

MUHLENBERG SCHOOL BOARD
Regular Meeting Minutes – November 12, 2008
Muhlenberg High School First Floor Lecture Hall

The Regular Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, November 12, 2008 at 7:32 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 (arrived 7:33 p.m.)
Secretary – K. Scott Long (departed meeting at 9:20 p.m. – work commitment)
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. Vlacía Z. Campbell
Business Manager – Michael Azzara
High School Assistant Principal – Kevin Vanino
Middle School Principal – Donna Albright
Elementary Center Principal – Barbara Moyer
Elementary Center Assistant Principal – Timothy Moyer
Cole Intermediate School Principal – Ryan Giffing
Supervisor of Special Education – Michael D. Barr
Reading/Language Arts Supervisor – Pamela Wolff
Technology Director – Daniel Houck
Buildings/Grounds/Transportation Coordinator – Greg Schneider

Visitors

Josh Rothermel
Cathy Mitchell
Juanita Perez
Elijah Starks
Colleen Russo

Executive Session

After the Call to Order, President Voit announced the Board will recess for an Executive Session at 7:33 p.m. to discuss personnel matters and pending litigation.

Resume Meeting

President Voit resumed the meeting at 8:23 p.m.

Student Council

No report.

Educational Presentations

A. Annual Audit Report – Herbein & Company, Inc.

Mrs. Corey Wolf, representative of Herbein & Company, Inc., presented the annual audit report for school year ending June 30, 2008. Copy of the report is found attached to Resolution No. 104 as Exhibit #89.

The district was presented with audit findings in the following areas: internal cash disbursements, athletic fund controls, activity fund controls, and filing of unclaimed property report. A Corrective Action Plan has been submitted by the administration to address these areas.

As reported in the audit, the district had \$174,208 revenue over expenditures for a June 30, 2008 fund balance of \$3,611,300. This fund balance is after the transfer made to the Capital Reserve in the amount of \$2,035,119. The net assets for the district is \$38 million. The district cash and investments are setup in conservative funds (pooled government accounts).

Discussion

Mr. Heckman questioned the deadline for the corrective action plan.

Mrs. Wolf indicated these items should be changed as soon as possible. The audit for next school year will be checked for corrective measures and possible findings.

B. School Improvement Plans – Dr. Vlacía Z. Campbell and School Improvement Teams for Middle School and Elementary Center

Dr. Campbell stated the district will be submitting School Improvement Plans for the Elementary Center and Middle School to the State Department of Education as a result of the PSSA testing. As required, both plans were approved by the Berks County Intermediate Unit.

Mrs. Pam Wolff, Reading/Language Arts Supervisor, presented an overview of the School Improvement Plans (Exhibit A). (Copies of the improvement plans are attached to Resolution No. 111, Exhibit #96.) The goals for this school year include increased comprehension with use of 4Sight testing and progress monitoring. There will be continued professional development for staff to review student data on Act 80 days. Another area of concentration will be the curriculum mapping to align with PA standards.

Discussion

Mr. Voit questioned when the plan will be enacted.

Mrs. Wolff responded these plans have already started to be implemented in the district to achieve the practices as outlined. It is a two-year plan.

C. Policy Review – Dr. Vlacía Z. Campbell

Dr. Campbell presented revisions to policies for a first reading (Exhibit B):

1.7 Board Member Compensation and Conference/Convention Expenses

Policy 1.7 and 4.11 address the same content for reimbursement of conference/convention expenses. Gratuities for incidental expenses will not be eligible for reimbursement. The only gratuity allowable will be for food at a rate of 15%. Meals will be reimbursed based on the federal government allowance for a location area. Overnight lodging will be reimbursed at the conference hotel or at a location for the same allowance as the conference center hotel. The destination rate is found at the U.S. General Services Administration website: www.gsa.gov.

Discussion

Board members discussed a cap of 20% for meal gratuity and also to set a limit in the amount of gratuities for incidental expenses.

Mr. Azzara commented that all school districts in New Jersey comply with these guidelines for conference/convention expenses. The meals and hotels are reimbursable at varied costs according to the location area.

