

**MUHLENBERG SCHOOL BOARD**  
**Annual Organization Meeting Minutes – December 7, 2009**  
**Muhlenberg High School First Floor Lecture Hall**

**Call to Order**

The Annual Organization Meeting of the Board of Education of the Muhlenberg School District was called to order on Monday, December 7, 2009 at 6:37 p.m. by Mr. Otto W. Voit, III.

**Members Present**

Richard E. Hoffmaster  
Terry L. Heckman  
K. Scott Long  
Cindy L. Mengle  
Barbara A. Nagle  
Donald B. Raifsnider, Jr.  
Lee R. Reiniger  
Otto W. Voit, III  
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 – Diane E. Lucchese, CPA  
High School Assistant Principal – Kevin Vanino  
Middle School Principal – Donna Albright  
Cole Intermediate School Principal – Ryan Giffing  
Elementary Center Principal – Barbara Moyer  
Elementary Center Assistant Principal – Timothy Moyer  
Technology Director – Daniel Houck  
Reading Supervisor – Pamela Wolff  
Special Education Supervisor – Michael Barr  
Buildings/Grounds/Transportation Coordinator – Greg Schneider

**Visitors**

|                   |  |
|-------------------|--|
| Stephanie Landis  | Cris Enslin                                |
| Missy Walker      | Tom Gross                                  |
| Robert Dreibelbis | Colleen Russo                              |
| Joane Roc         | Tracy Huey                                 |
| Vicki Seidel      | Michele Weaver                             |
| John Evans        | Karen Feick, <i>Reading Eagle Reporter</i> |

### **Appointment of Temporary President – Resolution No. 106**

Mr. Raifsnider nominated Mr. Otto Voit.

Moved by Hoffmaster and Raifsnider to close nominations.

#### Roll Call By Name

|                        |                        |
|------------------------|------------------------|
| Heckman – Otto Voit    | Nagle – Otto Voit      |
| Hoffmaster – Otto Voit | Raifsnider – Otto Voit |
| Long – Otto Voit       | Reiniger – Otto Voit   |
| Mengle – Otto Voit     | Voit – Otto Voit       |

Mr. Otto W. Voit, III was appointed to serve as Temporary President.

### **Presentation of Election Certificates from Elected Board Members**

Incumbents and the newly elected School Board members presented their election certificates to the Board Secretary for the permanent record in the minutes (Exhibit #89):

Mr. John A. DelCollo  
Mr. Terry L. Heckman  
Mr. K. Scott Long  
Mr. Lee R. Reiniger

### **Oath of Office for Elected Board Members – Honorable Dean Patton, District Justice**

District Justice Dean Patton administered the oath of office to the newly elected school directors:

Mr. John A. DelCollo  
Mr. Terry L. Heckman  
Mr. K. Scott Long  
Mr. Lee R. Reiniger

### **Annual Organization**

#### **107 Election of Board President**

Mr. Hoffmaster nominated Mr. Otto Voit.  
Mr. DelCollo nominated Mr. Donald Raifsnider.

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

Moved by Reiniger and Nagle that nominations for Board President be closed.

#### Roll Call by Name

|                           |                             |
|---------------------------|-----------------------------|
| DelCollo – Don Raifsnider | Nagle – Don Raifsnider      |
| Heckman – Don Raifsnider  | Raifsnider – Don Raifsnider |
| Hoffmaster – Otto Voit    | Reiniger – Otto Voit        |
| Long – Otto Voit          | Voit – Otto Voit            |
| Mengle – Don Raifsnider   |                             |

Mr. Donald B. Raifsnider, Jr. was elected as Board President.

**108 Election of Board Vice-President**

Mrs. Mengle nominated Mr. Terry Heckman.  
Mr. Voit nominated Mr. Lee Reiniger.

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

Moved by DelCollo and Voit that the nominations for Board Vice-President be closed.

Roll Call by Name

|                           |                            |
|---------------------------|----------------------------|
| Heckman – Terry Heckman   | Raifsnider – Terry Heckman |
| Hoffmaster – Lee Reiniger | Reiniger – Lee Reiniger    |
| Long – Lee Reiniger       | Voit – Lee Reiniger        |
| Mengle – Terry Heckman    | DelCollo – Terry Heckman   |
| Nagle – Terry Heckman     |                            |

Mr. Terry L. Heckman was elected as Board Vice-President.

