

**MUHLENBERG SCHOOL BOARD**  
**Special Meeting Minutes – December 1, 2010**  
**Muhlenberg High School First Floor Lecture Hall**

**Call to Order**

The Special Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, December 1, 2010 at 6:35 p.m. by Board President, Mr. Donald B. Raifsnider, Jr., followed by the Pledge of Allegiance to the Flag.

**Members Present**

President – Donald B. Raifsnider, Jr.  
Vice President – Terry L. Heckman  
Secretary – K. Scott Long  
Treasurer – Richard E. Hoffmaster  
Assistant Secretary – Cindy L. Mengle  
Member – John A. DelCollo  
Member – Barbara A. Nagle  
Member – Lee R. Reiniger  
Member – Otto W. Voit, III  
Solicitor – James M. Lillis, Esq.  
Recording Secretary – Brenda A. Stein

**Administration Present**

Superintendent – Dr. Theresa D. Haught  
Assistant Superintendent – Dr. Vlacia Z. Campbell  
Business Manager – Diane E. Lucchese, CPA  
High School Assistant Principal – Kevin Vanino  
Middle School Principal – Donna Albright  
Cole Intermediate School Principal – Dr. Ryan Giffing  
Elementary Center Principal – Steven Baylor  
Supervisor of Special Education – Michael Barr  
Athletic Director – Kerry Ciatto  
Technology Director – Daniel Houck  
Food Service Coordinator – Tony Brochu  
Buildings/Grounds/Transportation Coordinator – Greg Schneider

**Visitors**

Colleen Russo  
Greta Cuyler, *Reading Eagle News Reporter*

**Hearing of Visitors**

Muhlenberg School District taxpayers and residents have an opportunity, at this time, to comment on matters of concern, official action, or deliberation which are or may be before the Muhlenberg School Board. The Board retains the option to accept all public comment at this time. Presentations should be limited to two minutes per person. In the event that the Board determines that there is not sufficient time for residents or taxpayers of the School District to comment, the Board may defer the comment period to the next regular meeting.

No public comment at this time.

## Board Business

### 92 Payment of Bills

Moved by Hoffmaster and Reiniger that the Board of Education of the Muhlenberg School District approve the payment of bills for November 2010 as presented and that the reports be made part of the permanent record of the meeting:

- a) General Fund (Check # 25654-25893)
- b) Cafeteria Fund (Check #1825-1870)
- c) Capital Projects (Check #530-533)
- d) 2008 Construction Fund (Check #279-280)

Yeas: DelCollo, Heckman, Hoffmaster, Long, Mengle, Nagle, Raifsnider, Reiniger, Voit.

Motion carried unanimously.

### 93 Minutes

Moved by Voit and DelCollo that the minutes of the Committee of the Whole Meeting of November 3, 2010 and the Regular Meeting of November 10, 2010 be approved as submitted.

Yeas: Heckman, Hoffmaster, Long, Mengle, Nagle, Raifsnider, Reiniger, Voit, DelCollo.

Motion carried unanimously.

### 94 Adjournment

Moved by Hoffmaster and Voit that the Special Meeting of the Board be adjourned.

Meeting adjourned at 6:36 p.m.

Yeas: Hoffmaster, Long, Mengle, Nagle, Raifsnider, Reiniger, Voit, DelCollo, Heckman.

Motion carried unanimously.

Attest:

K. Scott Long  
Board Secretary

**MUHLENBERG SCHOOL BOARD**  
**Annual Organization Meeting Minutes – December 1, 2010**  
**Muhlenberg High School First Floor Lecture Hall**

**Roll Call**

Mr. K. Scott Long, Secretary of the Board, took roll call of the Board of Education. All members were present.

**Members Present**

John A. DelCollo  
Terry L. Heckman  
Richard E. Hoffmaster  
K. Scott Long  
Cindy L. Mengle  
Barbara A. Nagle  
Donald B. Raifsnider, Jr.  
Lee R. Reiniger  
Otto W. Voit, III

**Non-Members Present**

Solicitor – James M. Lillis, Esq.  
Recording Secretary – Brenda A. Stein

**Administration Present**

Superintendent – Dr. Theresa D. Haught  
Assistant Superintendent – Dr. Vlacía Z. Campbell  
Business Manager – Diane E. Lucchese, CPA  
High School Assistant Principal – Kevin Vanino  
Middle School Principal – Donna Albright  
Cole Intermediate School Principal – Dr. Ryan Giffing  
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Buildings/Grounds/Transportation Coordinator – Greg Schneider

**Visitors**

Colleen Russo  
Greta Cuyler, *Reading Eagle News Reporter*

**Appointment of Temporary President – Resolution No. 95**

Mr. Raifsnider announced that the Solicitor, James M. Lillis, Esq., may be appointed as the Temporary President. All board members were in consensus of Solicitor James M. Lillis, Esq., to chair the meeting until the permanent president is elected.

