

MUHLENBERG SCHOOL BOARD
Committee of the Whole Meeting Minutes – March 5, 2008
Muhlenberg High School First Floor Lecture Hall

The Committee of the Whole Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, March 5, 2008 at 7:32 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
Treasurer – Richard E. Hoffmaster
Secretary – K. Scott Long
Assistant Secretary – Terry L. Heckman
Member – R. Daniel Krize
Member – Cindy L. Mengle
Member – Barbara A. Nagle
Member – Donald B. Raifsnider, Jr.
Legal Counsel – Chad D. Lubas
Recording Secretary – Brenda A. Stein

Administration Present

Superintendent – Dr. Theresa D. Haught
Assistant Superintendent – Dr. Vlacía Z. Campbell
Business Manager – Jean Hornberger
Supervisor of Special Education – Michael D. Barr
High School Principal – Scott Schwenk
Middle School Principal – Donna Albright
Elementary Center Principal – Barbara Moyer
Technology Director – Daniel Houck
Maintenance/Energy Supervisor – Randy Mutter

Visitors

Diane Shalter	Michele Weaver	Elizabeth Villareal
Carol Santo Domingo	Stacy Yozwiak	Alison Wallace
Jason Erb	Amy Sharp	Kelly Smith
Dr. Joseph S. Yarworth	Jessica Gunter	Deborah Eppenstein
Steve Fisher	Janet Gift	Jennifer Zampelli
Bruce Watson	Karen Madeira	Julia Hornberger
Jerry Myers	Pat Dareneau	Holly Lorchak
Debra Barnshaw	Kelsey Smejkal	Ken Romberger
Paye C. Watson	Christina Discepola	Lucy Palangio
Joyce Davies	Jen McLaughlin	Dorothy Krize
Brandy Good	Ashley Hyneman	Lisa Sroka
Sarah Germain	Lori Spohn	Margaret Miller
Colleen Shillady	Katrina Martin	Maura Kernaghan
Sharon Heckman	Janel Lane	Heather Foster
Alysa Jardine	Faye Heckman	Ashley Gaynor
Stephanie Luckey	Samantha Armstrong	Felicia Andorko
Stacia Richmond	Karen Snyder	Stephanie Landis
Beth Kroa	Mike Stoloski	Mark Frymoyer
Brook Green	Aimee Tobey	Kristen Bagenstose
Mike Allen	Nancy Faust	Kristy Manwiller

Visitors (continued)

Tianna Schaefer
Tiso Ker
Lisa Straub
Michelle Hanrahan

Kathy Bower
Justine Ebert
Jessica Brown
Felicia Andorko

William Snelling
Heidi Trexler
Katie Frederick

Educational Presentations

A. Construction Project Update – Mr. Jerry Myers, Reynolds Construction

Mr. Myers from Reynolds Construction Management presented the Monthly Progress Report #8 for February 2008 for the Cole Intermediate School Construction Project (Exhibit A). Mr. Myers reported the project is proceeding well although the contractors lost 5-8 days of work in area E due to weather. Temporary roads have been installed to help with deliveries of supplies. There is no concern as to meeting the August deadline.

Dr. Haught reviewed the additional change orders for the Cole Intermediate School which include rock removal for installation of a sewer line and the settlement of rock costs.

Mr. Voit questioned if change orders are up to date on the project.

Mr. Myers responded they are up to date as indicated in the monthly report.

B. Policy Review – 3rd Reading – Dr. Vlacía Campbell

Dr. Campbell presented the following revised and new policies for Board review (Exhibit B). There were no questions regarding the policies.

1.1 – Policy Development

1.2 – Board Committees

1.3 – School Board Power and Duties

1.4 – School Calendar

1.6 – New Board Member Orientation

3.15 – Entitlement of Resident and Nonresident Students

3.38 – English as a Second Language

3.56 – Electronic Devices (NEW)

6.8 – Occupational Safety (NEW)

C. Governor's Budget – Mrs. Jean Hornberger

Mrs. Hornberger reviewed the governor's budget and the new state funding assistance as a result of the costing-out study of all school districts in the commonwealth (Exhibit C). Muhlenberg will receive a 21.22% increase in the regular education funding from the state for school year 2008-09. Eighty percent (\$398,163.00) of these funds are required to be used for curriculum, smaller class size, pre kindergarten and full day kindergarten, effective teachers and principals, and more time to learn. The remaining 20% of the funds will be used to support the general fund budget.

