

**MUHLENBERG SCHOOL BOARD**  
**Annual Organization Meeting Minutes – December 3, 2008**  
**Muhlenberg High School First Floor Lecture Hall**

The Annual Organization Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, December 3, 2008 at 6:36 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 – Chris W. Okonski  
Member – Donald B. Raifsnider, Jr.  
Solicitor – James M. Lillis, Esq.  
Recording Secretary – Brenda A. Stein

**Members Absent**

Member – Barbara A. Nagle (vacation)

**Administration Present**

Superintendent – Dr. Theresa D. Haught  
Assistant Superintendent – Dr. Vlacía Z. Campbell  
Business Manager – Michael Azzara  
Middle School Principal – Donna Albright  
Elementary Center Principal – Barbara Moyer  
Supervisor of Special Education – Michael D. Barr  
Technology Director – Daniel Houck  
Food Service Coordinator – Tony Brochu

**Visitors**

Lucy Palangio  
Amy Sharp  
Holly Lorchak  
Brook Green  
Kachina Martin  
Michele Weaver  
Colleen Russo

**120 Appointment of Temporary President**

Mr. Raifsnider, seconded by Mr. Hoffmaster, nominated Mr. Terry Heckman as Temporary President.

Moved by Mr. Reiniger and Mr. Okonski to close nominations

Roll Call by Name

Heckman - Terry Heckman  
Hoffmaster – Terry Heckman  
Long – Terry Heckman  
Mengle – Terry Heckman

Okonski – Terry Heckman  
Raifsnider – Terry Heckman  
Reiniger – Terry Heckman  
Voit – Terry Heckman

Mr. Terry Heckman was appointed to serve as Temporary President.

**Annual Organization**

Temporary President Heckman conducted the election of the President.

**121 Election of Board President**

**Nominations for Election of Board President**

Mr. Hoffmaster, seconded by Mr. Long, nominated Mr. Otto Voit for the office of President.

**Closing of Nominations for Board President**

Moved by Raifsnider and Voit that nominations for Board President be closed.

**Casting of Ballots**

Roll Call by Name

Hoffmaster – Otto Voit  
Long – Otto Voit  
Mengle – Otto Voit  
Okonski – Otto Voit

Raifsnider – Chris Okonski  
Reiniger – Otto Voit  
Voit – Otto Voit  
Heckman – Otto Voit

Mr. Otto W. Voit, III was elected Board President.

President Voit presided over the remainder of the meeting.

## **122 Election of Board Vice-President**

### **Nominations for the Election of Board Vice-President**

Mr. Hoffmaster nominated Mr. Lee Reiniger for the office of Vice President.

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

Moved by Raifsnider and Mengle that the nominations for Board Vice-President be closed.

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

#### Roll Call by Name

Long – Lee Reiniger	Reiniger – Lee Reiniger
Mengle – Lee Reiniger	Voit – Lee Reiniger
Okonski – Lee Reiniger	Heckman – Lee Reiniger
Raifsnider – Lee Reiniger	Hoffmaster – Lee Reiniger

Mr. Lee R. Reiniger was elected Board Vice-President.

## **123 Appointment of Solicitor**

Moved by Okonski and Reiniger 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 3, 2008 through annual organization of the Board in December 2009. 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: Mengle, Okonski, Raifsnider, Reiniger, Voit, Heckman, Hoffmaster, Long.  
Motion carried unanimously.

## **124 Appoint Labor Attorney**

Moved by Raifsnider and Hoffmaster 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 3, 2008 through annual organization of the Board in December 2009.

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

**125 Board Meeting Dates for 2009**

Moved by Reiniger and Heckman that the calendar of the meeting dates be approved and advertised as per Exhibit #98 with the first meeting of each respective month be designated as the Committee-of-the Whole Meeting and the second meeting of each respective month be designated as the Regularly Scheduled Board Meeting effective January 2009.

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

[Mr. Voit noted that the meetings will begin at 7:00 p.m. starting in January 2009.]

**Berks Earned Income Tax Bureau Appointments**

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

Nomination

Mr. Raifsnider nominated Mrs. Mengle.

Moved by Hoffmaster and Okonski to close nominations.

