL STAFF SERVICES	2,900.00	825.00	2,075.00	28.45%	7,279.00	5,528.36	1,750.64	75.95%
TOTAL NON PUBLIC SUPPORT S	1,309.00	-	1,309.00	0.00%	-	-	-	0.00
TOTAL BOARD SVCS	58,720.00	57,511.23	1,208.77	97.94%	113,027.00	111,519.98	1,507.02	98.67%
TOTAL OTHER VOC EDUCATION	3,150,722.00	3,149,625.19	1,096.81	99.97%	2,192,174.00	2,783,582.49	(591,408.49)	126.98%
TOTAL HOMEBOUND EDUCATION	900.00	-	900.00	0.00%	2,000.00	-	2,000.00	0.00
TOTAL OTHER - OPERATION &	30,658.00	30,015.00	643.00	97.90%	30,832.00	30,632.00	200.00	99.35%
TOTAL DEBT SVCS FUND TRANS	11,461,405.00	11,460,813.32	591.68	99.99%	8,500,626.00	8,372,887.50	127,738.50	98.50%
TOTAL BOARD TREASURER SVCS	1,600.00	1,125.00	475.00	70.31%	1,600.00	1,125.00	475.00	70.31%
TOTAL HALL OF FAME/ AWARDS	2,000.00	1,929.30	70.70	96.47%	2,000.00	2,451.65	(451.65)	122.58%
TOTAL INST PRGMS OUTSIDE S	-	-	-	0.00%	-	613.49	(613.49)	0.00
TOTAL BUILDING CONSTRUCT -	-	-	-	0.00%	-	132,316.00	(132,316.00)	0.00
TOTAL TRANSFER TO CAP PROJ	-	-	-	0.00%	357,600.00	3,915,675.00	(3,558,075.00)	1094.99%
TOTAL BUDGETARY RESERVE	-	-	-	0.00%	299,950.00	-	299,950.00	0.00
TOTAL DENTAL SVCS	-	170.00	(170.00)	0.00%	-	530.00	(530.00)	0.00
TOTAL BUDGETING SERVICES	6,500.00	6,817.93	(317.93)	104.89%	6,200.00	6,493.27	(293.27)	104.73%
TOTAL NONPUBLIC HEALTH SER	500.00	1,161.91	(661.91)	232.38%	-	950.54	(950.54)	0.00
TOTAL RECORD MAINT SVCS	100,000.00	101,088.40	(1,088.40)	101.09%	100,000.00	97,468.35	2,531.65	97.47%
TOTAL OTHER SUPPRT SERVICE	44,000.00	46,086.71	(2,086.71)	104.74%	44,000.00	-	44,000.00	0.00
TOTAL OTHER HEALTH SVCS	-	3,302.00	(3,302.00)	0.00%	-	-	-	0.00

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR EXPENDITURES	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL VEHICLE MAINTENANCE	4,500.00	10,293.23	(5,793.23)	228.74%	22,500.00	5,067.62	17,432.38	22.52%
TOTAL STATE & FED AGENCY L	-	6,686.79	(6,686.79)	0.00%	940,472.00	940,898.72	(426.72)	100.05%
TOTAL OPER/MAINT PLANT SPV	294,524.00	303,829.57	(9,305.57)	103.16%	296,413.00	296,131.46	281.54	99.91%
TOTAL STAFF DEV NON-INSTR	58,054.00	71,950.16	(13,896.16)	123.94%	42,750.00	68,847.05	(26,097.05)	161.05%
TOTAL OTHER STUDENT SVCS	87,889.00	111,488.35	(23,599.35)	126.85%	126,235.92	213,016.00	(86,780.08)	168.74%
TOTAL HEARING SUPPORT	77,500.00	101,829.74	(24,329.74)	131.39%	25,000.00	69,909.88	(44,909.88)	279.64%
TOTAL MULTI-HANDICAPPED SU	95,500.00	133,762.62	(38,262.62)	140.07%	123,000.00	77,822.61	45,177.39	63.27%
TOTAL INST-CURR DEV SVCS	1,156,356.00	1,212,135.34	(55,779.34)	104.82%	1,166,228.00	1,015,536.28	150,691.72	87.08%
TOTAL LEGAL/ACCOUNTING	346,000.00	403,619.81	(57,619.81)	116.65%	312,000.00	380,119.51	(68,119.51)	121.83%
TOTAL EMOTIONAL SUPPORT PR	316,080.00	446,220.00	(130,140.00)	141.17%	140,000.00	284,900.00	(144,900.00)	203.50%
TOTAL SYSTEM-WIDE TECH SVC	294,027.00	512,227.55	(218,200.55)	174.21%	290,508.00	226,477.80	64,030.20	77.96%
TOTAL REPORT	**92,223,808.00**	**78,172,472.66**	**14,051,335.34**	**84.76%**	**83,689,631.00**	**75,825,001.97**	**7,864,629.03**	**90.60%**

MUHLENBERG SCHOOL DISTRICT
BILL LIST SUMMARY
6/01/26-6/30/26

RATIFICATION

GENERAL FUND EXPENSES		**6/01/26-6/30/26**
June 4, 2026	$	336,299.02
June 5, 2026	$	606.00
June 11, 2026	$	968,480.83
June 11, 2026	$	4,236.86
June 11, 2026	$	3,404.41
June 25, 2026	$	23,424.67
June 25, 2026	$	569,557.01
June 25, 2026	$	115,603.86
June 25, 2026	$	319.16
June 25, 2026	$	422.13
June 25, 2026	$	16,383.03
June 25, 2026	$	4,077.61
June 30, 2026	$	329.78
June 30, 2026	$	184,789.70
VOID	$	(7,091.00)
Total	**$**	**2,220,843.07**
JUNE 2026 Non-check Payments	**$**	**6,106,357.05**
Cafeteria Fund Expenses		
June 4, 2026	$	179,616.16
June 4, 2026	$	351.00
June 11, 2026	$	5,282.74
June 11, 2026	$	1,405.96
June 25, 2026	$	91,801.43
June 30, 2026	$	936.35
June 30, 2026	$	1,740.23
Void Check		
Total	**$**	**281,133.87**

Board Check Register

Check Number	Check Date	Vendor Name	Transaction Amount
60839	06/05/2026	MUHLENBERG SD FOUNDATION	6.00
60840	06/05/2026	READING-BERKS SCHOOL EMPLOYEES	600.00
60841	06/04/2026	AGPARTS WORLDWIDE, INC.	2,244.85
60842	06/04/2026	TARA SIMMONS	4,812.50
	06/04/2026		4,812.50
60843	06/04/2026	AMAZON CAPITAL SERVICES INC	631.70
	06/04/2026		85.69
	06/04/2026		26.58
60844	06/04/2026	AMERGIS HEALTHCARE STAFFING, INC.	708.00
60845	06/04/2026	AUSTILL'S REHABILITATION SERV INC	25,532.66
	06/04/2026		6,858.93
60846	06/04/2026	BAR FITNESS SERVICE INC	260.00
	06/04/2026		268.95
60847	06/04/2026	JOANN BREZNA	210.00
60848	06/04/2026	BURKHART BROS PERFORMANCE CTR INC	37.00
60849	06/04/2026	C&S OFFICE SUPPLY & FURNITURE INC	60.00
	06/04/2026		60.00
60850	06/04/2026	CAMDEN COUNTY TECHNICAL SCHOOL	2,280.00
60851	06/04/2026	CHESTER COUNTY INTERMEDIATE UNIT	35,456.12
	06/04/2026		1,217.76
	06/04/2026		22,857.94
	06/04/2026		13,122.61
	06/04/2026		49,394.62
60852	06/04/2026	DR ROBERT KETTERER CHARTER SCHL INC	3,028.22
60853	06/04/2026	JENNIFER S FERNANDEZ-VILLATORO	1,602.00
60854	06/04/2026	JENNA CLAIRE FIORITO	1,602.00
60855	06/04/2026	HARRISBURG AREA COMMUNITY COLLEGE	1,875.00
60856	06/04/2026	KANTNERS TIRE SERVICE INC	80.00
	06/04/2026		25.00
60857	06/04/2026	KELLY SERVICES INC	2,214.47
	06/04/2026		3,351.74
	06/04/2026		6,154.12
	06/04/2026		5,440.44
	06/04/2026		679.65
	06/04/2026		807.30
	06/04/2026		1,794.00
	06/04/2026		1,518.00
60858	06/04/2026	LANDIS MECHANICAL GROUP INC	3,115.34
60859	06/04/2026	KEVIN J MAIER II	350.00
60860	06/04/2026	CHRISTINA M MARCO-FIES	34.80
60861	06/04/2026	MESSICK FARM EQUIPMENT INC	159.40
60862	06/04/2026	TONYA MICHELE MILLER	4,644.00

60863	06/04/2026	MOBILE MODULAR MANAGEMENT CORP	2,602.00
60864	06/04/2026	MSD - ACTIVITY ACCOUNT	27.20
60865	06/04/2026	MSD- CAFETERIA	1,636.56
60866	06/04/2026	NATIONAL INSURANCE SERV OF WI INC	2,230.11
60867	06/04/2026	NATIONAL CONSTRUCTION RENTALS INC	162.00
60868	06/04/2026	NEW STORY, LLC	14,972.00
	06/04/2026		22,553.00
	06/04/2026		33,431.00
	06/04/2026		7,391.00
	06/04/2026		7,885.00
60869	06/04/2026	PAMINA NIEVES	350.00
	06/04/2026		463.45
60870	06/04/2026	READING BEARING & DRIVE SOL INC	259.24
60871	06/04/2026	READING-MUHLENBERG CAREER &	120.00
60872	06/04/2026	REDNER'S WAREHOUSE/5TH STREET	109.28
60873	06/04/2026	RIDDELL ALL AMERICAN	6,617.20
60874	06/04/2026	RIVER ROCK ACADEMY INC	2,574.00
60875	06/04/2026	SDIC	7,722.00
60876	06/04/2026	NELSON A SOTO	367.50
60877	06/04/2026	SPORTSMANS	302.42
60878	06/04/2026	AMANDA STEVENS	1,602.00
60879	06/04/2026	ABIGAIL STREETER	1,602.00
60880	06/04/2026	SWEET, STEVENS, KATZ & WILLIAMS LLP	2,220.35
60881	06/04/2026	THE FORGE OF READING	1,000.00
60882	06/04/2026	TWIN VALLEY SCHOOL DISTRICT	1,741.00
	06/04/2026		1,582.65
60883	06/04/2026	WEAVER'S HARDWARE	1,237.95
	06/04/2026		825.30
	06/04/2026		825.30
60884	06/04/2026	WESTERN PSYCHOLOGICAL SERVICES	136.40
60885	06/04/2026	WORLD FUEL SERVICES INC	592.22
60886	06/04/2026	KEDRIC L YODER	1,605.00
60887	06/04/2026	ALEXANDRIA N ZELLER	140.00
60888	06/11/2026	MUHLENBERG SD FOUNDATION	43.57
60889	06/11/2026	NEA	6.00
60890	06/11/2026	PSEA/SPAC	52.00
60891	06/11/2026	READING-BERKS SCHOOL EMPLOYEES	4,135.29
60892	06/11/2026	AMAZON CAPITAL SERVICES INC	491.57
	06/11/2026		66.58
	06/11/2026		205.84
	06/11/2026		9.48
	06/11/2026		53.69
	06/11/2026		98.99
	06/11/2026		51.53
	06/11/2026		192.50

60893	06/11/2026	AMERGIS HEALTHCARE STAFFING, INC.	531.00
60894	06/11/2026	AMERICHEM INTERNATIONAL INC	1,870.90
	06/11/2026		1,928.46
	06/11/2026		2,219.45
60895	06/11/2026	BATCHIS NESTLE & RELMANN LLC	31,000.00
60896	06/11/2026	BCIU/TRANSPORTATION	360.00
	06/11/2026		9,996.00
60897	06/11/2026	BERKS CO INTERMEDIATE UNIT	300.00
60898	06/11/2026	BERKS CTY SCHOOL DIST HEALTH TRUST	841,934.74
	06/11/2026		852.28
60899	06/11/2026	BOB FISHER CHEVROLET INC	709.90
	06/11/2026		503.99
60900	06/11/2026	CHESTER COUNTY INTERMEDIATE UNIT	1,499.89
	06/11/2026		61.22
	06/11/2026		1,726.15
	06/11/2026		2,353.83
60901	06/11/2026	CM REGENT RESOURCES LLC	295.00
60902	06/11/2026	COLLEGE BOARD	12,493.00
60903	06/11/2026	D&D SCREEN PRINTING LTD	1,808.50
60904	06/11/2026	EXECUTIVE COACH INC	1,820.00
60905	06/11/2026	ALISON PEGGY FRANZONE	1,602.00
60906	06/11/2026	HERFF JONES LLC	7,091.00
	06/11/2026		-7,091.00
60907	06/11/2026	JENNIFER LYNN DUFFORD	260.00
60908	06/11/2026	KELLY SERVICES INC	1,722.37
	06/11/2026		1,968.40
	06/11/2026		5,191.13
	06/11/2026		1,357.91
	06/11/2026		1,380.00
	06/11/2026		848.70
	06/11/2026		2,208.00
	06/11/2026		2,622.00
60909	06/11/2026	KENCOR LLC	290.00
	06/11/2026		290.00
60910	06/11/2026	KEYSTONE FIRE PROTECTION CO	2,703.27
	06/11/2026		8,860.00
	06/11/2026		127.50
60911	06/11/2026	LANDIS MECHANICAL GROUP INC	933.58
60912	06/11/2026	EI US LLC	1,006.32
60913	06/11/2026	MSD- CAFETERIA	1,860.00
	06/11/2026		575.00
60914	06/11/2026	NORTH EAST PARTS GROUP, LLC	1.98
60915	06/11/2026	OFFICE DEPOT INC	235.48
60916	06/11/2026	REDNER'S WAREHOUSE/5TH STREET	341.68
60917	06/11/2026	SHI INTERNATIONAL CORP	2,887.96

60918	06/11/2026	NELSON A SOTO	90.00
60919	06/11/2026	SWEET, STEVENS, KATZ & WILLIAMS LLP	3,600.70
60920	06/11/2026	SWEETWATER SOUND HOLDINGS LLC	291.92
60921	06/11/2026	THOMSON REUTERS	1,646.19
60922	06/11/2026	TRIANGLE COMMUNICATIONS INC	528.25
60923	06/11/2026	YOUR STORAGE SOLUTION	525.00
60924	06/25/2026	AIRGAS USA LLC	157.36
60925	06/25/2026	AMAZON CAPITAL SERVICES INC	204.64
	06/25/2026		265.48
	06/25/2026		516.14
	06/25/2026		404.10
	06/25/2026		20.98
	06/25/2026		37.70
	06/25/2026		143.73
	06/25/2026		20.98
	06/25/2026		198.71
60926	06/25/2026	BCIU/TRANSPORTATION	1,020.99
60927	06/25/2026	BCIU/TUITION	795.00
60928	06/25/2026	REPUBLIC SERVICES #318	2,740.90
60929	06/25/2026	BOB FISHER CHEVROLET INC	296.76
60930	06/25/2026	BOROUGH OF LAURELDALE	7,411.00
60931	06/25/2026	C&S OFFICE SUPPLY & FURNITURE INC	60.00
	06/25/2026		60.00
60932	06/25/2026	KEYSTONE DEAF AND HARD OF HEARING	329.88
60933	06/25/2026	JOHN J LORCHAK	31.30
60934	06/25/2026	MSD- CAFETERIA	115.00
60935	06/25/2026	DIRECT ENERGY MARKETING INC	68.61
	06/25/2026		297.20
60936	06/25/2026	REDNER'S WAREHOUSE/5TH STREET	45.47
60937	06/25/2026	RIVER ROCK ACADEMY INC	5,720.00
60938	06/25/2026	SCHUYLKILL VALLEY SCHOOL DISTRICT	1,158.12
60939	06/25/2026	SWEETWATER SOUND INC	125.80
60940	06/25/2026	VERIZON	30.04
60941	06/25/2026	ZESWITZ	1,048.78
60942	06/25/2026	ZONAR SYSTEMS INC	100.00
60943	06/25/2026	1 BALL LLC	232.00
60944	06/25/2026	AMAZON CAPITAL SERVICES INC	1,951.98
	06/25/2026		1,959.29
	06/25/2026		233.31
	06/25/2026		1,843.20
	06/25/2026		2,434.68
60945	06/25/2026	CAITLIN AMBRUSTER	1,602.00
60946	06/25/2026	B&H FOTO & ELECTRONICS CORP	67.48
60947	06/25/2026	BCIU/TRANSPORTATION	15,100.24
60948	06/25/2026	BOB FISHER CHEVROLET INC	201.09

60949	06/25/2026	C&S OFFICE SUPPLY & FURNITURE INC	180.00
60950	06/25/2026	AMY E CHIARELLI	49.16
60951	06/25/2026	CONCENTRA MEDICAL CENTERS	92.00
60952	06/25/2026	DOUGLAS A. HARING	6,500.00
60953	06/25/2026	MEGHAN E GOETZ	2,000.00
60954	06/25/2026	HERFF JONES LLC	7,091.00
60955	06/25/2026	INTEGRA ONE	13,292.04
60956	06/25/2026	KELLY SERVICES INC	1,980.43
	06/25/2026		861.18
	06/25/2026		4,225.48
	06/25/2026		4,425.68
	06/25/2026		828.00
	06/25/2026		276.00
	06/25/2026		2,049.30
	06/25/2026		531.30
60957	06/25/2026	ELIZABETH D MCCARTY	1,764.00
60958	06/25/2026	MELARD COACH LLC	6,750.00
60959	06/25/2026	MSD- CAFETERIA	485,734.25
	06/25/2026		2,672.00
60960	06/25/2026	SINCLAIR CAMPBELL COMPANY	115.00
60961	06/25/2026	SHI INTERNATIONAL CORP	1,443.98
60962	06/25/2026	VISUAL SOUND INC	377.50
60963	06/25/2026	WORLD FUEL SERVICES INC	231.67
	06/25/2026		461.77
60964	06/25/2026	AGORA CYBER CHARTER SCHOOL	4,842.25
	06/25/2026		3,873.80
	06/25/2026		1,830.37
	06/25/2026		1,830.37
	06/25/2026		3,660.74
60965	06/25/2026	COMMONWEALTH CHARTER ACADEMY	6,779.15
	06/25/2026		30,021.95
	06/25/2026		3,660.74
	06/25/2026		7,321.48
	06/25/2026		1,830.37
	06/25/2026		32,946.66
60966	06/25/2026	PENNSYLVANIA VIRTUAL CHARTER SCHOOL	968.45
	06/25/2026		1,936.90
	06/25/2026		1,830.37
	06/25/2026		1,830.37
60967	06/25/2026	PENNWOOD CYBER CHARTER SCHOOL	1,936.90
	06/25/2026		1,830.37
60968	06/25/2026	REACH CYBER CHARTER SCHOOL	1,936.90
	06/25/2026		2,905.35
	06/25/2026		1,830.37
60969	06/25/2026	MUHLENBERG SD FOUNDATION	42.32

60970	06/25/2026	READING-BERKS SCHOOL EMPLOYEES	4,035.29
60971	06/30/2026	AMERGIS HEALTHCARE STAFFING, INC.	955.80
60972	06/30/2026	AUSTILL'S REHABILITATION SERV INC	24,630.67
	06/30/2026		7,547.67
60973	06/30/2026	B&H FOTO & ELECTRONICS CORP	3,143.44
60974	06/30/2026	BCIU/TRANSPORTATION	703.16
	06/30/2026		10,061.85
	06/30/2026		919.64
	06/30/2026		278.94
	06/30/2026		1,267.82
60975	06/30/2026	BERKS CO INTERMEDIATE UNIT	88.59
	06/30/2026		88.58
	06/30/2026		32.62
60976	06/30/2026	BERKS CTY SCHOOL DIST HEALTH TRUST	77,533.20
60977	06/30/2026	BOB FISHER CHEVROLET INC	82.87
60978	06/30/2026	C&S MEDICAL SUPPLY INC	225.75
	06/30/2026		120.00
	06/30/2026		225.75
	06/30/2026		120.00
60979	06/30/2026	C&S OFFICE SUPPLY & FURNITURE INC	120.00
60980	06/30/2026	LINDSAY DRIES	1,548.00
60981	06/30/2026	ENRIQUE CASTRO JR.	150.00
60982	06/30/2026	FINCH SERVICES INC	292.94
60983	06/30/2026	H.A. BERKHEIMER INC	252.69
60984	06/30/2026	RONALD JEFF HAAS	375.00
60985	06/30/2026	HUMMER TURFGRASS SYSTEMS INC	1,280.00
60986	06/30/2026	KE SECURITY LLC	2,290.20
60987	06/30/2026	KEYSTONE FIRE PROTECTION CO	1,006.32
60988	06/30/2026	KEYSTONE SPORTS CONSTRUCTION	2,594.40
60989	06/30/2026	LANDIS MECHANICAL GROUP INC	1,061.74
60990	06/30/2026	LOWES BUSINESS ACCT/SYNCB	293.80
	06/30/2026		911.72
60991	06/30/2026	MSD- CAFETERIA	460.00
60992	06/30/2026	MUHLENBERG TOWNSHIP AUTHORITY	4,833.82
60993	06/30/2026	NEW STORY, LLC	3,152.00
	06/30/2026		1,247.00
	06/30/2026		1,556.00
	06/30/2026		1,660.00
60994	06/30/2026	DIRECT ENERGY MARKETING INC	31.55
60995	06/30/2026	OFFICE DEPOT INC	2.19
	06/30/2026		554.00
60996	06/30/2026	PENSKE TRUCK LEASING	205.82
60997	06/30/2026	DANIEL A SMITH	240.00
60998	06/30/2026	R.B. MYERS LLC	2,336.00
	06/30/2026		3,743.00

	06/30/2026		4,118.00
	06/30/2026		1,790.00
60999	06/30/2026	RIVER ROCK ACADEMY INC	2,002.00
61000	06/30/2026	ROBERTO RODRIGUEZ JR	184.99
61001	06/30/2026	SMG-Sovereign Management Group	11,171.11
61002	06/30/2026	SWEET, STEVENS, KATZ & WILLIAMS LLP	39.06
61003	06/30/2026	THE LITTLE SIGN COMPANY INC	280.00
61004	06/30/2026	VERIZON	2,280.03
61005	06/30/2026	JENNIFER MICHELE VICARI	83.96
61006	06/30/2026	WORLD FUEL SERVICES INC	1,853.52
61007	06/30/2026	ZESWITZ	70.20
	06/30/2026		692.29
V28591	06/11/2026	*J. W. PEPPER & SON INC	733.48
V28592	06/11/2026	*PITNEY BOWES GLOBAL FINANCIAL SERV	422.13
V28593	06/11/2026	*W. B. MASON CO., INC.	1,448.80
	06/11/2026		800.00
V28594	06/25/2026	*21ST CENTURY MEDIA NEWSPAPER LLC	109.17
V28595	06/25/2026	*D & R HEFFNER INC	209.99
V28596	06/25/2026	*PITNEY BOWES GLOBAL FINANCIAL SERV	422.13
V28598	06/25/2026	*CORPAY MC	11,046.80
	06/25/2026		131.10
	06/25/2026		46.99
	06/25/2026		262.77
	06/25/2026		21.20
	06/25/2026		51.94
	06/25/2026		100.00
	06/25/2026		461.39
	06/25/2026		1,524.40
	06/25/2026		1,445.60
	06/25/2026		431.64
	06/25/2026		389.00
	06/25/2026		75.00
	06/25/2026		395.20
V28599	06/30/2026	*PITNEY BOWES GLOBAL FINANCIAL SERV	329.78
Total			**2,220,843.07**

MUHLENBERG SCHOOL DISTRICT
NON-CHECK PAYMENTS
BOARD MEETING

Payment Date	Vendor Name & Description	Amount
6/1/26	FRONTIER ZIP CK	2,275.82
6/4/26	ZIP CHECK PAYMENT FOR UGI-HEATING	1,014.07
6/4/26	ZIP CHECK PAYMENT FOR UGI-HEATING	1,276.70
6/4/26	ZIP CHECK PAYMENT FOR UGI-HEATING	1,562.26
6/4/26	ZIP CHECK PAYMENT FOR UGI-HEATING	2,537.62
6/5/26	ZIP CHECK PAYMENT FOR UGI-HEATING	88.39
6/5/26	GROSS PAYROLL AND EMPLOYERS SHARE SOCIAL SECURITY	460,427.94
6/5/26	PSERS PAYMENT (VOYA)	3,184.71
6/8/26	ZIP CHECK PAYMENT FOR UGI-HEATING	326.47
6/11/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	117.91
6/11/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	419.52
6/11/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	85.22
6/11/26	GROSS PAYROLL AND EMPLOYERS SHARE SOCIAL SECURITY	1,300,017.84
6/11/26	PSERS PAYMENT (VOYA)	17,653.89
6/22/26	ZIP CHECK PAYMENT FOR UGI-HEATING	90.13
6/24/26	PSERS ER QUARTERLY PYMT	2,909,525.09
6/25/26	ZIP CHECK PAYMENT FOR UGI-HEATING	432.60
6/25/26	ZIP CHECK PAYMENT FOR UGI-HEATING	95.56
6/25/26	ZIP CHECK PAYMENT FOR UGI-HEATING	1,345.27
6/25/26	ZIP CHECK PAYMENT FOR UGI-HEATING	443.90
6/25/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	52,742.89
6/25/26	GROSS PAYROLL AND EMPLOYERS SHARE SOCIAL SECURITY	1,330,703.75
6/25/26	PSERS PAYMENT (VOYA)	15,214.30
6/26/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	1,230.01
6/26/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	1,239.71
6/26/26	ZIP CHECK PAYMENT FOR UGI-HEATING	29.66
6/30/26	ZIP CHECK PAYMENT FOR FRONTIER	2,275.82
		$ 6,106,357.05

Cafe Check Register

Check Number	Check Date	Vendor Name	Transaction Amount
9016	06/04/2026	AMAZON CAPITAL SERVICES INC	131.90
	06/04/2026		25.51
	06/04/2026		197.86
9017	06/04/2026	CLOVER FARMS DAIRY LLC	746.81
	06/04/2026		899.28
	06/04/2026		294.00
	06/04/2026		1,120.23
9018	06/04/2026	MERCEDES CUESTA	124.98
9019	06/04/2026	BRIANNA B DELILLO	42.96
9020	06/04/2026	FEESER'S FOOD DISTRIBUTORS	54.66
	06/04/2026		2,079.08
	06/04/2026		811.59
	06/04/2026		912.32
	06/04/2026		81.98
	06/04/2026		3,118.62
9021	06/04/2026	MICHELE J FETTER	125.00
9022	06/04/2026	GOLD STAR FOOD INC	188.87
	06/04/2026		188.88
	06/04/2026		188.87
	06/04/2026		188.88
9023	06/04/2026	KATHLEEN M KNOLL	125.00
9024	06/04/2026	KREMMER'S CAFE & CATERING	1,530.00
9025	06/04/2026	DOROTHY A LATTANZIO	79.47
9026	06/04/2026	MICKEY'S WHOLESALE PIZZA	673.50
	06/04/2026		1,010.25
9027	06/04/2026	MORABITO BAKING COMPANY CO	215.80
	06/04/2026		193.60
	06/04/2026		315.75
	06/04/2026		323.70
9028	06/04/2026	MUHLENBERG SCHOOL DISTRICT	75,307.71
	06/04/2026		62,994.41
	06/04/2026		1,580.12
	06/04/2026		9,144.39
	06/04/2026		13,890.80
9029	06/04/2026	SINGER EQUIPMENT COMPANY INC	185.75
	06/04/2026		110.00
	06/04/2026		278.63
9030	06/04/2026	ROSEMARIE SYSENH	10.00
9031	06/04/2026	FRANCESCA VALLONIO	125.00
9032	06/11/2026	CLOVER FARMS DAIRY LLC	132.28
	06/11/2026		122.40
	06/11/2026		198.41

9033	06/11/2026	GOLD STAR FOOD INC	1,025.86
	06/11/2026		343.20
	06/11/2026		1,123.20
	06/11/2026		1,538.78
9034	06/11/2026	MORABITO BAKING COMPANY CO	157.38
	06/11/2026		236.07
9035	06/11/2026	SINGER EQUIPMENT COMPANY INC	405.16
9036	06/25/2026	SHERRY ANN HOFFMAN	20.00
	06/25/2026		20.00
9037	06/25/2026	JESSICA DUGUAY	35.20
9038	06/25/2026	MUHLENBERG SCHOOL DISTRICT	49,508.89
	06/25/2026		10,656.35
	06/25/2026		1,223.02
	06/25/2026		5,337.97
	06/25/2026		25,000.00
9039	06/30/2026	CLOVER FARMS DAIRY LLC	153.53
	06/30/2026		153.53
9040	06/30/2026	GOLD STAR FOOD INC	133.50
	06/30/2026		133.50
	06/30/2026		133.50
	06/30/2026		133.50
9041	06/30/2026	SHERRY ANN HOFFMAN	19.93
9042	06/30/2026	KREMMER'S CAFE & CATERING	443.70
9043	06/30/2026	MORABITO BAKING COMPANY CO	215.70
	06/30/2026		215.70
9044	06/30/2026	MUHLENBERG SCHOOL DISTRICT	4.14
V3239	06/04/2026	*BEDWAY PRODUCE INC	140.40
	06/04/2026		210.60
V3240	06/11/2026	*BEDWAY PRODUCE INC	61.40
	06/11/2026		187.80
	06/11/2026		92.10
V3241	06/11/2026	*HOBART SALES & SERVICE	1,064.66
V3242	06/30/2026	*BEDWAY PRODUCE INC	155.25
	06/30/2026		155.25
V3243	06/30/2026	*K&D FACTORY SERVICE INC	625.85
Total			**281,133.87**

Muhlenberg School District
Capital Reserve Fund - Fund 32

Capital Reserve Cash Balance as of June 30, 2026		**$ 1,556,192.71**
Approved Project balances due	(30,000.00)	
Total Encumbrances	$ (30,000.00)	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS		**$ 1,526,192.71**
Proposed 5-year Facility Improvements - Funded by Capital Reserve funds		
2026-27 Budget estimates	(320,000.00)	
2027-28 Budget estimates	(250,000.00)	
2028-29 Budget estimates	(545,000.00)	
2029-30 Budget estimates	(1,045,000.00)	
2030-31 Budget estimates	(55,000.00)	
Total Proposed Facility Improvements	(2,215,000.00)	
Total Proposed Funding	-	
TOTAL CASH AVAILABLE (DEFICIT)		**$ (688,807.29)**

Blue Print for Success - Facility Improvements Summary

Approved Projects:	Board Approved	Paid To Date	Estimated Balances Due
Classroom construction MEC SGI	197,853.42	(167,853.42)	30,000.00
	197,853.42	(167,853.42)	30,000.00

Cash Available Proof:

Balance at May 2026	1,521,438.22
Interest Earned June	4,754.49
	1,526,192.71

c - project complete

MUHLENBERG SCHOOL DISTRICT

Capital Reserve Fund
School District Improvements

BLDG	PROPOSED PROJECT	COST	RUNNING CAPITAL RESERVE CASH BALANCE
	Cash Balance after approved projects June 30, 2026 →		1,526,193
	2026-27		
MHS/MJHS	REPLACE STAGE CURTAINS WITH IFR MATERIAL CURTAINS	60,000	
MJHS	RIGGING EQUIPMENT INSPECTION	25,000	
MHS	RECOAT ROOF SECTION OVER NATATORIUM AND SURROUNDING ROOF SECTIONS	200,000	
MEC	ROOF PREVENTATIVE MAINTENANCE	35,000	
		320,000	1,206,193
	2027-28		
DIST	SEAL PARKING LOTS, REPAINT LINES	45,000	
DIST	REPLACE AND UPGRADE FENCING	205,000	
		250,000	956,193
	2028-29		
COLE	EXTEND ROOF LIFE WITH TREMCO PAINTING	500,000	
DIST	SEAL PARKING LOTS, REPAINT LINES	45,000	
		545,000	411,193
	2029-30		
DIST	REPLACE TRACK SURFACE	550,000	
DIST	SEAL PARKING LOTS, REPAINT LINES	45,000	
DIST	REPLACE TURF ON TURF FIELDS	450,000	
		1,045,000	(633,807)
	2030-31		
DIST	SEAL PARKING LOTS, REPAINT LINES	55,000	
		55,000	**(688,807)**

ACCOUNTING PERIODS: 12/26 THRU 13/26

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='32' AND genledgr.account in ('010101','010121')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 32 - CAPITAL RESERVE FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101	PLGIT-CLASS				7,349.86		BEGINNING BALANCE	
	07/23/26	19	13 CR06052		20.94		JUNE CLASS INT	
	TOTAL PERIOD 13				20.94	.00		20.94
TOTAL PLGIT-CLASS					7,370.80			
010121	PLGIT-PRIME				1,544,088.36		BEGINNING BALANCE	
	07/23/26	19	13 CR06052		4,733.55		JUNE PRIME INT	
	TOTAL PERIOD 13				4,733.55	.00		4,733.55
TOTAL PLGIT-PRIME					1,548,821.91			
TOTAL CAPITAL RESERVE FUND					1,556,192.71	.00		
TOTAL REPORT					1,556,192.71	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Muhlenberg School District
Environmental Repairs Grant - Fund 32
Board Meeting - August 12, 2026

Grant Receipt, 50% of Total Grant		**$**	**3,915,675.00**
Project costs paid thru June 30, 2026	(2,754,576.00)		
	(2,754,576.00)		
Original grant remaining balance at June 30, 2026	1,161,099.00		
Interest earned PLGIT Investment account thru June 30, 2026	266,345.42		
Balance PLGIT Investment Account at June 30, 2026		**$**	**1,427,444.42**
Approved project balances due	$ -		
Total Encumbrances	$ -		
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS		**$**	**1,427,444.42**

Approved Projects:	Paid To Date	
MEC HVAC Upgrades - GESA Project	$ 1,761,044.00	cp
JH Chiller & Generator Project - GESA Project	375,918.00	cp
JH HVAC Rooftop Units - GESA Project	617,614.00	cp
TOTAL	**$ 2,754,576.00**	

cp **Project funded with capital projects funds as well as the Env Repairs Grant**
Payments shown here represent the portion paid from the grant

Balance of grant will be paid to district after the project is finished

ACCOUNTING PERIODS: 12/26 THRU 13/26

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='32' AND genledgr.account in ('010101.9','010121.9')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 32 - CAPITAL RESERVE FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.9	PLGIT CLASS - ENV REPAIRS				384,130.02		BEGINNING BALANCE	
	06/29/26	19-12	VENCHKS			375,918.00	VENDOR CHECKS	
	TOTAL PERIOD 12				.00	375,918.00		-375,918.00
	07/23/26	19-13	CR06052		1,327.80		JUNE PLIGIT ENV RPRS INT	
	TOTAL PERIOD 13				1,327.80	.00		1,327.80
TOTAL PLGIT CLASS - ENV REPAIRS					9,539.82			
010121.9	PLGIT PRIME - ENV REPAIRS				1,413,571.17		BEGINNING BALANCE	
	07/23/26	19-13	CR06052		4,333.43		MAY ENV RPRS INT	
	TOTAL PERIOD 13				4,333.43	.00		4,333.43
TOTAL PLGIT PRIME - ENV REPAIRS					1,417,904.60			
TOTAL CAPITAL RESERVE FUND					1,427,444.42	.00		
TOTAL REPORT					1,427,444.42	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: transact.yr='26' and transact.period='12' and transact.gl_key_orgn='32'
ACCOUNTING PERIOD: 2/27

FUND - 32 - CAPITAL RESERVE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
010101.9	5002	06/29/26	5449	MCCLURE COMPANY	3246000003000000	450	APPLICATION 2	0.00	375,918.00
TOTAL CASH ACCOUNT								0.00	375,918.00
TOTAL FUND								0.00	375,918.00
TOTAL REPORT								0.00	375,918.00

Muhlenberg School District
GO Bonds, Series 2023 - Fund 39
Board Meeting - August 12, 2026

General Obligation Bonds, Series of 2023		**$ 14,800,000.00**
Bond Issuance Costs	(237,460.00)	
Net Original Issue Premium	196,661.60	
Project costs paid thru June 30, 2026	(2,459,179.67)	
	(2,499,978.07)	
Original Note remaining balance at June 30, 2026	12,300,021.93	
Interest earned PLGIT Investment account thru June 30, 2026	1,586,365.57	
Balance PLGIT Investment Account at June 30, 2026		**$ 13,886,387.50**
Approved project balances due	$ -	
Total Encumbrances	$ -	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS		**$ 13,886,387.50**

Approved Projects:	Board Approved	Paid To Date	Amount Due	
5-6 Building - Marotta Main Architects*	$ -	$ 1,527,981.57	$ -	
Turf Fields - Marotta Main Architects*	-	200,328.14	-	
Campus Roadway - Marotta Main Architects*	-	61,884.10	-	
JH Building - Marotta Main Architects*		324,473.75	-	
HS Building Renovations - Marotta Main Architects*		67,500.00	-	
Mechanical Upgrades - Marotta Main Architects*	-	11,342.61	-	
General Phase I		32,399.00	-	
Modular Classrooms		10,710.95	-	
Sports Turf - Football Stadium Field Construction	1,431,490.00	218,384.30	-	T
Stadium Turf - Change orders (approved August 2024)	176,297.75	4,175.25	-	T
Multi-Purpose Turf Field	6,409,338.00	-	-	T
TOTAL	**$ 8,017,125.75**	**$ 2,459,179.67**	**$ -**	

C **Completed**

***** **Phase 1 approved by Board. Amounts paid to MMA include engineering and other professional fees (McCarthy & ELA Sports, etc)**

T **Liabilities totaling $7,794,566.20 transferred to 2024 Bond Issue. Plan to spend those proceeds down prior to the 2023 bonds**

ACCOUNTING PERIODS: 12/26 THRU 13/26

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='39' AND genledgr.account in ('010101.1','010121.1','010122.1')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 39 - OTHER CAP PROJ FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.1	PLGIT CLASS 2023 BOND				5,658,605.85		BEGINNING BALANCE	
	07/23/26	19-13	CP 06053		16,119.48		JUNE CLASS INT	
	TOTAL PERIOD 13				16,119.48	.00		16,119.48
TOTAL PLGIT CLASS 2023 BOND					5,674,725.33			
010121.1	PLGIT PRIME 2023 BOND				8,186,565.49		BEGINNING BALANCE	
	07/23/26	19-13	CP 06053		25,096.68		JUNE PRIME INT 2023	
	TOTAL PERIOD 13				25,096.68	.00		25,096.68
TOTAL PLGIT PRIME 2023 BOND					8,211,662.17			
010122.1	PLGIT TERM 2023 BOND				.00		BEGINNING BALANCE	
	TOTAL PERIOD 12				.00	.00		.00
TOTAL PLGIT TERM 2023 BOND					.00			
TOTAL OTHER CAP PROJ FUND					13,886,387.50	.00		
TOTAL REPORT					13,886,387.50	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Muhlenberg School District
GO Bonds, Series 2024 - Fund 39
Board Meeting - August 12, 2026

General Obligation Bonds, Series of 2024		**$ 46,990,000.00**
Bond Issuance Costs	(471,656.00)	
Net Original Issue Premium	3,481,427.15	
Project costs paid thru June 30, 2026	(52,235,675.17)	
	(49,225,904.02)	
Original Note remaining balance at June 30, 2026	(2,235,904.02)	
Interest earned PLGIT Investment account June 30, 2026	2,487,386.94	
Balance PLGIT Investment Account at June 30, 2026		**$ 251,482.92**
Approved project balances due	$ 64,312,129.57	
Total Encumbrances	$ 64,312,129.57	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS		**$ (64,060,646.65)**

Approved Projects:	Board Approved		Paid To Date	Amount Due	
Turf Fields - Marotta Main Architects*	$ -		$ 240,981.19	$ -	
Campus Roadway - Marotta Main Architects*	-		67,500.00	-	
5-6 Building - Marotta Main Architects*	-		6,249,670.88	-	
5-6 Building - Builders Risk Insurance	-		53,148.00	-	
HS Building Renovations - Marotta Main Architects*	-		1,722,877.45		
HS Renovation - Permits, Builders Risk, Other			756,533.28		
JH Building - Marotta Main Architects*	-		689,434.08	-	
Mechanical Upgrades - Marotta Main Architects*	-		20,515.02	-	
General Phase I	-		36,677.50	-	
Modular Classrooms	-		13,867.50	-	
Fidevia LLC (Clerk of the Works)	-		441,550.28	-	
Sports Turf - Football Stadium Field Construction	1,213,105.70	T	1,213,105.70	-	C
Stadium Turf - Change Orders	188,339.50	T	188,339.50	-	C
Multi-Purpose Turf Field	6,409,338.00	T	6,257,955.14	-	C
Multi-Purpose Turf Field - Change Orders	1,091,703.22		1,091,703.22	-	C
(2) Daktronic Scoreboards	460,000.00		449,850.00	-	C
New Grades 5-6 Middle School Building	60,567,500.00		31,297,255.74	29,270,244.26	
Time Lapse/Security Camera - 5/6 Building	15,077.24		14,774.00	-	C
McClure - Energy Savings Agreement	2,763,457.00		1,257,466.00	1,505,991.00	
HS Building Renovation & Classroom Addition	33,708,365.00		172,470.69	33,535,894.31	
TOTAL	**$ 106,416,885.66**		**$ 52,235,675.17**	**$ 64,312,129.57**	

C **Completed**

***** **Phase 1 approved by Board. Amounts paid to MMA include engineering and other professional fees (McCarthy & ELA Sports, etc)**

T **Liabilities totaling $7,794,566.20 transferred to 2024 Bond Issue (from 2023 Bond Issue)**

ACCOUNTING PERIODS: 12/26 THRU 13/26

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='39' AND genledgr.account in ('010101.2','010121.2','010122.2')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 39 - OTHER CAP PROJ FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.2	PLGIT CLASS 2024 BOND				245,741.80		BEGINNING BALANCE	
	07/23/26 19-13 CP 06053				700.04		JUNE CLASS INT 2023	
	TOTAL PERIOD 13				700.04	.00		700.04
TOTAL PLGIT CLASS 2024 BOND					246,441.84			
010121.2	PLGIT PRIME 2024 BOND				5,025.67		BEGINNING BALANCE	
	07/23/26 19-13 CP 06053				15.41		JUNE PRIME INT 2024	
	TOTAL PERIOD 13				15.41	.00		15.41
TOTAL PLGIT PRIME 2024 BOND					5,041.08			
010122.2	PLGIT TERM 2024 BOND				.00		BEGINNING BALANCE	
	TOTAL PERIOD 12				.00	.00		.00
TOTAL PLGIT TERM 2024 BOND					.00			
TOTAL OTHER CAP PROJ FUND					251,482.92	.00		
TOTAL REPORT					251,482.92	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Muhlenberg School District
GO Bonds, Series 2025 - Fund 39
Board Meeting - August 12, 2026

General Obligation Bonds, Series of 2025			**$ 49,260,000.00**
Bond Issuance Costs		(500,551.30)	
Net Original Issue Premium		1,240,551.30	
Project costs paid thru June 30, 2026		(10,369,892.63)	
		(9,629,892.63)	
Original Note remaining balance at June 30, 2026		39,630,107.37	
Interest earned PLGIT Investment account thru June 30, 2026		1,750,726.85	
Balance PLGIT Investment Account at June 30, 2026			**$ 41,380,834.22**
Approved project balances due	$	54,277,311.12	
Total Encumbrances	$	54,277,311.12	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS			**$ (12,896,476.90)**

Approved Projects:	Board Approved	Paid To Date	Amount Due
5-6 Building - Soft Costs		91,773.00	
HS Renovation - Soft Costs		107,813.35	
JH Project - Soft Costs		91,854.50	
Concession - Soft Costs		6,473.33	
Fidevia LLC (Clerk of the Works)		37,160.00	
New Grades 5-6 Middle School Building	29,270,244.26 T	6,127,916.01	23,142,328.25
McClure - Energy Savings Agreement	1,505,991.00 T	-	1,505,991.00
HS Building Renovation & Classroom Addition	33,535,894.31 T	3,906,902.44	29,628,991.87
TOTAL	**$ 64,312,129.57**	**$ 10,369,892.63**	**$ 54,277,311.12**

C **Completed**

T **Liabilities totaling $64,312,129.57 transferred to 2025 Bond Issue (from 2024 Bond Issue)**

Proof:

Balance May meeting	51,443,092.33
Newly issued checks	(3,705,528.00)
Interest earnings posted (May)	160,904.48
Balance June meeting	47,898,468.81

ACCOUNTING PERIODS: 12/26 THRU 13/26

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='39' AND genledgr.account in ('010101.3','010121.3')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 39 - OTHER CAP PROJ FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.3	PLGIT CLASS 2025 BOND				354,224.49		BEGINNING BALANCE	
	06/11/26	19-12	VENCHKS			11,911.00	VENDOR CHECKS	
	06/25/26	19-12	VENCHKS			19,904.00	VENDOR CHECKS	
	06/25/26	19-12	VENCHKS			9,952.00	VENDOR CHECKS	
	06/25/26	20-12			19,904.00		VOID CHECKS	
	06/25/26	19-12	VENCHKS			6,642,501.63	VENDOR CHECKS	
	TOTAL PERIOD 12				19,904.00	6,684,268.63		-6,664,364.63
	07/22/26	19-13	JE 06051		6,750,000.00		TRANSFER 6/30	
	07/23/26	19-13	CP 06053		1,671.03		JUNE CLASS INT 2025	
	TOTAL PERIOD 13				6,751,671.03	.00		6,751,671.03
TOTAL PLGIT CLASS 2025 BOND					441,530.89			
010121.3	PLGIT PRIME 2025 BOND				47,544,244.32		BEGINNING BALANCE	
	07/22/26	19-13	JE 06051			6,750,000.00	TRANSFER 6/30	
	07/23/26	19-13	CP 06053		14,059.01		JUNE PRIME INT 2025	
	07/29/26	19-13	JE 06058			14,059.01	JUNE ADJ PRIM INT REV	
	07/29/26	19-13	JE 06058		145,059.01		CORRECT ENTRY	
	TOTAL PERIOD 13				159,118.02	6,764,059.01		-6,604,940.99
TOTAL PLGIT PRIME 2025 BOND					40,939,303.33			
TOTAL OTHER CAP PROJ FUND					41,380,834.22	.00		
TOTAL REPORT					41,380,834.22	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: transact.yr='26' and transact.period='12' and transact.gl_key_orgn='39'
ACCOUNTING PERIOD: 2/27

FUND - 39 - OTHER CAP PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
010101.3	25014	06/11/26	5357	EARTH ENGINEERING I	3946000003009230	450	PROJ 39154	0.00	11,911.00
010101.3	25015	06/25/26	5390	THE CINCINNATI INSU	3945000001009160	450	POLICY 0740375	0.00	9,952.00
010101.3	25015	06/25/26	5390	THE CINCINNATI INSU	3945000001009160	450	POLICY 0740375	0.00	9,952.00
010101.3	25015 V	06/25/26	5390	THE CINCINNATI INSU	3945000001009160	450	POLICY 0740375	0.00	-9,952.00
010101.3	25015 V	06/25/26	5390	THE CINCINNATI INSU	3945000001009160	450	POLICY 0740375	0.00	-9,952.00
TOTAL CHECK								0.00	0.00
010101.3	25017	06/25/26	5390	THE CINCINNATI INSU	3945000001009160	450	POLICY 0740375	0.00	9,952.00
010101.3	25018	06/25/26	5357	EARTH ENGINEERING I	3946000003009230	450	PROJ 39154	0.00	17,330.00
010101.3	25018	06/25/26	5357	EARTH ENGINEERING I	3945000001009160	450	PROJ 38199	0.00	11,983.00
TOTAL CHECK								0.00	29,313.00
010101.3	25019	06/25/26	5416	ECICONSTRUCTION LLC	3945000001009160	450	APP 15	0.00	2,071,028.58
010101.3	25019	06/25/26	5416	ECICONSTRUCTION LLC	3946000003009230	450	PROJ 25118 HS ADD R	0.00	2,105,091.08
TOTAL CHECK								0.00	4,176,119.66
010101.3	25020	06/25/26	2764	GOODING SIMPSON & M	3945000001009160	450	DRAW 8	0.00	266,316.45
010101.3	25021	06/25/26	2315	HIRNEISEN ELECTRIC	3945000001009160	450	APPLICATION 15	0.00	332,587.80
010101.3	25022	06/25/26	709	INTEGRA ONE	3945000001009160	450	PO 03262026	0.00	4,730.00
010101.3	25022	06/25/26	709	INTEGRA ONE	3945000001009160	450	PO 03262026	0.00	5,409.00
TOTAL CHECK								0.00	10,139.00
010101.3	25023	06/25/26	4642	MAROTTA/MAIN ARCHIT	3945000000009176	450	25-MSD-04	0.00	1,937.50
010101.3	25023	06/25/26	4642	MAROTTA/MAIN ARCHIT	3945000001009160	450	PROJ 23-MSD-02	0.00	30,240.00
010101.3	25023	06/25/26	4642	MAROTTA/MAIN ARCHIT	3946000003009230	450	PROJ 24-MSD-01	0.00	26,406.75
010101.3	25023	06/25/26	4642	MAROTTA/MAIN ARCHIT	3946000003009230	610	PROJ 26-MSD-03	0.00	2,805.00
TOTAL CHECK								0.00	61,389.25
010101.3	25024	06/25/26	5660	MARTIN ENTERPRISES	3946000003009230	610	PROJ #5554	0.00	11,800.00
010101.3	25025	06/25/26	5417	MATCHLINE MECHANICA	3945000001009160	450	APPLICATION 14	0.00	439,834.50
010101.3	25026	06/25/26	5538	NORTH BAY MECHANICA	3946000003009230	450	APPLICATION 3	0.00	721,108.17
010101.3	25027	06/25/26	5536	PHILIPS BROTHERS EL	3946000003009230	450	APPLICATION #4	0.00	284,017.50
010101.3	25028	06/25/26	5419	SM FRIDY MECHANICAL	3945000001009160	450	APPLICATION 13	0.00	277,015.50
010101.3	25029	06/25/26	5537	VISION MECHANICAL I	3946000003009230	450	HS ADD & RENOV	0.00	32,860.80
TOTAL CASH ACCOUNT								0.00	6,664,364.63
TOTAL FUND								0.00	6,664,364.63
TOTAL REPORT								0.00	6,664,364.63

MUHLENBERG SCHOOL DISTRICT
ACTIVITY FUND BALANCE SHEET
FOR THE PERIOD ENDING MAY 31, 2026
BOARD MEETING - AUGUST 12, 2026

FUND	ACCOUNT	TITLE	DEBITS
21 - ACTIVITY FUNDS	010113	ACTIVITY FUNDS HS YEARBOOK CASH	910.18
21 - ACTIVITY FUNDS	010114	ACTIVITY FUNDS COLE STORE CASH	675.87
21 - ACTIVITY FUNDS	010115	ACTIVITY FUNDS READING OLYMPICS CASH	5,851.40
21 - ACTIVITY FUNDS	010116	ACTIVITY FUNDS NAT HONOR SOC CASH	4,031.08
21 - ACTIVITY FUNDS	010117	ACTIVITY FUNDS HS ST COUNC CASH	15,064.14
21 - ACTIVITY FUNDS	010118	ACTIVITY FUNDS HS SOCIAL MEDIA CASH	717.82
21 - ACTIVITY FUNDS	010119	ACTIVITY FUNDS MEC ST COUNCIL CASH	55,967.60
21 - ACTIVITY FUNDS	010123	ACTIVITY FUNDS JH ST COUNCIL CASH	2,849.61
21 - ACTIVITY FUNDS	010124	ACTIVITY FUNDS SADD CLUB CASH	199.52
21 - ACTIVITY FUNDS	010125	ACTIVITY FUNDS UN CLUB CASH	53.81
21 - ACTIVITY FUNDS	010126	ACTIVITY FUNDS SCIENCE CLUB CASH	4,166.07
21 - ACTIVITY FUNDS	010127	ACTIVITY FUNDS HS ART CLUB CASH	124.50
21 - ACTIVITY FUNDS	010128	ACTIVITY FUNDS HS SPRING MUS CASH	9,597.57
21 - ACTIVITY FUNDS	010130	ACTIVITY FUNDS JH SPRING MUS CASH	3,964.66
21 - ACTIVITY FUNDS	010132	ACTIVITY FUNDS JRH AEVIDUM CASH	2,029.96
21 - ACTIVITY FUNDS	010133	ACTIVITY FUNDS COLE ST COUNCIL CASH	4,672.04
21 - ACTIVITY FUNDS	010134	ACTIVITY FUNDS CHESS CLUB CASH	256.21
21 - ACTIVITY FUNDS	010135	ACTIVITY FUNDS JRH YEARBOOK CASH	1,409.85
21 - ACTIVITY FUNDS	010136	ACTIVITY FUNDS LEO CLUB CASH	3,108.69
21 - ACTIVITY FUNDS	010145	ACTIVITY FUNDS YOUTH VOLUNT CASH	119.73
21 - ACTIVITY FUNDS	010151	ACTIVITY FUNDS CLASS OF 2026 CASH	3,038.09
21 - ACTIVITY FUNDS	010153	ACTIVITY FUNDS MUSIC FUND CASH	5,489.19
21 - ACTIVITY FUNDS	010154	ACTIVITY FUNDS ONE BY ONE CLUB CASH	1,561.39
21 - ACTIVITY FUNDS	010155	ACTIVITY FUNDS HS AEVIDUM CASH	3,055.44
21 - ACTIVITY FUNDS	010160	ACTIVITY FUNDS JROTC	27,394.53
21 - ACTIVITY FUNDS	010161	ACTIVITY FUNDS JH SCHOOL STORE CASH	201.67
21 - ACTIVITY FUNDS	010163	ACTIVITY FUNDS CLASS OF 2027 CASH	310.20
21 - ACTIVITY FUNDS	010164	ACTIVITY FUNDS CLASS OF 2028 CASH	2,054.02
29 - ATHLETIC FUNDS	010129	ATHLETIC FUNDS ATHLETICS CASH	34,562.01

Muhlenberg School District

Cafeteria Statement of Income and Expense

For the period May 1, 2026 through May 31, 2026

Operating Revenues	Total Cafeteria Fund	MSHS	MJHS	COLE	ELEM
Sales - Students - Breakfast (6612)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Students - Lunch (6611)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Adults - Ala Carte (6620)	$3,305.22	$989.57	$1,138.25	$538.05	$639.35
Sales - Student Ala Carte - Lunch (6620)	$5,456.78	$1,904.48	$2,381.55	$981.10	$189.65
State Subsidies (7600)	$15,905.12	$3,976.28	$3,976.28	$3,976.28	$3,976.28
State Retirement (7820)	$24,271.60	$6,487.15	$3,426.98	$6,276.64	$8,080.83
State Social Security (7810)	$6,475.99	$1,566.65	$1,441.58	$1,404.11	$2,063.65
Federal Subsidies (8531)	$403,668.38	$100,917.09	$100,917.10	$100,917.09	$100,917.10
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
School Catering (6630)	$6,777.45	$5,135.00	$67.45	$710.00	$865.00
Outside Catering (6631)	$1,026.00	$0.00	$0.00	$0.00	$1,026.00
Other Revenue (6999)	$782.88	$319.28	$177.04	$120.62	$165.94
Earnings on Investments (6510)	$10,104.34	$2,526.09	$2,526.09	$2,020.87	$3,031.29
Fresh Fruit and Vegetable Grant - ES	$0.00	$0.00	$0.00	$0.00	$0.00
Refund of Prior Yr. Exp.	$5,136.72	$0.00	$4,385.56	$0.00	$751.16
Sale of Fixed Asset	$0.00	$0.00	$0.00	$0.00	$0.00
Emergency Food Service Program	$0.00	$0.00	$0.00	$0.00	$0.00
Summer Food Service Program	$0.00	$0.00	$0.00	$0.00	$0.00
Total Operating Revenue	**$482,910.48**	**$123,821.59**	**$120,437.88**	**$116,944.76**	**$121,706.25**
Cost of Sales					
Food Purchased (631)	$117,836.48	$26,506.56	$33,161.14	$23,267.52	$34,901.26
Supplies Purchased (610)	$7,636.54	$2,005.32	$2,570.32	$1,129.80	$1,931.10
Processing (590)	$0.00	$0.00	$0.00	$0.00	$0.00
Software (650)	$0.00	$0.00	$0.00	$0.00	$0.00
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
Change in Food Inventory (639)	$29,430.02	$147.14	$28,034.42	$499.38	$749.08
Change in Supplies Inventory (611)	($233.79)	($10.40)	($452.79)	$91.76	$137.64
Total Cost of Sales	**$154,669.25**	**$28,648.62**	**$63,313.09**	**$24,988.46**	**$37,719.08**
Operating Expenses					
Salaries-Staff (171)	$96,005.13	$22,554.88	$19,504.08	$23,952.60	$29,993.57
Salaries-Add'l (113)	$2,033.20	$557.82	$505.52	$0.00	$969.86
Salaries-Temp. (172)	$4,798.50	$504.00	$840.00	$0.00	$3,454.50
Salaries-Payout (115)	$0.00	$0.00	$0.00	$0.00	$0.00
Salaries-Clerical (151)	$4,243.62	$1,060.90	$1,060.90	$848.72	$1,273.10
Salaries-FSD & Managers (111)	$19,859.08	$6,036.82	$6,092.60	$3,091.86	$4,637.80
Salaries-Total	**$126,939.53**	**$30,714.42**	**$28,003.10**	**$27,893.18**	**$40,328.83**
Insurance (211/116)	$10,721.17	$3,942.73	$2,338.12	$1,776.13	$2,664.19
LT Disability (214)	$102.69	$31.19	$31.19	$13.80	$26.51
Social Security (220)	$9,649.03	$2,300.03	$2,139.48	$2,121.75	$3,087.77
Retirement (230)	$41,384.99	$9,516.30	$9,521.08	$9,483.67	$12,863.94
Unemployment (250)	$0.00	$0.00	$0.00	$0.00	$0.00
Worker's Compensation (260)	$0.00	$0.00	$0.00	$0.00	$0.00
Other Retirement Plan (291)	$60.00	$0.00	$0.00	$24.00	$36.00
Other Professional Services	$0.00	$0.00	$0.00	$0.00	$0.00
Benefits - Total	**$61,917.88**	**$15,790.25**	**$14,029.87**	**$13,419.35**	**$18,678.41**
Repairs & Maintenance (432)	$1,689.35	$0.00	$1,389.35	$120.00	$180.00
Maint of Tech Equipment (438)	$0.00	$0.00	$0.00	$0.00	$0.00
Rental of Equipment (442)	$0.00	$0.00	$0.00	$0.00	$0.00
Cap Equip Replacement	$0.00	$0.00	$0.00	$0.00	$0.00
Clothing allowance (612)	$1,334.87	$320.89	$250.00	$224.45	$539.53
Communications (530)	$0.00	$0.00	$0.00	$0.00	$0.00
Misc Purch Svcs (591)	$1,606.50	$1,606.50	$0.00	$0.00	$0.00
Dues & Fees & Misc. (810/890)	$470.33	$117.58	$117.58	$94.07	$141.10
Registration/Reservations	$0.00	$0.00	$0.00	$0.00	$0.00
Employee Training/Conferences	$0.00	$0.00	$0.00	$0.00	$0.00
Utilities (424)	$0.00	$0.00	$0.00	$0.00	$0.00
GF Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00
Summer Food Service Program	$0.00	$0.00	$0.00	$0.00	$0.00
Total Operating Expenses	**$193,958.46**	**$48,549.64**	**$43,789.90**	**$41,751.05**	**$59,867.87**
Net Profit or Loss	**$134,282.77**	**$46,623.33**	**$13,334.89**	**$50,205.25**	**$24,119.30**

Muhlenberg School District

Cafeteria Statement of Income and Expense

For the Period July 1, 2025 to May 31, 2026

Operating Revenues	Total Cafeteria Fund	MSHS	MJHS	COLE	ELEM
Sales - Students - Breakfast (6612)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Students - Lunch (6611)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Adults - Ala Carte (6620)	$34,398.19	$9,914.97	$10,284.60	$7,332.50	$6,866.12
Sales - Student Ala Carte - Lunch (6620)	$45,070.19	$18,050.07	$18,909.10	$6,786.47	$1,324.55
State Subsidies (7600)	$132,501.42	$33,125.33	$33,125.38	$33,125.33	$33,125.38
State Retirement (7820)	$238,225.10	$56,307.49	$55,289.79	$55,756.83	$70,870.99
State Social Security (7810)	$64,579.23	$13,832.12	$12,628.61	$12,456.43	$25,662.07
Federal Subsidies (8531)	$3,415,391.37	$853,847.80	$853,847.87	$853,847.82	$853,847.88
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
School Catering (6630)	$21,565.30	$16,448.50	$629.55	$770.00	$3,717.25
Outside Catering (6631)	$13,320.46	$4,206.46	$1,470.00	$0.00	$7,644.00
Other Revenue (6999)	$5,529.59	$1,653.17	$1,578.83	$1,048.54	$1,249.05
Earnings on Investments (6510)	$111,682.84	$27,920.73	$27,920.73	$22,336.55	$33,504.83
Fresh Fruit and Vegetable Grant - ES	$0.00	$0.00	$0.00	$0.00	$0.00
Refund of Prior Yr. Exp.	$5,136.72	$0.00	$4,385.56	$0.00	$751.16
Sale of Fixed Asset	$0.00	$0.00	$0.00	$0.00	$0.00
Emergency Food Service Program	$0.00	$0.00	$0.00	$0.00	$0.00
Summer Food Service Program	$115,593.98	$28,898.48	$28,898.50	$28,898.49	$28,898.51
Total Operating Revenue	**$4,202,994.39**	**$1,064,205.12**	**$1,048,968.52**	**$1,022,358.96**	**$1,067,461.79**
Cost of Sales					
Food Purchased (631)	$1,162,174.04	$223,797.15	$358,927.92	$232,094.68	$347,354.29
Supplies Purchased (610)	$66,162.80	$14,832.95	$18,525.92	$13,101.32	$19,702.61
Processing (590)	$0.00	$0.00	$0.00	$0.00	$0.00
Software (650)	$12,636.23	$3,159.06	$3,159.06	$3,117.88	$3,200.23
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
Change in Food Inventory (639)	$9,759.12	($2,904.29)	$642.80	$6,971.87	$5,048.74
Change in Supplies Inventory (611)	$10,379.58	$5,008.10	($15.34)	($8.89)	$5,395.71
Total Cost of Sales	**$1,261,111.77**	**$243,892.97**	**$381,240.36**	**$255,276.86**	**$380,701.58**
Operating Expenses					
Salaries-Staff (171)	$803,670.82	$186,554.32	$159,498.98	$203,264.07	$254,353.45
Salaries-Add'l (113,173)	$10,266.56	$2,678.96	$965.71	$500.00	$6,121.89
Salaries-Temp. (172)	$36,074.39	$3,522.36	$6,866.63	$0.00	$25,685.40
Salaries-Payout (115,175)	$5,385.19	$2,372.11	$1,411.88	$0.00	$1,601.20
Salaries-Clerical (151)	$50,923.44	$12,730.80	$12,730.80	$10,184.64	$15,277.20
Salaries-FSD & Managers (111)	$212,385.82	$64,012.84	$63,998.90	$33,749.61	$50,624.47
Salaries-Total	**$1,118,706.22**	**$271,871.39**	**$245,472.90**	**$247,698.32**	**$353,663.61**
Insurance (211/116)	$121,096.94	$44,880.46	$25,705.19	$20,204.54	$30,306.75
LT Disability (214)	$1,125.66	$341.88	$341.88	$151.27	$290.63
Social Security (220)	$84,930.92	$20,503.47	$18,742.40	$18,817.01	$26,868.04
Retirement (230)	$371,550.26	$83,461.24	$86,552.93	$84,215.02	$117,321.07
Unemployment (250)	$0.00	$0.00	$0.00	$0.00	$0.00
Worker's Compensation (260)	$0.00	$0.00	$0.00	$0.00	$0.00
Other Retirement Plan (291)	$720.00	$0.00	$0.00	$288.00	$432.00
Other Professional Services	$0.00	$0.00	$0.00	$0.00	$0.00
Benefits - Total	**$579,423.78**	**$149,187.05**	**$131,342.40**	**$123,675.84**	**$175,218.49**
Repairs & Maintenance (432)	$49,302.38	$13,430.70	$18,065.47	$6,866.70	$10,939.51
Maint of Tech Equipment (438)	$74.83	$18.71	$18.71	$18.71	$18.70
Rental of Equipment (442)	$1,605.27	$401.31	$401.31	$401.31	$401.34
Cap Equip Replacement	$0.00	$0.00	$0.00	$0.00	$0.00
Clothing allowance (612)	$8,236.52	$1,865.15	$1,713.37	$2,021.94	$2,636.06
Communications (530)	$182.28	$45.57	$45.57	$36.46	$54.68
Misc Purch Svcs (591)	$14,520.95	$14,520.95	$0.00	$0.00	$0.00
Dues & Fees & Misc. (810/890)	$7,111.85	$1,990.47	$1,490.47	$1,379.25	$2,251.66
Registration/Reservations	$0.00	$0.00	$0.00	$0.00	$0.00
Employee Training/Conferences	$0.00	$0.00	$0.00	$0.00	$0.00
Utilities (424)	$2,750.00	$950.02	$850.02	$339.99	$609.97
GF Indirect Cost	$25,000.00	$6,250.00	$6,250.00	$6,250.00	$6,250.00
Summer Food Service Program	$79,702.59	$19,925.64	$19,925.65	$19,925.64	$19,925.66
Total Operating Expenses	**$1,886,616.67**	**$480,456.96**	**$425,575.87**	**$408,614.16**	**$571,969.68**
Net Profit or Loss	**$1,055,265.95**	**$339,855.19**	**$242,152.29**	**$358,467.94**	**$114,790.53**

MUHLENBERG SCHOOL DISTRICT

FINANCIAL REPORTS
August 12, 2026

Treasurer's Report/General Fund
Investment Schedule
Year to Date Summary of Revenues
Year to Date Summary of Expenditures
Summary Revenue Comparison Report 6/30/26 & 6/30/25
Summary Expenditure Comparison Report 6/30/26 & 6/30/25
Expenditure Budget Activity – July 2026 (none)
Bill List Approvals and Ratifications
Capital Reserve Fund 32 Update
Capital Projects - 2023 GO Bonds
Capital Projects - 2024 GO Bonds
Capital Projects – 2025 GO Bonds
Monthly Activity Fund Report
Monthly Cafeteria Profit/Loss Statement

MUHLENBERG SCHOOL DISTRICT

Treasurer's Report/General Fund
For the Month Ended JUNE 2026

		MID PENN		PSDLAF Investments		PLGIT Investments
GENERAL LEDGER 6/1/26		**1,893,818.52**		**2,120,698.10**		**30,188,922.75**
RECEIPTS:						
	Local Sources	-				
	Real Estate Taxes Muhlenberg	-				
	Real Estate Taxes Laureldale	-				
	LST	15,266.50				
	Berks EIT	656,409.45				
	Real Estate Transfer Tax	59,267.21				
	Real Estate Interim Taxes Laureldale	-				
	Real Estate Interim Taxes Muhlenberg	3,833.42				
	Business Privilege Tax - Muhlenberg	32,257.47				
	Business Privilege Tax - Laureldale	5,023.22				
	Delinquent Real Estate Taxes	103,671.48				
	NRG Rebate	-				
	COBRA	205.70				
	Charter School Refund	-				
	Cafeteria Expenses	254,643.66				
	Earnings on Investments	4,832.52		13,108.49		92479.59
	Fees Driver Ed	2,750.00				
	AFJROTC	1,521.00				
	Retiree Insurance Receipts	38,316.03				
	Credit Recovery/Summer School	6,475.00				
	Miscellaneous	11,338.31				
	Section 125	13,751.61				
	PHEAA St. Teacher Support	-				
	AP Exams	13,386.30				
	Chromebook Ins/Dmg	2,430.50				
	Corpay Revenue Share	867.73				
	Total Local Revenue	**1,226,247.11**		**13,108.49**		**92,479.59**
	State Revenues					
	State Subsidy Retirement			1,990,363.19		
	State Social Security Subsidy			-		
	Sp Ed			788,318.02		
	Sp Ed Misc			262.64		
	Safe Schools Equipment Grant			-		
	1305 & 1306			14,375.30		
	Fem Hygiene Fund			-		
	Medicaid			-		
	SHARRS			-		
	Vocational Rehabilitation			-		
	Plan Con			-		
	Ready To Learn					
	PCCD Grant			-		
	Basic Education			2,449,493.05		
	Transportation			42,350.00		
	Rental/Bldg			-		
	Cyber Charter Transition			-		
	Property Tax Relief			-		
	Total State Revenue	**-**		**5,285,162.20**		**-**
	Federal Revenue					
	IDEA B	-				
	Consolidated Title Grants			91,262.66		
	Food Service Subsidy			485,734.25		
	Total Federal Revenue	**-**		**576,996.91**		**-**
DISBURSEMENTS:						
	Quarterly Employer share PSERS	2,909,525.09				
	Quarterly PAUC					
	Quarterly Philly Tax					
	Quarterly Local Tax					
	Section 125					
	PSERS EE Contribution	209,279.40				
	Cash Transfer for Payroll	3,129,271.89				
	Cash Transfer for AP Checking	2,307,114.71				
	Debt Service Payments					
	Total Disbursements	**8,555,191.09**		-		-
TRANSFERS:						
	Transfers between Mid Penn & PSDLAF	5,525,500.00		(5,525,500.00)		
	Transfers between Mid Penn & PLGIT					
	Total Transfers	**5,525,500.00**		**(5,525,500.00)**		**-**
GENERAL LEDGER 6/30/26		**90,374.54**		**2,470,465.70**		**30,281,402.34**

MUHLENBERG SCHOOL DISTRICT
Investment Schedule for 2025-26 Fiscal Year
Jun-26

FUND	DEPOSITORY		TYPE	RATE	CURRENT INTEREST	YTD INTEREST	BANK STATEMENT BALANCE
General Fund	MPB Section 125		Checking	0.00%	-	-	10,693.87
	Mid Penn Bank		Checking	2.63%	4,832.52	75,889.40	501,795.50
	PLGIT/Class		Pooled	3.47%	884.81	295,910.96	311,490.07
	PLGIT/Prime		Pooled	3.71%	91,594.78	1,638,125.93	29,969,912.27
	PLGIT/Term						
	TOTAL PLGIT				**92,479.59**	**1,934,036.89**	**30,281,402.34**
	PSDLAF						
	Interest credited all accounts						
	MAX Account		Pooled	3.438%	12,612.29	74,529.53	2,302,001.04
	Full Flex Pool (NEXBANK, NJ)		Pooled	3.593%	496.20	6,321.71	168,502.18
	TOTAL PSDLAF				**13,108.49**	**80,851.24**	**2,470,503.22**
	TOTAL GENERAL FUND				**110,420.60**	**2,090,777.53**	**33,264,394.93**
Activity Fund	Mid Penn Bank		Checking	2.63%	370.52	4,300.12	156,891.79
Athletics Activity Fund	Mid Penn Bank		Checking	2.63%	83.44	879.39	36,471.95
Food Service Fund	Mid Penn Bank		Checking	2.63%	11,363.73	123,046.57	**5,310,164.17**
Capital Reserve Fund	PLGIT/Class		Pooled	3.47%	20.94	560.24	7,370.80
	PLGIT/Prime		Pooled	3.73%	4,733.55	62,365.68	1,548,821.91
	PLGIT/Class (Env Repairs Grant)		Pooled	3.47%	1,327.80	3,071.82	385,457.82
	PLGIT/Prime (Env Repairs Grant)		Pooled	3.73%	4,333.43	148,336.18	1,417,904.60
	TOTAL CAPITAL RESERVE				**10,415.72**	**214,333.92**	**3,359,555.13**
Capital Projects Fund	PLGIT/Class (2023 GOB)		Pooled	3.47%	16,119.48	645,735.01	5,674,725.33
	PLGIT/Prime (2023 GOB)		Pooled	3.73%	25,096.68	96,256.24	8,211,662.17
	PLGIT/Term		Maturity 5/11/26	0.00%			-
						228,871.23	
	TOTAL 2023 GOB				**41,216.16**	**970,862.48**	**13,886,387.50**
	PLGIT/Class (2024 GOB)		Pooled	3.47%	700.04	1,003,361.12	246,441.84
	PLGIT/Prime (2024 GOB)		Pooled	3.73%	15.41	343,237.46	5,041.08
	TOTAL 2024 GOB				**715.45**	**1,346,598.58**	**251,482.92**
	PLGIT/Class (2025 GOB)		Pooled	3.47%	1,671.03	3,283.52	2,917,864.86
	PLGIT/Prime (2025 GOB)		Pooled	3.73%	145,059.01	1,745,901.03	40,939,303.33
	TOTAL 2025 GOB				**146,730.04**	**1,749,184.55**	**43,857,168.19**
Capital Projects TOTAL	**TOTAL 2023|2024|2025 GOB**				**188,661.65**	**4,066,645.61**	**57,995,038.61**

MUHLENBERG SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2026
BOARD MEETING - AUGUST 12, 2026

ORGANIZATION	TITLE	BUDGET	PERIOD RECEIPTS	YEAR TO DATE REVENUE	BALANCE
10-6111-000-66	RE TAXES - MUHLENBERG REVENUE	41,262,040.00	0.00	42,292,001.07	(1,029,961.07)
10-7111-201-00	BASIC ED FUNDING FORMULA REVENUE	11,675,618.00	0.00	8,254,360.00	3,421,258.00
10-7820-000-00	STATE SUBSIDY RETIREMENT REVENUE	8,206,004.00	0.00	7,480,571.86	725,432.14
10-6111-000-57	RE TAXES - LAURELDALE REVENUE	4,902,695.00	0.00	4,647,167.49	255,527.51
10-6151-000-00	EARNED INCOME TAXES REVENUE	4,225,000.00	190,172.06	4,412,495.78	(187,495.78)
10-7110-000-00	STATE INSTR SUBSIDY REVENUE	0.00	0.00	3,497,059.78	(3,497,059.78)
10-7271-000-00	SPED ED STATE REVENUE	3,110,821.00	0.00	3,150,453.02	(39,632.02)
10-7531-222-00	RTLBG FOUNDATION REVENUE	0.00	0.00	3,094,186.64	(3,094,186.64)
10-6510-000-00	EARNINGS ON INVESTMENTS REVENUE	1,184,000.00	110,420.60	2,093,567.51	(909,567.51)
10-7340-000-00	STATE PROP TAX REDUCTION REVENUE	2,089,932.00	0.00	2,089,931.78	0.22
10-7532-222-00	RTLBG ADEQUACY SUPPLEMENT REVENUE	3,995,362.00	0.00	1,997,337.03	1,998,024.97
10-7810-000-00	STATE SUBSIDY FICA REVENUE	1,824,140.00	67,370.14	1,807,465.74	16,674.26
10-6157-000-66	BUS PRIV TAX - MUHL REVENUE	1,190,000.00	0.00	1,263,707.09	(73,707.09)
10-6411-000-66	DELINQ RE TAXES-MUHL REVENUE	865,000.00	11,506.84	1,193,029.75	(328,029.75)
10-6832-520-00	IDEA PART B IU REVENUE	837,175.00	354,114.58	870,883.17	(33,708.17)
10-8514-412-00	TITLE I REVENUE	1,030,884.00	0.00	863,398.63	167,485.37
10-6153-000-00	RE TRANSFER TAXES REVENUE	650,000.00	122,557.90	846,979.84	(196,979.84)
10-7320-000-00	RENTAL/BLDG REIMB SUBSIDY REVENUE	555,000.00	0.00	555,714.18	(714.18)
10-7311-311-00	PUPIL TRANSP SUBSIDY REVENUE	680,000.00	0.00	526,857.00	153,143.00
10-7533-222-00	RTLBG TAX EQUITY SUPP REVENUE	297,594.00	0.00	297,594.66	(0.66)
10-7362-360-00	PCCD MNTL HLTH & SAFE/SEC REVENUE	0.00	0.00	226,743.35	(226,743.35)
10-6112-000-66	INTERIM TAXES - MUHL REVENUE	372,000.00	2,310.12	138,197.85	233,802.15
10-8515-421-00	TITLE IIA REVENUE	150,366.00	0.00	116,752.80	33,613.20
10-6411-000-57	DELINQ RE TAXES-LAUREL REVENUE	85,000.00	611.33	91,174.10	(6,174.10)
10-6143-000-00	CURRENT LST REVENUE	85,000.00	151.45	85,203.67	(203.67)
10-7312-312-00	NONPUB & CHARTER TRANSP REVENUE	77,000.00	0.00	84,700.00	(7,700.00)
10-7330-000-00	MEDICAL / DENTAL SERVICES REVENUE	80,000.00	81,918.54	81,918.54	(1,918.54)
10-8516-471-00	TITLE III REVENUE	89,259.00	0.00	77,044.89	12,214.11
10-8390-915-00	FED FUND ROTC PROGRAM REVENUE	92,262.00	7,951.00	71,906.64	20,355.36
10-8517-432-00	TITLE IV 21ST CENTURY REVENUE	84,991.00	0.00	68,488.29	16,502.71
10-6157-000-57	BUS PRIV TAX -LAUREL REVENUE	35,000.00	5,370.58	67,268.28	(32,268.28)

ORGANIZATION	TITLE	BUDGET	PERIOD RECEIPTS	YEAR TO DATE REVENUE	BALANCE
10-6311-000-66	RE TAX PENALTY MUHL TWP REVENUE	0.00	0.00	59,613.43	(59,613.43)
10-9351-000-00	FOOD SERVICE FUND XFER REVENUE	50,000.00	25,000.00	50,000.00	-
10-6991-000-00	REF OF PY EXPENDITURES REVENUE	10,000.00	0.00	44,872.65	(34,872.65)
10-6113-000-00	PURTA REVENUE	42,500.00	0.00	44,808.11	(2,308.11)
10-6999-109-00	AQUATICS REVENUE	24,250.00	0.00	36,465.00	(12,215.00)
10-6143-000-66	LST - MUHLENBERG REVENUE	0.00	32,257.47	32,257.47	(32,257.47)
10-9400-000-00	SALE OR COMP OF ASSETS REVENUE	0.00	0.00	22,840.45	(22,840.45)
10-6740-000-00	FEES-DRIVER ED REVENUE	25,000.00	0.00	18,250.00	6,750.00
10-7160-000-00	SECTION 1305 / 1306 REVENUE	50,000.00	0.00	14,375.30	35,624.70
10-8820-890-00	ACCESS REIMB TITLE 19 REVENUE	15,000.00	0.00	13,510.18	1,489.82
10-6999-102-00	CORPAY MC PROGRAM REVENUE	7,500.00	0.00	10,174.54	(2,674.54)
10-6311-000-57	RE TAX PENALTY LAURELDALE REVENUE	0.00	0.00	9,398.93	(9,398.93)
10-6910-000-00	RENTALS REVENUE	4,500.00	0.00	8,669.18	(4,169.18)
10-7332-330-00	FEM HYGIENE FUNDS REVENUE	0.00	0.00	7,995.31	(7,995.31)
10-9990-000-00	INSURANCE RECOVERIES REVENUE	20,000.00	0.00	6,065.67	13,934.33
10-6999-000-00	MISC REVENUE REVENUE	3,000.00	50.00	2,952.88	47.12
10-6920-000-00	CONTRIBUTIONS / DONATIONS REVENUE	2,300.00	0.00	2,438.68	(138.68)
10-6312-000-66	INT TAX PENALTY MUHL TWP REVENUE	0.00	0.00	1,357.71	(1,357.71)
10-6112-000-57	INTERIM TAXES - LAUREL REVENUE	3,000.00	0.00	1,305.81	1,694.19
10-6114-000-00	PAYMENT IN LIEU OF TAXES REVENUE	7,250.00	0.00	1,250.20	5,999.80
10-7250-000-00	MIGRATORY CHILDREN REVENUE	0.00	680.00	1,063.00	(1,063.00)
10-6920-110-00	BERKS CO COMM FOUND GRANT REVENUE	0.00	0.00	1,000.00	(1,000.00)
10-6999-103-00	COKE COMMISSION REVENUE	250.00	0.00	439.11	(189.11)
10-6992-008-00	ENERGY INCENT DEMAND RESP REVENUE	5,000.00	0.00	67.68	4,932.32
10-6832-510-00	IDEA SECTION 619 REVENUE	18,598.00	0.00	0.00	18,598.00
10-7361-360-00	SCHOOL SAFETY & SEC GRANT REVENUE	24,000.00	0.00	0.00	24,000.00
10-8810-890-00	ACCESS REIMBURSEMENT PROG REVENUE	231,576.00	0.00	0.00	231,576.00
10-7505-222-00	READY TO LEARN BLOCK GRNT REVENUE	947,941.00	0.00	0.00	947,941.00
10-9330-000-00	TRANSFER FROM CAP PROJECT REVENUE	1,000,000.00	0.00	0.00	1,000,000.00
10-6212-000-57	INTERIM TAX DISC LAURDALE REVENUE	0.00	0.00	-30.12	30.12
10-6212-000-66	INTERIM TAX DISC MUHL TWP REVENUE	0.00	-46.20	-2,335.90	2,335.90
10-6211-000-57	RE DISCOUNT LAURELDALE REVENUE	0.00	0.00	-85,498.81	85,498.81
10-6211-000-66	RE DISCOUNT MUHL TWP REVENUE	0.00	0.00	-754,237.64	754,237.64
	TOTAL REPORT	**92,223,808.00**	**1,012,396.41**	**91,893,229.25**	**330,578.75**

MUHLENBERG SCHOOL DISTRICT
EXPENDITURE SUMMARY STATUS REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2026
BOARD MEETING - AUGUST 12, 2026

FUNCTION	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1110	REGULAR PROGRAMS	31,488,450.00	133,112.05	166.64	30,449,699.46	1,038,583.90	96.70%
5240	DEBT SVCS FUND TRANSFERS	11,461,405.00	0.00	0.00	11,460,813.32	591.68	99.99%
1241	LEARNING SUPPORT	5,475,879.00	60,599.56	0.00	5,646,352.83	-170,473.83	103.11%
2620	OPERATION OF BUILDING SV	5,279,946.00	14,026.77	466.98	4,916,822.82	362,656.20	93.13%
2380	PRINCIPAL SVCS	4,085,831.00	14,446.77	41.95	4,409,299.23	-323,510.18	107.92%
1390	OTHER VOC EDUCATION PROG	3,150,722.00	0.00	0.00	3,149,625.19	1,096.81	99.97%
1233	AUTISTIC SUPPORT	2,809,866.00	37,370.82	0.00	3,065,402.58	-255,536.58	109.09%
2122	COUNSELING SVCS	2,469,459.00	2,796.21	0.00	2,378,203.09	91,255.91	96.30%
2720	VEHICLE TRANS SVCS	1,775,000.00	173,817.00	0.00	1,367,170.30	407,829.70	77.02%
1211	LIFE SKILLS SUPPORT	1,543,867.00	23,780.88	0.00	1,143,627.14	400,239.86	74.08%
3250	SCHOOL ATHLETICS	1,512,534.00	3,756.69	0.00	1,512,132.05	401.95	99.97%
2360	SUPERINTENDENT SVCS	1,193,478.00	1,541.26	0.00	1,239,260.94	-45,782.94	103.84%
1231	EMOTIONAL SUPPORT	1,163,554.00	28,179.91	0.00	1,348,778.10	-185,224.10	115.92%
2260	INST-CURR DEV SVCS	1,156,356.00	1,418.78	0.00	1,317,918.30	-161,562.30	113.97%
2841	SUPR OF DATA PROCESS SVC	991,830.00	1,422.63	0.00	962,209.12	29,620.88	97.01%
1190	FED FUNDED REGULAR PROG	983,246.00	0.00	0.00	974,919.63	8,326.37	99.15%
2271	INST STAFF PROF DEV CERT	981,603.00	1,452.24	0.00	1,065,544.08	-83,941.08	108.55%
2440	NURSING SVCS	929,984.00	1,218.71	0.00	905,195.48	24,788.52	97.33%
1225	SPEECH/LANGUAGE SUPPORT	719,683.00	3,194.18	0.00	711,551.15	8,131.85	98.87%
1290	OTHER SUPPORT	718,778.00	5,947.88	0.00	825,837.99	-107,059.99	114.89%
2660	SECURITY SVCS	675,155.00	332.00	0.00	148,446.13	526,708.87	21.99%
5130	REFUND PRIOR YR REVENUES	627,834.00	0.00	0.00	608,616.80	19,217.20	96.94%
2119	OTHER SUPRVSN STUDNT SER	605,722.00	488.13	0.00	630,014.39	-24,292.39	104.01%
2160	SOCIAL WORK	581,499.00	488.13	0.00	581,945.40	-446.40	100.08%
1442	ALT ED PROGRAMS	564,697.00	484.89	0.00	441,171.27	123,525.73	78.13%
2140	PSYCHOLOGICAL SVCS	555,644.00	29,762.35	0.00	615,385.92	-59,741.92	110.75%
2111	SUPERVISN OF STUDENT SRV	512,924.00	905.18	0.00	504,679.37	8,244.63	98.39%
2790	OTHER STUDENT TRANS SVCS	500,250.00	12,285.95	0.00	1,055,519.84	-555,269.84	211.00%
2831	SUPR OF STAFF SERV	437,011.00	304.49	0.00	461,374.48	-24,363.48	105.58%

FUNCTION	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1420	SUMMER SCHOOL	406,551.00	2,191.30	0.00	193,192.03	213,358.97	47.52%
2750	NON-PUBLIC TRANSPORTATIO	405,000.00	42,487.00	0.00	326,775.45	78,224.55	80.69%
2511	SUPR OF FISCAL SVCS	377,816.00	365.29	0.00	376,795.84	1,020.16	99.73%
2515	FINANCIAL ACCTG SERVICES	367,235.00	1,547.95	0.00	278,435.57	88,799.43	75.82%
2350	LEGAL/ACCOUNTING	346,000.00	25,475.60	0.00	465,955.52	-119,955.52	134.67%
1490	OTHER INSTRUCTIONAL PRGM	344,135.00	6,665.65	0.00	293,424.91	50,710.09	85.26%
1224	VISION SUPPORT	340,636.00	0.00	0.00	13,894.95	326,741.05	4.08%
1232	EMOTIONAL SUPPORT PRRI	316,080.00	9,480.00	0.00	465,996.00	-149,916.00	147.43%
3210	STUDENT ACTIVITIES	301,209.00	1,467.86	0.00	302,670.85	-1,461.85	100.49%
2619	OPER/MAINT PLANT SPVSR	294,524.00	484.89	0.00	328,849.91	-34,325.91	111.65%
2818	SYSTEM-WIDE TECH SVCS	294,027.00	13,927.94	182.25	541,759.86	-247,915.11	184.32%
2611	OPERATION AND MAINT PLAN	283,616.00	600.26	0.00	285,092.07	-1,476.07	100.52%
5140	LEASES	258,224.00	0.00	0.00	198,974.00	59,250.00	77.05%
2711	STUDENT TRANSP DIRECTOR	250,967.00	303.06	0.00	255,172.41	-4,205.41	101.68%
2420	MEDICAL SVCS	248,500.00	4,542.47	0.00	311,086.44	-62,586.44	125.19%
2390	OTHER ADMIN SVCS	209,605.00	7,749.50	1,557.26	261,659.08	-53,611.34	125.58%
2126	PLACEMENT SVCS	180,003.00	242.45	0.00	180,452.24	-449.24	100.25%
2141	SUPERVISE PSYCH SVCS	170,569.00	122.84	0.00	179,494.44	-8,925.44	105.23%
1410	DRIVERS EDUCATION	148,820.00	122.84	0.00	145,944.07	2,875.93	98.07%
1243	GIFTED SUPPORT	136,135.00	122.84	0.00	135,116.72	1,018.28	99.25%
2514	PAYROLL SERVICES	130,015.00	242.45	0.00	132,963.41	-2,948.41	102.27%
2730	BUS MONITORING SVCS	129,062.00	3,614.00	0.00	75,128.60	53,933.40	58.21%
2519	OTHER FISCAL SERVICES	120,589.00	242.45	0.00	123,532.83	-2,943.83	102.44%
3320	CIVIC SVCS	114,120.00	0.00	0.00	86,299.79	27,820.21	75.62%
2125	RECORD MAINT SVCS	100,000.00	0.00	0.00	101,088.40	-1,088.40	101.09%
3390	OTHER COMMUNITY SVCS	98,754.00	242.45	0.00	97,688.94	1,065.06	98.92%
1270	MULTI-HANDICAPPED SUPPOR	95,500.00	16,476.99	0.00	201,988.06	-106,488.06	211.51%
2190	OTHER STUDENT SVCS	87,889.00	0.00	0.00	111,488.35	-23,599.35	126.85%
2630	GROUNDS MAINTENANCE SVCS	78,200.00	0.00	1,730.60	44,531.91	31,937.49	59.16%
2270	INST STAFF PROF DEV SVCS	77,763.00	14,767.61	0.00	77,122.03	640.97	99.18%
1221	HEARING SUPPORT	77,500.00	26,443.35	0.00	128,273.09	-50,773.09	165.51%
2330	TAX COLLECTION SVCS	76,057.00	10.42	0.00	85,610.15	-9,553.15	112.56%
2310	BOARD SVCS	58,720.00	365.67	0.00	58,026.90	693.10	98.82%
2834	STAFF DEV NON-INSTR CERT	58,054.00	0.00	450.00	71,950.16	-14,346.16	124.71%