1.16 Public Records

This policy has been revised following the new Act 3 of 2008, Right to Know Law passed by Pennsylvania Governor Rendell on February 14, 2008. The policy outlines the procedures and timelines for acknowledging requests for information. The law also designates a Open Records Officer be appointed. The district shall follow the fee schedule as assigned by the state Office of Open Records. Policy is to be adopted effective January 1, 2009.

3.11 Student Attendance

The Student Attendance policy has been revised for those students who have unexcused and unlawful absences in that they will receive a zero (0) grade for the day for classroom assignments.

Discussion

Dr. Campbell shared with the Board that students who will be away for 3-4 weeks will withdraw from school and re-enroll upon return to their homes. In this way the children are not counted as unexcused/unlawful absences and will not impact the attendance rates for No Child Left Behind. Those students who have excessive absences will be investigated by the principal and truant officer with possible fines imposed to the parents.

3.35 Unlawful Harassment, Bullying, Cyberbullying, and Intimidation

New guidelines under the School Safety Program require school districts to submit bullying policies to PDE each school year. Policies are to include cyberbullying as harassment and planned prevention programs. This policy is to be adopted effective January 1, 2009.

4.11 Conventions/Conferences

(Same information at Policy 1.7)

4.22 Education/Training Costs

This policy was revised to comply with the Muhlenberg Education Association Memorandum of Understanding dated July 9, 2008. The reimbursement rate is now \$1,000 per course and includes a second master's program for tuition reimbursement.

4.27 Induction of New Teachers

This policy has been updated to comply with the district's strategic plan.

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.

Committee Reports

- A. Berks County Intermediate Unit Donald B. Raifsnider, Jr.

Mr. Raifsnider reported the next meeting is Thursday, November 20.

- B. Reading Muhlenberg CTC Lee R. Reiniger

Mr. Reiniger reported the CTC Joint School Committee met in session on Monday, November 10. The annual audit report was presented by Herbein & Company. The Board will take action on this item at the December meeting. Board action items included: 1) granting permission for twenty students and three chaperones to attend the Skills U.S.A. Leadership Conference in Gettysburg, and 2) employment of math integration specialist. The Board will begin negotiations with the RMEA for renewal of employment contract. The RMCTC received a commendation letter from the Pennsylvania Department of Education for participation in the Technology Centers That Work school improvement model.

- C. Berks Earned Income Tax Bureau Donald B. Raifsnider, Jr.

Mr. Raifsnider reported on the meeting held in October. New legislation is being proposed regarding Act 32 that will limit the collections to one entity per county. There are currently three entities who provide the collections.

D. PSBA Liaison

Donald B. Raifsnider, Jr.

Mr. Raifsnider reported on the county legislative meeting held at Muhlenberg High School on October 23. The board members presented 5 priorities for the PSBA platform. Final priorities to be decided later this year.

E. Muhlenberg Community Library

Terry L. Heckman

Mr. Heckman reported he was unable to attend the November meeting.

F. Educational Programs

Dr. Vlacia Z. Campbell

Dr. Campbell presented results of the PSSA Science Test Scores (Exhibit C). The administration and Science Department are looking at the curriculum sequence to align science fields of study into grade levels for testing, i.e. physical science and environmental science.

Solicitor's Comments

No public comment at this time.

Superintendent's Comments

Dr. Haught reported on the conference she attended in October with the Berks County superintendents at State College. Dr. Gerald Zahorchak, State Secretary of Education, shared information on No Child Left Behind, cyber charter schools, special education, and unfunded mandates. The Dedication of Cole building that was held last Friday was well attended by honorary guests and school administrators. The Open House for the Cole building held on Sunday, November 9, received visitors from the community. Students from the school provided small group tours for the citizens.

Board Business

Personnel – Resolution Nos. 94A through 94M

Moved by Mengle and Hoffmaster that the Board of Education of the Muhlenberg School District approve Personnel Resolution Nos. 94A through 94M in its entirety.

