

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

Executive Session

The Board of School Directors met in Executive Session prior to the meeting to discuss personnel matters and pending litigation.

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, November 5, 2008 at 8:23 p.m. by Board President, 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 – Cindy L. Mengle
Member – Barbara A. Nagle
Member – Chris W. Okonski
Member – Donald B. Raifsnider, Jr.
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 – Michael Azzara
High School Principal – Scott Schwenk
High School Assistant Principal – Michael Mish
Middle School Principal – Donna Albright
Elementary Center Principal – Barbara Moyer
Cole Intermediate School Principal – Ryan Giffing
Supervisor of Special Education – Michael D. Barr
Technology Director – Daniel Houck
Buildings/Grounds/Transportation Coordinator – Greg Schneider
Food Service Coordinator – Tony Brochu

Visitors

Stephanie Landis
Michele Weaver
Colleen Russo

Educational Presentations

A. Construction Project Updates - Mr. Jerry Myers, Reynolds Construction Management

Mr. Myers reported on the close out of the Cole Intermediate School project. The gym floor was repaired on Tuesday, November 4, during in-service day. The reported leak on the roof has been addressed with the contractor.

B. Demographic Changes – Dr. Vlacía Z. Campbell

Dr. Campbell presented two handouts regarding the enrollment of students in the district (Exhibit A). The first document reported the number of new (move-in) students this school year – a total of 261 students. The second document was a demographic report which showed a five-year comparison of the total enrollment, ethnicity breakdown, students who receive educational services for special education and English language learners, and students who are economically disadvantaged.

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

Personnel—Appointments in accordance with Act 34, Act 151, FBI clearances and I-9.

Management

1. Appointment of Reading-Muhlenberg Career & Technology Center member of the Joint School Committee for a 3-year term, December 2008 to December 2011 (to fulfill the expired term of Mr. Donald B. Raifsnider, Jr.)
2. Appointment of Reading-Muhlenberg Career & Technology Center alternate member of the Joint School Committee for a 1-year term, December 2008 to December 2009 (to fulfill the expired term of Mr. Chris W. Okonski)

Physical Plant and Transportation

1. Construction Change Orders for Cole Intermediate School (funding from the 2007 Construction Fund):
 - a) Cole #28 – E. R. Stuebner, Inc. #01-19,
Moisture barrier for terrazzo \$13,000.00
 - b) Cole #29 – E. R. Stuebner, Inc. #01-20,
Foundation work \$ 506.42
 - c) Cole #30 – E. R. Stuebner, Inc. #01-21,
Replace wood framing at gym, soffit and fascia \$ 2,370.72
 - d) Cole #31 – E. R. Stuebner, Inc. #01-22,
Provide elevator operator \$ 777.78
 - e) Cole #32 – CB Flooring, LLC #03-01,
Application of concrete sealer \$ 4,287.00
 - f) Cole #33 – Shannon A. Smith #08-06,
Audio controls for sound booth \$ 2,597.29

2. Payment to Reynolds Construction Management for extended construction phase services for the Cole Intermediate School in the amount of \$24,400 (2007 Construction Fund)

3. Construction Management Services for the Middle School Construction Project for Reynolds Construction Management:
 - a) Six Prime Contractors \$470,400
 - b) One Prime Contractor \$377,740

D. Budget and Finance

1. Financial Reports

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Sept 08		October 08 #96027-06420	Sept 08	N/A
Capital Reserve	Sept 08	Sept 08	October 08 #390-393	Sept 08	
1996 Series "A"	Sept 08	Sept 08	N/A	Sept 08	
2003 Construction	Sept 08	Sept 08	N/A	Sept 08	
2007 Construction	Sept 8	Sept 08	October 08 #322-327	Sept 08	
2008 Construction	Sept 08	Sept 08	N/A	Sept 08	
Cafeteria	Sept 08	Sept 08	October 08 #18563-18672	Sept 08	
Activity Fund	Sept 08			Sept 08	