Mr. Lillis called the meeting to order at 6:37 p.m. and proceeded to request nominations from the Board for the election of the Board President for a one-year term.

## Annual Organization

### 96 Election of Board President

Mr. Raifsnider nominated Mr. Terry Heckman.  
Mr. DeCollo nominated Mr. Otto Voit.

#### Closing of Nominations for Board President

Moved by Reiniger and Hoffmaster that nominations for Board President be closed.

#### Casting of Ballots for Board President

##### Roll Call by Name

DeCollo – Otto Voit	Nagle – Terry Heckman
Heckman – Terry Heckman	Raifsnider – Terry Heckman
Hoffmaster – Otto Voit	Reiniger – Otto Voit
Long – Otto Voit	Voit – Otto Voit
Mengle – Terry Heckman	

Mr. Otto W. Voit, III, was elected Board President for one-year term.

### 97 Election of Board Vice-President

Mr. Hoffmaster nominated Mr. Lee Reiniger.  
Mr. Heckman nominated Mr. Donald Raifsnider.

#### Closing of Nominations for Board Vice-President

Moved by DeCollo and Reiniger that the nominations for Board Vice-President be closed.

#### Casting of Ballots for Board Vice-President

##### Roll Call by Name

Heckman – Donald Raifsnider	Raifsnider – Donald Raifsnider
Hoffmaster – Lee Reiniger	Reiniger – Lee Reiniger
Long – Lee Reiniger	Voit – Lee Reiniger
Mengle – Donald Raifsnider	DeCollo – Lee Reiniger
Nagle – Donald Raifsnider	

Mr. Lee R. Reiniger was elected Board Vice-President for one-year term.

**98 Appointment of Solicitor**

Moved by Hoffmaster and Raifsnider that Attorney James M. Lillis, together with the firm of Kozloff Stoudt, be appointed to serve as Solicitor of the Muhlenberg School District for a one-year term commencing December 1, 2010 through annual organization of the Board in December 2011. Compensation of the Solicitor will be as follows: Twelve Thousand Dollars (\$12,000) in the form of an annual retainer, payable in equal quarterly installments, for attendance and counsel at all regular Board meetings, fees at the rate of One Hundred Forty-Five Dollars (\$145) per hour for general services provided by Partners, One Hundred Five Dollars (\$105) per hour for Associates, and Eighty Dollars (\$80) per hour for Paralegal.

Yeas: Hoffmaster, Long, Mengle, Nagle, Raifsnider, Reiniger, Voit, DelCollo, Heckman.  
Motion carried unanimously.

**99 Appoint Labor Attorney**

Moved by Hoffmaster and DelCollo that Attorney Brian F. Boland, together with the firm of Kozloff Stoudt, be appointed to serve as counsel for labor relations at the rate of One Hundred Forty-Five Dollars (\$145) per hour for a one-year term effective December 1, 2010 through annual organization of the Board in December 2011.

Yeas: Long, Mengle, Nagle, Raifsnider, Reiniger, Voit, DelCollo, Heckman, Hoffmaster.  
Motion carried unanimously.

**100 Board Meeting Dates for Calendar Year 2011**

Moved by Hoffmaster and Reiniger that the calendar of the meeting dates be approved and advertised as per Exhibit #80 with the first meeting of each respective month will be designated as the Committee-of-the Whole Meeting and the second meeting of each respective month will be designated as the Regularly Scheduled Board Meeting effective January 2011.

Discussion

Board members discussed the start time for the Committee of the Whole meetings to include an Executive Session to be scheduled sometime before, during, or after the meeting. The current start time for board committee of the whole meetings is 7:00 p.m. with an Executive Session held immediately after the roll call of members. The option was presented to hold the Executive Session beginning at 7:00 p.m. with the Committee of the Whole meeting to begin at 7:30 p.m.