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

94A Professional Appointments

Resolved, that the Board of Education of the Muhlenberg School District approve the following professional appointments:

- a) Mrs. Virginia Hornberger, *transfer* from Grade 6 Teacher to the Instructional Support/Intensive Intervention Teacher at Middle School (P. Brenner's transfer), effective upon replacement in current position
- b) *Extend* long term substitute teaching assignment for Mrs. Beverly MacGregor from January 14, 2009 through April 9, 2009 (D. Stumpf)

94B Classified Appointments

Resolved, that the Board of Education of the Muhlenberg School District approve the following classified appointments:

- a) Ms. Karen Bohn, part time Special Education Instructional Assistant at Elementary Center (T. Rothermel), effective November 13, 2008 at the pay rate of \$13.20 per hour, 4 hours per day
- b) Ms. Jaime Noll, part time Special Education Instructional Assistant at Cole Intermediate School (Access Fund position transferred from Title I), effective November 13, 2008 at the pay rate of \$13.20 per hour, 4.5 hours per day
- c) Mr. David Ruth, full time Special Education Instructional Assistant at High School (K. Robinson), effective November 13, 2008 at the pay rate of \$13.20 per hour for 7 hours per day
- d) Ms. April Henwood, full time Special Education Instructional Assistant at Elementary Center (L. Uliasz), effective November 13, 2008 at the pay rate of \$13.20 per hour for 7 hours per day
- e) Cafeteria Workers:
 - 1) Ms. Erica Brumbach, Cafeteria Worker at Cole Intermediate School, 2.5 hours per day, effective retroactive to August 18, 2008, pay rate of \$14.00 per hour
 - 2) *Transfer* of Ms. Erica Brumbach, from 2.5 hour Cafeteria Worker at Cole to 3.5. hour Cafeteria Worker at Elementary Center (F. Wummer), same rate of pay, effective November 5, 2008
 - 3) Ms. Gail Weyandt, High School 2.5 hour Cafeteria Worker (T. Yob), effective October 30, 2008 at the pay rate of \$14.00 per hour
 - 4) Ms. Cindy Andrusky, 2-hour Cafeteria Worker at Cole Intermediate School, effective November 5, 2008 at the pay rate of \$14.00 per hour
 - 5) *Transfer* of Ms. Johnanna Winslow, from Cafeteria Worker at Elementary Center to 2.5 hour Cafeteria Worker at Cole Intermediate School (M. Mengel), same rate of pay, effective November 5, 2008
 - 6) Ms. Jo A. Cochran, 2-hour Cafeteria Assistant at Cole Intermediate School (S. Hakes) at the pay rate of \$11.15 per hour effective December 2, 2008
- f) Mr. David L. Moore, Outside/Grounds Custodian, salary of \$35,542 (with a \$.45 per hour premium) prorated for days served in the 2008-09 school year, effective December 8, 2008
- g) Ms. Tania Holland, full time Special Education Instructional Assistant at Elementary Center (G. Wagner), effective December 2, 2008 at the pay rate of \$13.20 per hour for 7 hours per day
- h) Ms. Brianne Moyer, full time Special Education Instructional Assistant/Job Coach at the High School (P. DeLong), effective November 24, 2008 at the pay rate of \$13.20/\$22.00 per hour for 7 hours per day

94C Acceptance of Resignations

Resolved, that the Board of Education of the Muhlenberg School District accept the following resignations:

- a) Ms. Lisa Uliasz, Special Education Instructional Assistant at Elementary Center, effective October 31, 2008
- b) Ms. Debra Siggins, Clerical Assistant at Cole Intermediate School, effective November 5, 2008

94D Revised Job Description

Resolved, that the Board of Education of the Muhlenberg School District approve the revised job description for Head Custodian (Exhibit #80).

94E Substitutes for the 2008-09 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of additional substitutes for the 2008-09 school year (Exhibit #81).

94F Guest Teachers for the 2008-09 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of additional guest teachers for the 2008-09 school year (Exhibit #82).

