

**MUHLENBERG SCHOOL BOARD**  
**Committee of the Whole Meeting Minutes – December 7, 2009**  
**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 Monday, December 7, 2009 at 6:57 p.m. by Board President, Mr. Donald B. Raifsnider, Jr. followed by the Pledge of Allegiance to the Flag.

**Members Present**

President – Donald B. Raifsnider, Jr.  
Vice President – Terry L. Heckman  
Secretary – K. Scott Long  
Treasurer – Richard E. Hoffmaster  
Member – John A. DelCollo  
Member – Cindy L. Mengle  
Member – Barbara A. Nagle  
Member – Lee R. Reiniger  
Member – 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>

## Education Presentations

- A. Technology Presentation “Using Aegom Interactive Software for Mathematics” – Mrs. Stephanie Landis and 6<sup>th</sup> Grade Class Members

Mrs. Landis demonstrated the aegom software program that she uses in her classroom for instructing students in mathematics. The benefits of the program is that it provides basic skills for all students and challenging problems for higher level skills. The lessons are taught through interaction with the smart boards. Students from Mrs. Landis’ 6<sup>th</sup> grade class each gave a report of how they use the aegom program: Anthony Loy-Heller, Lily Aviles Rosa, Alexis Durr, Beth Marchiani, and Charliz Johnson.

- B. School Improvement Plans – Dr. Vlacía Campbell & School Improvement Teams for Elementary Center & C. E. Cole Intermediate School (Exhibit A)

### Elementary Center

Mrs. Moyer presented the Elementary Center School Improvement Plan indicating that the action plan is a continuation from last year.

The major concentration areas for Reading include:

- 1) Intervention and Progress Monitoring Achievement Gap of the Latino subgroup and the Achievement of Latino, ED, and Special Education subgroups who met AYP with special provisions.
- 2) Comprehension – Student performance reading non-fiction text and open ended responses.
- 3) Phonics – Intervention, Core Reading Program, Differentiated Instruction.

The major concentration areas for Mathematics include:

- 1) Achievement Gap between the performance of Latino and IEP students and overall student performance.
- 2) Three year trend shows no increase in the number of advanced and proficient students.

### C.E. Cole Intermediate School

Mr. Giffing presented the overview of the Cole Intermediate School Improvement Plan. The school made AYP with special provisions. In some of the subgroup scores, the performance targets were not met.

The areas of concern for Reading program include:

- 1) Fifth Grade IEP Students
- 2) Fifth Grade LEP Students

The areas of concern for Mathematics include:

- 1) 5<sup>th</sup> & 6<sup>th</sup> Grade IEP groups did not meet the performance target.
- 2) Grade 5 did not meet a year’s worth of growth.

School Improvement Plans (continued)

Both Mrs. Moyer and Mr. Giffing indicated that the plans have been implemented with strategies and training being reviewed with staff at in-service and Act 80 days.

Dr. Campbell stated that funding for the workshops and training are provided from grant sources. The district will be receiving an additional \$85,000.00 for the school improvement program. Since the Elementary Center is a school wide Title I school, Title I funding for services can be provided for all students. Additionally, the ARRA (American Recovery and Reinvestment Act) funding will be used for workshops and programs.

**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 to be discussed in Executive Session following the meeting.

**B. Management**

**C. Physical Plant and Transportation**

1. Construction Change Orders from Shannon A. Smith, Electrical Contractor for the C. E. Cole Intermediate School Project (1996 Construction Fund):

a) Repair existing communication conduit to field house (#08-11)	\$5,369.03
b) Relocate outlets under sinks (#08-12)	546.33
c) Replace receptacle and speakers for sound panels (#08-16)	670.00
d) Credit to Change Order #08-11 (#08-17)	( 1,000.00)
e) Credit for unused trench rock (#08-18)	(11,740.00)

2. Special Needs Transportation Contracts for the 2009-10 School Year

3. Extend Transportation Contract with Berks County Intermediate Unit for 3 Years effective 2010-11, 2011-12, and 2012-13