Mr. Lillis announced that when the Executive Session is held before a meeting there must be a 24- hour notice to board members with the stated reason(s) for the Executive Session.

After further discussion the majority of the Board agreed to hold the Executive Session at 7:00 p.m. before the scheduled Committee of the Whole meeting which begins at 7:30 p.m. The schedule of meetings will be published in the newspaper.

Yeas: Mengle, Nagle, Raifsnider, Reiniger, DelCollo, Heckman, Hoffmaster, Long.  
Nay: Voit.  
Motion carried.

**Reading-Muhlenberg Joint School Committee Appointments**

**101 RMCTC Joint School Committee Member (three-year term)**

Mr. Reiniger nominated Mr. Richard Hoffmaster.

Moved by Raifsnider and DelCollo to close nominations.

Roll Call by Name

Nagle – Richard Hoffmaster	Heckman – Richard Hoffmaster
Raifsnider – Richard Hoffmaster	Hoffmaster – Richard Hoffmaster
Reiniger – Richard Hoffmaster	Long – Richard Hoffmaster
Voit – Richard Hoffmaster	Mengle – Richard Hoffmaster
DelCollo – Richard Hoffmaster	

Resolved, that Mr. Richard Hoffmaster be appointed as the RMCTC Joint School Committee Member for a three-year term until annual organization meeting of December 2013 (expired term of Mr. Richard Hoffmaster).

**102 RMCTC Joint School Committee Alternative Member (one-year term)**

Mr. Raifsnider nominated Mrs. Cindy Mengle.

Moved by Hoffmaster and DelCollo to close nominations.

Roll Call by Name

Raifsnider – Cindy Mengle	Hoffmaster – Cindy Mengle
Reiniger – Cindy Mengle	Long – Cindy Mengle
Voit – Cindy Mengle	Mengle – Cindy Mengle
DelCollo – Cindy Mengle	Nagle – Cindy Mengle
Heckman – Cindy Mengle	

Resolved, that Mrs. Cindy Mengle be appointed as the RMCTC Joint School Committee alternate member for a one-year term; December 2010 to December 2011 (expired term of Mr. John DelCollo).

**Reading-Muhlenberg CTC Authority Member Appointment**

**103 RMCTC Authority Member for Five-Year Term**

Mr. Raifsnider nominated Mr. William Eckert.

Moved by Reiniger and DelCollo to close nominations.

Roll Call by Name

Reiniger – William Eckert	Long – William Eckert
Voit – William Eckert	Mengle – William Eckert
DelCollo – William Eckert	Nagle – William Eckert
Heckman – William Eckert	Raifsnider – William Eckert
Hoffmaster – William Eckert	

Resolved, that Mr. William Eckert be appointed as the RMCTC Authority Member for the five-year term ending in December 2015 (expired term of W. Eckert/C. Mills).

**Berks Earned Income Tax Bureau Appointments**

**104 Berks E.I.T. Representative (one-year term)**

Mr. Raifsnider nominated Mrs. Cindy Mengle.

Moved by DelCollo and Raifsnider to close nominations.

Roll Call by Name

Voit - Cindy Mengle	Mengle – Cindy Mengle
DelCollo – Cindy Mengle	Nagle – Cindy Mengle
Heckman – Cindy Mengle	Raifsnider – Cindy Mengle
Hoffmaster – Cindy Mengle	Reiniger – Cindy Mengle
Long – Cindy Mengle	

Resolved, that Mrs. Cindy Mengle be appointed as the regular representative to the Berks E.I.T. Bureau for calendar year 2011 to fill expired term of Mrs. Cindy Mengle.

**105 Berks E.I.T. Alternate Representative (one-year term)**

Mr. DelCollo nominated Mr. Donald Raifsnider.

Moved by Reiniger and Mengle to close nominations.

Roll Call by Name

DelCollo – Donald Raifsnider	Nagle – Donald Raifsnider
Heckman – Donald Raifsnider	Raifsnider – Donald Raifsnider
Hoffmaster – Donald Raifsnider	Reiniger – Donald Raifsnider
Long – Donald Raifsnider	Voit – Donald Raifsnider
Mengle – Donald Raifsnider	

Resolved, that Mr. Donald B. Raifsnider, Jr. be appointed as the Berks E.I.T. Alternate Representative for calendar year 2011 to fill expired term of Mr. Donald B. Raifsnider, Jr.