94G Mentor Assignment

Resolved, that the Board of Education of the Muhlenberg School District approve the following mentor assignment for the 2008-09 school year at the pay rate of \$22.00 per hour:

- a) Mrs. Maureen Yoder for Ms. Adrienne Lastoskie, 30 hours

94H Completion of Probation for Classified Employees

Resolved, that the Board of Education of the Muhlenberg School District approve the completion of probation for the following classified employees:

- a) Ms. Kathryn Kready, Breakfast Cafeteria Worker at MMS, completion of probation as of October 24, 2008 and recommended for permanent employment effective October 27, 2008
- b) Ms. Erica Brumbach, Cafeteria Worker at MEC, completion of probation as of October 24, 2008 and recommended for permanent employment effective October 27, 2008
- c) Ms. Sherry Hoffman, General Cafeteria Worker at Cole, completion of probation as of October 24, 2008 and recommended for permanent employment effective October 27, 2008
- d) Ms. Jennifer McWilliams, Cafeteria Assistant at Cole, completion of probation as of October 24, 2008 and recommended for permanent employment effective October 27, 2008
- e) Ms. Susan Hakes, Cafeteria Assistant at MEC, completion of probation as of October 24, 2008 and recommended for permanent employment effective October 27, 2008
- f) Ms. Suzanne Wetzel, Food Service Clerical Assistant, completion of probation as of October 24, 2008 and recommended for permanent employment effective October 27, 2008
- g) Ms. Tina Rothermel, Special Education Instructional Assistant at Cole, effective October 31, 2008 and recommended for permanent employment effective November 3, 2008
- h) Mr. Michael Berry, long term substitute Custodian at Middle School, completion of probation as of October 30, 2008

94H Completion of Probation (continued)

- i) Ms. Maria I. DeLima, Custodian at MEC, completion of probation as of October 30, 2008 and recommended for permanent employment effective October 31, 2008
- j) Ms. Tammy Stettner, Instructional Assistant for ELL at MEC, completion of probation as of October 31, 2008 and recommended for permanent employment effective November 3, 2008
- k) Mr. Carlos David, Custodian, completion of probation as of November 19, 2008 and recommended for permanent employment effective November 20, 2008

94I Co/Extra-Curricular Assignments for 2008-09 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the following co/extra-curricular assignments for the 2008-09 school year:

- a) Mrs. Leslie Deatrich, Choral Director for Cole I.S. - \$1,960 (Year 1)
- b) Ms. Amanda Kusant, Anime' Club Advisor at HS - \$ 980 (Year 2)
- c) Mrs. Nan Forrer, Art Club Advisor at HS - \$1,470 (Year 2)
- d) Mr. Joseph Collins, Chess & Strategic Games
Club Moderator at HS - \$ 735 (Year 1)
- e) Ms. Jennifer Vroman, Gay Straight Alliance Club
Advisor at HS - \$ 245 (Year 2)
- f) Mr. Colin Powell, volunteer Assistant Winter Track Coach

94J Salary Adjustment for Assistant Athletic Trainer

Resolved, that the Board of Education of the Muhlenberg School District approve the salary adjustment for Mr. Michael Kaminskis, Assistant Athletic Trainer, salary of \$40,253 for the 2008-09 school year.

94K Agreement with Commonwealth Orthopaedic Associates

Resolved, that the Board of Education of the Muhlenberg School District approve the three-year agreement with Commonwealth Orthopaedic Associates to provide sports medicine services at a cost of \$1,750.00 per school year effective 2009-10 to 2011-12 (Exhibit #83).

94L Request for Leave of Absence and FMLA

Resolved, that the Board of Education of the Muhlenberg School District approve the following requests from employees for leave of absence and FMLA leave:

- a) Mrs. Michelle Malzacher, effective January 5, 2009 through May 1, 2009
- b) Mrs. Crystal Chwatek, effective March 2, 2009 through completion of the 2008-09 school year

94M Administrative Appointment

Resolved, that the Board of Education of the Muhlenberg School District approve the employment of Mr. Steven C. Baylor as the Middle School Assistant Principal at a salary of \$68,000 prorated for days served in the 2008-09 school year effective upon release from current employer no later than January 12, 2009.

Management

95 Appointment of Reading-Muhlenberg Career & Technology Center Joint School Committee Member

Mr. Hoffmaster nominated Mr. Donald Raifsnider.

Close Nominations

Moved by Okonski and Reiniger to close nominations.

