

**MUHLENBERG SCHOOL BOARD**  
**Committee of the Whole Meeting Minutes – December 3, 2008**  
**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 3, 2008 at 7:20 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**

**Administration Present**

Superintendent – Dr. Theresa D. Haught  
Assistant Superintendent – Dr. Vlacía Z. Campbell  
Business Manager – Michael Azzara  
High School Assistant Principal – Michael Mish  
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

## Educational Presentations

### A. Middle School Construction Project Update – Mr. John Hill, Muhlenberg Greene Architects

Mr. Hill reported that the bids for the Middle School construction project have been advertised for both multi-prime contractors and dual contractors. There will be a separate contract for the asbestos abatement. The deadline for the bids is December 23. The Board will be presented with the bid results at the January 7<sup>th</sup> meeting to award contracts. (Mr. Hill noted that he will be on vacation the first week in January and that an associate will present the bids to the Board.) At this time there has been a good response from contractors. A conference with the Pennsylvania Department of Education to review PlanCon F, Construction Documents, has been scheduled for December 17. Construction plan drawings have been submitted to the PA Department of Labor & Industry and to the Borough of Laureldale. PlanCon G, Project Accounting, will be presented in January.

Mr. Hill reported the fuel dispensing system bids will be presented to the Board for bid award at the January meeting.

Mr. Hill reported the Cole project is in contract finalization and completion of the FF&E installations.

### B. 2<sup>nd</sup> Reading of Policies (Exhibit A) – Dr. Vlacía Campbell

- 1.7 Board Member Compensation and Conference/Convention Expenses
- 1.16 Public Records
- 3.11 Student Attendance
- 3.35 Unlawful Harassment, Bullying, Cyberbullying, and Intimidation
- 4.11 Conventions/Conferences
- 4.22 Education/Training Costs
- 4.27 Induction of New Teachers

Dr. Campbell stated Policies 1.7 and 4.11 have been changed to include tips on incidental expenses at the state allowable per diem rate.

**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 prior to the meeting.

**B. Management**

**C. Physical Plant and Transportation**

1. Ratify Special Needs Transportation Contracts for 2007-08 School Year
2. Construction Change Orders for Cole Intermediate School:
  - a) Cole #34 – Shannon A. Smith (08-08) – Replace controller at gym partition \$1,588.77
  - b) Cole #35 – Shannon A. Smith (08-09) – Ground wires for leak detection \$ 347.83
  - c) Cole #36 – Wayman Fire Protection, Inc. (06-01) – Relocate sprinkler heads due to field changes in locker rooms, media center, and music room \$1,509.00

**D. Budget and Finance**

1. Financial Reports

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	October 08		N/A	October 08	N/A
Capital Reserve	October 08	October 08	N/A	October 08	
1996 Series "A"	October 08	October 08	N/A	October 08	
2003 Construction	October 08	October 08	N/A	October 08	
2007 Construction	October 08	October 08	N/A	October 08	
2008 Construction	October 08	October 08	N/A	October 08	
Cafeteria	October 08	October 08	N/A	October 08	
Activity Fund	October 08			October 08	

**E. Education**

1. Request for senior student, Danny Pool, to complete the 2008-09 school 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 November 17, 2008 through completion of the 2008-09 school year.

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. BCIU Universal Services Rate (eRate) for July 1, 2009 to July 1, 2010 at a fee of \$3,600
3. Certificate of Support Students, PA School Code 1302

**F. Student Activities**

**Old Business**

**New Business**

Mr. Heckman reported on the Music Association newsletter that the board members received. Muhlenberg High School will be hosting the district band festival on January 28-31 for 150 student musicians. Parent volunteers are needed to host the students for their stay during the rehearsals and concert performance.

Mr. Okonski questioned the Cole gymnasium being closed for the youth basketball program. Mr. Hoffmaster stated that Mr. Ciatto is currently working with the Muhlenberg Township Athletic Association regarding the custodial fees.

**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**

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
January 7	7:00 p.m.	Committee of the Whole Meeting
January 14	7:00 p.m.	Regular Meeting

**Adjournment**

Meeting adjourned at 7:31 p.m.

Attest:

K. Scott Long  
Board Secretary