2. Authorize Advertisement of Bid Supplies and Equipment for the 2009-10 School Year

Resolved, that the Board of Education of the Muhlenberg School District authorize the advertisement of bid supplies and equipment for the 2009-10 school year and to participate in the Berks County Schools Joint Purchasing Program:

- a) Athletic Supplies (winter, spring, fall)
- b) Art Supplies & Equipment
- c) Custodial Supplies
- d) Furniture
- e) General Supplies
- f) Technology Education Supplies & Equipment
- g) Musical Instruments
- h) Science Supplies & Equipment
- i) Audio-Visual Supplies & Equipment
- j) Bread
- k) Ice Cream
- l) Juice
- m) Fuel Oil – gasoline, unleaded gasoline, #2 oil, and diesel fuel
- n) Office and Business Equipment
- o) Paint and Paint Supplies

3. Transfer of General Fund Budget Balance of June 30, 2008 to the Capital Reserve Fund

Resolved, that the Board of Education of the Muhlenberg School District approve the transfer of funds from the 2007-08 General Fund Budget to the Capital Reserve Fund in the amount of \$2,035,119.

Discussion

Mr. Azzara presented information regarding the transfer of funds to the Capital Reserve account (Exhibit D-3). The state limits the amount in the undesignated general fund balance to no more than 8% of budgeted expenditures. These surplus funds can be used for future capital projects.

A question from Mr. Okonski as to setting up surplus dollars in a designated fund in the budget, i.e. insurance costs for employees.

Mr. Azzara responded that an amount of general fund balance can be designated for future purposes, such as a PSERS stabilization fund to smooth out the anticipated large increase in 2012-13. This would require a change in the final year ending general fund balance as prepared by the auditors.

Mr. Azzara also presented a four-year projection of capital sources and uses including the general obligation bonds for financing capital projects. The Middle School project is estimated at a cost of \$14.2 million. The sale of bonds for \$2.2 million will be presented to the Board in January.

President Voit requested a report from the Business Office for year ending June 30, 2008 for the expenditure areas that were significantly under budget.

4. Annual Audit Report

Resolved, that the Board of Education of the Muhlenberg School District accept the Financial and Compliance Report from the independent certified public accounting firm of Herbein & Company, Inc. as presented for school year ending June 30, 2008.

[Note: A representative from Herbein & Company, Inc. will present the audit report at next week's meeting.]

5. Purchase, Maintenance and Support Services Agreement with BCIU for eFinancePlus Financial Software Program

Resolved, that the Board of Education of the Muhlenberg School District approve a multi-year software license agreement with the Berks County Intermediate Unit for the purchase and implementation of Sungard Public Sector, Inc. eFinancePLUS financial application software and for maintenance and support services as follows:

- a) School Year 2008-09 – software purchase, staff training, data conversion, licensing and installation and set-up services for an amount not to exceed \$83,607 and to be paid from the Capital Reserve Fund;
- b) School Year 2009-10 – yearly maintenance, licensing and technical support services for an amount of \$31,550 and to be paid from the General Fund Budget; and
- c) School Year 2010-11 - yearly maintenance, licensing and technical support services for an amount of \$33,253 and to be paid from the General Fund Budget.

Discussion

Mr. Azzara reported the Tenex operating system that the district currently is using for financial operations is an outdated system. The AS400 processor is 30 years old. After researching other business operating systems, the administration is recommending the Pentamation-eFinance Plus system which is maintained by the Berks County Intermediate Unit. Our business office staff visited Brandywine School District administrative offices to observe the Pentamation system. Their staff reported they are very pleased with the program. The system can customize reports using one data base and is reported as very functional and efficient. Brandywine is the first school district in the county to use this system through a service agreement with the BCIU. The BCIU will provide support, maintenance, and hardware operations.

President Voit polled the Board for their support of the new financial software program. It is the consensus of the Board to approve the Pentamation eFinance Plus software program. A formal vote will be placed on the agenda at next week's meeting.