**109 Appointment of Solicitor**

Moved by Voit and Hoffmaster 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 7, 2009 through annual organization of the Board in December 2010. 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: Hoffmaster, Long, Mengle, Nagle, Raifsnider, Reiniger, Voit, DelCollo, Heckman.  
Motion carried unanimously.

**110 Appoint Labor Attorney**

Moved by Hoffmaster and Voit 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 7, 2009 through annual organization of the Board in December 2010.

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

**111 Board Meeting Dates for 2010**

Moved by Reiniger and Heckman that the calendar of the meeting dates be approved and advertised as per Exhibit #90 with the first meeting of each respective month will be designated as the Committee-of-the Whole Meeting and the second meeting of each respective month will be designated as the Regularly Scheduled Board Meeting effective January 2010.

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

**Reading-Muhlenberg Joint School Committee Appointments**

**112 RMCTC Joint School Committee Member (three-year term)**

Mr. Hoffmaster nominated Mr. Lee Reiniger.

Moved by Voit and Hoffmaster to close nominations.

Roll Call by Name

|                           |                           |
|---------------------------|---------------------------|
| Nagle – Lee Reiniger      | Heckman – Lee Reiniger    |
| Raifsnider – Lee Reiniger | Hoffmaster – Lee Reiniger |
| Reiniger – Lee Reiniger   | Long – Lee Reiniger       |
| Voit – Lee Reiniger       | Mengle – Lee Reiniger     |
| DelCollo – Lee Reiniger   |                           |

Resolved, that Mr. Lee R. Reiniger be appointed as the RMCTC Joint School Committee Member for a three-year term until annual organization meeting of December 2012 (expired term of Mr. Lee R. Reiniger).

**113 RMCTC Joint School Committee Alternative Member (one-year term)**

Mr. Raifsnider nominated Mr. John DelCollo.

Moved by Voit and Hoffmaster to close nominations.

Roll Call by Name

|                            |                            |
|----------------------------|----------------------------|
| Raifsnider – John DelCollo | Hoffmaster – John DelCollo |
| Reiniger – John DelCollo   | Long – John DelCollo       |
| Voit – John DelCollo       | Mengle – John DelCollo     |
| DelCollo – John DelCollo   | Nagle – John DelCollo      |
| Heckman – John DelCollo    |                            |

Resolved, that John A. DelCollo be appointed as the RMCTC Joint School Committee alternate member for a one-year term; December 2009 to December 2010 (expired term of Mr. Chris Okonski).

**Reading-Muhlenberg CTC Authority Member Appointments**

**114 RMCTC Authority Member for Unexpired Term ending December 2010**

Mr. Hoffmaster nominated Mr. William Eckert.

Moved by Heckman and Reiniger to close nominations.

Roll Call by Name

|                             |                             |
|-----------------------------|-----------------------------|
| Reiniger – William Eckert   | Long – William Eckert       |
| Voit – William Eckert       | Mengle – William Eckert     |
| DelCollo – William Eckert   | Nagle – William Eckert      |
| Heckman – William Eckert    | Raifsnider – William Eckert |
| Hoffmaster – William Eckert |                             |

Resolved, that Mr. William Eckert be appointed as the RMCTC Authority Member for the unexpired term ending December 2010 (vacated by Christie Mills).

**115 RMCTC Authority Member for Five-Year Term**

Mr. Reiniger nominated Mr. Joseph Kunstek.

Moved by Reiniger and Hoffmaster to close nominations.

Roll Call by Name

|                             |                             |
|-----------------------------|-----------------------------|
| Voit – Joseph Kunstek       | Mengle – Joseph Kunstek     |
| DelCollo – Joseph Kunstek   | Nagle – Joseph Kunstek      |
| Heckman – Joseph Kunstek    | Raifsnider – Joseph Kunstek |
| Hoffmaster – Joseph Kunstek | Reiniger – Joseph Kunstek   |
| Long – Joseph Kunstek       |                             |

Resolved, that Mr. Joseph Kunstek be appointed as the RMCTC Authority Member for the five-year term ending in December 2014 (expired term of Joseph Kunstek).

**Berks Earned Income Tax Bureau Appointments**

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

Mr. Reiniger nominated Mrs. Cindy Mengle.