FUNCTION	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1281	DEV DELAY SUPPORT	52,598.00	530.00	0.00	11,805.00	40,793.00	22.44%
2910	OTHER SUPPRT SERVICES	44,000.00	0.00	0.00	46,086.71	-2,086.71	104.74%
2823	PUBLIC INFORMATION SVCS	42,000.00	0.00	0.00	30,532.66	11,467.34	72.70%
2690	OTHER - OPERATION & MAIN	30,658.00	0.00	0.00	30,015.00	643.00	97.90%
2250	SCHOOL LIBRARY SVCS	15,821.00	511.30	0.00	8,309.75	7,511.25	52.52%
1500	NONPUBLIC SCHOOL PROGRAM	15,000.00	0.00	0.00	0.00	15,000.00	0.00%
2170	STUDENT ACCTG SVCS PIMS	12,500.00	0.00	0.00	0.00	12,500.00	0.00%
2836	PROF DEV NON-INST NONCER	12,000.00	0.00	0.00	9,090.78	2,909.22	75.76%
2832	RECRUITMENT AND PLACEMEN	11,850.00	564.00	0.00	10,243.70	1,606.30	86.44%
2650	B&G VEHICLE OPERATION	10,000.00	0.00	0.00	2,207.84	7,792.16	22.08%
2120	GUIDANCE SVCS	8,115.00	0.00	0.00	2,121.78	5,993.22	26.15%
2512	BUDGETING SERVICES	6,500.00	0.00	0.00	6,817.93	-317.93	104.89%
2272	INST STAFF PROF DEV NCER	5,225.00	0.00	0.00	0.00	5,225.00	0.00%
1441	COURT PLACED PROGRAMS	5,000.00	0.00	0.00	18,820.23	-13,820.23	376.40%
2640	EQUIPMENT MAINTENANCE SV	4,750.00	0.00	0.00	729.99	4,020.01	15.37%
2740	VEHICLE MAINTENANCE SVCS	4,500.00	0.00	0.00	11,402.94	-6,902.94	253.40%
2839	STAFF SERVICES	2,900.00	0.00	0.00	825.00	2,075.00	28.45%
3400	HALL OF FAME/ AWARDS	2,000.00	0.00	0.00	1,929.30	70.70	96.47%
2320	BOARD TREASURER SVCS	1,600.00	0.00	0.00	1,500.00	100.00	93.75%
2280	NON PUBLIC SUPPORT SVCS	1,309.00	585.44	0.00	585.44	723.56	44.72%
1430	HOMEBOUND EDUCATION	900.00	116.11	0.00	116.11	783.89	12.90%
2450	NONPUBLIC HEALTH SERVICE	500.00	0.00	0.00	1,161.91	-661.91	232.38%
1700	HIGHER EDUCATION PROGRAM	0.00	0.00	0.00	1,875.00	-1,875.00	0.00%
2430	DENTAL SVCS	0.00	0.00	0.00	170.00	-170.00	0.00%
2490	OTHER HEALTH SVCS	0.00	0.00	0.00	3,302.00	-3,302.00	0.00%
2850	STATE & FED AGENCY LIASO	0.00	96.11	0.00	6,857.90	-6,857.90	0.00%
	TOTAL REPORT	**92,223,808.00**	**735,841.55**	**4,595.68**	**91,040,458.35**	**1,178,753.97**	**98.72%**

MUHLENBERG SCHOOL DISTRICT
SUMMARY REVENUE COMPARISON REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2026 COMPARED TO THE PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025
BOARD MEETING - AUGUST 12, 2026

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR REVENUE	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL CURRENT REAL ESTATE	46,164,735.00	46,939,168.56	-774,433.56	101.68%	43,986,164.00	44,896,620.90	-910,456.90	102.07%
TOTAL BASIC ED FUNDING FOR	11,675,618.00	8,254,360.00	3,421,258.00	70.70%	12,030,834.00	11,360,481.73	670,352.27	94.43%
TOTAL STATE SHARE RETIREME	8,206,004.00	7,480,571.86	725,432.14	91.16%	7,650,864.00	7,777,975.64	-127,111.64	101.66%
TOTAL CURRENT EIT	4,225,000.00	4,412,495.78	-187,495.78	104.44%	4,000,000.00	4,287,299.96	-287,299.96	107.18%
TOTAL BASIC EDUCATION	0.00	3,497,059.78	-3,497,059.78	0.00%	0.00	0.00	0.00	0.00%
TOTAL SPECIAL EDUCATION	3,110,821.00	3,150,453.02	-39,632.02	101.27%	2,726,141.00	2,962,401.99	-236,260.99	108.67%
TOTAL READY TO LEARN BLOCK	0.00	3,094,186.64	-3,094,186.64	0.00%	0.00	947,941.00	-947,941.00	0.00%
TOTAL INVESTMENT INTEREST	1,184,000.00	2,093,567.51	-909,567.51	176.82%	850,000.00	2,176,323.94	-1,326,323.94	256.04%
TOTAL STATE PROPERTY TAX R	2,089,932.00	2,089,931.78	0.22	100.00%	1,817,215.00	1,817,214.66	0.34	100.00%
TOTAL RTLBG ADEQUACY SUPPL	3,995,362.00	1,997,337.03	1,998,024.97	49.99%	0.00	1,997,448.31	-1,997,448.31	0.00%
TOTAL STATE SHARE SOC SEC	1,824,140.00	1,807,465.74	16,674.26	99.09%	1,696,053.00	1,729,419.98	-33,366.98	101.97%
TOTAL CURRENT 511 MERC. TA	1,225,000.00	1,330,975.37	-105,975.37	108.65%	1,200,000.00	1,250,186.82	-50,186.82	104.18%
TOTAL DELINQUENT TAXES	950,000.00	1,284,203.85	-334,203.85	135.18%	913,773.00	775,423.39	138,349.61	84.86%
TOTAL FEDERAL IDEA PASSED	855,773.00	870,883.17	-15,110.17	101.77%	805,148.00	855,242.63	-50,094.63	106.22%
TOTAL TITLE I	1,030,884.00	863,398.63	167,485.37	83.75%	1,059,395.00	1,156,521.86	-97,126.86	109.17%
TOTAL REAL ESTATE TRANSFER	650,000.00	846,979.84	-196,979.84	130.30%	550,000.00	863,819.71	-313,819.71	157.06%
TOTAL BUILDING RENTAL PAYM	555,000.00	555,714.18	-714.18	100.13%	43,000.00	40,278.90	2,721.10	93.67%
TOTAL PUPIL TRANSP SUBSIDY	680,000.00	526,857.00	153,143.00	77.48%	760,000.00	658,570.67	101,429.33	86.65%
TOTAL RTLBG TAX EQUITY SUP	297,594.00	297,594.66	-0.66	100.00%	0.00	0.00	0.00	0.00%
TOTAL MENTL HEALTH & SAFET	0.00	226,743.35	-226,743.35	0.00%	0.00	148,590.00	-148,590.00	0.00%
TOTAL INTERIM REAL ESTATE	375,000.00	139,503.66	235,496.34	37.20%	100,000.00	109,696.06	-9,696.06	109.70%
TOTAL CURRENT 511 MUN. SVC	85,000.00	117,461.14	-32,461.14	138.19%	85,000.00	78,290.19	6,709.81	92.11%
TOTAL TITLE IIA	150,366.00	116,752.80	33,613.20	77.65%	125,680.00	124,345.98	1,334.02	98.94%
TOTAL NONPUB & CHARTER TRA	77,000.00	84,700.00	-7,700.00	110.00%	90,000.00	77,000.00	13,000.00	85.56%
TOTAL HEALTH SVCS	80,000.00	81,918.54	-1,918.54	102.40%	78,000.00	81,006.13	-3,006.13	103.85%
TOTAL TITLE III	89,259.00	77,044.89	12,214.11	86.32%	87,632.00	87,632.00	0.00	100.00%
TOTAL OTHER RESTR FED DIRE	92,262.00	71,906.64	20,355.36	77.94%	97,870.00	88,064.74	9,805.26	89.98%
TOTAL PEN & INT ON RE TAXE	0.00	69,012.36	-69,012.36	0.00%	0.00	87,195.11	-87,195.11	0.00%
TOTAL TITLE IV 21ST CENTUR	84,991.00	68,488.29	16,502.71	80.58%	85,130.00	85,130.00	0.00	100.00%
TOTAL MISC REVENUE	35,000.00	50,031.53	-15,031.53	142.95%	30,500.00	61,749.51	-31,249.51	202.46%
TOTAL FOOD SERVICE FUND XF	50,000.00	50,000.00	0.00	100.00%	50,000.00	53,718.11	-3,718.11	107.44%
TOTAL REFUNDS OF PRIOR YR	10,000.00	44,872.65	-34,872.65	448.73%	14,500.00	74,899.13	-60,399.13	516.55%
TOTAL PUBLIC UTILITY REALT	42,500.00	44,808.11	-2,308.11	105.43%	40,000.00	43,031.08	-3,031.08	107.58%
TOTAL SALE OR COMP LOSS-AS	0.00	22,840.45	-22,840.45	0.00%	0.00	0.00	0.00	0.00%

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR REVENUE	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL FEES	25,000.00	18,250.00	6,750.00	73.00%	25,000.00	21,000.00	4,000.00	84.00%
TOTAL SECTION 1305 & 1306	50,000.00	14,375.30	35,624.70	28.75%	55,000.00	10,822.94	44,177.06	19.68%
TOTAL ACCESS-TITLE 19	15,000.00	13,510.18	1,489.82	90.07%	15,500.00	16,578.32	-1,078.32	106.96%
TOTAL RENTALS	4,500.00	8,669.18	-4,169.18	192.65%	4,000.00	9,335.54	-5,335.54	233.39%
TOTAL FEM HYGIENE	0.00	7,995.31	-7,995.31	0.00%	0.00	7,631.75	-7,631.75	0.00%
TOTAL INSURANCE RECOVERIES	20,000.00	6,065.67	13,934.33	30.33%	20,000.00	2,156.70	17,843.30	10.78%
TOTAL CONTRIBUTIONS & DONA	2,300.00	3,438.68	-1,138.68	149.51%	2,300.00	26,514.50	-24,214.50	1152.80%
TOTAL INTERIM TAX PENALTY	0.00	1,357.71	-1,357.71	0.00%	0.00	982.50	-982.50	0.00%
TOTAL PAYMENTS IN LIEU OF	7,250.00	1,250.20	5,999.80	17.24%	7,250.00	9,359.73	-2,109.73	129.10%
TOTAL MIGRATORY CHILDREN	0.00	1,063.00	-1,063.00	0.00%	0.00	0.00	0.00	0.00%
TOTAL ENERGY EFF REV/INCEN	5,000.00	67.68	4,932.32	1.35%	5,000.00	7,345.90	-2,345.90	146.92%
TOTAL OTHER EARNINGS ON IN	0.00	0.00	0.00	0.00%	0.00	1,437.24	-1,437.24	0.00%
TOTAL CYBER CHARTER TRANSI	0.00	0.00	0.00	0.00%	0.00	112,775.61	-112,775.61	0.00%
TOTAL PROGRAM REVENUE STAT	0.00	0.00	0.00	0.00%	0.00	1,928.59	-1,928.59	0.00%
TOTAL OTHER STATE GRANTS	0.00	0.00	0.00	0.00%	0.00	75,000.00	-75,000.00	0.00%
TOTAL ARP LEARNING LOSS	0.00	0.00	0.00	0.00%	0.00	26,063.09	-26,063.09	0.00%
TOTAL LEASE & OTHR RIGHT T	0.00	0.00	0.00	0.00%	0.00	59,309.72	-59,309.72	0.00%
TOTAL SCHOOL SAFETY & SEC	24,000.00	0.00	24,000.00	0.00%	45,000.00	45,000.00	0.00	100.00%
TOTAL PCCD FUNDING	0.00	0.00	0.00	0.00%	75,500.00	75,500.00	0.00	100.00%
TOTAL ARP ESSER III	0.00	0.00	0.00	0.00%	365,652.00	440,371.36	-74,719.36	120.43%
TOTAL MEDICAL ASSISTANCE-A	231,576.00	0.00	231,576.00	0.00%	281,453.00	275,642.35	5,810.65	97.94%
TOTAL TRANSFER FROM CAP PR	1,000,000.00	0.00	1,000,000.00	0.00%	867,136.00	0.00	867,136.00	0.00%
TOTAL READY TO LEARN BLOCK	947,941.00	0.00	947,941.00	0.00%	947,941.00	0.00	947,941.00	0.00%
TOTAL DISCOUNT ON INTERIM	0.00	-2,366.02	2,366.02	0.00%	0.00	-1,001.02	1,001.02	0.00%
TOTAL DISCOUNT CURRENT RE	0.00	-839,736.45	839,736.45	0.00%	0.00	-804,895.73	804,895.73	0.00%
TOTAL REPORT	**92,223,808.00**	**91,893,229.25**	**330,578.75**	**99.64%**	**83,689,631.00**	**87,172,379.22**	**-3,482,748.22**	**104.16%**
TOTAL EXPENDITURES		**91,040,458.35**				**85,603,805.20**		
REVENUES OVER EXPENDITURES		**852,770.90**				**1,568,574.02**		
as a % of Expenses:		0.94%				1.83%		

MUHLENBERG SCHOOL DISTRICT
SUMMARY EXPENDITURE COMPARISON REPORT
FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2026 COMPARED TO THE PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025
BOARD MEETING - AUGUST 12, 2026

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR EXPENDITURES	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL REGULAR PROGRAMS	31,488,450.00	30,449,699.46	1,038,750.54	96.70%	28,768,490.43	29,708,897.14	-940,406.71	103.27%
TOTAL DEBT SVCS FUND TRANS	11,461,405.00	11,460,813.32	591.68	99.99%	8,500,626.00	8,372,887.50	127,738.50	98.50%
TOTAL LEARNING SUPPORT	5,475,879.00	5,646,352.83	-170,473.83	103.11%	5,105,691.00	5,395,996.23	-290,305.23	105.69%
TOTAL OPERATION OF BUILDIN	5,279,946.00	4,916,822.82	363,123.18	93.12%	5,077,878.00	4,764,823.18	313,054.82	93.83%
TOTAL PRINCIPAL SVCS	4,085,831.00	4,409,299.23	-323,468.23	107.92%	3,937,504.58	3,967,256.42	-29,751.84	100.76%
TOTAL OTHER VOC EDUCATION	3,150,722.00	3,149,625.19	1,096.81	99.97%	2,192,174.00	2,783,582.49	-591,408.49	126.98%
TOTAL AUTISTIC SUPPORT	2,809,866.00	3,065,402.58	-255,536.58	109.09%	2,462,836.00	2,534,147.42	-71,311.42	102.90%
TOTAL COUNSELING SVCS	2,469,459.00	2,378,203.09	91,255.91	96.30%	2,250,884.00	2,342,238.39	-91,354.39	104.06%
TOTAL SCHOOL ATHLETICS	1,512,534.00	1,512,132.05	401.95	99.97%	1,495,871.00	1,501,752.50	-5,881.50	100.39%
TOTAL VEHICLE TRANS SVCS	1,775,000.00	1,367,170.30	407,829.70	77.02%	1,630,622.00	1,464,060.23	166,561.77	89.79%
TOTAL EMOTIONAL SUPPORT	1,163,554.00	1,348,778.10	-185,224.10	115.92%	1,378,890.00	1,138,170.19	240,719.81	82.54%
TOTAL INST-CURR DEV SVCS	1,156,356.00	1,317,918.30	-161,562.30	113.97%	1,166,228.00	1,099,258.17	66,969.83	94.26%
TOTAL SUPERINTENDENT SVCS	1,193,478.00	1,239,260.94	-45,782.94	103.84%	951,788.57	988,734.41	-36,945.84	103.88%
TOTAL LIFE SKILLS SUPPORT	1,543,867.00	1,143,627.14	400,239.86	74.08%	1,144,976.00	1,159,312.08	-14,336.08	101.25%
TOTAL INST STAFF PROF DEV	981,603.00	1,065,544.08	-83,941.08	108.55%	1,111,189.00	1,116,096.64	-4,907.64	100.44%
TOTAL OTHER STUDENT TRANS	500,250.00	1,055,519.84	-555,269.84	211.00%	490,250.00	831,203.71	-340,953.71	169.55%
TOTAL FED FUNDED REGULAR P	983,246.00	974,919.63	8,326.37	99.15%	888,250.00	1,006,757.31	-118,507.31	113.34%
TOTAL SUPR OF DATA PROCESS	991,830.00	962,209.12	29,620.88	97.01%	938,649.00	912,796.39	25,852.61	97.25%
TOTAL NURSING SVCS	929,984.00	905,195.48	24,788.52	97.33%	901,873.00	900,164.87	1,708.13	99.81%
TOTAL OTHER SUPPORT	718,778.00	825,837.99	-107,059.99	114.89%	862,845.00	776,247.95	86,597.05	89.96%
TOTAL SPEECH/LANGUAGE SUPP	719,683.00	711,551.15	8,131.85	98.87%	782,755.00	697,888.63	84,866.37	89.16%
TOTAL OTHER SUPRVSN STUDNT	605,722.00	630,014.39	-24,292.39	104.01%	476,575.00	546,943.17	-70,368.17	114.77%
TOTAL PSYCHOLOGICAL SVCS	555,644.00	615,385.92	-59,741.92	110.75%	525,161.00	666,105.72	-140,944.72	126.84%
TOTAL REFUND PRIOR YR REVE	627,834.00	608,616.80	19,217.20	96.94%	20,000.00	153.72	19,846.28	0.77%
TOTAL SOCIAL WORK	581,499.00	581,945.40	-446.40	100.08%	543,771.00	554,149.27	-10,378.27	101.91%
TOTAL SYSTEM-WIDE TECH SVC	294,027.00	541,759.86	-247,732.86	184.26%	290,508.00	272,700.93	17,807.07	93.87%
TOTAL SUPERVISN OF STUDENT	512,924.00	504,679.37	8,244.63	98.39%	350,169.00	393,483.28	-43,314.28	112.37%
TOTAL EMOTIONAL SUPPORT PR	316,080.00	465,996.00	-149,916.00	147.43%	140,000.00	284,900.00	-144,900.00	203.50%
TOTAL LEGAL/ACCOUNTING	346,000.00	465,955.52	-119,955.52	134.67%	312,000.00	452,737.48	-140,737.48	145.11%
TOTAL SUPR OF STAFF SERV	437,011.00	461,374.48	-24,363.48	105.58%	400,113.00	332,024.33	68,088.67	82.98%
TOTAL ALT ED PROGRAMS	564,697.00	441,171.27	123,525.73	78.13%	296,093.00	420,196.73	-124,103.73	141.91%
TOTAL SUPR OF FISCAL SVCS	377,816.00	376,795.84	1,020.16	99.73%	362,551.00	361,194.45	1,356.55	99.63%
TOTAL OPER/MAINT PLANT SPV	294,524.00	328,849.91	-34,325.91	111.65%	296,413.00	302,543.53	-6,130.53	102.07%
TOTAL NON-PUBLIC TRANSPORT	405,000.00	326,775.45	78,224.55	80.69%	300,000.00	351,482.07	-51,482.07	117.16%
TOTAL MEDICAL SVCS	248,500.00	311,086.44	-62,586.44	125.19%	217,500.00	294,111.21	-76,611.21	135.22%

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR EXPENDITURES	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL STUDENT ACTIVITIES	301,209.00	302,670.85	-1,461.85	100.49%	303,040.50	302,001.74	1,038.76	99.66%
TOTAL OTHER INSTRUCTIONAL	344,135.00	293,424.91	50,710.09	85.26%	329,861.00	325,955.59	3,905.41	98.82%
TOTAL OPERATION AND MAINT	283,616.00	285,092.07	-1,476.07	100.52%	271,305.00	271,193.97	111.03	99.96%
TOTAL FINANCIAL ACCTG SERV	367,235.00	278,435.57	88,799.43	75.82%	254,380.00	265,809.40	-11,429.40	104.49%
TOTAL OTHER ADMIN SVCS	209,605.00	261,659.08	-52,054.08	124.83%	222,921.00	265,286.21	-42,365.21	119.00%
TOTAL STUDENT TRANSP DIREC	250,967.00	255,172.41	-4,205.41	101.68%	118,303.00	192,436.12	-74,133.12	162.66%
TOTAL MULTI-HANDICAPPED SU	95,500.00	201,988.06	-106,488.06	211.51%	123,000.00	149,511.68	-26,511.68	121.55%
TOTAL LEASES	258,224.00	198,974.00	59,250.00	77.05%	214,224.00	401,314.83	-187,090.83	187.33%
TOTAL SUMMER SCHOOL	406,551.00	193,192.03	213,358.97	47.52%	470,422.00	372,586.48	97,835.52	79.20%
TOTAL PLACEMENT SVCS	180,003.00	180,452.24	-449.24	100.25%	174,146.00	174,875.34	-729.34	100.42%
TOTAL SUPERVISE PSYCH SVCS	170,569.00	179,494.44	-8,925.44	105.23%	241,134.00	205,129.91	36,004.09	85.07%
TOTAL SECURITY SVCS	675,155.00	148,446.13	526,708.87	21.99%	502,905.00	642,005.20	-139,100.20	127.66%
TOTAL DRIVERS EDUCATION	148,820.00	145,944.07	2,875.93	98.07%	144,091.00	140,286.59	3,804.41	97.36%
TOTAL GIFTED SUPPORT	136,135.00	135,116.72	1,018.28	99.25%	271,746.00	132,614.45	139,131.55	48.80%
TOTAL PAYROLL SERVICES	130,015.00	132,963.41	-2,948.41	102.27%	122,798.00	126,519.53	-3,721.53	103.03%
TOTAL HEARING SUPPORT	77,500.00	128,273.09	-50,773.09	165.51%	25,000.00	164,014.22	-139,014.22	656.06%
TOTAL OTHER FISCAL SERVICE	120,589.00	123,532.83	-2,943.83	102.44%	114,195.00	116,667.77	-2,472.77	102.17%
TOTAL OTHER STUDENT SVCS	87,889.00	111,488.35	-23,599.35	126.85%	126,235.92	213,016.00	-86,780.08	168.74%
TOTAL RECORD MAINT SVCS	100,000.00	101,088.40	-1,088.40	101.09%	100,000.00	62,363.35	37,636.65	62.36%
TOTAL OTHER COMMUNITY SVCS	98,754.00	97,688.94	1,065.06	98.92%	119,984.00	117,995.38	1,988.62	98.34%
TOTAL CIVIC SVCS	114,120.00	86,299.79	27,820.21	75.62%	80,722.00	90,363.88	-9,641.88	111.94%
TOTAL TAX COLLECTION SVCS	76,057.00	85,610.15	-9,553.15	112.56%	63,987.00	43,558.47	20,428.53	68.07%
TOTAL INST STAFF PROF DEV	77,763.00	77,122.03	640.97	99.18%	86,134.00	67,568.93	18,565.07	78.45%
TOTAL BUS MONITORING SVCS	129,062.00	75,128.60	53,933.40	58.21%	103,601.00	119,971.94	-16,370.94	115.80%
TOTAL STAFF DEV NON-INSTR	58,054.00	71,950.16	-13,896.16	123.94%	42,750.00	78,919.09	-36,169.09	184.61%
TOTAL BOARD SVCS	58,720.00	58,026.90	693.10	98.82%	113,027.00	117,945.96	-4,918.96	104.35%
TOTAL OTHER SUPPRT SERVICE	44,000.00	46,086.71	-2,086.71	104.74%	44,000.00	44,064.97	-64.97	100.15%
TOTAL GROUNDS MAINTENANCE	78,200.00	44,531.91	33,668.09	56.95%	68,250.00	61,712.52	6,537.48	90.42%
TOTAL PUBLIC INFORMATION S	42,000.00	30,532.66	11,467.34	72.70%	46,700.00	49,048.72	-2,348.72	105.03%
TOTAL OTHER - OPERATION &	30,658.00	30,015.00	643.00	97.90%	30,832.00	29,711.00	1,121.00	96.36%
TOTAL COURT PLACED PROGRAM	5,000.00	18,820.23	-13,820.23	376.40%	10,000.00	23,715.99	-13,715.99	237.16%
TOTAL VISION SUPPORT	340,636.00	13,894.95	326,741.05	4.08%	380,000.00	313,107.19	66,892.81	82.40%
TOTAL DEV DELAY SUPPORT	52,598.00	11,805.00	40,793.00	22.44%	21,500.00	6,657.50	14,842.50	30.97%
TOTAL VEHICLE MAINTENANCE	4,500.00	11,402.94	-6,902.94	253.40%	22,500.00	9,094.99	13,405.01	40.42%
TOTAL RECRUITMENT AND PLAC	11,850.00	10,243.70	1,606.30	86.44%	11,750.00	11,463.00	287.00	97.56%
TOTAL PROF DEV NON-INST NO	12,000.00	9,090.78	2,909.22	75.76%	10,550.00	17,338.11	-6,788.11	164.34%
TOTAL SCHOOL LIBRARY SVCS	15,821.00	8,309.75	7,511.25	52.52%	53,693.00	9,229.22	44,463.78	17.19%
TOTAL STATE & FED AGENCY L	0.00	6,857.90	-6,857.90	0.00%	940,472.00	940,180.08	291.92	99.97%
TOTAL BUDGETING SERVICES	6,500.00	6,817.93	-317.93	104.89%	6,200.00	6,493.27	-293.27	104.73%
TOTAL OTHER HEALTH SVCS	0.00	3,302.00	-3,302.00	0.00%	0.00	0.00	0.00	0.00%

TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	CURRENT YEAR %	PRIOR YEAR BUDGET	PRIOR YEAR EXPENDITURES	PRIOR YEAR BALANCE	PRIOR YEAR %
TOTAL B&G VEHICLE OPERATIO	10,000.00	2,207.84	7,792.16	22.08%	11,500.00	2,663.72	8,836.28	23.16%
TOTAL GUIDANCE SVCS	8,115.00	2,121.78	5,993.22	26.15%	2,118.00	2,118.45	-0.45	100.02%
TOTAL HALL OF FAME/ AWARDS	2,000.00	1,929.30	70.70	96.47%	2,000.00	2,451.65	-451.65	122.58%
TOTAL HIGHER EDUCATION PRO	0.00	1,875.00	-1,875.00	0.00%	0.00	0.00	0.00	0.00%
TOTAL BOARD TREASURER SVCS	1,600.00	1,500.00	100.00	93.75%	1,600.00	1,500.00	100.00	93.75%
TOTAL NONPUBLIC HEALTH SER	500.00	1,161.91	-661.91	232.38%	0.00	950.54	-950.54	0.00%
TOTAL STAFF SERVICES	2,900.00	825.00	2,075.00	28.45%	7,279.00	5,528.36	1,750.64	75.95%
TOTAL EQUIPMENT MAINTENANC	4,750.00	729.99	4,020.01	15.37%	4,750.00	639.00	4,111.00	13.45%
TOTAL NON PUBLIC SUPPORT S	1,309.00	585.44	723.56	44.72%	0.00	595.08	-595.08	0.00%
TOTAL DENTAL SVCS	0.00	170.00	-170.00	0.00%	0.00	620.00	-620.00	0.00%
TOTAL HOMEBOUND EDUCATION	900.00	116.11	783.89	12.90%	2,000.00	0.00	2,000.00	0.00%
TOTAL INST PRGMS OUTSIDE S	0.00	0.00	0.00	0.00%	0.00	613.49	-613.49	0.00%
TOTAL BUILDING CONSTRUCT -	0.00	0.00	0.00	0.00%	0.00	191,625.72	-191,625.72	0.00%
TOTAL INST STAFF PROF DEV	5,225.00	0.00	5,225.00	0.00%	3,350.00	2,720.00	630.00	81.19%
TOTAL STUDENT ACCTG SVCS P	12,500.00	0.00	12,500.00	0.00%	0.00	150.00	-150.00	0.00%
TOTAL NONPUBLIC SCHOOL PRO	15,000.00	0.00	15,000.00	0.00%	40,000.00	14,902.86	25,097.14	37.26%
TOTAL BUDGETARY RESERVE	0.00	0.00	0.00	0.00%	299,950.00	0.00	299,950.00	0.00%
TOTAL TRANSFER TO CAP PROJ	0.00	0.00	0.00	0.00%	357,600.00	0.00	357,600.00	0.00%
TOTAL REPORT	**92,223,808.00**	**91,040,458.35**	**1,183,349.65**	**98.72%**	**83,689,631.00**	**85,603,805.20**	**-1,914,174.20**	**102.29%**

MUHLENBERG SCHOOL DISTRICT
BILL LIST SUMMARY
7/01/26-7/31/26

RATIFICATION

GENERAL FUND EXPENSES		7/01/26-7/31/26
July 9, 2026	$	144,773.99
July 9, 2026	$	192,956.68
July 9, 2026	$	257.67
July 9, 2026	$	4,025.86
July 20, 2026	$	5,867.03
July 20, 2026	$	450.00
July 20, 2026	$	38,464.08
July 20, 2026	$	999,718.99
July 20, 2026	$	41,606.07
July 22, 2026	$	263,895.53
July 22, 2026	$	450,393.07
July 22, 2026	$	395.46
July 23, 2026	$	3,326.86
July 23, 2026	$	22,942.91
July 23, 2026	$	174,069.11
VOID		
Total	**$**	**2,343,143.31**
JULY 2026 Non-check Payments	**$**	**2,904,993.35**

Cafeteria Fund Expenses		
July 20, 2026	$	113.75
July 20, 2026	$	72,239.93
July 20, 2026	$	448.00
July 22, 2026	$	565.10
July 22, 2026	$	1,556.01
July 22, 2026	$	40.50
Void Check		
Total	**$**	**74,963.29**

Check Register

Check Number	Check Date	Vendor Name	Transaction Amount
61008	07/09/2026	ACHIEVEMENT HOUSE CYBER CHARTER SCH	3,873.84
	07/09/2026		1,830.41
	07/09/2026		1,830.41
61009	07/09/2026	AGORA CYBER CHARTER SCHOOL	4,842.35
	07/09/2026		3,873.88
	07/09/2026		1,830.41
	07/09/2026		1,830.41
	07/09/2026		3,660.82
61010	07/09/2026	COMMONWEALTH CHARTER ACADEMY	9,684.50
	07/09/2026		30,021.95
	07/09/2026		3,660.74
	07/09/2026		7,321.48
	07/09/2026		1,830.37
	07/09/2026		47,589.12
61011	07/09/2026	INSIGHT PA CYBER CHARTER SCHOOL	1,936.94
	07/09/2026		-1,830.37
61012	07/09/2026	PA DISTANCE LEARNING CHARTER SCHOOL	1,936.94
	07/09/2026		-1,830.37
61013	07/09/2026	PA LEADERSHIP CHARTER SCHOOL	968.47
	07/09/2026		1,936.94
	07/09/2026		1,830.41
61014	07/09/2026	PENNSYLVANIA VIRTUAL CHARTER SCHOOL	968.47
	07/09/2026		1,936.94
	07/09/2026		1,830.41
	07/09/2026		1,830.41
61015	07/09/2026	REACH CYBER CHARTER SCHOOL	1,936.94
	07/09/2026		5,810.80
	07/09/2026		1,830.37
61016	07/09/2026	AGPARTS WORLDWIDE, INC.	5,594.54
61017	07/09/2026	AMAZON CAPITAL SERVICES INC	69.99
	07/09/2026		500.30
	07/09/2026		61.71
61018	07/09/2026	B&H FOTO & ELECTRONICS CORP	45.60
61019	07/09/2026	BCIU/TRANSPORTATION	851.52
61020	07/09/2026	BCIU/TUITION	21,990.00
	07/09/2026		2,472.60
	07/09/2026		23,970.75
	07/09/2026		630.00
	07/09/2026		19,635.00
61021	07/09/2026	BERKS CO INTERMEDIATE UNIT	5,525.86
61022	07/09/2026	BSN SPORTS INC/PASSON'S/US GAMES	1,691.00
61023	07/09/2026	C&S OFFICE SUPPLY & FURNITURE INC	60.00

61024	07/09/2026	CENTER FOR NEUROPHSYCHOLOGY & COUNS	4,200.00
61026	07/09/2026	CHESTER COUNTY INTERMEDIATE UNIT	784.36
	07/09/2026		26,468.80
	07/09/2026		61.22
	07/09/2026		8,460.98
	07/09/2026		16,476.99
61027	07/09/2026	CM REGENT RESOURCES LLC	392.00
61028	07/09/2026	COMPLETE GRAPHICS INC	1,114.00
61029	07/09/2026	DESIRIE RODRIGUEZ-REID	5,200.00
61030	07/09/2026	DR ROBERT KETTERER CHARTER SCHL INC	3,118.60
61031	07/09/2026	DATA PROCESSING DESIGN INC	33.00
61032	07/09/2026	FISHER SCIENTIFIC CO INC	1,632.60
61033	07/09/2026	SUSAN DIANNE HAWKINS	3,200.00
61034	07/09/2026	HOME DEPOT CREDIT SERVICES	359.72
61035	07/09/2026	KELCHNER CLEANERS	2,250.00
61036	07/09/2026	MENCHEY MUSIC SERVICE INC	16,198.00
61037	07/09/2026	MIND MATTERS COACHING, COUN & PSYCH	5,000.00
61038	07/09/2026	MSD- CAFETERIA	108.00
61039	07/09/2026	OFFICE DEPOT INC	860.00
	07/09/2026		498.55
	07/09/2026		335.27
61040	07/09/2026	PITNEY BOWES BANK INC	500.00
61041	07/09/2026	READING BEARING & DRIVE SOL INC	370.39
	07/09/2026		370.39
61042	07/09/2026	RIVERVIEW TREE & LANDSCAPING INC	1,872.00
61043	07/09/2026	SHELLEY ANN BROWER	850.00
61044	07/09/2026	STRAY LIGHTS LLC	2,765.00
61045	07/09/2026	SWEET, STEVENS, KATZ & WILLIAMS LLP	2,626.00
61046	07/09/2026	SWEETWATER SOUND INC	2,811.48
61047	07/09/2026	TEACHER SYNERGY LLC	180.76
61048	07/09/2026	THE FORGE OF READING	562.50
61049	07/09/2026	TRIANGLE COMMUNICATIONS INC	197.20
61050	07/09/2026	MUHLENBERG SD FOUNDATION	40.57
61051	07/09/2026	READING-BERKS SCHOOL EMPLOYEES	3,985.29
61052	07/20/2026	AMAZON CAPITAL SERVICES INC	410.49
	07/20/2026		306.88
	07/20/2026		27.98
	07/20/2026		204.50
61053	07/20/2026	BCIU/TRANSPORTATION	1,971.37
61054	07/20/2026	DECKER INC SCHOOL FIX	1,721.64
61055	07/20/2026	DEMCO INC	162.09
61056	07/20/2026	WILLIAM A FRASER INC	30.01
	07/20/2026		1,603.77
	07/20/2026		2,077.93
	07/20/2026		2,059.81

	07/20/2026		2,444.24
	07/20/2026		97.70
	07/20/2026		153.07
	07/20/2026		297.45
	07/20/2026		89.06
	07/20/2026		127.75
	07/20/2026		409.07
	07/20/2026		2,623.82
	07/20/2026		425.32
	07/20/2026		1,010.17
	07/20/2026		164.55
	07/20/2026		175.98
	07/20/2026		44.61
	07/20/2026		62.04
	07/20/2026		96.11
	07/20/2026		83.62
61057	07/20/2026	KEYSTONE FIRE PROTECTION CO	127.50
61058	07/20/2026	KOZLOFF STOUDT	16,783.20
61059	07/20/2026	NATIONAL ART & SCHOOL SUPPLIES	555.93
61060	07/20/2026	DIRECT ENERGY MARKETING INC	138.59
	07/20/2026		13.69
	07/20/2026		273.91
61061	07/20/2026	OFFICE DEPOT INC	346.96
61062	07/20/2026	SWEETWATER SOUND INC	679.90
61063	07/20/2026	THE SHERWIN-WILLIAMS COMPANY	302.97
61064	07/20/2026	WHITAKER BROTHERS BUS MACHINES INC	360.40
61065	07/20/2026	BERKS CTY SCHOOL DIST HEALTH TRUST	953,639.72
	07/20/2026		852.28
61066	07/20/2026	WILLIAM A FRASER INC	535.09
	07/20/2026		584.15
	07/20/2026		684.04
	07/20/2026		771.70
	07/20/2026		1,086.41
	07/20/2026		198.59
	07/20/2026		99.29
	07/20/2026		133.47
	07/20/2026		266.94
	07/20/2026		330.98
	07/20/2026		900.74
	07/20/2026		603.45
	07/20/2026		702.15
	07/20/2026		245.91
	07/20/2026		99.30
	07/20/2026		133.48
	07/20/2026		198.59

	07/20/2026		366.84
61067	07/20/2026	FRONTLINE TECHNOLOGIES GROUP LLC	7,240.64
61068	07/20/2026	HEWLETT PACKARD FINANCIAL SERVICES	26,131.48
61069	07/20/2026	MOBILE MODULAR MANAGEMENT CORP	2,602.00
61070	07/20/2026	MUHLENBERG TOWNSHIP	150.00
	07/20/2026		200.00
	07/20/2026		150.00
61071	07/20/2026	THE HARRISON GROUP INC	811.75
61072	07/23/2026	AMAZON CAPITAL SERVICES INC	82.58
	07/23/2026		54.22
61073	07/23/2026	AUSTILL'S REHABILITATION SERV INC	2,790.09
	07/23/2026		1,752.38
61074	07/23/2026	BCIU/TRANSPORTATION	173,817.00
	07/23/2026		3,672.00
	07/23/2026		42,487.00
	07/23/2026		21,952.70
61075	07/23/2026	BCIU/TUITION	530.00
61076	07/23/2026	BERKS CO INTERMEDIATE UNIT	2,762.93
61077	07/23/2026	C&S OFFICE SUPPLY & FURNITURE INC	55.00
61078	07/23/2026	CONCENTRA MEDICAL CENTERS	494.00
61079	07/23/2026	DATA PROCESSING DESIGN INC	11.10
61080	07/23/2026	GLOBAL INDUSTRIES, INC.	424.95
61081	07/23/2026	H.A. BERKHEIMER INC	10.42
61082	07/23/2026	NEW STORY, LLC	2,394.00
	07/23/2026		2,790.00
61083	07/23/2026	READING-MUHLENBERG CAREER &	250.00
61084	07/23/2026	RESOURCE ASSOCIATES, INC	70.00
61085	07/23/2026	SWEET, STEVENS, KATZ & WILLIAMS LLP	6,066.40
61086	07/23/2026	ULINE	927.14
61087	07/23/2026	ZESWITZ	501.62
61088	07/23/2026	BERKS CO INTERMEDIATE UNIT	8,630.84
61089	07/23/2026	C&S OFFICE SUPPLY & FURNITURE INC	60.00
61090	07/23/2026	CONCENTRA MEDICAL CENTERS	213.00
61091	07/23/2026	COUNTY OF BERKS OFF OF CONTROLLER	990.00
61092	07/23/2026	FOLLETT CONTENT SOLUTIONS, LLC	1,761.84
	07/23/2026		3,523.68
61093	07/23/2026	FRONTLINE TECHNOLOGIES GROUP LLC	98,208.96
61094	07/23/2026	HUMMER TURFGRASS SYSTEMS INC	1,443.00
61095	07/23/2026	KENCOR LLC	290.00
	07/23/2026		290.00
	07/23/2026		225.00
61096	07/23/2026	ENCORE HOLDINGS, LLC	2,251.00
61097	07/23/2026	KOZLOFF STOUDT	6,000.00
61098	07/23/2026	MICHAEL JAY MISH	2,712.04
61099	07/23/2026	MOBILE MODULAR MANAGEMENT CORP	15,250.00

61100	07/23/2026	MSD- CAFETERIA	13,712.89
61101	07/23/2026	NORTH EAST PARTS GROUP, LLC	245.21
61102	07/23/2026	OTIS ELEVATOR CO	6,801.18
	07/23/2026		6,801.18
61103	07/23/2026	PSBA INSURANCE TRUST	20,490.42
61104	07/23/2026	READING BEARING & DRIVE SOL INC	199.98
61105	07/23/2026	FOUND FOR READING PUBLIC MUSEUM	300.00
61106	07/23/2026	READING-MUHLENBERG CAREER &	259,892.85
61107	07/23/2026	ZONAR SYSTEMS INC	100.00
61108	07/23/2026	MUHLENBERG SD FOUNDATION	41.57
61109	07/23/2026	READING-BERKS SCHOOL EMPLOYEES	3,285.29
61110	07/30/2026	B&H FOTO & ELECTRONICS CORP	29.96
	07/30/2026		122.30
61111	07/30/2026	HEFFNER PRINTING INC	8,763.80
61112	07/30/2026	HEWLETT PACKARD FINANCIAL SERVICES	32,484.88
61113	07/30/2026	INTEGRA ONE	86,867.74
	07/30/2026		402.36
61114	07/30/2026	LOWES BUSINESS ACCT/SYNCB	284.05
	07/30/2026		308.73
	07/30/2026		663.07
	07/30/2026		47.17
	07/30/2026		25.42
	07/30/2026		23.31
	07/30/2026		175.95
61115	07/30/2026	PSBA INSURANCE TRUST	28,365.18
61116	07/30/2026	SDIC	13,334.00
61117	07/30/2026	THOMSON REUTERS	1,646.19
61118	07/30/2026	YOUR STORAGE SOLUTION	525.00
61119	07/30/2026	BCIU/TRANSPORTATION	617.86
61120	07/30/2026	JOANN BREZNA	315.00
	07/30/2026		317.99
61121	07/30/2026	HOGAN LEARNING ACADEMY LLC	3,640.00
	07/30/2026		3,640.00
61122	07/30/2026	JENNIFER WENTZEL	205.55
61123	07/30/2026	EI US LLC	116.11
61124	07/30/2026	MUHLENBERG TOWNSHIP AUTHORITY	4,585.40
61125	07/30/2026	THE CINCINNATI INSURANCE COMPANY	25.00
61126	07/30/2026	THE HORSHAM CLINIC	9,480.00
V28600	07/09/2026	*21ST CENTURY MEDIA NEWSPAPER LLC	257.67
V28601	07/20/2026	*ACTIVE INTERNET TECHNOLOGIES LLC	14,527.00
V28602	07/20/2026	*HILLYARD INC LANCASTER	1,483.61
V28603	07/20/2026	*PITNEY BOWES GLOBAL FINANCIAL SERV	395.46
V28604	07/20/2026	*RAPTOR TECHNOLOGIES LLC	6,300.00
	07/20/2026		6,300.00
	07/20/2026		6,300.00

	07/20/2026		6,300.00
V28605	07/20/2026	*CORPAY MC	4,351.86
	07/20/2026		-131.10
	07/20/2026		329.00
	07/20/2026		366.92
	07/20/2026		204.20
	07/20/2026		240.00
	07/20/2026		21.20
	07/20/2026		484.95
V28606	07/20/2026	*CORPAY MC	450.00
V28607	07/23/2026	*PITNEY BOWES GLOBAL FINANCIAL SERV	395.46
Total			**2,343,143.31**

MUHLENBERG SCHOOL DISTRICT
NON-CHECK PAYMENTS
BOARD MEETING

Payment Date	Vendor Name & Description	Amount
7/6/26	ZIP CHECK PAYMENT FOR UGI-HEATING	576.81
7/6/26	ZIP CHECK PAYMENT FOR UGI-HEATING	924.24
7/6/26	ZIP CHECK PAYMENT FOR UGI-HEATING	1,011.12
7/6/26	ZIP CHECK PAYMENT FOR UGI-HEATING	2,078.95
7/8/26	ZIP CHECK PAYMENT FOR UGI-HEATING	268.90
7/9/26	GROSS PAYROLL AND EMPLOYERS SHARE SOCIAL SECURITY	1,386,278.82
7/9/26	PSERS PAYMENT (VOYA)	14,713.87
7/13/26	PSERS EE JUNE CONTRIBUTIONS	225,555.76
7/13/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	137.41
7/13/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	474.09
7/13/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	85.73
7/23/26	GROSS PAYROLL AND EMPLOYERS SHARE SOCIAL SECURITY	1,251,414.79
7/23/26	PSERS PAYMENT (VOYA)	15,607.04
7/23/28	ZIP CHECK PAYMENT FOR UGI-HEATING	145.96
7/28/26	ZIP CHECK PAYMENT FOR UGI-HEATING	16.26
7/28/26	ZIP CHECK PAYMENT FOR UGI-HEATING	33.86
7/28/26	ZIP CHECK PAYMENT FOR UGI-HEATING	37.63
7/28/26	ZIP CHECK PAYMENT FOR UGI-HEATING	831.38
7/28/26	ZIP CHECK PAYMENT FOR UGI-HEATING	45.13
7/28/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	1,168.86
7/28/26	ZIP CHECK PAYMENT FOR MET ED UTILITIES	1,305.27
7/30/26	ZIP CHECK PAYMENT FOR FRONTIER	2,281.47
		$ 2,904,993.35

CAFE Check Register

Check Number	Check Date	Vendor Name	Transaction Amount
9045	07/20/2026	SINCLAIR CAMPBELL COMPANY	113.75
9046	07/20/2026	BAILEY'S SEPTIC SERVICES, INC.	113.33
	07/20/2026		283.34
	07/20/2026		283.34
	07/20/2026		169.99
9047	07/20/2026	CLOVER FARMS DAIRY LLC	391.83
	07/20/2026		391.83
9048	07/20/2026	FEESER'S FOOD DISTRIBUTORS	5,785.06
	07/20/2026		5,785.05
9049	07/20/2026	MICHELE J FETTER	125.00
9050	07/20/2026	MICKEY'S WHOLESALE PIZZA	900.20
	07/20/2026		900.20
9051	07/20/2026	MORABITO BAKING COMPANY CO	226.50
	07/20/2026		226.50
9052	07/20/2026	MUHLENBERG SCHOOL DISTRICT	39,533.35
	07/20/2026		12,261.55
	07/20/2026		969.70
	07/20/2026		3,893.16
9053	07/23/2026	MUHLENBERG SCHOOL DISTRICT	565.10
V3244	07/20/2026	*BEDWAY PRODUCE INC	224.00
	07/20/2026		224.00
V3245	07/23/2026	*BEDWAY PRODUCE INC	40.50
V3246	07/23/2026	*K&D FACTORY SERVICE INC	1,556.01
Total			**74,963.29**

Muhlenberg School District
Capital Reserve Fund - Fund 32

Capital Reserve Cash Balance as of July 31, 2026		**$ 1,561,138.95**
Approved Project balances due	(30,000.00)	
Total Encumbrances	$ (30,000.00)	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS		**$ 1,531,138.95**
Proposed 5-year Facility Improvements - Funded by Capital Reserve funds		
2026-27 Budget estimates	(320,000.00)	
2027-28 Budget estimates	(250,000.00)	
2028-29 Budget estimates	(545,000.00)	
2029-30 Budget estimates	(1,045,000.00)	
2030-31 Budget estimates	(55,000.00)	
Total Proposed Facility Improvements	(2,215,000.00)	
Total Proposed Funding	-	
TOTAL CASH AVAILABLE (DEFICIT)		**$ (683,861.05)**

Blue Print for Success - Facility Improvements Summary

Approved Projects:	Board Approved	Paid To Date	Estimated Balances Due
Classroom construction MEC SGI	197,853.42	(167,853.42)	30,000.00
	197,853.42	(167,853.42)	30,000.00

Cash Available Proof:

Balance at June 2026	1,526,192.71
Interest Earned July	4,946.24
	1,531,138.95

c - project complete

MUHLENBERG SCHOOL DISTRICT

Capital Reserve Fund
School District Improvements

BLDG	PROPOSED PROJECT	COST	RUNNING CAPITAL RESERVE CASH BALANCE
	Cash Balance after approved projects July 31, 2026	→	1,531,139
	2026-27		
MHS/MJHS	REPLACE STAGE CURTAINS WITH IFR MATERIAL CURTAINS	60,000	
MJHS	RIGGING EQUIPMENT INSPECTION	25,000	
MHS	RECOAT ROOF SECTION OVER NATATORIUM AND SURROUNDING ROOF SECTIONS	200,000	
MEC	ROOF PREVENTATIVE MAINTENANCE	35,000	
		320,000	1,211,139
	2027-28		
DIST	SEAL PARKING LOTS, REPAINT LINES	45,000	
DIST	REPLACE AND UPGRADE FENCING	205,000	
		250,000	961,139
	2028-29		
COLE	EXTEND ROOF LIFE WITH TREMCO PAINTING	500,000	
DIST	SEAL PARKING LOTS, REPAINT LINES	45,000	
		545,000	416,139
	2029-30		
DIST	REPLACE TRACK SURFACE	550,000	
DIST	SEAL PARKING LOTS, REPAINT LINES	45,000	
DIST	REPLACE TURF ON TURF FIELDS	450,000	
		1,045,000	(628,861)
	2030-31		
DIST	SEAL PARKING LOTS, REPAINT LINES	55,000	
		55,000	**(683,861)**

ACCOUNTING PERIOD: 1/27

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='32' AND genledgr.account in ('010101','010121')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 32 - CAPITAL RESERVE FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101	PLGIT-CLASS				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		7,349.86		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		20.94		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07020		21.77		JULY CLASS INTEREST	
	TOTAL PERIOD 1				7,392.57	.00		7,392.57
TOTAL PLGIT-CLASS					7,392.57			
010121	PLGIT-PRIME				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		1,544,088.36		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		4,733.55		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07020		4,924.47		JULY PRIME INTEREST	
	TOTAL PERIOD 1				1,553,746.38	.00		1,553,746.38
TOTAL PLGIT-PRIME					1,553,746.38			
TOTAL CAPITAL RESERVE FUND					1,561,138.95	.00		
TOTAL REPORT					1,561,138.95	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Muhlenberg School District
Environmental Repairs Grant - Fund 32
Board Meeting - August 12, 2026

Grant Receipt, 50% of Total Grant		**$**	**3,915,675.00**
Project costs paid thru July 31, 2026	(2,754,576.00)		
	(2,754,576.00)		
Original grant remaining balance at July 31, 2026	1,161,099.00		
Interest earned PLGIT Investment account thru July 31, 2026	271,097.44		
Balance PLGIT Investment Account at July 31, 2026		**$**	**1,432,196.44**
Approved project balances due	$ -		
Total Encumbrances	$ -		
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS		**$**	**1,432,196.44**

Approved Projects:	Paid To Date	
MEC HVAC Upgrades - GESA Project	$ 1,761,044.00	cp
JH Chiller & Generator Project - GESA Project	375,918.00	cp
JH HVAC Rooftop Units - GESA Project	617,614.00	cp
TOTAL	**$ 2,754,576.00**	

cp **Project funded with capital projects funds as well as the Env Repairs Grant**
Payments shown here represent the portion paid from the grant

Balance of grant will be paid to district after the project is finished

ACCOUNTING PERIOD: 1/27

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='32' AND genledgr.account in ('010101.9','010121.9')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 32 - CAPITAL RESERVE FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.9	PLGIT CLASS - ENV REPAIRS				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		8,212.02		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		1,327.80		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07020		243.80		ENV REPRS CLASS INT	
	TOTAL PERIOD 1				9,783.62	.00		9,783.62
TOTAL PLGIT CLASS - ENV REPAIRS					9,783.62			
010121.9	PLGIT PRIME - ENV REPAIRS				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		1,413,571.17		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		4,333.43		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07020		4,508.22		JULY ENV REPRS PRIME INT	
	TOTAL PERIOD 1				1,422,412.82	.00		1,422,412.82
TOTAL PLGIT PRIME - ENV REPAIRS					1,422,412.82			
TOTAL CAPITAL RESERVE FUND					1,432,196.44	.00		
TOTAL REPORT					1,432,196.44	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Muhlenberg School District
GO Bonds, Series 2023 - Fund 39
Board Meeting - August 12, 2026

General Obligation Bonds, Series of 2023		**$ 14,800,000.00**
Bond Issuance Costs	(237,460.00)	
Net Original Issue Premium	196,661.60	
Project costs paid thru July 31, 2026	(2,459,179.67)	
	(2,499,978.07)	
Original Note remaining balance at July 31, 2026	12,300,021.93	
Interest earned PLGIT Investment account thru July 31, 2026	1,629,237.16	
Balance PLGIT Investment Account at July 31, 2026		**$ 13,929,259.09**
Approved project balances due	$ -	
Total Encumbrances	$ -	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS		**$ 13,929,259.09**

Approved Projects:	Board Approved	Paid To Date	Amount Due	
5-6 Building - Marotta Main Architects*	$ -	$ 1,527,981.57	$ -	
Turf Fields - Marotta Main Architects*	-	200,328.14	-	
Campus Roadway - Marotta Main Architects*	-	61,884.10	-	
JH Building - Marotta Main Architects*		324,473.75	-	
HS Building Renovations - Marotta Main Architects*		67,500.00	-	
Mechanical Upgrades - Marotta Main Architects*	-	11,342.61	-	
General Phase I		32,399.00	-	
Modular Classrooms		10,710.95	-	
Sports Turf - Football Stadium Field Construction	1,431,490.00	218,384.30	-	T
Stadium Turf - Change orders (approved August 2024)	176,297.75	4,175.25	-	T
Multi-Purpose Turf Field	6,409,338.00	-	-	T
TOTAL	**$ 8,017,125.75**	**$ 2,459,179.67**	**$ -**	

C **Completed**

***** **Phase 1 approved by Board. Amounts paid to MMA include engineering and other professional fees (McCarthy & ELA Sports, etc)**

T **Liabilities totaling $7,794,566.20 transferred to 2024 Bond Issue. Plan to spend those proceeds down prior to the 2023 bonds**

ACCOUNTING PERIOD: 1/27

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='39' AND genledgr.account in ('010101.1','010121.1','010122.1')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 39 - OTHER CAP PROJ FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.1	PLGIT CLASS 2023 BOND				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		5,658,605.85		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		16,119.48		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07021		16,762.63		JULY CLASS INT 2023	
	TOTAL PERIOD 1				5,691,487.96	.00		5,691,487.96
TOTAL PLGIT CLASS 2023 BOND					5,691,487.96			
010121.1	PLGIT PRIME 2023 BOND				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		8,186,565.49		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		25,096.68		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07021		26,108.96		JULY PRIME INT 2023	
	TOTAL PERIOD 1				8,237,771.13	.00		8,237,771.13
TOTAL PLGIT PRIME 2023 BOND					8,237,771.13			
010122.1	PLGIT TERM 2023 BOND				.00		BEGINNING BALANCE	
	TOTAL PERIOD 1				.00	.00		.00
TOTAL PLGIT TERM 2023 BOND					.00			
TOTAL OTHER CAP PROJ FUND					13,929,259.09	.00		
TOTAL REPORT					13,929,259.09	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Muhlenberg School District
GO Bonds, Series 2024 - Fund 39
Board Meeting - August 12, 2026

General Obligation Bonds, Series of 2024			**$ 46,990,000.00**
Bond Issuance Costs		(471,656.00)	
Net Original Issue Premium		3,481,427.15	
Project costs paid thru July 31, 2026		(52,235,675.17)	
		(49,225,904.02)	
Original Note remaining balance at July 31, 2026		(2,235,904.02)	
Interest earned PLGIT Investment account July 31, 2026		2,488,130.94	
Balance PLGIT Investment Account at July 31, 2026			**$ 252,226.92**
Approved project balances due	$	64,312,129.57	
Total Encumbrances	$	64,312,129.57	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS			**$ (64,059,902.65)**

Approved Projects:	Board Approved		Paid To Date	Amount Due	
Turf Fields - Marotta Main Architects*	$ -		$ 240,981.19	$ -	
Campus Roadway - Marotta Main Architects*	-		67,500.00	-	
5-6 Building - Marotta Main Architects*	-		6,249,670.88	-	
5-6 Building - Builders Risk Insurance	-		53,148.00	-	
HS Building Renovations - Marotta Main Architects*	-		1,722,877.45		
HS Renovation - Permits, Builders Risk, Other			756,533.28		
JH Building - Marotta Main Architects*	-		689,434.08	-	
Mechanical Upgrades - Marotta Main Architects*	-		20,515.02	-	
General Phase I	-		36,677.50	-	
Modular Classrooms	-		13,867.50	-	
Fidevia LLC (Clerk of the Works)	-		441,550.28	-	
Sports Turf - Football Stadium Field Construction	1,213,105.70	T	1,213,105.70	-	c
Stadium Turf - Change Orders	188,339.50	T	188,339.50	-	c
Multi-Purpose Turf Field	6,409,338.00	T	6,257,955.14	-	c
Multi-Purpose Turf Field - Change Orders	1,091,703.22		1,091,703.22	-	c
(2) Daktronic Scoreboards	460,000.00		449,850.00	-	c
New Grades 5-6 Middle School Building	60,567,500.00		31,297,255.74	29,270,244.26	
Time Lapse/Security Camera - 5/6 Building	15,077.24		14,774.00	-	c
McClure - Energy Savings Agreement	2,763,457.00		1,257,466.00	1,505,991.00	
HS Building Renovation & Classroom Addition	33,708,365.00		172,470.69	33,535,894.31	
TOTAL	**$ 106,416,885.66**		**$ 52,235,675.17**	**$ 64,312,129.57**	

c **Completed**

***** **Phase 1 approved by Board. Amounts paid to MMA include engineering and other professional fees (McCarthy & ELA Sports, etc)**

T **Liabilities totaling $7,794,566.20 transferred to 2024 Bond Issue (from 2023 Bond Issue)**

ACCOUNTING PERIOD: 1/27

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='39' AND genledgr.account in ('010101.2','010121.2','010122.2')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 39 - OTHER CAP PROJ FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.2	PLGIT CLASS 2024 BOND				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		245,741.80		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		700.04		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07021		727.97		JULY CLASS INT 2024	
	TOTAL PERIOD 1				247,169.81	.00		247,169.81
TOTAL PLGIT CLASS 2024 BOND					247,169.81			
010121.2	PLGIT PRIME 2024 BOND				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		5,025.67		BEGINNING BALANCE	
	07/28/26	19-1	CLOSE YR		15.41		TRANSFER 13TH PERIOD BAL	
	08/06/26	19-1	JE 07021		16.03		JULY PRIME INT 2024	
	TOTAL PERIOD 1				5,057.11	.00		5,057.11
TOTAL PLGIT PRIME 2024 BOND					5,057.11			
010122.2	PLGIT TERM 2024 BOND				.00		BEGINNING BALANCE	
	TOTAL PERIOD 1				.00	.00		.00
TOTAL PLGIT TERM 2024 BOND					.00			
TOTAL OTHER CAP PROJ FUND					252,226.92	.00		
TOTAL REPORT					252,226.92	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Muhlenberg School District
GO Bonds, Series 2025 - Fund 39
Board Meeting - August 12, 2026

General Obligation Bonds, Series of 2025			**$ 49,260,000.00**
Bond Issuance Costs		(500,551.30)	
Net Original Issue Premium		1,240,551.30	
Project costs paid thru July 31, 2026		(13,484,760.09)	
		(12,744,760.09)	
Original Note remaining balance at July 31, 2026		36,515,239.91	
Interest earned PLGIT Investment account thru July 31, 2026		1,882,835.42	
Balance PLGIT Investment Account at July 31, 2026			**$ 38,398,075.33**
Approved project balances due	$	53,441,195.75	
Total Encumbrances	$	53,441,195.75	
TOTAL CASH AVAILABLE (DEFICIT) FOR FUTURE CAPITAL PROJECTS			**$ (15,043,120.42)**

Approved Projects:	Board Approved	Paid To Date	Amount Due
5-6 Building - Soft Costs		150,573.00	
HS Renovation - Soft Costs		198,711.85	
JH Project - Soft Costs		265,818.09	
Concession - Soft Costs		7,063.33	
District Wide Mechanical - Soft Costs		4,500.00	
Fidevia LLC (Clerk of the Works)		37,160.00	
New Grades 5-6 Middle School Building	29,270,244.26 T	8,333,755.03	20,936,489.23
McClure - Energy Savings Agreement	1,505,991.00 T	-	1,505,991.00
HS Building Renovation & Classroom Addition	33,535,894.31 T	4,382,493.09	29,153,401.22
JH Summer Classroom Renovation	1,950,000.00	104,685.70	1,845,314.30
TOTAL	**$ 66,262,129.57**	**$ 13,484,760.09**	**$ 53,441,195.75**

C **Completed**

T **Liabilities totaling $64,312,129.57 transferred to 2025 Bond Issue (from 2024 Bond Issue)**

Proof:

Balance May meeting	51,443,092.33
Newly issued checks	(3,705,528.00)
Interest earnings posted (May)	160,904.48
Balance June meeting	47,898,468.81

ACCOUNTING PERIOD: 1/27

(INACTIVE ACCOUNTS INCLUDED)
SELECTION CRITERIA: genledgr.gl_key_orgn='39' AND genledgr.account in ('010101.3','010121.3')
TOTALED ON: FUND,ACCOUNT,PERIOD

FUND - 39 - OTHER CAP PROJ FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION	NET
010101.3	PLGIT CLASS 2025 BOND				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR			6,310,140.14	BEGINNING BALANCE	
	08/06/26	19-1	CLOSE YR		6,751,671.03		TRANSFER 13TH PERIOD BAL	
	07/14/26	19-1	VENCHKS			98,684.00	VENDOR CHECKS	
	07/21/26	19-1	VENCHKS			3,016,183.46	VENDOR CHECKS	
	07/22/26	19-1	JE 07008		558,140.00		TRANSFER 7/22	
	07/22/26	19-1	JE 07009		2,750,000.00		TRANSFER 7/21	
	08/06/26	19-1	JE 07021		5,630.36		JULY CLASS INT 2026	
	TOTAL PERIOD 1				10,065,441.39	9,425,007.60		640,433.79
TOTAL PLGIT CLASS 2025 BOND					640,433.79			
010121.3	PLGIT PRIME 2025 BOND				.00		BEGINNING BALANCE	
	07/01/26	19-1	NEW YEAR		47,544,244.32		BEGINNING BALANCE	
	08/06/26	19-1	CLOSE YR			6,604,940.99	TRANSFER 13TH PERIOD BAL	
	07/22/26	19-1	JE 07008			558,140.00	TRANSFER 7/22	
	07/22/26	19-1	JE 07009			2,750,000.00	TRANSFER 7/21	
	08/06/26	19-1	JE 07021		126,478.21		JULY PRIME INT 2025	
	TOTAL PERIOD 1				47,670,722.53	9,913,080.99		37,757,641.54
TOTAL PLGIT PRIME 2025 BOND					37,757,641.54			
TOTAL OTHER CAP PROJ FUND					38,398,075.33	.00		
TOTAL REPORT					38,398,075.33	.00		

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SELECTION CRITERIA: transact.gl_key_orgn='39' and transact.ck_date between '20260701' and '20260731'
ACCOUNTING PERIOD: 2/27

FUND - 39 - OTHER CAP PROJ FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
010101.3	25030	07/14/26	4642	MAROTTA/MAIN ARCHIT	3946000003009230	450	26-05-023	0.00	25,779.00
010101.3	25030	07/14/26	4642	MAROTTA/MAIN ARCHIT	3946000003009230	610	26-05-024 HS FURN	0.00	42,075.00
010101.3	25030	07/14/26	4642	MAROTTA/MAIN ARCHIT	3945000001009160	450	23-MSD-02 MEC	0.00	30,240.00
010101.3	25030	07/14/26	4642	MAROTTA/MAIN ARCHIT	3945000000009176	450	25-MSD-04	0.00	590.00
TOTAL CHECK								0.00	98,684.00
010101.3	25031	07/21/26	5416	ECICONSTRUCTION LLC	3945000001009160	450	MS PROJ 25103	0.00	1,225,257.19
010101.3	25032	07/21/26	2764	GOODING SIMPSON & M	3945000001009160	450	DRAW 9 MS	0.00	262,584.69
010101.3	25033	07/21/26	2315	HIRNEISEN ELECTRIC	3945000001009160	450	MS 23-MSD-02	0.00	383,735.34
010101.3	25034	07/21/26	4642	MAROTTA/MAIN ARCHIT	3946000003009230	450	24-MSD-01 HS	0.00	23,044.50
010101.3	25034	07/21/26	4642	MAROTTA/MAIN ARCHIT	3945000001009160	450	23-MSD-02 MEC	0.00	28,560.00
010101.3	25034	07/21/26	4642	MAROTTA/MAIN ARCHIT	3944000003000260	330	24-MSD-02 DW MECH	0.00	4,500.00
010101.3	25034	07/21/26	4642	MAROTTA/MAIN ARCHIT	3944000003009190	330	23-+MSD-07 JH	0.00	173,963.59
TOTAL CHECK								0.00	230,068.09
010101.3	25035	07/21/26	5417	MATCHLINE MECHANICA	3945000001009160	450	23-MSD-02 HVAC	0.00	270,630.00
010101.3	25036	07/21/26	5538	NORTH BAY MECHANICA	3946000003009230	450	HS PROJ 23-MSD-01	0.00	334,555.79
010101.3	25037	07/21/26	5536	PHILIPS BROTHERS EL	3946000003009230	450	24-MSD-01 HS	0.00	141,034.86
010101.3	25038	07/21/26	5503	S.J. THOMAS COMPANY	3946000003039190	450	JHS LIB & LGI	0.00	104,685.70
010101.3	25039	07/21/26	5419	SM FRIDY MECHANICAL	3945000001009160	450	MS 23-MSD-02	0.00	63,631.80
TOTAL CASH ACCOUNT								0.00	3,114,867.46
TOTAL FUND								0.00	3,114,867.46
TOTAL REPORT								0.00	3,114,867.46

MUHLENBERG SCHOOL DISTRICT
ACTIVITY FUND BALANCE SHEET
FOR THE PERIOD ENDING JUNE 30, 2026
BOARD MEETING - AUGUST 12, 2026

FUND	ACCOUNT	TITLE	DEBITS
21 - ACTIVITY FUNDS	010113	ACTIVITY FUNDS HS YEARBOOK CASH	4,768.17
21 - ACTIVITY FUNDS	010114	ACTIVITY FUNDS COLE STORE CASH	677.72
21 - ACTIVITY FUNDS	010115	ACTIVITY FUNDS READING OLYMPICS CASH	5,109.17
21 - ACTIVITY FUNDS	010116	ACTIVITY FUNDS NAT HONOR SOC CASH	1,034.91
21 - ACTIVITY FUNDS	010117	ACTIVITY FUNDS HS ST COUNC CASH	14,850.10
21 - ACTIVITY FUNDS	010118	ACTIVITY FUNDS HS SOCIAL MEDIA CASH	30.81
21 - ACTIVITY FUNDS	010119	ACTIVITY FUNDS MEC ST COUNCIL CASH	46,015.76
21 - ACTIVITY FUNDS	010123	ACTIVITY FUNDS JH ST COUNCIL CASH	2,556.28
21 - ACTIVITY FUNDS	010124	ACTIVITY FUNDS SADD CLUB CASH	200.07
21 - ACTIVITY FUNDS	010125	ACTIVITY FUNDS UN CLUB CASH	53.96
21 - ACTIVITY FUNDS	010126	ACTIVITY FUNDS SCIENCE CLUB CASH	4,204.73
21 - ACTIVITY FUNDS	010127	ACTIVITY FUNDS HS ART CLUB CASH	124.84
21 - ACTIVITY FUNDS	010128	ACTIVITY FUNDS HS SPRING MUS CASH	9,657.97
21 - ACTIVITY FUNDS	010130	ACTIVITY FUNDS JH SPRING MUS CASH	3,975.49
21 - ACTIVITY FUNDS	010132	ACTIVITY FUNDS JRH AEVIDUM CASH	1,255.33
21 - ACTIVITY FUNDS	010133	ACTIVITY FUNDS COLE ST COUNCIL CASH	4,684.81
21 - ACTIVITY FUNDS	010134	ACTIVITY FUNDS CHESS CLUB CASH	256.91
21 - ACTIVITY FUNDS	010135	ACTIVITY FUNDS JRH YEARBOOK CASH	2,401.74
21 - ACTIVITY FUNDS	010136	ACTIVITY FUNDS LEO CLUB CASH	3,117.18
21 - ACTIVITY FUNDS	010145	ACTIVITY FUNDS YOUTH VOLUNT CASH	120.06
21 - ACTIVITY FUNDS	010151	ACTIVITY FUNDS CLASS OF 2026 CASH	2,558.30
21 - ACTIVITY FUNDS	010153	ACTIVITY FUNDS MUSIC FUND CASH	5,893.32
21 - ACTIVITY FUNDS	010154	ACTIVITY FUNDS ONE BY ONE CLUB CASH	1,565.66
21 - ACTIVITY FUNDS	010155	ACTIVITY FUNDS HS AEVIDUM CASH	1,339.19
21 - ACTIVITY FUNDS	010160	ACTIVITY FUNDS JROTC	16,951.72
21 - ACTIVITY FUNDS	010161	ACTIVITY FUNDS JH SCHOOL STORE CASH	202.22
21 - ACTIVITY FUNDS	010163	ACTIVITY FUNDS CLASS OF 2027 CASH	311.05
21 - ACTIVITY FUNDS	010164	ACTIVITY FUNDS CLASS OF 2028 CASH	2,059.63
21 - ACTIVITY FUNDS	013200	ACTIVITY FUNDS DUE FROM OTHER FUND	6,430.00
29 - ATHLETIC FUNDS	010129	ATHLETIC FUNDS ATHLETICS CASH	34,796.95

Muhlenberg School District

Cafeteria Statement of Income and Expense

For the period June 1, 2026 through June 30, 2026

Operating Revenues	Total Cafeteria Fund	MSHS	MJHS	COLE	ELEM
Sales - Students - Breakfast (6612)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Students - Lunch (6611)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Adults - Ala Carte (6620)	$876.90	$131.45	$165.00	$501.15	$79.30
Sales - Student Ala Carte - Lunch (6620)	$708.32	$163.32	$352.55	$168.15	$24.30
State Subsidies (7600)	$2,620.12	$655.03	$655.03	$655.03	$655.03
State Retirement (7820)	$13,153.46	$2,860.19	$3,225.21	$3,057.11	$4,010.95
State Social Security (7810)	$3,022.03	$669.51	$719.41	$678.28	$954.83
Federal Subsidies (8531)	$63,540.63	$15,885.15	$15,885.16	$15,885.16	$15,885.16
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
School Catering (6630)	$3,240.50	$2,568.00	$148.50	$0.00	$524.00
Outside Catering (6631)	$1,180.00	$0.00	$0.00	$0.00	$1,180.00
Other Revenue (6999)	$137.63	$33.16	$35.66	$27.03	$41.78
Earnings on Investments (6510)	$11,363.73	$2,840.93	$2,840.93	$2,272.75	$3,409.12
Fresh Fruit and Vegetable Grant - ES	$0.00	$0.00	$0.00	$0.00	$0.00
Refund of Prior Yr. Exp.	$0.00	$0.00	$0.00	$0.00	$0.00
Sale of Fixed Asset	$0.00	$0.00	$0.00	$0.00	$0.00
Emergency Food Service Program	$0.00	$0.00	$0.00	$0.00	$0.00
Summer Food Service Program	$15,981.51	$3,995.37	$3,995.38	$3,995.37	$3,995.39
Total Operating Revenue	**$115,824.83**	**$29,802.11**	**$28,022.83**	**$27,240.03**	**$30,759.86**
Cost of Sales					
Food Purchased (631)	$19,634.34	$3,318.34	$2,570.05	$5,554.88	$8,191.07
Supplies Purchased (610)	$1,471.45	$515.16	$25.51	$372.31	$558.47
Processing (590)	$0.00	$0.00	$0.00	$0.00	$0.00
Software (650)	$0.00	$0.00	$0.00	$0.00	$0.00
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
Change in Food Inventory (639)	$9,579.05	$2,512.30	$759.00	$2,523.10	$3,784.65
Change in Supplies Inventory (611)	$667.78	$443.82	$199.88	$9.63	$14.45
Total Cost of Sales	**$31,352.62**	**$6,789.62**	**$3,554.44**	**$8,459.92**	**$12,548.64**
Operating Expenses					
Salaries-Staff (171)	$39,590.44	$8,079.36	$8,610.62	$10,398.44	$12,502.02
Salaries-Add'l (113)	$64.42	$0.00	$0.00	$0.00	$64.42
Salaries-Temp. (172)	$2,009.00	$126.00	$378.00	$0.00	$1,505.00
Salaries-Payout (115)	$0.00	$0.00	$0.00	$0.00	$0.00
Salaries-Clerical (151)	$4,243.56	$1,060.89	$1,060.89	$848.71	$1,273.07
Salaries-FSD & Managers (111)	$13,824.80	$4,070.56	$4,028.72	$2,290.20	$3,435.32
Salaries-Total	**$59,732.22**	**$13,336.81**	**$14,078.23**	**$13,537.35**	**$18,779.83**
Insurance (211/116)	$10,635.33	$3,942.73	$2,252.28	$1,776.13	$2,664.19
LT Disability (214)	$106.62	$31.19	$31.19	$17.73	$26.51
Social Security (220)	$4,501.13	$993.62	$1,067.69	$1,022.73	$1,417.09
Retirement (230)	$19,595.04	$4,244.87	$4,786.60	$4,610.84	$5,952.73
Unemployment (250)	$3,378.38	$844.60	$844.60	$675.68	$1,013.50
Worker's Compensation (260)	$10,067.54	$2,516.89	$2,516.89	$2,013.51	$3,020.25
Other Retirement Plan (291)	$60.00	$0.00	$0.00	$24.00	$36.00
Other Professional Services	$0.00	$0.00	$0.00	$0.00	$0.00
Benefits - Total	**$48,344.04**	**$12,573.90**	**$11,499.25**	**$10,140.62**	**$14,130.27**
Repairs & Maintenance (432)	$1,804.26	$1,178.41	$625.85	$0.00	$0.00
Maint of Tech Equipment (438)	$30.01	$7.50	$7.50	$7.50	$7.51
Rental of Equipment (442)	$0.00	$0.00	$0.00	$0.00	$0.00
Cap Equip Replacement	$0.00	$0.00	$0.00	$0.00	$0.00
Clothing allowance (612)	$622.41	$374.98	$79.47	$0.00	$167.96
Communications (530)	$32.56	$8.14	$8.14	$6.51	$9.77
Misc Purch Svcs (591)	$1,973.70	$1,973.70	$0.00	$0.00	$0.00
Dues & Fees & Misc. (810/890)	$324.88	$81.22	$81.22	$64.99	$97.45
Registration/Reservations	$0.00	$0.00	$0.00	$0.00	$0.00
Employee Training/Conferences	$0.00	$0.00	$0.00	$0.00	$0.00
Utilities (424)	$0.00	$0.00	$0.00	$0.00	$0.00
GF Indirect Cost	$25,000.00	$6,250.00	$6,250.00	$6,250.00	$6,250.00
Summer Food Service Program	$12,678.04	$3,169.51	$3,169.51	$3,169.51	$3,169.51
Total Operating Expenses	**$150,542.12**	**$38,954.17**	**$35,799.17**	**$33,176.48**	**$42,612.30**
Net Profit or Loss	**($66,069.91)**	**($15,941.68)**	**($11,330.78)**	**($14,396.37)**	**($24,401.08)**

Muhlenberg School District

Cafeteria Statement of Income and Expense

For the Period July 1, 2025 to June 30, 2026

Operating Revenues	Total Cafeteria Fund	MSHS	MJHS	COLE	ELEM
Sales - Students - Breakfast (6612)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Students - Lunch (6611)	$0.00	$0.00	$0.00	$0.00	$0.00
Sales - Adults - Ala Carte (6620)	$35,275.09	$10,046.42	$10,449.60	$7,833.65	$6,945.42
Sales - Student Ala Carte - Lunch (6620)	$45,778.51	$18,213.39	$19,261.65	$6,954.62	$1,348.85
State Subsidies (7600)	$135,121.54	$33,780.36	$33,780.41	$33,780.36	$33,780.41
State Retirement (7820)	$251,378.56	$59,167.68	$58,515.00	$58,813.94	$74,881.94
State Social Security (7810)	$67,601.26	$14,501.63	$13,348.02	$13,134.71	$26,616.90
Federal Subsidies (8531)	$3,478,932.00	$869,732.95	$869,733.03	$869,732.98	$869,733.04
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
School Catering (6630)	$24,805.80	$19,016.50	$778.05	$770.00	$4,241.25
Outside Catering (6631)	$14,500.46	$4,206.46	$1,470.00	$0.00	$8,824.00
Other Revenue (6999)	$5,667.22	$1,686.33	$1,614.49	$1,075.57	$1,290.83
Earnings on Investments (6510)	$123,046.57	$30,761.66	$30,761.66	$24,609.30	$36,913.95
Fresh Fruit and Vegetable Grant - ES	$0.00	$0.00	$0.00	$0.00	$0.00
Refund of Prior Yr. Exp.	$5,136.72	$0.00	$4,385.56	$0.00	$751.16
Sale of Fixed Asset	$0.00	$0.00	$0.00	$0.00	$0.00
Emergency Food Service Program	$0.00	$0.00	$0.00	$0.00	$0.00
Summer Food Service Program	$131,575.49	$32,893.85	$32,893.88	$32,893.86	$32,893.90
Total Operating Revenue	**$4,318,819.22**	**$1,094,007.23**	**$1,076,991.35**	**$1,049,598.99**	**$1,098,221.65**
Cost of Sales					
Food Purchased (631)	$1,181,808.38	$227,115.49	$361,497.97	$237,649.56	$355,545.36
Supplies Purchased (610)	$67,634.25	$15,348.11	$18,551.43	$13,473.63	$20,261.08
Processing (590)	$0.00	$0.00	$0.00	$0.00	$0.00
Software (650)	$12,636.23	$3,159.06	$3,159.06	$3,117.88	$3,200.23
Donated Commodities Used	$0.00	$0.00	$0.00	$0.00	$0.00
Change in Food Inventory (639)	$19,338.17	($391.99)	$1,401.80	$9,494.97	$8,833.39
Change in Supplies Inventory (611)	$11,047.36	$5,451.92	$184.54	$0.74	$5,410.16
Total Cost of Sales	**$1,292,464.39**	**$250,682.59**	**$384,794.80**	**$263,736.78**	**$393,250.22**
Operating Expenses					
Salaries-Staff (171)	$843,261.26	$194,633.68	$168,109.60	$213,662.51	$266,855.47
Salaries-Add'l (113,173)	$10,330.98	$2,678.96	$965.71	$500.00	$6,186.31
Salaries-Temp. (172)	$38,083.39	$3,648.36	$7,244.63	$0.00	$27,190.40
Salaries-Payout (115,175)	$5,385.19	$2,372.11	$1,411.88	$0.00	$1,601.20
Salaries-Clerical (151)	$55,167.00	$13,791.69	$13,791.69	$11,033.35	$16,550.27
Salaries-FSD & Managers (111)	$226,210.62	$68,083.40	$68,027.62	$36,039.81	$54,059.79
Salaries-Total	**$1,178,438.44**	**$285,208.20**	**$259,551.13**	**$261,235.67**	**$372,443.44**
Insurance (211/116)	$131,732.27	$48,823.19	$27,957.47	$21,980.67	$32,970.94
LT Disability (214)	$1,232.28	$373.07	$373.07	$169.00	$317.14
Social Security (220)	$89,432.05	$21,497.09	$19,810.09	$19,839.74	$28,285.13
Retirement (230)	$391,145.30	$87,706.11	$91,339.53	$88,825.86	$123,273.80
Unemployment (250)	$3,378.38	$844.60	$844.60	$675.68	$1,013.50
Worker's Compensation (260)	$10,067.54	$2,516.89	$2,516.89	$2,013.51	$3,020.25
Other Retirement Plan (291)	$780.00	$0.00	$0.00	$312.00	$468.00
Other Professional Services	$0.00	$0.00	$0.00	$0.00	$0.00
Benefits - Total	**$627,767.82**	**$161,760.95**	**$142,841.65**	**$133,816.46**	**$189,348.76**
Repairs & Maintenance (432)	$51,106.64	$14,609.11	$18,691.32	$6,866.70	$10,939.51
Maint of Tech Equipment (438)	$104.84	$26.21	$26.21	$26.21	$26.21
Rental of Equipment (442)	$1,605.27	$401.31	$401.31	$401.31	$401.34
Cap Equip Replacement	$0.00	$0.00	$0.00	$0.00	$0.00
Clothing allowance (612)	$8,858.93	$2,240.13	$1,792.84	$2,021.94	$2,804.02
Communications (530)	$214.84	$53.71	$53.71	$42.97	$64.45
Misc Purch Svcs (591)	$16,494.65	$16,494.65	$0.00	$0.00	$0.00
Dues & Fees & Misc. (810/890)	$7,436.73	$2,071.69	$1,571.69	$1,444.24	$2,349.11
Registration/Reservations	$0.00	$0.00	$0.00	$0.00	$0.00
Employee Training/Conferences	$0.00	$0.00	$0.00	$0.00	$0.00
Utilities (424)	$2,750.00	$950.02	$850.02	$339.99	$609.97
GF Indirect Cost	$50,000.00	$12,500.00	$12,500.00	$12,500.00	$12,500.00
Summer Food Service Program	$92,380.63	$23,095.15	$23,095.16	$23,095.15	$23,095.17
Total Operating Expenses	**$2,037,158.79**	**$519,411.13**	**$461,375.04**	**$441,790.64**	**$614,581.98**
Net Profit or Loss	**$989,196.04**	**$323,913.51**	**$230,821.51**	**$344,071.57**	**$90,389.45**

MUHLENBERG SCHOOL DISTRICT
Technology & Communications Department

Dr. Juliana Ciccarelli
| Director

Elizabeth T. Laviena
| Community & Family Outreach Coordinator/ District Interpreter

RECEIVED
JUN 16 2026
SUPERINTENDENT'S OFFICE

DATE: June 11, 2026

TO: Dr. Alan Futrick, Superintendent

FROM: Elizabeth Laviena, Administrator

RE: Firewall Purchase Agreement (Trebron Security, LLC / Sophos)

CC: Dr. Gangi Cucciuffo, Mr. Shane Mathias

7/13/26

Please be advised it is recommended that the Muhlenberg School District Board of School Directors approve a Purchase Agreement with Trebron Security, LLC for the procurement of Sophos XGS5500 security appliances, Xstream Protection licensing, and Enhanced Plus Support.The total cost of this agreement is $22,408.36, with an annual cost of $7,469.45 for each year of the three-year term.

TREBRON
IT & Cyber Security

June 23, 2026

Trebron Security, LLC
P.O. Box 68
Strasburg, PA 17579

Phil Santoro
psantoro@trebron.com
610-401-8841

Buyer:

Muhlenberg School District
801 Bellevue Avenue
Laureldale, PA 19605-1799

Attn: Gangi Cucciuffo
cucciuffog@muhlsdk12.net

Purchase Agreement

The Parties hereto, "Buyer," Muhlenberg School District and "Seller," Trebron Security, LLC hereby agree as follows:

1. **Description:** Buyer agrees to purchase from Seller, "Product" as listed in the table below for $22,408.36, plus applicable shipping costs and sales tax, unless Buyer is exempt from the payment of such tax and provides Seller with evidence of such exemption.

Qty	Description	Start Date	End Date
2	XGS 5500 Security Appliance - US power cord		
1	XGS 5500 Enhanced to Enhanced Plus Support Upgrade - 36 MOS - EDU	07/01/2026	06/30/2029
1	XGS 5500 Xstream Protection - 36 MOS - EDU	07/01/2026	06/30/2029

2. **Payment**: To be made to Seller in the payment(s) listed below:
   - ∞ Payment #1 (due July 1, 2026) - $7,469.45
   - ∞ Payment #2 (due July 1, 2027) - $7,469.45
   - ∞ Payment #3 (due July 1, 2028) - $7,469.46

3. **Representations:** Buyer understands that Seller is a reseller of hardware and software products. Buyer acknowledges that it has not relied on any representations by Seller and has independently investigated the products and determined the suitability of the products for Buyer's intended purposes.
4. **Warranty:** Seller shall pass through to Buyer any original manufacturers' warranties for Product acquired by Seller for Buyer, including Licensor's warranties for Product. Except for the foregoing, Seller shall deliver the Product "as is" and Seller makes no other warranty, express or implied, including any warranty of merchantability or fitness for a particular purpose.
5. **Limitation of Liability:** Under no circumstances will Seller be liable for any incidental, indirect, special or consequential damages from Buyer or any third party, including damages for lost revenue, profits, data or use, even if Seller has been advised of the possibility of such damages. In no event shall Seller's entire liability under this agreement exceed the price of the products under this Agreement.
6. **Indemnification:** Buyer shall defend, indemnify and hold harmless Seller, its owner, its employees and its agents from and against all damages, claims and liabilities of every nature whatsoever, including but not limited to reasonable legal expenses, arising in connection with or out of the improper or unauthorized operation, use, or repair of the products furnished to Buyer.
7. **Late Fees:** Late payments shall accrue interest beginning from the payment due date at a rate of eighteen percent (18%) per annum or the maximum allowable legal rate whichever is lower. In the event that any payment or amount owed is more than ninety (90) days past due, Seller may declare the entire amount due and owing in addition to accrued fees and costs. Buyer's failure to pay under this agreement may result in termination of Buyer's software license.