In addition to the subsidy increase, school districts will be receiving funds as tax relief to taxpayers in 2008-09. The statewide average is \$185 per household.

D. Budget Presentations for 2008-09 School Year – Principals and Administrators
(Exhibit D)

Technology Budget

Mr. Dan Houck, Technology Director, presented the Technology Budget for 2008-09 school year. The proposed budget includes a 3% increase, an addition of \$50,000 in replacement of equipment category, and a \$35,500 amount for audio-visual equipment. Mr. Houck reported he has 9 Smartboards with projector installations planned for the 2008-09 school year. The district currently has 850 computers connected to the network and 30 laptop computers. The budget includes the replacement of 150 computers and 60 laptop computers.

Elementary Center Budget

Mrs. Barbara Moyer, Elementary Center Principal, reported on the proposed budget for the Elementary Center for the 2008-09 school year for the allocation of \$307,212.00. Changes in the budget include a slight decrease in supplies due to Grade 5 moving to the Cole Intermediate School, math consumable textbook supplies, new music books, and a decrease in conference/workshop category.

Middle School Budget

Mrs. Donna Albright, Middle School Principal, reported on the Middle School budget for 2008-09 school year for the allocation of \$158,076.00. The budget includes a 3% increase, a decrease in supplies due to Grade 6 moving to the Cole Intermediate School, social studies textbooks for Grades 7 and 8, and purchase of testing materials for the guidance department.

High School Budget

Mr. Scott Schwenk, High School Principal, presented the budget for the High School for 2008-09 school year for the allocated amount of \$483,231.00. The budget includes a reduction in office and teaching supplies due to the current inventory, textbook purchases for environmental science and advanced placement government, copier costs, and expenses for science fair.

Cole Intermediate School

Dr. Vlacía Campbell, Assistant Superintendent, reported on the budget for the new C. E. Cole Intermediate School for the 2008-09 school year. The allocated budget of \$133,648.00 includes startup costs, i.e. teaching supplies, equipment, and library supplies, for the new school. The general operation budget is comprised of transferred accounts from both the Middle School and Elementary Center.

Curriculum and Instruction

Dr. Vlacía Campbell, Assistant Superintendent, reviewed the budgets for educational services of the Berks County Intermediate Unit, the Reading Muhlenberg Career & Technology Center, tuition to other LEA's, curriculum development, nursing department, and grants/federal programs. The RMCTC tuition costs for next year have increased 9.3%. There is an increase in student enrollment for PA charter schools. The curriculum development budget includes textbook purchases for reading and mathematics and the software program for curriculum mapping. The administration is checking into an online service for recruitment of applicants for professional positions (PA Reap). The Title I program supports 3 Reading Teachers and 4 Instructional Assistants. Title III supports the Instructional Assistants for the district's ESL Program, English as a Second Language.

E. Baseball Field Upgrades and Concession Stand – Mr. John Hill, Muhlenberg Greene Architects

Mr. Hill reviewed with the Board members the plans for drainage and regrading of the baseball field, replacement of bleachers, and replacement of the concession stand (Exhibit E). The project is being bid in its entirety with alternate bids for adding bleachers to the JV baseball field, soccer field, and field hockey field. Total cost of the project is estimated at \$1,040,500.00. Bids are due on Tuesday, March 11, 2008. Mr. Hill will compile a summary to review with the Board at next Wednesday's meeting, March 12, 2008. Bids can either be accepted or rejected by the Board.

F. Financials for Middle School Renovations – Dr. Theresa D. Haught

Dr. Haught reviewed information on construction fund balances and the capital reserve account (Exhibit F). The administration has designated funding in the Capital Reserve account for the severance liability and the five-year plan for building improvements. The 1994 Construction Fund is depleted as of January 31, 2008. The 1996 Series "A" Construction Fund balance of \$1.8 million is designated for the cash amount for the Cole Intermediate School construction project. There are remaining monies in the 2003 Construction Fund (vo-tech school renovations) of \$590,000.00 for a total funding source amount of \$3.9 million for future construction projects.

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 to be discussed in Executive Session following the meeting.