Roll Call by Name

Raifsnider – Cindy Mengle  
Reiniger – Cindy Mengle  
Voit – Cindy Mengle  
Heckman – Cindy Mengle

Hoffmaster – Cindy Mengle  
Long – Cindy Mengle  
Mengle – Cindy Mengle  
Okonski – Cindy Mengle

Mrs. Cindy Mengle was appointed as the regular representative to the Berks E.I.T. Bureau for calendar year 2009.

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

Nominations

Mr. Hoffmaster nominated Mr. Donald Raifsnider - Mr. Raifsnider declined the nomination.

Mr. Hoffmaster nominated Mr. Chris Okonski.

Moved by Reiniger and Mengle to close nominations.

Roll Call by Name

Reiniger – Chris Okonski  
Voit – Chris Okonski  
Heckman – Chris Okonski  
Hoffmaster – Chris Okonski

Long – Chris Okonski  
Mengle – Chris Okonski  
Okonski – Chris Okonski  
Raifsnider – Chris Okonski

Mr. Chris Okonski was appointed as the Berks E.I.T. Alternate for year 2009.

**Pennsylvania School Boards Association Appointment**

**128 PSBA Liaison (one-year term)**

Nomination

Mr. Reiniger nominated Mr. Donald Raifsnider.

Moved by Hoffmaster and Okonski to close nominations.

Roll Call by Name

Voit – Donald Raifsnider

Heckman – Donald Raifsnider

Hoffmaster – Donald Raifsnider

Long – Donald Raifsnider

Mengle – Donald Raifsnider

Okonski – Donald Raifsnider

Raifsnider – Donald Raifsnider

Reiniger – Donald Raifsnider

Mr. Donald B. Raifsnider, Jr. was appointed as the PSBA Liaison for year 2009.

**Muhlenberg Community Library Appointments**

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

Nomination

Mr. Hoffmaster nominated Mr. Terry Heckman.

Moved by Okonski and Hoffmaster to close nominations.

Roll Call by Name

Heckman – Terry Heckman

Hoffmaster – Terry Heckman

Long – Terry Heckman

Mengle – Terry Heckman

Okonski – Terry Heckman

Raifsnider – Terry Heckman

Reiniger – Terry Heckman

Voit – Terry Heckman

Mr. Terry Heckman was appointed as the Muhlenberg Community Library Representative for year 2009.

**130 Muhlenberg Community Library Alternate (one-year term)**

Nomination

Mr. Raifsnider nominated Mr. Lee Reiniger.

Moved by Raifsnider and Hoffmaster to close nominations.

Roll Call by Name

Hoffmaster – Lee Reiniger

Long – Lee Reiniger

Mengle – Lee Reiniger

Okonski – Lee Reiniger

Raifsnider – Lee Reiniger

Reiniger – Lee Reiniger

Voit – Lee Reiniger

Heckman – Lee Reiniger

Mr. Lee Reiniger was appointed as the Muhlenberg Community Library Alternate for year 2009.

**131 Muhlenberg Township Parks and Recreation Board Representative (five-year term)**

Nomination

Mr. Raifsnider nominated Mr. Daniel Houck.

Moved by Hoffmaster and Reiniger to close nominations.

Roll Call by Name

Long – Daniel Houck	Reiniger – Daniel Houck
Mengle – Daniel Houck	Voit – Daniel Houck
Okonski – Daniel Houck	Heckman – Daniel Houck
Raifsnider – Daniel Houck	Hoffmaster – Daniel Houck

Mr. Daniel Houck was appointed as the Muhlenberg Township Parks and Recreation Board Representative for a five-year term ending December 2013.

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

Moved by Raifsnider and Reiniger that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 3, 2008:

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	- Mr. Michael L. Azzara
Supervisor of Accounts	- Ms. Cynthia L. Herb
School Board Treasurer	- Mr. Richard E. Hoffmaster
School Board Secretary	- Mr. K. Scott Long

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	- Mr. Michael L. Azzara
Supervisor of Accounts	- Ms. Cynthia L. Herb
Food Service Coordinator	- Mr. Anthony J. Brochu

d) Payroll Account

Authorize signatures of the following three officers (facsimile acceptable) for the Payroll Account General Fund Account (Payroll)-Wachovia 2000870526806:

President	- Mr. Otto W. Voit, III
Secretary	- Mr. K. Scott Long
Treasurer	- Mr. Richard E. Hoffmaster

e) Wachovia Accounts

Authorize the signatures of the following four 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
Treasurer	- Mr. Richard E. Hoffmaster