Roll Call by Name

Hoffmaster – Donald Raifsnider

Long – Donald Raifsnider

Mengle – Donald Raifsnider

Nagle – Donald Raifsnider

Okonski – Donald Raifsnider

Raifsnider – Donald Raifsnider

Reiniger – Donald Raifsnider

Voit – Donald Raifsnider

Heckman – Donald Raifsnider

Mr. Donald B. Raifsnider, Jr. was appointed as a Member of the Reading-Muhlenberg Career & Technology Center Joint School Committee for a 3-year term, December 2008 to December 2011.

96 Appointment of Reading-Muhlenberg Career & Technology Center Alternate Member

Mr. Raifsnider nominated Mr. Chris Okonski.

Close Nominations

Moved by Hoffmaster and Reiniger to close nominations.

Roll Call by Name

Long – Chris Okonski

Mengle – Chris Okonski

Nagle – Chris Okonski

Okonski – Chris Okonski

Raifsnider – Chris Okonski

Reiniger – Chris Okonski

Voit – Chris Okonski

Heckman – Chris Okonski

Hoffmaster – Chris Okonski

Mr. Chris Okonski is appointed as the Alternate Member of the Reading Muhlenberg Career & Technology Center Joint School Committee for a 1-year term, December 2008 to December 2009.

Physical Plant and Transportation

97 Construction Change Orders for Cole Intermediate School

Moved by Raifsnider and Okonski that the Board of Education of the Muhlenberg School District approve the following change orders for the C. E. Cole Intermediate School (funding from the 2007 Construction Fund) (Exhibit #84):

- | | |
|---|-------------|
| 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 facia | \$ 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 |

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

Motion carried unanimously.

98 Payment for Extension of Construction Management Services

Moved by Hoffmaster and Okonski that the Board of Education of the Muhlenberg School District approve the payment to Reynolds Construction Management for extended construction phase services for the Cole Intermediate School project in the amount of \$24,400 (2007 Construction Fund) (Exhibit #85).

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

Motion carried unanimously.

99 Construction Management Services for the Middle School Additions and Renovations Project

Moved by Okonski and Mengle that the Board of Education of the Muhlenberg School District approve the construction management services for the Middle School Additions and Renovations Project provided by Reynolds Construction Management (2008 Construction Fund) (Exhibit #86):

- | | |
|--------------------------|-----------|
| a) Six Prime Contractors | \$470,400 |
| b) One Prime Contractor | \$377,740 |

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

Motion carried unanimously.

100 Sunday Facility Use Request from Muhlenberg Township Athletic Association

Moved by Hoffmaster and Raifsnider that the Board of Education of the Muhlenberg School District approve the 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 (Exhibit #87).

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

Budget and Finance

101 Approval of Financial Reports

Moved by Raifsnider and Okonski 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	Sept 08		October 08 #96027-96420	Sept 08	
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 08	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	

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

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

Moved by Hoffmaster and Nagle 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

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

Motion carried unanimously.

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

Moved by Hoffmaster and Heckman 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 (Exhibit #88).

Yeas: Heckman, Hoffmaster, Mengle, Nagle, Okonski, Raifsnider, Reiniger, Voit.

Motion carried unanimously.

[Note: Mr. Long departed meeting, no vote cast.]

Discussion

Mr. Azzara presented a summary of the actual year end balances that were under budget at the close of the 2007-08 fiscal year (copy attached to Exhibit #88). Those categories included salaries, employee health benefits, and utilities.

Mr. Okonski suggested the \$2 million transfer (surplus) be included in the budgetary planning for the 2009-10 school year.

Mr. Azzara responded the Board may pass a budget, if it chose to do so, in which budgeted revenues were less than budgeted expenditures in order to use the surplus dollars.

104 Annual Audit Report

Moved by Nagle and Okonski 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 (Exhibit #89).

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

105 Purchase, Maintenance and Support Services Agreement with BCIU for eFinancePlus Financial Software

Moved by Hoffmaster and Reiniger 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 (Exhibit #90):

- 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.

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

Education

106 Request for Senior Student to Complete the 2008-09 School Year as a Non-Resident

Moved by Okonski and Mengle that the Board of Education of the Muhlenberg School District approve the request for Brittany Beebe, Grade 12, to complete her senior year as a non-resident student 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 effective October 1, 2008 through completion of the 2008-09 school year (Exhibit #91).

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.