**106 Pennsylvania School Boards Association Appointment**

PSBA Liaison (one-year term)

Mr. Hoffmaster nominated Mr. Donald Raifsnider.

Moved by DelCollo and Nagle to close nominations.

Roll Call by Name

Heckman – Donald Raifsnider	Raifsnider – Donald Raifsnider
Hoffmaster – Donald Raifsnider	Reiniger – Donald Raifsnider
Long – Donald Raifsnider	Voit – Donald Raifsnider
Mengle – Donald Raifsnider	DelCollo – Donald Raifsnider
Nagle – Donald Raifsnider	

Resolved, that Mr. Donald B. Raifsnider, Jr. be appointed as the PSBA Liaison for year 2011 to fill expired term of Donald B. Raifsnider, Jr.

**Muhlenberg Community Library Appointments**

**107 Muhlenberg Community Library Representative (one-year term)**

Mr. Reiniger nominated Mr. Terry Heckman.

Moved by Hoffmaster and Raifsnider to close nominations.

Roll Call by Name

Hoffmaster – Terry Heckman	Reiniger – Terry Heckman
Long – Terry Heckman	Voit – Terry Heckman
Mengle – Terry Heckman	DelCollo – Terry Heckman
Nagle – Terry Heckman	Heckman – Terry Heckman
Raifsnider – Terry Heckman	

Resolved, that Mr. Terry L. Heckman be appointed as the Muhlenberg Community Library Representative for year 2011 to fill expired term of Terry L. Heckman.

**108 Muhlenberg Community Library Alternate Representative (one-year term)**

Mr. Heckman nominated Mrs. Barbara Nagle.

Moved by Reiniger and Hoffmaster to close nominations.

Roll Call by Name

Long – Barbara Nagle	Voit – Barbara Nagle
Mengle – Barbara Nagle	DelCollo – Barbara Nagle
Nagle – Barbara Nagle	Heckman – Barbara Nagle
Raifsnider – Barbara Nagle	Hoffmaster – Barbara Nagle
Reiniger – Barbara Nagle	

Resolved, that Mrs. Barbara Nagle be appointed as the Muhlenberg Community Library Alternate for year 2011 to fill expired term of Lee R. Reiniger.

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

Moved by Hoffmaster and Reiniger that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 1, 2010:

a) Facsimile Signatures

Authorize the signatures of the School Board President, Secretary, and Treasurer, who are involved with instruments of payment for public securities, be filed with the Secretary of the Commonwealth as per the Uniform Facsimile Signature of Public Officials Act of July 25, 1961, P.L. 849, as amended, P.S. Section 301, et seq.

b) Wire Fund Transfers

Authorize the wire fund transfer for all School District accounts for any one of the following persons:

Superintendent of Schools	- Dr. Theresa D. Haught
Business Manager	- Mrs. Diane E. Lucchese, CPA
Supervisor of Accounts	- Mr. Shane M. Mathias, CPA

c) On-Line Access

Authorize on-line access to account information for all school district PLGIT and PLGIT/PLUS accounts for the following personnel:

Business Manager	- Mrs. Diane E. Lucchese, CPA
Supervisor of Accounts	- Mr. Shane M. Mathias, CPA

d) Payroll Account

Authorize signatures of the following three officers (facsimile acceptable) for the Payroll Account General Fund Account (Payroll)-Wachovia xxxxxxxx6806:

President	- Mr. Otto W. Voit, III
Secretary	- Mr. K. Scott Long
Assistant Secretary	- Mrs. Cindy L. Mengle
Treasurer	- Mr. Richard E. Hoffmaster

e) Wachovia Accounts

Authorize the signatures of the following officers (President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer or Vice President):

President	- Mr. Otto W. Voit, III
Vice President	- Mr. Lee R. Reiniger
Secretary	- Mr. K. Scott Long
Assistant Secretary	- Mrs. Cindy L. Mengle
Treasurer	- Mr. Richard E. Hoffmaster

General Fund Account (AP)	- Wachovia - xxxxxxxx6217
Concentration Account	- Wachovia - xxxxxxxx7025
2000 Sinking Fund	- Wachovia - xxxxxx6609

f) Cafeteria Account

Authorize the signatures of the following officers and Business Manager (President and Secretary/Assistant Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer or Vice President), National Penn Bank-xxxxxxxxxxxx7231 and CD xxxxx3397:

President	- Mr. Otto W. Voit, III
Vice President	- Mr. Lee R. Reiniger
Secretary	- Mr. K. Scott Long
Assistant Secretary	- Mrs. Cindy L. Mengle
Treasurer	- Mr. Richard E. Hoffmaster
Business Manager	- Mrs. Diane E. Lucchese, CPA

g) Board Signatures for Bank Accounts

Authorize signatures of the following four officers (only three are required):

School Board President	- Mr. Otto W. Voit, III
School Board Vice President	- Mr. Lee R. Reiniger
School Board Secretary	- Mr. K. Scott Long
School Board Asst. Secretary	- Mrs. Cindy L. Mengle
School Board Treasurer	- Mr. Richard E. Hoffmaster

and/or facsimile signatures of the President and Secretary/Assistant Secretary for the following accounts:

CTSI Escrow	- PLGIT - xxx4303
Capital Project Account	- PLGIT - xxx4025
Capital Project Plus Account	- PLGIT - xxx4025
Capital Project CD	- PLGIT -xxx4025
1996A Construction Fund	- PLGIT ARM - x04-06
2003 GOB Construction	- PLGIT ARM - x04-02
2007 Series A Construction Fund	- PLGIT ARM - x04-08
2008 GOB Construction	- PLGIT ARM - x04-10

h) Access to Safe Deposit Box

Resolved, that the Board approve any two of the following persons to have access to the School District Safe Deposit Box located at Wachovia, Fairgrounds Financial Center, 3050 North Fifth Street, Reading, PA, 19605:

School Board Secretary	- Mr. K. Scott Long
School Board Asst. Secretary	- Mrs. Cindy L. Mengle
Superintendent of Schools	- Dr. Theresa D. Haught
Business Manager	- Mrs. Diane E. Lucchese, CPA

i) Activity Fund Account

Authorize the signatures of two of the following thirteen names on Activity Account #xxxxxxxxxxx7304 with National Penn Bank (2 signatures are required):

Superintendent	- Dr. Theresa D. Haught
Assistant Superintendent	- Dr. Vlacia Z. Campbell
Business Manager	- Mrs. Diane E. Lucchese, CPA
Supervisor of Accounts	- Mr. Shane M. Mathias, CPA
Principal – High School	- Mr. Michael J. Mish
Assistant Principal – High School	- Mr. Kevin J. Vanino
Principal – Middle School	- Ms. Donna M. Albright
Assistant Principal – Middle School	- Mr. Michael P. Kelly
Principal – Cole Intermediate School	- Dr. Ryan R. Giffing
Principal – Elementary School	- Mr. Steven C. Baylor
Assistant Principal – Elementary School	- Mr. Timothy M. Moyer
Athletic Director	- Mr. Kerry A. Ciatto

j) Signatures on Memorial/Scholarship Funds

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

High School Principal	- Mr. Michael J. Mish
Assistant High School Principal	- Mr. Kevin J. Vanino

(1) Harold L. Yarworth Memorial Fund	- PLGIT - #xxx4329
(2) Christopher S. Messina Memorial Fund	- PLGIT - #xxx4135
(3) Muhlenberg/Exide Scholarship Fund	- PLGIT - #xxx4148
(4) Robert Fetter Memorial Scholarship	- PLGIT - #xxx4164
(5) Carol Hess Memorial Scholarship	- PLGIT - #xxx4203
(6) Jane Hinkle Keller Memorial Scholarship	- PLGIT - #xxx4216
(7) Estella Gehris Rupp Art Scholarship	- PLGIT - #xxx4232
(8) Paul F. McLaughlin Scholarship Fund	- PLGIT - #xxx4245
(9) Bunnell/Behrenhausen Family Scholarship	- PLGIT - #xxx4258
(10) Joanne F. Rothenberger Scholarship	- PLGIT - #xxx4274
(11) Mary L. Zimmerman Memorial Scholarship	- PLGIT - #xxx4287
(12) Class of 1952 Scholarship	- PLGIT - #xxx4290
(13) Diane Vicari Fund	- PLGIT - #xxx4151
(14) Alberto Cuadro Scholarship	- PLGIT - #xxx4332
(15) Karen Brzozowski Scholarship	- PLGIT - #xxx4345
(17) Dietrich Scholarship	- PLGIT - #xxx4374
(18) R. Daniel Krize Scholarship	- PLGIT - #xxx4387
(19) Richard Wheeler Scholarship	- PLGIT - #xxx4390

k) Depositories for the School District

Resolved, that the Board of Education of the Muhlenberg School District authorize the following be designated as depositories for school funds: Pennsylvania Treasurer's Invest Program for Local Governments (INVEST), M&T, Wachovia, National Penn Bank, Pennsylvania Local Government Investment Trust (PLGIT); and be it further resolved that the deposits be secured by said depositories on a pooled basis pursuant to Act No. 72 of the Commonwealth of Pennsylvania effective November 1, 1971.