8. **Cancellation:** Once Seller has accepted Buyer's order, Buyer cannot cancel the agreement, in whole or in part, without Seller's express written consent. Such cancellation is conditioned upon Buyer's reimbursement to Seller for all costs incurred by Seller in connection with the order up to the time of cancellation—including, but not limited to Seller's cost for cancellation.
9. **Attorney's Fees:** In the event any cost or expense, including reasonable attorney's fees ("Costs") are incurred in the enforcement of this Agreement, the prevailing party shall be entitled to reimbursement for all such Costs in addition to damages.
10. **Governing Law:** This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania. Venue for any and all actions shall be in the state or federal courts of Lancaster County, Pennsylvania.
11. **Software:** Buyer will negotiate all software license provisions of Product directly with the Licensor.
12. **Miscellaneous:** This Agreement must be executed on or before **June 30, 2026** or it becomes void.
13. **Waiver:** The waiver of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach and shall be effective only if presented in writing.
14. **Severability:** If any provision of this Agreement is deemed invalid or unenforceable, all other provisions of this Agreement shall remain in full force and effect.
15. **Entire Agreement/Execution in Counterparts**: This Agreement constitutes the entire Agreement of the parties and may not be amended or superseded except in writing with execution by both parties. This Agreement may be executed in multiple counterparts, any of which need not contain the signatures of more than one party, but all such counterparts taken together shall constitute one and the same agreement. Facsimile or otherwise electronically submitted signatures (including email) shall be deemed to have the full force and effect of original ink signatures and shall be equally binding as though delivered directly by hand from one party to another.

Muhlenberg School District

IT Director (or Signing Authority)

Name: Gangi Cucciuffo

Title: Asst Superintendent

Date: 6/23/2026

Signature: Gangi Cucciuffo

Business Office Contact
(must be signed by an authorized representative of Buyer)

Name: Gangi Cucciuffo

Title: Asst Superintendent

Date: 6/23/2026

Signature: Gangi Cucciuffo

Accounts Payable Contact: _____

Accounts Payable Email: _____

Accounts Payable Phone: _____

Tax Exempt? ☑
(if yes, please supply tax exempt number or documentation showing tax exempt status to this document)

Tax Exemption Number: _____

Upload Documentation: _____

Trebron Security, LLC

Name: Dave Peck

Title: President, CEO

Date: 6/23/2026

Signature: Dave Peck

MUHLENBERG SCHOOL DISTRICT
Technology & Communications Department

Dr. Juliana Ciccarelli
| Director

Elizabeth T. Laviena
| Community & Family Outreach Coordinator/ District Interpreter

RECEIVED
JUN 16 2026
SUPERINTENDENT'S OFFICE

DATE: June 15, 2026

TO: Dr. Alan Futrick, Superintendent

FROM: Elizabeth Laviena, Administrator

RE: Approval of NinjaOne Software Renewal Contract

CC: Dr. Gangi Cucciuffo, Mr. Shane Mathias

7/13/26

It is recommended that the School Board approve the renewal purchase agreement with Trebron / NinjaOne for a total contract value of $35,683.20, to be paid in three annual installments. This contract represents a renewal of our partnership with NinjaOne (via Trebron). NinjaOne is an essential endpoint and IT management platform that allows our technology department to monitor, secure, and support district devices efficiently. Continuing this service ensures there is no disruption to our daily IT operations, device security, or remote technical support capabilities across our schools.

TREBRON
IT & Cyber Security

June 23, 2026

Trebron Security, LLC
P.O. Box 68
Strasburg, PA 17579

Phil Santoro
psantoro@trebron.com
610-401-8841

Buyer:

Muhlenberg School District
801 Bellevue Avenue
Laureldale, PA 19605-1799

Attn: Gangi Cucciuffo
cucciuffog@muhlsdk12.net

Purchase Agreement

The Parties hereto, "Buyer," Muhlenberg School District and "Seller," Trebron Security, LLC hereby agree as follows:

1. **Description:** Buyer agrees to purchase from Seller, "Product" as listed in the table below for $35,683.20, plus applicable shipping costs and sales tax, unless Buyer is exempt from the payment of such tax and provides Seller with evidence of such exemption.

Qty	Description	Start Date	End Date
630	Ninja Advanced Pro	07/25/2026	07/24/2029

2. **Payment**: To be made to Seller in the payment(s) listed below:
   - Payment #1 (due July 1, 2026) - $11,894.40
   - Payment #2 (due July 1, 2027) - $11,894.40
   - Payment #3 (due July 1, 2028) - $11,894.40

3. **Representations:** Buyer understands that Seller is a reseller of hardware and software products. Buyer acknowledges that it has not relied on any representations by Seller and has independently investigated the products and determined the suitability of the products for Buyer's intended purposes.
4. **Warranty:** Seller shall pass through to Buyer any original manufacturers' warranties for Product acquired by Seller for Buyer, including Licensor's warranties for Product. Except for the foregoing, Seller shall deliver the Product "as is" and Seller makes no other warranty, express or implied, including any warranty of merchantability or fitness for a particular purpose.
5. **Limitation of Liability:** Under no circumstances will Seller be liable for any incidental, indirect, special or consequential damages from Buyer or any third party, including damages for lost revenue, profits, data or use, even if Seller has been advised of the possibility of such damages. In no event shall Seller's entire liability under this agreement exceed the price of the products under this Agreement.
6. **Indemnification:** Buyer shall defend, indemnify and hold harmless Seller, its owner, its employees and its agents from and against all damages, claims and liabilities of every nature whatsoever, including but not limited to reasonable legal expenses, arising in connection with or out of the improper or unauthorized operation, use, or repair of the products furnished to Buyer.
7. **Late Fees:** Late payments shall accrue interest beginning from the payment due date at a rate of eighteen percent (18%) per annum or the maximum allowable legal rate whichever is lower. In the event that any payment or amount owed is more than ninety (90) days past due, Seller may declare the entire amount due and owing in addition to accrued fees and costs. Buyer's failure to pay under this agreement may result in termination of Buyer's software license.
8. **Cancellation:** Once Seller has accepted Buyer's order, Buyer cannot cancel the agreement, in whole or in part, without Seller's express written consent. Such cancellation is conditioned upon Buyer's reimbursement to Seller for all costs incurred by Seller in connection with the order up to the time of cancellation—including, but not limited to Seller's cost for cancellation.

9. **Attorney's Fees:** In the event any cost or expense, including reasonable attorney's fees ("Costs") are incurred in the enforcement of this Agreement, the prevailing party shall be entitled to reimbursement for all such Costs in addition to damages.
10. **Governing Law:** This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania. Venue for any and all actions shall be in the state or federal courts of Lancaster County, Pennsylvania.
11. **Software:** Buyer will negotiate all software license provisions of Product directly with the Licensor.
12. **Miscellaneous:** This Agreement must be executed on or before **June 30, 2026** or it becomes void.
13. **Waiver:** The waiver of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach and shall be effective only if presented in writing.
14. **Severability:** If any provision of this Agreement is deemed invalid or unenforceable, all other provisions of this Agreement shall remain in full force and effect.
15. **Entire Agreement/Execution in Counterparts**: This Agreement constitutes the entire Agreement of the parties and may not be amended or superseded except in writing with execution by both parties. This Agreement may be executed in multiple counterparts, any of which need not contain the signatures of more than one party, but all such counterparts taken together shall constitute one and the same agreement. Facsimile or otherwise electronically submitted signatures (including email) shall be deemed to have the full force and effect of original ink signatures and shall be equally binding as though delivered directly by hand from one party to another.

Muhlenberg School District

IT Director (or Signing Authority)

Name: Gangi Cucciuffo

Title: Asst Superintendent

Date: 6/23/2026

Signature: Gangi Cucciuffo

Business Office Contact
(must be signed by an authorized representative of Buyer)

Name: Gangi Cucciuffo

Title: Asst Superintendent

Date: 6/23/2026

Signature: Gangi Cucciuffo

Accounts Payable Contact: _____

Accounts Payable Email: _____

Accounts Payable Phone: _____

Tax Exempt? ☑
(if yes, please supply tax exempt number or documentation showing tax exempt status to this document)

Tax Exemption Number: _____

Upload Documentation: _____

Trebron Security, LLC

Name: Dave Peck

Title: President, CEO

Date: 6/23/2026

Signature: Dave Peck

MUHLENBERG SCHOOL DISTRICT

Alan S. Futrick, Ed.D.
| Superintendent
Gangi E. Cucciuffo, Ed.D.
| Assistant Superintendent
Shane M. Mathias, CPA
| Business Manager

RECEIVED

JUL 30 2026

SUPERINTENDENT'S OFFICE

8/4/26

DATE: 7/29/2026

TO: Dr. Alan S. Futrick

FROM: Ashley Care, Director of Athletics

RE: Recommendations for Removal of Equipment and Outdated Uniforms

CC: Dr. Gangi E. Cucciuffo
Mr. Michael Mish
Mrs. Tara Flowers

This memorandum serves as a recommendation to:

- Remove bumper plate storage racks and bumper plates from the equipment storage room in the weight room. These bumper plate storage racks were proven to be damaging to our bumper plates. New bumper plate storage racks and bumper plates have replaced the old storage racks, so the old storage racks and weights are not currently being used. These storage racks and weights possibly have value to be sold but should be removed from their current location.
- Repurpose outdated sports uniforms that are currently stored in the equipment closet. These uniforms are from various sports teams, but are royal blue and yellow and no longer used as part of the athletic department. I recommend that these uniforms be resold at various sporting events as a fundraiser for the boosters.
- Remove 4 old/unused/damaged lacrosse goals and 1 old/unused field hockey cage from under the home side bleachers of the football stadium. This equipment will be stripped of any viable parts/pieces that could be used to fix/maintain our current equipment before the old equipment is discarded.

Respectfully submitted,

Ashley E. Care

Ashley E. Care, MS, LAT, ATC
Director of Athletics

Cherry Bekaert LLP
Your Guide Forward

July 13, 2026

VIA EMAIL:
mathiass@muhlsdk12.net

Board of School Directors
Muhlenberg School District
801 Bellevue Avenue
Laureldale, Pennsylvania 19605

Dear Members of the Board:

This engagement letter between Muhlenberg School District (hereafter referred to as the "District" or "you" or "your" or "management") and Cherry Bekaert LLP (the "Firm" or "Cherry Bekaert" or "we" or "us" or "our") sets forth the nature and scope of the services we will provide, the District's required involvement and assistance in support of our services, the related fee arrangements, and other Terms and Conditions, which are attached hereto and incorporated by reference, designed to facilitate the performance of our professional services and to achieve the mutually agreed-upon objectives of the District.

Summary of services

We will provide the following services to the District as of and for the year ended June 30, 2026:

Audit and attestation services

1. We will audit the financial statements of the District as of and for the year ended June 30, 2026 (the "financial statements") including the governmental activities, the business type activities, each major fund and the aggregate remaining fund information, including the disclosures.
2. We will audit the schedule of expenditures of federal awards. As part of our engagement we will apply certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.
3. We will audit the combining statements. As part of our engagement, we will apply certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.
4. We will apply limited procedures to the District's management's discussion and analysis ("MD&A") budgetary comparison schedule, pension plan information, and other postemployment benefit plan information, which will consist of inquiries of District's management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements.

Nonattest accounting and other services

We will provide the following additional services:
1. Assist in the preparation of the financial statements and disclosures.
2. Limited assistance with the adoption of a new accounting standard.
3. Complete the appropriate sections of and sign the Data Collection Form.

4. We will provide access to third-party lease software for purposes of complying with Governmental Accounting Standards Board Statement No. 87, *Leases* ("GASB 87") and Governmental Accounting Standards Board Statement No. 96, *Subscription-Based Information Technology Arrangements* ("GASB 96")
5. Any additional accounting matters which may be necessary to complete the accounting for the year ended June 30, 2026 will be performed in addition to the audit services and billed at our standard billing rates. Examples of accounting services which may be provided are:
   a. Assistance with preparation of the schedule of expenditures of federal awards
   b. Assistance with preparation of year-end accruals
   c. Assistance with recording of debt, lease and SBITA issuances

Your expectations

Our services plan, which includes our audit plan, is designed to provide a foundation for an effective, efficient, and quality-focused approach to accomplish the engagement objectives and meet or exceed the District's expectations. Our services plan will be reviewed with you periodically and will serve as a benchmark against which you will be able to measure our performance. Any additional services that you may request, and that we agree to provide, will be the subject of separate written arrangements.

The District recognizes that our professional standards require that we be independent from the District in our audit of the District's financial statements and our accompanying reports in order to ensure that our objectivity and professional skepticism have not been compromised. As a result, we cannot enter into a fiduciary relationship with the District and the District should not expect that we will act only with due regard to the District's interest in the performance of this audit, and the District should not impose on us special confidence that we will conduct this audit with only the District's interest in mind. Because of our obligation to be independent of the District, no fiduciary relationship will be created by this engagement or audit of the District's financial statements.

The engagement will be led by Christopher Turtell, who will be responsible for assuring the overall quality, value, and timeliness of the services provided to you.

Audit and attestation services

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"); and the Single Audit Act Amendments of 1996. The objective of our audit is to obtain reasonable assurance about whether the District's financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion(s) about whether the District's financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the Summary of Services section when considered in relation to the financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements in conformity with the basis of accounting noted above. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of applicable laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and the Uniform Guidance

Auditor's responsibilities for the audit of the financial statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures as deemed necessary to enable us to express such opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America ("GAAP"). We will also:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Obtain an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Nonattest accounting and other services

In connection with any of the audit, accounting, or other services noted below, we will provide a copy of all schedules or other support for you to maintain as part of your books and records supporting your financial statements. You agree to take responsibility for all documents provided by Cherry Bekaert and will retain copies based on your needs and document retention policies. By providing these documents to you, you confirm that Cherry Bekaert is not responsible for hosting your records or maintaining custody of your records or data and that Cherry Bekaert is not providing business continuity or disaster recovery services. You confirm you are responsible for maintaining internal controls over your books and records including business continuity and disaster recovery alternatives. In addition, any documents provided to Cherry Bekaert by the District in connection with these services will be considered to be copies and will not be retained by Cherry Bekaert after completion of the accounting and other services. You are expected to retain anything you upload to a Cherry Bekaert portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are

expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

The accounting and other services described in this section are nonaudit services, which do not constitute audit services under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming District's management responsibilities.

In conjunction with providing these accounting and other services, we may use third party software or templates created by Cherry Bekaert for use on third party software. Management expressly agrees that the District has obtained no rights to use such software or templates and that Cherry Bekaert's use of the District's data in those applications is not deemed to be hosting, maintaining custody, providing business continuity, or disaster recovery services.

Accounting services

We will advise District's management about the application of appropriate accounting principles, and may propose adjusting journal entries to the District's financial statements. The District's management is responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the District's financial statements. If, while reviewing the journal entries, the District's management determines that a journal entry is inappropriate, it will be the District's management's responsibility to contact us to correct it.

Financial statement preparation

We will assist in the preparation of the District's financial statements and disclosures, based on information provided by the District. However, the responsibility for the District's financial statements and disclosures remains with the District's management. This responsibility includes establishing and maintaining adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, the safeguarding of assets, and adjusting the financial statements for any material misstatements as well as reviewing and approving for publication the draft financial statements prepared with our assistance.

Limited assistance with the adoption of new accounting standards

We will provide limited assistance to the District for the adoption of a new accounting standard. The adoption of new accounting standards is the District's responsibility. We will not provide any assistance that will compromise applicable independence rules including but not limited to: making decisions on behalf of management, managing or performing your adoption project, selecting accounting policies and practices, drafting accounting policies and manuals, determining recorded amounts and disclosures, or designing or implementing manual or IT processes. In addition, any incremental fees associated with these nonattest services do not contemplate the additional time necessary to audit the adoption of the standard.

Data collection form

We will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the District; however, it is the District's management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the designated federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

Access to third-party lease software

We will provide access to third-party lease software for you to input your lease data for purposes of complying with GASB 87 / GASB 96.

Management is responsible for:

- The determination of all input variables and assumptions, including, but not limited to, exercising of options, determination of incremental borrowing rate, and estimating CPI or other index related increases
- Examining all contracts for embedded lease arrangements
- Separating lease and non-lease components of an arrangement
- Reviewing and approving the results of the lease schedule
- Maintaining copies of leases and downloading / exporting reports and other data from the third-party software to support the District's books and records. Cherry Bekaert is not providing hosting, maintaining custody of your data, providing business continuity services, or providing disaster recovery services and will not have access to your data unless you provide access.

District's management responsibilities related to accounting and other services

For all nonattest services we perform in connection with the engagement, you are responsible for designating a competent employee to oversee the services, make any management decisions, perform any management functions related to the services, evaluate the adequacy of the services, retain relevant copies supporting your books and records, and accept overall responsibility for the results of the services.

Prior to the release of the report, the District's management will need to sign a representation letter acknowledging its responsibility for the results of these services, and acknowledging receipt of all appropriate copies.

District's management responsibilities related to the audit

The District's management is responsible for (1) designing, implementing, and maintaining internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that the District's management and financial information is reliable and properly reported. The District's management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial

statements, schedule of expenditures of federal awards and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationship in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

The District's management is responsible for making all financial records and related information available to us, including additional information that is requested for purposes of the audit (including information from outside of the general and subsidiary ledgers), and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) the District's management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or other. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report. Additionally, as required by the Uniform Guidance, it is the District's management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

The District's management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance, (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes), and (4) the District has disclosed to us any

significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP, (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP, (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

The District's management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. The District's management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the *Audit and attestation services* section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing District's management views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

The District's management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and disclosures, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and disclosures, and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards and disclosures prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Reporting

Our report will be addressed to board of school directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the result of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also issue written reports upon completion of our Single Audit. The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) the report is an integral part of an

audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Indemnity

Cherry Bekaert will rely on the District to provide information and representations to us in the performance of our professional services and in consideration of the fees that we will charge. Because of the importance of management's representations to the effective performance of our services, the District will release, indemnify, and hold harmless the Firm and its personnel from any claims, liabilities, costs, and expenses relating to our services under this letter arising in circumstances where there has been a known misrepresentation by an officer or employee of the District, regardless of whether such officer or employee was acting in the District's interest. The provisions of this paragraph shall apply regardless of the form of action, damage, claim, liability, cost, expense, or loss asserted, whether in contract, statute, tort (including but not limited to negligence) or otherwise. This provision will survive termination of this Letter.

Limitation of damages

In recognition of the relative risks and benefits of this agreement to both the District and Cherry Bekaert, the District agrees, to the fullest extent permitted by law, to limit the damages owed by Cherry Bekaert to the District for any and all liability, claims, losses, and costs, of any nature whatsoever, so that the total aggregate damages payable by Cherry Bekaert to the District shall not exceed the total fees for services rendered under this agreement. Both parties to this agreement intend and agree that this limitation apply to any and all damages or causes of action against Cherry Bekaert, however alleged or arising, unless otherwise prohibited by law, or unless the claimed damages arise due to the gross negligence or willful misconduct of Cherry Bekaert.

Statute of limitations

The District agrees not to bring any claims against any partner or employee of the Firm in any form for any reason. The District and the Firm agree that any suit arising out of or related to the services contemplated by this engagement letter must be filed within one year after the cause of action arises. The cause of action arises upon the earlier of (i) delivery of the final work product for which the firm has been engaged, (ii) where applicable, filing of the final work product for which the firm has been engaged, or (iii) the date which the services contemplated under this engagement letter are terminated by either party.

Fees

The estimated fees contemplate only the services described in the Summary of Services section of this letter. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees which will be at our standard billing rates noted in the table below. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Standard bill rates

Skill Level	Bill Rate
Partner	$610
Director	$535
Senior Manager	$520
Manager	$395
Senior Accountant	$340
Staff Accountant	$250

Fees for accessing the third party software for purposes of complying with GASB 87 / GASB 96 will be billed directly by the software provider at the current annual rates. Currently, that is $74.55 per lease.

The following summarizes the estimated fees for the services described above:

Description of services	Estimated fee
Audit services	
Audit of the financial statements	$37,000
Uniform Guidance audit of one major program	Included above
Nonattest services	
Preparation of financial statements	Included above
Completion of Data Collection Form	Included above
Additional accounting services	standard hourly rates
Limited assistance with the adoption of a new accounting standard	standard hourly rates
Total	**$37,000**

The scope of this engagement includes the audit of one (1) major program under the Uniform Guidance. If audit requirements result in the selection of more than one major program, the audit of each additional major program will be billed at an additional fee of $4,500 per program.

The fees will be billed periodically. Invoices are due on presentation. A service charge will be added to past due accounts equal to 1.5% per month (18% annually) on the previous month's balance less payments received during the month, with a minimum charge of $2.00 per month.

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us. No change, modification, addition, or amendment to this letter shall be valid unless in writing and signed by all parties. The parties agree that this letter may be electronically signed and that the electronic signatures will be deemed to have the same force and effect as handwritten signatures.

If you have any questions, please email Christopher Turtell at christopher.turtell@cbh.com.

Sincerely,

CHERRY BEKAERT LLP

Cherry Bekaert LLP

Muhlenberg School District
ACCEPTED BY:

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

Cherry Bekaert LLP
Engagement Letter Terms and Conditions

The following terms and conditions are an integral part of the attached engagement letter and should be read in their entirety in conjunction with your review of the letter.

Limitations of the audit report

Should the District wish to include, publish. or otherwise reproduce the financial statements and our report thereon at a date subsequent to their original issuance, such as for inclusion in a bond offering, prospectus or similar document, our firm is presumed not to be associated with such document and we have no obligation to perform any procedures with respect to such document. In addition, you agree that the District will include in the offering statement the following language: "Cherry Bekaert LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Cherry Bekaert also has not performed any procedures relating to this official statement."

If, however, the District's management takes certain actions, such as requesting a written consent from us prior to including our audit report in such an offering statement, our firm then becomes associated with the offering and in accordance with professional standards, we will be required to perform certain limited procedures with respect to unaudited information contained in the document. These procedures will be subject to separate written arrangements and fees.

Limitations of the audit process

In conducting the audit, we will perform tests of the accounting records and such other procedures as we consider necessary in the circumstances to provide a reasonable basis for our opinion on the financial statements. We also will assess the accounting principles used and significant estimates made by the District's management, as well as evaluate the overall financial statement presentation.

Our audit will include procedures designed to obtain reasonable assurance of detecting misstatements due to errors or fraud that are material to the financial statements. Absolute assurance is not attainable because of the nature of audit evidence and the characteristics of fraud. For example, audits performed in accordance with GAAS are based on the concept of selective testing of the data being examined and are, therefore, subject to the limitation that material misstatements due to errors or fraud, if they exist, may not be detected. Also, an audit is not designed to detect matters that are immaterial to the financial statements. In addition, an audit conducted in accordance with GAAS does not include procedures specifically designed to detect illegal acts having an indirect effect (e.g., violations of fraud and abuse statutes that result in fines or penalties being imposed on the District) on the financial statements.

Similarly, in performing our audit we will be aware of the possibility that illegal acts may have occurred. However, it should be recognized that our audit provides no assurance that illegal acts generally will be detected, and only reasonable assurance that illegal acts having a direct and material effect on the determination of financial statement amounts will be detected. We will inform you with respect to errors and fraud, or illegal acts that come to our attention during the course of our audit unless clearly inconsequential. In the event that we have to consult with the District's counsel or counsel of our choosing regarding any illegal acts we identify, additional fees incurred may be billed to the District. You agree that the District will cooperate fully with any procedures we deem necessary to perform with respect to these matters.

We will issue a written report upon completion of our audit of the District's financial statements. If, for any reason, we are unable to complete the audit, or are unable to form, or have not formed an opinion on the financial statements, we may decline to express an opinion or decline to issue a report as a result of the engagement. We will notify the appropriate party within your organization of our decision and discuss the reasons supporting our position.

Audit procedures – general

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve professional judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by the District's management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by the District's management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits, nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of the District's management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit procedures – internal controls

Our audit will include obtaining an understanding of the District and its environment, including internal controls relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control,

including cybersecurity, and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance , we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to the District's management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants ("AICPA") professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit procedures - compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws and regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Nonattest services

The Code of Professional Conduct (the "Code") as promulgated by the American Institute of Certified Public Accountants ("AICPA") requires us to establish, in writing, your responsibilities with regards to any nonattest services for which you have engaged us or may engage us in the future.

One of your key responsibilities with respect to nonattest services provided by us is to designate an individual or individuals within the organization to oversee such services. It is our understanding that you have an individual or individuals within your organization that possess the requisite skills, knowledge and experience to oversee nonattest services including, but not limited to, financial statement preparation, assistance with the adoption of a new accounting standard, and tax return preparation. You also agree to assume any and all management responsibilities for our nonattest services, evaluate the adequacy and results of such services and to accept responsibility for them.

In order to ensure we provide such services in compliance with all professional standards, the designated individual is responsible for:

- Making all relevant records and related information available to us

- Ensuring that all material information is disclosed to us
- Granting unrestricted access to persons within the entity from whom we determine it necessary to obtain necessary support
- Identifying and ensuring that such nonattest services comply with applicable laws and regulations

The accuracy and appropriateness of such nonattest services shall be limited by the accuracy and sufficiency of the information provided by the District's designated individual. In the course of providing such nonattest services, we may provide professional advice and guidance based on knowledge of accounting, tax and other compliance, and of the facts and circumstances as provided by the District's designated individual. Such advice and guidance shall be limited as permitted under the AICPA Code of Professional Conduct.

Communications

At the conclusion of the audit engagement, we may provide the District's management and those charged with governance a letter stating any significant deficiencies or material weaknesses which may have been identified by us during the audit and our recommendations designed to help the District make improvements in its internal control structure and operations related to the identified matters discovered in the financial statement audit. As part of this engagement, we will ensure that certain additional matters are communicated to the appropriate members of the District. Such matters include (1) our responsibilities under GAAS, (2) the initial selection of and changes in significant accounting policies and their application, (3) our independence with respect to the District, (4) the process used by District's management in formulating particularly sensitive accounting estimates and the basis for our conclusion regarding the reasonableness of those estimates, (5) audit adjustments, if any, that could, in our judgment, either individually or in the aggregate be significant to the financial statements or our report, (6) any disagreements with the District's management concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements, (7) our views about matters that were the subject of the District's management's consultation with other accountants about auditing and accounting matters, (8) major issues that were discussed with the District's management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards, and (9) serious difficulties that we encountered in dealing with the District's management related to the performance of the audit.

Other matters

Access to working papers

The working papers and related documentation for the engagement are the property of the Firm and constitute confidential information. We have a responsibility to retain the documentation for a period of time to satisfy legal or regulatory requirements for records retention. It is our policy to retain all workpapers and client information for seven years from the date of issuance of the report. It is our policy to retain emails and attachments to emails for a period of 12 months, except as required by any governmental regulation. Except as discussed below, any requests for access to our working papers will be discussed with you prior to making them available to requesting parties. Any parties seeking voluntary access to our working papers must agree to sign our standard access letter.

We may be requested to make certain documentation available to regulators, governmental agencies (e.g., SEC, PCAOB, HUD, RD, DOL, etc.), or their representatives ("Regulators") pursuant to law or regulations. If requested, access to the documentation will be provided to the Regulators. The Regulators may intend to distribute to others, including other governmental agencies, our working papers and related documentation without our knowledge or express permission. You hereby acknowledge and authorize us to allow Regulators access to and copies of documentation as requested. In addition, our Firm, as well as

all other major accounting firms, participates in a "peer review" program covering our audit and accounting practices as required by the AICPA. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the District may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us in writing.

Electronic transmittals

During the course of our engagement, we may need to electronically transmit confidential information to each other, within the Firm, and to other entities engaged by either party. Although email is an efficient way to communicate, it is not always a secure means of communication and thus, confidentiality may be compromised. As an alternative, we recommend using our Client Portal ("Portal") to transmit documents. Portal allows the District, us, and other involved entities to upload and download documents in a secure location. You agree to the use of email, Portal, and other electronic methods to transmit and receive information, including confidential information, between the Firm, the District, and other third party providers utilized by either party in connection with the engagement.

Use of third party providers and alternative practice structure

Cherry Bekaert LLP and Cherry Bekaert Advisory LLC (an associated, but not affiliated entity) are parties to an administrative services agreement ("ASA"). Cherry Bekaert LLP and Cherry Bekaert Advisory LLC are operating in an arrangement commonly described as an "alternative practice structure". Pursuant to the ASA, Cherry Bekaert LLP leases professional and administrative staff, both of which are employed by Cherry Bekaert Advisory LLC, to support Cherry Bekaert LLP's performance under this engagement letter. As a result, Cherry Bekaert LLP will share your confidential information with Cherry Bekaert Advisory LLC so that the leased employees are able to support Cherry Bekaert LLP's performance under this engagement letter. These leased employees are under the direct control and supervision of Cherry Bekaert LLP, which is solely responsible for the professional performance of the services under this engagement letter. The leased employees are subject to the standards governing the accounting profession, including the requirement to maintain the confidentiality of client information, and Cherry Bekaert LLP and Cherry Bekaert Advisory LLC have contractual agreements requiring confidential treatment of all client information.

To the extent Cherry Bekaert Advisory LLC will provide tax, advisory, and/or consulting services to you, Cherry Bekaert LLP will provide Cherry Bekaert Advisory LLC with access to your accounting, financial, and other records that Cherry Bekaert LLP maintains to enable Cherry Bekaert Advisory LLC to provide those services to you.

In addition to the structure noted above, in the normal course of business, we may on occasion use the services of an independent contractor or a temporary or loaned employee, all of whom may be considered a third party service provider. On these occasions, we remain responsible for the adequate oversight of all services performed by the third party service provider and for ensuring that all services are performed with professional competence and due professional care. We will adequately plan and supervise the services provided by the third party service provider; obtain sufficient relevant data to support the work product; and review compliance with technical standards applicable to the professional services rendered. We will enter into a contractual agreement with the third party service provider to maintain the confidentiality of information and be reasonably assured that the third party service provider has appropriate procedures in place to prevent the unauthorized release of confidential information to others.

Subpoenas

In the event we are requested or authorized by the District, or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expense, as well as the fees and expenses of our counsel, incurred in responding to such a request at standard billing rates.

Dispute resolution provision

This Dispute Resolution Provision sets forth the dispute resolution process and procedures applicable to any dispute or claim arising out of or relating to this engagement letter or the services provided hereunder, or any other audit or attest services provided by or on behalf of the Firm or any of its subcontractors or agents to the District or at its request ("Disputes"), and shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise.

Mediation

All Disputes shall be first submitted to nonbinding confidential mediation by written notice to the parties, and shall be treated as compromise and settlement negotiations under the standards set forth in the Federal Rules of Evidence and all applicable state counterparts, together with any applicable statutes protecting the confidentiality of mediations or settlement discussions. If the parties cannot agree on a mediator, the International Institute for Conflict Prevention and Resolution ("CPR"), at the written request of a party, shall designate a mediator.

Arbitration procedures

If a Dispute has not been resolved within 90 days after the effective date of the written notice beginning the mediation process (or such longer period, if the parties so agree in writing), the mediation shall terminate and the Dispute shall be settled by binding arbitration to be held at a mutually agreeable location. The arbitration shall be conducted in accordance with the CPR Rules for Non-Administered Arbitration that are in effect at the time of the commencement of the arbitration, except to the extent modified by this Dispute Resolution Provision (the "Rules"). The arbitration shall be conducted before a panel of three arbitrators. Each of the District and the Firm shall designate one arbitrator in accordance with the "screened" appointment procedure provided in the Rules, and the two party-designated arbitrators shall jointly select the third in accordance with the Rules. No arbitrator may serve on the panel unless he or she has agreed in writing to enforce the terms of the engagement letter and to abide by the terms of the Rules. Except with respect to the interpretation and enforcement of these arbitration procedures (which shall be governed by the Federal Arbitration Act), the arbitrators shall apply the laws of the Commonwealth of Virginia (without giving effect to its choice of law principles) in connection with the Dispute. The arbitrators may render a summary disposition relative to all or some of the issues, provided that the responding party has had an adequate opportunity to respond to any such application for such disposition. Any discovery shall be conducted in accordance with the Rules. The result of the arbitration shall be binding on the parties, and judgment on the arbitration award may be entered in any court having jurisdiction.

Costs

Each party shall bear its own costs in both the mediation and the arbitration; however, the parties shall share the fees and expenses of both the mediators and the arbitrators equally.

Waiver of trial by jury

In the event the parties are unable to successfully arbitrate any dispute, controversy, or claim, the parties agree to WAIVE TRIAL BY JURY and agree that the court will hear any matter without a jury.

Independent contractor

Each party is an independent contractor with respect to the other and shall not be construed as having a trustee, joint venture, agency, or fiduciary relationship.

No third party beneficiaries

The parties do not intend to benefit any third party by entering into this agreement, and nothing contained in this agreement confers any right or benefit upon any person or entity who or which is not a signatory of this agreement.

Terms and conditions supporting fees

The estimated fees set forth in the attached engagement letter are based on anticipated full cooperation from the District's personnel, timely delivery of requested audit schedules and supporting information, timely communication of all significant accounting and financial reporting matters, the assumption that unexpected circumstances will not be encountered during the audit, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. We strive to ensure that we have the right professionals scheduled on each engagement. As a result, sudden District requested scheduling changes or scheduling changes necessitated by the agreed information not being ready on the agreed-upon dates can result in expensive downtime for our professionals. Any last minute schedule changes that result in downtime for our professionals could result in additional fees. Our estimated fees do not include assistance in bookkeeping or other accounting services not previously described. If, for any reason, the District is unable to provide such schedules, information, and assistance, the Firm and the District will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

The estimated fees contemplate that the District will provide adequate documentation of its systems and controls related to significant transaction cycles and audit areas.

In providing our services, we will consult with the District with respect to matters of accounting, financial reporting, or other significant business issues as permitted by professional standards. Accordingly, time necessary to affect a reasonable amount of such consultation is reflected in our fees. However, should a matter require research, consultation, or audit work beyond that amount, the Firm and the District will agree to an appropriate revision in our fee.

The estimated fees are based on auditing and accounting standards effective as of the date of this engagement letter and known to apply to the District at this time. Unless otherwise indicated, estimated fees do not include any time related to the application of new auditing or accounting standards that impact the District for the first time. If new auditing or accounting standards are issued subsequent to the date of this letter and are effective for the period under audit, we will estimate the impact of any such standard on the nature, timing, and extent of our planned audit procedures and will communicate with the District concerning the scope of the additional procedures and the estimated fees.

The District agrees to pay all costs of collection (including reasonable attorneys' fees) that the Firm may incur in connection with the collection of unpaid invoices. In the event of nonpayment of any invoice

rendered by us, we retain the right to (a) suspend the performance of our services, (b) change the payment conditions under this engagement letter, or (c) terminate our services. If we elect to suspend our services, such services will not be resumed until your account is paid. If we elect to terminate our services for nonpayment, the District will be obligated to compensate us for all time expended and reimburse us for all expenses through the date of termination.

This engagement letter sets forth the entire understanding between the District and the Firm regarding the services described herein and supersedes any previous proposals, correspondence, and understandings whether written or oral. Any subsequent changes to the terms of this letter, other than additional billings, will be rendered in writing and shall be executed by both parties. Should any portion of this engagement letter be ruled invalid, it is agreed that such invalidity will not affect any of the remaining portions.


C.E. COLE
INTERMEDIATE
GRADES 4-6
MUHLENBERG SCHOOL DISTRICT
READING, PA
26-27 SCHOOL YEAR

Mission Statement of the Muhlenberg School District

Excellence in Action:
Equipping, Engaging, Empowering

Vision Statement of the Muhlenberg School District

The Muhlenberg School District is committed to guiding all students on a path of excellence with active and purposeful learning experiences, a growing and comprehensive curriculum, collaborative and innovative staff and creative use of technology and resources coupled with an unrelenting desire for success.

Shared Values of the Muhlenberg School District

Values & Beliefs

Students learn differently.
Students learn best with challenging and relevant curriculum.
Students thrive in a safe learning environment.
Teachers lead learning through passion, perseverance and personality.
Teachers create a culture of high expectations.
Teachers are inspirational role models.
Students, parents and families, the school, the school board, the community and business leaders create partnerships that drive students' success.
An informed and involved learning community is essential to the development of strong educational partnerships and quality programs.
The learning community equips, engages and empowers learners.

CE Cole Intermediate School, Grades 4-6

3630 Kutztown Road
Reading, PA 19605
610-921-8212
FAX 610-741-1198
Office Email: CECoffice@muhlsdk12.net

Aaron Kopetsky M.Ed, Principal

kopetskya@muhlsdk12.net

Tara Nelson, Ph.D., Assistant Principal
nelsont@muhlsdk12.net
Jacob Conrad, Assistant Principal
conradj@muhlsdk12.net
Xiomara Toledo, Assistant Principal
toledox@muhlsdk12.net
Emily Carmichael, Social Worker
carmichaele@muhlsdk12.net
Jeffrey Reiniger, Dean of Students
reinigerj@muhlsdk12.net
www.muhlsdk12.org

Board of School Directors
Cindy L. Mengle, President
Kristyna Eagle, Vice President
Ronald J. Haas, Sr, Treasurer
Enrique Castro, Jr., Secretary
Susan Roeckle, Assistant Secretary
Andrew Eaton, Sr.
Garrett Hyneman
S. Wayne Hardy
Robert Mengle

Administrative Team
Alan S. Futrick, Ed.D., Superintendent
Gangi Cuiccuffo, Ed.D., Assistant Superintendent
Shane M. Mathias, CPA, CFO
Kenneth Patterson, Director of Physical Plant
Mike Mish, Director of Pupil Services
Timothy M. Moyer, Ed.D., Director of Transportation
Juliana Ciccarelli, Director of Technology and Communications
Nicole Huntbach, Ed.D., Director of Special Education
Carey C. Kline, Director of Food Services and Nutrition
Kyle Crater, Director of Curriculum and Instruction K-12
Cathy Shappell, Ed.D., Executive Director of Strategic Programs & Employee Development
Elizabeth Laviena, Community & Family Outreach
Ashley Care., Athletic Director
Vacant, Supervisor of Special Education 7-12
Jackie Belanca, Supervisor of Special Education K-6

CONTACT INFORMATION	
Mr. Aaron Kopetsky, Principal	610-921-8212 x2013
Dr. Tara Nelson, Assistant Principal	610-921-8212 x2012
Mr. Jacob Conrad, Assistant Principal	610-921-8212 x2014
Ms. Xiomara Toledo, Assistant Principal	610-921-8212 x2006
Ms. Emily Carmichael, Social Worker	610-921-8212 x2004
Mr. Jeff Reiniger, Dean of Students	610-921-8212 x2015
Mrs. Beth Hendrickson, Principal Secretary	610-921-8212 x 2001
Ms. Angelica Molina, Assistant Principal/Guidance Secretary	610-921-8212 x2011
Ms. Marina Parznik, Attendance Secretary	610-921-8212 x2010
Mrs. Kelly Piontek , Clerical Assistant	610-921-8212 x
Mrs. Erin Sarte, 4th Grade School Counselor	610-921-8212 x2519
Mrs. Penny Vojtasek, 5th Grade School Counselor	610-921-8212 x2221
Dr. Thomas Starr, 6th Grade School Counselor	610-921-8212 x2003
Mrs. Maryann Ligenza, RN / CSN, School Nurse	610-921-8212 x2009
Ms. Natasha Perez, LPN, School Nurse	610-921-8212 x2002
Mr. Carey Kline, Food Service Director	610-921-8000 x3514

Table of Contents

District Information

Mission Statement 1
Vision Statement 1
Shared Values 1
Contact Information 1-2

General Information

School Day 4
Z-Pass 4
Arrival 4
Dismissal 4
Parking 4
Bicycles 4
Student Photo Identification Badges (ID Badges) 4
Telephone Calls and Usage 4
School Visits 4
Visitors & Volunteers 5
Lunch Schedule 5
Cafeteria 5
Recess 5
Chorus and Band 5
Pupil Evaluation 6
Positive Behavioral Intervention System 6
Toys in School 6
Personal Belongings 6
Lost and Found 6
Emergency Drills 7
School Delays and Closing 7
Snacks and Drinks 7
Classroom Celebrations 7
Birthday Flowers/Balloons 7
Homework 7
Medical and Dental Appointments 7
Media Release 7

School Policies

Student Admission/Withdrawal 8
Class Change Policy 8
Student Attendance/Compulsory School Age 8
Absence from School 8
Educational Tours/Trips 8
Excused/Lawful Absences 7
SAIC/SAIP 8
Unlawful Absences 9
Discrimination/Harassment Policies 9
Video and Audio Recordings 9
Internet, Network Resources and Devices 9
Electronic Devices 10
Dress and Grooming 10
Weapons 10

Discipline

Student Responsibilities 11
Authority 11
Search 11
Bullying/Cyberbullying 11
Student Discipline 11-13

School Bus Policies

School Bus Regulations 14
Special Request Regarding Transportation 14
Transportation Video/Audio Recording 14
Assigned Seats 14
Day Care Transportation 15
Carrying of Objects on Buses 15
Bus Discipline Guidelines 15

Curriculum and School Service

Creative Arts 16
Chromebooks 16
MTSS 16
Special Education Services 16
School Psychologist 16
School Counseling 16
Behavior Specialist 16
Elementary Student Assistant Program (ESAP) 16

Assessment and Progress Reporting

Parent-Teacher Conferences 17
Reporting Student Progress 17
Promotion and Retention 17
Scheduling, Student 17
Standardized Tests 17
Education Records 17

Health Services

School Wellness 18
Pandemic 18
Illness 18
Pediculosis 18
Immunization 18
Medication 18
Nonprescription Medication 18
Health & Dental Screening 19
Homelessness 19

School District Policies

Website Resources 19

CE Cole Handbook

CE Cole Handbook Highlights 20
CE Cole Handbook Sign-off Sheet 21

General Information

School Day - The school day for students begins promptly at 9:00 a.m. and ends at 3:25 p.m. Students will be admitted into the building beginning at 8:30 a.m. Arrival after 9:00 a.m. will result in a tardy.

- **Triads**: Each student is part of a team (Gold or Blue House) and each team will have two triads made-up of three teachers each one focusing on ELA, Math or Sci/SocStudies. Students with different needs will have support in place according to their educational needs.
- **Regular Day**: On a regular day, the students will include. . . a 25-minute Homeroom / SEL lesson, three Core Courses of 80 minutes each (ELA, Math, Sci/SocStud), one 40-minute Special (SEL, PE, Art, Engineering, Music), one 20-minute Recess, one 30-minute Lunch.

Z-Pass - All bus riders will be provided with a Z-Pass. This scan card is a program that tracks when and where students get on and off the bus. The Z-Pass scan card will be attached to the student's bag and will provide information in real time and is available on www.zpassplus.com or the app. Loss or damage of a Z-Pass will incur a replacement fee.

CE Cole Arrival - The walker and parent drop off is located off of Kutztown Road. It is located to the right of the main entrance. The doors open at 8:30 for student arrival. Students will head to the cafeteria for breakfast or the gym until 8:45 where they can head to their classrooms. Staff will be provided to supervise students' entry.

Dismissal - The official dismissal time for CE Cole Intermediate is 3:25 p.m.

CE Cole Walkers - Walkers will be dismissed after the first round of buses is called. Students will exit the building to the right of the main entrance. Please note, for the safety of all children, students who are permitted to walk home are expected to walk straight home, not loiter, and should not enter any vehicle before arriving safely home. This process takes about 10 minutes.

Bus Students - Students riding home on a school bus will be dismissed per bus arrival times. The first round of buses will be called at 3:25. There are multiple rounds of buses thus some students do not leave campus until 4:00.

Parking - Guests visiting CE Cole should enter the main parking lot off Kutztown Road. Guests should park in the designated parking spaces labeled "visitor parking." Any visitor planning to enter the building or pick up a student or paperwork will be required to show proper identification.

Bicycles - Due to potential storage, safety, and liability issues that may arise, students are not permitted to bring bicycles to school. Additionally, skateboarding and scooters are prohibited on school property.

Student Photo Identification Badges - In an effort to promote safety of all students, Student Photo Identification Badges (ID Badges) will be given to all students. ID Badges MUST be worn in plain sight at all times, except when the wearing of ID Badges is excused for Physical Education Classes, Recess, or other activities as determined by staff.

Telephone Calls and Usage - Discretion should be used when calling students or teachers during school hours. Please contact the school only when a message is urgent. Students are not permitted to use the office telephone for personal calls. They are encouraged to assume the responsibility of making arrangements in advance based on the activities of the day. Cell phones/all electronics to be in backpack and TURNED OFF from the school door (AM) to the bus door (PM).

School Visits - Parents should make advance arrangements with the teacher for a conference and with the building principal for a school visit to ensure that their visit won't coincide with a special activity, such as a field trip or a standardized test. When making these arrangements, please keep in mind that a school visit should be limited to a maximum of 1 to 1½ hours. Please remember that there is a difference between school visits, which are solely for observation, and conferences, which are to discuss your child's progress with his or her teacher. Conference appointments should be pre-arranged.

When visiting any Muhlenberg school building, you must enter through the main office. You will be required to provide a photo ID and asked to register in the visitors' book. Our office staff will provide you with a printed badge. You will then apply the badge to your person where it is highly visible to staff who observe you walking through the building. At the end of the day, you must return to the office to sign out in our visitors' book and return the "School Visitor" badge. Outdoor events held at/by MEC and CE Cole, such as field day, field trips, recess, etc, are still considered school events, and therefore, visitors must abide by the school visitation policy.

Visitors and Volunteers -

Visitor - as distinguished from a volunteer, is an individual whose actions do not rise to the level of a volunteer by virtue of their business with the district. A visitor shall include, but not be limited to,

1. A parent, close relative or guardian who visits a classroom, auditorium, other school common area, or a private meeting area to make a delivery to, or meet with, a student who is the individual's child or other close relative or for whom the individual is the guardian
2. An individual who attends a sports event or other extracurricular activity as a spectator only
3. An individual who is a Career Day or other similar speaker or participant visiting to share information with students.

Volunteer - any adult who is responsible for a child's welfare, or who cares, supervises, guides or controls a child or children and has routine interaction with such child or children without compensation, remuneration or other consideration in connection with a school program, activity, or service. Volunteers may perform only such duties as may be performed by a person not licensed as a classroom teacher. The judgment of the certified personnel, to whom the volunteer is assigned, will be used to define the duties to be performed.
Examples of a volunteer shall include:

1. An individual who serves as a daily, weekly or other periodically scheduled classroom assistant
2. An individual who serves as a chaperone during school sponsored activities
3. An individual who in connection with a school sponsored activity has contact with a child with respect to whom the individual is not the parent, close relative or guardian of the child.

Any and all volunteers who will be working directly with students or coming into contact with students are required to submit to a Pennsylvania Criminal History Record Check (Act 34) and Pennsylvania Child Abuse History Clearance (Act 151). The Pennsylvania Department of Education (PDE) has added a requirement, as of January 1, 2015, that all volunteers must certify that they have resided in Pennsylvania for the entire previous ten (10) years of if they are unable to do so, they must submit the FBI Federal Criminal History Report (fingerprinting). Information to apply for these clearances may be obtained at the school office or on the Muhlenberg School District Website.

Volunteer Packet - The volunteer packet information can be picked-up at the CE Cole Office or is located on the district website. This packet needs to be completed and approved by district administration prior to volunteering within the district.

Lunch Schedule and Cafeteria - Each lunch period lasts thirty minutes. Breakfast and lunch will be provided to all students for free though students will still use their student ID number to identify their account. A monthly menu is available on the Muhlenberg School District website. For students who bring their lunches to school, milk and other items are available as supplements. NO bags will be allowed in the lunchroom except a lunch bag.

Recess - Research clearly indicates that exercise stimulates thinking and learning. All students will be expected to participate in outdoor recess unless the temperatures drop below freezing or there is precipitation. If a child is to stay indoors during a recess period, we must have a written request from a physician.

CE Cole Chorus and Band - CE Cole chorus and band is open to fourth, fifth, and sixth grade students who are interested in singing with a large group. Basic vocal skills, including some harmony, are covered. Rehearsals are held during the school day. Students who are in good academic standing may miss content area subjects to participate in chorus. Information regarding the starting dates for the rehearsals will be provided. A letter of permission will be sent home with all students.

Pupil Evaluation - CE Cole students will be evaluated on a percentage scale for core subject areas of English Language Arts, Math, Science, and Social Studies. Grades in core subjects are updated regularly on Infinite Campus. Special area classes will be evaluated on a 4 point scale.

Positive Behavioral Intervention System- The primary goal is to help students develop self-discipline. The creation of an atmosphere conducive to effective teaching, learning and living is the shared responsibility of the school community. To achieve this goal, we have implemented a school-wide positive behavioral support system, which emphasizes positive behavior.

At all times, students are expected to demonstrate behaviors that enhance a positive learning environment as well as abide by the following school expectations:

#COLEture Cornerstones

Respect
Responsibility
Readiness
Resilience

At CE Cole Intermediate, we proudly celebrate positive student behavior through a dynamic Tier 1 PBIS system rooted in our COLEture Cornerstones—Respect, Responsibility, Readiness, and Resilience. Students are "caught being good" and recognized with COLEture Tickets and Bus Rider Tickets, which can be entered into raffles, used at our School Store, or exchanged for privileges. Monthly COLEture Fridays honor students who consistently demonstrate strong character, while others receive reteaching and support through our COLEture Club. Additional celebrations include Recess with the Principals, Student of the Month breakfasts, and COLE @ Lunch challenges, where lunchroom behavior earns students fun weekly rewards. Staff and administrators also distribute COLEture Coupons to recognize individual or class-wide excellence, culminating in quarterly incentives that reward whole-class efforts. Through these layered and consistent recognitions, we foster a school culture that uplifts and celebrates positive behavior every day.

Toys in School - The district provides necessary recess equipment, therefore all toys, including trading cards, should be left at home. Spinners and other over-the-counter devices sold for therapeutic reasons are considered toys unless specifically prescribed by a family doctor or a school professional. Should students bring toys to school, the following actions could be levied:

- First offense: The teacher will ask the student to put the toys/cards in his/her backpack and take them home.
- Further offenses: The toys/cards brought to school will be confiscated by the classroom teacher. Parents/guardians will need to make arrangements with the classroom teacher to pick up the student's toys/cards.

Those toys/cards left in school until the end of the school year will be returned to the students on the last day of school. Please note that the district shall not be liable for the loss, damage or misuse of any toys or materials brought to school by a student. No balls are to be brought to school.



SPECIAL NOTE: Toy guns, toy weapons and look-alikes are treated under the same provisions as the district weapons policy, including the possible consequence of full expulsion from school. Toy guns, toy weapons and look-alikes are never permitted on the bus, in school or on school property. (Policy 218.1)

Personal Belongings - The clothing and personal or family possessions a student wears or brings to school should be marked clearly with his or her name. Money should be kept in a secured wallet or envelope and in the student's possession. At no time, for any reason, should students exchange money in school or on the bus.

Lost and Found - Each year many unclaimed articles are found in and around the school. If a student has lost something, contact the school office immediately. At the conclusion of the school year, unclaimed items will be donated or discarded.

Emergency Drills - Fire and other emergency drills are conducted no less than once per month, even during cold weather, as required by Section 15-1517 of the Pennsylvania Public School Code of 1949.

School Delays and Closing - Due to an emergency event such as inclement weather, the district may be delayed, dismissed early or closed. Families will be contacted by the district via telephone / Blackboard as well as the Building Class Dojo.. This information will also be posted on WFMZ (local TV station). All pre-planned early dismissals and vacation dates are listed on the school calendar, a copy of which is given to every family.

Virtual Days - Due to an emergency event such as inclement weather, the district may require students to learn from home. Families will be contacted by the district via phone. Technology devices and / or paper tasks will be sent home so students can access learning on these designated days.



SPECIAL NOTE To ensure you always receive our automated phone messages and alerts, please make sure the school always has an updated and valid phone number for all parents/guardians.

Snacks - Any bag of snacks over 1.5 oz. are not allowed.

Drink policy- NO outside drinks allowed such as Prime, Redbull, Soda. Sharing of food or drinks is not allowed

Classroom Celebrations - In accordance with our district's School Wellness Policy, healthy snacks and drinks are highly encouraged for events. However, parents are not permitted to send in a class treat that was purchased or made outside of the school. Birthday treats for the student's class can be purchased through the Muhlenberg Food Services. For options and pricing, please see the purchasing request form from the C.E. Cole office.

Birthday Flowers/Balloons/Parties - Birthday parties shall not be held on school time. Parents should give advance notice if they want to purchase a birthday treat for the Muhlenberg Food Services team. Please request a purchasing form from the C.E. Cole office. C.E. Cole will not hand out invitations to students unless ALL students are invited to the party. This will be done through classroom teachers. Students will not be permitted to receive flowers or balloons or other personal items at school on their birthday or other special occasion. We ask that families refrain from sending flowers or balloons or other personal items to the school.

Homework - Such assignments should benefit students by strengthening skills, stimulating learning, and developing responsibility. The amount of homework assigned is based on age, grade, and level of achievement. Among the purposes of homework are: to enrich or extend what has been learned in the classroom; to practice skills; to read for enrichment or enjoyment; to conduct research as an outgrowth of classroom activities, and to learn how to work independently. In order for a student to be successful in school, a good working relationship is needed among teachers, parents, and children. Parents can assist students in assuming responsibility for homework by establishing a time and a place at home for accomplishing the assignment and by encouraging their children to submit all assignments on time.

Medical and Dental Appointments - Written requests for a child to leave school early for a medical or dental appointment must be sent to school with the child prior to or on the day of the scheduled appointment. A child will be excused only for the amount of time necessary, not the entire day. The child will only be released to a pre-approved adult with proper identification. Unless an emergency situation exists, we encourage you to schedule appointments after 2:30 p.m.

Media Release – Parents who **do not** wish to have their child's name or picture publicized, including in our school yearbook, social media or news letters, must complete the Media Release Form from the District Website and submit to the CE Cole office. Children whose parents have not completed the form will be included in all publications.

School Policies found on District Website

Student Admission/Withdrawal (Policy 201, Policy 208) - The Board establishes the district's entry age for beginners as six (6) years by August 31, in accordance with state law and regulations. A parent/guardian may enroll their child by visiting the building office to obtain a registration packet. When withdrawal is necessary, parents must visit the school office to sign release of records and withdrawal forms so that the child's records can be forwarded to the new school. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

Class Change Policy - We will not change classes unless it is an absolute must based upon latest educational research. Our team completes a process throughout the spring and summer months to be strategic in class placements. We will follow the chain of command in such situations to attempt to resolve any issues that may be present. IE: Teacher/Parent Meeting, School Meeting, and a Principal/Parent Meeting if necessary.

Student Attendance/Compulsory School Age (Policy 204) **-** As defined in the **Pennsylvania Public School Code §1326, 1327**, compulsory school age is the period of a child's life from the time he or she enters school, which shall be no later than the age of 6 years, until the age of 18. Children of school age are expected to attend school regularly.

Absence from School (Policy 204) **–** Excused absence includes illness of pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child. If your child is too ill to attend classes, please call the school between 8:30 a.m. and 10:00 a.m. to report the absence. If an absence is expected to last for an extended period of time, parents should notify school administrators.

Educational Tours/Trips (Policy 204) **-** Requests for educational trips to be taken during the school year must be submitted in writing to the building principal at least one week in advance of the scheduled trip. Request letters must include the dates of absence, the destination, and a statement of educational benefit to the student.

The principal may approve student trips with families of up to but no more than 5 days of school. No more than three such trips will be approved in one school year. The 5-day limit shall apply to the accumulated total of approved trips. Parents will be given written specific reasons for disapproved trips.

Educational travel will not be approved during state mandated testing for students in test-taking grades.

Excused/Lawful Absence (Policy 204) **-** Parents/Guardians and students shall submit the written explanation within three (3) school days of the absence. If the parent/guardian fails to provide a written excuse within three (3) school days of the absence, the absence will be permanently counted as unlawful or unexcused. Unexcused absences include but are not limited to parental neglect including oversleeping or missing the bus.
When a student has missed 10 days of school, the matter of which an absence is excused or unexcused is no longer relevant and all absences will count as unlawful unless excused by a doctor's note.

A student excused from school for mental, physical, or other urgent reasons: Illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and attendance at legal or court proceedings, activities, educational travel with prior approval, and attendance at legal or court proceedings

Student Attendance Improvement Conference (SAIC) - After a student is considered **habitually truant** a SAIC will be scheduled to address school attendance concerns. District staff shall notify parents/guardians with the date and time of the SAIC. The purpose of the SAIC is to examine the student's absences and reason for absences in an effort to approve attendance with or without additional services.

Student Attendance Improvement Plan (SAIP) - This is a plan completed during the SAIC in an effort to support and approve a student's attendance.

Unlawful Absence - Absences shall be treated as unlawful until the school receives a written excuse explaining an

acceptable absence, to be submitted within three days of the absence. If an unacceptable absence is received, the absence will remain as unlawful.

Terminology	Definition	Action Taken by School	Action Taken by Family
Truant	A student is considered **truant** after **3 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail.	Parents/guardians should collaborate with student and teacher to communicate absences and ensure excuse blanks are turned in within 3 days of the absence.
Habitually Truant	A student is considered **habitually truant** after **6 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance.
Chronically Absent	A student is considered **chronically absen**t once they have accumulated **10 or more** excused OR unexcused absences.	Parents/guardians will receive another official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance. ***All future absences from that point must be followed up with a doctor's note in order for that absence to be considered excused.***

If a **chronically absent** student's attendance does not improve, the school holds the authority to file a citation with local courts and/or refer family to school or community based programs.

Discrimination/Harassment Policies (Policy 103) **-** Muhlenberg School District provides an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Video and Audio Recordings – (Policy 237) It is prohibited to use electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public. It is also prohibited for students to have any use of electronic devices in locker rooms, bathrooms, and other changing areas.

Muhlenberg School District is equipped with video cameras which record all school property. The images recorded by these cameras may be used by school officials to establish the identity of students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district and may be used as evidence in any disciplinary proceeding conducted by the school district.

Internet, Network Resources, and Devices (Policy 815) - The district provides each student with personal technology devices for educational purposes. Internet and other network resources in the district's instructional and operational programs are provided in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

Students and staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet. Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of the policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Network accounts shall be used only by the authorized owner of the account for its approved

purpose. Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, administrative regulations, accepted rules of network etiquette, and federal and state law.

Parents/Guardians who do not want their child to have access to the Internet should put the request in writing to the building administrator.

Electronic Devices (Policy 237) – Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet. Such devices include, but are not limited to, mobile telephones and smartphones, Apple or other smart watches, personal laptops and/or tablets, and AirPods or other Bluetooth headphone devices.

- The Board prohibits use of personal electronic devices not issued by the school district by students during the school day in district buildings; on district property; and during the time students are under the supervision of the district.
- The Board prohibits use of all electronic devices, personal or district-issued, in locker rooms, bathrooms, health suites and other changing areas at any time.
- The use of personal electronic devices is prohibited in all buildings and programs during the school day unless approval is granted in accordance with permitted exceptions.
- **Personal Cell Phones and Electronic Cellular Devices:** Personal electronic devices must be turned off and stored in a student's book bag at all times during the school day.
- Other Personal Electronic Cellular Devices: Personal electronic devices such as smart watches may be worn but are not permitted to be used beyond a time telling function during the school day.
- The district shall not be liable for the loss, damage or misuse of any electronic device.
- **Electronic Images and Photographs**
    - The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
    - Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.
- School personnel must notify the assistant principal for the appropriate grade level when they witness a student violating school policy. After notification, the assistant principal may confiscate the electronic device(s). A parent/guardian will be required to pick up any confiscated item.

Dress and Grooming (Policy 221) **–** Muhlenberg students are expected to dress sensibly and appropriately and be in adherence to the Muhlenberg School District Dress and Grooming Policy (which can be found on the district website). If clothing is inappropriate, the home will be contacted to provide appropriate clothing for the day. It is recommended that girls wear pants or shorts on days when physical education is scheduled. Shorts are permitted during warm weather, but they should be mid-thigh in length and fit properly. Tops containing offensive decals, slogans or advertisements for alcohol and/or drugs are prohibited. Tops should properly cover a student's body. NO open back shoes such as Flip-flops, crocs, slides, and sandals are **NOT** to be worn by students during the school day unless the open-toed shoe has a back-strap to secure the foot. In addition, shoes with wheels are not permitted. Head-wear that is not religious in nature is not allowed to be worn inside of the building with the exception of school-sponsored theme days. This includes, but is not limited to, hats, hoods, scarves, wraps, do-rags, wave caps, etc. Protective UV attire will be permitted for any outdoor activities.

Weapons (Policy 218.1) - Muhlenberg School District prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

Discipline

Student Responsibilities

A. Attend school and all classes daily, except when excused. Be on time for classes and other school functions.
B. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
C. Arrange to make up work when absent from school.
D. Respect the rights of other students.
E. Express ideas and opinions in a respectful manner so as not to offend or slander others.
F. Respect the rules and authority of teachers, administrators, and all others who are involved in the educational process.
G. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
H. Assume that until a rule is waived, altered, or repealed, it is in effect.
I. Be aware of and comply with federal, state, and local laws.
J. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
K. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
L. Assist the school staff in operating a safe school.
M. Exercise proper use and care when using public facilities and equipment.
N. Avoid the use of indecent or obscene language when dealing with other students or school district staff members.

Authority of Teachers, Assistant Principals, and Principals over Pupils - §13-1317 of the Pennsylvania Public School Code states: "*Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them*."

Search (Policy 226) - School officials shall be permitted to conduct a search of a student and/or of items in the student's possession or within the student's control if the school official has reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating laws, established rules, regulations, and district policies while on school premises. It shall be the policy of the Board that all student storage spaces are and shall remain the property of the school district.

Bullying / Cyberbullying (Policy 249) **-** The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. **Bullying** as defined in this policy includes **cyberbullying**. Bullying, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: Substantial interference with a student's education**,** Creation of a threatening environment**,** Substantial disruption of the orderly operation of the school.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Student Discipline (Policy 218) **-** The Muhlenberg School Board recognizes the need to maintain an atmosphere conducive to teaching and learning in schools. A central goal is to help students develop self-discipline. Students share with the administration and faculty a responsibility to develop a climate within the school that encourages a positive learning environment. Students whose behavior disrupts the educational process must receive appropriate attention from teachers, counselors, and administrators.

Field Trips / Special Events - Students may be excluded from field trips and other special events (field days, dances, etc) if involved in Level III and IV Offenses.. A principal will be in touch if this situation is relevant and provide this information in writing at least 48 hours before a scheduled field trip

Student Discipline Options: The following are possible, but not limited to, consequences used to restore, reflect and reinstate positive student conduct:

A. Parent/guardian contact via telephone
B. Conference (may include student, parent, school counselor, behavior specialists, teacher(s), administrator)
C. Restitution demonstrating reflection and growth
D. Detention (during lunch, recess or after school)
E. In-school suspension
F. Out of school suspension
G. Expulsion (Policy 233)

Suspension and Quarterly Incentives: Students who accumulate three (3) or more suspensions (either in-school or out-of-school) during a single marking period will not be eligible to participate in the school's quarterly incentive or reward activity. Suspension totals are reset at the beginning of each marking period, allowing all students the opportunity to earn participation in future quarterly incentives.

Our goal is to help every student be successful. Following a student's first suspension, school staff will work collaboratively with the student and family to develop a plan that identifies needed supports, establishes behavior goals, and outlines strategies to help the student make positive choices and avoid future disciplinary consequences.

This structure presents a comprehensive series of typical misbehaviors that are classified into four levels and arranged in a continuum according to the seriousness of the act and frequency of its occurrence.

Level I

Misbehaviors classified in this level represent relatively minor infractions of established procedures that regulate the orderly operation of the school and its educational process. Due to the nature of their frequency or seriousness, the classroom teacher or other school personnel assume the responsibility for corrective action. The frequency of their occurrence shall determine the appropriate disciplinary response and their re-classification at a higher level.

Examples of Violations	Procedure	Disciplinary Options
• Littering • Tardiness • Profanity • Not returning required forms • Immodest or indecent dress • Unprepared for class • Non-defiant failure to complete assignments • Follow teacher directions • Abuse of hall or bathroom privileges • Disruptive behavior in school • Disruptive behavior on bus • Disruptive behavior while on school trips • Cheating/lying • Running in hallways • Talking in hallways • Minor horseplay/teasing • Behaviors that display disrespect (words, gestures, behaviors) • Other improper behaviors • Possession/improper use of electronic device	Procedures to be carried out by the classroom teacher or professional staff member. Authority lies with the individual directly responsible for the student performing the unwanted behavior. If, behavior is repeated (3 or more) a referral may be made to the appropriate administrator to evaluate the violation(s) and determine appropriate disciplinary options. Repeated behaviors once administrative involvement will be treated as a level II disciplinary infraction.	• Warning • Parent Contact (phone call preferred;email with response back alternate) • Withdrawal of privileges • Conference with parent/guardian • Letters of apology/restorative practices • Restitution • Referral to SAP • Change in seating location • Referral to school counselor; social worker • Change or alter clothing to comply with dress code • Lunch detention • After school detention • Behavior contract • Other logical consequences

Level II

This level includes misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and seriously affect the student's own education. Some of these infractions may be the result of a continuation of misbehaviors that remain unmodified by disciplinary actions under Level I. Due to the nature of their frequency or seriousness, the principal, or assistant principal assumes the major responsibility for corrective action.

Examples of Violations	Procedure	Disciplinary Options

• Unmodified/Repeated Level I misbehaviors • Not attending scheduled detention • Continual harassment/teasing of students • Rough horseplay • Misuse of pass • Misrepresentation of the truth • Petty theft or gambling (under 10 dollars) • Chronic misbehavior • Possession or distribution of pornographic materials • Leaving school without permission • Truancy • Forgery • Defiance and insubordination • Nicotine vapes • Possession/use of electronic device (repeat violation)	A designated building administrator will evaluate the violation and determine the appropriate disciplinary consequence.	• Appropriate aspects of state law shall be enforced • Detention (1 or more) • Suspension (1-2 days) • Parental Contact • Parental Conference • Hallway restrictions/pass restrictions • Behavioral contract • Involvement of school SRO • School Counselor/Social worker involvement • SAP referral • Reinstatement meeting

Level III		
These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in school. While some might be considered criminal acts, for the most part, their redemption can be undertaken through the disciplinary mechanism of the school. In some cases, however, law enforcement officials may be contacted/notified.		
Examples of Violations	**Procedure**	**Disciplinary Options**
• Continuation/repeated Level II behaviors • Chronic truancy • Possession of cigarettes, THC vapes, smoking on school property • Organized gambling • Stealing • Fighting • Obscene language/gestures directed toward staff • Harassment: including verbal, physical, racial, ethnic or sexual harassment - person to person or through electronic means)	An administrator will evaluate the violation and determine the appropriate disciplinary consequences.	• Detention (1 or more) • Suspension (1-5 days) • Expulsion (1 calendar year) • SRO/Police notification • Restitution for all damages or loss if appropriate • Parent Contact • Parent Conference • SAP referral • Social Worker/School counselor • Referral to alternative education. • Reinstatement meeting

• Vandalism • Physically threatening bodily harm/violence • Serious acts of defiance or threatening a teacher or member of the support staff • Aiding or abetting in the delinquency of a student • Unlawful trespass • Inappropriate physical contact		

Level IV		
Represented in this level are acts which may present a direct and immediate threat to the welfare of others or may result in violence to persons or property. In many cases, acts on this level may require administrative action that calls for the immediate removal of the student from school and/or police intervention.		
Examples of Violations	**Procedure**	**Disciplinary Options**
• Repeated Level II or Level III behaviors that continue despite interventions. • Possessing, selling, or distributing property that belongs to another person without permission. • Using threats or intimidation to obtain money, property, or other items. • Inappropriate exposure of private body parts. • Intentionally causing significant damage to school or personal property. • Intentionally setting or attempting to set a fire. • Making a bomb threat or other false threat that disrupts school operations. • Hitting, striking, or engaging in aggressive physical contact with a student or staff member. • Causing physical injury to a student or staff member. • Possessing, using, distributing, or being under the influence of alcohol or drugs on school property or at school-sponsored activities. • Tampering with fire safety equipment or activating a fire alarm without cause. • Possessing or using fireworks, firecrackers,	An administrator will evaluate the violation and determine the appropriate disciplinary option(s). Possible referral for hearing before the School Board.	• Suspension (1-10 days) • Expulsion (up to 1 calendar year) • Police/SRO notification/involvement • Parent contact • Parent conference • Restitution for all damages or loss if appropriate • SAP referral • Social Worker/School Counselor • Referral to alternative education • Reinstatement meeting

explosives, or similar devices. ● Possessing, using, selling, or distributing controlled substances, alcohol, look-alike substances, or drug paraphernalia. ● Possessing, using, or transferring a weapon or other dangerous object. ● Engaging in cyberbullying or electronic harassment. ● Failing to comply with the terms of a school suspension. ● Engaging in conduct on school property or at a school-sponsored event that violates federal, state, or local law.		

School Bus Policies

School Bus Regulations - Students having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of students. Students will be permitted to board their school assigned transportation vehicle only. Therefore, our school district's bus discipline code has been written to provide guidelines for drivers and student riders to follow. Students not adhering to the following guidelines may be subjected to suspended bus privileges. See Department of Transportation Handbook at the District Website.

We ask parents to read and explain the bus discipline code to their children:

a) Students shall line up to get on the bus, avoid pushing and shoving, and take assigned seats on the bus immediately upon boarding following the seating procedures.
b) Students shall not tamper with the bus or any of its equipment.
c) Students shall observe orderly conduct on the bus and refrain from the use of profane and indecent language.
d) Students shall not talk with the bus driver while the bus is in motion.
e) Students shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
f) Students shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
g) Students shall be on time for the school bus.
h) Students shall not bring pets to school on the school bus.
i) Students shall not eat or drink on the school bus.
j) Students shall cooperate with and obey the school bus driver at all times.
k) Students shall not deposit any paper or trash on the seats or anywhere else on the bus.
l) Students shall adhere to the Muhlenberg School District Policy 227 on Controlled Substances/Paraphernalia.
m) Students shall adhere to the Muhlenberg School District Policy 218.1on Weapons.
n) Students shall adhere to the Muhlenberg School District Policy 222 on Tobacco/Nicotine.

Parents, please remember no adult (parents, family members, and friends) is permitted to board a school bus at any time. We thank you in advance for adhering to this policy.

Special Requests Regarding Transportation - All special requests regarding transportation routes shall be presented in written form by the parent/guardian to the coordinator of buildings, grounds, and transportation five (5) days prior to the effective date of the request. Parents/guardians will be informed as to the resolution of

their request by the transportation office. School principals and bus drivers will be notified of any changes to the bus routes by the transportation office. Bus drivers are not permitted to accept requests.

If an emergency situation arises that prevents a five day prior notice, the transportation department can be reached by phone at (610) 921-8000, extension 5532. All calls must be followed up with a written request.

Transportation Video/Audio Recording (Policy 810.2) - The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Access to the camera and tapes will be limited to coordinators and administrators. Tapes will be erased and re-recorded if no incidents occur over a two week schedule. Tapes documenting incidents will be made available to the appropriate school administrators. Taped documentation of misbehavior will be preserved only until the disciplinary action/disposition has been reached. Thereafter, all recorded evidence of misbehavior will be erased.

Assigned Seats - Students in grades K-6 have assigned seats. Students must sit in their assigned seats regardless of ridership. There are no exceptions. In coordination with the building administration, seat assignments will change only for reasons pertaining to students' safety.

Day Care Transportation - Prior approval is required for day care transportation. All requests are to be made in writing through the transportation office (610-921-8000, extension 5532). Parents/guardians requesting day care transportation must provide the following information:

- Day care provider's name, address, and telephone number
- Dates or period of time change to be in effect
- Child's name, home address, and phone number

Carrying of Objects on Buses - The state guidelines for transportation forbid the carrying of any objects on the bus, such as projects and band instruments, unless they can be safely held on the pupil's lap. If large items, such as instruments, projects, or pets are to be brought to school, the parent/guardian will be responsible for transporting that item on the day involved.

Bus Discipline Guidelines - Bus drivers will issue bus conduct reports for students who do not follow bus safety rules. The building administration will take the following corrective action:

- **FIRST** will serve as a warning except for extremely serious incidents.
- **SECOND and THIRD conduct report** will result in a consequence aligned to the severity of the infractions (bus suspension, activity restriction, etc.).
- **FOURTH and subsequent conduct reports** may result in an extended bus suspension or continued activity restrictions. Repeated offenses could result in a loss of bus privileges.

Curriculum and School Services

The Muhlenberg School District is committed to guiding all students on a path of excellence with active and purposeful learning experiences, a growing and comprehensive curriculum, collaborative and innovative staff, and creative use of technology and resources coupled with an unrelenting desire for success.

Creative Arts

Classes offered include: Art, Music, Library, Engineering, Physical Education, and Social Emotional Learning (SEL). Each class follows its own respective common core curriculum.

Chromebooks

CE Cole will provide each student with a Chromebook. These will often stay at school to be used during the school day and to remain charged. However, throughout the year, these Chromebooks will be sent home.

HERE is the MSD 1:1 Guidelines. Students and families should review these as they note appropriate use rules as well overview for repairs and insurance.

MTSS

Multi-Tiered System of Supports is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the education system for supporting students.

Special Education Services

Students who qualify for special education have an Individual Education Plan (IEP) or a 504 Plan that is tailored to meet the needs of individual students. It encompasses a range of services that help students with disabilities learn such as Gifted Education (Policy 114) and Speech.

School Psychologist

School psychologists provide expertise in mental health, learning, and behavior, to help students succeed academically, socially, behaviorally, and emotionally through observation and evaluation. Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. (Policy 113.3)

School Counseling

School counselors are educators uniquely trained in child development, learning strategies, self- management and social skills, who understand and promote success for a diverse population of students. School counselors implement a research-based program to support students through each developmental stage of their academic career. In addition, school counselors are available to meet with individual students, small groups of students and parents.

Behavior Specialist

Behavior specialists provide a positive behavior support plan developed in coordination with the IEP team and can be based on a functional behavior assessment, and become part of the individual student's IEP including methods that utilize positive reinforcement and techniques to shape a student's behavior.

School Social Worker

The primary responsibility of the school social worker involves helping students to address problems or issues that may get in the way of learning and social emotional competence.

Elementary Student Assistance Program (ESAP) (Policy 236)

ESAP is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

Assessment and Progress Reporting

Parent-Teacher Conferences - Scheduled parent-teacher conferences are held in November for students in grades fourth through grade six. Conferences can also be requested during the school year at times other than those scheduled. Please submit your request in writing and allow 24 hours for a reply correspondence. A translator is available upon request.

Reporting Student Progress (Policy 212) **-** Report cards for students in grades one through three are issued four times a year: November, January, April, and June. Kindergarten report cards are issued in January, April and June. Performance levels may be based on tests, projects, oral response, homework, class work, and other criteria considered by the teachers. Performance based assessments are also used to determine levels of student achievement.

Promotion and Retention (Policy 215) **-** A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

Scheduling, Student – Scheduling students and assigning teachers for the following year is a collaborative and strategic process for each student that involves many different factors. Parent requests will only be considered upon written receipt and at the discretion of administration.

Standardized Tests - Students in grades fourth through six will participate in benchmark and standardized assessments for reading and mathematics and any testing that is required by the Pennsylvania Department of Education as part of the Pennsylvania System of School Assessment (PSSA). Fifth grade students will also participate in the science PSSA. Please call your child's school counselor with questions about standardized testing.

Education Records (Policy 216) **-** The school maintains a cumulative record of each student that contains items such as, test scores, report cards, general information on academics and health.

Health Services

School Wellness (Policy 246) - The Muhlenberg School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. A certified school nurse and/or nursing assistant will provide an environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience.

Pandemic - The Muhlenberg School District follows all recommended federal, state and local guidelines in the event of a pandemic or other health crises.

Illness - If a child shows signs of illness, do not send him or her to school. Parents will be notified if a child is ill or has a temperature of 100 degrees or above.

Any child displaying an unusual skin eruption, unusual soreness of throat, or having conditions that suggest an infectious condition must be excluded from school until he or she presents evidence from a physician that the condition is not infectious or that recovery has occurred. Some of the more common infectious conditions, which require a note from the doctor before a pupil may return to school, are conjunctivitis or pink eye, impetigo, ringworm, and scabies.

No child will be admitted to school within the prescribed interval for each disease as listed below unless a physician certifies that the child is not suffering from the suspected disease nor any other communicable disease:

- Chicken pox- Until all crusts are dry
- German or regular measles- Six days from onset of rash
- Mumps- Until fever and swelling are subsiding
- Respiratory streptococcal (strep throat, scarlatina, scarlet fever) - If no physician is in attendance, not less than seven days from onset.

Pediculosis (Head Lice) (Policy 209.2) - Any child found to be infected with head lice will <u>not</u> be excluded from school as per recommendations from the U.S. Center for Disease Control, the American Academy of Pediatrics, the PA Department of Health and the National Association for School Nurses.

Immunization (Policy 203) - All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

Medication (Policy 210) - When medication is to be administered during school hours, the prescribed medication shall be sent to school under the following conditions:

1. A written and signed request from a physician shall detail the name of the drug, the dosage, the time interval that the medication is to be taken and the reason for the medication to be given.
2. The parent/guardian shall sign and confirm the request that the school district comply with the physician's order and sign a waiver releasing the school district, its agents and employees from any and all liability, loss, and claim of whatsoever nature resulting from the administration of the medication to the student and from all illness or injuries which may result there from.
3. If the nurse is to administer the medication, the medication will be held in the health room. It shall be the student's responsibility to go to the health room or to the office at the correct time, and the nurse shall administer the medication.

Nonprescription Medication (Policy 210) – Acetaminophen, ibuprofen, antacid, and other over the counter medicines may be administered according to the current standing orders of the school physician if the parent/guardian's written permission for the current year is on file. Emergency medications and first aid treatment will be administered according to the standing orders of the school physician.

Health & Dental Examinations/Screening (Policy 209) **-** Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.The school nurse or medical technician shall administer to each student vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district.

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

Homelessness / ECYEH

The Education for Children and Youth Experiencing Homelessness (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate public education.

Children and youth experiencing homelessness have the right to:

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

School District Policies

All Muhlenberg School District Policies can be located on the district website at www.muhlsdk12.org. If you do not have internet access, please contact the school office to request a copy of these and other policies.

It is the policy of the Muhlenberg School District not to discriminate on the basis of gender, disability, race, color, and national origin in educational programs, activities or employment as required by Title IX of the 1972 education amendments. Inquiries on Title IX compliance should be directed to the office of the Assistant Superintendent, 801 Bellevue Avenue, Laureldale, PA, 19605, telephone 921-8000 or to the director of the office for civil rights in the department of education, Washington, D.C.

CE Cole Handbook Highlights
2026-2027

#COLEture Cornerstones
Respect, Responsibility, Readiness, Resilience

Arrival/Dismissal

- Doors open at 8:30 AM for students.
- Hot breakfast is served each day from 8:30-8:45 AM.
- Bagged breakfast is provided after 8:45 AM.
- Dismissal begins at 3:25 PM.

Electronic Devices

- Cell phones, smart watches and other electronic devices (gaming systems, tablets, etc.) may be brought to school, but prohibited during school hours.
- Cell phones and electronic devices must be powered off and kept in students' backpacks while on school grounds during the entire school day.
- Student consequences for failure to follow the electronic device policy are detailed in the handbook.

Food and Drink

- All food/snack items should be "snack" size. (1.5 oz or less)
- Students may have a closed container of water for classroom consumption. Beverages for lunch need to be in a closed container and individually sized.
- NO outside drinks allowed such as Prime, Redbull, Soda
- Sharing of food and drink is prohibited.
- Detailed information on food/drink policy can be found in the handbook.

Discipline

- Any unwanted physical contact, including fighting, may result in a referral to the Muhlenberg SRO officer.
- Any unwanted physical contact, including fighting, will result in either ISS or OSS depending upon the severity of the incident. It will also result in the loss of quarterly incentive and field trip participation.
- Students having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. Students will receive bus suspensions for inappropriate behavior on the bus.
- School bus expectations and consequences can be found in detail in the handbook.

2026-2027 CE Cole Student-Guardian Handbook
SIGN-OFF PAGE

By signing below, you and your student are confirming that you have read and understand the information provided in the Student and Guardian Handbook as well as Muhlenberg School District Policies including, but not limited to, those listed below. Even if this page is not signed/returned, students will be held to all policies contained in the handbook.

- ☐ **STUDENT HANDBOOK**: I have read and discussed the Student and Guardian Handbook with my Muhlenberg School District student.
- ☐ **CELL PHONE/ELECTRONIC DEVICES**: I have read and understand that personal electronic devices are to be off and stored in the student's school bag during the day.
- ☐ **DRESS CODE:** I have read and understood the dress code. No onesies, exposed bellies/shoulders, unapproved head coverings, attire with inappropriate language/graphics.
- ☐ **SCHOOL BUS POLICY**: I have read and understand the school bus policy.
- ☐ **DISCIPLINE POLICY**: I have read and understand the discipline policy.
- ☐ **WEAPONS/DRUG POLICY:** I have read and understand the weapon and drug policy.
- ☐ **VIDEO & AUDIO RECORDINGS POLICY**: I have read and understand the video & audio recordings policy.
- ☐ **ATTENDANCE POLICY**: I have read and understand the attendance policy.
- ☐ **UNLAWFUL HARASSMENT, BULLYING, AND INTIMIDATION**: I have read and understand the unlawful harassment, bullying, and intimidation policy.
- ☐ **MEDIA RELEASE**: I have read and understand that if I do not want my child's name or picture publicized, then I must complete a Media Release form stating that fact.
- ☐ **CHROMEBOOK GUIDELINES & INFORMATION**: I have read and understand the guidelines associated with utilizing and caring for the Chromebook.
- ☐ **ACCEPTABLE USE POLICY:** I have read and understand the acceptable use policy for accessing the MSD Network.



The QR code provided to access the full CE Cole Handbook. Please sign and return this paper when you have had a chance to review the document. Please return by Thursday, 9/3/26 to your child's homeroom teacher.

Student Name (Printed):_____ Grade:_____

Student's Signature:_____ Date:_____

Parent/Guardian's Name (Printed):_____

Parent/Guardian's Signature:_____ Date:_____

This form is to be signed and returned to the student's homeroom teacher.

NO LATER than, Thursday, September 3rd, 2026.

Handbook for Students & Parents

Muhlenberg School District K-3

Muhlenberg Elementary Center
Reading, PA



2026 - 2027

Mission Statement of the Muhlenberg School District

Excellence in Action:
Equipping, Engaging, Empowering

Vision Statement of the Muhlenberg School District

The Muhlenberg School District is committed to guiding all students on a path of excellence with active and purposeful learning experiences, a growing and comprehensive curriculum, collaborative and innovative staff and creative use of technology and resources coupled with an unrelenting desire for success.

Shared Values of the Muhlenberg School District

Values & Beliefs

- Students learn differently.
- Students learn best with challenging and relevant curriculum.
- Students thrive in a safe learning environment.
- Teachers lead learning through passion, perseverance and personality.
- Teachers create a culture of high expectations.
- Teachers are inspirational role models.
- Students, parents and families, the school, the school board, the community and business leaders create partnerships that drive students' success.
- An informed and involved learning community is essential to the development of strong educational partnerships and quality programs.
- The learning community equips, engages and empowers learners.

Muhlenberg Elementary Center, Grades K-3

610 Sharp Avenue, Reading, PA 19605
610-921-8028
Office Email: MECoffice@muhlsdk12.net
www.muhlsdk12.org
https://www.facebook.com/muhlmec

MEC Administrative Team

Ms. Ginny Hornberger, Principal hornbergerg@muhlsdk12.net
Mrs. Crystal Jordan, Assistant Principal
GOLD HOUSE – jordanc@muhlsdk12.net
Mr. Daniel Kramer, Assistant Principal
BLUE HOUSE – kramerd@muhlsdk12.net
Amanda Foulds, MEC Social Worker
fouldsa@muhlsdk12.net
Mr. Matt Sola - Dean of students
solam@muhlsdk12.net

MSD Administrative Team

Alan S. Futrick, Ed.D., Superintendent
Gangi E. Cucciuffo, Ed.D., Assistant Superintendent

Mike Mish,
Director of Pupil Services
Cathy Shappell, Ed.D.,
Executive Director of Strategic Programs/ Employee Development
Kyle Crater,
Director of Curriculum/ Instruction K-12
Timothy M. Moyer, Ed. D,
Director of Transportation
Shane M. Mathias, CPA, Chief Financial Officer

Dr. Juliana Ciccarelli,
Director of Technology/Communications
Carey C. Kline,
Director of Food Services /Nutrition
Elizabeth Laviena, Community & Family Outreach
Nicole Huntbach, Ed.D, Special Education Director
Mrs. Jaclyn Bellanca, Special Educ. Supervisor K-6
Byron Grosselfinger, Related Services K-12
Courtney Knittle, Behavior Specialist
Ashley Care, Director of Athletics

Table of Contents

District Information

Mission Statement 1
Vision Statement 1
Shared Values 1
Contact Information 1

General Information

School Day 3
Z-Pass 3
Arrival 3
Dismissal 3
Parking 3
Bicycles 3
Student Photo Identification Badges (ID Badges) 3
Telephone Calls and Usage 3
School Visits 3
Visitors & Volunteers 4
Lunch Schedule 4
Cafeteria 5
Recess 5
Chorus and Band 5
Pupil Evaluation 5
Positive Behavioral Intervention System 5
Awards 5
No Place For Hate (NPFH) 5
Toys in School 5
Personal Belongings 6
Lost and Found 6
Emergency Drills 6
School Delays and Closing 6
Virtual Days 6
Food and Drinks 6
Classroom Celebrations 6
Birthday Flowers/Balloons 6
Homework 6
Medical and Dental Appointments 7
Media Release 7

School Policies

Student Admission/Withdrawal 7
Class Change 7
Student Attendance/Compulsory School Age 7
Absence from School 7
Educational Tours/Trips 7
Excused/Lawful Absences 7
SAIC/SAIP 7
Discrimination/Harassment Policies 8
Video and Audio Recordings 8
Internet, Network Resources and Devices 9
Electronic Devices 9
Dress and Grooming 9
Weapons 9

Discipline

Authority 10
Search 10
StudentDiscipline 10-12

School Bus Policies

Transportation Handbook 13
School Bus Regulations 13
Special Request Regarding Transportation 14
Transportation Video/Audio Recording 14
Assigned Seats 14
Day Care Transportation 14
Carrying of Objects on Buses 14

Curriculum and School Service

Creative Arts 14
MTSS 15
Special Education Services 15
School Psychologist 15
School Counseling 15
Behavior Specialist 15
School Social Worker 15
Elementary Student Assistant Program (ESAP) 15

Assessment and Progress Reporting

Parent-Teacher Conferences 15
Reporting Student Progress 15
Promotion and Retention 15
Scheduling, Student 16
Standardized Tests 16
Education Records 16

Health Services

School Wellness 16
Pandemic 16
Illness 16
Pediculosis 16
Immunization 16
Medication 16
Nonprescription Medication 17
Health & Dental Screening 17
Homelessness 17

School District Policies

Website Resources 17

Pandemic Response

Pandemic Team 17

General Information, K-3

School Day - The school day for students begins promptly at 9:00 a.m. and ends at 3:25 p.m. Students will be admitted into the building beginning at 8:30 a.m. Arrival after 9:00 a.m. will result in a student being marked tardy.

Z-Pass - All students will be provided with a ZPass. This scan card is a program that tracks when and where students get on and off the bus and when walkers or family pick up students depart from the building. The Zpass scan card will be attached to the student's bag and will provide information in real time and is available on www.zpassplus.com or the app. Loss or damage of a Z-Pass will incur a replacement fee.

MEC Arrival - The entrance to our main parking lot is off of Sharp Avenue at Seventh Avenue. A sign denoting that you are at the Muhlenberg Elementary Center is adjacent to this entrance. Family drop-off is located in the main parking lot. Please follow signage and directions from traffic controllers. Please have your student prepared to exit the right side of the vehicle for safety purposes.

All walkers should utilize the sidewalks and enter the school via the gated entrance at the family drop off area. No parents/guardians will be allowed past the gate.

Dismissal - The official dismissal time for Muhlenberg Elementary Center is 3:25 p.m.