4. Middle School Construction Change Orders (2008 Construction Fund):

a) Hirneisen Electrical Inc., #EC-005, for conduit lines in stage area, reinstalled wire mold in wood shop and reinstalled power extension reels in art & tech ed rooms, supply fans to kitchen hood, provide temporary generator for gym floor repairs	\$15,217.00
b) Shannon A. Smith, Inc., #HVAC-6, for replacement of valves in boiler room, reinstall HVAC devices in corridor ceilings, relocate existing unit heater, repair to leak in HVAC unit	2,848.00

(continued)

- c) TMI Commercial, Inc., #PC-004, for replacement of copper gas line with steel piping in science rooms, relocate rain water conductors, install air lines in science rooms, install water cooler, plumbing pipe repairs for grease trap, replaced galvanized water mains with copper 109,502.00

5. Change Order for FF&E for Cole Intermediate School:

- a) Maiden creek TV & Appliances, Inc., #2, miscellaneous adjustments for parts and equipment in classrooms and offices \$1,464.56

**D. Budget and Finance**

1. Financial Reports

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	Oct 09	Oct. 09	N/A	Oct 09	N/A
Capital Reserve	Oct 09	Oct 09	N/A	Oct 09	
1996 Series "A"	Oct 09	Oct 09	N/A	Oct 09	
2003 Construction	Oct 09	Oct 09	N/A	Oct 09	
2007 Construction	Oct 09	Oct 09	N/A	Oct 09	
2008 Construction	Oct 09	Oct 09	N/A	Oct 09	
Cafeteria	Oct 09	Oct. 09	N/A	Oct 09	
Activity Fund	Oct 09	Oct. 09		Oct 09	

2. Request for Proposal (RFP) for Audit Services

Resolved, that the Board of Education of the Muhlenberg School District authorize the business manager to obtain Request for Proposal for Audit Services for the school district fiscal years ending June 30, 2010, 2011, and 2012 to Certified Public Accounting Firms as listed.

3. Bid Award for Copy Paper

**E. Education**

1. Conference Requests

- a) Mr. Rob Gourley and Mrs. Gail Less to attend the US All Star Track and Field/Cross-Country Clinic in Atlantic City, NJ on December 16-18, 2009 at an estimated cost of \$446.00 (budgeted – Athletic Department)
- b) Mr. Kerry Ciatto to attend the State Athletic Directors' Convention on March 24-26, 2010 in Hershey, PA at an estimated cost of \$706.60 (funding from Athletic Department)

2. Berks County Intermediate Unit Universal Service Rate (E-Rate) Consulting for 2010-11 School Year at a cost of \$3,720.00

3. Ticket Prices for Spring Musical – increase from \$8.00 to \$10.00 effective beginning the 2009-10 school year

4. Acceptance of Gifts
  - a) Donation from Mr. Otto W. Voit, III – musical instruments w/accessories and music stands, estimated value of \$7,819.00
5. Receipt of Mini-Grants for High School Global Studies Program
6. Certificate of Support Students
7. Request for Brittany Jacob, senior student, to complete the 2009-10 school year as a non-resident student as in accordance with district Policy 3.15, "Enrollment of Students", and whereby abiding by school rules and regulations effective December 1, 2009 to completion of the school year. There shall be no tuition charged for the enrollment of non-resident status.

Be it further resolved that it is the parents' responsibility to provide transportation for their child's attendance as a non-resident.
8. Linkage Letter/Referral Agreement for Schools from CONCERN for two years effective beginning January 1, 2010
9. Renewal of Novell Software School License Agreement at a cost of \$7,933.50 (\$2.25 per student)

#### **F. Student Activities**

##### **Additional Business**

1. Sunday Facility Use Request for Age Group Swimming Banquet on February 21, 2010 for use of the pool and cafeteria
2. Memoriam of Mrs. Shirley R. (Rowlands) VonCannon

Resolved, that we remember the passing of Mrs. Shirley R. (Rowlands) VonCannon who served as an Elementary Teacher in the Muhlenberg School District for 27 years (1955 to 1982) 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 this resolution be made part of the permanent record in the minutes of the Muhlenberg School District.