l) PLGIT and INVEST Investment Pools

Resolved that the District be approved to continue participation in the investment pools of PLGIT and PLGIT/TERM (Pennsylvania Local Government Investment Trust) and to participate in the Pennsylvania Treasurer's Invest Program for Local Governments (INVEST).

Yeas: Mengle, Nagle, Raifsnider, Reiniger, Voit, DelCollo, Heckman, Hoffmaster, Long.

Motion carried unanimously.

### 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.

No public comment at this time.

### Adjournment

#### 110 Adjourn Meeting

Moved by Raifsnider and Hoffmaster that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 7:06 p.m.

Yeas: Nagle, Raifsnider, Reiniger, Voit, DelCollo, Heckman, Hoffmaster, Long, Mengle.

Motion carried unanimously.

Attest:

K. Scott Long  
Board Secretary

**MUHLENBERG SCHOOL BOARD**  
**Committee of the Whole Meeting Minutes – December 1, 2010**  
**Muhlenberg High School First Floor Lecture Hall**

**Call to Order**

The Committee of the Whole Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, December 1, 2010 at 7:06 p.m. by Board President, Mr. Otto W. Voit, III, followed by the Pledge of Allegiance to the Flag.

**Members Present**

President – Otto W. Voit, III  
Vice President – Lee R. Reiniger  
Secretary – K. Scott Long  
Treasurer – Richard E. Hoffmaster  
Assistant Secretary – Cindy L. Mengle  
Member – John A. DelCollo  
Member – Terry L. Heckman  
Member – Barbara A. Nagle  
Member – Donald B. Raifsnider, Jr.  
Solicitor – James M. Lillis, Esq.  
Recording Secretary – Brenda A. Stein

**Administration Present**

Superintendent – Dr. Theresa D. Haught  
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Technology Director – Daniel Houck  
Food Service Coordinator – Tony Brochu  
Buildings/Grounds/Transportation Coordinator – Greg Schneider

**Visitors**

Colleen Russo  
Greta Cuyler, *Reading Eagles News Reporter*

**Executive Session**

The Board recessed for an Executive Session at 7:07 p.m. to discuss personnel and litigation matters.

President Voit resumed the meeting at 7:49 p.m.

## Education Presentations

### A. Wii Technology Presentation – Ms. Jenna Hoffman

Ms. Hoffman demonstrated the Wii computer program that she uses in the elementary physical education classes. Activities such as skiing, snowboarding, and biking are part of the instruction provided by the Wii program. The technology motivates students and enhances their learning. In this way teachers can meet students' interest with exercise. The program does meet the health standards, physical education standards, and science standards in education. The Wii instruction develops balance, agility, eye-hand coordination, speed, posture, and flexibility. The Wii program was donated by Mr. Baylor for use in the classroom.

### B. Monthly Energy Presentation – Mr. Greg Schneider

Mr. Schneider reported that electricity rates have stabilized over the past few months. The district is locked in for 3 years for electricity rates and 2 years for gas rates. The comparison of electricity usage from last year (Oct/Nov) bill to this year indicates less consumption this year.

Mr. Voit requested that a report be prepared which includes a comparison of utility costs for this year compared to last year so that budget projections can be made for the future.

**Hearing of Visitors** - Muhlenberg School District taxpayers and residents have an opportunity, at this time, to comment on matters of concern, official action, or deliberation which are or may be before the Muhlenberg School Board. The Board retains the option to accept all public comment at this time. Presentations should be limited to two minutes per person. In the event that the Board determines that there is not sufficient time for residents or taxpayers of the School District to comment, the Board may defer the comment period to the next regular meeting.

No public comment at this time.

## Board Business

**A. Personnel** – Personnel items were discussed in Executive Session.

**B. Management**

**C. Physical Plant and Transportation**

#### 1. Change Order for Building Signage

a) Bright Sign and Maintenance Co. Inc. – Change Order #1 - \$2,755.00

#### Discussion

Board members questioned the permit costs required by the township and borough?