E. Education

1. Request for senior student to complete the 2008-09 school year as a non-resident: Brittany Beebe, Grade 12, effective October 1, 2008 through completion of the 2008-09 school year, as in accordance with district Policy 3.15, Entitlement of Resident and Non-Resident Students.

Be it further resolved, that it is the parent's responsibility to provide transportation for their child for the days in attendance as a non-resident student.

2. Conference Requests:
 - a) Ms. Eileen Musselman, ratify attendance at the Classrooms for the Future Boot Camp in Harrisburg, PA, on October 14-17, 2008 at no cost to the district (expenses paid by PDE and Capital Area I.U.)
 - b) Mr. Robert Gourley and Mrs. Gail Less to attend the *Whartons' Active Isolated Certification* training in New York City, NY, on November 8-9, 2008 at a cost of \$1,200 (budgeted – Athletics)
3. Gift from Target for the Muhlenberg High School in the amount of \$2,000 accepted as in accordance with district Policy 2.1, Gifts
4. Certificate of Support Students, PA School Code 1302

F. Student Activities

1. Establish Activity Fund Account for the Chess & Strategic Gaming Club effective the 2008-09 school year

Additional Business

1. Sunday Facility Use Request from Muhlenberg Township Athletic Association for use of the C. E. Cole Gymnasium for boys/girls' basketball program effective beginning November 23, 2008 through March 1, 2009
2. Acceptance of Gift from Ontelaunee Energy Center, a division of Dynegy, Inc., in the amount of \$2,500.00 for the purchase of two smartboards for the C. E. Cole Intermediate School

Minutes

Board members reviewed minutes of the Committee of the Whole Meeting of October 1, 2008 and the Regular Meeting of October 8, 2008.

Old Business

1. Billboard Lease Agreement

Dr. Haught reported that Lamar Advertising followed up with a statement regarding the billboard lease agreements on 5th Street Highway indicating that they have no intention to do electronic advertising.

New Business

1. Memoriam of Mrs. Willodean Czechowski

Resolved, that we remember the passing of Mrs. Willodean Czechowski, who served as a Cafeteria Assistant and Substitute in the Muhlenberg Elementary Center for one-half year (January to June 2008) and that we honor her memory for her dedicated service to the school district and community.

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

2. Dr. Haught reported the Cole dedication will be held on Friday, November 7, at 1:30 p.m. A community Open House is scheduled for Sunday, November 9, from 2:00 to 4:00 p.m. On Tuesday, November 11, the district will sponsor a Veteran's Day breakfast in the Middle School Cafeteria.

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
October – Barbara Nagle
November – Scott Long
December – Rick Hoffmaster

January – Cindy Mengle
February – Chris Okonski
March – Terry Heckman
April – Lee Reiniger
May – Otto Voit

Report

Mrs. Barbara Nagle reported on her school visits in October:

- Elementary Center – attended classroom sessions.
- Cole Intermediate School – toured building with Mr. Giffing. Concern with noise in media center and cafeteria. Concern also for students having access to library books.
- Middle School – toured building with Mrs. Albright. She received a smartboard demonstration and visited the study island program.
- High School – discussion with Mr. Mish.

Mrs. Nagle concluded that her visits in the school were a positive experience.

Dr. Haught noted that the contractors will be installing the shelving units in the multi-media center for the library books.

Review of Board Meetings and Calendar of Events

November 5	7:30 p.m.	Committee of the Whole Meeting
November 10	6:30 p.m.	RMCTC Committee and Regular Meetings
November 12	7:30 p.m.	Regular Meeting
December 2	7:00 p.m.	RMCTC Annual Organization
December 3	6:30 p.m.	Special Meeting, Annual Organization, and Committee of the Whole Meeting
December 10	7:30 p.m.	Regular Meeting

Dr. Haught announced that the Middle School will be hosting an “Author in School” program on Friday, November 7th. The PTO sponsored the cost of the author presentation.

Adjournment

Meeting adjourned at 9:08 p.m.

Attest:

K. Scott Long
Board Secretary