Moved by Voit and Hoffmaster to close nominations.

Roll Call by Name

|                           |                           |
|---------------------------|---------------------------|
| DelCollo – Cindy Mengle   | Nagle – Cindy Mengle      |
| Heckman – Cindy Mengle    | Raifsnider – Cindy Mengle |
| Hoffmaster – Cindy Mengle | Reiniger – Cindy Mengle   |
| Long – Cindy Mengle       | Voit – Cindy Mengle       |
| Mengle – Cindy Mengle     |                           |

Resolved, that Mrs. Cindy L. Mengle be appointed as the regular representative to the Berks E.I.T. Bureau for calendar year 2010 to fill expired term of Mrs. Cindy L. Mengle.

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

Mr. Reiniger nominated Mr. Donald Raifsnider.

Moved by Voit and Hoffmaster to close nominations.

Roll Call by Name

|                                |                                |
|--------------------------------|--------------------------------|
| Heckman – Donald Raifsnider    | Raifsnider – Donald Raifsnider |
| Hoffmaster – Donald Raifsnider | Reiniger – Donald Raifsnider   |
| Long – Donald Raifsnider       | Voit – Donald Raifsnider       |
| Mengle – Donald Raifsnider     | DelCollo – Donald Raifsnider   |
| Nagle – Donald Raifsnider      |                                |

Resolved, that Mr. Donald B. Raifsnider, Jr. be appointed as the Berks E.I.T. Alternate Representative for calendar year 2010 to fill expired term of Mr. Donald B. Raifsnider, Jr.

**Pennsylvania School Boards Association Appointment**

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

Mr. Hoffmaster nominated Mr. Donald Raifsnider.

Moved by Voit and Hoffmaster to close nominations.

Roll Call by Name

|                                |                              |
|--------------------------------|------------------------------|
| Hoffmaster – Donald Raifsnider | Reiniger – Donald Raifsnider |
| Long – Donald Raifsnider       | Voit – Donald Raifsnider     |
| Mengle – Donald Raifsnider     | DelCollo – Donald Raifsnider |
| Nagle – Donald Raifsnider      | Heckman – Donald Raifsnider  |
| Raifsnider – Donald Raifsnider |                              |

Resolved, that Mr. Donald B. Raifsnider, Jr. be appointed as the PSBA Liaison for year 2010 to fill expired term of Donald B. Raifsnider, Jr.

**Muhlenberg Community Library Appointments**

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

Mr. Hoffmaster nominated Mr. Terry Heckman.

Moved by DelCollo and Voit to close nominations.

Roll Call by Name

|                            |                            |
|----------------------------|----------------------------|
| Long – Terry Heckman       | Voit – Terry Heckman       |
| Mengle – Terry Heckman     | DelCollo – Terry Heckman   |
| Nagle – Terry Heckman      | Heckman – Terry Heckman    |
| Raifsnider – Terry Heckman | Hoffmaster – Terry Heckman |
| Reiniger – Terry Heckman   |                            |

Resolved, that Mr. Terry L. Heckman be appointed as the Muhlenberg Community Library Representative for year 2010 to fill expired term of Terry L. Heckman.

**120 Muhlenberg Community Library Alternate Representative (one-year term)**

Mr. Hoffmaster nominated Mr. Lee Reiniger.

Moved by DelCollo and Voit to close nominations.

Roll Call by Name

Mengle – Lee Reiniger

Nagle – Lee Reiniger

Raifsnider – Lee Reiniger

Reiniger – Lee Reiniger

Voit – Lee Reiniger

DelCollo – Lee Reiniger

Heckman – Lee Reiniger

Hoffmaster – Lee Reiniger

Long – Lee Reiniger

Resolved, that Mr. Lee R. Reiniger be appointed as the Muhlenberg Community Library Alternate for year 2010 to fill expired term of Lee R. Reiniger.