Mr. Schneider explained that the signage will be installed on the buildings and also posted directional signs out in front of each building.

2. Track Resurfacing – Authorization to solicit bids, estimated cost of \$172,000.00 (funding from Capital Projects)

Discussion

Mr. Schneider stated that the track surface is peeling off and is a safety risk when student athletes' shoes get caught in the cracked areas. The warranty for the current surface was 5 years and the track has been used for 7 years. Mr. Schneider presented a new surface material to be included in the bid specifications for the track resurfacing.

Board members discussed the track resurfacing request:

- budget year, not a good time for costly project
- funding to be provided from Capital Project account
- bid process necessary due to the cost
- repair options – not feasible according to the company that installed the original track surface
- red or black color surfaces are more durable than blue
- insurance claim? - probably not possible through normal usage

Mr. Lillis questioned the preparation and advertisement of the bid specifications?

Mr. Ciatto responded that the same specifications will be used as before with an encapsulated material added to the application. The longer the warranty, the more added expense.

President Voit requested the bid specifications include all colors. The decision to award bids will be made after bids are reviewed by the Board. He further requested that the administration report back as to whether other schools have had problems with the blue color surface material on their track.

3. Sale of Surplus Items

Resolved, that the Board of Education of the Muhlenberg School District authorize the sale of declared surplus supplies and equipment as in accordance with district Policy 6.1, "Disposal of Surplus Books, Supplies, Furniture and Equipment".

Be it further resolved, that the administration be authorized to advertise the sale of surplus supplies and equipment.

Discussion

Mrs. Nagle requested that teachers be made aware of the items for classroom use if they need equipment.

Mr. Schneider will provide the listing to all staff members.

**D. Budget and Finance**

1. Approval of Financial Reports

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Oct 2010	Oct 2010	N/A	Oct 2010	N/A
Capital Project	Oct 2010	Oct 2010	N/A	Oct 2010	
1996 Series "A"	Oct 2010	Oct 2010	N/A	Oct 2010	
2003 Construction	Oct 2010	Oct 2010	N/A	Oct 2010	
2007 Construction	Oct 2010	Oct 2010	N/A	Oct 2010	
2008 Construction	Oct 2010	Oct 2010	N/A	Oct 2010	
Cafeteria	Oct 2010	Oct 2010	N/A	Oct 2010	
Activity Fund	Oct 2010	Oct 2010		Oct 2010	

2. Copy Paper Bid Award

Resolved, that the Board of Education of the Muhlenberg School District award the copy paper bid to RIS Paper Company in the amount of \$12,282.06 effective January to June 2011

**E. Education**

1. Agreement with Berks County Intermediate Unit to Provide Title I Services for Non-Public School Students (funding from Title I Grant)

2. Internship Agreement with Kutztown University

Resolved, that the Board of Education of the Muhlenberg School District approve the Internship Agreement between Muhlenberg School District and Kutztown University for student participation in assigned internships in the district for an agreement period of 5 years.

3. Progressions Satellite Office at Middle School

Resolved, that the Board of Education of the Muhlenberg School District approve the establishment of a satellite office for Progressions Companies, Inc. at the Muhlenberg Middle School to provide outpatient mental health services to students and families at no cost to the district.

Discussion

Dr. Campbell explained the services to be provided by Progressions Companies, Inc. as an added student assistance program on our campus. Appointments would be made by parents and the parents are responsible for payment of services. In this way students would not be taken out of school for a half day to attend an outsourced agency for services.

Board members requested additional information and a formal agreement for the on-campus program.

4. Conference Request

- a) Mr. Kerry Ciatto, request to attend the *44<sup>th</sup> Annual State Athletic Directors' Convention* to be held March 23-25, 2011 in Hershey, PA at an estimated cost of \$756.00

5. Consultant for Special Education Programs

Resolved, that the Board of Education of the Muhlenberg School District approve Ms. Kerri Hipple as a consultant for Special Education Programs at the rate of \$425.00 per day for up to 5 days per week, no benefits provided, effective beginning November 30, 2010.