General Fund Account (AP)	- Wachovia - 2000870526217
Concentration Account	- Wachovia - 2000870527025
2000 Sinking Fund	- Wachovia -1576006609

f) Cafeteria Account

Authorize the signatures of the following officers and Business Manager (President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer or Vice President), National Penn Bank- 0000000216317231:

President	- Mr. Otto W. Voit, III
Vice President	- Mr. Lee R. Reiniger
Secretary	- Mr. K. Scott Long
Treasurer	- Mr. Richard E. Hoffmaster
Business Manager	- Mr. Michael L. Azzara

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 Treasurer	- Mr. Richard E. Hoffmaster

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

CTSI Escrow	- PLGIT	- 1204303
Capital Reserve Account	- PLGIT	- 1204025
Capital Reserve Plus Account	- PLGIT	- 1204025
1996A Construction Fund	- PLGIT ARM	- 404-06
2003 GOB Construction	- PLGIT ARM	- 404-02
2007 Series A Construction Fund	- PLGIT ARM	- 404-08
2008 GOB Construction	-PLGIT ARM	- 404-10

h) Access to Safe Deposit Box

Resolved, that the Board approve any two of the following three 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
Superintendent of Schools	- Dr. Theresa D. Haught
Business Manager	- Mr. Michael L. Azzara

i) Activity Fund Account

Authorize the signatures of two of the following thirteen names on Activity Account #0000000216317304 with National Penn Bank (2 signatures are required):

Superintendent	- Dr. Theresa D. Haught
Assistant Superintendent	- Dr. Vlacia Z. Campbell
Business Manager	- Mr. Michael L. Azzara
Supervisor of Accounts	- Ms. Cynthia L. Herb
Principal – High School	- Mr. Scott D. Schwenk
Assistant Principal – High School	- Mr. Kevin J. Vanino
Assistant Principal – High School	- Mr. Michael J. Mish
Principal – Middle School	- Ms. Donna M. Albright
Assistant Principal – Middle School	- Mr. Steven C. Baylor
Principal – Cole Intermediate School	- Mr. Ryan R. Giffing
Principal – Elementary School	- Mrs. Barbara L. Moyer
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 three persons on the accounts listed below (two signatures are required):

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

- |   |                    |
|---|--------------------|
| (1) Harold L. Yarworth Memorial Fund        | - PLGIT - #1204329 |
| (2) Christopher S. Messina Memorial Fund    | - PLGIT - #1204135 |
| (3) Muhlenberg/Exide Scholarship Fund       | - PLGIT - #1204148 |
| (4) Robert Fetter Memorial Scholarship      | - PLGIT - #1204164 |
| (5) Carol Hess Memorial Scholarship         | - PLGIT - #1204203 |
| (6) Jane Hinkle Keller Memorial Scholarship | - PLGIT - #1204216 |
| (7) Estella Gehris Rupp Art Scholarship     | - PLGIT - #1204232 |
| (8) Paul F. McLaughlin Scholarship Fund     | - PLGIT - #1204245 |
| (9) Bunnell/Behrenhausen Family Scholarship | - PLGIT - #1204258 |
| (10) Joanne F. Rothenberger Scholarship     | - PLGIT - #1204274 |
| (11) Mary L. Zimmerman Memorial Scholarship | - PLGIT - #1204287 |
| (12) Class of 1952 Scholarship              | - PLGIT - #1204290 |
| (13) Diane Vicari Fund                      | - PLGIT - #1204151 |
| (14) Alberto Cuadro Scholarship             | - PLGIT - #1204332 |
| (15) Rachel Leigh Kirsch Scholarship        | - PLGIT - #1204358 |
| (16) Karen Brzozowski Scholarship           | - PLGIT - #1204345 |
| (17) Dietrich Scholarship                   | - PLGIT - #1204374 |
| (18) Harold Anderson Scholarship            | - PLGIT - #1204361 |

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, Okonski, Raifsnider, Reiniger, Voit, Heckman, Hoffmaster, Long.  
Motion carried unanimously.

**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. 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**

#### **133 Adjourn Meeting**

Moved by Raifsnider and Reiniger that there being no further business to come before the Board the meeting be adjourned. Meeting adjourned at 6:48 p.m.

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

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

Attest:

K. Scott Long  
Board Secretary