MEC Walkers - Students permitted by their parents to walk home by themselves will be dismissed at the doors facing MEC main parking lot by the doors closest to Sharp Avenue.. Please note, for the safety of all students, those who are permitted to walk home are expected to walk straight home and should not enter <u>any vehicle</u> before arriving safely home. Any parent wishing to pick their child up in a vehicle should follow the MEC Family Pick-up procedures.

MEC Family Pick-up - Parents/guardians who wish to pick their child/children up from school will be required to park in the parking lot off of Kutztown Road and meet their child at the doors facing C.E. Cole Intermediate and the Muhlenberg Community Library. Parents MUST adhere to the policies and procedures set forth in the parent pick-up permission form.

Bus Students - Students riding home on a school bus will be dismissed per bus arrival times. The first round of buses will be called at 3:25.

Parking - Guests visiting **MEC** should enter the main parking lot off of Sharp Avenue at Seventh Avenue. Guests should park in the designated parking spaces labeled "visitor parking." Any visitor planning to enter the building or pick up a student or paperwork will be required to show proper identification.

Bicycles - Due to potential storage, safety, and liability issues that may arise, students are not permitted to bring bicycles to school. Additionally, skateboarding and scooters are prohibited on school property.

Student Photo Identification Badges - In an effort to promote safety of all students, Student Photo Identification Badges (ID Badges) will be given to all students. ID Badges MUST be worn in plain sight at all times, except when the wearing of ID Badges is excused for Physical Education Classes, recess, or other activities as determined by staff.

Telephone Calls and Usage - Discretion should be used when calling students or teachers during school hours. Please contact the school only when a message is urgent. Students are not permitted to use the office telephone for personal calls. They are encouraged to assume the responsibility of making arrangements in advance based on the activities of the day. Cell phones/all electronics to be in backpack and TURNED OFF from the school door (AM) to the bus door (PM)

School Visits - Parents are not only invited, but are encouraged to visit our schools to observe their student(s) at work and discover the methods and materials used in the instructional process. Parents should make advance

arrangements (ten days or longer) with the principal to ensure that their visit won't coincide with a special activity, such as a field trip or a standardized test. When making these arrangements, please keep in mind that a school visit should be limited to a maximum of 1 to 1½ hours. Please remember that there is a difference between school visits, which are solely for observation, and conferences, which are to discuss your child's progress with his or her teacher. Conference appointments should be pre-arranged.

When visiting any Muhlenberg school building, you must enter through the main office. You will be required to provide a photo ID and asked to register in the visitors' book. Our office staff will provide you with a printed badge. You will then apply the badge to your person where it is highly visible to staff who observe you walking through the building. At the end of the day, you must return to the office to sign out in our visitors' book and return the "School Visitor" badge.

Outdoor events held at/by MEC, such as field day, field trips, recess, etc, are still considered school events, and therefore, visitors must abide by the school visitation policy.

Visitors and Volunteers -

Visitor - as distinguished from a volunteer, is an individual whose actions do not rise to the level of a volunteer by virtue of their business with the district. A visitor shall include, but not be limited to,

1. A parent, close relative or guardian who visits a classroom, auditorium, other school common area, or a private meeting area to make a delivery to, or meet with, a student who is the individual's child or other close relative or for whom the individual is the guardian
2. An individual who attends a sports event or other extracurricular activity as a spectator only
3. An individual who is a Career Day or other similar speaker or participant visiting to share information with students.

Volunteer - any adult who is responsible for a child's welfare, or who cares, supervises, guides or controls a child or children and has routine interaction with such child or children without compensation, remuneration or other consideration in connection with a school program, activity, or service. Volunteers may perform only such duties as may be performed by a person not licensed as a classroom teacher. The judgment of the certified personnel, to whom the volunteer is assigned, will be used to define the duties to be performed.
Examples of a volunteer shall include:

1. An individual who serves as a daily, weekly or other periodically scheduled classroom assistant
2. An individual who serves as a chaperone during school sponsored activities
3. An individual who in connection with a school sponsored activity has contact with a child with respect to whom the individual is not the parent, close relative or guardian of the child.

Any and all volunteers who will be working directly with students or coming into contact with students are required to submit to a Pennsylvania Criminal History Record Check (Act 34) and Pennsylvania Child Abuse History Clearance (Act 151). The Pennsylvania Department of Education (PDE) has added a requirement, as of January 1, 2015, that all volunteers must certify that they have resided in Pennsylvania for the entire previous ten (10) years of if they are unable to do so, they must submit the FBI Federal Criminal History Report (fingerprinting). Information to apply for these clearances may be obtained at the school office or on the Muhlenberg School District Website.

Volunteer Packet - The volunteer packet information can be located on the district website. This packet needs to be completed and approved by district administration prior to volunteering within the district.

Lunch Schedule - Each lunch period lasts thirty minutes.

Cafeteria - Breakfast and lunch will be provided to all students at no cost. Additional a la carte items will be available for purchase. Only school provided breakfast items are allowed in our cafeterias.
If you are providing lunch for your child, all items must be sealed and in a lunch container. (i.e., reusable grocery bag, brown bag, lunch box.)

MEC- MEC breakfast will be served between 8:30 AM-9:00 AM each day.

Recess K-3 - Research clearly indicates that exercise stimulates thinking and learning. All students will be expected to participate in outdoor recess unless the temperatures drop below freezing or there is precipitation. If a child is to stay indoors during a recess period, we must have a written request from a physician.

Pupil Evaluation

- **MEC Students will be evaluated on a 4 point scale:**
  0 Unable to access (not enough work/data to determine whether or not a student has mastered a skill)
  1 Does not yet meet grade level standards
  2 Beginning to demonstrate and apply grade level standards
  3 Demonstrates and applies grade level standards
  4 Consistently demonstrates, at or above, grade level standards

Positive Behavioral Intervention System- The primary goal is to help students develop self-discipline. The creation of an atmosphere conducive to effective teaching, learning and living is the shared responsibility of the school community. To achieve this goal, we have implemented a school-wide positive behavioral support system, which emphasizes positive behavior.
At all times, students are expected to demonstrate behaviors that enhance a positive learning environment as well as abide by the following school expectations:

MEC High Five Expectations

Be Responsible
Be Respectful
Be Prepared
Follow Directions
Use Self Control

During the school day, we emphasize and reward positive behavior. Recognition slips will be given to students and/or whole classes who have been emulating the components of the PBIS systems in the classroom, hallway, cafeteria, or playground.

MEC "Cool Muhl" Award - Throughout the school year, students who demonstrate social and academic characteristics that exemplify growth of expectations may be nominated by a staff member for this award. Cool Muhl character traits include but are not limited to respect, responsibility, honesty, kindness, fairness, and citizenship.

No Place For Hate (NPFH) - No Place For Hate is an initiative of the Anti-Defamation League. It enables our school to challenge anti-semitism, racism and bigotry in all forms. No Place For Hate aims to reduce bias and bullying, increase appreciation for diversity and build communities of respect. We will incorporate ADL's anti-bias and bullying prevention resources with their existing programming to form the powerful message that all students have a place to belong at MEC.

Toys in School - The district provides necessary recess equipment, therefore all toys, including trading cards, should be left at home. Should students bring toys to school, the following actions could be levied:

- First offense: The teacher will ask the student to put the toys/cards in his/her backpack and take them home.
- Further offenses: The toys/cards brought to school will be confiscated by the classroom teacher. Parents/guardians will need to make arrangements with the classroom teacher to pick up the student's toys/cards.

Those toys/cards left in school until the end of the school year will be returned to the students on the last day of school. Please note that the district shall not be liable for the loss, damage or misuse of any toys or materials brought to school by a student. No balls are to be brought to school.

Spinners and other over-the-counter devices sold for therapeutic reasons are considered toys unless specifically prescribed by a family doctor or a school professional.



SPECIAL NOTE: Toy guns, toy weapons and look-alikes are treated under the same provisions as the district weapons policy, including the possible consequence of full expulsion from school. Toy guns, toy weapons and look-alikes are never permitted on the bus, in school or on school property. (Policy 218.1)

Personal Belongings - The clothing and personal or family possessions a student wears or brings to school should be marked clearly with his or her name. Money should be kept in a secured wallet or envelope and in the student's possession. At no time, for any reason, should students exchange money in school or on the bus.

Lost and Found - Each year many unclaimed articles are found in and around the school. If a student has lost something, contact the classroom teacher. At the conclusion of each semester, unclaimed items will be donated or discarded.

Emergency Drills - Fire and other emergency drills are conducted no less than once per month, even during cold weather, as required by Section 15-1517 of the Pennsylvania Public School Code of 1949.

School Delays and Closing - Due to an emergency event such as inclement weather, the district may be delayed, dismissed early or closed. Families will be contacted by the district via telephone. This information will also be posted on WFMZ (local TV station). All pre-planned early dismissals and vacation dates are listed on the school calendar, a copy of which is given to every family.

Virtual Days - Due to an emergency event such as inclement weather, the district may require students to learn from home. Families will be contacted by the district via phone. Technology devices will be sent home so students can access learning on these designated days.



SPECIAL NOTE To ensure you always receive our automated phone messages and alerts, please make sure the school always has an updated and valid phone number for all parents/guardians.

Food and Drinks

Snacks - All food/snacks items should be "snack" size 1.5 oz. or less.
Drink -Students may have a closed container of water for classroom consumption. Beverages for lunch need to be in a closed container and individually sized. NO outside drinks allowed such as Prime, Redbull, Soda. Sharing of food or drinks is not allowed.

Classroom Celebrations - In accordance with our district's School Wellness Policy, healthy snacks and drinks are highly encouraged for events. Please see the Approved Snack Options list.

Birthday Flowers/Balloons/Parties - Birthday parties shall not be held on school time. Parents should give advance notice to the classroom teacher if they want to send a birthday snack to school. Please see the Approved Snack Option list. Students will not be permitted to receive flowers or balloons or other personal items at school on their birthday or other special occasion. We ask that families refrain from sending flowers or balloons or other personal items to the school.

Homework - Such assignments should benefit students by strengthening skills, stimulating learning, and developing responsibility. The amount of homework assigned is based on age, grade, and level of achievement. Among the purposes of homework are: to enrich or extend what has been learned in the classroom; to practice skills; to read for enrichment or enjoyment; to conduct research as an outgrowth of classroom activities, and to learn how to work independently.

In order for a student to be successful in school, a good working relationship is needed among teachers, parents, and children. Parents can assist students in assuming responsibility for homework by establishing a time and a place at home for accomplishing the assignment and by encouraging their children to submit all assignments on time.

Medical and Dental Appointments - Written requests for a child to leave school early for a medical or dental appointment must be sent to school with the child prior to or on the day of the scheduled appointment. A child will be excused only for the amount of time necessary, not the entire day. The child will only be released to a pre-approved adult with proper identification. Unless an emergency situation exists, we encourage you to schedule appointments after 2:30 p.m.

Media Release – Parents who **do not** wish to have their child's name or picture publicized, including in our school yearbook, social media or news letters, must come to the Elementary Center office to complete a media release form. Children whose parents have not completed the form will be included in all publications.

School Policies

Student Admission/Withdrawal (Policy 201, Policy 208) - The Board establishes the district's entry age for beginners as six (6) years by August 31, in accordance with state law and regulations. A parent/guardian may enroll their child by visiting the building office to obtain a registration packet. When withdrawal is necessary, parents must visit the school office to sign release of records and withdrawal forms so that the child's records can be forwarded to the new school. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

Class Change Policy - We will not change classes unless it is determined to be an absolute necessity based on student data. Class changes and teacher assignments will be determined based on student academic data and social/emotional needs. This determination will be made by a team consisting of; administration, classroom teacher, support teacher, school counselor, social worker, and family.

Student Attendance/Compulsory School Age (Policy 204) **-** As defined in the **Pennsylvania Public School Code §1326, 1327**, compulsory school age is the period of a child's life from the time he or she enters school, which shall be no later than the age of 6 years, until the age of 18. Children of school age are expected to attend school regularly.



Under Pennsylvania's compulsory attendance law, a student identified as habitually truant may not transfer to a charter school or enroll in a cyber/virtual school to avoid attendance requirements or truancy interventions (24 P.S. §13-1327; 24 P.S. §13-1333.1).

Once a student is determined to be habitually truant, the school district is required to continue attendance improvement efforts, including School Attendance Improvement Conferences and other interventions required under Act 138 of 2016 (24 P.S. §13-1333.1).

Absence from School (Policy 204) **–** Excused absence includes illness of pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child.

If your child is too ill to attend classes, please call the school between 8:30 a.m. and 10:00 a.m. to report the absence. If an absence is expected to last for an extended period of time, parents should notify school administrators.

Educational Tours/Trips (Policy 204) **-** Requests for educational trips to be taken during the school year must be submitted in writing to the building principal at least one week in advance of the scheduled trip. Request letters must include the dates of absence, the destination, and a statement of educational benefit to the student.

The principal may approve student trips with families of up to but no more than 5 days of school. No more than three such trips will be approved in one school year. The 5-day limit shall apply to the accumulated total of approved trips. Parents will be given written specific reasons for disapproved trips.

Educational travel will not be approved during state mandated testing for students in test-taking grades.

Excused/Lawful Absence (Policy 204) **-** Parents/Guardians and students shall submit the written explanation within three (3) school days of the absence. If the parent/guardian fails to provide a written excuse within three (3) school days of the absence, the absence will be permanently counted as unlawful or unexcused. Unexcused absences include but are not limited to parental neglect including oversleeping or missing the bus.

When a student has missed 10 days of school, the matter of which an absence is excused or unexcused is no longer relevant and all absences will count as unlawful unless excused by a doctor's note.

Student Attendance Improvement Conference (SAIC) - After a student is considered **habitually truant** a SAIC will be scheduled to address school attendance concerns. District staff shall notify parents/guardians with the date and time of the SAIC. The purpose of the SAIC is to examine the student's absences and reason for absences in an effort to approve attendance with or without additional services.

Student Attendance Improvement Plan (SAIP) - This is a plan completed during the SAIC in an effort to support and approve a student's attendance.

Lawful Absence - A student excused from school for mental, physical, or other urgent reasons: Illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and attendance at legal or court proceedings, activities, educational travel with prior approval, and attendance at legal or court proceedings

Unlawful Absence - Absences shall be treated as unlawful until the school receives a written excuse explaining an acceptable absence, to be submitted within three days of the absence. If an unacceptable absence is received, the absence will remain as unlawful.

Terminology	Definition	Action Taken by School	Action Taken by Family
Truant	A student is considered **truant** after **3 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail.	Parents/guardians should collaborate with student and teacher to communicate absences and ensure excuse blanks are turned in within 3 days of the absence.
Habitually Truant	A student is considered **habitually truant** after **6 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance.
Chronically Absent	A student is considered **chronically absen**t once they have accumulated **10 or more** excused OR unexcused absences.	Parents/guardians will receive another official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance. ***All future absences from that point must be followed up with a doctor's note in order for that absence to be considered excused.***

If a **chronically absent** student's attendance does not improve, the school holds the authority to file a citation with local courts and/or refer family to school or community based programs.

Discrimination/Harassment Policies (Policy 103) **-** Muhlenberg School District provides an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Video and Audio Recordings – (Policy 237) It is prohibited to use electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public. It is also prohibited for students to have any use of electronic devices in locker rooms, bathrooms, and other changing areas.

Muhlenberg School District is equipped with video cameras which record all school property. The images recorded by these cameras may be used by school officials to establish the identity of students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district and may be used as evidence in any disciplinary proceeding conducted by the school district.

Internet, Network Resources, and Devices (Policy 815) - The district provides each student with personal technology devices for educational purposes. Internet and other network resources in the district's instructional and operational programs are provided in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

Students and staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet. Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of the policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Network accounts shall be used only by the authorized owner of the account for its approved purpose. Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, administrative regulations, accepted rules of network etiquette, and federal and state law.

Parents/Guardians who do not want their child to have access to the Internet should put the request in writing to the building administrator.

Electronic Devices (Policy 237) – Cell phones, smart watches and other electronic devices (gaming systems, iPods, tablets, etc.) may be brought to school, but the use of such items is ***prohibited*** during school hours.
Cell phones/all electronics to be in the student's backpack turned off from the school door (AM) to school door (PM). Laser pointers and attachments are prohibited. Cell phones and electronic devices must be powered off and kept in students' backpacks while on school grounds during the entire school day.

- First Offense: Students will be asked to turn off the electronic device and put it away in the backpack as policy states.
- Second Offense: Student's electronic device will be stored/held with the homeroom teacher and returned to the student at the end of the school day.
- Three or More Offenses: These cases will be handled by administration on an individual basis however consequences could include the parent/guardian picking up the electronic device, activity restriction, and/or suspension.

Exceptions to phones and devices being turned off while at school are as follows:

- Personal listening devices may be used on school vehicles. Volume must be kept to a minimum level. Inappropriate use of devices or device content may result in loss of this privilege.
- Electronic games may be used on school vehicles. Volume must be kept to a minimum level. Inappropriate use of devices or device content may result in loss of this privilege.
- The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public.

Please note that the district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

Dress and Grooming (Policy 221) **–** Muhlenberg students are expected to dress sensibly and appropriately and be in adherence to the Muhlenberg School District Dress and Grooming Policy (which can be found on the district website). If clothing is inappropriate, the home will be contacted to provide appropriate clothing for the day. It is recommended that girls wear pants or shorts on days when physical education is scheduled. Shorts are permitted during warm weather, but they should be mid-thigh in length and fit properly. Tops containing offensive decals, slogans or advertisements for alcohol and/or drugs are prohibited. Tops should properly cover a student's body. Shirts must cover the midriff. NO open back shoes such as flip-flops, strapless crocs, slides, and sandals are **NOT** to be worn by students during the school day unless the open-toed shoe has a back-strap to secure the foot. In addition, shoes with wheels are not permitted. Head-wear that is not religious in nature is not allowed to be worn inside of the building with the exception of school-sponsored theme days. This includes, but

is not limited to, hats, hoods, scarves, wraps, do-rags, wave caps, etc. While in the school building, hoods should remain down and off of the head. Protective UV attire will be permitted for any outdoor activities.

Weapons (Policy 218.1) - Muhlenberg School District prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

Discipline

Authority of Teachers, Assistant Principals, and Principals over Pupils - §13-1317 of the Pennsylvania Public School Code states: "*Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them*."

Search (Policy 226) - School officials shall be permitted to conduct a search of a student and/or of items in the student's possession or within the student's control if the school official has reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating laws, established rules, regulations, and district policies while on school premises.

It shall be the policy of the Board that all lockers and student storage spaces are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers/storage spaces.

Student Discipline (Policy 218) **-** The Muhlenberg School Board recognizes the need to maintain an atmosphere conducive to teaching and learning in schools. A central goal is to help students develop self-discipline. Students share with the administration and faculty a responsibility to develop a climate within the school that encourages a positive learning environment. Students whose behavior disrupts the educational process must receive appropriate attention from teachers, counselors, and administrators.

Field Trips - Students will be excluded from field trips and or special events if involved in any Level 3 or Level 4 infraction within the same academic, school-year quarter. The student and family will be contacted prior to the field trip when the child is not permitted to participate in the field trip or special events.

Student Responsibilities

A. Attend school and all classes daily, except when excused. Be on time for classes and other school functions.
B. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
C. Arrange to make up work when absent from school.
D. Respect the rights of other students.
E. Express ideas and opinions in a respectful manner so as not to offend or slander others.
F. Respect the rules and authority of teachers, administrators, and all others who are involved in the educational process.
G. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
H. Assume that until a rule is waived, altered, or repealed, it is in effect.
I. Be aware of and comply with federal, state, and local laws.
J. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
K. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
L. Assist the school staff in operating a safe school.
M. Exercise proper use and care when using public facilities and equipment.
N. Avoid the use of indecent or obscene language when dealing with other students or school district staff members.

Student Discipline Options

The following are possible, but not limited to, consequences used to restore, reflect and reinstate positive student conduct:

A. Parent/guardian contact via telephone
B. Conference (may include student, parent, school counselor, behavior specialists, teacher(s), administrator)
C. Restitution demonstrating reflection and growth
D. Detention (during lunch, recess or after school)
E. In-school suspension
F. Out of school suspension
G. Expulsion (Policy 233)

Misconduct Response Structure

This structure presents a comprehensive series of typical misbehaviors that are classified into four levels and arranged in a continuum according to the seriousness of the act and frequency of its occurrence.

Level I - Misbehaviors classified in this level represent relatively minor infraction of established procedures that regulate the orderly operation of the school and its educational process. Due to the nature of their frequency or seriousness, the classroom teacher or other school personnel assume the responsibility for corrective action. The frequency of their occurrence shall determine the appropriate disciplinary response and their re-classification at a higher level.

Examples of Infractions

1. Littering
2. Tardiness
3. Not returning required forms
4. Immodest or indecent dress
5. Unprepared with class materials and supplies
6. Non-defiant failure to complete assignments, carry out teacher directions, or adequately prepare for class
7. Abuse of hall, locker, or lavatory privileges
8. Careless or unauthorized use of school property or facilities
9. Disruptive behavior in school, on campus, or on the school bus
10. Cheating or lying

Level II - This level includes misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and seriously affect the student's own education. Some of these infractions may be the result of a continuation of misbehaviors that remain unmodified by disciplinary actions under Level I. Due to the nature of their frequency or seriousness, the principal assumes the major responsibility for corrective action.

Examples of Infractions

1. Unmodified Level I misbehavior
2. Cutting scheduled detention
3. Continual harassment of students
4. Petty theft or gambling
5. Chronic misbehavior
6. Use of profanity, obscenity
7. Possession or distribution of pornographic materials
8. Leaving school without permission
9. Truancy
10. Forgery
11. Defiance and insubordination

Level III - These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in school. While some might be considered criminal acts, for the most part, their redemption can be undertaken through the disciplinary mechanism of the school. In some cases, however, law enforcement officials may be contacted/notified.

Examples of Infractions

1. Continuation of Level II misbehavior
2. Chronic truancy
3. Possession of cigarettes, smoking on school property including the bus
4. Organized gambling
5. Stealing
6. Fighting
7. Vandalism
8. Physically threatening other students
9. Possessing, using, or being under the influence of substances (drugs, alcohol) on school property or during school-sponsored activities
10. Serious acts of defiance or threatening a teacher or member of the support staff

Level IV - Represented in this level are acts which are clearly criminal. Included are those that present a direct and immediate threat to the welfare of others or may result in violence to persons or property. In most cases, acts on this level are so serious that they require administrative action that calls for the immediate removal of the student from school and police intervention.

Examples of Infractions

1. Unmodified Level III misbehavior
2. Possession and/or sale of stolen property
3. Extortion of other students
4. Indecent exposure
5. Major vandalism
6. Arson
7. Grand theft
8. Bomb threat
9. Assault and battery
10. Tampering with fire alarm; pulling false alarm
11. Possession and/or use of firecrackers or explosives
12. Providing, selling, using illegal chemical substances and/or alcohol on school property or during school sponsored activities
13. Possession, use, transfer of lethal weapons on school property or during school-sponsored activities

The foregoing examples of impermissible conduct are not intended to be all-inclusive. At the District's discretion, any violation of the School District's policies or any conduct considered inappropriate or unsatisfactory may subject the student to discipline, including expulsion. The District reserves sole discretion whether to apply progressive discipline in any given situation.

School Bus Policies

Transportation Handbook - Please use this link for further information concerning the expectations and rules of school bus transportation.

School Bus Regulations - Students having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of students. Students will be permitted to board their school assigned transportation vehicle only. Therefore, our school district's bus discipline code has been written to provide guidelines for drivers and student riders to follow. Students not adhering to the following guidelines may be subjected to suspended bus privileges.

	Bus Violation K-6	Warning		Detention	Bus Suspension		
					1 day	2 day	3 day
Minor/ Level 1	**Behavior, which produces distractions or disturbances, which interfere with the bus driver/bus aide or disrespect the driver/aide.** *Examples include, but are not limited to:* • Failure to remain seated while the bus is in motion • Failure to keep extremities inside the school bus while the bus is parked • Getting on/off the bus at an unassigned stop • Vulgarity, swearing, inappropriate language • Use, consumption, or distribution of food	●	●	●	●	●	●
					1 day	2 day	3 day
Major/Level 2	**Behavior, which produces severe distractions or disturbances, which cause serious or unsafe conditions and/or repeatedly interfere with the bus driver/aide and present a safety concern for all on board the bus** *Examples include, but are not limited to:* • Moving around the bus while the bus is in motion • Throwing objects in, around, and/or outside the bus • Standing while the bus is in motion • Sitting in the driver's seat • Failure to keep extremities inside the bus while the bus is in motion • Using flash photography while on the bus		●	●	●	●	●

Any bus misconduct may result in any or all of the following consequences:

1. Bus driver verbal warning and seat change.
2. Bus driver written warning (bus referral).
3. Administrative verbal warning.
4. Administrative detention.
5. Loss of the privilege to ride the bus for a period of one day or up to the remainder of the school year based on the discretion of building administration and severity of the misconduct.

We ask parents to read and explain the bus discipline code to their children:

a) Students shall line up to get on the bus, avoid pushing and shoving, and take assigned seats on the bus immediately upon boarding following the seating procedures.
b) Students shall not tamper with the bus or any of its equipment.
c) Students shall observe orderly conduct on the bus and refrain from the use of profane and indecent language.
d) Students shall not talk with the bus driver while the bus is in motion.
e) Students shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
f) Students shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
g) Students shall be on time for the school bus.
h) Students shall not bring pets to school on the school bus.
i) Students shall not eat or drink on the school bus.
j) Students shall cooperate with and obey the school bus driver at all times.
k) Students shall not deposit any paper or trash on the seats or anywhere else on the bus.
l) Students shall adhere to the Muhlenberg School District Policy 227 on Controlled Substances/Paraphernalia.
m) Students shall adhere to the Muhlenberg School District Policy 218.1 on Weapons.
n) Students shall adhere to the Muhlenberg School District Policy 222 on Tobacco/Nicotine.

Parents, please remember no adult (parents, family members, and friends) is permitted to board a school bus at any time. We thank you in advance for adhering to this policy.

Special Requests Regarding Transportation - All special requests regarding transportation routes shall be presented in written form by the parent/guardian to the coordinator of buildings, grounds, and transportation five (5) days prior to the effective date of the request. Parents/guardians will be informed as to the resolution of their request by the transportation office. School principals and bus drivers will be notified of any changes to the bus routes by the transportation office. Bus drivers are not permitted to accept requests.

If an emergency situation arises that prevents a five day prior notice, the transportation department can be reached by phone at (610) 921-8000, extension 5532. All calls must be followed up with a written request.

PLEASE NOTE: All students in grades 1-3 are allowed to depart from their bus with or without parents/guardians present. Kindergarten students will not be dismissed from the bus without a parent/guardian.

Transportation Video/Audio Recording (Policy 810.2) - The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Access to the camera and tapes will be limited to coordinators and administrators. Tapes will be erased and re-recorded if no incidents occur over a two week schedule. Tapes documenting incidents will be made available to the appropriate school administrators. Taped documentation of misbehavior will be preserved only until the disciplinary action/disposition has been reached. Thereafter, all recorded evidence of misbehavior will be erased.

Assigned Seats - Students in grades K-3 have assigned seats. Students must sit in their assigned seats regardless of ridership. There are no exceptions. In coordination with the building administration, seat assignments will change only for reasons pertaining to students' safety.

Day Care Transportation - Prior approval is required for day care transportation. All requests are to be made in writing through the transportation office (610-921-8000, extension 5532). Parents/guardians requesting day care transportation must provide the following information:

- Day care provider's name, address, and telephone number
- Dates or period of time change to be in effect
- Child's name, home address, and phone number

Carrying of Objects on Buses - The state guidelines for transportation forbid the carrying of any objects on the bus, such as projects and band instruments, unless they can be safely held on the pupil's lap. If large items, such as instruments, projects, or pets are to be brought to school, the parent/guardian will be responsible for transporting that item on the day involved.

Curriculum and School Services

The Muhlenberg School District is committed to guiding all students on a path of excellence with active and purposeful learning experiences, a growing and comprehensive curriculum, collaborative and innovative staff, and creative use of technology and resources coupled with an unrelenting desire for success.

Creative Arts

Classes offered include: Art, Music, Library, Engineering, Physical Education, and Social Emotional Learning (SEL). Each class follows its own respective common core curriculum.

MTSS

Multi-Tiered System of Supports is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the education system for supporting students.

Special Education Services

Students who qualify for special education have an Individual Education Plan (IEP) or a 504 Plan that is tailored to meet the needs of individual students. It encompasses a range of services that help students with disabilities learn.

- Gifted Education (Policy 114)
- Speech

School Psychologist

School psychologists provide expertise in mental health, learning, and behavior, to help students succeed academically, socially, behaviorally, and emotionally through observation and evaluation. Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. (Policy 113.3)

School Counseling

School counselors are educators uniquely trained in child development, learning strategies, self- management and social skills, who understand and promote success for a diverse population of students. School counselors implement a research-based program to support students through each developmental stage of their academic career. In addition, school counselors are available to meet with individual students, small groups of students and parents.

Behavior Specialist

Behavior specialists provide a positive behavior support plan developed in coordination with the IEP team and can be based on a functional behavior assessment, and become part of the individual student's IEP including methods that utilize positive reinforcement and techniques to shape a student's behavior.

School Social Worker

The primary responsibility of the school social worker involves helping students to address problems or issues that may get in the way of learning and social emotional competence.

Elementary Student Assistance Program (ESAP) (Policy 236) **-** ESAP is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

Assessment and Progress Reporting

Parent-Teacher Conferences - Scheduled parent-teacher conferences are held in November for MEC students.. Conferences can also be requested during the school year at times other than those scheduled. Please submit your request in writing and allow 24 hours for a reply correspondence. A translator is available upon request.

Reporting Student Progress (Policy 212) **-** Report cards for students in grades one through three are issued four times a year: November, January, April, and June. Kindergarten report cards are issued in January, April, and June. Performance levels may be based on tests, projects, oral response, homework, class work, and other criteria considered by the teachers. Performance-based assessments are also used to determine levels of student achievement.

Promotion and Retention (Policy 215) **-** A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

Scheduling – Scheduling students and assigning teachers for the following year is a collaborative and strategic process for each student that involves many different factors. Parent requests will only be considered upon written receipt and only under extenuating circumstances at the discretion of administration.

Standardized Tests - Students in grades three will participate in benchmark and standardized assessments for reading and mathematics and any testing that is required by the Pennsylvania Department of Education as part of the Pennsylvania System of School Assessment (PSSA). Please call your child's school counselor with questions about standardized testing.

Education Records (Policy 216) **-** The school maintains a cumulative record of each student that contains items such as, test scores, report cards, general information on academics and health.

Health Services

School Wellness (Policy 246) - The Muhlenberg School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. A certified school nurse and/or nursing assistant will provide an environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience.

Pandemic - The Muhlenberg School District follows all recommended federal, state and local guidelines in the event of a pandemic or other health crises.

Illness - If a child shows signs of illness, do not send him or her to school. Parents will be notified if a child is ill or has a temperature of 100 degrees or above.

Any child displaying an unusual skin eruption, unusual soreness of throat, or having conditions that suggest an infectious condition must be excluded from school until he or she presents evidence from a physician that the condition is not infectious or that recovery has occurred. Some of the more common infectious conditions, which require a note from the doctor before a pupil may return to school, are conjunctivitis or pink eye, impetigo, ringworm, and scabies.

No child will be admitted to school within the prescribed interval for each disease as listed below unless a physician certifies that the child is not suffering from the suspected disease nor any other communicable disease:

- Chicken pox- Until all crusts are dry
- German or regular measles- Six days from onset of rash
- Mumps- Until fever and swelling are subsiding
- Respiratory streptococcal (strep throat, scarlatina, scarlet fever) - If no physician is in attendance, not less than seven days from onset.

Pediculosis (Head Lice) (Policy 209.2) - Any child found to be infected with head lice will <u>not</u> be excluded from school as per recommendations from the U.S. Center for Disease Control, the American Academy of Pediatrics, the PA Department of Health and the National Association for School Nurses.

Immunization (Policy 203) - All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

Medication (Policy 210) - When medication is to be administered during school hours, the prescribed medication shall be sent to school under the following conditions:

1. A written and signed request from a physician shall detail the name of the drug, the dosage, the time interval that the medication is to be taken and the reason for the medication to be given.

2. The parent/guardian shall sign and confirm the request that the school district comply with the physician's order and sign a waiver releasing the school district, its agents and employees from any and all liability, loss, and claim of whatsoever nature resulting from the administration of the medication to the student and from all illness or injuries which may result there from.

3. If the nurse is to administer the medication, the medication will be held in the health room. It shall be the student's responsibility to go to the health room or to the office at the correct time, and the nurse shall administer the medication.

Nonprescription Medication (Policy 210) – Acetaminophen, ibuprofen, antacid, and other over the counter medicines may be administered according to the current standing orders of the school physician if the parent/guardian's written permission for the current year is on file. Emergency medications and first aid treatment will be administered according to the standing orders of the school physician.

Health & Dental Examinations/Screening (Policy 209) **-** Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade. The school nurse or medical technician shall administer to each student vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district.

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

Homelessness

ECYEH (PA Education for Children and Youth Experiencing Homelessness)

The Education for Children and Youth Experiencing Homelessness (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate public education.

Children and youth experiencing homelessness have the right to:

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

School District Policies

All Muhlenberg School District Policies can be located on the district website at www.muhlsdk12.org . If you do not have internet access, please contact the school office to request a copy of these and other policies.

It is the policy of the Muhlenberg School District not to discriminate on the basis of gender, disability, race, color, and national origin in educational programs, activities or employment as required by Title IX of the 1972 education amendments. Inquiries on Title IX compliance should be directed to the office of the Assistant Superintendent, 801 Bellevue Avenue, Laureldale, PA, 19605, telephone 921-8000 or to the director of the office for civil rights in the department of education, Washington, D.C.

Pandemic Response

Muhlenberg School District follows all guidelines set forth by the Muhlenberg Pandemic Team. The Muhlenberg Pandemic Team is a cross-disciplinary team that makes guidelines for MSD based on further recommendations of the Center for Disease Control, the PA Department of Health and other agencies pertinent to the health and safety of schools, students and staff during the global pandemic of COVID-19.



2026-2027 Student & Parent Handbook

MUHLENBERG JUNIOR HIGH SCHOOL
Muhlenberg School District
Reading, PA 19605

The Muhlenberg Junior High School is dedicated to providing a program of educational excellence that enables all students to attain their potential.

TABLE OF CONTENTS

TABLE OF CONTENTS....1
CONTACT INFORMATION....3
VISION STATEMENT OF THE MUHLENBERG SCHOOL DISTRICT....5
VALUES & BELIEFS....5
MUHLENBERG SCHOOL BOARD....5
BELL SCHEDULE....6
EXPECTATION FOR JUNIOR HIGH STUDENTS....7
SCHOOLWIDE BEHAVIOR MATRIX....8
ACTIVITIES....9
ALTERNATIVE EDUCATION....9
ASSESSMENTS & TESTING....9
ATTENDANCE/ABSENCES....10
BUILDING SECURITY-AUDIO/VIDEO SURVEILLANCE....12
BULLYING/CYBERBULLYING....12
BUSSING....14
TRANSPORTATION VIDEO/AUDIO MONITORING....15
CAFETERIA....16
CHILD FIND....16
CHROMEBOOKS....17
ACCEPTABLE USE OF CHROMEBOOKS....19
ELECTRONIC DEVICES....21
COUNSELING DEPARTMENT....23
DANCES....24
DETENTION....24
DISCIPLINE....24
DISCRIMINATION/HARASSMENT POLICIES....26
DRESS AND GROOMING....26
DRUGS AND ALCOHOL....27
ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES....29
EXCLUSION FROM SCHOOL....31
FOOD & MEALS....32
GRADES, REPORT CARDS, FINAL GRADES, ACADEMIC INTEGRITY etc....33
LOCKERS....34
LOST AND FOUND....35
MEDIA RELEASE....35
LUNCH SCHEDULE....35
MEDICATION POLICY....35
HALL PASSES....35
HEALTH SERVICES....36
HOMEWORK....36
IDENTIFICATION BADGES....36
IN LOCO PARENTIS....37
INSURANCE....37
PERSONAL ITEMS IN SCHOOL....37

SAFE2SAY SOMETHING.....37
SCHOOL CLOSURES..... 38
LATE STARTS.....38
SEARCHES..... 38
STUDENT ASSISTANCE PROGRAM (SAP)..... 38
UNLAWFUL HARASSMENT..... 38
TEXTBOOKS..... 40
VAPE DETECTORS.....40
VIDEO AND AUDIO RECORDINGS..... 40
VOLUNTEERS.....41
WEAPONS ON SCHOOL PROPERTY..... 41
SIGN-OFF PAGE..... 42

CONTACT INFORMATION

Mr. Christopher Becker, Principal	610-921-8034 x3500
Ms. Michele Weaver, Assistant Principal Grade 7	610-921-8034 x3504
Ms. Dana Godfrey, Assistant Principal Grade 8	610-921-8034 X3631
Mr. Josh Rankin, Assistant Principal Grade 9	610-921-8034 x3517
Ms. Liliana Moore, Social Worker	610-921-8034 x3132
Mr. Matthew Coldren, Dean of Students	610-921-8034 x3508
Ms. Erica Buzydlowski, Building Secretary	610-921-8034 x3112
Ms. Marina Parznik, Building Secretary	610-921-8034 x3503
Ms. Patricia Keiper, Attendance Secretary	610-921-8034 x3501
Ms. Kelly Renninger, Library & Chromebook Clerical Assistant	610-921-8034 x3131
Ms. Denisse Jaquez, Guidance Secretary	610-921-8034 x3510
Mr. Rob Urenko, 7th Grade School Counselor	610-921-8034 x3512
Dr. Thomas Starr, 8th Grade School Counselor	610-921-8034 x3513
Ms. Diamante White, 9th Grade School Counselor	610-921-8034 x3511
Mrs. Heather Scholl, CSN, School Nurse	610-921-8034 x3102
Mrs. Teresa Pietrusewicz, RN, School Nurse	610-921-8034 x3602
Mr. Carey Kline, Food Service Director	610-921-8000 x3514

Muhlenberg Junior High School
801 Bellevue Avenue
Reading, PA 19605
610-921-8034
FAX 610-921-8038

Website: www.muhlsdk12.org
Facebook: www.facebook.com/muhlmjhs
Twitter: @MuhlJuniorHigh

SCHOOL HOURS

Students Admitted into School	7:30 AM
MJHS School Hours	7:30 AM to 2:50 PM
Late to School/Tardy	7:50 AM



MJHS 5 Keys to Success

Be On Time

Try Your Best

Start a Clean Slate

Worry About Yourself

Make Each Day Count

VISION STATEMENT OF THE MUHLENBERG SCHOOL DISTRICT

Muhlenberg School District is committed to
guiding all students on a path of excellence
with active and purposeful learning experiences,
a growing and comprehensive curriculum,
collaborative and innovative staff
and creative use of technology and resources
coupled with an unrelenting desire for success.

VALUES & BELIEFS

- Students learn differently.
- Students learn best with challenging and relevant curriculum.
- Students thrive in a safe learning environment
- Teachers lead learning through passion, perseverance and personality.
- Teachers create a culture of high expectations.
- Teachers are inspirational role models.
- Students, parents and families, the school, the school board, the community and business leaders create partnerships that drive students' success.
- An informed and involved learning community is essential to the development of strong educational partnerships and quality programs.
- The learning community equips, engages and empowers learners.

MUHLENBERG SCHOOL BOARD

Board of School Directors

Mrs. Cindy L. Mengle, President
Mrs. Kristyna Eagle, Vice President
Mr. Ronald J. Haas, Treasurer
Mr. Enrique Castro Jr., Secretary
Ms. Susan Roeckle, Assistant Secretary

School Board Members

Mr. Andrew Eaton
Mr. Garrett Hyneman
Mr. S. Wayne Hardy
Mr. Robert Mengle

Muhlenberg Junior High School
BELL SCHEDULE

Doors Open for Breakfast	7:30 AM - 7:50 AM
Students are Dismissed to their Lockers	7:40 AM
Advisory Daily Announcements take place 7:53	7:50 AM - 8:14 AM
Period 1	8:18 AM - 8:58 AM
Period 2	9:02 AM - 9:42 AM
Period 3	9:46 AM - 10:26 AM
Period 4 (LUNCH)	10:30 AM - 11:10 AM
Period 5 (LUNCH)	11:14 AM - 11:54 AM
Period 6 (LUNCH)	11:58 AM - 12:38 PM
Period 7 (LUNCH)	12:42AM - 1:22 PM
Period 8 (LUNCH)	1:26 AM-2:06 PM
Period 9	2:10 AM - 2:50 PM

Expectations of Junior High Students

As students approach adulthood, it is important they take on more responsibility in their academics, personal, and social life. The following are expectations for ***all*** MJHS students:

Students will:

- Treat all students, faculty, and guests with respect and dignity
- Live out the DEAN'S list qualities- Dedicated, Effort, Academics, Neighborly, Success
- Be a contributing member of our Muhlenberg school community
- Celebrate the diversity of our Muhlenberg school community
- Come prepared in mindset and with supplies to actively engage in learning
- Give back to their community by serving and supporting others
- Celebrate academic progress and achievements
- Be responsible to complete their own work and seek support when necessary
- Be responsible and ask teachers for make-up work when they return after being absent
- Notify teachers in advance to receive assignments for planned absences from school
- Approach their teacher directly with questions when they recognize that they are having difficulty with material

MUHLENBERG TOGETHER- WE ARE STRONGER TOGETHER

As a safe and supportive school community, we value each person and believe that our differences make us stronger and more resilient. Our school is a community that accepts each person for who they are and it's our goal to help each other live out our dreams in order to make our world a better place.

We stand against any and all acts of hate, bigotry, prejudice, racism, disrespect, and the inequitable treatment of people.

	Hallways/ Stairwells	Classroom	Cafe	Bus	Bathrooms	Digital/ Online spaces	Schoolwide Policy
Be Safe	Walk in all areas. Be aware of others as you travel and use your locker. Walk on the right side of the hallway. Use your locker only.	Enter classes calmly and quietly. Keep hands, feet, other objects to yourself. Follow directions given the first time. Ask for permission to leave the room.	Touch only your own food. Sit in assigned seat. Wait for teacher directions to leave seat.	Walk directly to your bus. Remain in your seat. Keep your hands and items to yourself inside the bus.	Use the facilities in an appropriate manner. Only leave/enter the bathroom with a signed hall pass. Leave belongings in the classroom.	Keep your passwords secure. Keep personal information private (phone number, usernames, address, etc.)	Enter and exit the auditorium quietly. Sit in the auditorium where directed. Remain quiet when expected during assemblies/performances.
Be responsible	Move efficiently. Know your schedule. If you drop something, pick it up.	Come to class prepared with required materials and charged device. Find out what you missed within one day of missing class. Be on time.	Dispose of trash in the provided trash cans. Know your lunch code.	Keep food and drinks away. Enter and exit the bus in a timely manner. Be at the bus stop on time.	Dispose of trash in cans provided. Return to class as quickly as possible.	Charge your device every night so the device's battery is fully charged. Remember to bring your device to school and handle it carefully.	Come to school every day on time. When absent, bring an excuse note. Follow the cell phone policy.
Be respectful	Use school appropriate volume and language. Pick up trash if you see it. PDA Guidelines?	Speak at appropriate times. Take care of school property and materials. Raise your hand for assistance/ requests.	Use inside voices in the cafe. Exit as directed by your teacher or cafe monitor. Use manners with cafeteria workers.	Use school appropriate volume and language. Follow driver/assistant directions Respect property/space of others.	Honor the privacy of others. Use school appropriate volume and language. Report anything out of the ordinary to an adult.	Use school appropriate volume and language on school devices and online. Put devices away when instructed by adults.	Stay in your personal space. Treat others the way you want to be treated. Use school appropriate volume and language.
Be Positive	Speak politely to each other. Hold the door for other students/staff. Keep the hallways clean.	Do your best work at all times Support the accomplishments of your classmates.	Treat cafeteria workers kindly. Move through lines quickly. Make healthy food choices.	Be polite to the driver. Be polite to passengers in cars. Keep the bus clean and neat.	Wash your hands. Maintain personal hygiene.	Ask to see the technology staff, if needed. Report any suspicious or concerning information to an adult.	Represent Muhlenberg with on trips, events, and in the community. Stand during the pledge of allegiance.

ACTIVITIES

Muhlenberg Junior High School provides a wide range of extra-curricular activities. In addition, the school sponsors class organizations at each grade level. Below is a list of some of the activities students can participate in at MJHS.

Clubs

Art Club
AV Club
Aevidum
Band
Jazz Band
Chorus
Club Golf
Cool About Manufacturing
eSports (9th only)
Gold Tones
GSA Club
Intramurals
Musical
National Junior Honor Society
Science Club
Stage Crew
Student Council

Sports

Baseball
Basketball
Cheerleading
Cross Country
Field Hockey
Football
Golf (9th only)
Lacrosse (9th only)
Soccer
Softball
Swimming & Diving (9th only)
Tennis (9th only)
Track & Field
Volleyball
Water Polo (9th only)
Wrestling

ALTERNATIVE EDUCATION

The Administration at Muhlenberg Junior High School, with permission from the Superintendent of Schools, may place a student in an approved alternative education program. Students eligible for the alternative education program will have exhausted the traditional discipline procedures; they will have exhibited various characteristics while in the regular school program such as but not limited to:

- **Flagrant or repeated violations of school rules**
- **Violations of the district's drug and alcohol policy**
- **Fighting or Physical Altercations/Incidents**
- **Extreme academic underachievement**
- **Possession of a weapon on school property**
- **Making a terroristic threat against persons/property**
- **Recording Fights or Physical Altercations/Incidents**

The length of placement in an alternative education program varies with each individual case; however, the customary minimum placement is for a period of 45 school days. Activity participation while placed in an alternative education program is at the discretion of the principal. Students are not permitted to attend or participate in school related activities during their alternative education placement unless permission is granted by administration.

ASSESSMENTS & TESTING

Muhlenberg Junior High School students participate in a variety of assessments throughout the school year for the purpose of:

- Measuring student achievement
- Determining appropriate placement in academic classes
- Determining the need for remediation or academic assistance
- Measuring the alignment of school programs with state standards and requirements.

All students are expected to participate in these assessments as outlined by their course of study.

The following assessments are administered throughout the school year:

- Classroom Diagnostic Assessments (CDTs)
  - Grades 7-9
  - ELA, Math, Science
- Firefly Benchmark Testing
- WIDA Exam for English Language Learners*
- Pennsylvania State System of Assessment (PSSA)*
  - Grade 7-8: ELA & Math
  - Grade 8: Science
- Keystone Exams*
  - Algebra 1 Keystone: Grades 8-9 students enrolled in Algebra 1.
  - Biology Keystone: Grade 9 students enrolled in Environmental Science Honors

***SPECIAL NOTE: EDUCATIONAL TRAVEL WILL NOT BE APPROVED FOR ANY STUDENT DURING STATE MANDATED TESTING IN A TEST-TAKING GRADE.**

ATTENDANCE

MSD Policy 204

As defined in the Pennsylvania Public School Code §1326, 1327, compulsory school age is the period of a child's life from the time he or she enters school, which shall be no later than the age of 6 years, until the age of 18 or graduation from high school. Children of school age are expected to attend school regularly. Because school attendance is directly related to academic success, students are expected to attend school on a regular basis. Student attendance is recorded at the beginning of each class period daily.

Absence from School (Policy 204) – Excused absence includes illness of pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child.

If your child is too ill to attend classes, please call the school between 8:30 a.m. and 10:00 a.m. to report the absence. If an absence is expected to last for an extended period of time, parents should notify school administrators.

Educational Tours/Trips (Policy 204) - Requests for educational trips to be taken during the school year must be submitted in writing to the building principal at 10 days in advance of the scheduled trip. Request letters must include the dates of absence, the destination, and a statement of educational benefit to the student.

The principal may approve student trips with families of up to but no more than 5 days of school. No more than three such trips will be approved in one school year. The 5-day limit shall apply to the accumulated total of approved trips. Parents will be given written specific reasons for disapproved trips.

Educational travel will not be approved during state mandated testing for students in test-taking grades.

Excused/Lawful Absence (Policy 204) - Parents/Guardians and students shall submit the written explanation within three (3) school days of the absence. If the parent/guardian fails to provide a written excuse within three (3) school days of the absence, the absence will be permanently counted as unlawful or unexcused. Unexcused absences include but are not limited to parental neglect including oversleeping or missing the bus.

Parent Excuses- Students are allowed up to 10 days excused by a parent. Any absence after 10 parent excused absences require a certified note; otherwise they are considered unexcused/unlawful.

Student Attendance Improvement Conference (SAIC) - After a student is considered habitually truant a SAIC will be scheduled to address school attendance concerns. District staff shall notify parents/guardians with the date and time of the SAIC. The purpose of the SAIC is to examine the student's absences and reason for absences in an effort to approve attendance with or without additional services.

Student Attendance Improvement Plan (SAIP) - This is a plan completed during the SAIC in an effort to support and approve a student's attendance.

Lawful Absence - A student excused from school for mental, physical, or other urgent reasons: Illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and attendance at legal or court proceedings, activities, educational travel with prior approval, and attendance at legal or court proceedings

Unlawful Absence - Absences shall be treated as unlawful until the school receives a written excuse explaining an acceptable absence, to be submitted within three days of the absence. If an unacceptable absence is received, the absence will remain as unlawful.

Terminology	Definition	Action Taken by School	Action Taken by Family
Truant	A student is considered **truant** after **3 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail.	Parents/guardians should collaborate with student and teacher to communicate absences and ensure excuse blanks are turned in within 3 days of the absence.
Habitually Truant	A student is considered **habitually truant** after **6 unlawful** absences.	Parents/guardians will receive an official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance.
Chronically Absent	A student is considered **chronically absen**t once they have accumulated **10 or more** excused OR unexcused absences.	Parents/guardians will receive another official attendance notice in the mail that will include a scheduled SAIC meeting to support and improve regular school attendance.	Parents/guardians should attend the scheduled SAIC meeting to work with the school to support and improve regular school attendance. ***All future absences from that point must be followed up with a doctor's note in order for that absence to be considered excused***

Excused Absences From School

If a student is unable to attend school, the student's parent/guardian must call the Attendance Office at (610) 921-8034 x3501, before 9 a.m. on the day of the absence to report their child absent from school.

- Students must follow up all absences with an excuse blank or parent note within three days of the absence.
- Excuse blanks are available in the junior high school office, from classroom teachers, and on our district website. These notes are required by law to verify absences, and they must be signed by a parent/guardian. Students are not permitted to sign their own excuse blanks regardless of age.
- Absences of three or more consecutive days due to illness must be verified with a doctor's excuse.
- Students will be granted up to five excused days for bereavement purposes.
- Parent Excuses- Students are allowed up to 10 days excused by a parent. Any absence after 10 parent excused absences require a certified note; otherwise they are considered unexcused/unlawful.
- Students will be granted up to five excused absences for educational trips. Forms can be found on the district website in English and Spanish.

Unexcused Absences from School

- If an excuse blank or note is not submitted within three days following the return to school, the absence becomes unexcused.
- The issuing of a citation with the District Justice may result in fines of up to $300.00/day for students of 16 years of age and younger; additionally, these students may lose their driver's license for up to six months.
- Students with chronic attendance issues will meet with the junior high school's attendance committee to discuss the importance of regular school attendance as well as solutions that will improve the students' attendance record. Parents/Guardians of these students will attend such meetings as well. In addition, a Truancy Elimination Plan will be implemented.
- Students with excessive absences may be assigned to an alternative education placement.
- Consequences for the accumulation of unexcused absences are as follows:

Make-Up Work

- It is the student's responsibility to communicate with their teachers to make arrangements to make up work that is missed due to absences from school for any reason.
- Students will have a maximum of one week to make up work missed due to EXCUSED absences from school. If during an absence from school the student misses tests, quizzes, assignments, etc. that have been announced sufficiently in advance, the student may be required to make up for that missed work as soon as they return to school.
- Work missed during UNEXCUSED absences will be at the discretion of the teacher for credit, points, etc.
- Students who are assigned an out-of-school suspension must communicate with their classroom teachers to obtain work to be completed while on suspension.

Educational/Family Trips and Travel

Students who plan to miss school for an educational trip must bring in a note from a parent/guardian requesting permission for such an absence. This request must be submitted to the Attendance Office at least 10 days before the intended trip. **Students may be excused from school no more than 5 school days for educational trip purposes.**

***SPECIAL NOTE: EDUCATIONAL TRAVEL WILL NOT BE APPROVED FOR ANY STUDENT DURING STATE MANDATED TESTING IN A TEST-TAKING GRADE.**

Illness During the School Day

Nurse visits: If a student becomes ill during school hours, the teacher to whom the student is assigned will sign the student's pass card to go to the nurse's office. If it is necessary for the student to go home, the Health Services nurse will contact the student's guardian. Any student who is dismissed due to illness must have a guardian sign out in the office before leaving the building. Students may not dismiss themselves from school for reasons of illness. This process must take place through the Health Services office.

If your child is sick, do not send them to school. **A student with a fever must be 24 hours fever free before they may return to school**. Call the Health Services office and talk with the nurse if you have any questions about your child's illness. A parent/guardian will be notified if a child is obviously ill or has a temperature of 100 degrees or above. Any child having signs or symptoms of an infectious condition may be excluded from school until he or she presents evidence from a medical provider that the condition is not infectious or that recovery has occurred. Examples of these common conditions are listed, but limited to, conjunctivitis or pink eye, impetigo, ringworm, and scabies.

Any child found to be infested with head lice (pediculosis) will not be excluded from school as per recommendations from the U.S. Center for Disease Control, the American Academy of Pediatrics, the PA Department of Health and the National Association for School Nurses.

Tardies to School

- Students who are not in school by 7:50 a.m. are considered to be tardy to school.
- Students should still enter at the gymnasium entrance. They will sign in with a staff member and receive a pass to go directly to their locker and assigned class.

- An accumulation of excused tardies to school will result in a student needing to provide a doctor's note.
- Students who participate in extracurricular activities will not be allowed to participate in the day's activity if they arrive at school after the end of first period (8:58 AM) without a valid excuse note (i.e. doctor's note, court subpoena).
- Students will receive an after school detention for **every 5** tardies to school.
- Students who are continually tardy to school will receive progressive disciplinary action beyond detention from school administration.
- Students athletes, refer to the Athletic Handbook for additional information on consequences.

Late to Class

- Students are expected to be in class on time.
- Consequences for student tardiness to class will be determined by individual classroom teachers, Dean of Students, or grade level AP. These consequences may include but not be limited to the following: receiving a lunch detention, after school detention, earning a zero for work missed during the tardy time, losing participation points during the tardy time, and participating in a parent/teacher/student conference.
- Students who obtain 5 or more tardies to class in one week will face disciplinary action from the class teacher, Dean of Students, or grade level AP.
- Students who obtain 3 or more tardies to class for the same class may face disciplinary action from the teacher of the class. If the student becomes chronically tardy to the same class, the student may be referred to administration for disciplinary action.
- Students with chronic tardiness to class will be referred to administration for further disciplinary action.
- Students athletes, refer to the Athletic Handbook for additional information on consequences.

Leaving School Early for Appointments

- Students who must leave school early for any reason must submit a written parental/guardian request to the Attendance Office no later than the morning of the intended early dismissal.
- The child will be excused only for the amount of time necessary, not the entire day. Unless an emergency situation exists, we encourage you to schedule appointments after 2:50 p.m.
- If a student misses their assigned period for an appointment and the school was not notified previously, the student will be considered absent.
- The main office will call the student's assigned classroom for the student to be dismissed early.
- If a student requires an early dismissal, documentation must be provided; otherwise any missed periods will be unexcused.

BUILDING SECURITY-AUDIO/VIDEO SURVEILLANCE

A safe and secure environment for our students and staff is a primary concern of the school district administration. Please be advised that the doors to the building will be closed and locked after the beginning of the school day and entry to the building will be restricted. All guests to the school, and students arriving late to school should contact the main office via the closed circuit greeting system located at the main entrance to the building. The main office will check the identity of the visitor and before allowing the visitor to enter the building. Guests will be directed to the appropriate office to sign in and be issued a visitor's badge. All persons are advised that the building will be locked prior to athletic or other events and entry will be permitted only during the designated times for such events.

The PA State Board of Education regulations grant local school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3. In that regard, students, parents, and staff are advised that the junior high school building is under video surveillance at all times and that information from recordings may be used for monitoring purposes and in the disposition of disciplinary actions.

BULLYING/CYBERBULLYING

MSD Policy 249

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying as defined in this policy includes **cyberbullying**.

Bullying, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education**.**
- Creation of a threatening environment**.**
- Substantial disruption of the orderly operation of the school.

For the purpose of this policy, **bullying** is defined as follows:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus Bullying Prevention Program

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.

- Bullying involves an imbalance of power or strength.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students at an assembly or by other means.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:
1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

This policy shall be:
1. Accessible in every classroom.
2. Posted in a prominent location within each school building.
3. Posted on the district web site.
4. Published and disseminated in handbooks.

The district shall develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Complaint Procedure

Step 1 – Reporting

1. A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.
2. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.
3. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Assistant Superintendent.
4. The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

1. Upon receiving a complaint of bullying, the building principal shall immediately investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.
2. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
3. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded. The findings of the investigation shall be provided to the parents of the accused student and the complainant.

Step 3 – Investigative Report

1. The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
2. The investigative report shall be retained by the principal/designee and forwarded to the Assistant Superintendent as appropriate.

Step 4 – District Action

1. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.
2. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling services and/or educational activities
- Parental conference
- Loss of school privileges
- Transfer to an out of district placement
- Transfer to another classroom
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Recommendation for counseling/therapy outside of school
- Referral to Student Assistance Program
- Referral to law enforcement officials
- Restorative conferences

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Assistant Superintendent within fifteen (15) days.

BUSSING/DISMISSAL

Dismissal

Students will only be dismissed by announcement by administration. Individual grade levels will be called, after being called, students must get all items from their locker and promptly exit the school. Once students have left the school, they may not return to the building. If a student needs to re-enter after exiting, they must go to the main office.

Door to Door Policy: Within the expectations of In Loco Parentis falls the Door to Door expectation. Students are under school supervision from the time they exit the junior high doors until they enter their door at home. Any incidents that occur from the time students exit the school building until they enter their home may face disciplinary action from the school.

School Bus Regulations

Pupils having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of pupils. Bus conduct reports will be written by the bus drivers and submitted to the principal on a daily basis. Bus conduct reports should include as much information as possible for the principal to take effective disciplinary action. The principal, at his/her discretion, will handle each conduct report in accordance with the school's disciplinary policy. Pupils may be disciplined or deprived of transportation for the infraction of any of following regulations:

- Pupils shall line up to get on the bus, avoid pushing and shoving, and take seats on the bus immediately upon boarding following the seating procedures.
- Pupils shall not tamper with the bus or any of its equipment.
- Pupils shall observe orderly conduct on the bus and shall refrain from the use of profane and indecent language.
- Pupils shall not talk to the bus driver while the bus is in motion.
- Pupils shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
- Pupils shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
- Pupils shall be on time for the school bus.
- Pupils shall not bring pets to school on the bus.
- Pupils shall not eat or drink on the school bus.
- Pupils shall cooperate with and obey the school bus driver at all times.
- Pupils shall not deposit any paper or trash on the seats or anywhere else on the bus.
- Pupils shall not make terroristic threats, speak inappropriately, gesture, stare down or use facial/body expressions to convey defiance or dissatisfaction with the bus driver or aide.
- Pupils shall adhere to the Muhlenberg School District Policy 227 on Controlled Substances/Paraphernalia.
- Pupils shall adhere to the Muhlenberg School District Policy 218.1 on Weapons.
- Pupils shall adhere to the Muhlenberg School District Policy 222 on Tobacco Use.
- Students shall adhere to the Muhlenberg School District Policy 218 pertaining to Student Discipline.
- Students shall adhere to Muhlenberg School District Policy 237 pertaining to Electronic Devices.

Bus Routes

- Transportation routes, stops and schedules are designed to move eligible children safely and expeditiously.

- All bus assignments are permanent and non-transferable.
- Bus drivers are not permitted to accept any requests for transportation changes.
- Exceptions may apply to alter transportation in cases involving residency changes, students placed by the District in outside placements, issues pertaining to the safety of students and short term emergency situations.
- All requests to alter transportation must be presented by the parent or legal guardian in writing and in person to the School Principal five (5) days prior to the effective date of the change, unless the request is an emergency, then three (3) days is sufficient.
    - The Home and School Visitor may be directed by a principal to provide transportation for one or two days under circumstances when three days advance notice is impossible.
    - Altering transportation for emergency purposes shall last no longer than five (5) school days unless approved by the School Principal.
    - Principals, in collaboration with the Coordinator of Buildings, Grounds and Transportation will make the final decisions regarding requests to alter transportation. The validity, fairness and reasonableness of the request will be considered.
    - The parent/guardian will be informed by the principal of the final decision regarding a request for changed transportation.
    - At the conclusion of the emergency, parent/guardians must contact the school principal in order for regular bus services to resume.

Denial of Transportation

Transportation Services will not be provided for the following:

- Friends accompanying pupils to and from school on buses.
- Transportation to after school activities; i.e., dance or music lessons, Boy Scouts, Brownies, going to work, etc.

Carrying of Objects on Buses

The state guidelines for transportation forbid the carrying of any objects on the bus, such as projects and band instruments, unless they can be held on the pupil's lap safely. If large items, such as instruments, projects, or pets are to be brought to school, the parent/guardian will be responsible for transporting that item on the day involved.

TRANSPORTATION VIDEO/AUDIO MONITORING

Muhlenberg Transportation Department

Director of Transportation- Dr. Tim Moyer
Transportation Secretary- Ms. Erica Brumbach
Telephone- 610-921-8000 ext. 1280
Email- brumbache@muhlsdk12.net

Authority

The Pennsylvania State Board of Education regulations grant school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3. The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct he/she observes that cannot be corrected by less formal means, such as assigning of seats, redirection or verbal warnings. These reports are forwarded to the appropriate building principal for corrective disciplinary action as per existing District Policy. If patterns develop or if persistent serious misconduct or safety-related violations occur, the building Principal and/or designee may recommend use of video/audio monitoring to the Transportation Coordinator. Additionally, cameras may be placed on buses at random selection of the Transportation Coordinator. The video/audio recording may also be used in situations of alleged driver misconduct.

Delegation of Responsibility

Upon approval by the Transportation Coordinator or authorized designee, the video/audio monitoring device will be installed, operated, and maintained by the Transportation Department. The device will be installed on an as needed basis. A warning (via a posted decal in buses and publication in school handbooks) will inform riders that a video/audio monitoring system may be used at any time. Access to the camera and tapes will be limited to the Transportation Coordinator or designee. Tapes will be erased and re-recorded if no incidents occur over a two-week schedule. Tapes documenting incidents will be made available to the appropriate school administrators after review by the Transportation Coordinator.

Misbehaviors on Busses

Level I Offenses

Minor misbehavior on the part of the student which impedes orderly bus procedures or interferes with the orderly operation of the bus. Reference behavioral examples "A", "B", "C", "D", "E", "H", "K", & "L" in section 1 of the Pennsylvania School Bus Regulations: Bus driver will instruct students to behave. Student's failure to comply will result in a written conduct report from the bus driver to the school's principal or vice-principal. Level I offenses will receive the following disciplinary action:

- First offense - warning except for serious incidents.
- Second offense – one day bus suspension.
- Third offense – one week bus suspension.
- Fourth offense – bus suspension for a period not less than one week for up to one year.

Level II Offenses

Misbehavior whose frequency or seriousness tends to disrupt the orderly climate of the bus which includes the continuation of unmodified Level I actions, smoking, and fighting. Reference behavioral example "F" in section 1 of the Pennsylvania School Bus Regulations: Bus driver will safely stop the bus and instruct student(s) to desist. Should student(s) fail to comply, the driver calls the transportation office for further instruction or the local police. A written conduct report is submitted from the bus driver to the school's principal or vice-principal.Level II offenses depending on severity will receive the following disciplinary action:

- First offense – one day bus suspension.
- Second offense – one week bus suspension.
- Third offense – bus suspension for a period not less than one week for up to one year.

Level III Offenses

Acts so serious that safety of all on board the bus cannot be jeopardized by the presence of the student perpetrator which includes bus sabotage, alcohol/drugs, and weapons. Reference behavioral examples "G", "M", "N", in section 1 of the Pennsylvania School Bus Regulations: Bus driver will safely stop the bus and call the local police and the transportation office. A written conduct report is submitted from the bus driver to the school's principal or vice-principal. Level III offenses will result in the withdrawal of bus privileges.

CAFETERIA

Students will be escorted to and from the lunchroom by their classroom teacher. In addition, **students or their parents are not permitted to "order out" and have food delivered from an outside source to school for students**. Students are to remain in the cafeteria during their assigned lunch period. While in the cafeteria, students are to clean up after themselves after they have finished eating. Students will be given assigned tables and seats in the cafeteria; they are expected to **Food and drink are to remain in the cafeteria area and students are not permitted to remove these items from the cafeteria or to have them in the classrooms**. Return dishes, flatware, and trays to the dish room and put paper refuse in containers provided. Follow the direction of any staff member while you are in the cafeteria.

CHILD FIND

MSD Policy 113

1.0 Public Awareness

The superintendent or his or her designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who reside within the school district, regardless of whether those children attend public or private schools:

- 1.0.1 Directly or through the Berks County Intermediate Unit, publish once annually a written notice, in a newspaper or other media with circulation adequate to notify parents throughout the school district, of child identification activities, of school district and other public special education services and programs, of the manner in which to request services and programs, and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities in accordance with state and federal law;
- 1.0.2 Post conspicuously on the Internet home page of the school district and in student handbooks or calendars the information described in subsection 1.0.1 of this policy; Directly or through the Berks County Intermediate Unit, consult annually with private school administrators and representatives concerning the development of, and then develop, child find activities designed to identify, evaluate, and offer special education services and programs to children with disabilities who reside within the District and who attend private schools, provided, however, that nothing in this policy shall be construed to authorize the provision of special education programs and services in or on the premises of private schools;
- 1.0.3 Display conspicuously in every public school building in the school district printed circulars or pamphlets containing the information described in subsection 1.0.1 of this policy.

2.0 Screening System

The superintendent or his or her designee shall establish a system of screening to accomplish the following, and, whenever practicable, the system thus established shall use existing building-level supports, services, and processes:

- 2.0.1 Assessment at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects;
- 2.0.2 Use of such assessments to provide additional instructional opportunities for students not achieving at the proficient level or otherwise not performing based on grade-appropriate standards in core academic subjects, including use of alternate instructional strategies, opportunities for extended learning time, and ongoing assessment of student response;
- 2.0.3 For students who are not performing based on grade-appropriate standards in core academic subjects, a determination that the performance deficit is not the result of a lack of English language proficiency or cultural differences;
- 2.0.4 For students who are not responding to the core program of reading or math instruction, provision of scientifically-based instruction in regular education settings, delivered by qualified personnel, as indicated by observations of routine classroom instruction, with repeated, formal assessments of achievement and progress conducted at reasonable intervals, the results of which shall be provided to the parents of the student;
- 2.0.5 For students with behavioral concerns, completion of a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty and, based thereon, implementation of group or individual positive behavior interventions and strategies;

- 2.0.6 Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum;
- 2.0.7 Completion of hearing and vision screening in accordance with section 1402 of the Public School Code of 1949, 24 P.S. 14-1402, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education;
- 2.0.8 Identification of students who may need special education services and programs.

2.1 Rights

Preserved and Waiver of Pre-evaluation Screening. The screening activities described in section 2.0 of this policy shall not serve as a bar to the right of a parent to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, the school district may opt to initiate a multidisciplinary team reevaluation without completion of the screening process. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described in section 2.0 of this policy shall be completed as part of that evaluation whenever possible.

CHROMEBOOKS

All students of MSD from grades 3-12 will be given a Chromebook and Chromebook Case. Students receive a new Chromebook in Grades 3 and 9. Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken, or fail to work properly, must be reported to their teacher. If the teacher is not able to troubleshoot and provide support, students should then contact the library for support. Students will be provided specific times to go to the MJHS technology help desk. Students should not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. Information regarding purchasing insurance for Chromebooks will be sent out at the beginning of the school year.

Students who completed 7th and 9th grade will turn in their chromebook at the end of each year. Students entering 7th and 8th grade will receive their chromebook for the year during the first two days of school. Students will take their chromebook home each day. Students enrolling in summer school or Honors/AP classes with summer assignments will receive instructions on how to obtain devices for summer assignments.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school district.

Chromebooks that are broken, or fail to work properly, must be reported to their teacher. If the teacher is not able to troubleshoot and provide support, students should then contact the library for support. Help desk hours in the library are from 7:50 am to 11:00 am. Students should not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels. Please ensure the fan vents are not covered for proper ventilation.
- Chromebooks must have a Muhlenberg School District asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car, because of the potential for damaging heat, or in any unsupervised area.
- Chromebooks should never be exposed to moisture, including rain. Please ensure that if a student has a backpack that the Chromebook will remain dry in the event of a downpour. Having a large ziplock bag inside of a backpack will help protect the Chromebook in the event of heavy rains.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

Carrying Chromebooks

- Transport Chromebooks with care, and always carry it with 2 hands
- Do not put the Chromebook in an “over-packed” backpack.
- Students should never carry their Chromebooks while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Chromebooks should never be taken to the cafeteria. They should be dropped off at the student’s assigned lunch teacher’s classroom.

Screen Care

- The Chromebook screens can be damaged if subjected to rough treatment.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Never use cleaning products containing acetone or ammonia.

- Do not put your Chromebook in a tightly packed backpack.

Chromebook Case Care

- If your Chromebook is encased in a protective plastic case. The case will help with damages to the Chromebook, but the case will not replace proper care and handling of the device.
- Do not lean or put pressure on the top of the Chromebook when it is closed. The case will disperse some pressure, but excess pressure can still damage the screen.
- Do not take the case off the Chromebook. The tabs that hold the protective case on, will not withstand continual removing and putting back on.
- The case is intended to stay on the Chromebook at all times.

Using Your Chromebook At School

- Chromebooks are intended for school use only.
- Chromebooks should be used for classwork and classwork only. Please see the acceptable use policy.
- Discipline will be applied for students who do not follow the policy.

Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the building staff.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the "loaner" device. The student will pay full replacement cost if it's lost or stolen.

Charging your Chromebook

- Chromebooks must be fully charged to use.
- Students need to charge their Chromebooks each evening. An uncharged Chromebook at school without a charger, results in the student completing paper copies of work.
- Repeat violations of this policy will result in disciplinary action.

Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

Sound

- During live classroom sessions, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

- It is highly recommended to use the digital options available on your Chromebook whenever possible to reduce printing expenses.
- A work around for printing can be using email to send an attachment or share the file on Google Drive and open it on a different computer attached to a printer.

Account Access

- Students will only be able to login to the Chromebook using the "@muhlsdk12.net" Muhlenberg Google Apps for Education account.
- Students should always use the Chromebook with their own account.

Student Access and Monitoring

- The computer is the property of the school, and the school has the right to search the computer at any time.
- The District's filter allows the district to block websites which are inappropriate for students on and off school district property. When not at school, students can access the Internet if Internet access is available to them in their home or other locations. The district's filter will continue to filter content in locations outside the school district.
- Students who access inappropriate sites during the school day or are accessing sites not related to the class they are in will face disciplinary action from the teacher and/or administration. Additionally, students accessing inappropriate materials on their district-owned equipment outside of school will be subject to disciplinary actions.
- All internet traffic is filtered in the District and on student devices to ensure the safety of our students. However, it is important to note that no filtering solution is 100% effective 100% of the time. If an inappropriate site is accessed by accident, the student must notify the teacher immediately. Additionally, we ask that parents and teachers work with technology staff to provide feedback on the success/failure of the filtering system. Educating students to behave ethically and safely online must be a cooperative effort between parents, teachers and district staff.
- While using the equipment at home it is the sole responsibility of the parent/guardian to properly monitor and guide their son or daughter on proper use and access of internet sites and resources. We encourage parents to establish clear guidelines for use of equipment at home. It is the student's responsibility to follow rules and procedures for internet usage as set up by his or her household.

Managing & Saving Your Digital Work With a Chromebook

- Google Drive stores a suite of office productivity software (Docs, Slides, Drawings, Sheets, Forms, and more) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online accessible through any device connected to the Internet.
- All file types can be stored online in Google Drive.
- Offline access to your Google Drive files is possible, but you must set it up to allow offline access, http://goo.gl/dlgCb

Operating System on Your Chromebook

Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome OS, operating system.
- There is no need for installs, updates, or re-imaging, you must shut down your Chromebook in order for updates to occur during restart.
- Chromebooks have built in virus protection.
- Additional functionality and improvements to the Chrome OS will continue to occur through automatic updates.

Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. There is no need to download and install virus protection software, it is built into the Chrome Operating System and automatically updates to the latest security patches.
- Files are stored in the cloud, there's no need to worry about finding or losing your files when using Google Drive and Google Applications.

Procedures for Restoring your Chromebook

- If your Chromebook needs technical support, all support will be handled through the building library staff.

ACCEPTABLE USE OF CHROMEBOOKS

MSD Policy 815

General Guidelines

- Students are responsible for their ethical and educational use of the technology resources of the Muhlenberg School District.
- Access to the Muhlenberg School District technology resources is a privilege and not a right. Each student will be required to follow the **MSD Acceptable Use Policy #815.**
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Muhlenberg School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher of the mistake.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Acceptable Use Policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

E-mail & Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

Consequences

- The student in whose account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use and handling.
- **Chromebook violations**: Any purposeful or negligent misuse of chromebooks, both to the physical chromebook or usage, will be investigated by school administration with the assistance of technology specialists. Damage or unacceptable usage may result in the following:
  1st offense- 1 week loss of chromebook privileges plus any additional discipline or fines warranted from violation.
  2nd offense- 1 month loss of chromebook privileges plus any additional discipline or fines warranted from violation.
  3rd offense- 1 quarter loss of chromebook privileges plus any additional discipline or fines warranted from violation.

At Home Use

- Students may use their chromebook at home, but only for SCHOOL related purposes (homework, studying, make-up work). Students should NOT be using their chromebooks for personal leisure at home.
- Chromebook care at home is as important as in school, please refer to the care section.
- All district supplied Chromebooks will be filtered outside of the school district network.
- All activity on the school district issued Chromebook can and will be archived and searched, if need be.

Protecting & Storing Your Chromebook

Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the district.
- Chromebooks can be identified in several ways:
- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student, but the property of Muhlenberg School District.

Account Security

- Students are required to use their "@share.Muhlenbergsd.org" Google Apps for Education account user ID and password to protect their accounts and are required to keep that password confidential.

Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker and a secure place outside of the district for students in grades 6-12.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students in grades 7-9 are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle, as the rising temperature can damage the Chromebook.

Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Repairing/Replacing Your Chromebook

Vendor Warranty

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Muhlenberg Junior High School library.
- Theft/fire damage must be accompanied by an official police or fire report. It is the responsibility of the student or parent to provide the district with the official report. However, please submit a support ticket immediately so we may assist in locating and replacing the equipment.
- The Muhlenberg IT Department will assign temporary equipment to the student while the equipment is being repaired.
- Students will be given an invoice and parents will be notified through their primary email on record about the cost of repairs and liability. Liability will be decided by the administration based on the facts submitted.
- Upon completion of repairs, the student must return the loaned equipment, pay for the repairs in full (if not covered by insurance), and pick up their repaired/replaced equipment within 7 calendar days. Borrowed equipment must be returned before picking up repaired equipment.
- Disputes about damage costs or liability must be made in writing and sent to the building principal within 7 calendar days of being notified of costs.

- Principals and the District IT Director will review disputes and notify the parent/student of the review.

Chromebook Technical Support

Technical support will be available from the Muhlenberg Junior High Library and the Muhlenberg IT Department. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by the district technology team.
- Log into the following website using your child's username and password to view any fines or account related.

If your Chromebook needs to be repaired, please contact the Muhlenberg Junior High Library.

Insurance

Students and parents will select one of the options below:

- Option 1: No upfront fee, responsible for cost of repair.
- Option 2: Insurance cost of $10.00 per school year will have the below deductible fee schedule.

Deductible Fee Schedule

- 1st Incident of Accidental Damage: $20
- 2nd Incident of Accidental Damage: $40
- 3rd Incident of Accidental Damage: Full cost of repair or replacement of device

Any Misuse, Neglect, **Intentional Damage,** or Loss of Device: Full cost of repair or replacement of device.

Unpaid Fees

- All unpaid fees will remain on the student's obligation list and may restrict access to school services and records.
- Seniors will not be permitted to participate in graduation ceremonies until all fees are paid.

ELECTRONIC DEVICES

MSD Policy 237; PA H.B. 1814; & PA S.B. 1018

Students are not permitted to have personal cell phones on their person during the school day. All personal cell phones and devices are expected to be stored in a locker from the beginning of school to dismissal.

***SPECIAL ATTENTION: PHONE CALLS, TEXT MESSAGES OR ANY PERSONAL COMMUNICATION ACROSS PERSONAL STUDENT DEVICES IS NEVER PERMITTED DURING THE INSTRUCTIONAL SCHOOL DAY. STUDENTS NEEDING TO CONTACT PARENTS/ GUARDIANS MAY DO SO THROUGH THE MAIN OFFICE. PARENTS NEEDING TO REACH STUDENTS DURING THE SCHOOL DAY SHOULD CALL THE MAIN OFFICE.**

Pennsylvania School Code: As of June 1, 2026, the Pennsylvania House Representatives and Senate passed bills that require every Pennsylvania school district to implement a bell-to-bell cell phone ban. This means that every district in the state must ban electronic devices the entirety of the school day. This includes class changes, lunch/cafeteria, and all instructional or non-instructional time. A mobile device is defined as "a personal mobile telephone or other portable electronic device capable of connecting to the internet and enabling the user to access content on the internet, that is not owned by a school entity or issued by a school entity to a student. A mobile device shall include a device which a user could engage in a call; write, send or receive a message; send ore receive data or an image, record, play or edit audio or video; play a game; or watch a video."

Summary of Policy: Students may not use their phone at ANY time for ANY reason during the school day (school day consists of 7:50-2:50). Students are expected to keep their phones in their LOCKER. If a teacher witnesses a student with their phone in their hand, using their phone, or hears the phone making noise (music, videos, notification, etc.) the student will be reported to administration. The phone will be confiscated by administration, the student will receive a consequence in accordance with the list below, and the family/guardian will be contacted via email or phone call. If a student is caught with another student's phone, both students will be at risk of their phone being confiscated. If a student refuses to turn over their phone to administration, the student will be suspended due to insubordination/defiance of school administration. If a student needs to contact their family for any reason, they MUST come to the main office and use the main office phone to contact home. If family/guardian must contact a student, they MUST call the main office. Families, please refrain from texting, messaging, calling, or contacting your child via personal phone for the entirety of the school day. Students responding to family/guardian communications on their electronic devices are considered violations and will receive disciplinary action for the corresponding electronic violation the student is on.

Medical Exemptions: Medical exemptions will be permitted for certain conditions. Before exemptions are permitted, documentation from a medical professional MUST be submitted to the school nurse for review. The nurse/school holds the right to deny exemption requests pending review of the documentation.

Board Policy 237:

PURPOSE:
The purpose of this policy is to promote a focused, respectful, and safe educational environment. The use of cell phones during the school day has been shown to negatively affect academic performance, student behavior, and social development. This policy establishes a clear and consistent approach to banning student cell phone use during school hours in all K-12 buildings.

AUTHORITY:
This policy applies to all students enrolled in grades K-12 across the Muhlenberg School District during the instructional day and in all school buildings, on school grounds, and at school- sponsored events during the academic day unless otherwise noted. Cell phones are not permitted to be used or visible at any point during the school day.

GUIDELINES:
Prohibition of Cell Phone Use
1. Students shall not use or possess cell phones during the school day.
2. All cell phones must be powered off and stored in a locker or other location designated by the school administration upon entering the school building.
3. Students may not carry cell phones on their person during the school day (e.g., in pockets, waistbands, or clothing).

Permitted Exceptions
1. Exceptions for documented medical needs or accommodations under an IEP or 504 Plan may be granted.
2. Use of cell phones may be permitted during school-sponsored activities that occur outside of normal instructional hours and under staff supervision.
3. Emergency contact between students and parents/guardians must be made through the main office.

Violations and Disciplinary Actions
1. Disciplinary measures for violation of this policy shall include, but are not limited to:
    a. FIRST OFFENSE - Phone is confiscated and returned to the student at the end of the day. Verbal warning issued and parent/guardian contact made.
    b. SECOND OFFENSE - Phone is confiscated, lunch detention, phone returned at the end of the day. Parent/Guardian contact made.
    c. THIRD OFFENSE - Phone is confiscated, after school detention, phone returned at the end of the day. Parent/Guardian conference.
    d. FOURTH OFFENSE - Phone is confiscated, In-School Suspension, phone returned at the end of the day. Parent/Guardian contact.
    e. FIFTH OFFENSE - Phone is confiscated, Out-of-School Suspension, phone returned at the end of the day. Parent/Guardian contact.

2. Failure to attend a detention, disciplinary action will go to FIFTH OFFENSE. This follows other discipline policy for insubordination/defiance of school administration.
3. If a student violates the consequences set forth, their behavior will cease to be an electronics issue and will instead be viewed as insubordination. Insubordinate students could be removed from their class, face suspension, or face expulsion based on the offense's severity and/or frequency.

Communication
Parents/Guardians will be informed of this policy upon adoption, at the start of each school year, and upon enrollment. Communication between students and families during the school day must be conducted through the school office.

Delegation of Responsibility
This policy shall be implemented district-wide and enforced consistently by school administrators and staff. Principals are responsible for communicating procedures to their school communities and ensuring compliance. The Muhlenberg School District is not responsible for any lost, stolen, or personal electronic devices.

Loss or Damage to Electronic Devices

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.

***SPECIAL ATTENTION: NEITHER STAFF NOR ADMINISTRATION WILL BE RESPONSIBLE FOR OR INVESTIGATING ANY LOST, STOLEN OR BROKEN PERSONAL CELL PHONE OR OTHER PERSONAL ELECTRONIC DEVICE. ALL STUDENTS ARE RESPONSIBLE FOR THEIR OWN PERSONAL ELECTRONIC DEVICES.**

Student Responsibility for Data Charges

No student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any student chooses to utilize such a device pursuant to this policy, the student and parents/guardians assume full responsibility for any phone or data charges that may result from such use.

Limitation on Technical Support

District information technology staff may not provide technical assistance to Students for their personal devices. However, this policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to District-owned technology resources.

Penalties for Violations

The Board authorizes building administrators and security personnel to confiscate a student's personal electronic devices when used in violation of this policy. All confiscated personal electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices may be returned to the student at the end of the school day.

Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case. Student Discipline Policy No. 218 and Administrative Regulations No. 218-AR provide guidance for disciplinary action.

Students who receive a suspension, ISS or OSS, may be restricted from participating in incentives and other activities. Students who receive a suspension may miss quarterly or monthly incentives and activities. Students who receive more than 5 days of suspension will not be permitted to participate in field day or other end of year activities.

Development of Guidelines

Building Principals may develop administrative guidelines to implement this policy. The Superintendent shall ensure that students are made aware of this policy and any administrative guidelines by means of each school's student handbook, the District website, or other reasonable means of written communication.

COUNSELING DEPARTMENT

Each student is assigned to one of three guidance counselors. Your counselor will help you understand yourself in relation to your educational and vocational opportunities and requirements. Your counselor will not make decisions for you, but will provide you with information needed to make your own decisions. Counseling is a service which will assist you educationally, vocationally, personally, and socially. It is a long-term developmental process through which the counselor gets to know you then helps you identify and clarify your goals. We encourage you to use this service.

Social Worker

Muhlenberg Junior High School is staffed with a Social Worker. Students may request to visit the social worker but must receive prior approval from the social worker and their teacher assigned at that time.

At Muhlenberg Junior High, our social worker provides a commitment to fostering student well-being, academic success, and a positive school climate. Through comprehensive support services, our school social worker provides critical interventions such as threat and suicide risk assessments, crisis response, and referrals to both outpatient and school-based therapy.

We actively coordinate SAP referrals, ECYEH (Education for Children and Youth Experiencing Homelessness) services, and promote restorative practices like conflict resolution and restorative circles to nurture a safe and supportive environment. Our school social work also plays a central role in facilitating SBIRT (Screening, Brief Intervention, and Referral to Treatment) and attendance support initiatives.

Beyond direct services, we proudly champion school climate and culture, celebrating the richness of our diverse community through events like Hispanic Heritage Festival, Club Day, and Black History Month celebrations. In collaboration with the administrative team and staff, we support the social-emotional development of students and ensure access to essential community outreach resources.

DANCES

Muhlenberg Junior High School holds a 9th grade dance for the enjoyment of our freshmen. The following are the parameters established for student behavior at all dances:

- **Rules:** All school rules are in effect at all school-sponsored activities including dances.
- **Eligibility:** MJHS administration will also establish criteria for eligibility with adequate notice prior to the dance. Eligibility will include grades, attendance, and behavior/discipline record.
- **Admission to Events:** Administrators or chaperones have the right to deny any person entrance to the dance.
- **Attendees:** Dances are limited only to students attending Muhlenberg Junior High School.
- **Re-entry:** Students leaving prior to the end of any dance without permission from the administrator or chaperone in charge may not re-enter the dance.

DETENTION

Detention is scheduled from 2:50 to 3:45 p.m. on the days designated by the Principal/Assistant. Students shall be assigned to serve detention by the teacher, Dean of Students, Principal/ Assistant. Students and families shall be notified in advance of the date/s detention is to be served. Students are required to be academically engaged throughout the detention period. Those who do not have work or assignments to complete shall be assigned work by the detention proctor. Failure to report to detention will result in In School Suspension. Additional instances will result in additional consequences based on the principal/assistant principal's discretion. **All rescheduled detentions need to be approved by the Principal/Assistant Principal and must be accompanied with the appropriate documentation to warrant the change in date and time. Failure to attend an assigned detention will result in additional discipline consequences.**

Individual teachers may schedule, assign and proctor their own detention as the need arises. The same rules for detention would apply in this situation.

DISCIPLINE

The Muhlenberg School Board recognizes the need to maintain an atmosphere conducive to teaching and learning in schools. A central goal is to help students develop self-discipline. Students share with the administration and faculty a responsibility to develop a climate within the school that encourages a positive learning environment. Students whose behavior disrupts the educational process must receive appropriate attention from teachers, counselors, and administrators.

Door to Door Policy: Within the expectations of In Loco Parentis falls the Door to Door expectation. Students are under school supervision from the time they exit the junior high doors until they enter their door at home. Any incidents that occur from the time students exit the school building until they enter their home may face disciplinary action from the school.

Students athletes, refer to the Athletic Handbook for additional information on consequences.

General Guidelines

1. Each offense, major or minor, will be reported to parents via phone call or mailing.
2. Corroborated or a Preponderance of circumstantial evidence warrants appropriate disciplinary response.
3. Students referred to the office for inappropriate action will be counseled by the assistant principal, principal, and maybe guidance counselor before a disciplinary response is made.
4. A student may be restricted from the library and commons during study periods for a specified amount of time; however, a student with a research pass may go to the library.
5. Any offense on school grounds that is considered criminal will involve the police.