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

Moved by Reiniger and Hoffmaster that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 7, 2009:

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  
Business Manager  
Supervisor of Accounts

- Dr. Theresa D. Haught  
- Mrs. Diane E. Lucchese  
- Ms. Cynthia L. Herb

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  
Supervisor of Accounts  
Food Service Coordinator

- Mrs. Diane E. Lucchese  
- Ms. Cynthia L. Herb  
- 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 xxxxxxxxx6806:

|           |                                 |
|-----------|---------------------------------|
| President | - Mr. Donald B. Raifsnider, Jr. |
| 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. Donald B. Raifsnider, Jr. |
| Vice President | - Mr. Terry L. Heckman          |
| Secretary      | - Mr. K. Scott Long             |
| Treasurer      | - Mr. Richard E. Hoffmaster     |

|                           |                            |
|---------------------------|----------------------------|
| General Fund Account (AP) | - Wachovia - xxxxxxxxx6217 |
| Concentration Account     | - Wachovia - xxxxxxxxx7025 |
| 2000 Sinking Fund         | - Wachovia - xxxxxx6609    |

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-xxxxxxxxxxx7231:

|                  |                                 |
|------------------|---------------------------------|
| President        | - Mr. Donald B. Raifsnider, Jr. |
| Vice President   | - Mr. Terry L. Heckman          |
| Secretary        | - Mr. K. Scott Long             |
| Treasurer        | - Mr. Richard E. Hoffmaster     |
| Business Manager | - Mrs. Diane E. Lucchese        |

g) Board Signatures for Bank Accounts

Authorize signatures of the following four officers (only three are required):

|                             |                                 |
|-----------------------------|---------------------------------|
| School Board President      | - Mr. Donald B. Raifsnider, Jr. |
| School Board Vice President | - Mr. Terry L. Heckman          |
| 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     | - xxx4303 |
| Capital Reserve Account         | - PLGIT     | - xxx4025 |
| Capital Reserve Plus Account    | - PLGIT     | - xxx4025 |
| 1996A Construction Fund         | - PLGIT ARM | - x04-06  |
| 2003 GOB Construction           | - PLGIT ARM | - x04-02  |
| 2007 Series A Construction Fund | - PLGIT ARM | - x04-08  |
| 2008 GOB Construction           | - PLGIT ARM | - x04-10  |

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          | - Mrs. Diane E. Lucchese |

i) Activity Fund Account

Authorize the signatures of two of the following thirteen names on Activity Account #xxxxxxxxxxx7304 with National Penn Bank (2 signatures are required):

|   |                          |
|---|--------------------------|
| Superintendent                          | - Dr. Theresa D. Haught  |
| Assistant Superintendent                | - Dr. Vlacia Z. Campbell |
| Business Manager                        | - Mrs. Diane E. Lucchese |
| 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 - #xxx4329 |
| (2) Christopher S. Messina Memorial Fund    | - PLGIT - #xxx4135 |
| (3) Muhlenberg/Exide Scholarship Fund       | - PLGIT - #xxx4148 |
| (4) Robert Fetter Memorial Scholarship      | - PLGIT - #xxx4164 |
| (5) Carol Hess Memorial Scholarship         | - PLGIT - #xxx4203 |
| (6) Jane Hinkle Keller Memorial Scholarship | - PLGIT - #xxx4216 |
| (7) Estella Gehris Rupp Art Scholarship     | - PLGIT - #xxx4232 |
| (8) Paul F. McLaughlin Scholarship Fund     | - PLGIT - #xxx4245 |
| (9) Bunnell/Behrenhausen Family Scholarship | - PLGIT - #xxx4258 |
| (10) Joanne F. Rothenberger Scholarship     | - PLGIT - #xxx4274 |
| (11) Mary L. Zimmerman Memorial Scholarship | - PLGIT - #xxx4287 |
| (12) Class of 1952 Scholarship              | - PLGIT - #xxx4290 |
| (13) Diane Vicari Fund                      | - PLGIT - #xxx4151 |
| (14) Alberto Cuadro Scholarship             | - PLGIT - #xxx4332 |
| (15) Karen Brzozowski Scholarship           | - PLGIT - #xxx4345 |
| (17) Dietrich Scholarship                   | - PLGIT - #xxx4374 |
| (18) R. Daniel Krize Scholarship            | - PLGIT - #xxx4387 |

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: Nagle, Raifsnider, Reiniger, Voit, DelCollo, Heckman, Hoffmaster, Long, Mengle.

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. 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**

#### **122 Adjourn Meeting**

Moved by Mengle and Reiniger that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 6:56 p.m.

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

Motion carried unanimously.

Attest:

K. Scott Long  
Board Secretary