

**MUHLENBERG SCHOOL BOARD**  
**Regular Meeting Minutes – July 8, 2009**  
**Muhlenberg High School First Floor Lecture Hall**

**Call to Order**

The Regular Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, July 8, 2009 at 9:18 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  
Secretary – K. Scott Long  
Treasurer – Richard E. Hoffmaster  
Assistant Secretary – Terry L. Heckman  
Member – Cindy L. Mengle  
Member – Barbara A. Nagle  
Member – Donald B. Raifsnider, Jr.  
Solicitor – James M. Lillis, Esq.  
Recording Secretary – Brenda A. Stein

**Members Absent**

Member – Chris W. Okonski (vacation)

**Administration Present**

Superintendent – Dr. Theresa D. Haught  
Assistant Superintendent – Dr. Vlacía Z. Campbell  
Business Manager – Diane E. Lucchese, CPA  
High School Assistant Principal – Kevin Vanino  
Middle School Principal – Donna Albright  
Middle School Assistant Principal – Steven Baylor  
Cole Intermediate School Principal – Ryan Giffing  
Elementary Center Principal – Barbara Moyer  
Elementary Center Assistant Principal – Timothy Moyer  
Athletic Director – Kerry Ciatto  
Director of Technology – Daniel Houck  
Buildings/Grounds/Transportation Coordinator – Greg Schneider

**Visitors**

Mr. & Mrs. Lash	Marc Wolfe
Colleen Russo	Kathy Bower
Jerry Myers	John Delcollo
Tracy Huey	Brook Green
Janel Lane	Pat Morse
Stephanie Landis	Steph Luckey
Sherri Mathews	Faye Heckman
Jacyln Bellanca	Chuck Stricker
Heather Jones	Jennifer Zampelli
Christine A. Siekman	Tianna Schaefer
Jennifer Wenzel	Matt Werley

## Educational Presentation

**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 that Board members received copies of the update from the June meeting. Highlighted was the new staff member Dr. Jill Hackman, Director of the Office of Early Childhood & Student Services.

- B. Reading Muhlenberg CTC Lee R. Reiniger

Mr. Reiniger reported there is no meeting in July. Next meeting is August 3.

- C. Berks Earned Income Tax Bureau Cindy L. Mengle

Mrs. Mengle reported that school districts are to appoint representatives for Act 32, preferably business managers, as voting delegates. The next meeting is October 27.

- D. PSBA Liaison Donald B. Raifsnider, Jr.

Mr. Raifsnider reported he will be attending the PSBA Board Meeting this weekend and also attending the PSBA Symposium on Education Issues Sunday and Monday.

- E. Muhlenberg Community Library Terry L. Heckman

Mr. Heckman reported the next meeting will be July 13. There still remains questionable funding from the state to support the public libraries.

- F. Educational Programs Dr. Vlacia Z. Campbell

No report.

## Solicitor's Comments

No comment at this time.

## Superintendent's Comments

Dr. Haught reported on the Berks County School Directors Convention held on April 23 at Schuylkill Valley High School. Dr. Haught, Dr. Campbell, Mr. Voit and Mr. Raifsnider attended the convention which included an educational program *Leadership and District Effectiveness* presented by Dr. Brian McNulty, Vice President of Leadership and Learning Center. Dr. McNulty also presented a workshop entitled *Leadership and Building Effectiveness* for the district administrators held at the Berks County Intermediate Unit. Dr. McNulty discussed organizational conditions characterizing effective districts. First condition was the district-wide focus on student achievement and quality of instruction. He stressed that the teacher makes the difference and I couldn't agree more. This is one of the reasons our focus is now on student data and instructional strategies. He was stressing that the district-wide use of data along with targeted and phased focuses for improvement. This brought to mind the district data days and how the teachers are setting a goal for student improvement during that period of time and the positive results that we have been getting from that. Dr. McNulty emphasized teamwork, professional community, along with investment in instructional leadership. Our day to day faculty meetings, grade level/department meetings plus our in-service days have become times when these are floored. He believes the Board needs to be aligned with goals for instruction and achievement so they can be supportive, and I think the monthly educational highlights at our board meetings have really enabled us to give the Board more insight on what we are working toward. Dr. McNulty believes the district must be cognitive of the district culture. Everyone needs to understand the goals, the value of community partnerships, and the recognition of the contributions. And I believe this is evidence in what you saw last month when students received awards – this was achieved this year. We have come a long way in the last few years and we are becoming a more effective district as all of the above conditions become more a part of our organization. Muhlenberg truly is *Excellence in Action!*

## Board Business

### Personnel

#### Resolution Nos. 1A – 1M

Moved by Mengle and Hoffmaster that the Board of Education of the Muhlenberg School District approve Personnel Resolution Nos. 1A through 1M.