3. Memoriam of Mrs. Mary V. (Sterling) Mills

Resolved, that we remember the passing of Mrs. Mary V. (Sterling) Mills who served as a Cafeteria Worker in the Muhlenberg School District 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 this resolution be made part of the permanent record in the minutes of the Muhlenberg School District.

## Old Business

### 1. Cole Class Schedule

Mr. Giffing reviewed the survey from parents to schedule band before school two days a week. Less than half of the surveys were returned. Of the 65 responses, the survey indicated 24 students would not be able to attend a before school band program. The previous survey indicated that 9 students were unable to attend an after school band program. Band is continuing to be held during the two intervention periods each cycle. In this schedule band students are missing the intervention period for remediation in reading and mathematics.

#### Discussion from Board Members

- Keep program the way it is during intervention class.
- Number of students who need remediation instruction who are in the band program?  
*Mr. Giffing responded that the estimated number is 30/40% of the students.*
- Change intervention to 4 days of the 6 day cycle and have band on the other 2 days.
- Funding is provided to support the music program in schools – teachers, instruments, equipment, music.
- Remediation students return to band after attaining level of achievement.  
*Mrs. Nagle and Mr. Reiniger indicated you cannot have students in and out of band program.*
- Inconclusive survey.

#### Poll from Board

Nagle – after school (30% loss of students during the day for remediation)

Long – after school

DelCollo – before or after school

Voit – before school or during school day – changed to during school day

Reiniger – during school day

Hoffmaster – during school day

Heckman – during school day

Long – before or during school day

Raifsnider – concern with meeting the state requirement for instructional time during the school day

#### Administration

The recommendation of the administration is to change the band program to after school as scheduled last school year.

Dr. Haught concluded that the administration will explore the 4 day/2 day schedule and report next week.

### 2. Berks County Schools Health Consortium – Trust Agreement

Dr. Haught reviewed the new trust agreement which was approved by the Berks County School Health Consortium Board in November. The new health insurance plan will be a self-funded program. Each school entity shall present the plans to their unions for participation in the program. A board of trustees will be formed including management and labor union representatives from each entity. The amount of premium will be set by the board.

Berks County Schools Health Consortium – Trust Agreement (continued)

The pooled trust will be deposited in one account. Claims will be paid from the account. There is a three year participation agreement with a one year notice to withdraw from the trust.

The current BCSHC Executive Board will continue to serve for another two years as the Executive Committee for the self funding insurance plan. Meetings are open to the public. However, only those designated representatives will be eligible to vote. Voting will be from equal sides having the same number of representatives from school entities and labor organizations.

Entities will be request to sign trust agreements by January 31, 2010. Those entities not signing the trust agreement will need to obtain other insurance coverage effective July 1, 2010. Capital Blue Cross is still under a two-year agreement with the BCSHC for administrative costs.

Discussion

➤ Cost of premium?

*Savings in costs – no increase in premiums.*

*Administrative Costs 8-12%; Capital Blue Cross 12-15%.*

➤ Evaluate cost – look at other insurance options.

➤ Benefit to districts for budgeting.

Dr. Haught shall meet with the labor unions and submit the agreement for a formal vote by the Board in January.

**New Business**

1. Race to the Top

Dr. Haught reported on the *Race to the Top* grant opportunity from the federal government. There is \$4.3 billion available of which \$400 million is eligible for Pennsylvania. There will be 10-12 states awarded grants in the first round. Districts who wish to participate are required to submit a Letter of Intent to the state Department of Education by December 18, 2009. The application deadline is January 19, 2010 for participating districts. The Memorandum of Understanding is to be supported with signatures of the school board, the local teacher's education union, and superintendent.

Dr. Haught is attending a meeting at the Berks County Intermediate Unit on Monday, December 14, and will report back to the board next week.

**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 – John DelCollo  
May – Cindy Mengle

**Review of Board Meetings and Calendar of Events**

December 16	7:00 p.m.	Regular Meeting
January 6	7:00 p.m.	Committee of the Whole Meeting
January 13	7:00 p.m.	Regular Meeting

**Adjournment**

Meeting adjourned at 8:22 p.m.

An Executive Session was held after the meeting to discuss personnel matters and pending litigation.

Attest:

K. Scott Long  
Board Secretary