B. Management

1. Make-Up Day

March 18, 2008 - Snow make-up day for canceled school on February 22, 2008

C. Physical Plant and Transportation

1. Construction Change Order for C. E. Cole Intermediate School (funding from the 2007 Construction Fund):

- a) Cole #11, Altchem Environmental Services, Inc.,
No. 09-02, for hazardous material abatement \$4,645.00

2. Sunday Facility Use Request from Muhlenberg Township Athletic Association for use of Field 6 on Sundays beginning May 4 through July 27, 2008

3. Ramp Alterations at High School - Design and development services from Muhlenberg Greene Architects, Ltd. at a time and expense basis maximum billing of \$3,600 with an overall projected cost of the project not to exceed \$20,000 (5-year plan, Capital Reserve Account)

Be it further resolved, that Muhlenberg Greene be authorized to advertise and solicit bids for construction of the ramp alterations.

➤Comment: Mr. Raifsnider indicated that the front entrance ramp for access for the handicap was previously designed by Muhlenberg Greene Architects and needs to be redesigned due to maneuvering of a wheelchair or gurney. Mr. Raifsnider requested that Muhlenberg Greene Architects redesign the ramp at no additional cost to the district. The construction cost will be paid by the district for the new ramp. Mr. Hill agreed to this request.

4. Fuel Dispensing Station – Design and development services from Muhlenberg Greene Architects, Ltd. at a not to exceed amount of \$20,000 with an estimated construction cost of \$60,000 (5-year plan, Capital Reserve Account)

Be it further resolved, that Muhlenberg Greene be authorized to advertise and solicit bids for construction of the fuel dispensing station.

➤Comments: Mr. Voit opposes the fuel dispensing station on district property. Mr. Krize feels this is necessary for the operations of the district. Mr. Raifsnider concurred indicating he was opposed at first to the idea but with the change in laws and the liability of transporting fuel that this is the right way to go.

D. Budget and Finance

1. Financial Reports

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Jan 08		Feb - Mar 08 #93329-93581 #93618-93653	Jan 08	
Capital Reserve	Jan 08	Jan 08	Feb 08 #357-358	Jan 08	
1996 Series "A"	Jan 08	Jan 08	Feb 08 #413	Jan 08	
2003 Construction	Jan 08	Jan 08	N/A	Jan 08	
2007 Construction	Jan 08	Jan 08	Feb 08 #179-184	Jan 08	
Cafeteria	Jan 08	Jan 08	Jan 08 #18193-18263	Jan 08	
Activity Fund	Jan 08			Jan 08	

2. Accountability Block Grant/Governor's Budget

Dr. Haught reviewed with the Board the use of the funds for the current state Accountability Block Grant for class size reduction in the kindergarten program. The grant supports four kindergarten teachers. The 80% of the \$627,000 in additional state funding for 2008-09 school year will be used for programs to reduce class size. The remaining 20% will be used in the general fund budget.

E. Education

1. High School to host an Assembly Program on April 23, 2008 by Argentinian performer Justo Lamas at a cost of \$1,200.00 (funding by the High School general fund budget)
2. Tuition Contract Agreement with Opportunities School for a Muhlenberg student to receive educational services effective February 20, 2008 to June 30, 2008 at the tuition rate of \$2,500 per month
3. Request for senior student to complete the school year as a non-resident – Ashley Weir, Grade 12, effective February 19, 2008 to completion of the 2007-08 school year as in accordance with district Policy 3.15, "Entitlement of Resident and Non-Resident Students" and whereby abiding by school rules and regulations. Permission is granted at no tuition charge.

Be it further resolved that the parent/guardian is responsible for providing transportation for the student for days in attendance as a non-resident.

4. Accept donation from Muhlenberg PTO in the amount of \$1,000 for the Middle School Library, accepted as in accordance with district Policy 2.1, "Gifts"
5. Berks Summer Band Institute to be held Wednesday evenings from June 11 to August 6, 2008 for rehearsals in the High School Band and Choral Rooms and August 13, 2008 for the concert in the High School Auditorium