Student Responsibilities

A. Attend and be on time for school functions and all classes daily except when excused.
B. Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local authorities.
C. Make all necessary arrangements for making up work when absent from school.
D. Respect the rights of other students.
E. Express ideas and opinions in a respectful manner so as not to offend or slander others.
F. Respect the rights and authority of teachers, administrators, and all others involved in the educational process
G. Be aware of all rules and regulations for student behavior and abide by them.
H. Assume that until a rule is waived, altered or repealed, it is still in effect.
I. Be aware of and comply with federal, state, and local laws.
J. Be willing to volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
K. Dress and groom to meet fair standards of health and safety. Appearance must not cause disruption in the education process.
L. Assist the staff in operating a safe school.
M. Exercise proper care when using public facilities and equipment.
N. Avoid the use of indecent or obscene language when dealing with other students or school district staff member

Student Discipline Options

A. Student-teacher conference.
B. Contact with parent/guardian by phone.
C. Teacher-parent conference arranged and conducted by teacher, counselor, or administrator.
D. Teacher-counselor-student conference arranged by teacher or counselor.
E. Teacher-administrator-student conference arranged by teacher or administrator.
F. Staff conference including members who can provide insight into a student's problem.
G. Teacher Detention, Lunch Detention, Morning/After School Detention, In School Suspension, or Out of School Suspension.
H. Suspension and Exclusion (Policy 233). Students, parents/guardians, and staff should be aware of the infractions that warrant suspension from school. This information is available in the student handbook, teacher manuals, and other publications including school district policy manuals.
I. Outside agency conference: this is arranged and conducted by a counselor or administrator with appropriate staff members involved.
J. All items A through I in this section must be accounted for by written record.

The options listed above are not intended to be all-inclusive. It should not be assumed that any one or a combination of the above options will resolve a particular problem.

Misconduct/Response Structure

A. The misconduct/response structure presents a comprehensive series of typical misbehaviors, which are classified into four levels and arranged in a continuum according to the seriousness of the act and the frequency of its occurrence.
B. While the gravity of an infraction determines its classification, the frequency of the occurrence may require reclassification and a more severe disciplinary response. For instance, a Level I misconduct, though its seriousness remains the same, could be moved to a Level II, even III, if the act occurs repeatedly enough and corrective action at the appropriate level has failed.
C. **Level I** infractions occur mainly in settings under the teacher's control or supervision. The responsibility for disciplinary action remains with the teacher although other school support personnel may be involved.
D. **Level II and III** infractions are almost always serious enough to require the special attention of the Principal/Assistant Principal or Dean of Students. Level II and III infractions may involve law enforcement authorities.
E. **Level IV** acts of misconduct are so serious that they require the involvement not only of the Principal/Assistant Principal, but also of the Superintendent/Assistant Superintendent and the school board as well as law enforcement authorities.
F. Optional disciplinary responses are included at each level, which may be appropriately applied to correct or punish related infractions. These options, which allow some flexibility and discretion, have been selected to fit the seriousness of the misbehavior beginning with the least punitive and progressing through the levels to the most severe. Still this attempt to match the severity of the discipline with the seriousness of the infraction in some circumstances does not preclude the use of options from a lower level in dealing with higher level infractions. On the other hand, the more severe options at a higher level are not recommended as a response to less serious infractions at a lower level unless those offenses have been repeated and lower level alternative actions have failed to remediate.

Level I Offenses

Minor misbehavior, which impedes ordinary classroom procedures or interferes with orderly operation of the school. Classroom teachers are responsible for the disciplinary response/remediation for all classroom related actions including, but not limited to: possession of a cell phone/personal electronic device, minor disturbances, unacceptable language/behavior, cheating, lying, plagiarism, failure to follow directives, and lateness to class.

Level II Offenses

Misbehavior whose frequency or seriousness tends to disrupt the learning climate. An accumulation of three offenses under any category may be considered unmodified behavior and will move to Level III. Including but not limited to:

- Continuation of Unmodified Level I Actions
- Cutting Class
- Defiant and/or Disruptive Behavior on School Property
- Inappropriate Language
- Possession and/or Use of Tobacco/Vaping Products on School Property
- Minor Vandalism ($25.00 or Less Valuation)
- Minor Theft (Less Than $10.00 Valuation)
- Gambling
- Use of Cell Phone/Electronic Devices
- Leaving Building Without Permission
- Hitting, Slapping, Kicking, Pushing, or Bullying/ Harassment of Another Student
- Sexual Harassment/Racial Harassment and/or Ethnic Intimidation/ Violation of Non-Discrimination Policies
- Unauthorized Access/ Inappropriate Use of the Internet or the district network.
- Unauthorized/Illegal Copying of Computer File(s) and/or Software
- Falsifying/Changing School Records/ Documents
- Conspiracy/ Complicity with Other Student(s) to Commit an Offense
- Defiance of School Administration

Level III Offenses

Acts which tend to seriously disrupt the learning climate of the school. An accumulation of three offenses under any category of student action may be considered unmodified behavior and will move to Level IV. Including but not limited to:

- Continuation of Unmodified Level II Actions
- Truancy and Unexcused Absences to School

- Fighting
- Serious Disruptive and/or Defiant Behavior on School Property
- Inappropriate Language/ Behavior Directed Towards Staff
- Indecent Exposure
- Harassment of a Staff Member/School District Employee
-

Level IV Offenses

Acts of such a serious nature that the learning climate of the school will be jeopardized by the presence of the student. Including but not limited to:

- Unmodified Level III Actions
- Chronic Truancy
- Bomb Threat, Arson, False Alarm
- Serious Act of Violence Directed Against Another Person
- Possession and/or use of Controlled Substances
- Possession of Weapons or Look Alike Weapons
- Assault of a School District Employee
- Personal Threats Made Against a Staff Member or School District Employee
- Possession/Sale of Stolen Property
- Extortion

School Resource Officer

MJHS has an assigned School Resource Officer (SRO) from the Muhlenberg Township Police Department. At times, the SRO may be included in incidents depending on circumstances and details. Certain Level II, III, and IV offenses may result in official police reports, arrests, fines, and other criminal/legal proceedings.

DISCRIMINATION/HARASSMENT POLICIES

Muhlenberg School District seeks to establish and maintain an education climate free from discrimination and harassment. Discrimination on the basis of ethnicity, race, sex, handicap and sexual harassment are prohibited. Muhlenberg School Board policies addressing these issues can be found on our school district website in addition to this handbook.

DRESS AND GROOMING

MSD Policy 221

A well groomed and neatly dressed student body sets the tone and atmosphere conducive to good order and learning. The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Although the Board has the authority to impose limitations on students' dress in school, the Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools, affect the health and safety of others, or cause damage to school property.

I. General Guidelines

A. The student should dress modestly and in a manner that is tasteful and respectful at all times.
B. School officials may make judgments about proper grooming and attire, and may impose limitations on dress if the attire causes the disruption of the educational process or constitutes a health or safety hazard.
C. Students have the responsibility to keep themselves, their clothes, and their hair clean.
D. School officials will not tolerate extremes in dress and grooming.
E. Students may be required to wear certain types of clothing to earn credit for participating in physical education classes, shops, extracurricular activities, or other classes and situations where special attire may be required to insure the health or safety of the student.
F. A faculty sponsor may set the standards of dress and grooming for students participating in school sponsored activities.
G. Students may be required to change clothing or cover clothing if attire is unacceptable.
H. Parents or guardians may request, in writing, exceptions to the specific guidelines of this policy in order to accommodate religious or moral objections.

II. Specific Guidelines

A. The following attire are not appropriate for school:
   1. Bare backs, bare midriffs, tank tops, spaghetti strap blouses and dresses. All shirts must meet or extend beyond the waistband.
   2. Tank tops/muscle shirts, tube tops/crop tops/half-shirts.
   3. Headgear or headwear of any type including but not limited to hats, caps, bandanas, visors, sweatbands, do rags, ski masks, or sunglasses.
   4. Shorts/skirts which are shorter than fingertips when standing with arms at sides.
   5. Pants, shorts, skirts worn lower than the hip.
   6. Cut off or see-through blouses or shirts; shirts or blouses with elongated openings.
   7. Spandex or skin-tight outfits of any type of material worn as outer garments.
   8. Book bags and backpacks carried to class. Students may carry a bag smaller than a 5x7 notecard. Any other bags MUST be clear.
   9. Outerwear or overcoats worn during the school day.
   10. Negative messages, symbols, logos or innuendos that promote obscenity and/or gang affiliation, hate/divisiveness, bigotry/prejudice, beaded necklaces, profanity, violence, tobacco products, drugs, alcohol, racial or sexual harassment, or are sexually explicit.
   11. Wallet chains, sharp medallions, spiked or potentially dangerous jewelry and/or rings, chains which may pose a safety hazard to others or property.
   12. Excessively ripped or torn clothing, trousers worn below the waist.

13. Exposed undergarments and/or undergarments worn as outerwear.
14. Sweatbands or thick straps on arms and wrists.
15. Shoes that are untied or that pose a safety hazard.
16. Any apparel that is judged to be unsanitary or unhealthy.
17. **Blankets, Onesies, Costumes, Capes, Flags.**

B. A student has the right to determine the length or style of his/her hair,including facial hair. However, where the length or style of hair is a potential health or safety hazard or poses a disruption to the educational process, some type of alteration, head covering, or hair tie may be required.

III. Implementation

A. The Superintendent shall develop procedures to implement this policy.
B. The building principals are designated to monitor student dress and grooming in district buildings.
C. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire constitutes a health or safety hazard.
D. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire causes the disruption of the educational process.
E. Implementation of this policy shall impose only the minimum necessary restriction on the exercise of the student's rights regarding appearance.
F. Staff members should demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

IV. Consequences

A. Students who appear at school wearing inappropriate clothing will not be allowed to attend class until the necessary changes are made to meet the dress code requirements.
B. Changes may include:
   1. Covering or removing objectionable clothing items.
   2. Wearing an article of clothing provided by the school.
   3. Contacting parents/guardians to obtain appropriate clothing.
C. Students who violate the dress code will follow the following disciplinary progression. Any further offenses will become insubordination and will follow the disciplinary code.
   1. First Offense- Verbal and or written warning
   2. Second Offense- Lunch Detention
   3. Third Offense- After school detention
   4. Fourth Offense- ISS
   5. Fifth Offense- OSS

DRUGS AND ALCOHOL

I. Formulation and Application

A. The students, parents/guardians, staff, and Board of School Directors of the Muhlenberg School District, being concerned with the welfare and future of the student body, hereby formulate and implement these alcohol and drug abuse procedures in the hope that they will motivate community support for a community problem. We start at the school level because we sincerely believe that mind-altering substances have no value in an educational program. Clear heads and healthy bodies are necessary attributes for achieving the most value from the learning process.
B. The procedures will apply to all dangerous drugs, look-alike drugs, contraband, controlled substances and devices including without limitation those defined by the Controlled Substances, Drug, Device and Cosmetic Act 1972, P. L. 233, No. 64 (Section 4, Schedules of Controlled Substances) and any future amendments to this act.
C. These procedures will apply to alcohol and alcoholic beverages as defined in Section 6308 of the Pennsylvania Crimes Code and any future amendments to this code.
D. School officials shall be permitted to conduct a search and/or of items in student's possession or without the student's control as per Policy 226, Searches.
E. For the protection of the student, prescription drugs and patent medicines brought to the school must be registered with the school nurse or delegated authority. At this point the administration of medication is under the supervision of the nurse (see Policy 210 Use of Medications).
   1. Students must have authorization from a medical doctor for use of prescription drugs.
   2. Medication brought to school by a student must be accounted for in quantity in the case of oral administration (such as tablets, capsules, and liquid medication). Refer to Policy 210 Use of Medications for details.
   3. Ingestion of any drugs or proprietary materials to the point of disorientation or physical harm is prohibited for all students on school property or at school functions.
F. Use or possession of any drugs is prohibited for all students on school property or at school functions.
G. Use and/or possession without medical prescription or authorization of addictive or dangerous drugs, alcohol, health- endangering substances and/or those, which provide a euphoric effect, are forbidden.
H. In the event that a staff member suspects a student of buying, using, possessing, and/or selling drugs of any type, he/she must immediately notify the building principal/assistant principal or designee.

I. These procedures are in effect whenever a student is in the school's jurisdiction including participation in field trips, sports, and all other extracurricular activities. The rules apply to students whether they be active participants or guests/spectators at such functions.

II. Classification and Implementation

A. Student Seeking Help

1. Every effort shall be made to gain the student's consent to notify the parent/guardian or at least consent to referral for treatment.
2. The Pennsylvania Drug and Alcohol Abuse Control Act #63 (1690.112. Consent of Minor) states: "notwithstanding any other provisions of law, a minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents or legal guardian of the minor shall not be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor had reached his majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses controlled or harmful substances may, but shall not be obligated to inform the parents or legal guardian of any such minor as to the treatment given or needed." Thus, the Pennsylvania Drug and Alcohol Abuse Act protects the right of the school to refer consenting students for treatment without parental knowledge or consent. It should be remembered, however, that the School Board recommends that all reasonable attempts be made, with the consent of the students, to involve parents at the earliest practical time.
3. Parents of a minor student will be notified if it is necessary for the student to receive emergency care (See Policy 210.2, Medical Attention for Students).
4. Strict confidentiality shall be maintained and the lines of communication between student and confidant must be kept open.
5. The student shall be advised that any future use, possession, or transfer of illegal drugs will not be condoned, and that information concerning any such future activity will not be treated confidentially.

B. Suspicion of Usage

1. When a student exhibiting unusual behavior is suspected of being under the influence of drugs or alcohol, an investigation shall take place immediately.
2. The school nurse will complete a confidential "Health Assessment When Questioning Substance Use". This assessment will become part of the student's permanent school health record and information obtained may be used in the decision-making process for the student's disposition.
3. When the investigation warrants, parents of a child who is exhibiting unusual behavior shall be notified and asked to come to the school. Following a discussion with school personnel, parents will decide whether to take the child for further assessment or treatment.
4. If it has been ascertained that the student's behavior was the result of illegal drugs and/or alcohol, the parents and student will be notified of the sections of this policy which deal with disciplinary procedures and actions implemented by the district including but not limited to referral to Student Assistance Program (SAP), Student Policy 3.33

C. Actual Usage

1. When there is reasonable evidence that a student is under the influence of, or is involved in the use of a drug or an alcoholic beverage, and this is his/her first offense, the parent/guardian shall be notified, and the student shall be given an out of school suspension of up to ten days from school depending on the situation. The informal hearing and conference will be conducted in conjunction with Chapter XII of the regulations of the Pennsylvania State Board of Education. During this suspension, it is recommended that the student seek counseling and/or treatment from any one of the various licensed agencies or licensed individuals who offer help in this area. The student will also be referred for Alternative Education for Disruptive Youth (AEDY).
2. At the second offense, the parent/guardian shall be notified and referral shall be made to the principal for a decision as to the length of the suspension pending treatment. The principal will notify the Superintendent regarding his/her decision.
3. For habitual offenses, the penalty may be exclusion from school for a period of up to 1 calendar year or more unless recommendation of the principal provides an alternative. Application for readmission at the conclusion of this period will be reviewed by the Superintendent/designated committee, and a report with a recommendation forwarded to the Board of Education.
4. Law enforcement authorities may be contacted in any of the above situations.

D. Possession Without Actual Use

1. When a student is found in possession of suspected drugs, a referral must be made to law enforcement authorities, who review such suspected drugs and will determine whether an arrest or referral to a judicial agency will be made.
2. If, except as to look-alike drugs, the result of the review is negative and no further legal action is taken, all records as to the identity of the student shall be destroyed.
3. If the result of the review is positive or look-alike drugs are involved, steps shall be taken as in Section C.

E. Selling or Buying

1. It is not the intent of these regulations to distinguish between a seller and a buyer. However, individual situations may result in such a distinction being made.
2. Parent/guardian and local police may be contacted. The decision regarding those involved will be at the discretion of the law enforcement authorities.
3. When there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for up to 1 calendar year.

4. An individual case may be reviewed, and readmission before the complete calendar year has elapsed may be granted if sufficient evidence exists that rehabilitation has taken place, and that further exclusion is detrimental to the welfare of the student.
5. Application for readmission at any time will be reviewed by the superintendent/designated committee.

F. Discovery of Drugs

1. Drugs found anywhere on the school premises are to be given promptly to law enforcement authorities.
2. A receipt for the same must be obtained from such authorities.

G. Apprehension by Police for Distributing Illegal Drugs, Contraband and or Marijuana

1. If a Muhlenberg School District youth is apprehended by the police for activities involving suspicion of use, possession, or the buying or selling of illegal drugs, look-alike drugs, marijuana, or alcohol while the student is under the jurisdiction of the school district, and if the principal is notified by law enforcement officials, the student will be subject to disciplinary measure of Section II, subsections B, C, D, E, and F of this policy.

H. Discovery of Drugs by Staff Members

1. The following procedures will be followed when a staff member **suspects** that a student is under the influence, in possession of and/or distribution Illegal Drugs or Controlled Substances in addition to look-alike drugs, contraband and/or alcohol.
   a) The staff member reports observations and all pertinent information about student's actions and behaviors to the Principal/Asst. Principal. If possible, the staff member will stay with the student until an administrator or guidance counselor can meet with the student.
   b) Principal/Asst. Principal notes report of observation and initiates an investigation which includes:
      - Principal/Asst. Principal confers with the student.
      - Searching a student's locker and personal belongings.
      - School nurse conducts a Health Assessment.
   c) When the investigation warrants, Principal/Asst. Principal notifies parents and/or Law Enforcement officials will be contacted and parents are notified.
2. When a student is **found** to be under the influence, in possession of and/or distribution Illegal Drugs or Controlled Substances the following consequences can be applied:
   a) Close surveillance of the student's activities throughout the school day.
   b) Student will be suspended for up to 10 school days with the possibility of expulsion from school.
   c) Student can lose eligibility to participate in extracurricular activities, clubs, and sports.
   d) The student is referred to the Student Assistance Program (SAP) and/or other Mental Health Resources.
   e) Law Enforcement will be notified and charges will be pressed.
   f) Student may be assigned to attend an Alternative Education Program for up to one calendar year after being given the opportunity to participate in a full due process hearing in front of the school board.

I. Qualifications

1. In establishing guidelines for action, it is acknowledged that generalizations may be invoked in writing procedures such as those outlined above.
2. It must be understood that concerns for the well-being of the individual involved in any of the actions described herein must be weighed against concerns for the well-being of the student body at large.
3. Therefore, it must be recognized that appropriate discretionary action on the part of those charged with carrying out the punitive process must not be prohibited by these guidelines.
4. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Athletic Office

Athletic Director- Dr. Timothy Moyer
Athletic Secretary- Lori Steiner
Phone- 610-921-8078 ext. 4116
Email- steinerl@muhlsdk12.net

In order to contribute to the welfare of the athletic/activity program, the student must recognize and willingly assume certain responsibilities as a student athlete or activity participant. As representatives of the Muhlenberg School District and its programs, participants are expected to exhibit exemplary behavior in and out of school.

Before students may participate on Muhlenberg athletic teams, they must submit a physical completed by a certified physician.

Extracurricular activity is defined as an activity covered by the provision of Section 511 of the School Code that is sponsored or approved by the board of school directors, is conducted partially or entirely outside the regular instructional day schedule and is available to students enrolled in the district's schools who voluntarily elect to participate, subject to the eligibility requirements of the activity.

The definition includes a school district's program of interscholastic athletics, including varsity sports, and includes all activities relating to competitive sports' contests, games, events, or exhibitions involving individual students or teams of students whenever such activities occur between schools within or outside of the school district.

All students participating in Muhlenberg School District extracurricular activities are governed by the Student Discipline and Punishment, Policy, and the Student Athlete/Activity Participant Code of Responsibility. Any violation of the student discipline code on school property or while actively participating in or traveling to or from school or to or from an organized extracurricular activity may result in the forfeiture of the privilege of participation on a Muhlenberg athletic team or related activity. If a violation of the discipline code involves a one to ten day out-of-school suspension, the participant will not practice or compete on those days. While head coaches and activity sponsors may assess penalties for participants in violation of team or activity rules and regulations, the building principal or designee may declare a student ineligible from participation in extracurricular activities because of conduct or behavior unbecoming of a student athlete or activity participant.

I. Specific actions defined herein may result in suspension or dismissal from participation in extracurricular activities at the discretion of the Principal/Designee. Permanent prohibition from extracurricular activities may occur for any subsequent violations:
   A. Providing, selling, being in the possession of, or being under the influence of alcohol, drugs, narcotics, prescription medication exceeding the amount prescribed, other controlled substances or over-the-counter medications in accordance with MSD policies 227 "Controlled Substance/Paraphernalia" and 210 "Use of Medications." Prom/Graduation restriction if offense is committed during the 2nd semester.
   B. Possession of or use of tobacco products (snuff, chewing tobacco included).
   C. Damaging or stealing school, community, or private property.
   D. Being disciplined in level three and four of the discipline code. Students assigned to alternative education programs are ineligible to participate in extracurricular for the duration of the assignment.
   E. Follow District Attendance Policy and Administrative Regulations.
   F. A total of 10 tardies constitutes a first offense; 15 tardies constitute a second offense; 20 total tardies will constitute a third offense; in one school year.
   G. Two out-of-school suspensions in one school year.

II. Students shall arrive no later than the end of the first period in order to be eligible to participate in any extracurricular activity on that day. The building principal must approve any exception to this rule (i.e. doctor's note, court subpoena).

III. Each student is responsible for school issued equipment and is responsible for properly securing equipment in an assigned locker. Each athlete or activity participant is responsible for reporting to the head coach, activity advisor, or equipment manager any equipment that is damaged, in need of repair or replacement for safety or other reasons. Any athlete or activity participant who has not returned any item of school issued equipment or has any other obligations will not be eligible for awards or other recognition activities and may not participate in other athletic programs or activities until cleared.

IV. Students are not eligible to participate in any interscholastic contest if they attain the age of 19 before June 30, immediately preceding the school year. (15th birthday where interscholastic competition limited to grades 7 and 8; 16th birthday where limited to grades 7 through 9.)

V. Students must retain an amateur status in order to be eligible to participate in any contest.

VI. A physical examination is required before participation in any sport is permitted.

VII. All students participating in interscholastic activities must adhere to the Muhlenberg School District and Pennsylvania Interscholastic Athletic (P.I.A.A) academic rules on eligibility. According to Article IX, Sections 1 – 4 of the P.I.A.A. by-laws:
   A. A pupil must pursue and maintain an acceptable grade in a full time curriculum defined and approved by the principal.
   B. Eligibility shall be cumulative from the beginning of the grading period and shall be reported weekly.
   C. A pupil must have passed at least four full credit subjects or the equivalent (4 credits) during the previous grading period.

VIII. In accordance with these requirements, the following additional academic stipulations for all activity participants shall be as follows:
   A. If after a weekly academic check a student has failed any two subjects (full or partial credit courses) the student will be ineligible for contest participation for a period of one week. If a student is declared ineligible for a total of five weeks during the course of a season, the student will be dismissed from the activity and will not be eligible for awards or recognition activities. Participation and attendance at contests, performances, or activities are both still prohibited during the ineligibility period. If at the completion of a grading period (distribution of report cards) a student has failed any two subjects but has passed an equivalent of four credits, the student will be ineligible for practice and contest participation for a period of one week. If the next weekly academic check shows an improvement in grades from failing to passing, the restriction will be lifted.
   B. If at the completion of a grading period (distribution of report cards) a student has not passed an equivalent of four full credits, the student will be ineligible for practice and contest participation until the student has completed a total of 15 school days. Continued satisfactory academic progress will allow the student to participate in contests, performances, or other activities at the end of the 15-day ineligibility period.
   C. Eligibility at the beginning of the fall semester will be based on final grades from the preceding school year. Approved summer make-up courses may be used to fulfill four credit deficiencies.

IX. In order to participate in any sport or activity, a consent form signed by parents or legal guardians is required to be on file with the Principal or designee

X. Muhlenberg School District shall permit a resident child who is enrolled in a Home Education program or Charter School to participate in any activity that is subject to the provisions of Section 511 including, but not limited to, clubs, musical ensembles, athletics and theatrical productions provided that the child:
   A. Meets the eligibility criteria, or their equivalent, for participation in the activity that apply to students enrolled in the school district.
   B. Meets the try-out criteria, or their equivalent, for participation in the activity that apply to students enrolled in the school district.
   C. Complies with all policies, rules and regulations, or their equivalent, of the governing organization of the activity.

XI. Where the activity requires completion of a physical examination or medical test as a condition of participation and the school district of residence offers such physical examination or medical test to students enrolled in the school district, the school district shall permit a child who is enrolled in a Home Education program or Charter School to access such physical examination or medical test. The school district shall publish the dates and times of such physical examination or medical test in a publication of general circulation in the school district and on its publicly accessible internet website.

XII. The school district may charge the charter school for charter student participation in extracurricular activities, since these costs are part of the per- pupil payment that is paid to charter schools. This fee is on a "cost basis," with the school district neither losing nor making money, as determined by the school district using the expenses of each activity, including coach or director, uniforms, transportation and miscellaneous costs

Attending after school events, clubs, and activities.

Any behaviors that violate the school handbook during after school events such as PIAA sanctioned games/meets, after school clubs, or any other after school activity or event such as intramurals, concerts, etc may result in disciplinary action from school administration. Disciplinary action may include, being removed from the event, parent contact, and the student being banned from attending/participating for a season or up to the remainder of the year.

Qualifications

It must be understood that concern for the well being of the individual in any of the actions described must be weighed against concerns for the well being of the student body at large. Therefore, it must be recognized that appropriate discretionary action by those charged with carrying out the disciplinary process must not be prohibited by these guidelines. Any deviations from standard policy are determined on a case by case basis and do not establish precedent for subsequent cases. It is suggested, however, that such diversions from the established procedures should be the exception rather than the rule.

EXCLUSION FROM SCHOOL

In School Suspension

Reasons for in school suspensions by a principal or his/her designee shall include actions within level Ⅰ, Ⅱ, or Ⅲ as listed previously in the handbook.

When a determination has been made that an in school suspension is warranted, the principal/designee shall enforce suspension in accordance with the following:

1. Parent/guardian will be contacted and notified of the reason(s) for in school suspension.
2. A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the normal school program, a student shall make up examinations missed while on suspension.
3. Students may be assigned School Community Service as part of their In School Suspension.
4. Failure to follow ISS rules and procedures will result in further disciplinary actions including but not limited to lunch detention, after school detention, additional In School Suspension, or Out of School Suspension.

Out of School Suspension

Reasons for suspension by a principal or his/her designee shall include actions within level Ⅰ, Ⅱ, Ⅲ, Ⅳ as listed previously in the handbook.

When a determination has been made that a suspension is warranted, the principal/designee shall enforce suspension in accordance with the following:

1. Parent/guardian will be contacted and notified of the reason(s) for suspension and asked to remove the student from school as soon as possible or parent/guardian will be notified of suspension dates. If contact is not made or if a student is not removed from school, the student shall remain in school until the end of the school day under the supervision of an administrator or designated staff member.
2. A letter will be sent to the parent/guardian stating the reason(s) for and length of the suspension, and the date and time for a conference. Copies of the suspension letter must be on file in the offices of the assistant superintendent and the principal.
3. *Students may not return to school until a parent/guardian, listed on Infinite Campus, meets with school administration for a reinstatement meeting. Any absences following the suspension without a reinstatement meeting will count as unexcused absences.*
4. No suspension shall exceed 3 consecutive school days unless a conference has been held with parent/guardian within the three- day period with the purpose of extending the suspension. No student shall ever be suspended more than 10 consecutive school days without board approval. If a student's suspension is extended to include the maximum of ten school days, a second parent/guardian conference must be scheduled no later than the tenth day of the suspension for the student's readmittance on the eleventh day. If a parent/guardian refuses to appear for a scheduled conference within three days, the principal will readmit the student. If, however, the offense warrants the extension of suspension beyond the original conference date, the principal will notify the parent/guardian of the extended time period via certified mail, continue efforts to establish a conference and document those efforts, and notify the appropriate supervisor of the status of the case on a daily basis.
5. A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the normal school program, a student shall make up examinations missed while on suspension.
6. The assistant superintendent shall review chronic cases of suspension with the appropriate principal
7. Students may be assigned community service to be served during the suspension period as a component of the disciplinary actions.

**** BEFORE ANY STUDENT MAY RETURN TO SCHOOL, THE STUDENT, GUARDIAN, AND A BUILDING ADMINISTRATOR MUST PARTICIPATE IN A REINSTATEMENT MEETING.**

- Reinstatement meetings offer the student(s), guardian(s), and school personnel the opportunity to discuss the incident leading to suspension and develop a plan to ensure further suspensions do not occur.
- Only adults listed as LEGAL GUARDIANS on Infinite Campus can attend and reinstate students. This is to protect and follow privacy laws regarding student information.
- The guidance counselor and or the school social worker may also be invited to attend depending on the events leading to suspension.
- Any days missed AFTER the reinstatement day will be considered UNEXCUSED ABSENCES and will count against the student's attendance unless otherwise approved by an administrator.

Additional Consequences of Suspension

Students who receive a suspension, ISS or OSS, may be restricted from participating in incentives and other privilege activities. Students who receive a suspension may miss quarterly or monthly incentives and activities. Students who receive more than 5 days of suspension will not be permitted to participate in field day or other special school activities/incentives.

Suspension of an intellectually disabled person for any length of time is change in educational assignment requiring notice and provision of the opportunity for a due process hearing.

- The principal and his/her designee who is considering the suspension of a student with an intellectual disability shall contact the assistant superintendent to present the facts in the case.
- If the incident warrants suspension as agreed upon by the assistant superintendent and building administrators, the chronology of events must be recorded and submitted in writing immediately to the assistant superintendent.
- The assistant superintendent will issue a due process notice to the parent/guardian concerning the change in educational assignment for the intellectually disabled student being suspended. In emergency situations, the bureau of special education may approve suspensions, exclusions, or interim changes of assignment for the intellectually disabled student if parental consent of the suspension could not be obtained because the school office was unable to contact parent/guardian in order to inform him/her of the proposed suspension or because parent/guardian requested a hearing and refused to grant permission for an interim suspension pending the hearing. Also, the bureau may approve if the student's continued presence in school presents a danger to himself/herself or to others. Such emergency situations include physical assault or threatened assault of a staff member or student, action of a criminal nature on school property, and continuous disruptive conduct which undermines classroom or school discipline and which the school has attempted but failed to control.

Expulsion Procedures

Regular Education Students

1. The assistant superintendent, in recommending to the superintendent that a student be expelled from school, must involve guidance personnel and the appropriate administrative staff in preparing a report that shall include: a chronological list of all incidents which include disciplinary action taken by the school; a guidance report listing measures taken by the counselor in his/her attempts to assist the student, and a review of the involvement and assistance provided to the student and his/her parent/guardian by the guidance staff.
2. Expulsion from school must be approved by the school board upon recommendation from the superintendent (Section 1318, Pennsylvania School Code)

Students with Exceptionalities

Students whose behavior is such that expulsion is recommended shall:

1. be removed from class if necessary for the safety and/or well being of staff members or students
2. be referred to the assistant superintendent for alternative education placement upon recommendation of the principal
3. be evaluated by the school psychologist and/or psychiatrist
4. be placed in homebound instruction for the period between removal from school and assignment to another appropriate educational setting.

Formal Hearing for Expulsion

1. The student's parent/guardian, unless the student is emancipated or married or beyond compulsory school age, and the student must be notified of the charges and of the time and place of the hearing by registered or certified mail, return receipt requested.
2. The hearing shall be public unless the student's parent/guardian (or the student in the event that he/she is emancipated because of marriage or age) requests that it be held in private.
3. The student shall have the right to an impartial tribunal and to be represented by counsel.
4. The student has the right to the names of witnesses against them, to copies of affidavits of those witnesses, if any exist, and to demand that any such witnesses appear in person and answer questions or be cross-examined.
5. If a student and/or their parent/guardian are dissatisfied with the findings of the hearing, recourse can be taken to the appropriate court.
6. A record must be kept of the hearing either by a stenographer or through a tape recorder and the student or their parent/guardian is entitled, at their expense, to a copy of the transcript.

It is recognized that students who are less than 17 are subject to compulsory attendance laws, and even though expelled must attend school. The responsibility for meeting this legal requirement rests with the student's parent/guardian as outlined in School Laws of Pennsylvania, January 1971.

FOOD & MEALS

All students are provided breakfast and lunch according to the district breakfast/lunch schedule. Students have the option to pack food or drink as an alternative to school meals. **Students are never permitted to leave school premises for food or drink or receive any food or drink product from any delivery person or service during school hours**.

In addition, **students or their parents are not permitted to "order out" and have food delivered from an outside source to school for students**.

If your student misses school during their assigned lunch period, please ensure that they eat lunch prior to the return of school. **Students will not be allowed to take any outside food or drink into the building when returning to school after an appointment.**

Students may not bring large/family sized bags of snacks to school. Small/individual snack bags may be brought. **Bags may be no larger than 4 oz.**

Students may not bring drinks/outside food in during arrival. Any outside food or drinks must be thrown away prior to entering or monitors will require students to throw it away upon entry into the building or in their homeroom.

For the health and safety of all students, it is sometimes necessary for the Food Service Department and/or administration to limit or contain certain foods or ingredients without prior notice. For the health and safety of all students, food that is not clearly labeled with precise ingredients is subject to the same limitations and containment without prior notice.

***SPECIAL NOTE: STUDENTS ARE NOT PERMITTED TO SALE ANY FOOD ITEMS OUT OF THEIR LOCKER. IF A STUDENT IS FOUND TO BE SELLING FOOD OUT OF THEIR LOCKER, THE ITEMS WILL BE CONFISCATED AND DISCIPLINARY ACTIONS COULD BE ASSIGNED.**

GRADES, REPORT CARDS, FINAL GRADES, ACADEMIC INTEGRITY, etc.

Grades

Periodic reports of student achievement by way of letter grades are given at the end of each marking period in each of the subjects which you have elected to take or which are required for graduation. The grade assignments are given in actual percentage grades on the report cards. Grades are established based on the following key:

Numerical Grade	Letter Equivalent	Quality Points
97% - 100%	A+	4.00
93% - 96.4%	A	4.00
90% - 92.4%	A-	3.75
87% - 89.4%	B+	3.50
83% - 87.4%	B	3.00
80% - 82.4%	B-	2.75

Numerical Grade	Letter Equivalent	Quality Points
77% - 80.4%	C+	2.50
73% - 76.4%	C	2.00
70% - 72.4%	C-	1.75
67% - 69.4%	D+	1.50
63% - 66.4%	D	1.00
0% - 63.4%	F	0.00

Numerical Grade	Letter Equivalent	Quality Points
Incomplete	I	0.00
Medical Excuse	M	
Pass	P	0.00

Note: Students who receive grades of "I", (Incomplete) assigned for legitimate medical or emergency reasons have two weeks beyond the end of the quarter/year to make up incomplete assignments.

Gradebook Weight

MJHS understands the importance of assessment in the learning process. Each content department has their own uniform system for grading and grade weight to reflect the curriculum of the content. Every teacher in the content department will adhere to the practices set. Each teacher will share the grading procedures with students and families at the beginning of the year.

Late Work Policy

It is important for students to turn in work promptly, however MJHS understands that extenuating circumstances occur. Students have up to 5 days to make up work for EXCUSED absences.

Report Cards

Report cards are posted on Infinite Campus approximately six school days beyond the end of each marking period. Report cards show numerical grades representing the percentage earned for each class according to the scale listed above. Report cards may also show appropriate comments from individual teachers about the progress of a particular student.

Minimum Failing Grade

Report card will reflect actual percentage grades earned in each class with the exception of a minimum failing grade of 50% for the first marking period. Administration has the right to assign the actual grade earned in Q1 due to the circumstances involved.

GPA and attendance are also included as part of the reporting procedures. Check the school calendar for marking period dates to determine when report cards will be issued. Any questions about grades or other information should be directed through the guidance office.

Final Grades

The final grade in a course will be determined by using the four marking period grades and the average of the midterm and final exam grades [MP1 + MP2 + MP3 + MP4 divided by 4 = final grade.] The total grade point average for the marking period will be determined by using the grades in all of the courses a student takes, major and minor. **The minimum passing grade for a course is a "D" or 63% average.**

Honor Roll

Grade point equivalents for the awarding of academic honors are as shown	High Honors	Honors
	3.7	3.4 to 3.699

Grade Point Averages (GPA)

Grade point averages are calculated at the end of each marking period and cumulatively at the end of each year. Grade point averages are determined by adding the grade point equivalents for each grade and course and then dividing by the total number of credits for the courses being taken. Credits for courses can be determined by referencing the "Educational Planning Guide" in effect for the current school year.

Grade Weighting for Students in Grades 9-12

The following procedures will be in effect for the purpose of determining weighted GPA used in the calculation of class rank. Weighted grades are based on the student course load and are weighted at the end of the school year:

- A.P. courses are valued at 1.25 credits
- Class Rank is based on a GPA calculated in the following manner:
  - 4 point system is in effect for grade values (see Grades & Grade equivalents)
  - plus, add .1 for each AP course
  - plus, add .035 for each Honors course

Academic Integrity/Cheating/Plagiarism

Muhlenberg Junior High School is committed to maintaining high standards of honesty, integrity, and academic responsibility. Students are expected to complete their own work and properly acknowledge the ideas and work of others.

Cheating includes, but is not limited to, copying another student's work, allowing another student to copy your work, using unauthorized materials or electronic devices during an assignment or assessment, or receiving or providing unauthorized assistance. Plagiarism is presenting another person's words, ideas, images, or work as your own without proper acknowledgment or citation. This includes content obtained from the internet, artificial intelligence (AI) tools, or any other source.

Cheating and plagiarism are considered Level I offenses under the Muhlenberg School District Student Code of Conduct. Classroom teachers have the ability to address these violations and will determine appropriate academic consequences. Consequences may include, but are not limited to, reteaching expectations, loss of credit or reduced credit on the assignment or assessment, repeating an assignment or assessment, completing an alternate assignment or assessment, parent/guardian notification, and other classroom-based disciplinary actions. Repeated or more serious violations will be referred to administration and will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Students are encouraged to ask their teacher for assistance whenever they are unsure about how to complete an assignment appropriately or how to properly cite sources. Demonstrating honesty and integrity is an essential part of academic success and prepares students for future educational and career opportunities.

Artificial intelligence Usage

Muhlenberg School District recognizes that Artificial Intelligence (AI), including Generative AI tools such as ChatGPT, Google Gemini, and other AI-powered applications, can be valuable educational resources when used responsibly. Students may only use AI tools for educational purposes and only as permitted by their teacher for a specific assignment or course.

Students are expected to use AI ethically and honestly. Unless specifically authorized by the teacher, AI-generated work may not be submitted as a student's own original work. When AI is used to generate ideas, text, images, or other content that is included in an assignment, students must properly acknowledge or cite the AI tool as directed by their teacher.

Students should understand that AI-generated information is not always accurate or unbiased. They are responsible for verifying information using reliable sources and critically evaluating any content produced by AI.

To protect student privacy, students should never enter personal, confidential, or personally identifiable information into public or open-source AI tools. Only district-approved AI applications may be used on district devices or within district educational programs.

The use of AI must comply with all district policies regarding academic integrity, acceptable use of technology, student conduct, and copyright. Misuse of AI, including plagiarism, cheating, unauthorized use, or any activity that violates district policy, may result in disciplinary action, loss of technology privileges, and/or other consequences consistent with the Student Code of Conduct.

Per School Board policy, teachers may use AI detection tools but they may not be the sole determination of academic integrity. Teachers have the right to ask students to defend their work and use multiple measures to determine the degree of potential usage. Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.

Reference: For complete expectations regarding the use of Artificial Intelligence and Generative AI, please refer to Muhlenberg School District Board *Policy 815.1 Generative Artificial Intelligence.*

LOCKERS

Lockers are provided in the halls and in the gym locker rooms for your convenience. They remain school property and simply are on loan to you. Locks are provided by the school for school lockers and they should be kept locked at all times. Students are not permitted to use other than school supplied locks on school furnished lockers. Use of unapproved locks will result in disciplinary action and investigation by school administration. Lock combinations should be kept secure and not divulged or shared with others. Students may not share locks/lockers. Students may only access their locker, if items are stored in another students locker, students may not access the locker.

Valuables should not be left in school lockers at any time. The school cannot assume responsibility for items that are missing or taken from lockers. School administrators maintain the right to open and examine any student locker if there is a reason to suspect the presence of illegal, disruptive, or dangerous materials or substances. Students shall be responsible for restitution for any vandalism including but not limited to physical damage, graffiti, etc done to the school locker provided for their use.

Students at the Junior High are allowed to visit their lockers at three points throughout the school day:

1. Before Homeroom
2. Before Lunch
3. Leaving for the School Day

Students will not be permitted to go to their locker at any other time throughout the school day. If a student is in need of personal hygiene products, they may request to go to the nurses office.

If a lock is lost or broken, students will be charged a 10 dollar fee to replace the lock.

LOST AND FOUND

Books, articles of clothing, jewelry, eyeglasses, and other items which are found should be brought to the main office. If you have lost any such item, check with the main office to see if the item has been turned in. The office will retain lost and found items for up to 30 days.

MEDIA RELEASE

Each year, Muhlenberg Junior High School students are photographed for inclusion in our school yearbook and student photo identification badges. Additionally, teachers and/or administrators submit articles about important school events for publication in the school or district newsletter or local newspaper or invite local television stations to videotape and air particular school functions. Parents who do not wish to have their child's name or picture publicized (including in our school yearbook) must come to the Muhlenberg Junior High School office to complete a media release form. Children whose parents have not completed the form may be included in all publications.

LUNCH SCHEDULE

Lunch periods will run from 4th period to 8th period, 10:30 A.M. to 2:06 P.M. Lunch should be eaten during your scheduled period. Please see the district website for information regarding school breakfast and lunch menu. If you would like to apply for Free and Reduced Lunch Meals, please contact the Muhlenberg School District Food Services Office at 610-921-8000 x 3514.

If your student misses school during their assigned lunch period, please ensure that they eat lunch prior to the return of school. **Students will not be allowed to take any outside food or drink into the building when returning to school after an appointment.**

Due to assemblies, weather delays/dismissal, early dismissals, and other events planned, lunch schedules may be altered to accommodate these situations.

MEDICATION POLICY

MSD Policy 210

With the exception of a life-threatening emergency, school personnel, other than licensed Health Services nurses, will not administer individually prescribed medications or over-the-counter medications to students during school hours. Parents or guardians may choose to come to the nurse's office to personally administer medication to their child that needs to be taken during school hours. OR the parent/guardian may send prescribed mediation to be administered in school as per the Muhlenberg School District Medication Administration policy.Over the-counter medications available through the Muhlenberg School District Standing Medications Orders, issued by the school physician, (such as pain relieving medication, cough medication, medication for stomach upset and emergency medications etc.) shall not be given without the prior permission of parent/guardian except in the event of a life threatening emergency. Medication Authorization forms are available through the MSD Health Services website or in any of the MSD the health rooms.

HALL PASSES

Students are required to carry a "pass card" to go to the restroom or nurse. Students are required to have their "pass card" signed by their assigned teacher to move throughout the building. Pass cards will be distributed monthly, each month will have a different colored pass card. If students are in the hallway without their "pass card" appropriately completed and signed by their teacher, they will be sent back to class and may receive a consequence from administration.

Teachers reserve the right in regards to when students may be sent out of their classroom.

If students lose or damage their pass beyond legibility/use, families/guardians must provide a hard copy note to give to the office or email to the grade level assistant principal or dean of students for a new hall pass.

For safety reasons, the location and attendance of all students must be known, for this reason, students are not allowed to leave their classrooms within the first 10 minutes of each class period. This allows for teachers to take accurate attendance and engage the students in the lesson for the day. All students are to follow their assigned schedule and be in attendance at their assigned class during the school day. We do recognize that

some exceptions exist (e.g. restrooms, nurse, office, etc.). For these exceptional reasons, students must sign-out/in using school procedures and gain permission from respective teachers or staff.

Students not being in their assigned location at their scheduled time, without permission, could receive consequences for "*outside their assigned area.*" In addition, any student who appears to be excessively utilizing their hall pass privileges, may have their access restricted for safety and educational well being of the student.

HEALTH SERVICES

First Aid

Licensed Health Services nurses are available to provide immediate, temporary medical care for your child in the event of an accident or sudden illness at school. If further treatment is required, the parent/guardian will be required to pick their child up from school. In the event of an emergency 911 will be called and the child will be transported to the hospital.

Physical Examinations

MSD Policy 209

Pennsylvania school law requires that all children have a medical examination upon admission to school (kindergarten or first grade),again in the sixth grade and in 11th grade. The family medical provider or school physician/certified registered nurse practitioner may perform this examination. Should the school physician/nurse practitioner discover any medical issues that require further evaluation, the parent/guardian will be notified and encouraged to follow up with their family medical provider. The school will supply the necessary forms when the parent/guardian elects to have the examination done by their family medical provider.

Dental Examinations

MSD Policy 209

School law requires children to have dental examinations on admission to school(kindergarten or first grade) and again in third grade and seventh grade. Either the school dentist or family dental provider may perform this examination. The school will supply the necessary forms when the parent/guardian elects to have the examination done by their family dentist. If a defect is found by the school dentist, the parent/guardian will be notified and encouraged to seek treatment by the family dentist. No treatment will be performed by the school dentist.

Other Examinations

MSD Policy 209

Hearing examinations are performed in kindergarten, grades one, two, three, seven and eleven. A hearing exam may be performed at any other time deemed necessary during the school year. Height, weight and vision testing is completed annually on all students (K–12). Parents/guardians are notified of any conditions needing further professional evaluation.

HOMEWORK

Class assignments benefit students by strengthening skills, stimulating learning, and developing responsibility. The amount of class work assigned is based on age, grade, and level of achievement. Among the purposes of class assignments are: to enrich or extend what has been learned in the classroom; to practice skills; to read for enrichment or enjoyment; to conduct research as an outgrowth of classroom activities, and to learn how to work independently.

In order for a student to be successful in school, a good working relationship is needed among teachers, parents, and children. Parents can assist students in assuming responsibility for homework by establishing a time and a place at home for accomplishing the assignment and by encouraging their children to submit all assignments on time.

IDENTIFICATION BADGES

Student ID cards will be issued in the fall of every year. **Every MJHS student must wear a school-issued photo ID card at all times while on the campus during the school day or when attending a school function**. Returning students should use their ID from the previous year until new cards are issued. New enrollees during the school year will have their pictures taken for ID cards and cards will be issued as part of the enrollment process. Temporary student IDs are available in the main office. Failure to wear your I.D. card will result in disciplinary consequences.

Students must present their ID card when requested by a staff member. Failure to wear the card when requested will result in disciplinary action according to the "Failure to Follow Policy" infraction with resulting consequences for this offense.

Misrepresentation or alteration of the information on the card will also result in appropriate consequences according to the junior high school discipline code.

Student ID cards are required for such functions as (but not limited to):

- Hall passes
- Identification upon request
- Library Privileges
- Bus Transportation

- Point of sale in the cafeteria (when available)
- Admission to School Activities
- Purchasing tickets for school events

IN LOCO PARENTIS

Pennsylvania School Code 24 PS 13-1317

"Every teacher, vice/assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them." According to this statute, teachers and principals have the same authority over children as their parents or guardians. **Students are expected to follow reasonable directives of their teachers and principals in regard to both academics and behavior.**

Door to Door Policy: Within the expectations of In Loco Parentis falls the Door to Door expectation. Students are under school supervision from the time they exit the junior high doors until they enter their door at home. Any incidents that occur from the time students exit the school building until they enter their home may face disciplinary action from the school.

INSURANCE

Accident insurance is available on a voluntary basis for a premium paid by your family. Insurance forms are distributed in homerooms early in the school year.

PERSONAL ITEMS IN SCHOOL

Blankets & Stuffed Animals

Blankets are to be kept in a student's locker throughout the school day as they can be distracting to the educational process. Slippers are not acceptable footwear for safety reasons. Stuffed animals are considered toys and are not permitted in school any time.

Outerwear & School Bags

In accordance with the MSD Dress and Grooming Policy, students are to place all outerwear and bags in their lockers during the school day. School Bags, including hand bags, shoulder bags, messenger bags, small backpacks, are to also remain in the student's locker. The only bag that can be used throughout the school day is the school issued Chromebook Case.

Personal Bags/Purses: In accordance with recommendations from safety professionals, students may only carry a small (5in x 7in) bag. Any bag larger than 5x7 MUST be clear/transparent.

Toys

Toys are NOT permitted in school. Toys causing disruption to the instructional day will be confiscated and will result in the following consequences: First minor offense: The teacher will ask the student to put the toys away. Further offenses: Toy will be confiscated and a phone call will be made to the parent/guardian indicating the disruption. The Assistant Principal will be notified for non-compliance.

***SPECIAL ATTENTION**

- **NEITHER STAFF NOR ADMINISTRATION WILL INVESTIGATE ANY LOST, STOLEN OR BROKEN TOYS/ELECTRONICS THAT ARE OTHERWISE NOT PERMITTED IN SCHOOL**
- **TOY GUNS, TOY WEAPONS, LOOK-ALIKES OR ANY OBJECT USED TO IMITATE A WEAPON ARE TREATED UNDER THE SAME PROVISIONS AS THE DISTRICT WEAPONS POLICY, INCLUDING THE POSSIBLE CONSEQUENCE OF FULL EXPULSION FROM SCHOOL. TOY GUNS, TOY WEAPONS AND LOOK-ALIKES ARE NEVER PERMITTED ON THE BUS, IN SCHOOL OR ON SCHOOL PROPERTY.**

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. To refer an anonymous tip or report to Safe2Say:

Phone: 1-844-SAF2SAY
Email: www.safe2saypa.org

SCHOOL CLOSURES

Whenever school is closed due to an emergency such as bad weather, it will be announced as early as possible via telephone call and on WRFY-FM, WEEU, and WRAW (local radio stations) and WFMZ (local TV station). Periodically, our schools will have early dismissal for such events as curriculum workshops or parent-teacher conferences. All early dismissals and vacation dates, along with other special dates and events, are listed on the school calendar.

***SPECIAL NOTE: TO ENSURE YOU ALWAYS RECEIVE OUR AUTOMATED PHONE MESSAGES AND ALERTS, PLEASE MAKE SURE THE SCHOOL ALWAYS HAS AN UPDATED AND VALID PHONE NUMBER FOR ALL PARENTS OR GUARDIANS.**

LATE STARTS

Occasionally weather conditions will necessitate a delay in opening school. Weather related late starts would be announced via telephone call and on WRFY-FM, WHUM, WEEU, and WRAW (local radio stations) and WFMZ (local TV station).

***SPECIAL NOTE: TO ENSURE YOU ALWAYS RECEIVE OUR AUTOMATED PHONE MESSAGES AND ALERTS, PLEASE MAKE SURE THE SCHOOL ALWAYS HAS AN UPDATED AND VALID PHONE NUMBER FOR ALL PARENTS OR GUARDIANS.**

SEARCHES

School officials need reasonable suspicion to conduct a legal search of students and the personal belongings they bring with them. Muhlenberg Junior High School administrators may use a handheld metal detector. Lockers remain the property of the school and may be searched by school authorities without reasonable suspicion and without prior warning to the students who are using them. Random locker searches, including dog searches, may be conducted at the discretion of school officials. If a student refuses to comply with the wand search, the refusal will be handled in accordance with the Non-Compliance with a Search policy.

Metal Detectors

Starting in the 2026-2027 school year, Muhlenberg Junior High School will utilize a metal detection system at designated entrances to maintain a safe and secure learning environment. Detectors will be used at the walker/parent drop off entrance, bus entrance, and other entrances as needed. Detectors will be supervised daily by building administrators and other trained staff. Failure to comply with directives from any staff member will result in a Level II disciplinary infraction as failure to follow policy and or defiance of school administration. Appropriate consequences will be assigned per the Level II discipline section and circumstances surrounding failure to comply.

Procedure: Upon arrival, students will enter through their designated entrance and proceed through the detection system under the supervision of school staff.

STUDENT ASSISTANCE PROGRAM (SAP)

The school's primary responsibility is to educate students; however, we have learned that if a student uses mind-altering chemicals, is depressed, or feels hopeless, that student cannot learn effectively. This is why the administration and faculty instituted a student assistance program which gives us the unique opportunity to identify and help students who exhibit high risk behavior. It is an intervention and referral program, not a treatment program.

UNLAWFUL HARASSMENT

MSD Policy 248

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The district shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.
Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

1. A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.
2. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.
3. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.
4. The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

1. Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.
2. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
3. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

1. The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required.
2. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
3. The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

1. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.
2. Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.
3. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

TEXTBOOKS

Textbooks are supplied by the school district using funds received from taxes. Every text issued is numbered and bears the stamp of the school. They are loaned to you for your use. It is your responsibility to use them properly and to care for them so that, upon their return at the end of the course, only fair wear will have occurred. Textbooks are costly. If there is unwarranted damage or defacement of a textbook issued to you, you may be assessed a fine to cover the cost of rectifying the damage or defacement. If you lose a book, you will be required to reimburse the district on a pro rata basis at the rate of 20 percent of the current replacement cost for each remaining year of useful value with a minimum charge of 40 percent of the replacement value. A textbook has an average useful period of five years. If you withdraw from a given class or from school for any reason, you are personally responsible for returning all books issued to you.

VAPE DETECTORS

The junior high is equipped with vape detectors in the bathrooms throughout the building. If the use of a vape is detected during the school day, school administrators will be notified and the students involved will be questioned and their belongings will be searched. If a student refuses to participate in a search of their belongings, parents/guardians will be notified and the appropriate disciplinary consequences will be assessed depending on the the outcomes of the investigation.

VIDEO AND AUDIO RECORDINGS

Muhlenberg Junior High School is equipped with video cameras which record entrance/exit areas and hallways. The images recorded by these cameras may be used by school officials to establish the identity of students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district and may be used as evidence in any disciplinary proceeding conducted by the school district (as set forth in Muhlenberg School District Video and Audio Recordings Policy).

The Muhlenberg School Board recognizes that the rules and regulations of the district apply to students, employees, and chaperones during the time spent in transit while occupying a school bus to and from school and while participating in school-related activities.

The district may place video cameras and/or audio recording devices on school property and/or on vehicles used for transporting students, employees, and chaperones involved in school-related activities.

- The district may place video cameras and/or audio recording devices on school and for school-related activities.
- All video and audio recordings created are the property of the school district and may be used as the district deems appropriate.
    - The video cameras or audio recording devices may or may not be monitored.
    - The images or sounds recorded by these devices may be used by school officials to determine unlawful conduct or conduct that is contrary to the rules and regulations of the district on school property and/or on vehicles used for the transportation of students, employees, chaperones, or other members of the general public for school or school-related activities.
- The images or sounds recorded by these devices may be used by school officials to establish the identity or identities of particular students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district.
- The images or sounds recorded by these devices may be used by school officials as evidence at any disciplinary proceedings conducted by the school district.
- The images or sounds recorded by these devices may be provided to appropriate law enforcement agencies at the discretion of the Superintendent.
- Students, parents, employees, chaperones, and other members of the general public may obtain a copy of the video and/or audio recordings through the legal process.

Procedures

Public Notice

- Students, parents, employees, chaperones, and members of the general public will be notified that the district monitors conduct through the use of recording devices.
- Notification will be accomplished through various means.
    - Posted on school property and on transportation vehicles.
    - Included in school handbooks.
    - Distributed through district newsletters.

Expectation of Privacy

- Notification is provided so that individuals do not have a false expectation of privacy while on school property or vehicle, or while participating in school-related activities.
- Notices will not identify the location of recording devices.
- Recording equipment will not be placed in locker rooms or restrooms unless there is a specific need for surveillance in those areas. If a need arises for the use of recording equipment in these areas, the Superintendent will review the specific needs and develop appropriate controls concerning access to the recorded images.

VOLUNTEERS

Any and all volunteers who will be working directly with students or coming in contact with students are required to have all clearances and paperwork on file. Prospective volunteers must send a completed application packet directly to the school principal for review and approval. Volunteer Application packets can be found on the district website: www.muhlsdk12.org

WEAPONS ON SCHOOL PROPERTY

Added by Act No. 1980-167 (1); eff. 12/15/80.) (rev.81) Pennsylvania Criminal Code

Definition

Notwithstanding the definition of "weapon" in section 907 (relating to possessing instruments of crime), "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury. Additionally, any object, toy, or instrument that is a "look-alike" weapon is treated as a real weapon.

Offense Defined

A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

Homelessness

ECYEH (PA Education for Children and Youth Experiencing Homelessness) The Education for Children and Youth Experiencing Homelessness (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate public education. Children and youth experiencing homelessness have the right to:

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

2026-2027 MJHS Student-Parent Handbook

SIGN-OFF PAGE

By signing below, you and your student are confirming that you have read and understand the information provided in the Student and Parent Handbook as well as Muhlenberg School District Policies including, but not limited to, those listed below. **Even if this page is not signed/returned, students will be held to all policies contained in the handbook.**

- ☐ **STUDENT HANDBOOK** - I have read and discussed the Student and Parent Handbook with my Muhlenberg School District student.
- ☐ **CELL PHONE/ELECTRONIC DEVICES**- I have read and understand that personal electronic devices are to be stored in the student's locker throughout the school day.
- ☐ **DRESS CODE-** I have read and understand the dress code. No onesies, exposed bellies/shoulders, unapproved head coverings, attire with inappropriate language/graphics.
- ☐ **BAG POLICY**- I have read and understand that students may only carry small (5inx7in) or clear bags.
- ☐ **SCHOOL BUS POLICY** - I have read and understand the school bus policy.
- ☐ **DISCIPLINE POLICY –** I have read and understand the discipline policy.
- ☐ **UNLAWFUL HARASSMENT, BULLYING, AND INTIMIDATION** - I have read and understand the unlawful harassment, bullying, and intimidation policy.
- ☐ **WEAPONS/DRUG/ALCOHOL POLICY** - I have read and understand the weapons drug and alcohol policy.
- ☐ **VIDEO & AUDIO RECORDINGS POLICY** - I have read and understand the video & audio recordings policy.
- ☐ **COMPULSORY ATTENDANCE POLICY** - I have read and understand the attendance policy.
- ☐ **MEDIA RELEASE** - I have read and understand that if I do not want my child's name or picture publicized, then I must complete a Media Release form stating that fact.
- ☐ **CHROMEBOOK GUIDELINES & INFORMATION**- I have read and understand the guidelines associated with utilizing and caring for the Chromebook.
- ☐ **ACCEPTABLE USE POLICY**- I have read and understand the acceptable use policy for accessing the MSD Network.

You may find this form on the web site or at the school office or scan the QR Code to access the Student-Parent Handbook online from your phone.

Student Name (Printed):_____ Grade:_____

Student's Signature:_____ Date:_____

Parent/Guardian's Name (Printed):_____

Parent/Guardian's Signature:_____ Date:_____

This form is to be signed and returned to the student's homeroom teacher
NO LATER than, Thursday, September 3rd, 2026.

2026-2027 Student Handbook

Muhlenberg High School

Muhlenberg, PA

Excellence in Action
Equipping, Engaging, Empowering

Muhlenberg High School
400 Sharp Ave
Reading, PA 19605
Phone 610-921-8078
Fax 610-921-7925

Mr. Haniff L. Skeete, Principal - skeeteh@muhlsdk12.net
Mr. William Dramby, Assistant Principal - drambyw@muhlsdk12.net
Mrs. Cristina Lillis, Assistant Principal - lillisc@muhlsdk12.net
Mrs. Nicole McGowan, Assistant Principal - mcgowann@muhlsdk12.net
Mrs. Lauren Heydt, Licensed School Social Worker - heydtl@muhlsdk12.net
Website: www.muhlsdk12.org
Twitter: @MuhlSD
Instagram: @gomuhls

2026-2027 Muhlenberg High School Handbook

Sign and return to your homeroom teacher by September 2, 2026, indicating that you have read and understand the policies in the Student Handbook located on the school district website at (www.muhlsdk12.org); High School - About Us - Student Handbook.

I commit to abiding by Muhlenberg High School's Student Handbook and work to follow The Muhl Mindset of Respect, Responsibility, Resilience, and Growth.



Student Name _____
(Print)

Student Signature _____

Grade _____ **Date** _____

Parent Name _____
(Print)

Parent Signature _____

Daytime phone _____ **Date** _____

☐ **Check box if you do not have internet access and are requesting a hard copy handbook**.

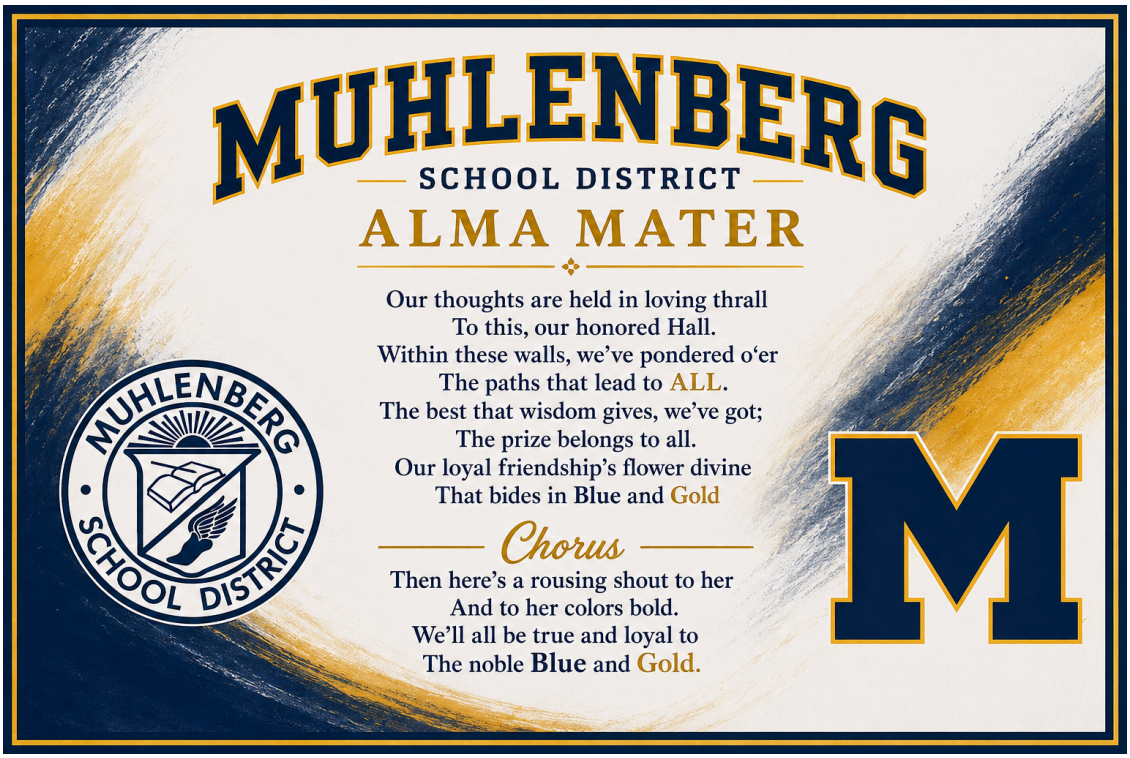
Failure to complete and return this form may result in the student being excluded from activities such as sports/clubs, field trips, homecoming, and prom.

VISION STATEMENT OF THE MUHLENBERG SCHOOL DISTRICT

Muhlenberg School District is committed to guiding all students on a path of excellence with active and purposeful learning experiences, a growing and comprehensive curriculum, collaborative and innovative staff and creative use of technology and resources coupled with an unrelenting desire for success.

VALUES & BELIEFS

- Students learn differently.
- Students learn best with a challenging and relevant curriculum.
- Students thrive in a safe learning environment
- Teachers lead learning through passion, perseverance, and personality.
- Teachers create a culture of high expectations.
- Teachers are inspirational role models.
- Students, parents and families, the school, the school board, the community, and business leaders create partnerships that drive students' success.
- An informed and involved learning community is essential to the development of strong educational partnerships and quality programs.
- The learning community equips, engages, and empowers learners.



THE MUHL MINDSET

THE MUHL MINDSET
Behavior Expectations Matrix

LOCATION	RESPECT	RESPONSIBILITY	RESILIENCE	GROWTH
CLASSROOMS	Listen actively. Respect everyone's voice. Follow teacher directions.	Arrive on time with materials. Complete your own work. Stay engaged.	Learn from mistakes. Ask for help when needed. Stay focused after setbacks.	Participate in discussions. Set goals. Challenge yourself to improve.
HALLWAYS & COMMONS	Use respectful language. Keep hands to yourself. Respect personal space.	Walk with purpose. Follow traffic patterns. Keep the halls clean.	Respond appropriately when redirected. Adjust quickly between classes.	Be a positive example for younger students and visitors.
CAFETERIA	Include others. Treat cafeteria staff courteously. Clean your area.	Follow lunch procedures. Return trays and dispose of trash.	Handle conflicts calmly. Demonstrate patience during busy times.	Build positive relationships and contribute to a welcoming environment.
RESTROOMS	Respect privacy and school property.	Keep facilities clean. Report concerns to staff.	Make good choices even when adults aren't present.	Leave the restroom better than you found it.
SCHOOL BUS / ARRIVAL & DISMISSAL	Follow driver directions. Respect fellow riders.	Be on time. Stay seated. Follow safety expectations.	Remain calm during delays or changes.	Represent Muhlenberg positively on and off campus.
ASSEMBLIES, EVENTS & ATHLETICS	Be an engaged audience. Cheer positively. Respect performers and officials.	Follow event expectations. Stay with your assigned group.	Win with humility. Lose with dignity. Support your teammates.	Represent The Muhls with pride, sportsmanship, and integrity.
DIGITAL SPACES	Communicate respectfully online. Protect others' privacy.	Use technology appropriately. Follow district policies.	Think before posting. Handle disagreements respectfully.	Use technology to create, collaborate, and learn responsibly.
OFFICES, LIBRARY & SUPPORT AREAS	Treat staff and peers with courtesy.	Wait patiently. Follow procedures. Return borrowed materials.	Advocate for yourself respectfully. Accept feedback.	Seek resources that help you succeed academically and personally.

BELL SCHEDULE

MHS Bell Schedule

Arrival	**7:15 AM**
Warning Bell	7:35 AM
Period 1	7:40 - 8:32 AM
Period 2	8:36 - 9:18 AM
Period 3	9:22 - 10:04 AM
Period 4	10:08 - 10:50 AM
Period 5	10:54 - 11:36 AM
Period 6	11:40 - 12:22 PM
Period 7	12:26 - 1:08 PM
Period 8	1:12 - 1:54 PM
Period 9	1:58 - 2:40 PM
Dismissal	2:40 PM

CTC Bus Runs

AM CTC Dismissal	7:35 AM
PM CTC Dismissal	11:04 AM

ACADEMIC INTEGRITY

Cheating/Plagiarism

Muhlenberg High School is committed to maintaining high standards of honesty, integrity, and academic responsibility. Students are expected to complete their own work and properly acknowledge the ideas and work of others.

Cheating includes, but is not limited to, copying another student's work, allowing another student to copy your work, using unauthorized materials or electronic devices during an assignment or assessment, or receiving or providing unauthorized assistance. Plagiarism is presenting another person's words, ideas, images, or work as your own without proper acknowledgment or citation. This includes content obtained from the internet, artificial intelligence (AI) tools, or any other source.

Cheating and plagiarism are considered **Level I offenses** under the Muhlenberg School District Student Code of Conduct. Classroom teachers have the ability to address these violations and will determine appropriate academic consequences. Consequences may include, but are not limited to, reteaching expectations, loss of credit or reduced credit on the assignment or assessment, parent/guardian notification, and other classroom-based disciplinary actions. Repeated or more serious violations will be referred to administration and will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Students are encouraged to ask their teacher for assistance whenever they are unsure about how to complete an assignment appropriately or how to properly cite sources. Demonstrating honesty and integrity is an essential part of academic success and prepares students for future educational and career opportunities.

AI in the Classroom

Muhlenberg School District recognizes that Artificial Intelligence (AI), including Generative AI tools such as ChatGPT and other AI-powered applications, can be valuable educational resources when used responsibly. Students may only use AI tools for educational purposes and only as permitted by their teacher for a specific assignment or course.

Students are expected to use AI ethically and honestly. Unless specifically authorized by the teacher, AI-generated work may not be submitted as a student's own original work. When AI is used to generate ideas, text, images, or other content that is included in an assignment, students must properly acknowledge or cite the AI tool as directed by their teacher.

Students should understand that AI-generated information is not always accurate or unbiased. They are responsible for verifying information using reliable sources and critically evaluating any content produced by AI.

To protect student privacy, students should never enter personal, confidential, or personally identifiable information into public or open-source AI tools. Only district-approved AI applications may be used on district devices or within district educational programs.

The use of AI must comply with all district policies regarding academic integrity, acceptable use of technology, student conduct, and copyright. Misuse of AI, including plagiarism, cheating, unauthorized use, or any activity that violates district policy, may result in disciplinary action, loss of technology privileges, and/or other consequences consistent with the Student Code of Conduct.

Reference: For complete expectations regarding the use of Artificial Intelligence and Generative AI, please refer to **Muhlenberg School District Board Policy 815.2 Generative Artificial Intelligence**.

ACTIVITIES

Muhlenberg High School provides a wide range of co-curricular activities. In addition, the school sponsors class organizations at each grade level. Below is a list of activities students can participate in at MHS.

Clubs

Academic Challenge
Aevidum
Anime Club
Art/Photography Club
Chess Club
Color Guard
General & Concert Chorus
Dance Club
ESports
Fashion Club
Film Club
Leo Club
Majorettes
Marching Band
Model UN Club
National Honor Society
One by One
Peer Tutor
Purposeful Youth
Reading Olympics
Science Club
Spanish Club
Social Media Club
Spring Musical
Stage Crew
Student Council
Yearbook
Swole Patrol
Tabletop Games

Sports

Baseball
Basketball
Bowling
Cheerleading
Cross Country
Field Hockey
Football
Golf
Lacrosse
Soccer
Softball
Swimming
Tennis
Track & Field
Unified Sports Track
Unified Sports Bocce
Volleyball
Water Polo
Wrestling

ALTERNATIVE EDUCATION

The Administration at Muhlenberg High School, with permission from the Superintendent of Schools, may place a student in an approved Alternate Education Program. Students eligible for Alternate Education will have exhausted the traditional discipline procedures; they will have exhibited various characteristics while in the regular school program, such as:

- Fighting or serious acts of violence
- Flagrant or repeated violations of school rules
- Violations of the district's Drug and Alcohol policy
- Possession of a weapon on school property
- Making a terroristic threat against persons/property

The length of placement in an Alternate Program varies with each individual case; however, the customary minimum placement is for a period of 45 school days. Activity participation while placed in an Alternative Education program is at the discretion of the principal. Students are not permitted to attend or participate in school-related activities during their alternative education placement unless permission is granted by the administration.

ASSESSMENTS & TESTING

Muhlenberg High School students participate in a variety of assessment procedures for the purpose of:

- Measuring student achievement
- Determining appropriate placement in academic classes
- Determining the need for remediation or academic assistance
- Measuring the alignment of school programs with state standards and requirements.

The testing program can include competency exams (Keystone Exams) in the subject areas of Algebra, Literature, and Biology, as well as other testing programs administered on an as-needed basis. Benchmarking tests are taken throughout the school year for grades 10 and 11. All students are required to participate in the appropriate testing program and are encouraged to do their best on the tests.

ATTENDANCE

MSD Board Policy 204

Because school attendance is directly related to academic success, students are expected to attend school on a regular basis. Student attendance is recorded at the beginning of each class period daily.

Excused Absences

If a student is unable to attend school, the student's parent/guardian must call the Attendance Office at (610) 921-8078, extension 4113, before 9 a.m. on the day of the absence to report his/her child absent from school.

- Students must follow up all absences with an excuse blank or a parent note within three school days of the absence.
- Excuse blanks are available in the high school office, from classroom teachers, and on our district website (www.muhlsdk12.org). These notes are required by law to verify absences, and they must be signed by a parent/guardian. Students are not permitted to sign their own excuse blanks regardless of age.
- Absences of three or more consecutive days due to illness must be verified with a doctor's excuse.
- Students will be granted up to five excused days for bereavement purposes.
- Once a student accumulates a total of 10 excused absences, the parent/guardian of that student will receive an Excessive Absence letter. All future absences from that point must be followed up with a doctor's note in order for that absence to be considered excused.

Unexcused Absences

- If an excuse blank or note is not submitted within three days following the return to school, the absence becomes unexcused.
- The issuing of a citation with the District Justice may result in fines of up to $300.00/day for students of 18 years of age and younger; additionally, these students may lose their driver's license for up to six months.
- Students with chronic attendance issues will meet with the high school's attendance committee to discuss the importance of regular school attendance as well as solutions that will improve the students' attendance record. Parent/Guardian of these students will attend such meetings as well. In addition, a **Student Attendance Improvement Plan (SAIP)** will be implemented, and a **Student Attendance Improvement Conference (SAIC)** will be held.

- Parents/Guardians should be contacted with the unexcused absence occurrences below as well. Consequences for the accumulation of unexcused absences are as follows:

Unexcused Absences	Consequences
3	A letter sent to the home address within ten (10) days of the third absence
6	Considered habitually truant. A School Attendance Improvement Conference is established between the school and parents within (10) days of 6 unexcused absences. Students referred to school-based or community-based attendance programs.
10	A citation may be filed by the school*
15	**Loss of prom privileges** and/or participation in sports, clubs, activities & field trips
20	A citation may be filed by the school*
25	A citation may be filed by the school* **Possible loss of participation in commencement ceremonies for seniors**

**For students of compulsory school age (up to/including age 18)*

- See the "**Grading Procedures**" section for information on missed work.

College Visitations and Educational Trips

- Students who plan to miss school for college visitations must bring in a note from a parent/guardian requesting permission for such absences.
- This request must be submitted to the Attendance Office at least one week before the intended visitation. **College documentation will credit the student as a full day in attendance. Otherwise, it will be considered an excused absence. Only 5 days are permitted each school year for such visitations**
- Students who plan to miss school for an educational trip must bring in a note from a parent/guardian requesting permission for such an absence. This request must be submitted to the Attendance Office at least 10 days before the intended trip. **Students may be excused from school no more than 5 school days for educational trip purposes.**

Illness During the School Day

- If a student becomes ill during the school day, he/she must first report to his/her assigned class to get permission from the teacher to visit the nurse's office. The nurse will contact the student's parent/guardian if it becomes necessary to send the student home during the school day.
- Students who have been given permission by the nurse to leave school must sign out in the Attendance Office. Students may not leave school without permission from the nurse or Administrator if they are not feeling well.

Tardy/Late to School

- Students who are not in their classroom by 7:40 a.m. are considered to be late to school and must sign in at the tardy desk located outside the Main Office. Students will then be given a pass to report to class.
- An accumulation of 10 excused tardies to school will result in a student needing to provide a doctor's note.
- Students who participate in sports, clubs, activities, and field trips will ***not*** be allowed to participate in the day's activity if they arrive at school after ***Period One*** without a valid excuse note (i.e., doctor's note, court subpoena).

- **Consequences for the accumulation of unexcused tardies <u>to school</u> are as follows:**

Unexcused Tardies	Consequences
5	1 Detention
10	1 Detention/activity restriction – 2 weeks
15	1 Detention/activity removal (**No Prom**)
20	1 Detention*/activity removal (**No Prom**)
25	1 Detention*/activity removal (**No Prom**)
Every additional 5 days will result in similar consequences.	

Failure to attend detention will result in failure to follow policy, which is subject to further disciplinary action (including in-school-suspension or out-of-school suspension).

<u>*Student athletes refer to the Athletic Handbook for additional consequences.</u>

Tardy/Late to Class

- Students are expected to be in class on time.
- Consequences for student tardiness to class will be determined by administration. These consequences may include, but are not limited to the following: receiving a detention, earning a zero for work missed during the tardy time, losing participation points during the tardy time, class detention, and/or participating in a parent/teacher/student conference.
- Students with habitual tardiness to class will be considered failure to follow policy and will receive further disciplinary action.

Early Dismissals

- Students who must leave school early for any reason must submit a written parental/guardian request to the Attendance Office no later than the morning of the intended early dismissal.
- Students must report to the Main Office to wait for a parent/guardian to sign them out in the Attendance Office before leaving school early.

Senior Privilege and Internships

- Senior students who have a good academic standing and have achieved and / or scheduled the required number of credits to graduate may arrive at school late or dismiss early as long as they can provide their own transportation. Students must complete **Senior Privilege** form in the main office.
- Seniors with district approved internships and have achieved and / or scheduled the required number of credits to graduate may arrive at school late or dismiss early as long as they can provide their own transportation.

BULLYING / CYBERBULLYING

MSD Board Policy 249

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying, as defined in this policy, includes cyberbullying.

Bullying, as defined by law, means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education**.** Creation of a threatening environment**.**
- Substantial disruption of the orderly operation of the school.

For the purpose of this policy, **bullying** is defined as follows:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus Bullying Prevention Program

Bullying is aggressive behavior that involves unwanted, negative actions.
Bullying involves a pattern of behavior repeated over time.
Bullying involves an imbalance of power or strength.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good-faith reports of bullying.

Each student shall be responsible for respecting the rights of others and for ensuring an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students at an assembly or by other means.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

- Board's Bullying Policy.
- Report of bullying incidents.
- Information on the development and implementation of any bullying prevention, intervention, or education programs.

This policy shall be:

- Accessible in every classroom.
- Posted in a prominent location within each school building.
- Posted on the district website.
- Published and disseminated in handbooks.

The district shall develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Complaint Procedure

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Assistant Superintendent.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of bullying, the building principal shall immediately investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The findings of the investigation shall be provided to the parents of the accused student and the complainant.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The investigative report shall be retained by the principal/designee and forwarded to the Assistant Superintendent as appropriate.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling services and/or educational activities.
- Parental conference.
- Loss of school privileges.
- Transfer to an out-of-district placement.
- Transfer to another classroom.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Recommendation for counseling/therapy outside of school.
- Referral to Student Assistance Program.
- Referral to law enforcement officials.
- Restorative conferences.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Assistant Superintendent within fifteen (15) days.

BUILDING SECURITY- AUDIO/VIDEO SURVEILLANCE

A safe and secure environment for our students and staff is a primary concern of the school district administration. Please be advised that the doors to the building will be closed and locked after the beginning of the school day, and entry to the building will be restricted. All guests to school and students arriving late to school should contact the main office via the closed-circuit greeting system located at the main entrance to the building. The main office will check the identity and buzz the person into the building. Guests will be directed to the appropriate office to sign in and be issued a visitor's badge. Students arriving late to school, after 7:40, should report to the tardy desk. All persons are advised that the building will be locked prior to athletic or other events, and entry will be permitted only during the designated times for such events.

The PA State Board of Education regulations grant local school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3. In that regard, students, parents, and staff are advised that the high school building is under video surveillance at all times and that information from recordings may be used for monitoring purposes and in the disposition of disciplinary actions.

CAFETERIA

Report directly to the cafeteria during your assigned lunch period. Students are reminded of the four-minute passing time and are advised that loitering in the halls is not permitted, nor is anyone allowed to leave school at lunchtime. In addition, students or their parents are not permitted to "order out" and have food delivered from an outside source to school for students. If students are dismissed from lunch to attend meetings, a list of those students will be provided for the cafeteria monitors prior to the meeting. Clean up your area after you have finished eating. **Food and drink are to remain in the cafeteria area, and students are not permitted to remove these items from the cafeteria or to have them in the classrooms, hallways, or restrooms**. Return dishes, flatware, and trays to the dish room and put paper refuse in containers provided. Sign out with the teacher in charge to use the lavatory during lunch period. Follow the direction of any staff member while you are in the cafeteria. They are there to provide reasonable supervision, and we expect full cooperation in helping maintain order and a proper cafeteria atmosphere.

- Remain Seated
- Keep Chairs Out of the Aisle
- Clean Up Your Space
- Respect Yourself and Others
- Help Maintain A Safe Environment
- ***Remain in the cafeteria for the entirety of the period***

CAREER & TECHNOLOGY CENTER

The Reading-Muhlenberg Career & Technology Center offers a wide variety of courses designed to broaden and enrich the high school curriculum. Most are planned to prepare students for entry into a skilled job upon graduation. Detailed course descriptions can be obtained from your guidance counselor and the guidance office at the CTC.

CHILD FIND

MSD Board Policy 113

Purpose: To describe the child find activities of the District for the purpose of locating, identifying, and evaluating children with disabilities in accordance with the Individuals with Disabilities and Chapter 14 of the regulations of the Pennsylvania State Board of Education.

1.0 Public Awareness

The superintendent or his or her designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who reside within the school district, regardless of whether those children attend public or private schools:

1.0.1 Directly or through the Berks County Intermediate Unit, publish once annually a written notice, in a newspaper or other media with circulation adequate to notify parents throughout the school district, of child identification activities, of school district and other public special education services and programs, of the manner in which to request services and programs, and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities in accordance with state and federal law;
1.0.2 Post conspicuously on the Internet home page of the school district and in student handbooks or calendars the information described in subsection 1.0.1 of this policy; Directly or through the Berks County Intermediate Unit, consult annually with private school administrators and representatives concerning the development of, and then develop, child find activities designed to identify, evaluate, and offer special education services and programs to children with disabilities who reside within the District and who attend private schools, provided, however, that nothing in this policy shall be construed to authorize the provision of special education programs and services in or on the premises of private schools;

1.0.3 Display conspicuously in every public school building in the school district printed circulars or pamphlets containing the information described in subsection 1.0.1 of this policy.

2.0 Screening System

The superintendent or his or her designee shall establish a system of screening to accomplish the following, and, whenever practicable, the system thus established shall use existing building-level supports, services, and processes:

2.0.1 Assessment at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects;

2.0.2 Use of such assessments to provide additional instructional opportunities for students not achieving at the proficient level or otherwise not performing based on grade-appropriate standards in core academic subjects, including use of alternate instructional strategies, opportunities for extended learning time, and ongoing assessment of student response;

2.0.3 For students who are not performing based on grade-appropriate standards in core academic subjects, a determination that the performance deficit is not the result of a lack of English language proficiency or cultural differences;

2.0.4 For students who are not responding to the core program of reading or math instruction, provision of scientifically-based instruction in regular education settings, delivered by qualified personnel, as indicated by observations of routine classroom instruction, with repeated, formal assessments of achievement and progress conducted at reasonable intervals, the results of which shall be provided to the parents of the student;

2.0.5 For students with behavioral concerns, completion of a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty and, based thereon, implementation of group or individual positive behavior interventions and strategies;

2.0.6 Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum;

2.0.7 Completion of hearing and vision screening in accordance with section 1402 of the Public School Code of 1949, 24 P.S. 14-1402, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education;

2.0.8 Identification of students who may need special education services and programs.

2.1 Rights

Preserved and Waiver of Pre-evaluation Screening. The screening activities described in section 2.0 of this policy shall not serve as a bar to the right of a parent to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, the school district may opt to initiate a multidisciplinary team reevaluation without completion of the screening process. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described in section 2.0 of this policy shall be completed as part of that evaluation whenever possible.

CHROMEBOOKS

MSD Board Policy 815

All students in MSD from grades 3-12 will be issued a district Chromebook. Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken, or fail to work properly, must be reported to the technology assistant located in the school library. Students should not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. Information regarding purchasing insurance for Chromebooks will be sent out at the beginning of the school year.

- Students are responsible for their ethical and educational use of the technology resources of the Muhlenberg School District.
- Access to the Muhlenberg School District technology resources is a privilege and not a right. Each student will be required to follow the MSD chromebook policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

General Precautions

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels. Please ensure the fan vents are not covered for proper ventilation.
- Chromebooks must have a Muhlenberg School District asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car, because of the potential for damaging heat, or in any unsupervised area.
- Chromebooks should never be exposed to moisture, including rain. Please ensure that if a student has a backpack that the Chromebook will remain dry in the event of a downpour.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- **Any device that is left unsupervised that may be damaged or stolen is the responsibility of the assigned student.**

Using Your Chromebook At School

- Chromebooks are intended for school use only.
- Chromebooks should be used for classwork and classwork only. Please see the acceptable use policy.

- Discipline will be applied for students who do not follow the policy.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.
- Students should not access a chromebook signed into someone else's account.
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the technology assistant.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the "loaner" device. The student will pay full replacement cost if it's lost or stolen.

Student Access and Monitoring

- The computer is the property of the school, and the school has the right to search the computer at any time.
- The District's filter allows the district to block websites which are inappropriate for students on and off school district property. When not at school, students can access the Internet if Internet access is available to them in their home or other locations. The district's filter will continue to filter content in locations outside the school district.
- Students who access inappropriate sites during the school day or are accessing sites not related to the class they are in will face disciplinary action from the teacher and/or administration. Additionally, students accessing inappropriate materials on their district-owned equipment outside of school will be subject to disciplinary actions.
- All internet traffic is filtered in the District and on student devices to ensure the safety of our students. However, it is important to note that no filtering solution is 100% effective 100% of the time. Educating students to behave ethically and safely online must be a cooperative effort between parents, teachers and district staff.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Acceptable Use Policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

E-mail & Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.
- Students who use platforms such as Google Docs as an unsanctioned mass communication tool throughout the school day will be subject to disciplinary actions as deemed appropriate by school administrators and the Student Code of Conduct.
    - Platforms should not be used as a substitute for text messaging peers during school hours.
    - Student emails and communications are subject to inspection by the school at any time.

At Home Use

- Students may use their chromebook at home, but only for SCHOOL related purposes (homework, studying, make-up work). Students should NOT be using their chromebooks for personal leisure at home.
- Chromebook care at home is as important as in school, please refer to the care section.
- All district supplied Chromebooks will be filtered outside of the school district network.
- All activity on the school district issued Chromebook can and will be archived and searched, if need be.

Repairing/Replacing Your Chromebook

- Please report all Chromebook problems to the Muhlenberg High School technology assistant as soon as they are known.

- Theft/fire damage must be accompanied by an official police or fire report. It is the responsibility of the student or parent to provide the district with the official report. However, please submit a support ticket immediately so we may assist in locating and replacing the equipment.
- The Muhlenberg IT Department will assign temporary equipment to the student while the equipment is being repaired.
- Students will be given an invoice and parents will be notified through their primary email on record about the cost of repairs and liability.
- Damaged Chromebook Liability will be decided by the administration based on the facts submitted.
- Upon completion of repairs, the student must return the loaned equipment, pay for the repairs in full (if not covered by insurance), and pick up their repaired/replaced equipment within 7 calendar days. Borrowed equipment must be returned before picking up repaired equipment.
- Disputes about damage costs or liability must be made in writing and sent to the building principal within 7 calendar days of being notified of costs.
- Principals and the District IT Director will review disputes and notify the parent/student of the review.
- All unpaid fees will remain on the student's obligation list and may restrict access to school services and records.
- Seniors will not be permitted to participate in graduation ceremonies until all fees are paid.

Insurance: Insurance is available for purchase to protect a student Chromebook from accidental damage. Forms will be available to complete and purchasing is done through MySchoolBucks or through the school.

COUNSELING DEPARTMENT

MSD Board Policy 112

Every student is assigned to one of our three school counselors, who will work with them throughout their high school experience. School counselors are dedicated to supporting students as they navigate academic planning, career and postsecondary goals, and personal and social development.

Counselors provide guidance, information, and resources to help students make informed decisions about their education and future. While counselors do not make decisions for students, they work alongside students and families to explore options, set meaningful goals, and develop plans for success.