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

107 Conference Requests

Moved by Hoffmaster and Raifsnider that the Board of Education of the Muhlenberg School District approve the following conference requests (Exhibit #92):

- 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 on November 8-9, 2008 in New York City, NY, at a cost of \$1,200 (budgeted – Athletics)
- c) Ms. Cynthia Long to attend the *2009 National Field Hockey Coaches Association* convention and coaches clinic on January 17-18, 2009 in Philadelphia, PA at an estimated cost of \$215.00 (budgeted from Athletic Department)

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

108 Acceptance of Gifts

Moved by Nagle and Mengle that the Board of Education of the Muhlenberg School District accept the following gifts as in accordance with district Policy 2.1, Gifts (Exhibit #93):

- a) Target Stores gift of \$2,000 for the Muhlenberg High School
- b) Ontelaunee Energy Center, Division of Dynegy, Inc., gift of \$2,500 for purchase of smartboards for the C. E. Cole Intermediate School
- c) Ohiopyle Prints, gift of \$100.45 for the High School
- d) Muhlenberg PTO, gift of \$5,000.00 for the C. E. Cole Intermediate School

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

109 Certificate of Support Students

Moved by Okonski and Reiniger that the Board of Education of the Muhlenberg School District approve the listing of Certificate of Support Students, PA School Code 1302, enrolled in the district for the 2008-09 school year (Exhibit #94).

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

110 Continuation of ConnectEd Emergency Calling System

Moved by Reiniger and Okonski that the Board of Education of the Muhlenberg School District approve the continuation of the ConnectEd Emergency Calling System as contracted with the Capital Area Intermediate Unit #15 at an annual rate of \$2.95 per pupil cost (Exhibit #95).

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

111 School Improvement Plans for Elementary Center and Middle School

Moved by Hoffmaster and Nagle that the Board of Education of the Muhlenberg School District approve the submission of the School Improvement Plans for the Elementary Center and Middle School to the Pennsylvania Department of Education as presented (Exhibit #96).

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

Student Activities

112 Activity Fund Accounts for High School

Moved by Raifsnider and Mengle that the Board of Education of the Muhlenberg School District approve the establishment of the following Activity Fund Accounts for the High School (Exhibit #97):

- a) Chess & Strategic Gaming Club
- b) Ski/Snowboard Club
- c) Poetry Club

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

Minutes

113 Approval of Minutes

Moved by Hoffmaster and Reiniger that the minutes of the Committee of the Whole Meeting of October 1, 2008 and the Regular Meeting of October 8, 2008 be approved as submitted.

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

Old Business

1. Music Books at Elementary Center

Mrs. Nagle questioned why students in the Elementary Center music classes had to share books during class.

Mrs. Moyer, Principal, stated that the 2nd grade music classes were divided between Mrs. Frymoyer and Mrs. Deatrach for this school year.

Dr. Haught stated that should the program be extended longer than this year that additional books be purchased for the students.

Mr. Voit reiterated that principals may request teaching supplies for their students at any time.

2. Naming of Middle School Gymnasium

Mrs. Albright has requested that the Middle School Gymnasium be named after Mr. R. Daniel Krize, former teacher and school board director.

Mrs. Nagle reported the family would be honored to have his name in memory at the Middle School.

After discussion, it was decided to add this request to the Middle School building project.

New Business

114 Memoriam of Mrs. Willodean Czechowski

Moved by Mengle and Hoffmaster that we remember the passing of Mrs. Willodean Czechowski, who served as a Cafeteria Assistant and Cafeteria 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.

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

115 Memoriam of Mr. Robert H. Stapleton

Moved by Raifsnider and Hoffmaster that we remember the passing of Mr. Robert H. Stapleton, who served as a School Director of the Muhlenberg School District for six years (1963 to 1969) and a member of the Reading-Muhlenberg Vocational Technical School Board 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.

Yeas: Mengle, Nagle, Okonski, Raifsnider, Reiniger, Voit, Heckman, Hoffmaster.
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. 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

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

Adjournment

116 Adjourn Meeting

Moved by Raifsnider and Nagle that there being no further business to come before the Board the meeting be adjourned. Meeting adjourned at 9:40 p.m.

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

Attest:

K. Scott Long
Board Secretary