Yeas: Heckman, Hoffmaster, Long, Mengle, Nagle, Raifsnider, Reiniger (abstain Item 1D), Voit.

Motion carried.

#### 1A Professional Appointments

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

- a) Mr. Kyle Foster, Mathematics Teacher at High School (new position as budgeted), effective beginning the 2009-10 school year at the salary of \$40,393 (BS, Step 1), pending Pennsylvania certification
- b) Mr. Creg A. Drake, Science Teacher at High School (new position as budgeted), effective August 26, 2009 at the salary of \$40,393 (BS, Step 1)
- c) Ms. Michelle D. Hillegas, Full Day Kindergarten Teacher (new position 2009-10), effective August 26, 2009 at the salary of \$47,976 (MS, Step 1)

### 1A Professional Appointments (continued)

- d) Ms. Inga C. Hobbs, Full Day Kindergarten Teacher (new position 2009-10), effective August 26, 2009 at the salary of \$40,393 (BS, Step 1)
- e) Transfer of Mrs. Melissa Reiniger from Grade 3 Teacher to Grade 1 Teacher (R. Johnson), effective beginning the 2009-10 school year, salary remains the same
- f) Ms. Amy M. Martin, Grade 1 Teacher (S. Yozwiak's transfer), effective August 26, 2009 at the salary of \$40,393 (BS, Step 1)
- g) Ms. Susan L. Turczynski, Grade 3 Teacher (K. Antonellos' transfer), effective August 26, 2009 at the salary of \$41,893 (BS+3, Step 2)
- h) Ms. Angela Lattanzio, Long Term Substitute Elementary Music Teacher (L. Deatrich), effective the 2009-10 school year (August 26, 2009 to June 10, 2010), at the salary of \$40,393 (BS, Step 1)

### 1B Classified Appointment

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

- a) Ms. Jeneen Gentile, Part Time Kindergarten Instructional Assistant, 4.5 hours, effective August 27, 2009 (new position), pay rate of \$13.72 per hour

### 1C Resignations

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

- a) Mr. Kenneth Boland, Technology Education Teacher at High School, effective June 23, 2009
- b) Mrs. Michelle Malzacher, Language Arts Teacher at Middle School, effective July 6, 2009
- c) Ms. Lindsay Gehris, Grade 4 Teacher at Elementary Center, effective July 1, 2009

### 1D Bus Monitors for 2009-10 School Year

Resolved, that the Board of Education of the Muhlenberg School District approve the following bus monitors for the 2009-10 school year at the pay rate of \$10.50 per hour:

#### High School

Dean DeTurk

#### Middle School

Dana Gerhart  
John Lorchak  
Michael Hoch  
Louise Jacobs  
John Winand  
John Forry

#### Cole Intermediate School

Lori Rubert – 1<sup>st</sup> semester  
Amy Chiarelli – 1<sup>st</sup> semester  
Janel Lane – 2<sup>nd</sup> semester  
Rebecca Gordon – 2<sup>nd</sup> semester

#### Elementary Center – 1<sup>st</sup> Semester

Kristen Bagenstose	Amy Gattone
Cary Beavens-Rowe	Michelle Heckman
Theresa Diaz	Cathy Liszcz
Hao Duong	Karen Madeira
Roula Elliker	

#### Elementary Center – 2<sup>nd</sup> Semester

Christy Angstadt	Tara Nelson
Michelle Heckman	Heather Jones
Melissa Reiniger	Charles Payne
Denise Stumpf	Amy Tobey
Shawn Weaver	

### **1E Mentors for 2009-10 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following mentors for the 2009-10 school year at the pay rate of \$22.00 per hour:

- a) Mrs. Virginia Hornberger, mentor for Ms. Lauren Youngs – 30 hours
- b) Mrs. Cynthia Frymoyer, mentor for Ms. Angela Lattanzio – 60 hours
- c) Ms. Laurie Smith, mentor for Ms. Michelle Hillegas – 30 hours
- d) Ms. Kathryn Foltz, mentor for Ms. Inga Hobbs – 30 hours
- e) Ms. Margaret McGinley, mentor for Ms. Amy Martin – 60 hours

### **1F Revised Job Descriptions**

Resolved, that the Board of Education of the Muhlenberg School District approve the revised job descriptions (Exhibit #1):

- a) Kindergarten Instructional Assistant
- b) Learning Lab Instructional Assistant
- c) English as a Second Language (ESL) Instructional Assistant
- d) Director of Aquatics (Part Time) / Youth Aquatics Director

### **1G Co/Extra-Curricular Salary Schedule for 2009-10 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the Co/extra-Curricular Salary Schedule effective the 2009-10 School Year (Exhibit #2).