Kelly Wood, Last Name A-F, woodk@muhlsdk12.net, 610-921-8078 ext. 4112

Kerry Hendel, Last Name G-O, hendelk@muhlsdk12.net, 610-921-8078 ext. 4109

Val Will, Last Name P-Z, willv@muhlsdk12.net, 610-921-8078 ext. 4110

Jenna Pavlovich, Internship Coordinator/AEDY Counselor, pavlovichj@muhlsdk12.net, 610-921-8078 ext. 4243

Jessica Knepp, School Counseling Secretary, kneppj@muhlsdk12.net 610-921-8078 ext. 4108

Veronica Valdez, School Counseling Secretary, valdezv@muhlsdk12.net, 610-921-8078 ext. 4107

DANCES

Muhlenberg High School holds dances for the enjoyment of our students and their guests. The following are the parameters established for student behavior at all dances, including the prom:

- **Rules**: All school rules are in effect at all school-sponsored activities, including dances and the prom.
- **Eligibility**: Students listed on the weekly ineligible list for academics and students on the restriction list for behavior reasons may not attend school dances. Students who obtain 15 or more unexcused absences, and or 15 or more unexcused tardies to school, are ineligible for all dances, including the prom and homecoming.
- **Identification**: Students and guests need to carry a picture identification card for admission to MHS-sponsored dances. Either a school ID card or a driver's license will qualify a student for admission to the dance. Students should be prepared to have their ID cards collected at the door by the administrator or chaperone in attendance at the dance. Cards will be returned at the end of the dance or when the student leaves.
- Administrators or chaperones have the right to deny any person entrance to the dance.
- Dances are limited to students attending Muhlenberg High School (Grades 10 through 12). 9th Grade students are not permitted to attend high school dances.
- **Guests**: All non-MHS students/graduates are not permitted at dances, except for the junior/senior prom.
- **Re-entry**: Students leaving prior to the end of any dance without permission from the administrator or chaperone in charge may not re-enter the dance.
- **Smoking / Vaping**: Dances, including the prom, are school-sponsored activities. Even though the dance may occur away from school premises, the rules for smoking and subsequent penalties remain in effect.
- **Driving**: Dances shall be scheduled so that they conclude in adequate time for students to safely travel home at the conclusion of the dance in accordance with state driver's license regulations (HB 10, PN 2065).

Prom

- Students who attend the prom shall be high school students (Grades 10-12, not exceeding age 20).
- 9th-grade students from MSD and/or any other school are not permitted to attend the Junior/Senior Prom.
- Non-MHS guests must submit the appropriate Guest Form to be approved as a guest. The administrator may make an inquiry to the guest's school. Students will be given advance notice that guests are not permitted at the Prom in the event that this situation should occur. Students with non-MHS dates/guests who have not pre-registered their guests will be restricted from entering the prom. Administrators or chaperones have the right to deny a person entrance to the prom.
- **Students who obtained 4 or more days of In-School or Out-of-School Suspension are ineligible for the prom.**
- **Students who obtained 15 or more unexcused absences from school are ineligible for the prom.**
- **Students who obtained 15 or more unexcused late to school are ineligible for the prom.**
- **Students who are absent or late (after period 1) on the day of prom are ineligible for prom.**

DISCIPLINE

MSD Board Policy 218

Student responsibilities are: regular attendance, conscientious effort in class, and conformance to school rules and regulations—developed to produce a climate within the school that is conducive to wholesome learning and living. All students are expected to respect the rights of other students and all staff.

General Guidelines

- Each offense, major or minor, will automatically be reported to a parent/guardian via phone call (preferred), email, or mailing.
- Corroborated circumstantial evidence warrants an appropriate disciplinary response.
- Students referred to the office for inappropriate action will be counseled by the dean of students and / or administrator before a disciplinary response is made.
- Any offense on school grounds that is considered criminal will involve the police.

Student Code of Conduct

Student Responsibilities

- Attend and be on time for school functions and all classes daily except when excused.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local authorities.
- Make all necessary arrangements for making up work when absent from school.
- Respect the rights of other students.
- Express ideas and opinions in a respectful manner so as not to offend or slander others.
- Respect the rights and authority of teachers, administrators, and all others involved in the educational process
- Be aware of all rules and regulations for student behavior and abide by them.
- Assume that until a rule is waived, altered, or repealed, it is still in effect.
- Be aware of and comply with federal, state, and local laws.
- Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of health and safety. Appearance must not cause disruption in the education process.
- Assist the staff in operating a safe school.
- Exercise proper care when using public facilities and equipment.
- Avoid the use of indecent or obscene language when dealing with other students or school district staff members.

Student Discipline Options

- Student-teacher conference.
- Contact with parent/guardian by phone.
- Parent conference arranged by teacher, counselor, dean of students, and/or administrator that may include the student.
- Staff conference, including members who can provide insight into a student's problem.
- After School Detention, Lunch Detention, In-School Suspension, and Out-of-School Suspension.
- Suspension and Expulsion (Policy 233). Students, parents/guardians, and staff should be aware of the infractions that warrant suspension from school.

- Outside agency conference: This is arranged and conducted by a counselor, social worker or administrator with appropriate staff members involved.

The options listed above are not intended to be all-inclusive. It should not be assumed that any one or a combination of the above options will resolve a particular problem.

Misconduct/Response Structure

- The misconduct/response structure presents a comprehensive series of typical misbehaviors, which are classified into four levels and arranged in a continuum according to the seriousness of the act and the frequency of its occurrence.
- While the gravity of an infraction determines its classification, the frequency of the occurrence may require reclassification and a more severe disciplinary response. For instance, a Level I misconduct, though its seriousness remains the same, could be moved to a Level II, even III, if the act occurs repeatedly enough and corrective action at the appropriate level has failed.
- Level I infractions occur mainly in settings under the teacher's control or supervision. The responsibility for disciplinary action remains with the teacher, although other school support personnel may be involved.
- Level II and III infractions are almost always serious enough to require the special attention of the Administrator.
- Level IV acts of misconduct are so serious that they require the involvement not only of the Administrator, but also of the superintendent/assistant superintendent and the school board, as well as law enforcement authorities.
- Optional disciplinary responses are included at each level, which may be appropriately applied to correct or punish related infractions. These options, which allow some flexibility and discretion, have been selected to fit the seriousness of the misbehavior, beginning with the least punitive and progressing through the levels to the most severe. Still, this attempt to match the severity of the discipline with the seriousness of the infraction in some circumstances does not preclude the use of options from a lower level in dealing with higher-level infractions. On the other hand, the more severe options at a higher level are not recommended as a response to less serious infractions at a lower level unless those offenses have been repeated and lower-level alternative actions have failed to remediate.

Level I Offenses

Minor misbehavior, which impedes ordinary classroom procedures or interferes with the orderly operation of the school. Classroom teachers are responsible for the disciplinary response/remediation for all classroom-related actions, including but not limited to: minor disturbances, unacceptable language/behavior, cheating, lying, plagiarism, failure to follow directives, electronic device uses, and lateness to class. **Note:** Violation of school rules in common areas, i. e. hallway, cafeteria, will be sent to administration for disposition.

Level II Offenses

Misbehavior whose frequency or seriousness tends to disrupt the learning climate. An accumulation of three offenses under any category may be considered unmodified behavior and will move to Level III.

Student Action	Procedure	Disciplinary Response
Continuation of unmodified Level I actions.	Administrator confers with the guidance counselor and parents.	One to three days ISS/OSS
Defiant Behavior	The teacher refers the student to the Administrator. Conference if appropriate.	Detention
Disruptive behavior/ inappropriate language.	The teacher refers the student to the Administrator. Conference if appropriate.	Detention One to three days ISS/OSS

Use of tobacco products on school property. Possession of tobacco products on school property. Vaping	A staff member who sees a student with tobacco products refers the student to the office.	First offense: One to three days ISS/OSS Activity Restriction
Minor vandalism of $25.00 or less valuation	Staff member refers the student to the Administrator.	Restitution or restoration of damaged property. 1-3 days ISS/OSS
Unacceptable behavior or action associated with lunch in the cafeteria.	The cafeteria supervisor observes the student's action and discusses inappropriate behavior with the student. Serious repeaters are referred to administration.	Restricted from the cafe for lunch for a specified amount of time, depending on the severity. Student will be responsible for bringing his/her own lunch to school on the days of restriction.
Minor Theft (less than $10.00 valuation)	A staff member observing behavior immediately brings the individual to the office. Staff member reports suspicious individuals and all pertinent information to the principal/assistant. Administrator attempts to substantiate facts. Parent/guardian is notified.	Detention + Restitution One to three days ISS/OSS plus detention. Restitution contingent upon value. Activity Restriction. Police notification
Gambling	Staff member observing behavior immediately brings individual(s) to the office, or staff member reports suspicious individuals and all pertinent information to the Administrator, who attempts to substantiate the report. Parent/Guardian is notified.	1st Offense: Detention 2nd Offense: one to three days ISS/Activity Restriction 3rd Offense: OSS 3-5 days. Referral to appropriate agency/Activity Restriction
Electronic Devices (Policy 237)	Staff member observing the device immediately notifies the Administrator.	1st Offense: temporary confiscation of device (parent to pick up device); detention assigned 2nd Offense: temporary confiscation of device (parent pick up device); in-school-suspension assigned Subsequent Offenses: temporary confiscation of device/cell phone behavior plan (parent pick up device); out-of-school suspension assigned Notification of parent/guardian.
Leaving the building without permission	Staff member notifies the office.	1st Offense: One to three days ISS/OSS 2nd Offense: One to three days ISS/OSS
Hitting, slapping, kicking, pushing, or bullying/ harassment of another student. (Harassment as per PA Crimes Code Definition)	Staff member observing behavior confers with the student, and depending on severity, refers the student to the Administrator.	1st Offense: conference with students involved; conference with parents; 1 or more detentions; 1 or more days ISS/OSS. Subsequent Offenses: Additional Detention; 3 or more days of ISS/OSS Police Notification.
Sexual harassment/ Racial harassment/ Ethnic intimidation/ Violation of non-discrimination policies	Staff member observing behavior immediately refers the student to the Administrator. Student files incident report with principal/ designee	First Offense: 1 or more days ISS/OSS; 3 or more days ISS/OSS depending on severity; notification of parents; possible notification of police. Subsequent Offenses: Additional days of OSS Alternative Education Program
Unauthorized access/ inappropriate use of the Internet.	Staff member refers the student to the Administrator.	Temporary withdrawal or suspension of access privileges. Notification of parent/guardian. Detention One to three days ISS/OSS . One to ten days ISS/OSS, depending on severity. Notification of the police.
Unauthorized access/ inappropriate use of intra/ inter-district computer network.	Staff member refers the student to the Administrator.	Temporary withdrawal or suspension of access privileges. Notification of parent/guardian.

		Detention One to 3 days ISS/OSS. One to ten days ISS/OSS, depending on severity. Notification of the police.
Unauthorized/illegal copying of computer file(s) and/or software.	Staff member refers the student to the Administrator.	Temporary withdrawal or suspension of computer access privileges. Notification of parent/guardian Detention Up to three days ISS/OSS. Up to ten days ISS/OSS Notification of Police
Falsifying/changing school records/ documents.	Staff member refers the student and all pertinent information to the Administrator.	Detention One to 3 days ISS/OSS. One to ten days ISS/OSS, depending on the severity of the offense. Notification of the police.
Conspiracy/ Complicity with other student(s) to commit an offense.	Staff member refers the student and all pertinent information to the Administrator.	Detention One to 3 days ISS/OSS. One to ten days ISS/OSS, depending on the severity of the offense committed and the role of the co-conspirator/ accomplice

Level III Offenses

Acts that tend to seriously disrupt the learning climate of the school. An accumulation of three offenses under any category of student action may be considered unmodified behavior and will move to Level IV.

Student Action	Procedure	Disciplinary Response
Continuation of unmodified Level II actions.	Administrator contacts guidance counselor and parent/guardian.	One to three days OSS
Truancy Unexcused absences Cutting Class	Administrator contacts the parent/guardian by phone.	Detention for each period missed for each offense. Zero recorded for work missed. Activity restriction as per eligibility policy. Repeated offenses will result in failure to follow school policy and will be subject to further disciplinary action.
Fighting	Staff member observing the incident contacts the office immediately and attempts reasonable means to end the fight. School nurse consulted if necessary.	Up to 10 school days OSS Police may be contacted and charges filed depending on the severity. Referral to Alternative Education Placement.
Serious disruptive and/or defiant behavior at activities	Staff member refers the student to the Administrator.	Suspension from participation in and attendance at home or away athletic or social events at least for the balance of the season; at most, for the balance of the school year.
Serious disruptive and/or defiant behavior in school	Staff member refers the student to the Administrator.	One to 10 days OSS Activity Restriction Police may be notified.
Inappropriate language/ behavior directed towards staff	Staff member refers the student to the Administrator.	One to 10 days OSS depending on severity. Activity Restriction

		Police may be notified.
Indecent Exposure	Staff member refers/accompanies the student to the Administrator.	One to 10 days OSS Police may be notified. Expulsion – depending on severity.
Harassment of a staff member/school district employee (Harassment as per PA Crimes Code Definition)	Staff member refers the student to the Administrator.	Detention One to 3 days OSS One to 10 days OSS depending on severity. Notification of the police. Suspension/removal from athletics/activities

Level IV Offenses

Acts of such a serious nature that the learning climate of the school will be jeopardized by the presence of the student.

Student Action	Procedure	Disciplinary Response
Unmodified Level III actions	Administrator contacts guidance counselor and parent/guardian.	Full 10 days OSS or expulsion depending on severity. Referral to Alternative education. Suspension/removal from athletics/activities.
Chronic truancy	Administrator contacts parent/guardian.	Withdrawal from the rolls. Suspension/removal from athletics/activities. Citation forwarded to the district magistrate.
Bomb threat, arson, false alarm	Staff member reports suspicious behavior of students observed to the Administrator. Administration attempts to substantiate facts. Police notified. Due process hearing before the school board.	Expulsion and/or alternative education. Police will be notified. Suspension/removal from athletics/activities.
Serious act of violence directed against another person	Observing or involving staff members attempts to bring students under control by reasonable means. The student is referred to the Administrator.	Full 10 days OSS. Referral to Alternative Education placement and/or expulsion (depending on severity). Police will be notified and charges filed. Suspension/removal from athletics/ activities.
Drugs & Alcohol	(See policy pg. 14.)	(See policy pg. 14.)
Possession of weapons or look-alike weapons	The observing staff member immediately brings the individual to the office and/or summons the principal/assistant. A weapon shall include but not be limited to any knife, cutting instrument, tool, nun-chuck, stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.	Full 10 days OSS. Alternative Education placement and/or expulsion. Suspension/removal from athletics/ activities. Police will be notified and charges filed.
Assault of a school district employee	Employee immediately notified the Administrator.	Ten days OSS and/or expulsion. Police notification. Suspension/removal from athletics/activities.
Personal threats made against a staff member or school district employee	Employee immediately notifies Administrator.	One to 10 days OSS based on severity. Expulsion or Alternative Education. Police notification. Activity restriction.
Possession/Sale of stolen property	Staff member notifies the Administrator.	One to 10 days OSS based on severity. Notification/referral to police. Activity restriction.

		Referral to Alternative Education placement or expulsion.
Extortion	Staff member notifies the Administrator.	One to 10 days OSS based on severity. Notification/referral to police. Activity restriction. Alternative Education placement or expulsion.

Detention

Detention is scheduled from 2:50 to 3:30 p.m. on the days designated by the Administrator.. Students shall be assigned to serve detention by the Administrator. Students shall be notified in advance of the date(s) detention is to be served. Students are required to be academically engaged throughout the detention period. Those who do not have work or assignments to complete shall be assigned work by the detention proctor. Tardiness to detention will result in an additional session being assigned. Failure to report to detention will result in one day of in-school suspension for the first offense. Any subsequent instances will result in additional consequences based on the Administrator's discretion. **All rescheduled detentions need to be approved by the Administrator and must be accompanied by the appropriate documentation to warrant the change in date and time.**

ELECTRONIC DEVICES

MSD Board Policy 237

Summary of Policy: Students may not use their phone at ANY time for ANY reason during the school day (school day consists of 7:20-2:40). Students are expected to keep their phone in their LOCKER. If a teacher witnesses a student with their phone in their hand, using their phone, or hears the phone making noise (music, videos, notifications, etc.), the student will be reported to the administration. The phone will be confiscated by the administration, the student will receive a consequence in accordance with the list below, and the family/guardian will be contacted via email or phone call. If a student is caught with another student's phone, both students will be at risk of their phones being confiscated. If a student refuses to turn over their phone to the administration, the student will be suspended due to insubordination/defiance of the school administration. If a student needs to contact their family for any reason, they MUST come to the main office and use the main office phone to contact home. If a family/guardian must contact a student, they MUST call the main office. Families, please refrain from texting, messaging, calling, or contacting your child via personal cell phone for the entirety of the school day.

Medical Exemptions: Medical exemptions will be permitted for certain conditions. Before exemptions are permitted, documentation from a medical professional MUST be submitted to the school nurse for review. The nurse/school holds the right to deny exemption requests pending review of the documentation.

Board Policy 237:

Loss or Damage to Electronic Devices

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school-sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.

Student Responsibility for Data Charges

No Student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any Student chooses to utilize such a device pursuant to this policy, the Student and Parents assume full responsibility for any phone or data charges that may result from such use.

Limitation on Technical Support

District information technology staff may not provide technical assistance to Students for their personal devices. However, this policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to District-owned technology resources.

Penalties for Violations

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's personal electronic devices when used in violation of this policy. All confiscated personal electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second offense. On the third offense or subsequent offenses, the student will receive detention and/or suspension from school.

Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case. Student Discipline Policy No. 218 and Administrative Regulations No. 218-AR provide guidance for disciplinary action.

ELECTRONIC DEVICE BAN

Goal: The goal of this plan is to. . .

- Increase instructional focus and student engagement.
- Reduce classroom disruptions and conflicts related to cell phone use.
- Improve consistency in staff responses to violations.
- Eliminate ambiguity regarding expectations for students, staff, and families.
- Support a bell-to-bell learning environment free from personal electronic distractions.

Bell-to-Bell Expectation: Muhlenberg School District maintains a bell-to-bell electronic device ban. Students may not access, possess, display, charge, photograph, record, text, call, stream, or otherwise use personal electronic devices during the school day unless specifically authorized through a documented medical accommodation, IEP, or 504 Plan.

This expectation applies from the first bell until dismissal. The electronic device ban remains in effect throughout:

- Classrooms
- Hallways
- Restrooms
- Cafeterias
- Study halls
- Assemblies

Electronic Device Storage Procedures

All students will have access to a district-provided case at the beginning of each school day. These are a secure, lockable fabric bag designed to store mobile devices, bluetooth headphones, and smartwatches preventing users from accessing and can only be opened using designated magnetic unlocking stations located at dismissal. The locked pouch must remain in the student's locker throughout the school day, and any attempt to tamper with, damage, or bypass the pouch system will face consequences.

School Day Process

- Upon arrival, students must place their electronic device in their pouch.
- The pouch must remain secured in the pouch throughout the instructional day.
- The pouch shall be stored in the student's locker during the school day.
- Upon dismissal, students will report to designated locations with their pouch to be unlocked.
- Students leave the pouch at school before they are dismissed.

Non-Compliance and Defiance

Any response other than immediately surrendering the device and complying with the administrator's/dean of students directive will be considered refusal to follow a reasonable school directive.

Examples include:

- Refusing to surrender the phone.
- Arguing with staff.

- Walking away.
- Concealing the device.
- Providing false information.
- Creating a disruption while being addressed.

Such behaviors will no longer be treated solely as an electronic device policy violation and will instead be classified as Failure to Follow Policy. Students failing to follow school policy will be assigned In-School Suspension (ISS) or an Out-of-School Suspension (OSS) in accordance with district disciplinary procedures.

Discipline Procedures

First Infraction
- Phone confiscated.
- Parent/guardian notification.
- Parent/guardian must retrieve the device.
- After school detention assigned.

Additional Infractions
- Phone confiscated.
- Parent/guardian notification.
- Parent/guardian must retrieve the device.
- In-School Suspension or Out-of-School Suspension Day(s) may be assigned.

Intensive Support for Repeat Violators

Students demonstrating a pattern of repeated electronic device policy violations will be assigned to a **Cell Phone Check-In/Check-Out Program**.

Under this intervention:
- Students must report to a designated office location upon arrival each morning.
- The student's cell phone will be surrendered to an administrator/dean of students for secure storage.
- The device will be returned at dismissal.
- Daily participation will continue until the student demonstrates sustained compliance with district expectations.

Failure to surrender the phone as required under this intervention will be considered **Failure to Follow Policy** and will result in additional disciplinary consequences.

If a student intentionally damages a pouch or acquires resources to personally unlock their pouch or another pouch will be subject to immediate suspension, financially responsible for replacement, as well as a possible police citation.

EXCLUSION FROM SCHOOL

MSD Board Policy 233

Suspension

When a determination has been made that a suspension is warranted, the principal/designee shall enforce suspension in accordance with the following:

- Parent/Guardian will be contacted and notified of the reason(s) for suspension and asked to remove the student from school as soon as possible, or parent/guardian will be notified of suspension dates. If contact is not made or if a student is not removed from school, the student shall remain in school until the end of the school day under the supervision of an administrator or designated staff member.
- A letter will be sent to the parent/guardian stating the reason(s) for and length of the suspension, and the date and time for a conference. Copies of the suspension letter must be on file in the offices of the assistant superintendent and the principal.

- No suspension shall exceed 3 consecutive school days unless a conference has been held with the parent/guardian within the three-day period with the purpose of extending the suspension. No student shall ever be suspended for more than 10 consecutive school days without board approval. If a student's suspension is extended to include the maximum of ten school days, a second parent/guardian conference must be scheduled no later than the tenth day of the suspension for the student's readmittance on the eleventh day. If a parent/guardian refuses to appear for a scheduled conference within three days, the principal will readmit the student. If, however, the offense warrants the extension of suspension beyond the original conference date, the principal will notify the parent/guardian of the extended time period via certified mail, continue efforts to establish a conference and document those efforts, and notify the appropriate supervisor of the status of the case on a daily basis.
- A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the normal school program, a student shall make up examinations missed while on suspension.
- The assistant superintendent shall review chronic cases of suspension with an administrator.
- Students may be assigned community service to be served during the suspension period as a component of the disciplinary actions.

Suspension of an intellectually disabled person for any length of time is a change in educational assignment requiring notice and provision of the opportunity for a due process hearing.

- The principal and his/her designee who is considering the suspension of a student with an intellectual disability shall contact the assistant superintendent to present the facts in the case.
- If the incident warrants suspension as agreed upon by the assistant superintendent and building administrators, the chronology of events must be recorded and submitted in writing immediately to the assistant superintendent.
- The assistant superintendent will issue a due process notice to the parent/guardian concerning the change in educational assignment for the intellectually disabled student being suspended. In emergency situations, the bureau of special education may approve suspensions, exclusions, or interim changes of assignment for the intellectually disabled student if parental consent of the suspension could not be obtained because the school office was unable to contact parent/guardian in order to inform him/her of the proposed suspension or because parent/guardian requested a hearing and refused to grant permission for an interim suspension pending the hearing. Also, the bureau may approve if the student's continued presence in school presents a danger to himself/herself or to others. Such emergency situations include physical assault or threatened assault of a staff member or student, action of a criminal nature on school property, and continuous disruptive conduct that undermines classroom or school discipline, and which the school has attempted but failed to control.

Expulsion Procedures

Regular Education Students

- The assistant superintendent, in recommending to the superintendent that a student be expelled from school, must involve guidance personnel and the appropriate administrative staff in preparing a report that shall include: a chronological list of all incidents which include disciplinary action taken by the school; a guidance report listing measures taken by the counselor in his/her attempts to assist the student, and a review of the involvement and assistance provided to the student and his/her parent/guardian by the guidance staff.
- Expulsion from school must be approved by the school board upon recommendation from the superintendent (Section 1318, Pennsylvania School Code).

Students with Exceptionalities

Students whose behavior is such that expulsion is recommended shall:

- be removed from class if necessary for the safety and/or well-being of staff members or students
- be referred to the assistant superintendent for alternative education placement upon recommendation of the principal
- be evaluated by the school psychologist and/or psychiatrist

- be placed in homebound instruction for the period between removal from school and assignment to another appropriate educational setting.

Formal Hearing for Expulsion

- The student's parent/guardian, unless the student is emancipated or married or beyond compulsory school age, and the student must be notified of the charges and of the time and place of the hearing by registered or certified mail, return receipt requested.
- The hearing shall be public unless the student's parent/guardian (or the student in the event that he/she is emancipated because of marriage or age) requests that it be held in private.
- The student shall have the right to an impartial tribunal and to be represented by counsel.
- The student has the right to the names of witnesses against him or her, to copies of affidavits of those witnesses, if any exist, and to demand that any such witnesses appear in person and answer questions or be cross-examined.
- If a student and/or his/her parent/guardian is dissatisfied with the findings of the hearing, recourse can be had to the appropriate court.
- A record must be kept of the hearing either by a stenographer or through a tape recorder, and the student or his/her parent/guardian is entitled, at their expense, to a copy of the transcript.

It is recognized that students who are less than 17 are subject to compulsory attendance laws, and even though expelled must attend school. The responsibility for meeting this legal requirement rests with the student's parent/guardian as outlined in the School Laws of Pennsylvania, January 1971.

DRUGS AND ALCOHOL

The following administrative procedures will be followed in cases of students involved with drugs and/or alcohol

Formulation and Application

- The students, parent/guardian, staff, and Board of School Directors of the Muhlenberg School District, being concerned with the welfare and future of the student body, hereby formulate and implement these alcohol and drug abuse procedures in the hope that they will motivate community support for a community problem. We start at the school level because we sincerely believe that mind-altering substances have no value in an educational program. Clear heads and healthy bodies are necessary attributes for achieving the most value from the learning process.
- The procedures will apply to all dangerous drugs, look-alike drugs, contraband, controlled substances, and devices, including, without limitation, those defined by the Controlled Substances, Drug, Device and Cosmetic Act 1972, P. L. 233, No. 64 (Section 4, Schedules of Controlled Substances) and any future amendments to this act.
- These procedures will apply to alcohol and alcoholic beverages as defined in Section 6308 of the Pennsylvania Crimes Code and any future amendments to this code.
- School officials shall be permitted to conduct a search and/or seizure of items in a student's possession or without the student's control as per Policy 226, Searches.
- For the protection of the student, prescription drugs and patent medicines brought to the school must be registered with the school nurse or delegated authority. At this point, the administration of medication is under the supervision of the nurse (see Policy 210 Use of Medications).
    - Students must have authorization from a medical doctor for the use of prescription drugs.
    - Medication brought to school by a student must be accounted for in quantity in the case of oral administration (such as tablets, capsules, and liquid medication). Refer to Policy 210 Use of Medications for details.
    - Ingestion of any drugs or proprietary materials to the point of disorientation or physical harm is prohibited for all students on school property or at school functions.
- Use or possession of any drugs is prohibited for all students on school property or at school functions.

- Use and/or possession without a medical prescription or authorization of addictive or dangerous drugs, alcohol, health-endangering substances, and/or those that provide a euphoric effect is forbidden.
- In the event that a staff member suspects a student of buying, using, possessing, and/or selling drugs of any type, he/she must immediately notify the building or designee.
- These procedures are in effect whenever a student is in the school's jurisdiction, including participation in field trips, sports, and all other extracurricular activities. The rules apply to students whether they are active participants or guests/spectators at such functions.

Classification and Implementation

Student Seeking Help

- Every effort shall be made to gain the student's consent to notify the parent/guardian or at least consent to referral for treatment.
- The Pennsylvania Drug and Alcohol Abuse Control Act #63 (1690.112. Consent of minor) states: "notwithstanding any other provisions of law, a minor who suffers from the use of a controlled or harmful substance may give consent to the furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents or legal guardian of the minor shall not be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor had reached his majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses controlled or harmful substances may, but shall not be obligated to, inform the parents or legal guardian of any such minor as to the treatment given or needed." Thus, the Pennsylvania Drug and Alcohol Abuse Act protects the right of the school to refer consenting students for treatment without parental knowledge or consent. It should be remembered, however, that the School Board recommends that all reasonable attempts be made, with the consent of the students, to involve parents at the earliest practical time.
- Parents of a minor student will be notified if it is necessary for the student to receive emergency care (See Policy 210.2, Medical Attention for Students).
- Strict confidentiality shall be maintained, and the lines of communication between student and confidant must be kept open.
- The student shall be advised that any future use, possession, or transfer of illegal drugs will not be condoned, and that information concerning any such future activity will not be treated confidentially.

Suspicion of Usage

- When a student exhibiting unusual behavior is suspected of being under the influence of drugs or alcohol, an investigation shall take place immediately.
- The school nurse will complete a confidential "Health Assessment When Questioning Substance Use" (Attachment A). This assessment will become part of the student's permanent school health record, and information obtained may be used in the decision-making process for the student's disposition.
- When the investigation warrants, parents of a child who is exhibiting unusual behavior shall be notified and asked to come to the school. Following a discussion with school personnel, parents will decide whether to take the child for further assessment or treatment.
- If it has been ascertained that the student's behavior was the result of illegal drugs and/or alcohol, the parents and student will be notified of the sections of this policy which deal with disciplinary procedures and actions implemented by the district, including but not limited to referral to Student Assistance Program (SAP), Student Policy 2.33

Actual Usage

- When there is reasonable evidence that a student is under the influence of, or is involved in the use of a drug or an alcoholic beverage, the parent/guardian shall be notified, and the student shall be given a 1- to 10-day suspension from school depending on the situation. The informal hearing and conference will be conducted in conjunction with Chapter XII of the regulations of the Pennsylvania State Board of Education. The student will be referred to alternative education. During this suspension, it is recommended that the student seek

counseling and/or treatment from any one of the various licensed agencies or licensed individuals who offer help in this area.

- At the second offense, the parent/guardian shall be notified and referral shall be made to the principal for a decision as to the length of the suspension pending treatment. The principal will notify the Superintendent regarding his/her decision.
- For habitual offenses, the penalty may be exclusion from school for a period of up to 1 calendar year or more unless recommendation of the principal provides an alternative. Application for readmission at the conclusion of this period will be reviewed by the Superintendent/designated committee, and a report with a recommendation forwarded to the Board of Education.
- Law enforcement authorities may be contacted in any of the above situations.

Possession Without Actual Use

- When a student is found in possession of suspected drugs, a referral must be made to law enforcement authorities, who will obtain an analysis of such suspected drugs and will determine whether an arrest or referral to a judicial agency will be made.
- If, except as to look-alike drugs, the result of the analysis is negative and no further legal action is taken, all records as to the identity of the student shall be destroyed.
- If the result of the analysis is positive or look-alike drugs are involved, steps shall be taken as in Section C, (Actual Usage).

Selling or Buying

- It is not the intent of these regulations to distinguish between a seller and a buyer. However, individual situations may result in such a distinction being made.
- Parent/guardian and local police may be contacted. The decision regarding those involved will be at the discretion of the law enforcement authorities.
- When there is reasonable evidence that a student is guilty of buying or selling, those involved may be excluded from school for up to 1 calendar year.
- An individual case may be reviewed, and readmission before the complete calendar year has elapsed may be granted if sufficient evidence exists that rehabilitation has taken place and that further exclusion is detrimental to the welfare of the student.
- An application for readmission at any time will be reviewed by the superintendent/designated committee.

Discovery of Drugs

- Drugs found anywhere on the school premises are to be promptly given to law enforcement authorities.
- A receipt for the same must be obtained from such authorities.

Apprehended by police for Distributing Illegal Drugs, Contraband, and or Marijuana

- If a Muhlenberg School District youth is apprehended by the police for activities involving suspicion of use, possession, or the buying or selling of illegal drugs, look-alike drugs, marijuana, or alcohol while the student is under the jurisdiction of the school district, and if the principal is notified by law enforcement officials, the student will be subject to disciplinary measure of Section II, subsections B, C, D, E, and F of this policy.

Discovery of Drugs by Staff Members

- If a staff member discovers the use or sale of drugs, look-alike drugs, controlled substances, alcohol, or contraband during the performance of duties, he/she should attempt to identify the students, isolate and detain the students, and seek immediate assistance in an investigation of the matter (See I.F.)

Student Action	Procedure	Disciplinary Response
Possession of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	School authorities have the right to search the locker of any student whom they suspect of possessing any unlawful substance. Staff member attempts to detain and isolate the individual and reports all pertinent information to the Administrator. Administration initiates an investigation.	1 to 10-day OSS Activity restriction as per the Code of Responsibility. Referral to SAP and/or agency for drug counseling/treatment. Alternative Education

	When the investigation warrants, Law enforcement officials will be contacted. Parents are notified. Before returning to school, a hearing will be conducted with the parent, student, principal, and assistant principal (1st offense).	Expulsion up to 1 calendar year, depending upon severity.
Use of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	Staff member will attempt to detain and isolate the individual and summon the Administrator. Administrator notes the report of observation and initiates an investigation. The school nurse conducts a Health Assessment. Law enforcement officials are notified. Parents are notified, and the student is detained until police arrive. In the event of expulsion, the student is given a full due process hearing before the Board.	1 to 10-day OSS Activity restriction as per the Code of Responsibility. Referral to SAP and/or agency for drug counseling/treatment. Alternative Education Expulsion up to 1 calendar year, depending upon severity.
Suspicion of Using Marijuana, Illegal Drugs, Look-alike Drugs, Contraband, and/or Alcohol	Staff member reports observation of student actions and behavior to Administrator. Administrator notes the report of observation and initiates an investigation. The school nurse conducts a Health Assessment. Administrator confers with students. When the investigation warrants, the Administrator notifies parents.	The student is sent home with a parent. Referral to guidance. Referral to SAP and/or outside agency for drug counseling/treatment.
Suspicion of distributing marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	Staff member reports all pertinent information to the Administrator. Administration attempts to substantiate information.	Close surveillance of students' activities during the school day.
Distribution of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.	Staff member who observe=d distribution will attempt to detain and isolate the individual and summon the Administrator. Law enforcement officials will be notified. Parent/guardian is notified, and the student is detained until police arrive. The student is given a full due process hearing before the school board.	Suspension and/or expulsion depended upon severity.

DRESS AND GROOMING

MSD Board Policy 221

A well-groomed and neatly dressed student sets the tone and atmosphere conducive to good order and learning. The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Although the Board has the authority to impose limitations on students' dress in school, the Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools, affect the health and safety of others, or cause damage to school property.

General Guidelines

- The student should dress modestly and in a manner that is tasteful and respectful at all times.
- School officials may make judgments about proper grooming and attire, and may impose limitations on dress if the attire causes the disruption of the educational process or constitutes a health or safety hazard.
- Students have the responsibility to keep themselves, their clothes, and their hair clean.
- School officials will not tolerate extremes in dress and grooming.
- Students may be required to wear certain types of clothing to earn credit for participating in physical education classes, shops, extracurricular activities, or other classes and situations where special attire may be required to ensure the health or safety of the student.
- A faculty sponsor may set the standards of dress and grooming for students participating in school-sponsored activities.

- Students may be required to change clothing or cover clothing if attire is unacceptable.
- Parents or guardians may request, in writing, exceptions to the specific guidelines of this policy in order to accommodate religious or moral objections.

Specific Guidelines

The following attire is not appropriate for school:

- Bare backs, bare midriffs, tank tops, spaghetti strap blouses, and dresses.
- Headgear or headwear of any type, including but not limited to hats, caps, bandanas, visors, sweatbands, durags, hoods, or sunglasses.
- Shorts/skirts that are shorter than fingertips when standing with arms at sides.
- Cut off or see-through blouses or shirts; shirts or blouses with elongated openings.
- Spandex or skin-tight outfits of any type of material worn as outer garments.
- Book bags and backpacks carried to class. Students may carry a bag smaller than a 5x7 notecard. Any other bags MUST be clear.
- Outerwear or overcoats worn during the school day.
- Negative messages, symbols, logos, or innuendos that promote obscenity and/or gang affiliation, beaded necklaces, profanity, violence, tobacco products, drugs, alcohol, racial or sexual harassment, or are sexually explicit.
- Wallet chains, sharp medallions, spiked or potentially dangerous jewelry, and/or rings, chains that may pose a safety hazard.
- Excessively ripped or torn clothing, or trousers worn below the waist.
- Exposed undergarments and/or undergarments worn as outerwear.
- Sweatbands or thick straps on arms and wrists.
- Shoes that are untied or that pose a safety hazard.
- Any apparel that is judged to be unsanitary or unhealthy.
- Blankets, onesies, costumes, capes, flags.

A student has the right to determine the length or style of his/her hair, including facial hair. However, where the length or style of hair is a potential health or safety hazard or poses a disruption to the educational process, some type of alteration, head covering, or hair tie may be required.

Implementation

- The Superintendent shall develop procedures to implement this policy.
- The building principals are designated to monitor student dress and grooming in district buildings.
- School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire constitutes a health or safety hazard.
- School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness or attire causes the disruption of the educational process.
- Implementation of this policy shall impose only the minimum necessary restriction on the exercise of the student's rights regarding appearance.
- Staff members should demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Consequences

- Students who appear at school wearing inappropriate clothing will not be allowed to attend class until the necessary changes are made to meet the dress code requirements.
- Changes may include:
    - Covering or removing objectionable clothing items.
    - Wearing an article of clothing provided by the school.
    - Contacting parent/guardian to obtain appropriate clothing.
- More than three (3) violations of the dress and grooming policy represent Level II misconduct as defined by the Student Discipline Policy 218 and will result in an appropriate Level II Disciplinary Response (Defiant Behavior).

ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

In order to contribute to the welfare of the athletic/activity program, the student must recognize and willingly assume certain responsibilities as a student athlete or activity participant. As representatives of the Muhlenberg School District and its programs, participants are expected to exhibit exemplary behavior in and out of school.

Extracurricular activity is defined as an activity covered by the provision of Section 511 of the School Code that is sponsored or approved by the board of school directors, is conducted partially or entirely outside the regular instructional day schedule and is available to students enrolled in the district's schools who voluntarily elect to participate, subject to the eligibility requirements of the activity.

The definition includes a school district's program of interscholastic athletics, including varsity sports, and includes all activities relating to competitive sports contests, games, events, or exhibitions involving individual students or teams of students whenever such activities occur between schools within or outside of the school district.

All students participating in Muhlenberg School District extracurricular activities are governed by the Student Discipline Policy, and the Student Athlete/Activity Participant Code of Responsibility. Any violation of the student discipline code on school property or while actively participating in or traveling to or from school or to or from an organized extracurricular activity may result in the forfeiture of the privilege of participation on a Muhlenberg athletic team or related activity. If a violation of the discipline code involves a one-to-ten-day out-of-school suspension, the participant will not practice or compete on those days. While head coaches and activity sponsors may assess penalties for participants in violation of team or activity rules and regulations, the building principal or designee may declare a student ineligible for participation in extracurricular activities because of conduct or behavior unbecoming of a student athlete or activity participant.

Specific actions defined herein may result in suspension or dismissal from participation in extracurricular activities at the discretion of the Principal/Designee. Permanent prohibition from extracurricular activities may occur for any subsequent violations:

- Providing, selling, being in the possession of, or being under the influence of alcohol, drugs, narcotics, prescription medication exceeding the amount prescribed, other controlled substances, or over-the-counter medications in accordance with MSD policies 227 "Controlled Substance/Paraphernalia" and 210 "Use of Medications." Prom/Graduation restriction if offense is committed during the 2nd semester.
- Possession of or use of tobacco products (snuff, chewing tobacco included).
- Damaging or stealing school, community, or private property.
- Being disciplined in levels three and four of the discipline code. Students assigned to alternative education programs are ineligible to participate in extracurricular activities for the duration of the assignment.
- Follow District Attendance Policy and Administrative Regulations.
    - A total of 10 tardies constitutes a first offense; 15 tardies constitutes a second offense; 20 total tardies will constitute a third offense, in one school year.
    - Two out-of-school suspensions in one school year.

Students shall arrive no later than the end of the first period in order to be eligible to participate in any extracurricular activity on that day. The building principal must approve any exception to this rule (i.e., doctor's note, court subpoena).

Each student is responsible for school-issued equipment and is responsible for properly securing equipment in an assigned locker. Each athlete or activity participant is responsible for reporting to the head coach, activity advisor, or equipment manager any equipment that is damaged, in need of repair, or replacement for safety or other reasons. Any athlete or activity participant who has not returned any item of school-issued equipment or has any other obligations will not be eligible for awards or other recognition activities and may not participate in other athletic programs or activities until cleared.

Students are not eligible to participate in any interscholastic contest if they attain the age of 19 before June 30, immediately preceding the school year. (15th birthday, where interscholastic competition is limited to grades 7 and 8; 16th birthday, where limited to grades 7 through 9.)

Students must retain an amateur status in order to be eligible to participate in any contest.

A physical examination is required before participation in any sport is permitted.

All students participating in interscholastic activities must adhere to the Muhlenberg School District and Pennsylvania Interscholastic Athletic (P.I.A.A.) academic rules on eligibility. According to Article IX, Sections 1 – 4 of the P.I.A.A. by-laws:

- A student must pursue and maintain an acceptable grade in a full-time curriculum defined and approved by the principal.
- Eligibility shall be cumulative from the beginning of the grading period and shall be reported weekly.
- A student must have passed at least four full credit subjects or the equivalent (4 credits) during the previous grading period.

In accordance with these requirements, the following additional academic stipulations for all activity participants shall be as follows:

- If, after a weekly academic check, a student has failed any two subjects (full or partial credit courses), the student will be ineligible for contest participation for a period of one week. If a student is declared ineligible for a total of five weeks during the course of a season, the student will be dismissed from the activity and will not be eligible for awards or recognition activities. Participation and attendance at contests, performances, or activities are both still prohibited during the ineligibility period. If at the completion of a grading period (distribution of report cards), a student has failed any two subjects but has passed an equivalent of four credits, the student will be ineligible for practice and contest participation for a period of one week. If the next weekly academic check shows an improvement in grades from failing to passing, the restriction will be lifted.
- If at the completion of a grading period (distribution of report cards), a student has not passed an equivalent of four full credits, the student will be ineligible for practice and contest participation until the student has completed a total of 15 school days. Continued satisfactory academic progress will allow the student to participate in contests, performances, or other activities at the end of the 15-day ineligibility period.
- Eligibility at the beginning of the fall semester will be based on final grades from the preceding school year. Approved summer make-up courses may be used to fulfill four credit deficiencies.

In order to participate in any sport or activity, a consent form signed by parent or legal guardian is required to be on file with the Principal or designee.

Muhlenberg School District shall permit a resident child who is enrolled in a Home Education program or Charter School to participate in any activity that is subject to the provisions of Section 511, including, but not limited to, clubs, musical ensembles, athletics, and theatrical productions, provided that the child:

- Meets the eligibility criteria, or their equivalent, for participation in the activity that applies to students enrolled in the school district.
- Meets the try-out criteria, or their equivalent, for participation in the activity that applies to students enrolled in the school district.
- Complies with all policies, rules, and regulations, or their equivalent, of the governing organization of the activity.

Where the activity requires completion of a physical examination or medical test as a condition of participation and the school district of residence offers such physical examination or medical test to students enrolled in the school district, the school district shall permit a child who is enrolled in a Home Education program or Charter School to access such physical examination or medical test. The school district shall publish the dates and times of such physical examination or medical test in a publication of general circulation in the school district and on its publicly accessible internet website.

The school district may charge the charter school for charter student participation in extracurricular activities, since these costs are part of the per-pupil payment that is paid to charter schools. This fee is on a “cost basis,” with the school district neither losing nor making money, as determined by the school district using the expenses of each activity, including coach or director, uniforms, transportation, and miscellaneous costs.

FIRE DRILLS

When the fire alarm is sounded, follow your teacher’s directions promptly and exactly. There should be no talking during the entire drill so that instructions can be given when needed. Class groups should stay together so that the teacher in

charge can take roll once outside the building. Students should walk in pairs at a reasonable speed. All lights in the classroom should be turned off, windows closed, and the classroom door closed by the last student to leave.

Students should move away from the building once they are outside to allow for the free movement of emergency vehicles. In the parking lot, students should move into the area where the cars are parked. At the bus loading area, students should move across the roadway.

GRADES & REPORT CARDS

Grades

Periodic reports of student achievement by way of letter grades are given at the end of each marking period in each of the subjects that you have elected to take or that are required for graduation. The grade assignments are given in actual percentage grades on the report cards. Grades are established based on the following key:

Numerical Grade	Letter Equivalent	Quality Points
97% - 100%	A+	4.00
93% - 96.4%	A	4.00
90% - 92.4%	A-	3.75
87% - 89.4%	B+	3.50
83% - 87.4%	B	3.00
80% - 82.4%	B-	2.75

Numerical Grade	Letter Equivalent	Quality Points
77% - 80.4%	C+	2.50
73% - 76.4%	C	2.00
70% - 72.4%	C-	1.75
67% - 69.4%	D+	1.50
63% - 66.4%	D	1.00
0% - 63.4%	F	0.00

Numerical Grade	Letter Equivalent	Quality Points
Incomplete	I	0.00
Medical Excuse	M	
Pass	P	0.00

***Note:** Students who receive grades of “I”, [Incomplete] assigned for legitimate medical or emergency reasons, have two weeks beyond the end of the quarter/ year to make up incomplete assignments.

Report Cards

Report cards are issued approximately six school days beyond the end of each marking period. Report cards show numerical grades representing the percentage earned for each class according to the scale listed above. Report cards may also show appropriate comments from individual teachers about the progress of a particular student. Report cards are available online via Infinite Campus or by contacting your counselor.

***Note:** Minimum failing grade: Report card will reflect actual percentage grades earned in each class with the exception of a minimum failing grade of 50% for the first marking period. Administration has the right to assign the actual grade earned in Q1 due to the circumstances involved.

GPA and attendance are also included as part of the reporting procedures. Check the school calendar for marking period dates to determine when report cards will be issued. Any questions about report cards should be directed through the counseling office.

The minimum passing grade for a course is a "D" or 63% average.

Honor Roll

	High Honors	Honors
Grade point equivalents for the awarding of academic honors are as shown	3.7	3.4 to 3.699

Supplementary Reports

Student grades are readily available on their student's grade book link. Upon parental request, supplementary reports will be mailed home midway through each marking period. Should your parents wish additional information regarding your progress, they may contact your teacher or your guidance counselor.

Grade Point Averages (GPA)

Grade point averages are calculated at the end of each marking period and cumulatively at the end of each year. Grade point averages are determined by adding the grade point equivalents for each grade and course and then dividing by the total number of credits for the courses being taken. Credits for courses can be determined by referencing the "Educational Planning Guide" in effect for the current school year.

Grade Weighting

The following procedures will be in effect for the purpose of determining the weighted GPA used in the calculation of class rank. Weighted grades are based on the student's course load and are weighted at the end of the school year:

- A.P. courses are valued at 1.25 credits
- Class Rank is based on a GPA calculated in the following manner:
    - The 4-point system is in effect for grade values (see Grades & Grade equivalents)
    - Plus, add .1 for each AP course
    - Plus, add .035 for each Honors course

Class Rank

Students in grades eleven and twelve will be ranked at the end of the academic year using final weighted grade point averages. Ranking will be based on all subjects carried. The student with the highest GPA based on final grades will be ranked first, etc.

Academic Awards

Academic Awards are granted to members of the graduating class on the basis of grades earned for the seven-semester period immediately preceding the last semester of the senior year. Points will be awarded for all those courses that meet five or more periods each week. The minimum requirement is 125 points (145 or more for cum laude inscription) with 4 points for an A, 3.5 points for a B+, and 3 points for a B. No credits are given for physical education, driver training, military science, work study, or educable mentally handicapped courses. School officials, in coordination with the sponsoring organization, may continue to present or initiate additional requirements as deemed appropriate and compatible with the specific needs of the school curriculum, as long as the minimum prerequisites as outlined above are met. Semester grades will be determined by averaging the quarter grades. Final tests and final grades will not be used. Only the top 10 percent will qualify for the awards.

Example:

A & A = A	4 points	A- & A- = A-	3.5 points
A & A- = A-	3.5 points	A- & B = B	3 points
A & B = A-	3.5 points	A- & B- = B	3 points
A & B- = B	3 points	B & B = B	3 points
A & C = B	3 points	Other combinations	0 points

Various school clubs provide funds and operate a school store located in the student commons. It carries a variety of basic stationery supplies, Muhlenberg souvenir items, and certain clothing items bearing the name and mascot of Muhlenberg High School. The activity adviser in charge of the school store will appoint the store manager(s).

Schedule/Course Changes

Students have the ability to make changes to their schedule within the first two weeks of school. If a student's schedule is inaccurate or incomplete (ex: missing an English class), the student should report to the Counseling Office for assistance.

For all other changes, students are to email their alpha counselor with their specific request.

After the window for scheduling changes close, any schedule adjustments must be approved by an administrator.

Requests that will not be honored are as follows:

- Changes to electives (ex: changing from Fashion to Foundations of Art)
- Course level changes (ex: changing from Chemistry Honors to Chemistry College)

GRADING, LATE WORK, REASSESSMENT PROCEDURES

Grading Categories

Muhlenberg High School uses a standards-focused grading system designed to accurately reflect student learning. Grades are divided into two categories:

- **Demonstrating Skills** – Assessments in which students independently demonstrate mastery of course standards. Examples include tests, quizzes, projects, essays, presentations, performance tasks, and other summative assessments.
- **Building Skills** – Assignments that allow students to practice and develop the knowledge and skills needed for success. Examples include classwork, homework, guided practice, formative assessments, drafts, and other learning activities.

Each academic department establishes the percentage assigned to each grading category. For most courses, **Demonstrating Skills** will account for **60–70%** of the final course grade and **Building Skills** will account for **30–40%**. All **Honors** and **Advanced Placement (AP)** courses use a grading scale of **80% Demonstrating Skills** and **20% Building Skills**.

Late Work and Make-Up Work

Students are expected to complete and submit all assigned coursework by the established due dates.

When a student has not submitted an assignment by the due date, they will have **five (5) school days** to complete and submit the late assignment. After the **five (5) days,** the assignment will **NOT be accepted** and **a zero (0)** will be given for the missing assignment. A deduction of points for a late assignment is up to the teacher's discretion.

Students who are **absent** have **three (3) school days** after returning to school to complete and submit missed assignments. At the teacher's discretion, this timeline may be extended for up to **ten (10) total school days** when circumstances warrant additional flexibility.

Students who are **absent due to cutting class** on the day of a graded assignment or assessment will receive a **grade of zero (0)** for the missed work. Assignments or assessments missed due to cutting class or are **not eligible for make-up credit**.

Summative Assessment Reassessments

Muhlenberg High School recognizes that learning is a process and provides students with opportunities to demonstrate improved understanding after receiving feedback.

Each student is permitted to **retake one (1) summative assessment per marking period**. Teachers may allow additional reassessment opportunities at their discretion and may establish reasonable requirements that students must complete before a reassessment is approved.

Students wishing to complete a reassessment must **schedule the reassessment with their teacher within three (3) school days of receiving the original assessment grade**.

Teachers will determine:

- Whether additional reassessment opportunities will be offered beyond the required minimum.
- Which portions of the original assessment must be retaken.
- Whether the reassessment will be presented in a different format while assessing the same learning standards.

When a reassessment is completed, **the higher of the two assessment scores will be recorded** as the final grade for that assessment.

The following assessments are **not eligible for reassessment**:

- Midterm examinations
- Final examinations

For **Advanced Placement (AP)** and **Dual Enrollment** courses, reassessment opportunities for summative assessments are available **at the discretion of the classroom teacher**.

Additionally, due to the nature of certain assignments, teachers may determine that reassessments are not appropriate for essays, research papers, multi-step projects, laboratory investigations, performance assessments, or other assignments that include multiple checkpoints or segmented due dates.

GRADUATION REQUIREMENTS

Graduation requirements are outlined in the Course Selection Guide. See graduation requirements on page 7 of the Course Selection Guide located on the school website, or discuss your situation with your school counselor.

HALLWAY PASSES

Pass slips of various kinds are issued to provide a convenient means of communication among staff members who are accountable for your supervision.

- **Tardy passes** are issued in the main office to students who are late in coming to school after homeroom.

- **General passes** are issued as permission to a student to go from one assigned area, such as a study hall, to another area, such as a classroom, to make up work.
- **Permanent passes** are issued by individual faculty members to students on a semester basis to be used from a study hall for such reasons as to work with a science club, be an aquatic aide, complete extra work in shops, etc. Permission of the receiving teacher must be secured before such a pass is issued.
- **Lavatory passes** are issued to each student periodically throughout the school year to be used for permission to use the restrooms and nurse. Except for medical reasons, students may use the lavatory no more than twice during the school day (see Lavatory).

HOMECOMING

In order to involve all segments of the Muhlenberg High School community in the Homecoming activities, the following procedures will be in effect.

- The Homecoming game date will be set for mid to late October based on the schedule for home football games.
- If the game is scheduled for a Friday, the dance will be held on Saturday of that week. If the game is postponed for any reason from Friday to Saturday, the dance will be held on Saturday during the hours specified by the principal. If the game is scheduled for a Saturday, the dance will be held on the preceding Friday evening.
    - If a student has obtained 1 or more days of Out of School Suspension, they are not eligible for the dance.
- To be eligible for participation as a member of the Homecoming court, candidates must:
    - Be a member of the senior class
    - Have maintained a cumulative 2.5 grade point average at the end of the 11th grade year.
    - Have participated in an activity for a minimum of two years. (Club advisors are responsible for verifying that the candidate has participated in the club for two years.)
    - Maintain eligibility under the student code of responsibility.
- The process of voting will be determined by Student Council.
- The entire student body has the ability to vote for the Homecoming King and Queen.
- The male candidate receiving the highest number of votes will be the king, and the female candidate receiving the highest number of votes will be the queen.
- Students who are nominated for the Homecoming Court will not be permitted to leave the building prior to regular dismissal time on the Friday of homecoming weekend.
- On the night of the Homecoming Football game, the homecoming court will assemble in front of the high school and be escorted to the field in the traditional manner. After all nominated students have been introduced, the King and Queen will be announced and recognized.

HOMELESSNESS

ECYEH (PA Education for Children and Youth Experiencing Homelessness) The Education for Children and Youth Experiencing Homelessness (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate public education. Children and youth experiencing homelessness have the right to:

- Continue their education in their current school, and receive transportation, OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

IDENTIFICATION CARDS

Student identification cards (ID Cards) will be issued in the fall of every year. Students may be required to show ID at athletic events, homecoming, prom, etc. It is the student's responsibility to keep and maintain the condition of their school ID.

ILLNESS DURING SCHOOL HOURS

If you become ill during school hours, the teacher to whom you are assigned will issue a pass slip to the nurse's office or, in her absence, to the main office. If it is necessary for you to go home, a pass slip will be issued by the nurse or the office, informing the teacher of the action taken. If you become ill during your time at CTC or on the bus returning from CTC, you must report to the nurse or, in her absence, to the main office. Any student who is dismissed due to illness must sign out in the main office before leaving the building. **You may not dismiss yourself from school for reasons of illness.**

IN LOCO PARENTIS

Pennsylvania School Code 24 PS 13-1317

"Every teacher, vice/assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them."

According to this statute, teachers and principals have the same authority over children as their parents or guardians. Students are expected to follow reasonable directives of their teachers and principals in regard to both academics and behavior.

LAVATORY

Lavatories (school restrooms) are available to you during class time only. When you use the lav, you will have your teacher fill in the date, time, and signature on the pass. When you return, the teacher will record the time on the pass. You must carry your lav pass at all times. You are not allowed to use the lavatory during transition time. Using the lavatories during passing time may result in disciplinary action. Improper use of the lavatory may result in disciplinary action and/or lavatory restrictions.

LOCKERS

Lockers are provided in the halls and in the gym locker rooms for your convenience. They remain school property and simply are on loan to you. Locks are provided by the school for school lockers, and they should be kept locked at all times. Students are not permitted to use locks other than school-supplied locks on school-furnished lockers. Lock combinations should be kept secure and not divulged or shared with others.

Valuables should not be left in school lockers at any time. The school cannot assume responsibility for items that are missing or taken from lockers. Students shall be responsible for restitution for any vandalism, including but not limited to physical damage, graffiti, etc, done to the school locker provided for their use.

LOST AND FOUND

Books, bags, articles of clothing, jewelry, eyeglasses, and other items that are found should be brought to the main office. If you have lost any such item, check with the main office to see if the item has been turned in. The office will retain lost and found items for up to 30 days.

NATIONAL HONOR SOCIETY

Selection to membership in the National Honor Society is based on scholarship, leadership, service, and character. Membership is bestowed by the faculty council on behalf of the faculty. To be eligible for membership, a candidate must be a junior or senior and have attended Muhlenberg for one semester. Candidates must have a cumulative scholastic average of at least 3.4 (on a 4.0 scale), the cumulative average to include grade nine.

After the first semester, the guidance department will compile and post a list of those eligible. Students wishing to withdraw from consideration should contact their adviser. The adviser will notify all those who are academically eligible.

These students will be asked to provide information regarding service and leadership activities on the Student Activity Information Form, which must be returned for further consideration for membership. Review of the information by the council does not guarantee election. For additional input, the council will ask all faculty members to submit comments on the candidacy of scholastically eligible students. The faculty council will use all available information, including the guidelines from the national office, to evaluate potential members. Actual selection will be by a majority vote of the council. Students selected, along with their parents, will be notified and invited to the induction ceremony by a letter from the principal. The National Honor Society is under the sponsorship and supervision of the National Association of Secondary School Principals. According to NASSP legal counsel, no constitutional due process requirements apply in non-selection cases.

PARKING & DRIVING REGULATIONS

- When issued a parking tag, only parking in the assigned space will be recognized. Parking tags must be displayed from the rearview mirror of your registered car when parking on our lot during school hours.
- Students who are issued and maintain a school parking permit to drive to and from school are expected to voluntarily relinquish district transportation services. Students approved for student parking are considered to have secured an alternative method of transportation to and from school.
    - This expectation supports efficient transportation routing, seat availability, and responsible use of district transportation resources.
    - In limited circumstances involving emergencies, temporary hardships, loss of driving privileges, vehicle issues, or administrative approval, transportation arrangements may be reviewed by the Muhlenberg Department of Transportation and school administration.
- Every student must observe the 15 miles per hour speed limit at all times (before school, during school, after school, evenings, weekends)
- Students are not permitted to drive on school district access roads and are required to follow applicable traffic regulations, traffic patterns, and directions while on school grounds.
- No interference with the passage of school vehicles is allowed.

- Students may not park in faculty, visitor, or handicapped spaces. Contact the main office for more information if you need to park close to the school due to medical reasons. This could be temporary or a permanent situation.
- Driving violations, speeding, repeated violations of the school discipline code, or any misconduct involving students in the parking lot will result in the revocation of the parking privilege for a period of time determined by the Principal or Assistant Principal.
- Subsequent violations could result in disciplinary action (loss of park/drive privilege or removal of vehicle from school property). The vehicle's owner will be responsible for any and all towing charges. If the vehicle is towed, neither the school district nor the towing company will be responsible for damages that take place in the process.
- Students are not permitted to give their parking tag to anyone or allow anyone to park in their assigned space. If this occurs, both students will lose their privilege to park on school property.
- If at any time you get or use another vehicle other than the one you have registered and for which you have been issued a tag, you must notify the office. You must show the necessary information on the new or different car.
- Students are also reminded that driving, traffic control, and parking on school grounds are only permitted in accordance with policy 711 "Traffic, Parking, and General Control of School Grounds and Property" with all related consequences in effect for violators. Failure to follow procedures will be subject to a fine.
- The Muhlenberg School District is not responsible for any damages that occur as a result of individual actions, vandalism, accidents, or acts of nature to private vehicles parked on school grounds.

PROMOTION

At the high school level, you need not repeat any course that you have passed. You earn credit for each course passed with the goal of reaching the appropriate number of credits for graduation. A 9th-grade student must earn a minimum of 5 credits prior to September 1 of the following school year to be considered a 10th-grade student. A 10th-grade student must earn a minimum of 10.5 credits prior to September 1 of the following school year to be considered an 11th grader. An 11th grader must earn a minimum of 17 credits prior to September 1 of the following year to be considered a 12th-grade student. 24.00 Credits are required to be eligible for graduation.

RIGHT TO PRIVACY

Routine screening and evaluations are used to determine student needs. This information is protected under federal legislation and under state legislation and regulations. Complete information on identifying student needs and students' and parents' rights to privacy is mailed to each family and is available by contacting the main office in the high school.

SCHOOL RESOURCE OFFICER (SRO)

MSD Policy 805.2

Purpose: The purpose of the School Resource Officer (SRO) program is to enhance the safety and security of Muhlenberg School District schools while fostering positive relationships between students, staff, families, and law enforcement. Through collaboration, education, and proactive engagement, School Resource Officers help maintain a safe learning environment where all students can thrive.

Overview: School Resource Officers are sworn police officers who are assigned full-time to Muhlenberg School District schools as part of their regular law enforcement duties. SROs have the same authority, training, and responsibilities as all police officers and are specially positioned to serve within the school community.

In addition to supporting school safety and emergency preparedness, School Resource Officers build positive relationships with students and staff, provide education on topics such as safety and responsible decision-making, and

collaborate with school administrators to address concerns that impact the school environment. SROs also assist in responding to criminal activity, emergency situations, and other incidents when law enforcement intervention is necessary.

The School Resource Officer program is built upon three primary roles:

- **Law Enforcement:** Protecting the safety of students, staff, and visitors while enforcing applicable laws when necessary.
- **Educator:** Providing classroom presentations, mentoring students, and promoting safe and responsible choices.
- **Collaborative Partner:** Working closely with school administrators, counselors, teachers, and families to support a positive, secure, and welcoming school climate.

While School Resource Officers are an important part of the school's safety team, student discipline remains the responsibility of school administrators and is governed by the MSD School Board Policy. Whenever appropriate, school discipline and law enforcement responses are addressed separately and in accordance with district policy and applicable law.

SAFE2SAY SOMETHING

Safe2Say is a youth violence prevention program. The program teaches youth and adults how to recognize warning signs and signals, especially within social media. From individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say, it's easy and confidential to report safety concerns to help prevent violence and tragedies. You can access **Safe2Say** by calling 1-844-723-2729, using the **Safe2Say** app, or by visiting http://safe2saypa.org

- Students submit an anonymous tip report through the Safe2SaySomething system.
- Crisis center reviews, assesses and processes all submissions.
- Crisis center sends all submissions to school administration and/or law enforcement for intervention.
- If needed, crisis center may contact the tipster anonymously through the app.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) provides an intervention process for at-risk youth. It consists of a core team of teachers, counselors, a nurse, administrators, and a Licensed Social Worker. The program will identify, evaluate, and appropriately refer students deemed at-risk for substance abuse, depression, suicide, anger control, and other significant problems to the proper treatment program. It is an intervention and referral program, not a treatment program.

STUDENT SEARCHES

MSD Board Policy 226

Consistent with Board Policy 226, the school reserves the right to conduct searches of students and their belongings when reasonable suspicion exists that a student may be in possession of prohibited, unsafe, or illegal items. Searches may include but are not limited to backpacks, lockers, desks, school-issued computers, automobiles parked on school property, personal items, or other possessions. Searches may also be conducted by police and police-trained dogs.

Non-Compliance with a Search

If a student refuses to comply with a reasonable search request it will result in disciplinary action, which may include **1–3 days of In-School Suspension (ISS) or Out-of-School Suspension (OSS)** as well as possible police referral.

Use of Handheld Metal Detector Wands

To support a safe and secure learning environment, Muhlenberg High School may use handheld metal detector wands when conducting searches of students. If the wand indicates the presence of metal, the student may be asked to reveal the item, remove it from their clothing, or allow further inspection of belongings. If a student refuses to comply with the wand search, the refusal will be handled in accordance with the *Non-Compliance with a Search* policy.

When Wands May Be Used

- Wands may be used when there is reasonable suspicion that a student may be in possession of a prohibited, unsafe, or illegal item.
- Wands may be used as part of a targeted or random safety screening, consistent with school safety procedures.

Student and Family Notification

Parents/guardians will be notified upon search of a student, if prohibited, unsafe, or illegal items are found, or if a student refuss to comply with the search procedure

STUDY HALL

Purpose: Study Hall provides students with a structured, supervised environment to complete academic work, read, study, or prepare for upcoming classes. The goal of Study Hall is to promote responsibility, time management, organization, and academic success by giving students dedicated time during the school day to focus on their learning.

Procedure: Students are expected to report to Study Hall on time and remain for the entire assigned period unless they have an approved pass. Upon arrival, students should be seated promptly and begin working on school-related assignments or other approved academic activities. Students are expected to maintain a quiet environment that supports learning and allows others to work without distraction.

The following expectations apply during Study Hall:

- Arrive on time and be prepared with all necessary materials.
- Engage in productive academic work for the duration of the period.
- Follow all directions given by the supervising staff member.
- Maintain respectful behavior and appropriate noise levels.
- Remain seated unless permission is granted to move about the room.
- Use electronic devices only for school-related purposes and in accordance with the school's electronic device policy.
- Students may leave Study Hall only with an approved pass from school personnel.
- Food, disruptive behavior, or activities unrelated to schoolwork are not permitted unless specifically authorized by the supervising staff member.

Study Hall is considered an instructional period. Students are expected to demonstrate The Muhl Mindset by being **Respectful, Responsible, Resilient, and Grow** while using this time productively.

TEXTBOOKS

Textbooks are supplied by the school district using funds received from taxes. Every text issued is numbered and bears the stamp of the school. They are loaned to you for your use. It is your responsibility to use them properly and to care for them so that, upon their return at the end of the course, only fair wear will have occurred. Textbooks are costly. If there is unwarranted damage or defacement of a textbook issued to you, you may be assessed a fine to cover the cost of rectifying the damage or defacement. If you lose a book, you will be required to reimburse the district on a pro rata basis at the rate of 20 percent of the current replacement cost for each remaining year of useful value, with a minimum charge of 40 percent of the replacement value. A textbook has an average useful period of five years. If you withdraw from a given class or from school for any reason, you are personally responsible for returning all books issued to you.

TRANSPORTATION

The Muhlenberg School District Transportation Department is committed to providing safe, reliable, and efficient transportation services that support student learning and well-being each school day. Serving students across the district, the department works to ensure eligible students arrive at school and return home safely while maintaining high standards for safety, communication, and customer service. The MSD Transportation Handbook outlines important information regarding bus eligibility, routes, safety expectations, student conduct, and transportation procedures to help students and families understand their roles in creating a safe and positive transportation experience.

UNLAWFUL HARASSMENT

MSD Board Policy 238

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good-faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion when such conduct:

- Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services, or treatment.
- Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address, and telephone number of the Compliance Officer.

The district shall be responsible for providing training for students and employees regarding all aspects of unlawful harassment. Each staff member shall be responsible for maintaining an educational environment free from all forms of unlawful harassment.

Each student shall be responsible for respecting the rights of their fellow students and district employees and for ensuring an atmosphere free from all forms of unlawful harassment.
The building principal or designee shall be responsible for completing the following duties when receiving a complaint of unlawful harassment:

- Inform the student or third party of the right to file a complaint and the complaint procedure.
- Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

- If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.

VAPE DETECTION SYSTEM

To help maintain a safe, healthy, and drug-free learning environment, Muhlenberg High School has vape detection sensors installed in all student restrooms. When a sensor detects the presence of vapor an alert is activated, school administrators are immediately notified and will investigate the incident.

Students who are present in the restroom at or around the time an alert is triggered may be subject to the school's established search procedures in accordance with Board policy and applicable law. Any student who refuses to comply with a lawful search conducted by school administration will be considered Failure to Follow School Policy. In such cases, a parent/guardian will be contacted and required to pick up the student from school, and additional disciplinary consequences may be imposed by administration.

If a vaping device is found in a student's possession or the student is determined to have used a vaping device, disciplinary consequences will be addressed as either **Level II** or **Level IV** offenses, depending on the nature and severity of the incident, including but not limited to the type of device, the substance involved, and the specific circumstances of the violation.

VISITORS

Visitors are distracting to the educational process. Therefore, your cooperation in showing the visitors our building and its facilities outside of school hours is appreciated. Recognizing that there are certain situations in which visitors should be permitted, arrangements should be made with the Administrator before the visitor arrives so that a proper pass can be issued and the visitor welcomed to Muhlenberg High School. Normally, such permission to have visitors will be restricted to one-half day.

WITHDRAWING FROM SCHOOL

If you plan to withdraw from Muhlenberg High School for any reason, you should initiate the process with your school counselor.

WORKING PAPERS

Under the law, restrictions are placed on the times and places you may work:

- No children under 14 years may be employed
- No children between 14 and 18 years may be employed when schools are in session.
- No person who is under 16 years old may work in a manufacturing plant.

Secure a “Work Permit” from the main office Monday through Friday, 7 am to 4 pm A parent/guardian must come to the office to sign it.

WEAPONS DETECTORS

MSD Board Policy 218.1

Beginning with the 2026–2027 school year, Muhlenberg High School will utilize weapons detection systems at designated entrances to help maintain a safe and secure learning environment. Weapons detectors may be used at the bus entrance, parent drop-off entrance, main entrance, and other designated points of entry as needed.

Purpose: The purpose of the weapons detection system is to help ensure that all items brought into the building, whether carried on a person or in a backpack, bag, or other personal belongings, are safe and comply with school board policy and school safety procedures.

Procedure: Upon arrival, students will enter through their designated entrance and proceed through the weapons detection system under the supervision of school staff.

- Students will be asked to hand their Chromebook, cell phone, and any other electronic devices to a staff member before walking through the detector, as these items may trigger the system.
- Students should keep their backpack and coat with them unless directed otherwise by school staff.
- Once a student has successfully passed through the detector, their electronic devices will be returned, and they may proceed to class.
- If the system identifies an item requiring additional screening, staff will follow established safety procedures before permitting entry into the building.

Weapons detection procedures are supervised daily by school administrators and trained staff. Students are expected to follow all staff directions promptly and respectfully. Failure to comply with weapons detection procedures or staff directives may result in **Level II disciplinary action** for **Failure to Follow Policy**, in addition to any other disciplinary consequences that may be appropriate.

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

Definition. Notwithstanding the definition of “weapon” in section 907 (relating to possessing instruments of crime), “weapon” for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

Offense defined. A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education, or any elementary or secondary parochial school.

*(Added by Act No. 1980-167 (1); eff. 12/15/80.) (rev.81) Pennsylvania Criminal Code.

MSD SCHOOL BOARD

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Mr. Haniff Skeete, Principal
Mr. William Dramby, Assistant Principal
Mrs. Cristina Lillis, Assistant Principal
Mrs. Nicole McGowan, Assistant Principal
Mrs. Lauren Heydt, Licensed Social Worker

HIGH SCHOOL OFFICE STAFF

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Mrs. Elizabeth Kaylor, Secretary to Principals
Ms. Joselynn Ruiz, Secretary to Principals
Ms. Veronica Valdez, Guidance Secretary
Ms. Jessica Knepp, Guidance Secretary
Mrs. Nikki Stoudt, Secretary to Athletic Director

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Dr. Gangi Cucciffo, Assistant Superintendent
Dr. Cathy Shappell, Executive Director of Strategic Programs & Employee Development
Mr. Kyle Crater, Director of Curriculum and Instruction K-12
Dr. Joseph Scoboria, Supervisor of Student Services
Dr. Janet Heilman, Curriculum and Instruction Supervisor
Mr. Mike Mish, Director of Pupil Services
Ms. Nicole Huntbach, Director of Special Education
Mr. Shane Mathias, Chief Financial Officer
Ms. Denise Nowotarski, Director of Business Services
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Ms. Ashley Care, Athletic Director
Dr. Tim Moyer, Director of Transportation
Mr. Ken Patterson, Director of Physical Plant
Mr. Carey Kline, Director of Food Service

Student/Parent Handbook for:

Muhlenberg School District

2026-2027 AEDY

Department of Pupil Services
Muhlenberg School District
Reading, PA 19605

Updated: July 2026

TABLE OF CONTENTS

TABLE OF CONTENTS **2**
CONTACT INFORMATION **4**
FREQUENTLY ASKED QUESTIONS **5**
DEFINITIONS **7**
Alternative Education for Disruptive Youth (AEDY) Program 7
AEDY LEA In-house Program 7
Controlled substance 7
Disruptive Student 7
Formal Periodic Review 8
Presumptive Exit Date 8
Weapon 8
REFERRAL CRITERIA **9**
Unilateral Placements 9
INFORMAL HEARINGS **10**
STUDENTS WITH SUPPORTS **11**
Special Education 11
Special Education Records 11
ESL 12
PROGRAM REQUIREMENTS **14**
Program Approval and Reporting 14
(PDE) Days and Annual Hours of Operation 14
(MSD) Days and Annual Hours of Operation 14
(MSD) Sample Daily Schedule 15
Counseling 15
Behavioral Assessment 15
(MSD) Behavior Assessment 16
45 Day Formal Period Review Meeting 16
45 Day Formal Periodic Review Exit Document 17
Transitions 18
Post-AEDY Behaviors 19
Level II Behaviors (Policy 218 AR) 19
Level III and IV Behaviors (Policy 218 AR) 19
Equity and Compliance Monitoring 19
Complaint Process 19
MUHLENBERG AEDY PROGRAM **21**
Education 21
Grades 21

Table of Contents

Behavioral Support Framework....21
Point System....22
Purpose....22
Attendance Policy....22
Attendance and Placement Requirements....22
Transportation....23
Rules and Procedures....23
Searches of Students and Possessions....23
AEDY Behavior Contract....25

CONTACT INFORMATION

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AEDY Special Education Teacher……Ms. Lisa Bowersox
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610-921-8000 x5525

Supervisor of Special Education, Elementary……Ms. Jackie Bellanca
610-921-8000 x5296

MSD Transportation Department, Secretary……Erica Brumbach
610-921-8000 x5513

Muhlenberg Junior High School Office……610-921-8034
Muhlenberg High School Office……610-921-8078

PA Department of Education

You may file a formal complaint with the Pennsylvania Department of Education:

Mail: Forum Building, 607 South Drive, Harrisburg, PA 17120
Phone: 717-783-6788
Special Education Issues: Call 1-800-879-2301 or email ConsultLine@odr-pa.org

For student enrollment concerns, email mwashington@pa.gov and RA-PDE-SchoolService@pa.gov, or call 717-787-4860.

To report educator misconduct, contact the Office of Chief Counsel at 717-787-5500 (mail to 607 South Drive, 3rd Floor, Harrisburg, PA 17120).

Table of Contents

FREQUENTLY ASKED QUESTIONS

1. What is the AEDY program?

AEDY is a state-approved educational program that provides academic instruction and behavioral support for students who need a temporary placement outside of their regular school setting. The goal is to help students successfully return to their home school. (See pages 5–6)

2. Why was AEDY recommended?

AEDY is used as a last resort when serious or repeated behaviors interfere with safety, learning, or school operations. Behaviors involving weapons, controlled substances or serious bodily injury result in an immediate unilateral AEDY placement. (See pages 6–8)

3. Is AEDY the same as expulsion?

No. Students in AEDY attend school daily, receive instruction from certified teachers, earn academic credit, and participate in counseling and behavior support. (See pages 5–6, 19–20)

4. Can a student attend virtual, cyber, or charter school instead of AEDY?

Enrollment in a virtual, cyber, or charter school will not automatically replace or prevent an AEDY placement decision made in accordance with PDE regulations and District procedures. (See page 21)

5. What if the student has an IEP or receives special education services?

Students with disabilities continue to receive a Free and Appropriate Public Education (FAPE) while enrolled in AEDY. All special education requirements and protections remain in place. (See pages 9–10)

6. How long does an AEDY placement last?

Placements are reviewed every 45 school days through a Formal Periodic Review (FPR). If goals are met, a transition back to regular school is planned. (See pages 14–16). Placements as a result of weapons, controlled substances or serious bodily injury, will result in a 45 day placement.

7. Will the student continue earning academic credits?

Table of Contents

Yes. Students receive instruction in core academic subjects and earn credits through online Edgenuity courses that transfer back to their home school. (See pages 19–20)

8. What kind of behavioral support is provided?

AEDY uses counseling and a structured behavior framework (TALID) to help students develop positive habits, accountability, and self-management skills. (See pages 14–15, 21)

9. Can students participate in extracurricular activities while in AEDY?

No. AEDY is a full-time placement. During the assignment, students do not participate in athletics, Career and Technical Center (CTC) programs, internships, work-based learning, or extracurricular activities. Additionally, students are not permitted on school grounds during their placement in AEDY. (See page 21)

10. Is transportation provided?

Yes. The District provides transportation to and from the AEDY program. Families will receive transportation details prior to the student's first day. (See page 22)

11. What happens after a student completes AEDY?

Students return to their regular school with a transition plan designed to support continued success. (See pages 16–18)

12. Who should be contacted with questions or concerns?

Questions should be first directed to the AEDY staff. If concerns are not resolved, families may contact the Supervisor of AEDY or Director of Pupil Services or follow the formal complaint process. (See pages 4, 17–19)

13. Who should be contacted with questions or concerns?

If a student has another serious incident while enrolled in AEDY, the incident will be addressed separately and reviewed through the Formal Periodic Review process. A new incident does not automatically restart AEDY placement; instead, the District will review the student's progress and determine whether continued placement or transition is appropriate based on documented data and required procedures.

Table of Contents

DEFINITIONS

Alternative Education for Disruptive Youth (AEDY) Program

A program approved by the Pennsylvania Department of Education (PDE) that is designed to provide a temporary placement for disruptive students in grades 6 through 12. Students placed in an AEDY Program continue to make academic progress towards graduation and work to remedy disruptive behavior through counseling and other behavioral interventions. AEDY placements are used only as a last resort, after all other behavioral interventions have failed to remedy the student's disruptive behavior(s). (PDE website)

AEDY LEA In-house Program

A PDE-approved AEDY Program operated by an LEA or LEAs (including vocational/technical schools, charter schools or intermediate units) designed to provide a sound educational course of study and counseling for disruptive students who are removed from the regular education setting. (PDE website)

Controlled substance

A drug or other substances as defined in the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §780-104) or as identified under schedules I, II, III, IV or V of the Controlled Substances Act (21 U.S.C. § 812(c)). (PDE website)

Disruptive Student

As defined by the Public School Code (24 P.S. § 19-1901-C(5)), a student in grades 6 through 12:

- *who poses a clear threat to the safety and welfare of other students or the school staff; or*
- *who creates an unsafe school environment; or*
- *whose behavior materially interferes with the learning of other students or disrupts the overall educational process.*

Additionally, the student must exhibit to a marked degree any or all of the following conditions:

1. *Disregard for school authority, including persistent violation of school policy and rules.1*
2. *Display or use of controlled substances on school property or during school-affiliated activities.*
3. *Violent or threatening behavior on school property or during school-affiliated activities.*
4. *Possession of a weapon on school property, as defined by the Crimes Code at 18 Pa.C.S. § 912 (relating to possession of weapon on school property).*
5. *Commission of a criminal act on school property or during school-affiliated activities.*
6. *Misconduct that would merit suspension or expulsion under school policy.* (PDE website)

Table of Contents

Formal Periodic Review

AEDY LEA In-house and Private Provider Programs are required to conduct formal periodic reviews of every student placed in an AEDY Program. This review must occur, at a minimum, prior to the Presumptive Exit Date that the student is in the AEDY Program. The purpose of this review is to determine whether the student is ready to transition back to the regular education setting. (24 P.S. § 19-1901-C)(1)). (PDE website)

Presumptive Exit Date

PDE has established a 45-day presumptive exit date to ensure that students do not remain in placement beyond 45 days without a review of progress and a deliberate decision for continuation in the program. Students meeting behavioral goals should transition back to the regular education setting, and students not meeting behavioral goals may remain in the AEDY Program with their progress reviewed prior to the second Presumptive Exit Date. (PDE website)

Weapon

"Weapon" is defined by the Crimes Code at 18 Pa.C.S. § 912 (relating to possession of weapon on school property). (PDE website)

Table of Contents

REFERRAL CRITERIA

24 P.S. § 19-1902-C(5) provides that an AEDY Program may only be used when all other established methods of intervention and/or discipline have been exhausted. Further, students placed in AEDY are limited only to those students who:

- *Pose a clear threat to the safety and welfare of other students or the school staff; or*
- *Create an unsafe school environment; or*
- *Whose behavior materially interferes with the learning of other students or disrupts the overall educational process.*

AND

- *Exhibit to a marked degree any or all of the following six criteria for placement:*
- *Disregard for school authority, including persistent violation of school policy and rules.*
- *Display or use of controlled substances on school property or during school-affiliated activities.*
- *Violent or threatening behavior on school property or during school-affiliated activities.*
- *Possession of a weapon on school property, as defined by the Crimes Code at 18 Pa.C.S. § 912 (relating to possession of weapon on school property).*
- *Commission of a criminal act on school property or during school-affiliated activities.*
- *Misconduct that would merit suspension or expulsion under school policy.*

<u>Unilateral Placements</u>

Muhlenberg School District may utilize a unilateral interim alternative educational placement of up to 45 school days, in accordance with IDEA, PDE regulations, and Board policy, when one or more of the following behaviors occur:

1. A student brings a weapon to school
2. A student possesses, uses or distributes illegal drugs
3. A student causes serious bodily injury to a staff member

Students with IEPs can receive a 45-day unilateral placement providing:

1. The behavior is NOT a manifestation of their disability

— Or —

1. The behavior IS determined to be a manifestation of their disability, AND
2. The parent agrees to AEDY placement

Table of Contents

INFORMAL HEARINGS

(PDE website) Before a student is placed in an AEDY Program, the student must be provided with an informal hearing in accordance with the 22 Pa. Code § 12.8(c). The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being disciplined and to determine whether or not the student should be disciplined.

The following requirements must be observed and documented through the AEDY Student Referral Process and must be available for review during site visits conducted by the PDE AEDY Team:

1. *Notification of the specific reasons for the removal from the regular education setting must be provided in writing to the parents or guardians and the student;*
2. *Sufficient notice of the time and place of the informal hearing must be given;*
3. *A student has the right to question any witnesses present at the hearing;*
4. *A student has the right to speak to and produce witnesses on his or her own behalf; and*
5. *The school entity shall offer to hold the informal hearing prior to placement in the AEDY Program. If the student's presence in the regular education setting poses a continuing danger to persons or property or provides an ongoing disruption of the academic process, immediate placement in the approved AEDY program may occur with the informal hearing to follow. The exception is generally discouraged and should be limited only to the most serious, ongoing infractions*

Table of Contents

STUDENTS WITH SUPPORTS

Special Education

(PDE website) AEDY Programs must comply with all applicable federal and state laws and regulations pertaining to the education of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504, and the American with Disabilities Act. The sending LEA is responsible for ensuring that students with disabilities within AEDY Programs receive a free and appropriate public education (FAPE).

A student may not be removed to an AEDY Program if their behavior is a manifestation of their disability with the exception of the circumstances listed in 34 C.F.R. § 300.530(g) or § 300.532(b)(2)(ii), or when the student's parent and LEA agree to the change in educational placement pursuant to 34 C.F.R. § 300.530(f)(2). For all students eligible under IDEA and Section 504, the LEA must conduct and document a manifestation determination prior to a disciplinary change in educational placement. For circumstances listed in 34 C.F.R. § 300.530(g), the LEA must conduct and document a manifestation determination within 10 days of the decision to change the educational placement. A copy of a recommended Manifestation Determination Worksheet is available on the Pennsylvania Training and Technical Assistance (PaTTAN) website at www.pattan.netOpens In A New Window, keyword "Manifestation Determination Worksheet."

Special Education Records

(PDE website) The following documents must be forwarded to the AEDY Program when a special education student is placed:

1. *Permission to Evaluate, Permission to Reevaluate or Agreement to Waive Reevaluation – with signatures.*
2. *Evaluation Report or Reevaluation Report – with evaluator signatures for SLD students and list of evaluators for other disabilities.*
3. *Invitation to Participate in the Individualized Education Program (IEP) Team Meeting Or Other Meeting – with signatures.*
4. *Individualized Education Program (IEP) – with signatures.*
5. *Notice of Recommended Educational Placement (NOREP) – with signatures.*
6. *Functional Behavior Assessment (FBA), if available.*
7. *Positive Behavior Support Plan (PBSP), if available.*
8. *Manifestation Determination.*

Table of Contents

ESL

(PDE website) The education of students whose dominant language is not English is the responsibility of the LEA. Regulations require the LEA to provide a program for every student who is an English Learner (EL). 22 Pa. Code § 4.26.

The sending LEA maintains the ultimate responsibility for ensuring that EL students in AEDY Programs receive EL services and education that conforms to federal and state law.

AEDY Programs must comply with all applicable federal and state laws and regulations pertaining to the education of students identified as EL. ELs are entitled to equal access to the general education curriculum via modifications and adaptations to and accommodations for instruction and assessments as well as planned instruction in English language development. Beginning on July 1, 2019, LEAs must certify to PDE in the online application that ELs in AEDY Programs are provided with services in accordance with federal and state laws and regulations.

When an EL is educated in an AEDY Program, he/she must:

1. *Receive a 45-day Presumptive Exit Date,*
2. *Receive planned English language development instruction by a certified ESL/Bilingual Education teacher (Program Specialist ESL Certification), and*
3. *Receive adaptations/modifications in the delivery of content instruction and assessments by all teachers based on the student's language proficiency levels and the Pennsylvania English Language Development Standards (PA ELDS) Framework for ELs as well as the Pennsylvania Academic Standards.*

When an EL is educated in an AEDY Program, the sending LEA must:

1. *Provide PDE with a copy of their EL Service Plan if the AEDY Program is providing the EL instruction.*
2. *LEAs are responsible to ensure AEDY Programs have plans that give due consideration to the following requirements and program recommendations.*
3. *Ensure that parents/guardians are provided with translation and interpretation services.*

When an EL is educated in an AEDY Program, the provider must:

1. *Provide PDE with a copy of their individual EL Service Plan if they are providing the EL instruction.*
2. *Ensure that parents/guardians are provided with translation and interpretation services.*

Table of Contents

Table of Contents

PROGRAM REQUIREMENTS

Program Approval and Reporting

Our Alternative Education for Disruptive Youth (AEDY) Program is officially approved by the Pennsylvania Department of Education. Each year, we share a report with the state about how the program is running, including information on how students are doing and how the program is helping them reach their goals. This helps make sure our program stays up to date, meets state standards, and continues to provide the support you need to succeed.

(PDE) Days and Annual Hours of Operation

(PDE website) AEDY Programs must operate five days per week, at least 180 school days per year, and provide a minimum of 990 hours of instruction per year or 27.5 hours per week. Program applications that do not satisfy the following requirements will not be accepted by the online system. In the event a program cannot meet the requirements, you must contact the AEDY Office.

The required 990 hours must include at least:

- *20 hours of academic instruction including:*
  - *Math*
  - *Science*
  - *Social studies*
  - *English/Language Arts*
  - *Health or Life Skills*
- *2.5 hours of counseling.*
- *Electives*
- *Note: Electives must be offered within the AEDY Program.*
- *Implementation of an evidence-based behavior modification program.*

PDE recommends that AEDY Programs maintain the same schedule and hours of operation as the regular education setting. By aligning AEDY Program and LEA hours, AEDY students are able to transition back to the regular education setting in an efficient manner.

(MSD) Days and Annual Hours of Operation

- Start time is 8:00 AM
  - Breakfast is 8:00 AM. Breakfast will not be served after 8:15 AM.
  - Lunch 11:00-11:30 AM

Table of Contents

    - No outside food or drink permitted unless permission and approved by a doctor's note.
- Dismissal time is 2:20 PM
- Students will work on the program's daily progress rate. They will be working on online courses in curricular areas that match up with the curriculum of the Muhlenberg School District. Students will work on their behavior goals with AEDY team members.

(MSD) Sample Daily Schedule

8:00 AM - Arrival and Breakfast
8:20 AM - Edgenuity
11:00 AM - Lunch
11:30 AM - Edgenuity
1:00 PM - Guidance Counseling
1:30 PM - Edgenuity
2:20 PM - Dismissal

Counseling

AEDY Programs must provide at least 2.5 hours per week of counseling for every student. Counseling may be delivered in individual or group sessions.