F. Student Activities

Additional Business Items

1. Revised School Calendar for the 2008-09 School Year
2. Construction Change Orders for C. E. Cole Intermediate School (funding from 2007 Construction Fund):
 - a) Cole #12, E. R. Stuebner, Inc. No. 01-06,
rock removal for installation of sewer line \$113,250.00
 - b) Cole #13, E. R. Stuebner, Inc. No. 01-09,
to finalize rock cost \$13,427.00
3. Lamar Advertising Lease Proposal – lease agreement for replacement of billboards along Fifth Street Highway for a term of fifteen years
 - Board members discussed the billboard replacements and lease agreement and recommended that legal counsel be advised for review of the agreement. This item will be placed on hold until the district receives a response from legal counsel.
4. Sunday Facility Use for Keystone Canoe Club for use of pool on Sunday evenings effective March 2, 9, 16, and April 13, 2008
5. Financial Reports – Payments from the 2007 Construction Fund
6. Proposed Berks County Intermediate Unit Budget for 2008-09 at the district's share of \$42,290.80
7. Agreement for Alternative Education between Muhlenberg School District and Kidspace National Centers, Inc. for a Muhlenberg student to receive educational services at a tuition rate of \$142.14 per day effective February 5, 2008
8. Memoriam of Mr. Leroy K. Lauck

Resolved, that we remember the passing of Mr. Leroy K. Lauck, who served as a Social Studies Teacher in the Muhlenberg Township High School for 3 years (1945 - 1948) and that we honor his memory for his dedicated service to the school district and community.

Be it further resolved that we convey through this resolution our deepest sympathy to his family, and that this resolution be made part of the permanent record in the minutes of the Muhlenberg School District.

Minutes

Board members reviewed minutes of the Committee of the Whole Meeting of February 6, 2008 and the Regular Meeting of February 13, 2008.

Old Business

1. SmartBoards

Dr. Haught reviewed the costs for installation of Smartboards and projectors for the remaining math and science classrooms in Grades 7 through 12 at an estimated cost of \$34,000.00. Funding will be from the Capital Reserve account.

Mr. Houck reported that in the science labs with the high tables the Smartboard technology is not feasible. Another option for the science classrooms is a mounted screen with use of an infrared wand. There are various interactive boards for use in white board technology. Mr. Houck has budgeted 9 installations for next school year in his budget. Mr. Houck offered to install the Smartboards over the summer should the Board decide to authorize purchases for the remaining math and science classrooms.

Dr. Haught also reviewed the costs for Smartboards for the new Cole Intermediate School. The costs for electrical wiring and cable set up is estimated at \$1,800 per classroom connection.

Dr. Campbell reported that not all classrooms may need the Smartboard connection. The district can explore other technology for use in English and other subjects.

The recommendation by the administration is to have ten interactive boards planned for installation at the new C. E. Cole Intermediate School. It was also recommended that the wiring and cabling be installed in each classroom at Cole for the capability of technology.

New Business

1. Receipt of Communications

- a) Intel Science Talent Search School Award for Muhlenberg High School in the amount of \$1,000.00

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.

Mrs. Michele Weaver, President of the Muhlenberg Education Association, thanked the School Board for the recent contract approval. She further reported on the MEA goals of the association. One of their goals is for a better working relationship with the School Board and the administration through open lines of communication. Mrs. Weaver extended an invitation to the School Board members to a breakfast at Golden Oaks on Saturday, March 29, 2008 with the MEA Executive Board. School Board members received individual invitations to the breakfast.

Mr. Raifsnider responded he approves of the meeting but he will be at the National School Board's Conference in Florida that weekend. He encouraged the other Board members to attend the breakfast.

Board Visitor of the Month

September – Don Raifsnider
October – Rick Hoffmaster
November – Scott Long
December – Otto Voit

January – Lee Reiniger
February – Dan Krize
March – Terry Heckman
April – Cindy L. Mengle
May – Barbara A. Nagle

Review of Board Meetings and Calendar of Events

March 5	7:30 p.m.	Committee of the Whole Meeting
March 10	6:30 p.m.	RMCTC Joint School Committee Meetings
March 12	7:30 p.m.	Regular Meeting
March 31	5:30 p.m.	Student Forum – High School Cafeteria
April 2	7:30 p.m.	Committee of the Whole Meeting
April 9	7:30 p.m.	Regular Meeting
April 14	6:30 p.m.	RMCTC Joint School Committee Meetings

Adjournment

Meeting adjourned at 9:40 p.m.

An Executive Session was held following the meeting to discuss personnel matters.

Attest:

K. Scott Long
Board Secretary