### **1H Health Services for the 2009-10 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following health services for the 2009-10 school year:

- a) Reading Hospital Occupational Health Services, pre-employment status, fee of \$45.00 per examination
- b) Dr. William Santoro, student physicals, fee of \$21.00 per examination
- c) Dr. Keith Kiefer, school dentist, fee of \$5.00 per examination

### **1I Co/Extra-Curricular Resignation**

Resolved, that the Board of Education of the Muhlenberg School District accept the following co/extra-curricular resignation:

- a) Ms. Kaitlin Frymoyer, Pony Cheerleading Coach, effective immediately

### **1J Fall Coaching Appointments for 2009-10 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the fall coaching appointments for the 2009-10 school year (Exhibit #3).

**1K Substitutes for ESY Program**

Resolved, that the Board of Education of the Muhlenberg School District approve the following substitutes for the 2009 ESY Program:

Teachers - \$22.00 per hour

Sandra Heller  
Kathi Schaffer  
Tyler Adam

Instructional Assistants - \$13.72 per hour

Sandra Heller  
Kelly Piontek

**1L Aquatics Personnel for 2009-10 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of aquatics personnel for the 2009-10 school year (Exhibit #4).

**1M Sports Monitors for the 2009-10 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the following personnel as sports monitors for the 2009-10 school year:

- |                   |                 |
|-------------------|-----------------|
| a) Paul Hummel    | g) Glen Reed    |
| b) Jack Steiner   | h) Kathy Reed   |
| c) Bob Entler     | i) Donna Matten |
| d) Barbara Spatz  | j) John Alfero  |
| e) Hallie Vaughan | k) Chris Ciatto |
| f) Ed Lloyd       | l) Adam Wolff   |

**Management**

**2 Membership to National School Boards Association for 2009-10 School Year**

Moved by Reiniger and Raifsnider that the Board of Education of the Muhlenberg School District approve the membership to the National School Boards Association for 2009-10 school year at a fee of \$4,250.00 (Exhibit #5).

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

**Physical Plant and Transportation**

**3 Construction Change Orders for C. E. Cole Intermediate School**

Moved by Reiniger and Mengle that the Board of Education of the Muhlenberg School District approve the following construction change orders for the C. E. Cole Intermediate School (2007 Construction Fund) (Exhibit #6):

- a) COLE #52, E. R. Stuebner, Inc. 01-29, General Trades Contractor – install new masonry work at new building to tie in to existing Elementary Center \$1,991.70
- b) COLE #53, E. R. Stuebner, Inc. 01-30, General Trades Contractor – demo block to build pier \$2,566.62
- c) COLE #54, E. R. Stuebner, Inc. 01-31, General Trades Contractor – change partition door, lower bulkheads in Corridor G133, remove and reinstall scoreboard, remove existing ramp at ticket booth, patch floor and walls \$3,829.96
- d) COLE #55, E. R. Stuebner, Inc. 01-32, General Trades Contractor – lower sill at dishwashing opening \$ 679.48

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

**Budget and Finance**

**4 Approval of Financial Reports**

Moved by Raifsnider and Reiniger 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	May 09		June 09 #20675-21068	May 09	June 09
Capital Reserve	May 09	May 09	June 09 #431	May 09	
1996 Series "A"	May 09	May 09	June 09 #465	May 09	
2003 Construction	May 09	May 09	N/A	May 09	
2007 Construction	May 09	May 09	N/A	May 09	
2008 Construction	May 09	May 09	June 09 #139-140	May 09	
Cafeteria	May 09	May 09	June 09 #1082-1127	May 09	
Activity Fund	May 09			May 09	

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

**5 Revised Audit Fee for Herbein and Company**

Moved by Hoffmaster and Reiniger that the Board of Education of the Muhlenberg School District approve the revised auditing fee for Herbein and Company for annual audit of school year ended June 30, 2009 in the amount of \$17,500 (Exhibit #7).