1. *The purpose of counseling is to remediate the behavior(s) that caused the placement in the AEDY Program and to help the student to transition back to the regular setting.*
2. *The 2.5 hours of counseling per week must be provided in addition to the required hours of academic instruction. It is recommended that the 2.5 hours of weekly counseling take place in a small group or individual format.*
3. *AEDY LEA In-house Programs and AEDY Private Provider Programs are responsible for maintaining an up-to-date counseling record. The counseling record should include, at a minimum, student attendance, group topics, name of the counselor leading the group, the date, and the start and stop times of the group session.*
4. *As of July 1, 2019, individuals delivering counseling services must hold one of the following credentials and should have experience in providing services to students in the appropriate age range: certified school counselor, certified school psychologist, certified school social worker, certified drug and alcohol counselor (as appropriate), licensed social worker, licensed clinical social worker, licensed professional counselor, certified/licensed therapist, licensed psychologist or psychiatrist.*

Behavioral Assessment

(PDE website) AEDY Programs are required to assess each student at the time of placement and at the end of each 45-day period following placement. The behavioral assessment must be completed within the first five school days of attendance in the AEDY Program. Behavioral assessment tools are used to not only identify areas in which the student is experiencing difficulties and set goals, but also to measure and document student success towards behavioral goal attainment. If the sending LEA of a student with a disability has recently (within 60 days) completed an FBA, it should be used in conjunction with the behavioral assessment.

AEDY Programs are required to administer a behavioral assessment upon entry of each student into the AEDY Program. Information gathered through this assessment, in addition to the student's reason for placement and other input, must be used to develop the student's behavioral goals. This assessment may be used to measure and document student success towards behavioral goals.

(MSD) Behavior Assessment

The Muhlenberg AEDY program uses the TALID point system to document and collect behavioral data. Students earn points based on:

T - Task - Staying on task
A - Area - Staying in assigned area
L - Language - Using respectful, appropriate language
I - Interaction - Maintaining positive, respectful interactions with others
D - Direction - Following directions

45 Day Formal Period Review Meeting

1. *If behavioral goals have been met, an FPR meeting must be conducted within one week, regardless of the timing associated with the end of the semester. During the FPR meeting, an exit/transition plan must be created to return the student to the regular education setting (See "Formal Periodic Review" below for additional information about this process.).*
2. *If behavioral goals have not been met, the LEA must justify continued placement in the AEDY Program, thereby triggering a new 45-day Presumptive Exit Date.*

Prior to the 45th day of a student's Presumptive Exit Date, the LEA must consult with the AEDY Program working with the student to review the student's progress toward meeting behavioral goals.

1. *The ultimate goal of AEDY Programs is to assist students in addressing disruptive behaviors so they may successfully return to the regular education setting. Students'*

readiness to return to the regular education setting is determined by their ability to meet behavioral goals. All AEDY Programs must have a formal documented process for periodic review and evaluation of each student's behavioral goals. The purpose of a formal periodic review is to determine the readiness for return to the regular classroom setting.

2. *The review team should consist of the AEDY Program's administrators, teachers, counselors, parent(s), students and a representative from the sending LEA's school administration. In addition, the parent or student may invite other(s) to take part in this process.*

3. *The FPR must include an evaluation of the student's behavioral progress and may include a review of the student's academics and attendance in the AEDY Program. As mentioned above, students' readiness to return to the regular education setting is determined by their ability to meet behavioral goals. A student cannot remain in placement for lack of academic progress or lack of attendance. If a student has met behavioral goals, the FPR is developed to support and facilitate return to the regular education setting. Each student's behavior, academic, attendance, and/or other needs should be considered when developing an appropriate exit plan. If a student has not met behavioral goals, the FPR must justify continued placement in the AEDY Program, thereby beginning a new 45-day Presumptive Exit Date.*

4. *All AEDY Programs are required to document and maintain all information discussed at the FPR meeting. The AEDY Program must develop and implement FPR that documents: the student demographic information, the date and time of review, names and signatures of all in attendance at the review, behavioral assessment information, previous data collection, current interventions, behavioral goals/progress related to the results of the behavior of concern and the behavioral assessment, current student academic progress and attendance, and if appropriate the exit plan. The FPR must be uploaded to the reporting system and a copy located in each student's file. If it is determined that the student will no longer remain in placement, the AEDY Program will use the FPR to document the student's exit plan. It is recommended that the review include input from the LEA, AEDY Program staff, parent(s)/guardian(s), and student.*

<u>45 Day Formal Periodic Review Exit Document</u>

(PDE website) AEDY Programs must develop individualized measurable behavior goals that evidence positive behavioral interventions and approach for each student that is based on the results of the student's behavioral assessment, the reason(s) for placement in the AEDY

Program, and any supporting documentation from the LEA, in order to address the behavior(s) that prompted placement into the AEDY Program.

The FPR should reflect best-practice and utilize motivation and reinforcement. Components of evidenced based positive behavior supports include:

- *Antecedent (prevention) Strategies: Outline strategies to assist in preventing the behavior of concern from occurring and to increase the occurrence of the replacement behavior. This may include a description of environmental adjustments, or adjustments to type of content or instruction presented to the student.*

- *Replacement Behavior: Identify the behavior that will be taught to the student as a replacement to the behavior of concern. The replacement behavior should efficiently achieve the same function as the behavior of concern. Include the plan for instruction including prompts, and systematic adjustment of behavior requirements over time (based on data).*

- *Consequences (reinforcement) for when the student performs the replacement behavior: Describe specific procedures for providing reinforcement when the student performs the replacement behavior, so that the replacement behavior will be effective and efficient for the student in achieving the same function. Reinforcement should increase the likelihood that the student will continue or increase the replacement behavior. Also, include a plan for systematically thinning the reinforcement schedule over time (based on data).*

Each student must have an FPR that has clear and measurable goals. The intent of the document is to address the function of the disruptive behavior, thereby preparing students to return to the regular education setting. The AEDY Program must review the FPR with the parent and student in order to afford them the opportunity to provide input. The FPR must have signature lines for all of those providing input into the document.

The Exit team must set clear exit criteria with measurable behavioral goals within five school days of placement. The goals should be reasonably achievable by the presumptive exit date and clearly communicated to all staff who have contact with the student. Exit criteria may only address the behavior that resulted in placement.

Transitions

All students in AEDY are afforded the opportunity to transition back to regular school that is tailored to their needs. Transition periods can serve from a couple of days to a couple of weeks.

Table of Contents

- Students with IEPs must complete their transition BEFORE or ON the 45th day of AEDY placement. All students with IEPs must begin regular school, in full, the school day after the 45th day of AEDY placement.
- Students without IEPs who demonstrate progress toward behavioral goals may begin transition planning prior to the 45-day review process when determined appropriate by the AEDY team. Transition supports are individualized and designed to support successful reintegration into the regular school setting.

Post-AEDY Behaviors

Upon successful completion of the AEDY assignment and transition, all students will return to the regular school setting. Any students demonstrating subsequent behaviors in regular school, will follow these guidelines:

Level II Behaviors *(Policy 218 AR)*

- First offense - School-issued consequence; Parent meeting
- Second offense - School-issued consequence; Parent meeting; Optional AEDY placement
- Third offense - School-issued consequence; Parent meeting; AEDY placement

Level III and IV Behaviors *(Policy 218 AR)*

- First offense - School-issued consequence; Parent meeting; Optional AEDY placement
- Second offense - School-issued consequence; Parent meeting; AEDY placement

Equity and Compliance Monitoring

The Muhlenberg School District is committed to ensuring equitable access to education for all students. In accordance with Pennsylvania Department of Education (PDE) requirements, the District monitors AEDY placements for any disproportionality based on race, ethnicity, or disability status. Placement decisions are made solely on documented behaviors that meet AEDY eligibility criteria, and all data is reviewed regularly to ensure compliance with state and federal civil rights laws.

Complaint Process

Parents/guardians and students have the right to raise concerns about any aspect of the AEDY Program. Concerns should first be directed in writing to the AEDY Program Supervisor for review and resolution. If the concern is not resolved at the program level, it may be appealed to the Director of Pupil Services for further review.

If a parent/guardian or student believes that the AEDY Program is not meeting Pennsylvania Department of Education (PDE) requirements, they have the right to file a formal complaint

directly with PDE. Complaints to PDE must be submitted in writing and should clearly state the nature of the concern, any steps already taken at the local level, and the requested resolution. PDE will review the complaint in accordance with state policy and respond accordingly.

If you believe a PDE requirement has not been met, you may file a formal complaint with the Pennsylvania Department of Education:

Mail: Forum Building, 607 South Drive, Harrisburg, PA 17120
Phone: 717-783-6788
Special Education Issues: Call 1-800-879-2301 or email ConsultLine@odr-pa.org

For student enrollment concerns, email mwashington@pa.gov and RA-PDE-SchoolService@pa.gov, or call 717-787-4860.

To report educator misconduct, contact the Office of Chief Counsel at 717-787-5500 (mail to 607 South Drive, 3rd Floor, Harrisburg, PA 17120).

Table of Contents

MUHLENBERG AEDY PROGRAM

Education

The entire academic core curriculum classes at Muhlenberg AEDY is supervised and supported by PA certified teachers. Students will receive instruction in their four core academic classes: math, English, social studies, and science. Students will be placed in course work in these four core areas that will allow them to earn credits toward their high school diploma. Students may also receive instruction in living skills, social skills, physical education, and electives. Teachers can provide direct instruction, computer aided instruction, small group instruction, and some students will utilize a self paced curriculum.

Students within the Muhlenberg AEDY program will utilize the Edgenuity online learning program. The Edgenuity program can be used for a self paced curriculum, credit recovery, and/or preparation for the PSSA/Keystones. The major educational emphasis of Muhlenberg AEDY program is to provide all students with a sound educational course of study that will allow them to make normal academic progress toward graduation.

Special Education Services are provided by PA certified Special Education teachers who ensure compliance with all PA Special Education Regulations. Individual Educational Plans will be developed in conjunction with the AEDY referral and into the Transition Plan. The Transition Plan will be used to reintegrate youth back into regular school.

Grades

Academic progress is monitored throughout AEDY placement and supports student success; however, continuation of placement is based upon progress toward behavioral goals related to the reason for placement.

Behavioral Support Framework

The Muhlenberg AEDY Program incorporates evidence-based practices to support student growth and success. These include elements of School-Wide Positive Behavioral Interventions and Supports (SWPBIS), small student–staff ratios to allow for individualized attention, structured transition teams to assist students in returning to their regular school environment, and mentoring opportunities to provide ongoing guidance. These strategies are designed to promote positive behavior, build strong relationships, and help students develop skills for long-term success.

Point System

Table of Contents

The Muhlenberg AEDY program uses a five point system that is used to determine privileges and eligibility for special activities. It is also used for progress monitoring purposes. A teacher evaluates every student several times per day. The measurable criteria for the point system are as follows: TALID:

T-Task - Staying on Task. The student remains focused on the assigned work or activity without unnecessary distractions.

A-Area - Staying in Assigned Area. The student stays in the designated classroom or workspace unless given permission to move.

L-Language - Using respectful, appropriate language. The student speaks politely to peers and staff, avoiding profanity, insults, or inappropriate comments.

I-Interaction - Maintaining positive, respectful interactions. The student cooperates, works well with others, and treats everyone with respect.

D-Direction - Following directions. The student listens to and follows staff instructions the first time they are given.

Purpose

TALID is both a data collection tool and a behavior coaching framework. Staff record points based on these five areas twice daily (AM and PM). Points are used for:

- Monitoring progress toward behavioral goal
- Determining readiness for transition back to the regular school setting
- Awarding privileges or incentives through the program's Positive Behavior Intervention System (PBIS)

Attendance Policy

Students are expected to attend AEDY daily unless properly excused. Attendance concerns may be addressed through school discipline procedures, truancy processes, counseling supports, or transition planning. Continuation of AEDY placement, however, is based upon progress toward behavioral goals related to the reason for placement.

Attendance and Placement Requirements

Table of Contents

Students who are referred to the Alternative Education for Disruptive Youth (AEDY) program are expected to attend the AEDY program as assigned. Virtual, cyber, or charter school enrollment is not available as an alternative to an AEDY placement.

AEDY placements are full-time placements for the duration of the assignment. While enrolled in AEDY, students cannot participate in athletics, Career and Technical Center (CTC) programs, internships, work-based learning, or other extracurricular or outside programs. The AEDY program is designed to provide focused academic and behavioral support to help students successfully transition back to their regular school setting.

Transportation

To support student success, Muhlenberg School District provides transportation to and from the AEDY Program for all enrolled students, regardless of residence within the District. Transportation is considered part of the student's behavioral and transition support structure and helps ensure consistent access to academic instruction, counseling, and other program supports. Transportation arrangements are coordinated through the District's Transportation Department, and schedules are designed to align with AEDY start and dismissal times. Parents/guardians will be notified of pick-up and drop-off times prior to the student's first day in the program. Students are expected to be ready at the scheduled pick-up time to ensure timely arrival to the program.

Rules and Procedures

All rules of Muhlenberg School District and Muhlenberg High School must be followed, in addition to:

1. Cell phones, personal devices and all peripherals (e.g. earbuds, etc.) are not permitted during Alternative Education without the explicit permission of the teacher.
    a. Cell phones brought to Alternative Education must be turned OFF and relinquished to the teacher upon entry. Cell phones will remain OFF during the school day and returned to the student at dismissal.
2. No Head Coverings
    a. Head coverings are prohibited unless required for religious, cultural, medical, or approved educational purposes.

Searches of Students and Possessions/Lockers (Pending)

To maintain a safe and orderly learning environment, Muhlenberg School District reserves the right to conduct searches of a student's person, belongings, and personal property brought onto

school grounds or into the AEDY program when there is reasonable suspicion that a school rule or law has been violated. In addition, unannounced, routine, or periodic searches of student possessions may occur as part of the AEDY program's ongoing safety procedures.

When a student is placed in AEDY due to the possession of a weapon or unlawful item or substance, increased monitoring and more frequent searches of student possessions may occur to promote safety, accountability, and successful completion of the program. All searches will be conducted in accordance with Muhlenberg School District Board Policy and applicable state and federal law.

Table of Contents

AEDY Behavior Contract

MUHLENBERG SCHOOL DISTRICT
A.N.D.I. - Americanism, Nationalism & Democratic Initiatives
Steven C Baylor
Supervisor, Alternative Education

(610) 921-8000 x5533
FAX: (610) 921-8076
www.muhlsdk12.org

AEDY BEHAVIOR CONTRACT

Your child, _____, has been assigned to the Alternative Education for Disruptive Youth (AEDY) program of Muhlenberg School District. While in this alternative setting, he/she will be expected to follow the rules stated below for the duration of their assignment. Following the rules set forth in this Behavior Contract will support the presumptive exit date from AEDY. Not following one or more rules of this Behavior Contract will provide evidence that he/she is not ready to be placed back in a general education setting, and could extend their placement in AEDY for further support:

___ Attend daily with the exception of excused absences (e.g., illness)
___ Follow and cooperate with the assigned AEDY daily schedule (e.g., arrival, dismissal, lunch, etc.)
___ Work on and demonstrate progress on assigned Edgenuity lessons or other academics
___ Respectfully cooperate and contribute to counseling sessions designed to support student needs while in AEDY
___ Respectfully cooperate with all AEDY and school procedures, administrators, teachers and support teachers (e.g. fire drills, counseling, special education, etc.)
___ No physical altercations or threats of any kind with other students, teachers or staff
___ No verbal altercations or threats of any kind with other students, teachers or staff
___ No threats of any kind via school devices, personal devices or social media
___ No cell phone possession or use, from arrival to dismissal.
___ You will not bring, distribute or possess any items that are prohibited by MSD policy, including but not limited to weapons, illegal substances, or other unauthorized materials.
___ The signatures below indicates that these rules have been read to me and understand them:

Expected Entry Date: _____ Presumptive Exit Date: _____

Printed Student Name	Signed Student Name	Date
Printed Parent/Guardian Name	Signed Parent/Guardian Name	Date
Printed LEA Name	Signed LEA Name	Date

Table of Contents



Handbook for:

Muhlenberg School District Staff

2026-2027 AEDY

Muhlenberg School District
Reading, PA 19605

Updated: July 2026

It is the responsibility of all employees to be knowledgeable and understanding of district procedures and policies that govern the management of their employment and school.

It is the responsibility of all employees to ask any questions or gain clarification for any guidelines or procedures not directly outlined in this document.

Table of Contents

TABLE OF CONTENTS

TABLE OF CONTENTS **3**
CONTACT INFORMATION **6**
ROLES AND RESPONSIBILITIES **7**
AEDY Referral Timeline At-A-Glance **8**
CHECKLIST FOR IEP STUDENTS IN MSD AEDY **9**
Pre-Placement/Notified of potential placement 9
Additional required documents to be gathered before placement 9
Logistics 10
ROLES AND RESPONSIBILITIES **11**
AEDY Supervisor – Lori K. Morris 11
AEDY Classroom Teacher – Doug Olexy 11
AEDY Special Education Teacher – Lisa Bowersox 11
AEDY Classroom Para Support – Tyree Gibson 11
AEDY School Counselor – Jenna Pavlovich 11
Supervisor of Special Education (7–12) – Autumn Gilmore 12
Supervisor of Special Education (K-6) – Jackie Bellanca 12
Outside Placements –See Above 12
District Behavior Specialist – Courtney Knittle 12
School Psychologist 13
School Counselors 13
School Guidance Secretaries 13
School Administrators (Principals & Assistant Principals) 13
ESL/Bilingual Teachers 14
Transition Team 14
DEFINITIONS **15**
Alternative Education for Disruptive Youth (AEDY) Program 15
AEDY LEA In-house Program 15
Controlled substance 15
Disruptive Student 15
Formal Periodic Review 16
Presumptive Exit Date 16
[Dangerous] Weapon 16
REFERRAL CRITERIA **17**
AEDY Referral Packet – Required Documentation 17
Unilateral Placements 18
INFORMAL HEARINGS **20**
STUDENTS WITH SUPPORTS **21**
Special Education 21

Table of Contents

Special Education Records....21
ESL....22
PROGRAM REQUIREMENTS....24
(PDE) Days and Annual Hours of Operation....24
(MSD) Days and Annual Hours of Operation....24
(MSD) Sample Daily Schedule....25
Counseling....25
Behavioral Assessment....25
Transportation....26
45 Day Formal Period Review Meeting....26
45 Day Formal Periodic Review Exit Document....27
Transitions....28
Transition Incentives and Reintegration Supports....29
End-of-Year Placement Considerations....29
Post-AEDY Behaviors....30
Level II Behaviors (Policy 218 AR)....30
Level III and IV Behaviors (Policy 218 AR)....30
Equity and Oversight....31
Legal Foundation & Equity Principles....31
Data Collection & Disproportionality Monitoring....31
Monitoring, Site Visits & Corrective Action....32
Complaint Resolution Process....32
Local Level....32
State Level (PDE)....32
Professional Development & Staff Training....32
Accountability & Transparency....33
MUHLENBERG AEDY PROGRAM....34
Timeframe....34
Misconduct....34
AEDY Placement....37
MSD AEDY Program of Study....38
CRITICAL REMINDERS....40
Rules and Procedures....41
Behavior Contract....41
Behavioral Expectations....41
Program Expectations....41
Schedule....42
APPENDICES....43
Informal Hearing Signature Page....44
Request for Transportation....45
**NOTE - The Transportation Department must have 48 hours notice to assign a

vehicle to a student placed in AEDY. For example, notification at 11:00 am on a Monday, will not ensure transportation until Wednesday, PM..... 45
AEDY Behavior Contract..... 46
English Learner Individual Language Learning Plan (EL-ILLP)..... 47
Muhlenberg AEDY Eligibility Determination Form.....54

Table of Contents

CONTACT INFORMATION

AEDY Supervisor.....Ms. Lori K. Morris
morrisl@muhlsdk12.net

AEDY Classroom Teacher.....Mr. Doug Olexy
olexyd@muhlsdk12.net

AEDY Classroom Support.....Mr. Tyree Gibson
gibsont@muhlsdk12.net

AEDY Special Education Teacher.....Ms. Lisa Bowersox
bowersoxl@muhlsdk12.net

AEDY School Counselor.....Ms. Jenna Pavlovich
pavlovichj@muhlsdk12.net

Director of Curriculum & Instruction.....Mr. Kyle Crater
craterk@muhlsdk12.net

Supervisor of Special Education, Secondary.....Ms. Autumn Gilmore
gilmorea@muhlsdk12.net

Supervisor of Special Education, Elementary.....Ms. Jackie Bellanca
bellancaj@muhlsdk12.net

Supervisor of Related Services.....Mr. Byron Grosselfinger
grosselfingerb@muhlsdk12.net

Outside Placements.....See Above Staff Grade Levels

MSD AEDY Administrative Assistant.....Ms. Ivana Schlott
X7300

Muhlenberg Junior High School Office.....610-921-8034
Muhlenberg High School Office.....610-921-8078

Table of Contents

ROLES AND RESPONSIBILITIES

Event	Responsibility
Informal Hearing Informal Hearing Signatures	School Admin
Pre-Referral Information	School Admin
SAP Information Provided to Parent	School Admin School Counselor Social Worker
Manifestation Meeting	School Psychologist Autumn Gilmore
Pre-AEDY IEP Meeting	Jackie Bellanca/Autumn Gilmore
River Rock Placements	Jackie Bellanca/Autumn Gilmore Nicole Huntbach
Change of Placement Forms (in/out)	Student's School Counselor School Guidance Secretary
Transportation	School Admin (via FMX) Erica Brumbach
Intake Meeting	Doug Olexy Jenna Pavlovich
Formal Periodic Review (FPR) and Exit Plan	Doug Olexy Lisa Bowersox Jenna Pavlovich
Student Reflection Form (Entrance)	Jenna Pavlovich
Behavior Assessment	Courtney Knittle Melissa Cooper Jenna Pavlovich School Psychologist
Daily Attendance Running Record TALID PBIS Documentation Leader Services entry	Doug Olexy
Special Education Support	Lisa Bowersox
Student Support	Tyree Gibson

Table of Contents

ESL Teacher & Support	HS Staff
2-½ Hours/week counseling	Jenna Pavlovich
Core Academics	School Counselor Edgenuity
Exit / Transition Meeting	Transition Team: School Assistant Principal Jenna Pavlovich Doug Olexy Case Manager (if applicable) School Counselor and/or School Social Worker
Student Reflection Form (Exit)	Jenna Pavlovich
Post-AEDY IEP Meeting	Autumn Gilmore Case Manager
Merging of Grades (Edgenuity/In-Person)	School Counselor
45 Day Follow-up	Transition Team (above)

AEDY Referral Timeline At-A-Glance

1. Incident
2. OSS
3. Informal Hearing
4. MD
5. IEP
6. Intake
7. Transportation
8. Day 5
9. Day 45
10. Transition

Table of Contents

CHECKLIST FOR IEP STUDENTS IN MSD AEDY

Student: _____ Grade: _____

Date Completed:	Task:	Staff responsible:
Pre-Placement/Notified of potential placement		
	Review IEP, PBSP, determine if there have been any previous suspensions	Special Ed Supervisor
	Schedule Manifestation Determination and IEP meeting	Special Ed Supervisor
	Conduct Manifestation Determination Meeting	School Psychologist
	Hold IEP Team Meeting and revise IEP	Special Ed Supervisor
	Issue NOREP for AEDY placement	Special Ed Supervisor
	Send updated special education documents to AEDY program director	Special Ed Supervisor
	-Permission to Evaluate / Reevaluate if pending permission is in place	Special Ed Supervisor
	-Evaluation/Reevaluation Report	Special Ed Supervisor
	-IEP with signatures	Special Ed Supervisor
	-Invitation to IEP Team Meeting	Special Ed Supervisor
	-NOREP	Special Ed Supervisor
	-Manifestation Determination	Special Ed Supervisor
Additional required documents to be gathered before placement		
	-Most recent report card/transcript	Special Ed Supervisor

Table of Contents

	-Discipline records related to referral	Special Ed Supervisor
	-Current academic schedule	Special Ed Supervisor
	-PSSA/Keystone scores	Special Ed Supervisor
	-Attendance record	Special Ed Supervisor
	-Health record	Special Ed Supervisor
	-Informal Hearing Signature Form	Special Ed Supervisor
Logistics		
	Submit Transportation Request (at least 48 hours before AEDY start)	Special Ed Supervisor
	Complete Change of Placement Form and Google Enrollment form	Special Ed Supervisor
	Request AEDY flag to be added to Infinite Campus	Special Ed Supervisor
Placement		
	Complete BASC-3	School Psychologist
	Change of Enrollment/Flag	Supervisor Special Ed
	Create TALID spreadsheet	AEDY Teacher
	Review IEP (goals and SDI required)	AEDY SpEd Teacher
	Contact building case manager for input/materials	AEDY SpEd Teacher
	Contact related service staff if needed	AEDY SpEd Teacher
	Complete informal FBA	AEDY SpEd Teacher
Preparation for Return to Regular Setting		

Table of Contents

	Create Transition Plan (must occur before or on Day 45)	AEDY SpEd Teacher AEDY Counselor
	Hold Transition Plan Meeting within 5 days of Exit	Transition Team: AEDY SpEd Teacher AEDY Counselor Doug Olexy School Counselor Social Worker
	Implement Transition Plan	AEDY SpEd Teacher
	Hold IEP Team Meeting within 10 days of Exit	AEDY SpEd Teacher
	Issue NOREP for return placement	AEDY SpEd Teacher
	Contact Supervisor Change of Enrollment/Flag	Supervisor Spec Ed/Supervisor AEDY

Table of Contents

ROLES AND RESPONSIBILITIES

AEDY Supervisor – Lori K. Morris

- Oversees district AEDY operations and ensures PDE compliance.
- Reviews Leader Services applications entered by staff and submits to PDE.
- Assists in the consideration of AEDY placements.
- Assists in reviewing special education and behavioral records during AEDY placement decisions.
- Provides oversight for program quality, timelines, and regulatory requirements.

AEDY Classroom Teacher – Doug Olexy

- Receives AEDY Intake Referral forms from school administrators.
- Enters AEDY applications into the State Portal (Leader Services).
- Takes daily attendance for AEDY students.
- Maintains Running Records for each AEDY student.
- Maintains TALID PBIS points for each AEDY student.
- Tracks all AEDY timelines (suspensions, intakes, start dates, Day 5, Day 45, etc.).
- Handles enrollment updates and notifications.
- Ensures timely communication within and between departments for AEDY efficiency and compliance.

AEDY Special Education Teacher – Lisa Bowersox

- Provides special education support and specially designed instruction (SDI) for eligible students.
- Collaborates with case managers to ensure IEP alignment.
- Participates in relevant meetings (MD, IEP, ILLP, Transition, FPR).

AEDY Classroom Para Support – Tyree Gibson

- Provides instructional and behavioral support in the AEDY classroom.
- Assists with implementation of required behavior programs and interventions.

Table of Contents

AEDY School Counselor – Jenna Pavlovich

- Provides the required 2.5 hours per week of counseling for each AEDY student.
- Conducts Entrance and Exit Reflection processes.
- Coordinates Formal Periodic Reviews (FPR) and supports transition planning.
- Participates in AEDY Intake Meetings.

Supervisor of Special Education (Grades 7–12) – Autumn Gilmore

- Supports AEDY referral process for students with IEP, in grades 7-12.
- Ensures Manifestation Determination procedures occur when required.
- Supports transition planning for IEP students returning from AEDY.
- Contact Supervisor to inform of enrollment status (enter and exit).

Supervisor of Special Education (Grade 6) – Jackie Bellanca

- Supports AEDY referral processes for students with IEP, in grade 6.
- Ensures Manifestation Determination procedures occur when required.
- Ensures proper IEP documentation and compliance for Grade 6 AEDY candidates.
- Contact Supervisor to inform of enrollment status (enter and exit).

Outside Placements –Jackie Bellanca/Autumn Gilmore

- Oversees River Rock (Amity/Spring Township) outside AEDY placements.
- Ensures proper transfer of records to outside AEDY providers.
- Ensures evaluations, FBA, PBSP, and related-services documentation are included when applicable.
- Schedules or assists with scheduling Manifestation Determination meetings, IEP meetings, and Expulsion Waiver meetings.
- Ensures Pre-AEDY IEP meeting compliance.

District Behavior Specialist – Courtney Knittle & Melissa Cooper

- Provides behavior-related expertise during referral, intake, and review.
- Supports alignment of behavior plans and interventions with AEDY requirements.

Table of Contents

- Assists with FBA/PBSP development and behavioral monitoring.

School Psychologist

- Completes and summarizes behavioral assessments (including BASC).
- Participates in Manifestation Determination meetings.
- Supports development and revision of FBA and PBSP documents.

School Counselors

- Prepare academic schedules and assign Edgenuity coursework.
- Attend and conduct exit / transition meetings before return
- Submit Change of Placement forms.
- Participate in AEDY Intake and Transition meetings.
- Merge grades upon student return to regular education
- Ensure SAP and administrative intervention documentation is complete.
- Monitor reentry for 45 school days post-exit.

School Social Worker

- Attend Exit / Transition meetings
- Help develop reintegration plan and 45-day follow-up to regular education
- Support transition planning and follow-up monitoring
- Monitor post-AEDY transition and follow-up

School Guidance Secretaries

- Update Infinite Campus to reflect AEDY placement and enrollment status.
- Process clerical components of placement and referral documentation.

School Administrators (Principals & Assistant Principals)

- Conduct Informal Hearings and issue written suspension notices.

Table of Contents

- Ensure interventions were attempted and documented prior to AEDY referral.
- Participate in AEDY Intake Meetings, FPRs, and Transition Meetings.
- Provide parents with communication in their preferred language.

ESL/Bilingual Teachers

- Develop and maintain EL-ILLP for AEDY students.
- Deliver ELD instruction per PDE requirements.
- Provide accommodations and EL supports within AEDY.

Transition Team

(Assistant Principal, Counselor, Social Workers, Special Education Staff, AEDY Staff, Behavior Specialist, as needed)

- Develop and implement Exit/Transition Plans.
- Monitor students for 45 school days after exiting AEDY.
- Adjust supports based on academic, behavioral, or attendance needs.

DEFINITIONS

Alternative Education for Disruptive Youth (AEDY) Program
A program approved by the Pennsylvania Department of Education (PDE) that is designed to provide a temporary placement for disruptive students in grades 6 through 12. Students placed in an AEDY Program continue to make academic progress towards graduation and work to remedy disruptive behavior through counseling and other behavioral interventions. AEDY placements are used only as a last resort, after all other behavioral interventions have failed to remedy the student's disruptive behavior(s). (PDE website)

AEDY LEA In-house Program
A PDE-approved AEDY Program operated by an LEA or LEAs (including vocational/technical schools, charter schools or intermediate units) designed to provide a sound educational course of study and counseling for disruptive students who are removed from the regular education setting. (PDE website)

Controlled substance
A drug or other substances as defined in the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §780-104) or as identified under schedules I, II, III, IV or V of the Controlled Substances Act (21 U.S.C. § 812(c)). (PDE website)

Disruptive Student
As defined by the Public School Code (24 P.S. § 19-1901-C(5)), a student in grades 6 through 12:

- *who poses a clear threat to the safety and welfare of other students or the school staff; or*
- *who creates an unsafe school environment; or*
- *whose behavior materially interferes with the learning of other students or disrupts the overall educational process.*

Additionally, the student must exhibit to a marked degree any or all of the following conditions:

1. *Disregard for school authority, including persistent violation of school policy and rules.*
2. *Display or use of controlled substances on school property or during school-affiliated activities.*

3. *Violent or threatening behavior on school property or during school-affiliated activities.*
4. *Possession of a weapon on school property, as defined by the Crimes Code at 18 Pa.C.S. § 912 (relating to possession of weapon on school property).*
5. *Commission of a criminal act on school property or during school-affiliated activities.*
6. *Misconduct that would merit suspension or expulsion under school policy.* (PDE website)

Formal Periodic Review

AEDY LEA In-house and Private Provider Programs are required to conduct formal periodic reviews of every student placed in an AEDY Program. This review must occur, at a minimum, prior to the Presumptive Exit Date that the student is in the AEDY Program. The purpose of this review is to determine whether the student is ready to transition back to the regular education setting. (24 P.S. § 19-1901-C)(1)). (PDE website)

Presumptive Exit Date

PDE has established a 45-day presumptive exit date to ensure that students do not remain in placement beyond 45 days without a review of progress and a deliberate decision for continuation in the program. Students meeting behavioral goals should transition back to the regular education setting, and students not meeting behavioral goals may remain in the AEDY Program with their progress reviewed prior to the second Presumptive Exit Date. (PDE website)

[Dangerous] Weapon

"Weapon" is defined by the Crimes Code at 18 Pa.C.S. § 912 (relating to possession of weapon on school property). (PDE website)

When local policy and other resources fail to help define what a "dangerous weapon" is, the definition below is the final say for PDE AEDY:

"(2) The term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length."

This definition comes from the federal level 18 USC 930:

https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title18-section930&num=0&edition=prelim

Table of Contents

REFERRAL CRITERIA

24 P.S. § 19-1902-C(5) provides that an AEDY Program may only be used when all other established methods of intervention and/or discipline have been exhausted. Further, students placed in AEDY are limited only to those students who:

- *Pose a clear threat to the safety and welfare of other students or the school staff; or*
- *Create an unsafe school environment; or*
- *Whose behavior materially interferes with the learning of other students or disrupts the overall educational process.*

AND

- *Exhibit to a marked degree any or all of the following six criteria for placement:*
- *Disregard for school authority, including persistent violation of school policy and rules.*
- *Display or use of controlled substances on school property or during school-affiliated activities.*
- *Violent or threatening behavior on school property or during school-affiliated activities.*
- *Possession of a weapon on school property, as defined by the Crimes Code at 18 Pa.C.S. § 912 (relating to possession of weapon on school property).*
- *Commission of a criminal act on school property or during school-affiliated activities.*
- *Misconduct that would merit suspension or expulsion under school policy.*

AEDY Referral Packet – Required Documentation

Prior to scheduling an AEDY Intake Meeting, the referring school administrator must submit a complete AEDY Referral Packet. Referrals will not move forward until all required documentation is received and reviewed.

The AEDY Referral Packet must include the following:

- Student Name and Identifying Information Bio Sheet from IC
- Informal Hearing Signature Page with Date and Time of Both the Meeting and Parent Contact
- Student Behavior / Incident Documentation leading to AEDY referral

Table of Contents

- Past Incident report(s) describing prior Behaviors of the School Year
- AEDY Eligibility Form signed by Supervisor of Special Ed. and/or Principal
- Student Attendance Record including latest SAIP if Habitually Truant
- Student Academic Report (Most Current)
- Transcript (if applicable)

All referral documentation must demonstrate that less restrictive interventions were attempted and documented prior to referral, in accordance with 24 P.S. § 19-1902-C(5).

An isolated behavioral incident, absent evidence of prior interventions, escalation, repeated misconduct, or ongoing disruption, may not independently support AEDY placement. Placement determinations will be individualized and based on the totality of student data, interventions, and safety considerations.

Submission of an AEDY Referral Packet does not constitute approval for placement. Placement decisions remain contingent upon completion of required due-process procedures, review by the AEDY team, and compliance with all applicable PDE regulations.

Unilateral Placements

Muhlenberg School District may utilize a unilateral interim alternative educational placement of up to 45 school days, in accordance with IDEA, PDE regulations, and Board policy, when one or more of the following behaviors occur:

1. A student brings a weapon to school
2. A student possesses, uses or distributes illegal drugs
3. A student causes serious bodily injury to a staff member

*If a student with an IEP is moved to AEDY because they brought a weapon to school, had or used illegal drugs, or seriously injured someone, the law says this type of move can only last up to 45 school days.

- The student **must** return to their regular school by the 45th school day at the latest.
- This deadline **cannot** be extended.
- A new 45-day placement can only happen if there's a **new incident** that meets the same serious criteria.

Table of Contents

*If a student's behavior is a manifestation of their disability:

- When behavior is determined to be a manifestation of disability, the IEP team will prioritize review of behavioral supports, placement appropriateness, safety considerations, and transition planning. The District will consider the educational benefit and appropriateness of any proposed placement change, particularly near the conclusion of a school term.

Table of Contents

INFORMAL HEARINGS

(PDE website) Before a student is placed in an AEDY Program, the student must be provided with an informal hearing in accordance with the 22 Pa. Code § 12.8(c). The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being disciplined and to determine whether or not the student should be disciplined.

The following requirements must be observed and documented through the AEDY Student Referral Process and must be available for review during site visits conducted by the PDE AEDY Team:

1. A student suspended from school for more than (3) days must be afforded their Due Process rights in the form of an informal hearing with school administration, parent/guardian, witnesses, etc. The informal hearing must be conducted within five days of the initial suspension date.
2. *Documented notification (Date and time must be recorded) of the specific reasons for the removal from the regular education setting must be provided in writing to the parents or guardians and the student;*
3. *Sufficient notice of the time and place of the informal hearing must be given;*
4. *A student has the right to question any witnesses present at the hearing;*
5. *A student has the right to speak to and produce witnesses on his or her own behalf; and*
6. *The school entity shall offer to hold the informal hearing prior to placement in the AEDY Program. If the student's presence in the regular education setting poses a continuing danger to persons or property or provides an ongoing disruption of the academic process, immediate placement in the approved AEDY program may occur with the informal hearing to follow. The exception is generally discouraged and should be limited only to the most serious, ongoing infractions*

In rare and documented cases where the student's continued presence in the regular education setting poses an immediate danger to persons or property, the student may be placed in AEDY prior to an informal hearing. Such exceptions will be clearly documented, and the informal hearing will be held at the earliest possible opportunity, in accordance with 22 Pa. Code § 12.8(c).

Table of Contents

STUDENTS WITH SUPPORTS

Special Education

(PDE website) AEDY Programs must comply with all applicable federal and state laws and regulations pertaining to the education of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504, and the American with Disabilities Act. The sending LEA is responsible for ensuring that students with disabilities within AEDY Programs receive a free and appropriate public education (FAPE).

A student may not be removed to an AEDY Program if their behavior is a manifestation of their disability with the exception of the circumstances listed in 34 C.F.R. § 300.530(g) or § 300.532(b)(2)(ii), or when the student's parent and LEA agree to the change in educational placement pursuant to 34 C.F.R. § 300.530(f)(2). For all students eligible under IDEA and Section 504, the LEA must conduct and document a manifestation determination prior to a disciplinary change in educational placement. For circumstances listed in 34 C.F.R. § 300.530(g), the LEA must conduct and document a manifestation determination within 10 days of the decision to change the educational placement. A copy of a recommended Manifestation Determination Worksheet is available on the Pennsylvania Training and Technical Assistance (PaTTAN) website at www.pattan.netOpens In A New Window, keyword "Manifestation Determination Worksheet."

Special Education Records

(PDE website) The following documents must be forwarded to the AEDY Program when a special education student is placed:

1. *Permission to Evaluate, Permission to Reevaluate or Agreement to Waive Reevaluation – with signatures.*
2. *Evaluation Report or Reevaluation Report – with evaluator signatures for SLD students and list of evaluators for other disabilities.*
3. *Invitation to Participate in the Individualized Education Program (IEP) Team Meeting Or Other Meeting – with signatures.*
4. *Individualized Education Program (IEP) – with signatures.*
5. *Notice of Recommended Educational Placement (NOREP) – with signatures.*
6. *Functional Behavior Assessment (FBA), if available.*
7. *Positive Behavior Support Plan (PBSP), if available.*

Table of Contents

8. *Manifestation Determination.*

ESL

(PDE website) The education of students whose dominant language is not English is the responsibility of the LEA. Regulations require the LEA to provide a program for every student who is an English Learner (EL). 22 Pa. Code § 4.26.

The sending LEA maintains the ultimate responsibility for ensuring that EL students in AEDY Programs receive EL services and education that conforms to federal and state law.

AEDY Programs must comply with all applicable federal and state laws and regulations pertaining to the education of students identified as EL. ELs are entitled to equal access to the general education curriculum via modifications and adaptations to and accommodations for instruction and assessments as well as planned instruction in English language development. Beginning on July 1, 2019, LEAs must certify to PDE in the online application that ELs in AEDY Programs are provided with services in accordance with federal and state laws and regulations.

When an EL is educated in an AEDY Program, he/she must:

1. *Receive a 45-day Presumptive Exit Date,*
2. *Receive planned English language development instruction by a certified ESL/Bilingual Education teacher (Program Specialist ESL Certification), and*
3. *Receive adaptations/modifications in the delivery of content instruction and assessments by all teachers based on the student's language proficiency levels and the Pennsylvania English Language Development Standards (PA ELDS) Framework for ELs as well as the Pennsylvania Academic Standards.*

When an EL is educated in an AEDY Program, the sending LEA must:

1. *Provide PDE with a copy of their EL Service Plan if the AEDY Program is providing the EL instruction.*
2. *LEAs are responsible to ensure AEDY Programs have plans that give due consideration to the following requirements and program recommendations.*

3. *Ensure that parents/guardians are provided with translation and interpretation services.*

When an EL is educated in an AEDY Program, the provider must:

1. *Provide PDE with a copy of their individual EL Service Plan if they are providing the EL instruction.*
2. *Ensure that parents/guardians are provided with translation and interpretation services.*
3. *All parent/guardian communications will be provided in the parent's preferred language.*

PROGRAM REQUIREMENTS

(PDE) Days and Annual Hours of Operation

(PDE website) AEDY Programs must operate five days per week, at least 180 school days per year, and provide a minimum of 990 hours of instruction per year or 27.5 hours per week. Program applications that do not satisfy the following requirements will not be accepted by the online system. In the event a program cannot meet the requirements, you must contact the AEDY Office.

The required 990 hours must include at least:

- *20 hours of academic instruction including:*
  - *Math*
  - *Science*
  - *Social studies*
  - *English/Language Arts*
  - *Health or Life Skills*
- *2.5 hours of counseling.*
- *Electives (Effective 2019/20 School Year).*
- *Note: Electives must be offered within the AEDY Program.*
- *Implementation of an evidence-based behavior modification program.*

PDE recommends that AEDY Programs maintain the same schedule and hours of operation as the regular education setting. By aligning AEDY Program and LEA hours, AEDY students are able to transition back to the regular education setting in an efficient manner.

(MSD) Days and Annual Hours of Operation

- Start time is 8:00 AM
  - Breakfast is 8:00 AM. Breakfast will not be served after 8:15 AM.
  - Lunch 11:40-12:20 PM
  - No outside food or drink permitted unless permission and approved by a doctor's note.
- Dismissal time is 2:20 PM
- Students will work on the program's daily progress rate. They will be working on online courses in curricular areas that match up with the curriculum of the Muhlenberg School District. Students will work on their behavior goals with AEDY team members.

Table of Contents

(MSD) Sample Daily Schedule

8:00 AM - Arrival and Breakfast
8:20 AM - Edgenuity
11:00 AM - Lunch
11:30 AM - Edgenuity
1:00 PM - Guidance Counseling
1:30 PM - Edgenuity
2:20 PM - Dismissal

Counseling

AEDY Programs must provide at least 2.5 hours per week of counseling for every student. Counseling may be delivered in individual or group sessions.

1. *The purpose of counseling is to remediate the behavior(s) that caused the placement in the AEDY Program and to help the student to transition back to the regular setting.*
2. *The 2.5 hours of counseling per week must be provided in addition to the required hours of academic instruction. It is recommended that the 2.5 hours of weekly counseling take place in a small group or individual format.*
3. *AEDY LEA In-house Programs and AEDY Private Provider Programs are responsible for maintaining an up-to-date counseling record. The counseling record should include, at a minimum, student attendance, group topics, name of the counselor leading the group, the date, and the start and stop times of the group session.*
4. *As of July 1, 2019, individuals delivering counseling services must hold one of the following credentials and should have experience in providing services to students in the appropriate age range: certified school counselor, certified school psychologist, certified school social worker, certified drug and alcohol counselor (as appropriate), licensed social worker, licensed clinical social worker, licensed professional counselor, certified/licensed therapist, licensed psychologist or psychiatrist.*

Behavioral Assessment

(PDE website) AEDY Programs are required to assess each student at the time of placement and at the end of each 45-day period following placement. The

behavioral assessment must be completed within the first five school days of attendance in the AEDY Program. Behavioral assessment tools are used to not only identify areas in which the student is experiencing difficulties and set goals, but also to measure and document student success towards behavioral goal attainment. If the sending LEA of a student with a disability has recently (within 60 days) completed an FBA, it should be used in conjunction with the behavioral assessment.

AEDY Programs are required to administer a behavioral assessment upon entry of each student into the AEDY Program. Information gathered through this assessment, in addition to the student's reason for placement and other input, must be used to develop the student's behavioral goals. This assessment may be used to measure and document student success towards behavioral goals.

Transportation

For the additional support and intervention for their success, transportation is part of a student's behavioral and transition support structure while placed in AEDY. Transportation is assigned regardless of residence. The District may implement individualized transportation expectations, assigned seating, alternative loading/unloading procedures, or transition-related transportation adjustments when necessary to support student safety and successful reintegration.

45 Day Formal Period Review Meeting

1. *A new behavioral assessment will be conducted at each 45-day review to track progress.*
2. *If behavioral goals have been met, an FPR meeting must be conducted within one week, regardless of the timing associated with the end of the semester. During the FPR meeting, an exit/transition plan must be created to return the student to the regular education setting (See "Formal Periodic Review" below for additional information about this process.).*
3. *If behavioral goals have not been met, the LEA must justify continued placement in the AEDY Program, thereby triggering a new 45-day Presumptive Exit Date.*

Prior to the 45th day of a student's Presumptive Exit Date, the LEA must consult with the AEDY Program working with the student to review the student's progress toward meeting behavioral goals.

Table of Contents

1. *The ultimate goal of AEDY Programs is to assist students in addressing disruptive behaviors so they may successfully return to the regular education setting. Students' readiness to return to the regular education setting is determined by their ability to meet behavioral goals. All AEDY Programs must have a formal documented process for periodic review and evaluation of each student's behavioral goals. The purpose of a formal periodic review is to determine the readiness for return to the regular classroom setting.*

2. *The review team should consist of the AEDY Program's administrators, teachers, counselors, parent(s), students and a representative from the sending LEA's school administration. In addition, the parent or student may invite other(s) to take part in this process.*

3. *The FPR must include an evaluation of the student's behavioral progress and may include a review of the student's academics and attendance in the AEDY Program. As mentioned above, students' readiness to return to the regular education setting is determined by their ability to meet behavioral goals. A student cannot remain in placement for lack of academic progress or lack of attendance. If a student has met behavioral goals, the FPR is developed to support and facilitate return to the regular education setting. Each student's behavior, academic, attendance, and/or other needs should be considered when developing an appropriate exit plan. If a student has not met behavioral goals, the FPR must justify continued placement in the AEDY Program, thereby beginning a new 45-day Presumptive Exit Date.*

4. *All AEDY Programs are required to document and maintain all information discussed at the FPR meeting. The AEDY Program must develop and implement FPR that documents: the student demographic information, the date and time of review, names and signatures of all in attendance at the review, behavioral assessment information, previous data collection, current interventions, behavioral goals/progress related to the results of the behavior of concern and the behavioral assessment, current student academic progress and attendance, and if appropriate the exit plan. The FPR must be uploaded to the reporting system and a copy located in each student's file. If it is determined that the student will no longer remain in placement, the AEDY Program will use the FPR to document the student's exit plan. It is recommended that the review include input from the LEA, AEDY Program staff, parent(s)/guardian(s), and student.*

45 Day Formal Periodic Review Exit Document

(PDE website) AEDY Programs must develop individualized measurable behavior goals that evidence positive behavioral interventions and approach for each student that is based on the results of the student's behavioral assessment, the reason(s) for placement in the AEDY Program, and any supporting documentation from the LEA, in order to address the behavior(s) that prompted placement into the AEDY Program.

The FPR should reflect best-practice and utilize motivation and reinforcement. Components of evidenced based positive behavior supports include:

- *Antecedent (prevention) Strategies: Outline strategies to assist in preventing the behavior of concern from occurring and to increase the occurrence of the replacement behavior. This may include a description of environmental adjustments, or adjustments to type of content or instruction presented to the student.*

- *Replacement Behavior: Identify the behavior that will be taught to the student as a replacement to the behavior of concern. The replacement behavior should efficiently achieve the same function as the behavior of concern. Include the plan for instruction including prompts, and systematic adjustment of behavior requirements over time (based on data).*

- *Consequences (reinforcement) for when the student performs the replacement behavior: Describe specific procedures for providing reinforcement when the student performs the replacement behavior, so that the replacement behavior will be effective and efficient for the student in achieving the same function. Reinforcement should increase the likelihood that the student will continue or increase the replacement behavior. Also, include a plan for systematically thinning the reinforcement schedule over time (based on data).*

Each student must have an FPR that has clear and measurable goals. The intent of the document is to address the function of the disruptive behavior, thereby preparing students to return to the regular education setting. The AEDY Program must review the FPR with the parent and student in order to afford them the opportunity to provide input. The FPR must have signature lines for all of those providing input into the document.

Table of Contents

The Exit team must set clear exit criteria with measurable behavioral goals within five school days of placement. The goals should be reasonably achievable by the presumptive exit date and clearly communicated to all staff who have contact with the student. Exit criteria may only address the behavior that resulted in placement.

Transitions

All students in AEDY are afforded the opportunity to transition back to regular school that is tailored to their needs. Transition periods can serve from a couple of days to a couple of weeks.

The transition team will monitor returning students for at least 45 school days to ensure successful reintegration.

Transition Incentives and Reintegration Supports

As students demonstrate progress toward behavioral goals, the transition team may implement individualized reintegration supports designed to assist successful return to the traditional school setting. These supports may include, but are not limited to:

• Modified schedules
• Participation in traditional school dismissal procedures
• Transportation adjustments
• Gradual reintegration into regular education settings
• Restored participation in approved school activities
• Structured check-in/check-out procedures
• Increased counseling or mentoring supports

All transition supports and incentives must be connected to documented behavioral progress and individualized student needs.

- Students with IEPs must complete their transition BEFORE or ON the 45th day of AEDY placement. All students with IEPs must begin regular school, in full, the school day after the 45th day of AEDY placement.
    - Important for IEP Students: In accordance with 34 C.F.R. § 300.530(g), when a student with an IEP is placed in AEDY due to possession of a weapon, possession or use of illegal drugs, or infliction of serious bodily injury, the placement cannot exceed 45

school days. The student's transition back to the regular education setting must be completed on or before the 45th school day. This deadline is a hard stop and may not be extended for behavioral, academic, or attendance concerns. A new 45-day placement may only occur if there is a new qualifying incident.

- Students without IEPs. All students, regardless of IEP status, who meet their behavioral goals before the 45th day will be considered for an earlier transition back to the regular education setting, in accordance with PDE's presumptive exit guidelines.

End-of-Year Placement Considerations

When reviewing student placement near the conclusion of a marking period, semester, or school year, the District will consider the remaining instructional days, student safety, behavioral progress, manifestation determination outcomes (if applicable), and the educational value of any proposed placement change. Transition-focused supports and reintegration planning may be prioritized when appropriate.

With the exception of expulsion agreements or other legally authorized placements, there is no guarantee that an AEDY placement will automatically continue into the following school year. All students will participate in an IEP meeting and/or Formal Periodic Review (FPR) meeting prior to the conclusion of the school year to determine the most appropriate placement, supports, services, and transition needs for the upcoming school year.

Post-AEDY Behaviors

Re-entry into AEDY following a return to the regular education setting will only occur if (a) the behavior meets PDE's disruptive student criteria, (b) all other interventions have been attempted and documented, and (c) the placement is deemed a last resort.

Level II Behaviors *(Policy 218 AR)*

- First offense - School-issued consequence; Parent meeting
- Second offense - School-issued consequence; Parent meeting; Optional AEDY placement
- Third offense - School-issued consequence; Parent meeting; AEDY placement

Level III and IV Behaviors *(Policy 218 AR)*

- First offense - School-issued consequence; Parent meeting; Optional AEDY placement
- Second offense - School-issued consequence; Parent meeting; AEDY placement

Table of Contents

Equity and Oversight

Legal Foundation & Equity Principles

The Muhlenberg School District AEDY Program operates in compliance with all applicable state and federal civil rights laws, including:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act (ADA)
- Individuals with Disabilities Education Act (IDEA)
- Every Student Succeeds Act (ESSA)

We are committed to ensuring that **no student** is referred to, placed in, or retained in AEDY based on disability, race, color, national origin, English proficiency, gender, religion, sexual orientation, or any other protected category. AEDY placement decisions will be based solely on **documented behavior criteria** outlined in PDE regulations, after all other interventions have been attempted.

Data Collection & Disproportionality Monitoring

- The District will collect, track, and analyze AEDY placement data at least quarterly, including disaggregated data by:
    - Race/ethnicity
    - Disability status
    - English learner status
    - Gender
    - Age/grade level
    - Reason for referral

- This analysis will be compared to district-wide enrollment demographics to identify any disproportionate placement trends.
- If disproportionate patterns are identified, the District will:

    - Investigate the underlying causes.
    - Develop a Corrective Action Plan in collaboration with PDE.
    - Implement targeted professional development for staff on equitable discipline practices and culturally responsive behavioral supports.

Table of Contents

Monitoring, Site Visits & Corrective Action

- The District will cooperate fully with PDE's cyclical monitoring and site visits, which may include document reviews, stakeholder interviews, and observation of AEDY operations.
- PDE and/or PaTTAN staff may request:
    - Student files, including behavioral assessments, counseling records, and progress monitoring data.
    - Documentation of interventions attempted before referral.
    - Special education and EL service plans.
- If PDE identifies compliance concerns, the District will implement a Corrective Action Plan within the timeline set by PDE.
- Persistent non-compliance may result in the revocation of AEDY program approval.

Complaint Resolution Process

Local Level

1. Any student, parent/guardian, or staff member who believes a placement decision or AEDY practice is discriminatory or violates PDE rules should first submit a written complaint to the AEDY Supervisor or Director of Pupil Services.
2. The District will investigate and respond in writing within 10 school days.
3. If the complaint involves an immediate risk to student rights, interim measures will be taken pending resolution.

State Level (PDE)

If the complainant is not satisfied with the local resolution:

- A complaint may be submitted directly to PDE using the **AEDY Complaint Form** available on PDE's website.
- PDE will review the complaint, request documentation from the District, and issue findings.
- If non-compliance is found, PDE may require immediate corrective action.

Table of Contents

Note: This process does not replace other legal remedies available under IDEA, Section 504, or civil rights laws.

Professional Development & Staff Training

- All AEDY staff and referring school staff will receive **annual training** on:
    - Equity in disciplinary decision-making.
    - Culturally responsive and trauma-informed practices.
    - Legal protections for students with disabilities and English learners.
    - PDE AEDY rules and updates.
- Training completion will be documented and retained in the AEDY program records.

Accountability & Transparency

The District will maintain and make available, upon request, an AEDY Equity & Compliance Report summarizing placement data trends, steps taken to address disproportionality, and any PDE findings and resolutions. The District may also publish this report annually on its website.

MUHLENBERG AEDY PROGRAM

Timeframe

DAY ONE

Misconduct

1. Student demonstrates misbehavior of:
    a. Disregard for School Authority, including persistent violation of school policy and rules.
    b. Display of or use of controlled substances on school property or during school affiliated activities.
    c. Violent or threatening behavior on school property or during school-affiliated activities.
    d. Possession of a weapon on school property, as defined by PA School Code.
    e. Commission of a criminal act on school property or during school-affiliated activities.
    f. Misconduct that would merit suspension or expulsion under school policy.
2. The student is initially suspended from school (e.g., 3 days OSS with possible extension).
    a. Get all written statements from any student prior to exiting for suspension
    b. All parents must have a written statement (Suspension Letter) in-hand explaining why their child is being suspended prior to any suspension (FAPE).
3. Does the student have an IEP?
    a. Yes–Notify Special Education Department (?????)
        i. Special Education schedules a Manifestation Determination meeting…
            1. Manifestation of disability = The IEP team must review whether AEDY placement is legally permissible and educationally appropriate under IDEA, PDE regulations, and the student's behavioral and safety needs.
                a. UNLESS parent agrees or unilateral
            2. NOT a manifestation of disability–Continue.

Table of Contents

4. Does the student have a Behavior Plan?
    a. Was it followed?
    b. All AEDY referrals must include complete documentation of the interventions attempted prior to placement, as required by PDE. This includes administrative actions, guidance interventions, and SAP referrals, with dates and outcomes clearly recorded.
5. Does behavior warrant expulsion?
    a. Yes–Notify Superintendent's office; provide with **Expulsion Checklist**
    b. No–proceed with approval for AEDY
6. Enter accurate behavior referral into Infinite Campus

DAY TWO & THREE

7. Prepare for AEDY…
    a. Notify Baylor and Flowers of pending AEDY intake
    b. Notify Supervisor of Special Education (if applicable)
    c. (first) Schedule Informal Hearing (Document date and time parent was contacted–required by PDE)
        i. student, parent and LEA
        ii. Retain a copy of Informal Hearing Signature page for meeting (required by PDE)
        iii. Retain SAP information to provide to parent
    d. (second) Schedule Manifestation Determination meeting if an IEP student (required by PDE)
    e. (third) Schedule an IEP meeting
    f. Is the Student an ELL?
        i. Yes–contact current ESL teacher to complete an ILLP form
    g. Does the student receive any other school services or supports?
        i. Yes–contact them
    h. Completion of the AEDY Referral Packet is required prior to scheduling an AEDY Intake Meeting. Submit AEDY Referral Packet to Mr. Rob Flowers.
8. If student is recommended for expulsion, Schedule an Expulsion Waiver Meeting

Table of Contents

a. Any student being expelled has a right to a formal hearing with the Board of Directors. Parents can waive their right to a formal hearing by signing an *Expulsion Waiver*
b. Retain Expulsion Waiver from Superintendent's office for the meeting

9. Flowers schedules an AEDY Intake Meeting
    a. Participants: LEA, student, parent, school counselor, Mr. Flowers, and Ms. Pavlovich
10. Determine the LOCATION of AEDY Placement: (a) MSD, (b) River Rock–Amity, (c) River Rock–Spring Twp
    a. This can be discussed with Baylor and Special Education

DAY FOUR

11. Conduct Informal Hearing (Due Process)
    a. Participants: School administrator, parent(s), student
        i. Collect signed "*Informal Hearing Signature Page*"
    b. Give parents and student opportunity to provide their perspective or explanation
    c. Distribute any extension to suspension assigned.
        i. Consider severity of behavior and days needed for AEDY placement
12. Conduct Expulsion Waiver meeting (if applicable)
13. Conduct Manifestation Determination meeting (if IEP student)
    a. Was the behavior a manifestation of the student's disability?
        i. No–Proceed
        ii. Yes–Does the parent also agree to an AEDY placement?
            1. Yes–proceed.
            2. No–No AEDY placement (unless unilateral placement)
14. Conduct IEP meeting (if IEP student)
15. Submit a Transportation Request to Erica Brumbach (Transportation)
    a. All AEDY students are transported regardless of residence
16. The referring school administrator and/or designated LEA representative begins completion of the AEDY Intake Request form in Leader Services and supporting documentation.

DURING REMAINDER OF SUSPENSION

17. Conduct AEDY Intake meeting w/Flowers at MHS
    a. Participants: Morris, Bowersox, Flowers, Pavlovich, School administrator, Student's Counselor
    b. Explain program
    c. Sign MSD AEDY Behavior Contract
    d. Counselor discusses goal setting, etc.

(*SAMPLE*) AEDY Intake Meeting Checklist

- Schedule Date & Time (AEDY Program Staff)
    - Invite:
        - Parent, guardian, student
        - All AEDY staff
        - School LEA (Michelle Weaver, JH or Nicole McGowan, HS)
        - Jenna Pavlovich
        - Student's School Counselor
        - Student's School Social Worker
- Confirm Preferred language is spoken and/or translated
- Introductions (MSD Staff & Student Family)
- Review of behavior leading to AEDY placement
- Summary of interventions and rationale documented in AEDY referral file
- Explanation for placement in MSD AEDY
- Review of AEDY Student Handbook & Program Staff
- Review of Student & Family Rights in the MSD AEDY Program (family signs and returns)
- Review of AEDY Behavior Contract (family signs and returns)
- Review of Student Transportation
- Review of Classroom Expectations
    - Student Schedule
    - Student Seat #
    - Student TALID System
- Review of FPR process and criteria for transition and exit
    - Review Individual Program Goals (Behavior, Academic, Attendance, TALID)
    - Expected Start Date: _____ Predicted Exit Date: _____
- Review of AEDY Complaint Form
- AEDY Intake Meeting Signatures
- Questions

Table of Contents

18. Flowers receives AEDY Intake Referral form from school administrator
19. Flowers enters application into State Portal (Leader Services)
20. Baylor reviews and submits application to PDE
21. School Counselor prepares Edgenuity courses for student
22. School Counselor prepares Change of Placement form.
23. School Guidance Secretary changes information in Infinite Campus
24. School Administrator sends a request for transportation to Erica Brumbach

CONCLUSION OF SUSPENSION

AEDY Placement

1. Prepare Supports
    a. Special Ed
    b. ESL
    c. Counseling
    d. SAP
    e. Transportation

DAY ONE - AEDY

1. Student Begins AEDY Program
    a. Review daily schedule
    b. Review rules and procedures
2. Attendance is taken by AEDY assistant (or Mr. Flowers)
3. A Running Record of notes is created for each individual student and maintained by AEDY staff
4. Exit Criteria Meeting conducted within five (5) days of AEDY Start date
5. FORMAL PERIODIC REVIEW scheduled prior to Day 45
    a. Establish date and schedule meeting

Table of Contents

DAY FORTY-FIVE - AEDY

MSD AEDY Program of Study

1. Edgenuity is an online education program that students will be working on while in AEDY.
2. Math, Science, Language Arts, Social Studies, Health, Life Skills, and Phys Ed will be the primary courses of study.
3. Instructional minutes for each core subject will be recorded daily for every student.
4. Courses are set up in a semester time frame giving students 45 days to show progress in courses. Students will make daily progress on their behavior goals as well.
5. Students will have access to three teachers in the program with them:
    a. General Education
    b. Special Education
    c. English Language Learner
6. Counseling will be scheduled and delivered to ensure a minimum of 2.5 hours per week for every AEDY student, in addition to academic instruction. Each session will have documented start and stop times, counselor credentials, attendance, and topics covered, in compliance with PDE AEDY regulations.
7. Consultation with District Behavioral Specialist.
8. Students will have a 45 Day Review.
9. 3 Keys in the Program:
    a. Behavior
    b. Counseling Participation
    c. Academic Engagement
10. Progress Reports (Daily and Weekly Progress Reports are kept by staff and reported on Fridays to parents).
11. Students will reflect on their daily progress while in the program.
12. Students complete BASC3 self-report to assist with behavior goals.
13. Restrictions - Students may NOT attend after school functions while in AEDY, which include:
    a. Sporting Events
    b. Dances
    c. Concerts

Table of Contents

d. Students must immediately leave school grounds at 2:15 PM and return only for school the next day at 7:45 AM.
e. Students have separate entrance and exit from general education students.
f. Students do not attend classes with general education students except for transition plans.

14. Parent Survey
    a. Surveys will be given to parents at intake meetings for optimal completion and feedback.

CRITICAL REMINDERS

1. ___ An accurate, descriptive behavior referral must be entered into Infinite Campus
2. ___ Document that less restrictive interventions were implemented and failed.
3. ___ Parent/Guardian must receive written Suspension Letter (document date and time)
4. ___ Appropriate Out of School suspensions commence
5. ___ Contact:
    a. Supervisor or Director of Special Education (if applicable)
    b. Baylor, Olexy, School Social Worker, student's counselor, Supervisor of SpEd
    c. Superintendent's office (if possible expulsion)
6. ___ Complete AEDY Referral Packet submitted prior to intake Scheduling
7. ___ Meetings that must occur in order:
    a. Informal Hearing
    b. Manifestation Determination
    c. Expulsion Hearing Waiver (if applicable)
    d. IEP (if applicable)
    e. AEDY Intake
8. ___ Date and Time that the parent was contacted for Informal Hearing must be retained
9. ___ An Informal Hearing must be conducted after the 3rd day of OSS
10. ___ Parents receive written notification of any extension to OSS
11. ___ An Informal Hearing Signature form must be completed and retained
12. ___ SAP must be offered to the Parent/Guardian at the Informal Hearing (date and time)

Table of Contents

13. ___ A Manifestation Determination meeting must occur for any students with IEP
14. ___ An IEP meeting must occur for any students with IEP prior to AEDY placement
15. ___ An ILLP form must be completed by the current ESL teacher if student is an ELL
16. ___ Transportation must be arranged with **48 hours** advance notice of AEDY start date
17. ___ Change of Placement Form must be completed by student's school counselor
18. ___ School Guidance Secretary must make changes to enrollment in Infinite Campus (off-campus/Reportable)

Rules and Procedures

All rules of Muhlenberg School District and Muhlenberg High School must be followed, in addition to:

1. Cell phones, personal devices and all peripherals (e.g. earbuds, etc.) are not permitted during Alternative Education without the explicit permission of the teacher and as part of a Positive Behavior Intervention System (PBIS).
    a. Cell phones brought to Alternative Education must be turned OFF and relinquished to the teacher upon entry. Cell phones will remain OFF during the school day and returned to the student at dismissal.
2. No Head Coverings
    a. Head coverings are prohibited unless required for religious, cultural, medical, or approved educational purposes.

Behavior Contract

All students in the AEDY setting are expected to follow the rules below for the duration of their placement. These expectations support progress toward meeting the student's individualized behavioral goals and the presumptive exit date.

Table of Contents

Failure to follow these expectations may result in additional behavioral interventions, counseling supports, and review through the Formal Periodic Review (FPR) process. In accordance with Pennsylvania Department of Education (PDE) regulations, continuation of AEDY placement is based solely on progress toward established behavioral goals related to the reason for placement. Attendance or academic progress alone will not independently determine continuation of placement.

Behavioral Expectations

- No physical altercations or threats of any kind.
- No verbal threats or altercations of any kind.
- No weapons; illegal substances. You will not bring, distribute or possess any items that are prohibited by MSD policy, including but not limited to weapons, illegal substances, or other unauthorized materials
- Respectful cooperation with all AEDY and school procedures, administrators, teachers and support teachers (e.g. fire drills, counseling, special education, etc.).
- Compliance with all safety rules including but not limited to, no cell phone possession or use, from arrival to dismissal.

Program Expectations

- Attendance. Attend daily with the exception of excused absences (e.g., illness)
- Academic engagement. Work on and demonstrate progress on assigned Edgenuity lessons. Follow and cooperate with the assigned AEDY daily schedule (e.g., arrival, dismissal, lunch, etc.)
- Counseling participation. Respectfully cooperate and contribute to counseling sessions designed to support student needs while in AEDY.

Schedule

- 8:00 am - Student arrival
- 11:48 am - Lunches delivered
- 2:20 pm - Student dismissal

Table of Contents

APPENDICES

Informal Hearing Signature Page
- Required for AEDY

Request for Transportation
- Required for AEDY transportation

MSD Alternative Education Behavior Contract

ESL - ILLP form

AEDY Referral Form

Table of Contents

Informal Hearing Signature Page

Informal Hearing
Signature Page

Date: _____ **LEA:** **Muhlenberg School District**

School: _____

Student Initials: _____ **PA Secure ID:** _____

Date of Informal Hearing: **Time of Informal Hearing:** **AM / PM**

Date Parent/Guardian Contacted: _____ **Time Parent/Guardian Contacted** _____ **AM / PM**

Notice of Rights:

This Informal Hearing is provided to you as part of your **legal right to Due Process** under Pennsylvania law and federal education regulations. It gives you the opportunity to understand the reason(s) for your child's suspension and/or placement in the Alternative Education for Disruptive Youth (AEDY) program, review the evidence, ask questions, present information, and have your concerns heard before a decision is made. Your participation ensures that you are fully informed and that your voice is part of the decision-making process.

By signing below, I understand that this Informal Hearing is my legal right for Due Process.

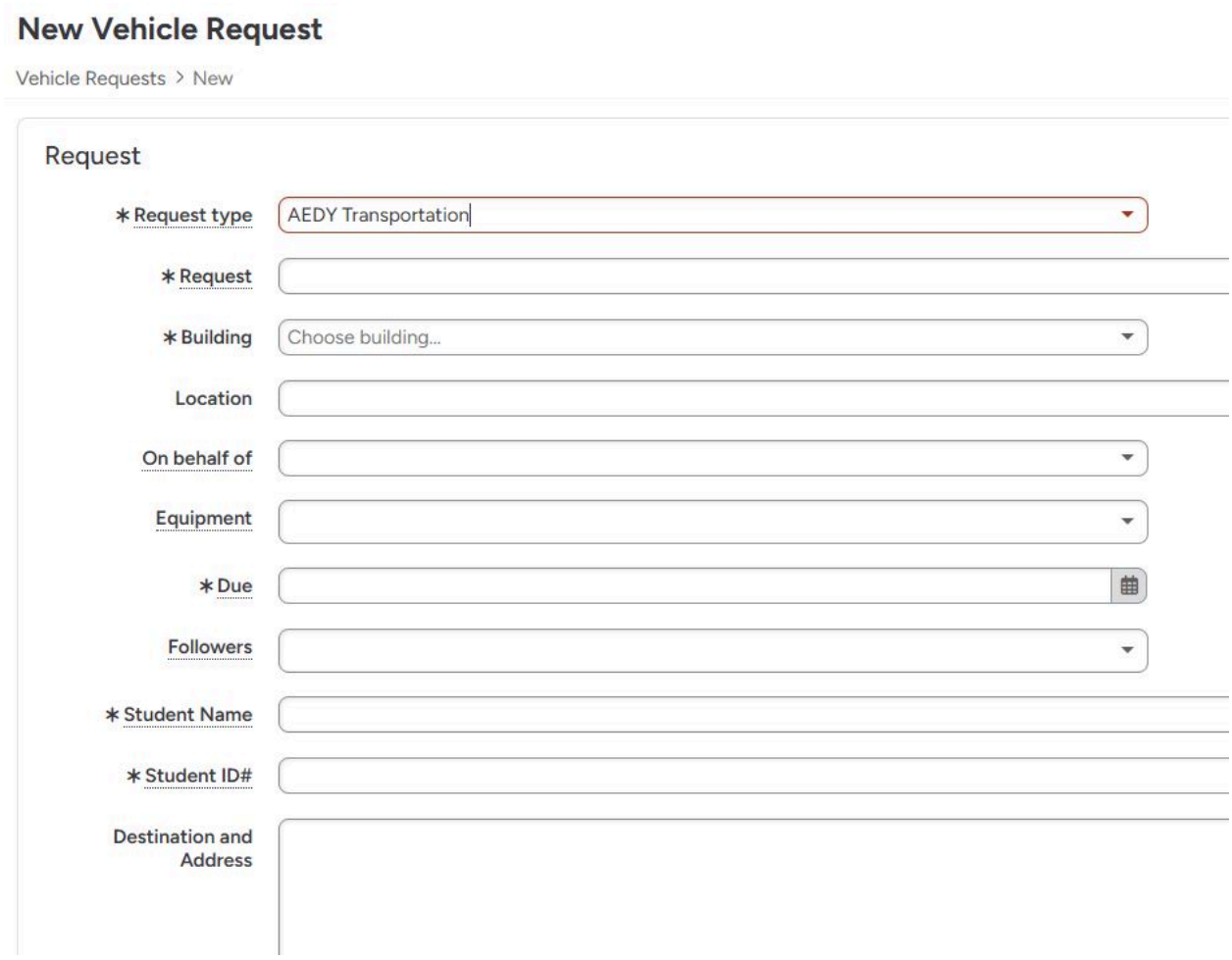
Principal Printed Name (Mandatory)	**Principal Signature (Mandatory)**
Parent Printed Name (Mandatory)	**Parent Signature (Mandatory)**
Student Printed Name (Mandatory)	**Student Signature (Mandatory)**
Other Printed Name (if applicable)	**Other Signature (if applicable)**
Other Printed Name (if applicable)	**Other Signature (if applicable)**

*This document has been created to ensure all students receive due process and the appropriate individuals are invited to participate. This document must be completed in ink and then scanned and uploaded into the PDE AEDY Program | System with appropriate signatures. In the event that any parties refuse to sign or do not attend, please be sure to indicate as such on the signature line for that person. This form is a requirement of the new online AEDY Referral Process.

Table of Contents

Request for Transportation

All Transportation requests for AEDY are submitted through FMX. Log into FMX using your Google account. Select Vehicle Request on the left-side; select New Request in the upper right-hand corner:



****NOTE** - The Transportation Department must have 48 hours notice to assign a vehicle to a student placed in AEDY. For example, notification at 11:00 am on a Monday, will not ensure transportation until Wednesday, PM.

Table of Contents

Muhlenberg School District

AEDY BEHAVIOR CONTRACT

Your child, _____, has been placed in Muhlenberg School District's Alternative Education for Disruptive Youth (AEDY) program. This placement provides structured support to address the behavior that led to referral and prepare for a successful return to regular school.

Students are expected to follow the expectations below and meet the goals related to the behavior that resulted in placement. Meeting these goals supports returning by the planned exit date. If behavioral goals are not met, placement may continue in accordance with Pennsylvania Department of Education (PDE) regulations.

Attendance and academic progress will be addressed through normal district procedures but will not independently determine continuation of AEDY placement.

Behavioral Expectations

- No physical altercations or threats of any kind.
- No verbal threats or altercations of any kind.
- No weapons; illegal substances. You will not bring, distribute or possess any items that are prohibited by MSD policy, including but not limited to weapons, illegal substances, or other unauthorized materials
- Respectful cooperation with all AEDY and school procedures, administrators, teachers and support teachers (e.g. fire drills, counseling, special education, etc.).
- Compliance with all safety rules including but not limited to, no cell phone possession or use, from arrival to dismissal.

Program Expectations

- Attendance. Attend daily with the exception of excused absences (e.g., illness)
- Academic engagement. Work on and demonstrate progress on assigned Edgenuity lessons. Follow and cooperate with the assigned AEDY daily schedule (e.g., arrival, dismissal, lunch, etc.)
- Counseling participation. Respectfully cooperate and contribute to counseling sessions designed to support student needs while in AEDY.

The signatures below indicate that these rules have been read to me and understand them:

Expected Entry Date: _____ Presumptive Exit Date: _____

Printed Student Name	Signed Student Name	Date
Printed Parent/Guardian Name	Signed Parent/Guardian Name	Date
Printed LEA Name	Signed LEA Name	Date

Revised: February 13, 2026

Table of Contents

English Learner Individual Language Learning Plan (EL-ILLP)

Date of Plan: AEDY Program:

LEA: Last School Attended

Student Demographic Information

Student Name:	Date of Birth:	PA Secure ID:
Grade:	Parent or Guardian:	Parent Home Language(s): Interpreting/Translation:
Date Identified as an EL:	Limited or interrupted Formal Education?	Date EL Services began:
IEP: Disability Category:	ESL Teacher Name:	Student in US Schools for **less** than one year? (consecutive or cumulative)
Program model:	Student's English Language Proficiency Level and amount of ELD daily instruction	When is the daily ELD instruction delivered?

Table of Contents

Language Proficiency Assessments:

WIDA Screener Date:

WIDA Screener Score Report:

Grade:

	Level 1 Entering	**Level 2 Emerging**	**Level 3 Developing**	**Level 4 Expanding**	**Level 5 Bridging**	**Level 6 Reaching**
Listening						
Speaking						
Reading						
Writing						
Oral Language						
Comprehension						
Literacy						
Overall						

Table of Contents

ACCESS for ELLs (Last 2 tested years):

Year 1 (add year):

	Level 1 Entering	**Level 2 Emerging**	**Level 3 Developing**	**Level 4 Expanding**	**Level 5 Bridging**	**Level 6 Reaching**
Listening						
Speaking						
Reading						
Writing						
Oral Language						
Comprehension						
Literacy						
Overall						

Table of Contents

Year 2 (add year):

	Level 1 Entering	Level 2 Emerging	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 Reaching
Writing/Listening						
Speaking						
Reading						
Oral Language						
Comprehension						
Literacy						
Overall						

Table of Contents

EL-ILLP Considerations (student background and school history)

You can include academic background, health, community & family language support): It is recommended that the school staff review the student's background (community, family, health issues, and trauma) and school history (previous schools, attended, ELD programs, grades, school records, recommended instructional strategies, referrals, and discipline).

Language, Academic, and Social Student Strengths

Based on the data gathered, what are the student's academic strengths (social, linguistic, and academic)?

Student Areas of Need

Based on the data gathered, what are the student's academic concerns/needs (linguistic, social, and academic)? You can include the needs you want to address during placement.

Table of Contents

****Before completing the TABLE please brainstorm using the following questions:**

- **What are the language expectations based on what the student can do at various stages of English language development in listening, speaking, reading, and writing?**
- **What proficiency level descriptors are specific to the student's proficiency level?**
- **How and why do you choose the following English Language proficiency level for the identified student?**
- **What can the student do during ELD instruction?**
- **How will you scaffold classroom instruction and assessment tasks?**

These standards, descriptors, strategies, and accommodations will help you plan ELD instruction.

ELD Standards to be used to meet student's specific grade level and English language proficiency. ELD Standard PA ELL Overlays PA Core Standards	**List the descriptors that show what the student can do at his/her English Language Proficiency Level in all four language domains.** WIDA Proficiency Level Descriptors = Discourse – Sentence - Word Can Do Descriptors WIDA Score Report Proficiency Level Descriptors in four domains	**Grade Level and English Language Proficiency Level strategies and accommodations in four language domains.** WIDA 2020 Language Expectations Components – Language Functions and Language Features	**During placement, what goal will be developed to show progress expectation by the end of the placement?** During ELD planning, the content area and ESL teachers will plan to use the following specific "*prioritized*" strategies and accommodations based on the student's English language proficiency level and WIDA scores (descriptors and standards): List the area(s) of ***focus*** (reading, writing, speaking, listening) and the specific language functions and features to develop ELD instruction. **Grade-Level Cluster Language Expectations** ELD Standard (Language Arts) Grade Cluster (9-12) Key language Use (Inform) Mode of Communication (Expressive or Interpretive) **ELD-LA.9-12. Inform. Expressive**

Table of Contents

Language Support Team (ESL Specialist Leads the Support Team)

Parent or Guardian: _____

Counselor: _____

Student: _____

Special Education Teacher (as applicable): _____

Administrator: _____

ESL Specialist: _____

General Education Teacher: _____

Other Team Member(s): _____

Table of Contents

Muhlenberg AEDY Eligibility Determination Form

AEDY Eligibility Determination Form

This form is to be completed prior to the student's intake into the Alternative Education for Disruptive Youth (AEDY) program, in accordance with PDE regulations.

Section 1: Student Information

Student Name: _____ Student ID#: _____

Date of Birth: _____ Grade: 6 7 8 9 10 11 12

School: _____

Date of Referral: _____

Section 2: PDE AEDY Eligibility Category

Check all that apply. The behavior must meet at least one PDE-defined category for AEDY placement.

☐ Disregard for school authority (e.g., defiance, insubordination)
☐ Display or use of controlled substances/alcohol
☐ Violent or threatening behavior
☐ Possession or use of a weapon
☐ Commission of a criminal act on school property
☐ Persistent violation of school rules
☐ Other conduct detrimental to the welfare of the school and/or other students (must specify):

_____
_____
_____

Section 3: Incident Documentation

Attach the following required documentation:

☐ Incident report(s)
☐ Code of Conduct violation citation(s)
☐ Witness statements or staff reports
☐ Disciplinary history (if applicable)
☐ Evidence of prior interventions and their outcomes

Section 4: Due Process Confirmation

☐ Informal hearing completed (Date: _____)
☐ Parent/guardian notified in writing (Date: _____)

(Over)

Table of Contents

SERVICE AGREEMENT
Between
THE LINCOLN CENTER FOR FAMILY AND YOUTH
and
MUHLENBERG SCHOOL DISTRICT

The Lincoln Center
1100 Adams Ave
Audubon, PA 19403

TheLincolnCenter.com
(610) 277-3715

THIS AGREEMENT made May, 21, 2026 by and between **THE LINCOLN CENTER FOR FAMILY AND YOUTH** (hereinafter referred to as "TLC") and the **MUHLENBERG SCHOOL DISTRICT** (hereinafter referred to as "MSD")

WITNESSETH:

WHEREAS, TLC provides a full-time educational program at the elementary level (hereinafter referred to as "The Academy"); and (hereinafter referred to as "The Academy"); and

WHEREAS, MSD is desirous of obtaining the services of TLC in providing the services described above, and is agreeable to reimbursing TLC for the expense thereof;

WHEREAS, MSD is the owner of property located at _____, where The Academy shall be located (the "Educational Facility");

NOW, THEREFORE, the parties intending to be legally bound agree as follows:

1. This Agreement shall be governed under the laws of the Commonwealth of Pennsylvania and the regulations of the Pennsylvania Department of Education.

2. TLC agrees to reserve for MSD a total of **fourteen (14) slots for students in grades K-6 at The Academy for the 2026-2027 school year, beginning in August of 2026 and ending in June of 2027**.

3. TLC will staff The Academy with a minimum staff to student ratio of 1 staff to every 4 students. TLC agrees to provide no more than six (6) staff members to The Academy under this Agreement. If additional staffing is required beyond the six (6) staff members provided by TLC, MSD agrees to pay TLC at cost for any additional staff member(s).

    a. All TLC provided staff shall be legally authorized to work in the United States, and TLC shall comply with all applicable federal employment-eligibility verification requirements .

    b. All TLC provided staff will be at least 18 years of age, of good moral character, tested for tuberculosis and examined by a physician and free of communicable diseases.

    c. All TLC provided staff will have a Criminal History Records and Child Abuse History clearance on file that meets the requirements of 24 Pa. P. S. Code § 1-111 as amended and 23 Pa. Cons. Stat. § 6344, § 6344.2, § 6344.3 and § 6344.4.

d. All TLC provided staff providing services under this Agreement shall have received mandatory child abuse training in accordance with Pennsylvania law.

e. TLC shall ensure that all TLC employees providing services under this Agreement who will have direct contact with students shall have undergone an employment history review conducted by TLC in accordance with Act 168 of 2014.

4. MSD will provide appropriate classroom space, utilities, and furnishings (including teacher and student desks, chairs, and general teaching supplies) free of any charge to TLC in concert with 24 P.S. Section 7-736, 7-737. MSD will also provide any related services including but not limited to Speech-Language services, Individual Counseling, and other support services as needed. MSD will make available textbooks, teacher guides and workbooks appropriate to the MSD curriculum, as requested. Should a student require any specialized or subject-area specific instruction, MSD either agrees to: (a) provide a teacher for these classes, (b) provide a license so that the classes may be completed online, or (c) allow TLC to provide a license for those classes to the student at an additional cost to MSD.

5. MSD warrants that its educational facility currently complies with all physical welfare and safety statutes, regulations, ordinances or mandates prescribed or issued by the Centers for Disease Control and Prevention, Pennsylvania Department of Environmental Protection, and other applicable federal and local governmental authorities, and that said facility shall be and remain in compliance with all such physical welfare and safety statutes, regulations, ordinances or mandates during the entire term of this Agreement.

6. MSD warrants that its educational facility meets all state and local statutes regarding environmental health and safety and that artificial lighting facilities, heating facilities, ventilation, and cleanliness standards are being provided in concert with 24 P.S. 7-736 and 7-737.

7. MSD shall operate a food service program that complies with applicable law and the regulations of the Department of Agriculture.

8. MSD agrees to reimburse TLC at a daily rate of Two Hundred Dollars ($200) per day, per student, for fourteen (14) students for one hundred eighty (180) days per school year, for a total of Five Hundred Four Thousand Dollars ($504,000) for the 2026-2027 school year.

9. Payment of Five Hundred Four Thousand Dollars ($504,000) for TLC services listed above are scheduled to be paid as follows:

2026-2027	**Invoiced**
09/01/2026	$50,400
10/01/2026	$50,400
11/01/2026	$50,400
12/01/2026	$50,400
01/01/2027	$50,400
02/01/2027	$50,400
03/01/2027	$50,400
04/01/2027	$50,400
05/01/2027	$50,400
06/01/2027	$50,400
	$504,000

10. MSD grants TLC the right to market and provide services to additional school districts within The Academy.

11. As both TLC and MSD have a vested interest in maintaining the quality and integrity of their respective programs, both parties agree to restrict their hiring of each other's staff during the performance period of this contract unless both parties agree to a mutually acceptable exchange of personnel or compensation prior to said hiring.

12. MSD will be responsible for transporting students to and from The Academy.

13. MSD has responsibility to maintain the following records:

    a. Student attendance records, as per Chapter 11 State Board of Education Regulations, will be maintained in writing through a daily physical check of each student and a follow-up contact with the student's guardian if he/she is absent.

    b. Individual progress reports containing such information as scholastic achievement, discipline, student health, etc., as per Article 14 of the School Code, will be written and maintained on each student on a scheduled basis throughout the year.

TLC agrees to follow the MSD policies and procedures relating to the requirements in §7.a and §7.b in order for the District to meet the responsibilities therein.

14. TLC assures MSD that it will comply with the provisions of Article XIII-A of the School Code. TLC has developed a written policy regarding its role in compliance with Article 13-A.

    a. TLC will report acts of violence, weapon's possession, use or sale of controlled substances, alcohol or tobacco to MSD pursuant to 24 P.S. Sec. 13-1303-A.

    b. It is also understood that TLC has a policy on school violence and has arranged with local law enforcement for services in incidents that involve an act of violence

15. TLC assures that The Academy will comply with academic standards and assessments under 22 Pa. Code Chapter 4 and the statutory requirements of 24 P.S. 1902-E (3) and as adopted by the State Board of Education and published in the Pennsylvania bulletin on January 16, 1999.

16. Both parties understand and agree that the special education services provisions required under Chapter 14 of State Board of Education regulations of the Department of Education Standards will be strictly followed and that the parties will comply with IDEA (20 USC Section 1400 et seq.), and all Federal and State laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion or ancestry and shall provide for enrollment and hiring in a nondiscriminatory manner. TLC will provide only those special education services that can be delivered by staff directly employed within the program and will not be responsible for services beyond this scope. TLC agrees to deliver those services in accordance with each student's IEP or 504 plan and will attend, participate in, and provide input at any meetings related to the development, modification, or evaluation of a student's IEP or 504 plan upon MSD's request.

17. MSD and TLC will cooperate in reviewing the placement of each student MSD places at TLC. That review will occur no less often than one (1) time at the end of each semester in which the student is placed at TLC.

18. TLC agrees to indemnify and save MSD (and its directors, officers, employees and agents) harmless from any liability, losses, damages, judgments, liens, expenses and costs, loss of subsidy or grants, sustained or incurred in connection with any claims, suits, actions or proceedings made or brought against any such party as a result of any negligent acts or omissions of TLC (or its directors, officers, employees and agents) in the performance of its and their obligations under this Agreement. It is intended that this indemnity, defense

and hold harmless provision be given its broadest possible meaning and that MSD's board members, officials, employees, volunteers, agents, and insurers are expressly considered to be third party beneficiaries with respect to this paragraph.

19. MSD's liability under this Agreement, if any, shall be limited solely to those amounts and circumstances expressly authorized by the Pennsylvania Political Subdivision Tort Claims Act, 42 Pa.C.S. §§ 8541-8542, and any other applicable law. Nothing in this Agreement shall be construed as a waiver, in whole or in part, of any immunity from suit or liability to which MSD or its officers, directors, administrators, employees, volunteers, agents, or insurers are entitled under the Political Subdivision Tort Claims Act, the laws of the Commonwealth of Pennsylvania, the Constitution of the Commonwealth of Pennsylvania, or the Constitution of the United States. MSD does not, and cannot, agree to indemnify, defend, or hold any third party harmless except to the extent expressly required by applicable law.