**F. Student Activities**

**Additional Business**

**1. Amended and Restated Agreement with Berks County Earned Income Tax Bureau**

**WHEREAS**, the Muhlenberg School District (the "School District") is a member of the Berks County Earned Income Tax Collection Bureau (the "Bureau"); and

**WHEREAS**, the School District is a party to that certain Joint Agreement of the Berks County Earned Income Tax Collection Bureau, dated May 21, 1968, as amended (the "Initial Joint Agreement"), which provides for the formation, management and operations of the Bureau; and

**WHEREAS**, the Bureau was organized as an inter-governmental cooperative by certain Berks County school districts under Pennsylvania's Local Tax Enabling Act, 53 P.S. § 6924.101 et seq. (the "LTEA"); and

**WHEREAS**, Act 32 of 2008 ("Act 32"), which amended and restated the LTEA, created the Berks County Tax Collection Committee (the "TCC") and established the Berks County Tax Collection District (the "TCD"); and

**WHEREAS**, effective January 1, 2011, the TCC appointed the Bureau as the tax collector to collect certain taxes for and throughout the TCD pursuant to Act 32; and

**WHEREAS**, in connection with the appointment of the Bureau by the TCC as the tax collector for the TCD, Muhlenberg School District desires to join the Bureau as a member; and

**WHEREAS**, it is necessary for the members of the Bureau to amend and restate the Initial Joint Agreement and the Bylaws of the Bureau to effect certain changes in the management and operations of the Bureau in connection with the appointment of the Bureau by the TCC as the tax collector for the TCD; and

**WHEREAS**, a copy of the Amended and Restated Joint Agreement of the Bureau (the "Amended and Restated Joint Agreement") and the Amended and Restated Bylaws of the Bureau (the "Amended and Restated Bylaws") have been presented to the Board of School Directors of the School District (the "Board"); and

**WHEREAS**, the Executive Committee of the Bureau has reviewed the Amended and Restated Joint Agreement and the Amended and Restated Bylaws as presented to the Board and recommends their approval; and

**WHEREAS**, in connection with the foregoing, the School District desires: (i) to approve the admission of Muhlenberg School District as a member of the Bureau; (ii) to approve and enter into the Amended and Restated Joint Agreement; and (iii) to approve the Amended and Restated Bylaws.

**NOW, THEREFORE**, be it resolved by the Board as follows:

**RESOLVED**, that the Board hereby approves and agrees to admit Muhlenberg School District as a member of the Bureau pursuant to the terms of the Amended and Restated Joint Agreement;

**RESOLVED**, that the Board hereby approves the Amended and Restated Bylaws as presented to the Board.

**RESOLVED**, that the Board hereby approves and agrees to enter into the Amended and Restated Joint Agreement as presented to the Board.

**RESOLVED**, that the Board hereby authorizes the Board President or other appropriate Board representative to execute the Amended and Restated Joint Agreement and to provide notice to the Bureau of the adoption of this resolution by submitting a certified copy to the Secretary of the Bureau; and

**RESOLVED**, that the Board further authorizes its officers and the School District's administration to take any and all necessary actions in order to effectuate the intent and purposes of this resolution.

**DULY ADOPTED**, by the Board of School Directors of the Muhlenberg School District, this 8th day of December, 2010.

#### **Old Business**

#### **New Business**

#### **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. She will coordinate such requests for the Board. Citizens addressing the Board should be aware that the meeting is being taped.

No public comment at this time.

**Board Visitor of the Month**

September – Don Raifsnider	January – Otto Voit
October – Barb Nagle	February – John DelCollo
November – Rick Hoffmaster	March – Terry Heckman
December – Lee Reiniger	April – Scott Long
	May – Cindy Mengle

Mr. Hoffmaster reported that the veteran’s breakfast at the Middle School on November 11 was very well attended by community veterans. He also visited the Elementary Center, Cole Intermediate School, and the High School.

Mr. Reiniger announced that the High School student Leo Club is the rated number one in Pennsylvania. The club has interaction with the Muhlenberg Lions Club.

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

December 1	6:30 p.m.	Organization, Special Meeting & Committee of the Whole
December 7	7:00 p.m.	RMCTC Annual Organization, Committee & Regular Mtgs.
December 8	7:00 p.m.	MSD Regular Meeting
January 5	7:30 p.m.	Committee of the Whole Meeting
January 10	6:30 p.m.	RMCTC Committee & Regular Meetings
January 12	7:00 p.m.	Regular Meeting

**Adjournment**

Meeting adjourned at 9:00 p.m.

Attest:

K. Scott Long  
Board Secretary