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

**6 Student Accident Insurance for 2009-10 School Year**

Moved by Raifsnider and Nagle that the Board of Education of the Muhlenberg School District approve the Student Accident Insurance for the 2009-10 School Year for the following rates:

- a) Voluntary Student Accident Insurance for School Time - \$22.00
- b) Voluntary Student Accident Insurance for 24 Hour Coverage - \$88.00

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

**Education**

**7 Special Education Agreements with Milestones Achievement Centers, Inc.**

Moved by Hoffmaster and Mengle that the Board of Education of the Muhlenberg School District approve the Special Education Agreements with Milestones Achievement Centers, Inc., Wyomissing, PA, for two Muhlenberg students receiving extended school year services as assigned in the 10-week summer program (Exhibit #8).

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

**8 Report Card Revision for Elementary Center**

Moved by Raifsnider and Heckman that the Board of Education of the Muhlenberg School District approve the revisions to the Elementary Center Report Card effective the 2009-10 school year (Exhibit #9).

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

**9 Educational Consultant**

Moved by Reiniger and Raifsnider that the Board of Education of the Muhlenberg School District approve Mr. Spencer Henry as an educational consultant for the new teacher induction program on August 25, 2009 at a fee of \$2,200 (Exhibit #10).

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

**Student Activities**

## Minutes

### 10 Approval of Minutes

Moved by Hoffmaster and Raifsnider that the Committee of the Whole Meeting Minutes of June 10, 2009 and the Regular Meeting Minutes of June 17, 2009 be approved as submitted and amended.

[Correction made in the minutes: Mrs. Nagle's absence for June 10 and June 17 was family commitment.]

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

## Additional Business

### 11 Remediation of Contaminated Soil at Middle School

Moved by Raifsnider and Nagle that the Board of Education of the Muhlenberg School District approve the cost to remove contaminated soil from the Middle School construction area at a cost of \$19,224 (Exhibit #11).

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

### 12 Award Bids for School Supplies for 2009-10 School Year

Moved by Raifsnider and Mengle that the Board of Education of the Muhlenberg School District award bids for the following school supplies for 2009-10 school year (Exhibit #12):

- a) Fall and Winter Sports (revised 6/29/09)
- b) Technical Education Supplies (revised 6/29/09)
- c) Physical Education Supplies
- d) Science Supplies

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

### 13 Copier Lease Agreement for Administration Center Office

Moved by Reiniger and Raifsnider that the Board of Education of the Muhlenberg School District approve the copier lease agreement with Stratix Systems for a Ricoh Aficio MP5000SP copier for the Administration Center Office at the lease payment schedule of \$149.21 per month for a 63-month period (Exhibit #13).

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

#### 14 Adjustments to Fall Athletic Programs

Moved by Hoffmaster and Raifsnider that the Board of Education of the Muhlenberg School District approve the adjustments to the fall athletic programs (Exhibit #14):

- a) Junior High Football – disinfect storage areas at C. E. Cole facility provided by Gear Clean at a cost of \$1,210.00 (budget – Special Projects)
- b) Rentals for Indoor Facility Use – option to rent facilities for practice areas

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

#### 15 Deputy Tax Collector

Moved by Hoffmaster and Raifsnider that the Board of Education of the Muhlenberg School District approve the appointment of Mr. Charles McCann as the Deputy Tax Collector for Muhlenberg Township, subject to payment of bond as required by law (Exhibit #15).

Yeas: Raifsnider, Reiniger, Voit, Heckman, Hoffmaster, Long, Mengle, Nagle.  
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. 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 – Donald Raifsnider  
October – Lee Reiniger  
November – Rick Hoffmaster  
December – Scott Long

January – Barbara Nagle  
February – Otto Voit  
March – Terry Heckman  
April –  
May – Cindy Mengle

#### Review of Board Meetings and Calendar of Events

July 8	6:30 p.m.	Committee of the Whole & Regular Meetings
August 3	6:30 p.m.	RMCTC Committee & Regular Meetings
August 12	6:30 p.m.	Committee of the Whole & Regular Meetings
September 2	7:00 p.m.	Committee of the Whole Meeting
September 9	7:00 p.m.	Regular Meeting
September 14	6:30 p.m.	RMCTC Committee & Regular Meetings

## Adjournment

### 16 Adjourn Meeting

Moved by Raifsnider and Hoffmaster that there being no further business to come before the Board the meeting be adjourned. Meeting adjourned at 9:33 p.m.

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

Attest:

K. Scott Long  
Board Secretary