20. This Agreement may be terminated prior to the expiration of its term only under the following conditions:

    (a) By mutual written consent of both parties; or

    (b) In the event of a material breach of this Agreement or a material breach of a party's duties and obligations under this Agreement, which is not cured within thirty (30) days of written notice, the non-breaching party may terminate this Agreement immediately upon delivery of written notice. MSD may not terminate this Agreement for any reason other than a material breach.

21. TLC agrees that this Agreement may not be assigned by TLC or MSD and that this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.

22. *Independent Contractor*. In fulfilling its obligations under this Agreement, TLC shall be an independent contractor for all purposes and not an agent of MSD. Neither TLC nor any employee, volunteer, contractor or agent of TLC shall be considered an employee, volunteer, contractor or agent of MSD at any time, under any circumstances, for any purpose.

23. *Insurance*. TLC agrees to carry, for the duration of this Agreement, if applicable, employers and public liability and property damage insurance and adequate workers' compensation insurance coverage in amounts acceptable to MSD. Policies shall include: Cyber liability insurance policy covering liabilities for breach of contract, privacy and security liability, breach of applicable laws, privacy regulatory defense and payment of civil fines, payment of credit card provider penalties, and breach response costs (including but without limitation, notification costs, forensics, payment of ransom demands, credit protection services, call center services, and identity theft protection services). Such policy shall have a minimum coverage level of $1,000,000. All responsibility for payment of sums under any deductible or self-insured retention provisions of the policy or policies remains with Vendor. General commercial liability insurance with minimum coverage $1,000,000.00 per occurrence/$2,000,000 aggregate, including personal and advertising injury and contractual liability. Umbrella liability insurance applying excess of the general liability with minimum coverage of $1,000,000 per occurrence/aggregate. TLC shall maintain professional liability (errors and omissions) insurance covering claims arising out of any actual or alleged negligent act, error, or omission of TLC or any of its officers, employees, agents, contractors, subcontractors, volunteers, or any other person for whom TLC is legally responsible, in the performance of educational, behavioral, clinical, counseling, or other professional services under this Agreement, with minimum limits of not less than One Million Dollars ($1,000,000.00) per claim and Three Million Dollars ($3,000,000.00) in the aggregate. If such coverage is written on a claims-made basis, TLC shall purchase and maintain an extended reporting period ("tail") of not less than three (3) years following the termination or expiration of this Agreement, or in lieu thereof shall maintain continuous claims-made coverage with a retroactive date no later than the Effective Date of this Agreement. TLC shall maintain sexual abuse and molestation coverage, whether as a stand-alone policy or by endorsement to its general liability or professional liability policy, covering claims for bodily injury,

emotional or psychological injury, and reputational harm arising out of any actual, alleged, threatened, or attempted act of sexual abuse, sexual misconduct, sexual exploitation, sexual harassment, or molestation by any officer, employee, agent, contractor, subcontractor, volunteer, or other individual for whom TLC is responsible, occurring in connection with the services provided under this Agreement. Such coverage shall have minimum limits of not less than One Million Dollars ($1,000,000.00) per occurrence and Three Million Dollars ($3,000,000.00) in the aggregate, shall provide defense costs in addition to (and not within) the limits of liability, and shall not exclude coverage for the entity itself based on alleged negligent hiring, retention, training, or supervision. If such coverage is written on a claims-made basis, TLC shall purchase and maintain an extended reporting period of not less than three (3) years following the termination or expiration of this Agreement. MSD shall be named as an additional insured under this coverage to the fullest extent permitted by the policy form, on a primary and non-contributory basis with respect to MSD's own policies.

All insurance policies shall be with companies authorized to do business in the Commonwealth of Pennsylvania. Upon request of MSD, TLC shall furnish certificates of coverage to MSD. No such insurance shall be changed or cancelled during the period of performance hereof without thirty (30) days' prior written notice and written consent of MSD. MSD shall be named as an additional insured on all such insurance coverages to be provided.

24. *Qualifications*. TLC and its employees are qualified to perform the services to be furnished under this Agreement and are permitted by law to perform such services.

25. *Solicitation of Agreement*. TLC has not employed any person to solicit this Agreement and have not made and will not make any payment or any agreement for the payment of any commission, percentage, brokerage, contingent fee, or other compensation in connection with the procurement of the Agreement.

26. *Records*. TLC and TLC provided staff will have access to certain student records and that "personally identifiable information" in those records is confidential and may not be disclosed without written consent of the parent or eligible student. TLC and TLC provided staff understand that "personally identifiable information" as defined by the Family Education Rights and Private Act, 20 U.S.C. § 1232g, 34 C.F.R. Part 99 ("FERPA"), includes, without limitation, any information about a student maintained by MSD, including any information that can be used to identify a student, such as student's name, the name of the student's parent or other family members, the address of the student or the student's family, the student's social security number, student number or biometric records, the student's date or place of birth, the student's mother's maiden name, and any other personal information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty.

TLC and its agents and employees agree to comply with FERPA. Without limiting the foregoing, TLC, its agents and employees, agree to use the data and documents obtained, collected and created in the course of performing services under this Agreement or the personally identifiable information contained therein for no purpose other than to perform services under this Agreement for the student whose personally identifiable information is at issue. TLC and its agents and employees further agree not to share data or documents received during the course of performing services under this Agreement with any other person or entity. TLC and its agents and employees agree to maintain all data and documents and copies thereof, including any modifications or additions to the data or documents from any source that contains personally identifiable information of students, obtained in the course of performing services under this Agreement in a secure computer environment and not copy, reproduce or transmit data and documents obtained except as necessary to perform services under this Agreement. The ability to access or maintain data and documents shall not under any circumstances transfer from TLC and its agents and employees to any other institution or entity. TLC and its agents and employees agree not to disclose any data or documents obtained during the course of performing services under this Agreement in a manner that could identify an

individual student to any other entity, and will not provide any data to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(a)(6)(iii) of Title 34, Code of Federal Regulations.

TLC and TLC provided staff agree to comply with FERPA. Without limiting the foregoing, TLC and TLC provided staff, agree to use the data and documents obtained, collected and created in the course of performing services under this Agreement or the personally identifiable information contained therein for no purpose other than to perform services under this Agreement for the student whose personally identifiable information is at issue. TLC and TLC provided staff further agree not to share data or documents received during the course of performing services under this Agreement with any other person or entity.

TLC and TLC provided staff agree to maintain all data and documents and copies thereof, including any modifications or additions to the data or documents from any source that contains personally identifiable information of students, obtained in the course of performing services under this Agreement in a secure computer environment and not copy, reproduce or transmit data and documents obtained except as necessary to perform services under this Agreement. The ability to access or maintain data and documents shall not under any circumstances transfer from TLC and TLC provided staff to any other institution or entity. TLC and TLC provided staff agree not to disclose any data or documents obtained during the course of performing services under this Agreement in a manner that could identify an individual student to any other entity, and will not provide any data to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(a)(6)(iii) of Title 34, Code of Federal Regulations.

TLC and TLC provided staff agree to preserve the confidentiality of any and all student records that they view or have access to during the course of performing services under this Agreement into perpetuity. TLC and TLC provided staff will refrain from including personally identifiable information in any form of communication with anyone outside of MSD, whether via email, instant messaging, fax, written correspondence or oral conversation. When conversing with MSD employees or administrators about any students, staff, or schools during my analysis, TLC and TLC provided staff will take all precautions to protect the confidentiality of all personally identifiable information. TLC and TLC provided staff also agree to refrain from including any personally identifiable information obtained in any written report, with the exception of personally identifiable information related to a named-student plaintiff.

TLC and TLC provided staff further agree to destroy all data obtained when it is no longer needed for the purpose for which it was obtained and will not maintain data beyond the time period reasonably needed to perform services under this Agreement. All data and documents no longer needed shall be returned to MSD or destroyed in compliance with 34 CFR Section 99.35(b)(2).

All records created or maintained by TLC in the performance of this Agreement are subject to review by MSD at the request of MSD's Superintendent or assigned designee.

27. TLC certifies to MSD that every TLC agent or employee that will perform services for MSD under this Agreement has current Pennsylvania state and federal criminal history reports. Upon request from MSD, TLC will provide the original criminal history reports to MSD and MSD may retain a copy of the reports pursuant to the Pennsylvania School Code, 24 P.S. §1-111. Such criminal history reports shall be dated no earlier than one year prior to the date upon which they are presented to MSD.

28. TLC certifies to MSD that every TLC agent or employee that will perform services for MSD under this Agreement has a current official child abuse clearance from the Pennsylvania Department of Public Welfare pursuant to the Child Protective Services Act, 23 Pa. C.S. §6355. Upon request from MSD, TLC will provide the original clearances to MSD and MSD may retain a copy of the clearances pursuant to the Pennsylvania

School Code, 24 P.S. §1-111. Such clearances shall be dated no earlier than one year prior to the date upon which they are presented to MSD.

29. As a provider of contracted services, TLC shall notify the Superintendent any time that any of its agents or employees who are performing work on behalf of MSD are either arrested or charged with a criminal offense. Such notice shall be provided in writing on form PDE-6004 and within seventy-two (72) hours of the arrest or conviction.

30. This Agreement may not be modified, altered, or changed except upon express, written consent of both parties, wherein specific reference is made to this Agreement.

31. *Force Majeure.* Neither party shall be liable for any delay or failure to perform its obligations under this Agreement (other than the obligation to pay amounts due for services actually rendered, and other than TLC's obligations relating to confidentiality, FERPA, mandated reporting, insurance, indemnification, and required clearances) to the extent such delay or failure is caused by an event beyond the party's reasonable control, including acts of God, natural disasters, fire, flood, severe weather, war, terrorism, civil unrest, epidemics or pandemics, governmental orders or mandated school closures, strikes (other than involving the affected party's own employees), and failures of utilities or communications networks not caused by the affected party. Lack of funds, financial inability to perform, the affected party's own negligence or breach, and any cause that was reasonably foreseeable as of the Effective Date shall not constitute a force majeure event. The affected party shall give written notice to the other party within five (5) business days after becoming aware of the event, shall use commercially reasonable efforts to mitigate and resume performance, and shall not be entitled to additional compensation on account of the event. MSD shall not be obligated to pay TLC for any services not actually rendered during the period of suspension. If the event continues for more than thirty (30) consecutive days, MSD may terminate this Agreement, in whole or in part, upon written notice, without further liability other than payment for services actually rendered through the effective date of termination.

32. While on any property owned, leased, or controlled by MSD, and at all times while interacting with MSD students, employees, or invitees in connection with the services provided under this Agreement, TLC and all officers, employees, agents, contractors, subcontractors, volunteers, and other individuals provided or supervised by TLC (collectively, "TLC Personnel") shall observe and comply with (i) all policies of the MSD Board of School Directors, as the same may be adopted or amended from time to time, (ii) all administrative regulations, procedures, and protocols of MSD, and (iii) all applicable federal, state, and local laws, including the Pennsylvania Public School Code, FERPA, Title IX, the Pennsylvania Child Protective Services Law, and the background-check and mandated-reporter requirements thereunder. TLC shall be solely responsible for informing and training TLC Personnel regarding these obligations. MSD may, in its sole discretion and upon written notice (which may be by electronic mail), direct the immediate removal of any TLC Personnel from MSD property and from the provision of services under this Agreement, and TLC shall comply with such directive immediately. TLC shall provide qualified replacement personnel at no additional cost within twenty-four (24) hours of such notice. Failure of TLC Personnel to comply with this Section, or failure of TLC to comply with a removal directive, shall constitute a material breach of this Agreement.

IN WITNESS WHEREOF, TLC and MSD have executed this Agreement as of the date first above written.

THE LINCOLN CENTER	**MUHLENBERG SCHOOL DISTRICT**
Name: GT Freeman	Name: _____
Title: President & CEO	Title: _____
Signature: GT Freeman	Signature: _____
Date: May 21, 2026	Date: _____

MUHLENBERG SCHOOL DISTRICT

Pupil Services Department

Michael J. Mish | Director

RECEIVED

JUL 23 2026

SUPERINTENDENT'S OFFICE

Date: July 23, 2026

To: Dr. Alan Futrick, Superintendent of Schools

From: Michael J. Mish, Director of Pupil Services

Re: MOU for Student Assistance Program: Caron Foundation

7/26/26

Dear Dr. Futrick,

I am requesting board approval for our yearly Agreement with the Caron Foundation who provides the Muhlenberg School District with its Student Assistance Program services.

This agreement comes with a cost to the district for 2 SAP specialists to cover K-6 and 7-12 students within the Muhlenberg School District.

Thank you in advance for continuing to advocate for the mental health services of our students.

Sincerely,

Michael J. Mish

Director of Pupil Services

AGREEMENT

THIS AGREEMENT is made this 15th of May 2026 by and between Muhlenberg School District, with a principal address at 801 Bellevue Ave., Laureldale, PA 19605 ("the School District"), and RICHARD J CARON FOUNDATION, with a principal address at P.O. Box 150, Wernersville, PA 19565 (the "Provider"). Hereinafter, the School District and Provider may be referred to individually as a "Party" or collectively as the "Parties."

WHEREAS the School District provides educational and related services to students; and

WHEREAS Provider provides certain student assistance program services to students (the "Services", as identified herein); and

WHEREAS the Parties intend that Provider will provide the Services for students being educated by the School District.

NOW THEREFORE, in consideration of the mutual covenants and Agreements, School District and Provider agree as follows:

1. **Work Statement; General Conditions.** Provider shall perform for School District the Services as identified in Exhibit A, Exhibit B, and Exhibit C, hereto, which are incorporated herein by reference and made part of this Agreement.

2. **Term.** The term of this Agreement shall be from the period of July 1, 2026, through June 30, 2027 (the "Term"), unless sooner terminated in accordance with the terms set forth in this Agreement.

3. **Payment.** In consideration of the Services, School District shall pay Provider in accordance with the Fee Schedule attached hereto as part of Exhibit A. School District shall issue payment within sixty (60) days of receipt of Provider's invoice. If the Provider is unable to provide Services for a period of time, the Parties agree that payment shall be prorated accordingly.

4. **Insurance.**

   (a) In connection with the provision of Services, Provider shall, at its own cost and expense, obtain and maintain in force during the Term of this Agreement, the insurance coverage required by this Paragraph 4, and shall provide proof of such insurance to School District and shall name the School District as an additional insured as requested by School District upon request.

      1. A policy of worker's compensation insurance, in the amounts required by law, covering all officers, employees and agents of Provider who are in any way engaged in or connected with the performance of the services hereunder and employer's liability insurance in an amount of not less than Five Hundred Thousand Dollars ($500,000).

2. A policy of comprehensive general liability insurance with broad form property damage endorsement, personal injury coverage, affording protection in an amount of not less than One Million Dollars ($1,000,000) per incident and Three Million Dollars ($3,000,000) in the aggregate, with respect to personal injury, death, or damage to property.

3. A policy of professional liability insurance with such policy to afford protection to the limit of One Million Dollars ($1,000,000) with respect to any one occurrence and Three Million Dollars ($3,000,000) in the aggregate, covering all officers, employees, or agents of Provider who are in any way engaged in or connected with the performance of Services.

4. If a motor vehicle or automobile is to be used by Provider in performing the Services, a policy of comprehensive automobile liability insurance covering the operation of all automobiles used in connection with the performance of this Agreement, whether owned or non-owned, covering all officers, employees or agents of Provider who are in any way engaged in or connected with the performance of the Services using a motor vehicle or automobile, affording protection in an amount not less than One Million Dollars ($1,000,000) combined single limit per accident.

(b) School District, at its own cost and expense, shall obtain and maintain in force during the Term of this Agreement, insurance coverage for the activities and obligation of the School District under this Agreement, to the maximum extent required or permitted by law, and shall provide proof of such insurance as requested by Provider.

5. **Indemnification.**

(a) School District. School District shall defend, indemnify and hold Provider, its officers, employees and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performances of this Agreement solely to the extent such liability, loss, expense, reasonable attorneys' fees, or claim for injury or damages is caused by or the result of the gross negligence or intentional acts or omissions of the School District, its officers, employees, or agents, and only to the extent consistent with the terms of the Pennsylvania Political Subdivision Tort Claims Act as set forth in 42 Pa. C.S.A. § 8541 et. seq. Nothing in Paragraph 5 (a) shall be deemed to have contractually waived, modified, or altered the provisions of in 42 Pa. C.S.A. § 8541 et. seq.

(b) Provider. Provider shall defend, indemnify and hold School District, its officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement solely to the extent such liability, loss, expense, reasonable attorneys'

fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, employees, or agents.

(c) Notwithstanding the foregoing, (a) each Party shall advise the other Parties in writing of any claims, notices or other information received by it or of which it becomes aware for which such Party will seek indemnification hereunder, in such time and manner as not to impair or prejudice the ability of the indemnifying Party to defend such claims or investigate such notice, (b) each Party shall provide the indemnifying Party with the cooperation and assistance necessary to defend such claim and (c) neither Party shall settle or compromise any claim admitting the fault, liability or negligence of the other Party without the other Party's prior written consent, which shall not be unreasonably withheld or delayed.

6. **Entire Agreement**. This Agreement and its exhibits which are hereby incorporated herein by reference, contains the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the Parties relating to such subject matter.

7. **Non-Assignment.** Neither Party may assign any part of this Agreement without the prior written approval of the other Party.

8. **Mandated Reporting; Child Protective Services.** Provider hereby warrants that in providing the Services, Provider, including its employees and agents, shall comply with the Pennsylvania Child Protective Services Law, 23 Pa. C.S.A. Chapter 63 and ACT 126 of 2014 which amended the Pennsylvania School Code of 1949 (the "Laws"). Specifically, Provider shall require its employees and agents to immediately report or cause a report to be made regarding suspected child abuse based on a reasonable cause to suspect such abuse based on professional or other training in compliance with the Laws and with Provider regulations. In no event will School District seek to limit or prevent a suspected child abuse report made or to be made by the Provider and waives any claim against Provider with respect to Provider's reporting decision-making and actions pursuant to the Laws. In addition to complying with the Laws, the Provider will provide to the School District with any report of suspected child abuse perpetrated by a School District employee to the School District Administration on the day the report is made so that the School District can make the appropriate report to the Pennsylvania Department of Education, as required by applicable law.

9. **Confidentiality; HIPAA.** Each Party shall protect the confidentiality of all protected health information ("PHI") regarding any person who is or has received a comprehensive behavioral health assessment by Provider or otherwise in compliance with the Health Insurance Portability and Accountability Act ("HIPAA"), the federal Drug and Alcohol Confidentiality Law, 42 U.S.C. 290dd-2, the regulations at 42 C.F.R. Part 2 (the "Part 2 Requirements"), and the Family Educational Rights and Privacy Act ("FERPA") (to the extent applicable) and any other applicable federal and state law. No records may be disclosed to a third party without the written permission of and/or in accordance with the requirements of FERPA. School District shall provide to Provider any other law and

guidelines applicable to the confidentiality of PHI as applied to School District and to Provider as a subcontractor to School District. The Parties shall further comply with the Terms of Confidentiality of Agreement of Protected Health Information at Exhibit C attached hereto.

10. **Data Breach Notification.** Provider shall notify School District in writing within seventy-two (72) hours of discovering any breach or unauthorized access, acquisition, use, or disclosure of student data or PHI. Such notification shall include, to the extent known: (i) the nature and scope of the breach; (ii) the type of data involved; (iii) the actions taken by Provider to mitigate the breach; and (iv) Provider's plan to prevent further breaches.

11. **Compliance.** Provider's agents and employees are required to, at all time while placed on site with the School District and/or working with the School District's students, comply with School District's board policies and procedures, employee handbook, all applicable Federal, State, and local laws, including but not limited to the Pennsylvania School Code, FERPA, IDEA, and the Americans with Disabilities Act.

12. **Clearances.** Provider shall provide to the School District the following valid clearances and certifications for any individual from Provider having direct contact with the School District's students: (a) PA Child Abuse History Clearance (Act 151); (b) Federal Criminal History Records (Act 114), and; (c) Pennsylvania Background Checks (Act 34).

    Upon the hiring of any new employee or contracting of any new 1099 independent contractors during the Term of this Agreement, Provider shall provide School District with a copy of said employee's or 1099 independent contractor's recent criminal history record information and/or child abuse clearances. School District retains the right to reasonably request updated criminal history record information and/or child abuse clearances for Provider's employees and 1099 independent contractors at any time during the Term of this Agreement. For purposes of this paragraph, "recent criminal history record information and/or child abuse clearances" shall mean a criminal history record information and/or child abuse clearance that has been performed within two (2) weeks of Provider's submission of the criminal history record information and/or child abuse clearance to School District. Provider further agrees that it shall notify School District immediately upon becoming aware that any of its employees or contractor's employees, for whom Provider previously provided recent criminal history record information and/or child abuse clearances, are subsequently arrested or convicted of any crime under state or federal law and/or named as a perpetrator in a founded or indicated child abuse report.

13. **Non-Discrimination.** During the term of this Agreement, Provider agrees as follows:

    (a) Provider shall not unlawfully discriminate against any employee, applicant for employment, independent contractor, recipients of services, or any other person because of sex, pregnancy, age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, disability, handicap, atypical heredity cellular or blood trait, genetic information, sexual or affectional orientation, gender identity, marital status, family status, domestic partner or civil union status or membership in any other protected group.

(b) Provider shall in advertisements or requests for employment placed by or on its behalf state all qualified applicants will receive consideration for employment without regard to their sex, pregnancy, age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, disability, handicap, atypical heredity cellular or blood trait, genetic information, sexual or affectional orientation, gender identity, marital status, family status, domestic partner or civil union status or membership in any other protected group.

(c) Each Party agrees to cooperate with the other in its investigation of claims of discrimination or harassment.

14. **Termination.** Either the Provider or the School District may terminate this Agreement with thirty (30) calendar days' written notice to the other Party of the intent to terminate the Agreement. This Agreement can be terminated for cause or for convenience. Any unbilled work by Provider will be invoiced to the School District upon notice of termination and is payable for the prorated work performed as of the termination date. Upon termination or expiration of this Agreement, Provider shall return or destroy, at School District's election, all student data, student records, and any other confidential information of School District in Provider's possession within thirty (30) days, and shall certify in writing to School District that such return or destruction has been completed.

15. **No Employment Relationship**. The Parties hereto agree that Provider and any agents, representatives, and employees of Provider, in the performance of this Agreement shall act in an independent capacity and not as officers, employees or agents of School District. As such, Provider and its employees, agents, and representatives are not entitled to the benefits provided by the School District to its employees, including but not limited to, group insurance, pension plan enrollment, vacation time, leaves of absence, workers' compensation insurance, or unemployment compensation insurance.

16. **Notices**. All notices required to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or (iii) sent by nationally recognized overnight courier, addressed as shown on the first page of this Agreement.

17. **Waiver of Breach**. The waiver by either Party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision hereof.

18. **Waiver of Consequential Damages**. Provider waives claims against School District for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to this Agreement or termination thereof.

19. **Modification.** No alteration, variation, amendment, modification or waiver changing the scope, or other terms and conditions of this Agreement and its exhibits, including but not limited to with respect to services rendered, budget items, the special conditions of provisions enumerated, shall have any force or effect unless it is pursuant to a written and

signed agreement by both Parties. There shall be no oral modifications to this Agreement, nor may this Paragraph 19 be waived.

20. **Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to any laws or principles of conflicts of law that would cause the laws of any other jurisdiction to apply. Sole and exclusive jurisdiction for claim or suit arising from or under this Agreement shall be in the Court of Common Pleas for Berks County, Pennsylvania, and in no other forum.

21. **Force Majeure.** Neither Party shall be deemed in default or otherwise liable under this Agreement due to its inability to perform its obligations by reason of any fire, earthquake, flood, hurricane, tornado, snowstorm, epidemic, pandemic, accident, explosion, casualty, virus or other malicious software, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, act of terrorism, or any municipal, county, state, or national ordinance or law, or any executive, administrative or judicial order (which order is not the result of any act or omission which would constitute a default hereunder), or any failure or delay of any transportation, power, or communication system or any other or similar cause beyond that Party's reasonable control.

22. **Survival.** The provisions of paragraphs 5 (Indemnification), 9 (Confidentiality; HIPAA), 10 (Data Breach Notification), 12 (Clearances), 17 (Waiver of Breach) and 18 (Waiver of Consequential Damages) shall survive the expiration or termination of this Agreement.

School District must choose one of the fee options listed in Exhibit A and indicate number of days per week if appropriate.

Option:	A
Number of days per week (if choosing A):	10 days
Cost:	$134,442.00

To be billed in equal amounts by September 15th and January 15th

In Witness Whereof, the Parties hereunto have caused this Agreement to be signed and attested to by their duly authorized officers as of the day and year herein above set forth.

SCHOOL DISTRICT	PROVIDER
By: [signature]	By: Tammy Granger
Its: MICHAEL J. MISL	Its: Tammy Granger VP of Education
Date: 7/22/26	Date: 7/22/26

EXHIBIT A

BERKS COUNTY FEE SCHEDULE

Option A:
Rates are based on a standard school year.

1 day/week/year	7.5 hours/week/year	$13,580/year
2 days/week/year	15 hours/week/year	$27,159/year
3 days/week/year	22.5 hours/week/year	$40,739/year
4 days/week/year	30 hours/week/year	$54,319/year
5 days/week/year	37.5 hours/week/year	$67,898/year

Additional hours, above 37.5 hours/week, are available. Cost available upon request

Assessment services will be billed directly to the Council on Chemical Abuse, contingent upon the receipt of funding from the state. The rates listed above assume reimbursement from the Council on Chemical Abuse for assessments services in addition to the fee paid by the school district.

Option B:
Fee for Service

Services are customized to meet the unique needs of each school environment. Rates will be agreed upon, and an additional limited engagement agreement will be signed by both parties prior to delivery of services.

Assembly Programs

Behavioral Health Assessments, for students in fifth through twelfth grades

Assessments, including collateral time, will be billed directly to the Council on Chemical Abuse, contingent upon the receipt of funding from the state.

Classroom Presentations

Faculty Presentations

Family Consultations, for students in kindergarten through fourth grade

Family consultation, including collateral time, will be billed directly to the Council on Chemical Abuse, contingent upon the receipt of funding from the state.

Parent Presentations

Peer Leader Training

Prevention Education

Recovery Care Support

SAP Core Team Maintenance Facilitation

SAP Core Team Maintenances will be billed directly to the Council on Chemical Abuse, contingent upon the receipt of funding from the state.

SAP Core Team Meeting Attendance

Team meetings will be billed directly to the Council on Chemical Abuse, contingent upon the receipt of funding from the state, up to two team meetings per school building per month. Attendance at additional meetings will be billed to the school district.

Support Group Facilitation

All services are intended to be delivered in person, but in the event of extended school closures, services will be provided using a virtual platform.

EXHIBIT B

SERVICE DELIVERY SPECIFICS

1. Description of Provider Agency Responsibilities. Provider agrees to adhere to all related federal, state, and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services and any other statutory or regulatory provisions pertaining to the Student Assistant Program ("SAP"). Additional responsibilities of Provider include:

   (a) Provider contact: Provider supervisor, Jennifer Moyer, can be contacted at 610-743-6117 or jmoyer@caron.org should the need arise.

   (b) Provider agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP services to School District. The SAP liaison acts as an ad hoc member of the SAP Core Team. The SAP liaison may attend SAP Core Team meetings for the purpose of consultation, recommendation, referral, case management, and follow-up services.

   (c) The SAP liaison may provide site-based comprehensive behavioral health assessments if recommended by the SAP Core Team and written parent/guardian permission is secured. The SAP liaison will secure releases of information from the student prior to disclosing information to School District and/or agencies involved with student referral. If appropriate releases cannot be obtained, the SAP liaison will not complete the comprehensive behavioral health assessment.

   (d) The SAP liaison may provide follow-up with parent/guardian and student. Every effort will be made to facilitate a site-based, face-to-face meeting with parent/guardian.

   (e) The SAP liaison may provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning or psycho-educational groups as requested by School District.

   (f) The SAP liaison may provide postvention assistance to SAP Core Teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e., student death or other tragic event) as requested by School District.

   (g) Provider may provide technical assistance to the SAP Core Team regarding best practices for SAP and policy development as per state standards and guidelines as requested by School District.

   (h) The SAP liaison may facilitate psycho-educational groups to students referred through the SAP Core Team as requested by School District. Students may participate in groups with parent/guardian permission in accordance with school policies.

(i) The SAP liaison may assist with faculty in-service trainings on alcohol, tobacco and other drugs as requested by School District.

(j) The SAP liaison may facilitate or participate in SAP Core Team maintenance.

2. Description of School District Responsibilities. School District agrees to comply with all federal, state, and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services within School District, including but not limited to the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Act (PPRA). School District also agrees to provide a SAP Core Team that complies with the requirements of BEC 24P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of School District include:

(a) School District will designate a contact person between the SAP Core Team and Provider to ensure effective communication. School District's contact will be **«School_Contact»** and can be reached at **«Phone_Number»**.

(b) School District will provide access to safe and private space in the school where the SAP liaison can provide services. School District will provide for secure storage of student records and adhere to SAP privacy provisions.

(c) School District will provide copies of School District's alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, schedule of special activities, and any other school policies that may affect SAP services.

(d) School District will contact parent/guardian of identified students in order to explain referral, gather information, and obtain permission to involve student in SAP services.

3. Conflict Resolution Process. Should there be a conflict between School District and Provider, the conflict resolution process should work through the levels as follows:

(a) Step One: Members of the School District and Provider Specialist meet to discuss conflict.

(b) Step Two: School Building Administrator and Provider Administrator meet.

(c) Step Three: School District Central Office Administrator and Single County Authority meet.

(d) Step Four: Chief School Administrator, Office of Drug and Alcohol Programs Representative, and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.

(e) Step Five: Commonwealth Student Assistance Program Interagency Committee meets.

(f) Nothing in this Section shall be construed to limit either party's legal rights to seek any and all available relief and remedies in accordance with the terms of this Agreement.

EXHIBIT C

TERMS OF CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

The Parties agree that the protection of information regarding any person who is or has been involved in the Student Assistance Program ("SAP") is an ethical and legal obligation. Accordingly, the Parties agree as follows:

1. School District. School District shall comply with applicable laws governing consent for substance abuse care, including but not limited to the written consent for the disclosure of the student's personal information to Provider. Except as provided herein, all records generated by the SAP with respect to individual students, are records of School District, the retention and disclosure of which shall be governed by applicable federal and state laws, including but not limited to the Family Education Rights and Privacy Act of 1974 (FERPA), Protections of Pupil Rights Law (HATCH Amendment 2002), and Health Insurance Portability and Accountability Act (HIPAA). School District shall provide Provider with a copy of written parent/guardian permission for Provider's records.

    a. The Records generated by School District's SAP Core Team, with respect to individual students, are and shall be the property of School District. School District shall provide for secure storage of student records.

    b. School District shall share certain individual-level and individually identifiable data related to School District's students, which may include personally identifiable information as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Accordingly, School District shall provide student education records, including student demographic and academic data.

    c. School District retains right, title, and interest in and to the student data, and Provider acknowledges that it neither owns nor acquires any additional rights in and to the student data not expressly granted by the Agreement. School District hereby grants Provider a non-exclusive, non- transferable right and license to (a) use, reformat, display, transform, and create derivative works of the student data during the Term for the limited purpose of exercising Provider's rights under this Agreement.

2. Provider SAP Services. When School District refers a student (with appropriate written parent/guardian permission) to Provider, Provider shall offer a) a student assessment and/or b) group discussion for participants related to student assistance program-related issues (the "SAP Services"). The Parties recognize that as a substance abuse health care provider, Provider is governed by federal and state law regarding the confidentiality of patient information related to the services provided, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA), federal regulations governing the confidentiality of drug and alcohol services (42 CFR Part 2), and state laws governing the confidentiality of mental health and substance abuse information and records ("Records").

a. Provider shall obtain written consent for participation in the SAP Services offered by Provider from the parent/guardian for services pursuant to FERPA and its regulations, set forth at 34 CFR Part 99 and applicable laws. Provider shall procure the consent of parents or eligible students to the release and use of data and shall maintain and make written proof of parent or student consent available to School District. Provider shall restrict access to the data only to: (i) the person or persons who provide direct services to School District students; or (ii) the person or persons within Provider's organization who have been tasked with analyzing the data; and make those persons aware of, and agree to abide by, the terms set forth in this Agreement.

b. Provider shall obtain written Consent to Release or Obtain Confidential Information from the student when a student assessment is recommended by the SAP team. The consent may permit disclosure of Recommendations and Pertinent Information to additional parties, such as the student's parent/guardian, School District SAP team, the student's physician, or therapist. School District shall not have access to the Records.

c. The Records generated by Provider related to the SAP Services are and shall be the property of Provider. Provider shall store Records related to the SAP Services for ten (10) years or otherwise as required or permitted under law, at which time Provider shall destroy such Records.

d. Provider shall not release or otherwise reveal, directly or indirectly, student data to any individual, agency, entity, or third party not authorized by this Agreement, unless such disclosure is required by law or court order.

e. Provider shall not use student data shared under this Agreement for any purpose other than the goals outlined in this Agreement in Exhibit B.

f. Provider staff leading group discussions ("Specialists") shall observe all applicable confidentiality school laws related to the disclosure of health, safety, and welfare of students. Specialists may also provide informal services following group discussions with students to ensure their health, safety, and welfare. Such follow-up shall be protected by applicable confidentiality school laws. Specialists will engage School District faculty in accordance with School District policy and procedures as appropriate when the health, safety, and welfare of a student is of concern in accordance with applicable confidentiality school laws. Specialists shall explain to students the importance of observing confidentiality in group sessions. Specialists shall not be liable for any disclosures from students.

g. On occasion, Specialists may be shadowed by Specialists-in-training, college and graduate-level interns, or supervisors, who shall be subject to the same confidentiality protections stated herein.

3. Provider Treatment Services. A Specialist may recommend further treatment for a student, including inpatient or outpatient treatment at Provider's facility. If the student, with or without parent consent in accordance with law, chooses to seek further treatment from Provider, Provider shall obtain appropriate, additional consents which may include consent to Provider and School District to disclose Records from the student's participation in the SAP.

4. Training: Provider shall provide qualified Specialists and appropriately train Specialists and other staff related to SAP functions, including but not limited to the SAP Services; documenting student participation in the SAP Services in accordance with accepted standards; mandated reporting; supervision; shadowing; and applicable confidentiality laws.

MUHLENBERG SCHOOL DISTRICT
Committee of the Whole Meeting Minutes
June 17, 2026
Lecture Hall, Muhlenberg High School
www.muhlsdk12.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, June 17, 2026 at 6:31 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. S. Wayne Hardy (via phone)
Member – Mr. Robert Mengle
Solicitor – Mr. Brian J. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

Member – Mr. Garrett Hyneman
Member – Mr. Andrew L. Eaton, Sr.

Administration Present

Superintendent - Dr. Alan S. Futrick
Assistant Superintendent - Dr. Gangi E. Cucciuffo, Ed.D
Business Manager - Mr. Shane M. Mathias, CPA
Director of Physical Plant – Mr. Ken Patterson
Director of Special Education - Dr. Nicole Huntbach
Supervisor of Special Education - Ms. Jaclyn Bellanca
Supervisor of Special Education - Ms. Lori Morris
Supervisor of Related Services - Mr. Byron Grosselfinger
Licensed Behavior Specialist - Ms. Courtney Knittle
Director of Curriculum & Instruction K-6 - Dr. Cathy Shappell
Director of Curriculum & Instruction 7-12 - Mr. Kyle Crater
Director of Pupil Services - Mr. Michael J. Mish
Accountant - Mr. Kevin Vanino
Supervisor of Alternative Education & Transportation - Mr. Steve Baylor

Athletic Director - Dr. Timothy Moyer
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Ms. Nicole McGowan
Junior High Assistant Principal - Dr. Joseph Scoboria
Junior High Assistant Principal - Ms. Michele Weaver
C.E. Cole Intermediate Assistant Principal - Dr. Tara Nelson
Elementary Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Ms. Julie Kehr
Elementary Assistant Principal - Mr. Daniel Kramer
Social Worker- Ms. Emily Carmichael
Social Worker - Ms. Amanda Foulds
Social Worker - Ms. Lilianna Cuesta

Visitors

Don Main	Austin Harmes	Linda Roebuck	Manel Santiago	Nytza Santiago
Daniel Fair	Robi Kramer	Diane Benson	Shane Clark	William Snelling
Janet Hess	Ching Lee	William Merriweather	Denise Nowotarski	Dana Godfrey

Educational Presentations

A. Recognition of 2026 Retirees - Dr. Gangi E. Cucciuffo

Dr. Cucciuffo announced and congratulated each of the retirees and thanked them for their dedication and service to the community and the Muhlenberg School District children.

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.

Janet Hess-resident

Attended the RMCTC's fashion show, wonderful event, asking for more administration presence

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

Their meeting was last week, they had their career camp at CTC for eight graders last week. They had 126 students register for that; they kids made things and were really enjoying themselves. Habitat for Humanity, the students made bird houses and raised $1,500 with the bird house that they sold.

C. PSBA Liaison – Mrs. Kristyna Eagle

There is no report at this time.

D. Muhlenberg Community Library – Ms. Susan M. Roeckle

Every meeting she is very impressed with what a wonderful resource it is for the school district to have right here on campus with how involved they are with the students encouraging them all to get library cards and summer reading programs and getting them all signed up for that. It is a wonderful event, have the kids read all summer and do all kinds of activities for them and is free. She is so impressed with this board and how hard they work to keep the money in and get activities going to make this a real top-notch library that it is.

E. School Safety and Security Committee - Mr. Enrique Castro, Jr., Mr. S. Wayne Hardy and Mr. Robert Mengle

Mr. Castro reported at their School Safety and Security Committee Meeting they reviewed: Act 44 Annual Safety and Security Report

As required by Act 44, the district completed its annual review of school safety security and remains in compliance with all state requirements. Throughout the 2025-226 school year, Muhlenberg School District continued to strengthen its safety program through emergency preparedness planning, threat assessment teams, School resource Officers, staff training, student support services, security upgrades, and strong partnerships with local first responders. Key improvements included enhanced surveillance systems, updated emergency response procedures, expanded mental health supports, and ongoing safety training for staff. Looking ahead, the district plans to continue upgrading security infrastructure, maintain its SRO program, and implement weapon detection systems at the secondary level and athletic events. Overall, the district's safety and

security program remains strong and focused on providing a safe learning environment for all students and staff.

Questions/Comments/Concerns

Mr. Mengle spoke about he and other board members being given an anonymous letter about an incident that occurred in one school. He talked about the people or person that wrote this, there are a lot of falsehoods for him. He wanted to address Mr Mish, Mr. Cucciuffo, and Dr. Frutrick; there are people that they put trust into to make sure that security is held to the highest standards; these falsehoods only resonate with the public if they are out there and they are disseminated. He advised it is totally untrue and advised this person wrote in the letter about due process and advised the district has due process and this is what the country was founded on, due process. He spoke about it as he read through it, he takes pride in that. Mr. Mengle spoke about how unbelievable it is that someone can write something, but again as a resident he can allow them to do this as one of their freedoms, but to print falsehoods and give it out there. He talked about these people say that the district did not do anything and allowed them to come back to school, but if they read their handout, the students handouts that are produced by this school and principals that do a great job, he wanted to thank them as this does not reflect anything on Mr. Mish or any administration; everyone does a heck of a job. Mr. Mengle could not believe people would write something like this and then not sign it; if they are going to come see him. He spoke about there being policies stating if you fight students are out, but the district has due process. Mr. Mengle talked about how the district cannot violate the law and the attorney will agree. Mr. Mengle talked about the letter given to him from an envelope from the school, in inter-district mail. Mr. Mengle spoke to the principals and the teachers that the board has their backs; the district will go to the full extent of the law and get the students out of the classroom and they are here to support them. He discussed the garbage like this taints everything that they do and they do a good job. Mr Mengle reiterated to the principals, the teacher and the administrative staff that they do a hell of a good job. He talked about understanding them and he does not listen to what is in the letter written but he wanted to address it in public that the board has their back.

F. Capital Projects Committee - Mr. Andrew Eaton, Sr., Mr. Ronald J. Haas, Sr., and Ms. Susan M. Roeckle

Dr. Futrick reported they had continued conversations on the project at the middle school, some of the summer projects and he asked Mr. Harmes to update on the middle school and in speaking in length about the roadways and parking lots. Mr. Harmes reported the roadways and parking lots, the main road running through the center of the campus is tracking for June 29th. He advised the little parking lot behind the parking garage is going to be paved up June 29th; they are working on the parking lot behind MEC and then additionally the parking lot behind that working on the bus. The high school natatorium is still tracking through the 23rd, essentially on schedule there.

He advised the 5-6 building is really coming along; finishing the flooring, the residence flooring and the bathrooms this work going on there; it's really starting to look like a school. It was confirmed that there will be power in the school soon.

G. Education Programs - Dr. Gangi E. Cucciuffo

There is no report at this time.

Board Business

Personnel/Human Resources

1. Administrative Appointments

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

a. Ms. Ashley Care, Director of Athletics (T. Moyer), Muhlenberg High School, effective July 1, 2026, at a salary of $105,900.
b. Mr. Aaron Kopetsky, Principal (J. Heilman), C.E. Cole Intermediate, effective July 1, 2026, at a salary of $130,000.
c. Mr. Jacob Conrad, Assistant Principal (A. Kopetsky) , C.E. Cole Intermediate, effective July 1, 2026, at a salary of $100,000.
d. Ms. Dana Godfrey, Assistant Principal (J. Scoboria), Muhlenberg Junior High School, effective July 1, 2026, at a salary of $100,000.
e. Ms. Crystal Jordan, Assistant Principal (J. Kehr), Muhlenberg Elementary Center, effective July 1,2026, at a salary of $100,000.
f. Ms. Denise Nowotarski, Director of Business Services (S. Maples), effective July 1, 2027, at a salary of $130,000.

2. Professional Appointments

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

a. Ms. Jocelyn Seidt, Elementary Teacher (X. Toledo), C.E. Cole Intermediate, effective the first contractual day of the 2026-2027 school year, at a salary of $59,988 (B, 14 Steps from the Top).
b. Ms. Jacyln Barbera, Elementary Teacher (D. Fair), C.E. Cole Intermediate, effective the first contractual day of the 2026-2027 school year, at a salary of $58,479 (B, 15 Steps from the Top).

c. Ms. Sarah Pacharis, Elementary Teacher (J. Conrad), Muhlenberg Elementary Center, effective the first contractual day of the 2026-2027 school year, at a salary of $58,479 (B, 15 Steps from the Top).
d. Mr. Kyle Jurgensen, Special Education Teacher (J. Hausman), C.E. Cole Intermediate, effective the first contractual day of the 2026-2027 school year, at a salary of $64,616 (B+24, 15 Steps from the Top), given 3.5 years to attain and secure PDE Certification in Special Education.

3. Classified Appointments

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

a. Ms. Heather Alamed, Special Education Paraprofessional (O. Gehris), Muhlenberg Elementary Center, effective May 18, 2026, at pay rate of $21.46 per hour.
b. Ms. Mia Pittman, Special Education Paraprofessional (D. Montalvo), Muhlenberg Elementary Center, effective August 19, 2026, at pay rate of $22.46 per hour.

4. Acceptance of Resignations

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

a. Ms. Courtney Mitchell, Speech & Language Pathologist, Muhlenberg Elementary Center, effective June 5, 2026.
b. Ms. Sabrina Maples, Assistant Business Manager, effective May 29, 2026.
c. Ms. Lori Steiner, Class A Secretary, Muhlenberg High School, resignation for the purpose of retirement, effective July 10, 2026.
d. Ms. Naomi Skeete, Clerical Assistant, Blue Center, effective June 11, 2026.
e. Mr. Domenic Velazquez, Outside Custodian, Administration Building, effective June 19, 2026.
f. Ms. Gisselle Valencia-Diaz, Cafeteria Worker, C.E. Cole Intermediate, effective June 5, 2026.
g. Ms. Teresa Pietrusewicz, Health Services Technician, Muhlenberg Junior High School, resignation for the purpose of retirement, effective June 5, 2026.

5. Co-Curricular Appointments

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

a. Mr. Bryant Herndon, MHS Girls Basketball Assistant Coach, effective May 26, 2026, at a salary of $4,350 (year 2).
b. Mr. William Merriweather, MHS Girls Basketball Co-Assistant Coach, effective May 26, 2026, at a salary of $2,175 (year 2).
c. Ms. Kaela Stankiewicz, MHS Girls Basketball Co-Assistant Coach, effective May 26, 2026, at a salary of $2,175 (year 2).
d. Ms. Katelyn Dieffenbach, Unified Sports Co-Head Bocce Coach, effective March 1 2026, at a salary of $1,000.
e. Mr. Anthony Calvaresi, Jr., Unified Sports Co-Head Bocce Coach, effective March 1, 2026, salary of $1,000 funded by Unified Sports.
f. Ms. Katelyn Dieffenbach, Unified Sports Co-Head Track and Field Coach, effective March 1, 2026, at a salary of $1,500.
g. Ms. Cameron Gring, Unified Sports Co-Head Track and Field Coach, effective March 1, 2026, salary of $1,500 funded by Unified Sports.

6. 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. Ms. Rachel Kline, Cafeteria Assistant, completion of forty-five (45) day probation as of May 20, 2026 and recommended for permanent employment as of May 21, 2026.

7. 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. 3422, Special Education Teacher, FMLA/Leave of Absence, effective May 11, 2026 through on or about June 22, 2026.
b. Employee No. 2834, Teacher, extended FMLA Leave, effective the first contractual day of the 2026-2027 school year through on or about January 4, 2027.

8. Summer Hours for Staff

Resolved, that the Board of Education of the Muhlenberg School District approve the following employees for summer hours as presented.

9. 2026 Extended School Year Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the following assignments for the 2026 Extended School Year Program, as presented:

Teachers

Ms. Megan Migliore	Mr. Jessica Mulutzie
Ms. Francine Silvoy	Mr. Anthony Calvaresi
Ms. Meghan Goetz	Ms. Emily Rudderow
Ms. Tamara Torres	Ms. Katelyn Dieffenbach
Mr. Shane Silas	Mr. Brian Hendricks
Ms. Amanda Kemmerer	Mr. Ms. Stefanie Cerroni

Paraprofessionals

Ms. Rosemarie Sysenh	Ms. Ramona Corcino
Ms. Alexandria Garcia-Martinez	Ms. Krystina Missimer
Ms. Aliyah Buzydlowski	Ms. Jennifer Eberhart
Ms. Carina Arana-Morales	Ms. Susan Garl
Ms. Cindy Wanamaker	Ms. Shana Kelly
Ms. Jessica Martin	Ms. Elitz Leon

Speech Language Pathologists:

Ms. Pamina Nieves

10. Professional and Classified Assignments for MSD unplugged 2026

Resolved, that the Board of Education of the Muhlenberg School District approve the following professional and classified assignments for MSD Unplugged program, as presented:

Teachers:

Ms. Amy Chiarelli	Ms. Kayla Lowe
Mr. Matthew Fry	Mr. Jacob Stoudt
Ms. Sarah Kopetsky	Ms. Daniel Solvino
Ms. Maria Avila	Ms. Kylie Redcay
Mr. Christopher Evans	Mr. Erika Yenser
Mr. Melissa Blickley	Ms. Jennifer Pacharis
Mr. Robert Wolfe	Ms. Janele Vadelund
Mr. Robert Brad	Ms. Edith Rubert
Ms. Megan Grandinetti	

Paraprofessionals:	
Ms. Clavel Callenteno	Mr. Austin Chapman
Ms. Michelle Eaton	

11. Pre-Educator Assignments for MSD Unplugged 2026

Resolved, that the Board of Education of the Muhlenberg School District approve the following pre-educator assignments for the MSD Unplugged program, as presented:

Student Name	College
Kyle Archie	Kutztown University
Evan Blickley	Penn State University
Athena Braun	Kutztown University
Meghan Farrell	West Chester University
Sofia Fiorvanti	Kutztown University
Maria Gittens	Lebanon Valley College
Neveah Hammond	Kutztown University

Julia Kramer	Kutztown University
Ainsley McLain	Penn State University
Hayley Moyer	Kutztown University
Liliana Petersen	Lebanon Valley College
Felicia Phillips	Kutztown University
Blake Smith	Penn State University
Eva Stettler	Kutztown University
Bryn Williams	Penn State University
Julia Yeager	Kutztown University
Victoria Lapa	Kutztown University
Alexandra Brodetsky	Kutztown University
Evelyn Sanchez Morales	Albright College
Amanda Hoover	Albright College
Yana Colon	West Chester University
Sarah Love	Kutztown University
Alli Kauffman	West Chester University
Ava Futrick	Albright College

12. Cooperative Agreement in Football with Antietam School District

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Antietam School District and Muhlenberg School District in the sport of Football (Fall) as the host school as presented.

Management

1. Adoption of Policies

Resolved, that the Board of Education of the Muhlenberg School District adopt the following district policies:

a. Policy No. 805, Emergency Preparedness and Response
b. Policy No. 805.1, Relations with Law Enforcement Agencies
c. Policy No. 805.2, School Security Personnel
d. Policy No. 810, Transportation
e. Policy No. 827, Conflict of Interest

2. Superintendent's Authorization to Employ for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District authorize the Superintendent to employ qualified persons for open positions as budgeted for the 2026-2027 school year, subject to Board ratification of employment at the Board's next public meeting.

3. 2026-2027 Annual Membership to Pennsylvania School Boards Association, Inc.

Resolved, that the Board of Education of the Muhlenberg School District approve the annual membership to the Pennsylvania School Boards Association, Inc. in the amount of $20,490.42 for 2026-2027 (July 1, 2026 to June 30, 2027).

4. Voting Delegates to the 2026 PSBA Delegate Assembly

Resolved, that the Board of Education of the Muhlenberg School District appoint _____and _____ as the District's voting delegates to the 2026 PSBA Delegate Assembly.

5. Approval of Berks County Safety & Security Consortium Services

Resolved, that the Board of Education of the Muhlenberg School District approve the shared Consortium consulting and technical services provided by the BCIU Safety & Security Administrator for the 2026-2027 school year, at a cost of $6,500 annually as presented.

6. Approval of Memorandum of Understanding for MEA

Resolved, that the Board of Education of the Muhlenberg School District approve the Memorandum of Understanding between the Muhlenberg School District and the Muhlenberg Education Association as presented.

Physical Plant and Transportation

1. Roof Preventative Maintenance for MEC

Resolved, that the Board of Education of the Muhlenberg School District approve the roof preventative maintenance of the Muhlenberg Elementary Center roof at a total cost of $33,650 as presented (Capital Reserve Fund).

2. Natatorium Scoreboard

Resolved, that the Board of Education of the Muhlenberg School District approve a not-to-exceed budget of $1,950,000.00 for project costs and the apparent low bid/pricing obtained through the Gordian Purchase Program for the Renovations to the Muhlenberg Junior High School Library and LGI, creating six instructional spaces; subject to review by the District's Solicitor.

3. Approval of Change Orders High School Renovation Project

Resolved, that the Board of Education of the Muhlenberg School District approve the purchasing of the scoreboard for the natatorium with Daktronics at a total cost of $110,374 as presented (Capital Projects Fund).

4. Approval of Change Order High School Addition and Renovations

Resolved, that the Board of Education of the Muhlenberg School District approve the change order for the Muhlenberg High School addition and renovations of the alternative education wing and addition of an elementary toilet room at a cost of $83,326.04 as presented.

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	Apr 2026	Apr 2026	May 2026 Ck#60690-60838 V#28577-28590	Apr 2026	

Cafeteria	Apr 2026	Apr 2026	May 2026 Ck#8977-9015 V#3233-3238	Apr 2026	
Capital Reserve (Fund 32)	May 2026	May 2026			
Capital Reserve (Fund 39)	May 2026	May 2026	May 2026 Ck#25001-25013		
Activity	Apr 2026	Apr 2026			

2. Award Bids for School Supplies for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District accept the award of bids, from the Berks County Joint Purchasing Cooperative, for the following school supplies for the 2026-2027 school year:

a.	Art Supplies	$32,428.84
b.	Classroom and Office Supplies	57,212.04
c.	Copy Paper	13,327.37
d.	Custodial Supplies	80,345.38
e.	Physical Ed. Equipment and Supplies	236.13
	Total	$183,549.76

3. Award Bids for Food Supplies for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District accept the award of bids, from the Cafeteria Food Cooperative (CAFCO), for the following food supplies for the 2026-2027 school year:

a.	Food Service Paper Products	$52,527.02
b.	Fresh Bread	51,013.62
c.	Grocery	826,653.18
d.	Milk and Dairy	124,630.93
e.	NOI Food Products	261,831.84
	Total	$1,316,656.59

4. Reading-Muhlenberg Career & Technology Center Budget for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Reading-Muhlenberg Career & Technology Center Budget for the 2026-2027 school year at the district's share of $3,088,714.19 for operations, $154,823.58 for debt service related to the welding building, and $30,000 for capital improvements.

5. Approval of Amergis Educational Staffing Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with Amergis Educational Staffing for supplemental staffing of school nurses, as needed for the 2026-2027 school year as presented.

6. Disposal of Surplus Property

Resolved, that the Board of Education of the Muhlenberg School District authorize the disposal of the following surplus property in accordance with district Policy 706.1, Disposal of Surplus Property as presented:

a. Textbooks/Resource Materials - These items are no longer needed, outdated, unused and/or out of contract.
b. Choral Risers at MHS - These items are old and pose a safety issue if used.

7. District Insurance Programs

Resolved, that the Board of Education of the Muhlenberg School District approve the district's insurance programs for the 2026-2027 school year per the proposal submitted by Acrisure:

Type	7/1/2026– 6/30/2027
Property	$139,887
General Liability & Crime	70,630
Automobile	10,025
Excess Liability	6,971
School Board E & O	-
Privacy and Network Liability	22,673
Student Accident	10,900
Boiler & Machinery	4,678
Total Premium	$265,764

8. 2026-2027 Homestead and Farmstead Exclusion Resolution

Resolved, by the Board of School Directors of Muhlenberg School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2026, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

Aggregate amount available for homestead and farmstead real estate tax reduction. The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2026:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of $2,081,600.92.

b. **Philadelphia tax credit reimbursement funds**. PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of $11,314.80.
c. **Property Tax Reduction Funds.** Funds will be available during the school year for real estate reduction as a result of undistributed funds from the property tax reduction funds received in 2025-2026. These funds will be added to the allocation for this school year in the amount of $60.11.
d. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is $2,092,921.83.

Homestead/farmstead numbers. Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 5,063.
b. **Farmstead property number.** The number of approved farmsteads within the School District is 2.
c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and farmsteads is 5,065.

Real estate tax reduction calculation. The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(d) aggregate amount available during the school year for real estate tax reduction of $2,092,921.83 by the paragraph 2(c) aggregate number of approved homesteads and farmsteads of 5,065, before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount, the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is $413.21.

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of $2,674.79 will be available during the school year for real estate tax reduction applicable to approximately 5,065 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of $.52.

Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of $413.21 the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is $413.73.

Homestead exclusion calculation. Dividing the paragraph 3 maximum real estate tax reduction amount of $413.72 by the School District real estate tax rate of 40.156 mills (.040156) the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is 10,303 and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is 10,303.

Homestead/farmstead exclusion authorization. The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of 10,303. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of 10,303. The homestead exclusion and farmstead exclusion real estate assessed value reduction will apply only to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

9. General Fund Transfer

Resolved, that the Board of Education of the Muhlenberg School District transfer zero percent (0%) of residual general fund balance, from fiscal year 2025-2026, greater than eight percent (8%) of the 2026-2027 budgeted expenditures to the Capital Reserve Fund and one hundred percent (100%) to be transferred to Assigned Building Projects fund balance. The Assigned Building Projects fund balance is for the anticipated costs of new construction, including debt service.

10. Adoption of Final Budget for 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District adopt the 2026-2027 Final Budget as presented by the Administration. The Final Balanced Budget Expenditures total $96,136,956; Revenues total $96,136,956. The millage rate of 40.156 mils depicts a 1.75 millage increase.

Said budget shall set forth a levy of the following tax structure: a tax of 40.156 ($40.156 per $1,000.00) of assessed market value of real estate; and the district's share of a realty transfer tax of 1%; a local services tax of $52.00 for Laureldale and a local services tax of $52.00 for

Muhlenberg Township; a 1% earned income tax; a mercantile tax consisting of one mil on wholesale transactions; and a business privilege tax at the rate of one and one-half mils on the gross volume of business, to provide the necessary revenue for same as presented.

Education

1. 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 students:

a. Student "I", Muhlenberg Junior High School
b. Student "J", Muhlenberg Junior High School
c. Student "K", Muhlenberg High School
d. Student "L", Muhlenberg Junior High School

2. 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, Donation:

a. Elizabethtown College (Science in Motion), donation of science instructional equipment and supplies for Muhlenberg Junior High School to use for students of Muhlenberg School District.

3. Devereux Pennsylvania Children's Services Linkage Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the Linkage Agreement between Devereux Pennsylvania Children's Services and the Muhlenberg School District, effective July 1, 2026 for a one (1) year period on an as needed basis.

4. Berks County Intermediate Unit Special Education Agreement and Schedule "A" Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the Special Education Agreement and Schedule "A" Agreement with the Berks County Intermediate Unit to provide special education services for the 2026-2027 school year as presented.

5. Students to Complete the School Year as Non-Resident Student

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following students to complete the 2025-2026 school year as non-resident students:

a. Student No. 38607, 5th Grade, C.E. Cole Intermediate
b. Student No. 37069, 7th Grade, Muhlenberg Junior High School

6. Washington & Jefferson College Affiliation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement between the Muhlenberg School District and Washington & Jefferson College.

7. Memorandum of Understanding with CONCERN

Resolved, that the Board of Education of the Muhlenberg School District approve the Memorandum of Understanding agreement between CONCERN – Professional Services for Children, Youth and Families and the Muhlenberg School District to provide school based outpatient therapy for students for the 2026-2027 school year on an as needed basis at no cost to the district as presented.

8. Adoption of Revised Curricula, Textbooks and Instructional Materials for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District adopt the revised curricula, textbooks and instructional materials as recommended and presented for the 2026-2027 school year as in accordance with the Pennsylvania School Code, Article VIII, Section 803.

9. AFJROTC Educational Field Trip Request

Resolved, that the Board of Education of the Muhlenberg School District approve the following educational field trip request:

a. Muhlenberg High School AFJROTC, travel to the Dover Air Force Base in Delaware on July 23, 2026.

10. Conference Request

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

a. Mr. Ken Patterson, to attend the Steel Eagle Leadership Institute in Bedford Springs, PA on July 9, 2026 to July 10, 2026 at a cost not to exceed $298.75 (funded through the Physical Plant budget).

Minutes

Review minutes of the Committee of the Whole Meeting of May 13, 2026 and the Regular Board Meeting of May 13, 2026.

Old Business

Mrs. Eagle spoke about the co-op with Antietam how important that is in speaking about the extracurriculars and how successful in certain types of things; they don't have the opportunities there and this give the kids the opportunity to to get involved in something and she knows the kids at Muhlenberg will welcome the kids will open arms to have a good year, she thanked the district for this.

New Business

Mrs. Mengle wanted to thank Julia and Tiana for a wonderful job for graduation, it was remarkable the work that they put in and the amazed with everyone that had helped to make this such a nice event for the kids.

Mr. Castro wanted to thank Dr. Futrick and all of the staff for inviting the Board to the end of the year luncheon, it was such a pleasure to see everyone, the public does not get to see that, so when so busy dealing with students; they seem to work so amazingly well together. He also gave kudos to the food services team, he really enjoyed his time being there and just wanted to thank everyone. Mrs. Eagle spoke about when the Board is invited to things it is appreciated, and when they are unable to come it is not because they do not want to be there, it is with her working in education it is not ebay to get there.

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.

<u>Mr. Dan Fair- resident</u>

Graduation, excitement, enthusiasm, high energy, he only wished the acknowledgement of service members and the band tribute to the five armed forces service would have not been removed from program and is hoping this can be put back in

Ching Lee-resident

Problem with wild bushes continuing on his property, requesting the school trim bushes at least three times a year- mid-spring, mid-summer, mid-autumn

MSD/RMCTC Board Visitor of the Month

Schedule 2026-2027

September	Mr. Enrique Castro, Jr.
October	Mr. Robert Mengle
November	Mrs. Kristyna Eagle
December	Ms. Susan M. Roeckle
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

June 8	6:30 PM	RMCTC Board Meeting
June 17	6:30 PM	COW Meeting and Regular Board Meeting
August 10	6:30 PM	RMCTC Board Meeting
August 12	6:30 PM	COW Meeting and Regular Board Meeting
September 9	6:30 PM	COW Meeting and Regular Board Meeting
September 21	6:30 PM	RMCTC Board Meeting
October 12	6:30 PM	RMCTC Board Meeting

October 14	6:30 PM	COW Meeting and Regular Board Meeting
November 9	6:30 PM	RMCTC Board Meeting
November 11	6:30 PM	COW Meeting and Regular Board Meeting
December 2	6:30 PM	Annual Organization Meeting; COW Meeting; Regular Board Meeting

Adjourn Meeting

Moved by Mrs. Eagle and Ms. Roeckle that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:11 PM.
Attest:

Enrique Castro Jr.
Secretary

MUHLENBERG SCHOOL DISTRICT
Regular Board Meeting Minutes
June 17, 2026
Lecture Hall, Muhlenberg High School
www.muhlsdk12.org

Call to Order

The Regular Board Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, June 17, 2026 at 7:11 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. S. Wayne Hardy (via phone)
Member – Mr. Robert Mengle
Solicitor – Mr. Brian J. Boland, Esq.
Recording Secretary – Mrs. Tara L. Flowers

Members Absent

Member – Mr. Garrett Hyneman
Member – Mr. Andrew L. Eaton, Sr.

Administration Present

Superintendent - Dr. Alan S. Futrick
Assistant Superintendent - Dr. Gangi E. Cucciuffo, Ed.D
Business Manager - Mr. Shane M. Mathias, CPA
Director of Physical Plant – Mr. Ken Patterson
Director of Special Education - Dr. Nicole Huntbach
Supervisor of Special Education - Ms. Jaclyn Bellanca
Supervisor of Special Education - Ms. Lori Morris
Supervisor of Related Services - Mr. Byron Grosselfinger
Licensed Behavior Specialist - Ms. Courtney Knittle
Director of Curriculum & Instruction K-6 - Dr. Cathy Shappell
Director of Curriculum & Instruction 7-12 - Mr. Kyle Crater
Director of Pupil Services - Mr. Michael J. Mish

Accountant - Mr. Kevin Vanino
Supervisor of Alternative Education & Transportation - Mr. Steve Baylor
Athletic Director - Dr. Timothy Moyer
High School Principal - Mr. Haniff Skeete
High School Assistant Principal - Ms. Nicole McGowan
Junior High Assistant Principal - Dr. Joseph Scoboria
Junior High Assistant Principal - Ms. Michele Weaver
C.E. Cole Intermediate Assistant Principal - Dr. Tara Nelson
Elementary Principal - Ms. Ginny Hornberger
Elementary Assistant Principal - Ms. Julie Kehr
Elementary Assistant Principal - Mr. Daniel Kramer
Social Worker- Ms. Emily Carmichael
Social Worker - Ms. Amanda Foulds
Social Worker - Ms. Lilianna Cuesta

Visitors

Daniel Fair	Linda Roebuck	Diane Benson	Manel Santiago	Nytza Santiago
Robi Kramer	Shane Clark	William Snelling	Dana Godgrey	Ching Lee
William Merriweather	Denise Nowotarski			

Educational Presentations

There were none.

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 comment 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.

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

There were none.

Superintendent's Comments - Dr. Alan S. Futrick

He knows that the community is aware, the community had a devastating fire this past weekend that impacted a staff member and seven students, five Muhlenberg families and numerous other families. He spoke about when devastating, they have lost everything. and are without a home; on one hand everyone is extremely saddened with what happened to those families; on the other hand he takes a lot of pride in Muhlenberg's response to aiding those families. Everybody sitting here did an outstanding job of pitching in and helping, but a couple people he would like to highlight the social workers here. He asked the social workers to stand up and be recognized, whatever the families needed, they have been helping the families along the way and thanked them for this. He thanked Ms. Liz Laviena, the district parent outreach coordinator, he thinks lived up there helping people as she has reached out to every family, has reached out to every kid, has personally working with the Red Cross, has sent numerous connect-ed messages out on the district's behalf notifying the community, partnered with other community agencies and thanked her for doing those things. Just letting the district's staff, teachers, and community have done a tremendous job all around.

Questions/Comments/Concerns

Mr. Mish advised as of right now as far as any physical items, the Red Cross just can't take anymore. There is an overabundant amount of things that have been donated at this point so they actually shut down the collection of anything. Everyone of the district's families and employees have been placed and are in housing already. In conjunction with the Lions Club, the district is going to try and create a fire relief fund for the district's families monetarily. The district met with the Red Cross the other day to coordinate some efforts and they gave the district some guidance. Hopefully by next week, the district will be able to take monetary collections and help those families.

Mrs. Eagle spoke about students who have helped their classmate by starting a fundraiser and watching these kids come together for their friend just shows what a community is.

Ms. Foulds spoke about her call from the Red Cross and the importance of when doing donations e=be mindful of what donating. The Red Cross informed the district that only 10% of physical items end up being used, because what is being donated is not what is necessarily needed. She spoke about how everybody has such amazing intentions and the community comes together, but Adler Brewery is overflowing with items that now they need to find a home for.

Mr. Castro thanked everyone who was out there helping the families, everyone knows what time of night it happened. He thanked Dr. Futrick immediately notifying all of the board members who were talking to each other and talking to Dr. Futrick, but the social workers and the SROs, the administrators all were on it. He talked about the board and was asking questions about what they can do but he was already on it talking to help the families. So kudos to everyone and thank you for that and kudos to the Muhlenberg community. He spoke about all of what is seen on social media of people attacking each other. Muhlenberg was really Muhlenberg strong, they all came together.

Personnel/Human Resources

Personnel/Human Resources 7.01 - 7.12

Moved by Mrs. Eagle and Mr. Mengle that the Board of Education of the Muhlenberg School District approve **Personnel/Human Resources No. 7.01 through 7.12** in their entirety.

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

7.01 Administrative Appointments

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

a. Ms. Ashley Care, Director of Athletics (T. Moyer), Muhlenberg High School, effective July 1, 2026, at a salary of $105,900.
b. Mr. Aaron Kopetsky, Principal (J. Heilman), C.E. Cole Intermediate, effective July 1, 2026, at a salary of $130,000.
c. Mr. Jacob Conrad, Assistant Principal (A. Kopetsky), C.E. Cole Intermediate, effective July 1, 2026, at a salary of $100,000.
d. Ms. Dana Godfrey, Assistant Principal (J. Scoboria), Muhlenberg Junior High School, effective July 1, 2026, at a salary of $100,000.
e. Ms. Crystal Jordan, Assistant Principal (J. Kehr), Muhlenberg Elementary Center, effective July 1,2026, at a salary of $100,000.
f. Ms. Denise Nowotarski, Director of Business Services (S. Maples), effective July 1, 2026, at a salary of $130,000.

7.02 Professional Appointments

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

a. Ms. Jocelyn Seidt, Elementary Teacher (X. Toledo), C.E. Cole Intermediate, effective the first contractual day of the 2026-2027 school year, at a salary of $59,988 (B, 14 Steps from the Top).
b. Ms. Jacyln Barbera, Elementary Teacher (D. Fair), C.E. Cole Intermediate, effective the first contractual day of the 2026-2027 school year, at a salary of $58,479 (B, 15 Steps from the Top).
c. Ms. Sarah Pacharis, Elementary Teacher (J. Conrad), Muhlenberg Elementary Center, effective the first contractual day of the 2026-2027 school year, at a salary of $58,479 (B, 15 Steps from the Top).

d. Mr. Kyle Jurgensen, Special Education Teacher (J. Hausman), C.E. Cole Intermediate, effective the first contractual day of the 2026-2027 school year, at a salary of $64,616 (B+24, 15 Steps from the Top), given 3.5 years to attain and secure PDE Certification in Special Education.

7.03 Classified Appointments

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

a. Ms. Heather Alamed, Special Education Paraprofessional (O. Gehris), Muhlenberg Elementary Center, effective May 18, 2026, at pay rate of $21.46 per hour.
b. Ms. Mia Pittman, Special Education Paraprofessional (D. Montalvo), Muhlenberg Elementary Center, effective August 19, 2026, at pay rate of $22.46 per hour.

7.04 Acceptance of Resignations

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

a. Ms. Courtney Mitchell, Speech & Language Pathologist, Muhlenberg Elementary Center, effective June 5, 2026.
b. Ms. Sabrina Maples, Assistant Business Manager, effective May 29, 2026.
c. Ms. Lori Steiner, Class A Secretary, Muhlenberg High School, resignation for the purpose of retirement, effective July 10, 2026.
d. Ms. Naomi Skeete, Clerical Assistant, Blue Center, effective June 11, 2026.
e. Mr. Domenic Velazquez, Outside Custodian, Administration Building, effective June 19, 2026.
f. Ms. Gisselle Valencia-Diaz, Cafeteria Worker, C.E. Cole Intermediate, effective June 5, 2026.
g. Ms. Teresa Pietrusewicz, Health Services Technician, Muhlenberg Junior High School, resignation for the purpose of retirement, effective June 5, 2026.

7.05 Co-Curricular Appointments

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

a. Mr. Bryant Herndon, MHS Girls Basketball Assistant Coach, effective May 26,

2026, at a salary of $4,350 (year 2).

b. Mr. William Merriweather, MHS Girls Basketball Co-Assistant Coach, effective May 26, 2026, at a salary of $2,175 (year 2).
c. Ms. Kaela Stankiewicz, MHS Girls Basketball Co-Assistant Coach, effective May 26, 2026, at a salary of $2,175 (year 2).
d. Ms. Katelyn Dieffenbach, Unified Sports Co-Head Bocce Coach, effective March 1 2026, at a salary of $1,000.
e. Mr. Anthony Calvaresi, Jr., Unified Sports Co-Head Bocce Coach, effective March 1, 2026, salary of $1,000 funded by Unified Sports.
f. Ms. Katelyn Dieffenbach, Unified Sports Co-Head Track and Field Coach, effective March 1, 2026, at a salary of $1,500.
g. Ms. Cameron Gring, Unified Sports Co-Head Track and Field Coach, effective March 1, 2026, salary of $1,500 funded by Unified Sports.

7.06 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. Ms. Rachel Kline, Cafeteria Assistant, completion of forty-five (45) day probation as of May 20, 2026 and recommended for permanent employment as of May 21, 2026.

7.07 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. 3422, Special Education Teacher, FMLA/Leave of Absence, effective May 11, 2026 through on or about June 22, 2026.
b. Employee No. 2834, Teacher, extended FMLA Leave, effective the first contractual day of the 2026-2027 school year through on or about January 4, 2027.

7.08 Summer Hours for Staff

Resolved, that the Board of Education of the Muhlenberg School District approve the following employees for summer hours as presented.

7.09 2026 Extended School Year Assignments

Resolved, that the Board of Education of the Muhlenberg School District approve the following assignments for the 2026 Extended School Year Program, as presented:

Teachers

Ms. Megan Migliore	Mr. Jessica Mulutzie
Ms. Francine Silvoy	Mr. Anthony Calvaresi
Ms. Meghan Goetz	Ms. Emily Rudderow
Ms. Tamara Torres	Ms. Katelyn Dieffenbach
Mr. Shane Silas	Mr. Brian Hendricks
Ms. Amanda Kemmerer	Mr. Ms. Stefanie Cerroni

Paraprofessionals

Ms. Rosemarie Sysenh	Ms. Ramona Corcino
Ms. Alexandria Garcia-Martinez	Ms. Krystina Missimer
Ms. Aliyah Buzydlowski	Ms. Jennifer Eberhart
Ms. Carina Arana-Morales	Ms. Susan Garl
Ms. Cindy Wanamaker	Ms. Shana Kelly
Ms. Jessica Martin	Ms. Elitz Leon

Speech Language Pathologists:

Ms. Pamina Nieves

7.10 Professional and Classified Assignments for MSD Unplugged 2026

Resolved, that the Board of Education of the Muhlenberg School District approve the following professional and classified assignments for MSD Unplugged program, as presented:

Teachers:

Ms. Amy Chiarelli	Ms. Kayla Lowe
Mr. Matthew Fry	Mr. Jacob Stoudt
Ms. Sarah Kopetsky	Ms. Daniel Solvino
Ms. Maria Avila	Ms. Kylie Redcay
Mr. Christopher Evans	Mr. Erika Yenser
Mr. Melissa Blickley	Ms. Jennifer Pacharis
Mr. Robert Wolfe	Ms. Janele Vadelund
Mr. Robert Brad	Ms. Edith Rubert
Ms. Megan Grandinetti	

Paraprofessionals:

Ms. Clavel Callenteno	Mr. Austin Chapman
Ms. Michelle Eaton	

7.11 Pre-Educator Assignments for MSD Unplugged 2026

Resolved, that the Board of Education of the Muhlenberg School District approve the following pre-educator assignments for the MSD Unplugged program, as presented:

Student Name	College
Kyle Archie	Kutztown University
Evan Blickley	Penn State University
Athena Braun	Kutztown University
Meghan Farrell	West Chester University
Sofia Fiorvanti	Kutztown University
Maria Gittens	Lebanon Valley College

Neveah Hammond	Kutztown University
Julia Kramer	Kutztown University
Ainsley McLain	Penn State University
Hayley Moyer	Kutztown University
Liliana Petersen	Lebanon Valley College
Felicia Phillips	Kutztown University
Blake Smith	Penn State University
Eva Stettler	Kutztown University
Bryn Williams	Penn State University
Julia Yeager	Kutztown University
Victoria Lapa	Kutztown University
Alexandra Brodetsky	Kutztown University
Evelyn Sanchez Morales	Albright College
Amanda Hoover	Albright College
Yana Colon	West Chester University
Sarah Love	Kutztown University
Alli Kauffman	West Chester University
Ava Futrick	Albright College

7.11 Cooperative Agreement in Football with Antietam School District

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement between Antietam School District and Muhlenberg School District in the sport of Football (Fall) as the host school as presented.

Management 8.01 - 8.06

Moved by Ms. Roeckle and Mrs. Eagle that the Board of Education of the Muhlenberg School District approve **Management No. 8.01 through 8.06** in their entirety.

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

8.01 Adoption of Policies

Resolved, that the Board of Education of the Muhlenberg School District adopt the following district policies:

a. Policy No. 805, Emergency Preparedness and Response
b. Policy No. 805.1, Relations with Law Enforcement Agencies
c. Policy No. 805.2, School Security Personnel
d. Policy No. 810, Transportation
e. Policy No. 827, Conflict of Interest

8.02 Superintendent's Authorization to Employ for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District authorize the Superintendent to employ qualified persons for open positions as budgeted for the 2026-2027 school year, subject to Board ratification of employment at the Board's next public meeting.

8.03 2026-2027 Annual Membership to Pennsylvania School Boards Association, Inc.

Resolved, that the Board of Education of the Muhlenberg School District approve the annual membership to the Pennsylvania School Boards Association, Inc. in the amount of $20,490.42 for 2026-2027 (July 1, 2026 to June 30, 2027).

8.04 Voting Delegates to the 2026 PSBA Delegate Assembly

Resolved, that the Board of Education of the Muhlenberg School District appoint Mr. Ronald J. Haas, Sr. and Mr. Robert Mengle as the District's voting delegates to the 2026 PSBA Delegate Assembly.

8.05 Approval of Berks County Safety & Security Consortium Services

Resolved, that the Board of Education of the Muhlenberg School District approve the shared Consortium consulting and technical services provided by the BCIU Safety & Security Administrator for the 2026-2027 school year, at a cost of $6,500 annually as presented.

8.06 Approval of Memorandum of Understanding for MEA

Resolved, that the Board of Education of the Muhlenberg School District approve the Memorandum of Understanding between the Muhlenberg School District and the Muhlenberg Education Association as presented.

Physical Plant and Transportation

Physical Plant and Transportation 9.01 - 9.03

Moved by Mr. Hardy and Mrs. Eagle that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation 9.01 through 9.03 (Physical Plant and Transportation 9.02 was pulled for separate vote by Mr. Mengle)** in their entirety.

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

9.01 Roof Preventative Maintenance for MEC

Resolved, that the Board of Education of the Muhlenberg School District approve the roof preventative maintenance of the Muhlenberg Elementary Center roof at a total cost of $33,650 as presented (Capital Reserve Fund).

9.02 Pulled for separate vote.

9.03 Approval of Change Order High School Addition and Renovations

Resolved, that the Board of Education of the Muhlenberg School District approve the change order for the Muhlenberg High School addition and renovations of the alternative education wing and addition of an elementary toilet room at a cost of $83,326.04 as presented.

Physical Plant and Transportation 9.02

Moved by Mrs. Eagle and Mr. Mengle that the Board of Education of the Muhlenberg School District approve **Physical Plant and Transportation 9.02** in its entirety.

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

9.02 Natatorium Scoreboard

Resolved, that the Board of Education of the Muhlenberg School District approve the purchasing of the scoreboard for the natatorium with Daktronics at a total cost not to exceed $110,374 as presented (Capital Projects Fund).

Budget and Finance

Budget and Finance 10.01 - 10.10

Moved by Mr. Mengle and Ms. Roeckle that the Board of Education of the Muhlenberg School District approve **Budget and Finance 10.01 through 10.10** in their entirety.

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

10.01 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	Apr 2026	Apr 2026	May 2026 Ck#60690-60838 V#28577-28590	Apr 2026	
Cafeteria	Apr 2026	Apr 2026	May 2026 Ck#8977-9015 V#3233-3238	Apr 2026	
Capital Reserve (Fund 32)	May 2026	May 2026			
Capital Reserve (Fund 39)	May 2026	May 2026	May 2026 Ck#25001-25013		
Activity	Apr 2026	Apr 2026			

10.02 Award Bids for School Supplies for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District accept the award of bids, from the Berks County Joint Purchasing Cooperative, for the following school supplies for the 2026-2027 school year:

a.	Art Supplies	$32,428.84
b.	Classroom and Office Supplies	57,212.04
c.	Copy Paper	13,327.37
d.	Custodial Supplies	80,345.38
e.	Physical Ed. Equipment and Supplies	236.13
	Total	$183,549.76

10.03 Award Bids for Food Supplies for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District accept the award of bids, from the Cafeteria Food Cooperative (CAFCO), for the following food supplies for the 2026-2027 school year:

a.	Food Service Paper Products	$52,527.02
b.	Fresh Bread	51,013.62
c.	Grocery	826,653.18
d.	Milk and Dairy	124,630.93
e.	NOI Food Products	261,831.84
	Total	$1,316,656.59

10.04 Reading-Muhlenberg Career & Technology Center Budget for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the Reading-Muhlenberg Career & Technology Center Budget for the 2026-2027 school year at the district's share of $3,088,714.19 for operations, $154,823.58 for debt service related to the welding building, and $30,000 for capital improvements.

10.05 Approval of Amergis Educational Staffing Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the agreement with Amergis Educational Staffing for supplemental staffing of school nurses, as needed for the 2026-2027 school year as presented.

10.06 Disposal of Surplus Property

Resolved, that the Board of Education of the Muhlenberg School District authorize the disposal of the following surplus property in accordance with district Policy 706.1, Disposal of Surplus Property as presented:

a. Textbooks/Resource Materials - These items are no longer needed, outdated, unused and/or out of contract.
b. Choral Risers at MHS - These items are old and pose a safety issue if used.

10.07 District Insurance Programs

Resolved, that the Board of Education of the Muhlenberg School District approve the district's insurance programs for the 2026-2027 school year per the proposal submitted by Acrisure:

Type	7/1/2026– 6/30/2027
Property	$139,887
General Liability & Crime	70,630
Automobile	10,025
Excess Liability	6,971
School Board E & O	-

Privacy and Network Liability	22,673
Student Accident	10,900
Boiler & Machinery	4,678
Total Premium	$265,764

10.08 2026-2027 Homestead and Farmstead Exclusion Resolution

Resolved, by the Board of School Directors of Muhlenberg School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2026, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

Aggregate amount available for homestead and farmstead real estate tax reduction. The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2026:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of $2,081,600.92.
b. **Philadelphia tax credit reimbursement funds**. PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of $11,314.80.
c. **Property Tax Reduction Funds.** Funds will be available during the school year for real estate reduction as a result of undistributed funds from the property tax reduction funds received in 2025-2026. These funds will be added to the allocation for this school year in the amount of $60.11.
d. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is $2,092,921.83.

Homestead/farmstead numbers. Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 5,063.

b. **Farmstead property number.** The number of approved farmsteads within the School District is 2.
c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and farmsteads is 5,065.

Real estate tax reduction calculation. The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(d) aggregate amount available during the school year for real estate tax reduction of $2,092,921.83 by the paragraph 2(c) aggregate number of approved homesteads and farmsteads of 5,065, before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount, the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is $413.21.

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of $2,674.79 will be available during the school year for real estate tax reduction applicable to approximately 5,065 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of $.52. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of $413.21 the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is $413.73.

Homestead exclusion calculation. Dividing the paragraph 3 maximum real estate tax reduction amount of $413.72 by the School District real estate tax rate of 40.156 mills (.040156) the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is 10,303 and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is 10,303.

Homestead/farmstead exclusion authorization. The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of 10,303. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of 10,303. The homestead exclusion and farmstead exclusion

real estate assessed value reduction will apply only to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

10.09 General Fund Transfer

Resolved, that the Board of Education of the Muhlenberg School District transfer zero percent (0%) of residual general fund balance, from fiscal year 2025-2026, greater than eight percent (8%) of the 2026-2027 budgeted expenditures to the Capital Reserve Fund and one hundred percent (100%) to be transferred to Assigned Building Projects fund balance. The Assigned Building Projects fund balance is for the anticipated costs of new construction, including debt service.

10.10 Adoption of Final Budget for 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District adopt the 2026-2027 Final Budget as presented by the Administration. The Final Balanced Budget Expenditures total $96,136,956; Revenues total $96,136,956. The millage rate of 40.156 mils depicts a 1.75 millage increase.

Said budget shall set forth a levy of the following tax structure: a tax of 40.156 ($40.156 per $1,000.00) of assessed market value of real estate; and the district's share of a realty transfer tax of 1%; a local services tax of $52.00 for Laureldale and an local services tax of $52.00 for Muhlenberg Township; a 1% earned income tax; a mercantile tax consisting of one mil on wholesale transactions; and a business privilege tax at the rate of one and one-half mils on the gross volume of business, to provide the necessary revenue for same as presented.

Education

Education 11.01 – 11.10

Moved by Mrs. Eagle and Mr. Castro, that the Board of Education of the Muhlenberg School District approve **Education 11.01 through 11.10** in their entirety.

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

11.01 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 students:

a. Student "I", Muhlenberg Junior High School
b. Student "J", Muhlenberg Junior High School
c. Student "K", Muhlenberg High School
d. Student "L", Muhlenberg Junior High School

11.02 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, Donation:

a. Elizabethtown College (Science in Motion), donation of science instructional equipment and supplies for Muhlenberg Junior High School to use for students of Muhlenberg School District.

11.03 Devereux Pennsylvania Children's Services Linkage Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the Linkage Agreement between Devereux Pennsylvania Children's Services and the Muhlenberg School District, effective July 1, 2026 for a one (1) year period on an as needed basis.

11.04 Berks County Intermediate Unit Special Education Agreement and Schedule "A" Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the Special Education Agreement and Schedule "A" Agreement with the Berks County Intermediate Unit to provide special education services for the 2026-2027 school year as presented.

11.05 Students to Complete the School Year as Non-Resident Student

Resolved, that the Board of Education of the Muhlenberg School District approve the request for the following students to complete the 2025-2026 school year as non-resident students:

a. Student No. 38607, 5th Grade, C.E. Cole Intermediate
b. Student No. 37069, 7th Grade, Muhlenberg Junior High School

11.06 Washington & Jefferson College Affiliation Agreement

Resolved, that the Board of Education of the Muhlenberg School District approve the affiliation agreement between the Muhlenberg School District and Washington & Jefferson College.

11.07 Memorandum of Understanding with CONCERN

Resolved, that the Board of Education of the Muhlenberg School District approve the Memorandum of Understanding agreement between CONCERN – Professional Services for Children, Youth and Families and the Muhlenberg School District to provide school based outpatient therapy for students for the 2026-2027 school year on an as needed basis at no cost to the district as presented.

11.08 Adoption of Revised Curricula, Textbooks and Instructional Materials for the 2026-2027 School Year

Resolved, that the Board of Education of the Muhlenberg School District adopt the revised curricula, textbooks and instructional materials as recommended and presented for the 2026-2027 school year as in accordance with the Pennsylvania School Code, Article VIII, Section 803.

11.09 AFJROTC Educational Field Trip Request

Resolved, that the Board of Education of the Muhlenberg School District approve the following educational field trip request:

a. Muhlenberg High School AFJROTC, travel to the Dover Air Force Base in Delaware on July 23, 2026.

11.10 Conference Request

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

a. Mr. Ken Patterson, to attend the Steel Eagle Leadership Institute in Bedford Springs, PA on July 9, 2026 to July 10, 2026 at a cost not to exceed $298.75 (funded through the Physical Plant budget).

12.01 Approval of Minutes

Review minutes of the Committee of the Whole Meeting of May 13, 2026 and the Regular Board Meeting of May 13, 2026.

Moved by Mr. Mengle and Mr. Castro minutes of the Committee of the Whole Meeting of May 13, 2026 and the Regular Board Meeting of May 13, 2026.

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

Old Business

Mr. Castro wanted to make a comment to both the Board and the district staff to clarify his stance, since he has been sitting on the Board since December he has witnessed some heated conversations and disputes both here in board meetings and through walk throughs and other meetings between board members and district staff; he is going to say his understanding of the Board and then he is going to ask the Board President, Mrs. Mengle what she thinks of this. He talked about if the Board has any questions with the district, as board members, the Board should be asking Dr. Futrick and Dr. Futrick should be holding the staff accountable. The same as if those heated disputes, that are being disrespectful to board members, are continuing to happen, he is going to be asking Dr. Futrick, how is he holding that staff member accountable, because everyone has roles to play. The voters, the taxpayers, voted for the board to ask those questions so that the board can make decisions about budgets and policies; they did not vote for the board to be their managers. He advised the board is working with Dr. Futrick, they'll present questions to him, that is his impression of the Board. He commented that the board will respect all of the district staff members, but they also expect the same. He does not expect whether here in the board room or walking in a walk-through or visiting a building to witness any more of those heated disputes between a board member and a staff member, because that is very uncomfortable for the rest of the board members, any other staff member, or student who witnesses them. If it does happen, he will be immediately addressing Dr. Futrick and how he is going to handle it.

New Business

There was none.

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

September	Mr. Enrique Castro, Jr.
October	Mr. Robert Mengle
November	Mrs. Kristyna Eagle
December	Ms. Susan M. Roeckle
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

June 8	6:30 PM	RMCTC Board Meeting
June 17	6:30 PM	COW Meeting and Regular Board Meeting
August 10	6:30 PM	RMCTC Board Meeting
August 12	6:30 PM	COW Meeting and Regular Board Meeting
September 9	6:30 PM	COW Meeting and Regular Board Meeting
September 21	6:30 PM	RMCTC Board Meeting
October 12	6:30 PM	RMCTC Board Meeting
October 14	6:30 PM	COW Meeting and Regular Board Meeting
November 9	6:30 PM	RMCTC Board Meeting

November 11	6:30 PM	COW Meeting and Regular Board Meeting
December 2	6:30 PM	Annual Organization Meeting; COW Meeting; Regular Board Meeting

18.01 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 7:29 PM.

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

Attest:

Enrique Castro, Jr.
Secretary