

MUHLENBERG SCHOOL BOARD
Annual Organization Meeting Minutes – December 5, 2011
Muhlenberg High School First Floor Lecture Hall
www.muhsdk12.org

Call to Order

The Annual Organization Meeting of the Board of Education of the Muhlenberg School District was called to order on Monday, December 5, 2011 at 6:40 p.m. by Board President, Mr. 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 – Cindy L. Mengle
Secretary – K. Scott Long
Assistant Secretary – Terry L. Heckman
Member – John A. DelCollo
Member – Richard E. Hoffmaster
Member – Donald B. Raifsnider, Jr.
Solicitor – James M. Lillis, Esq.
Recording Secretary – Brenda A. Stein

Members Absent

Member – Barbara A. Nagle

Administration Present

Superintendent – Dr. Theresa D. Haught
Assistant Superintendent – Dr. Vlacía Z. Campbell
Business Manager – Diane E. Lucchese, CPA
Supervisor of Special Education – Beverly Gallagher
High School Principal – Michael Mish
High School Assistant Principal – Kevin Vanino
Middle School Principal – Donna Albright
Middle School Assistant Principal – Travis Bloom
Cole Intermediate School Principal – Dr. Ryan Giffing
Elementary Center Principal – Steven Baylor
Technology Director – Daniel Houck
Buildings/Grounds/Transportation Coordinator – Greg Schneider

Visitors

Jolyn Casper
Tracy Huey
Kachina Martin
Amy Sharp
Rich Seidel
Vincent Nertavich
Nytza Santiago
Gary Pumphrey
Ann Love
John Evans
Colleen Russo

Honor Roll Recognition of Service – Dr. Theresa D. Haught, Superintendent

Dr. Haught presented Honor Roll Certificates to the following school directors recognized by the Pennsylvania School Boards Association:

- Mr. Richard E. Hoffmaster – 16 years of service
- Mr. Donald B. Raifsnider, Jr. – 16 years of service
- Mr. Otto W. Voit – 12 years of service

Dr. Haught presented PSBA plaques and lifetime activity passes to the following retiring board members:

- Mr. Richard E. Hoffmaster
- Mr. Donald B. Raifsnider, Jr.
- Mrs. Barbara A. Nagle (absent from meeting)

Temporary President Presides – James M. Lillis, Esq.

Mr. Lillis called for the presentation of election certificates.

Presentation of Election Certificates from Elected Board Members

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

Mr. John W. Love
Mrs. Cindy L. Mengle
Mr. Mark J. Nelson
Mrs. Vicki L. Seidel
Mr. Otto W. Voit, III

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

Honorable Dean Patton, District Justice, installed the five members of the school board with the Oath of Office:

I (individual) do solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the Commonwealth of Pennsylvania, and that I will discharge the duties of my office with fidelity. So help me God.

(Seating of the New Board)

Annual Organization

90 Election of Board President

Nominations for Election of Board President

Nominations: Mr. Love nominated Mr. Mark Nelson.

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

Casting of Ballots

Roll Call by Name

DeCollo – Mark Nelson
Heckman – Mark Nelson
Long – Mark Nelson
Love – Mark Nelson
Mengle – Mark Nelson

Nelson – Mark Nelson
Reiniger – Mark Nelson
Seidel – Mark Nelson
Voit – Mark Nelson

Resolved that Mark J. Nelson be elected Board President.

President Nelson Resumed the Meeting

91 Election of Board Vice-President

Nominations for the Election of Board Vice-President

Mr. Reiniger nominated Mr. Otto Voit.

Moved by DeCollo and Voit to close nominations.

Casting of Ballots for Board Vice-President

Roll Call by Name

Heckman – Otto Voit
Long – Otto Voit
Love – Otto Voit
Mengle – Otto Voit
Nelson – Otto Voit

Reiniger – Otto Voit
Seidel – Otto Voit
Voit – Otto Voit
DeCollo – Otto Voit

Resolved that Mr. Otto W. Voit, III, be elected Board Vice-President.

92 Appointment of Solicitor

Moved by Voit and Long, 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 5, 2011 through annual organization of the Board in December 2012. 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 Fifty Dollars (\$150) per hour for general services provided by Partners, One Hundred Ten Dollars (\$110) per hour for Associates, and Ninety Dollars (\$90) per hour for Paralegal.

Yeas: Long, Love, Mengle, Nelson, Reiniger, Seidel, Voit, DeCollo, Heckman.
Motion carried unanimously.

93 Appoint Labor Attorney

Moved by Voit and Reiniger 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 Fifty Dollars (\$150) per hour for a one-year term effective December 5, 2011 through annual organization of the Board in December 2012.

Yeas: Love, Mengle, Nelson, Reiniger, Seidel, Voit, DelCollo, Heckman, Long.
Motion carried unanimously.

94 Board Meeting Dates for 2012

Moved by Reiniger and Voit that the calendar of the meeting dates be approved and advertised as per Exhibit #72 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 2012.

Yeas: Mengle, Nelson, Reiniger, Seidel, Voit, DelCollo, Heckman, Long, Love.
Motion carried unanimously.

Reading-Muhlenberg Joint School Committee Appointments

95 RMCTC Joint School Committee Member (3-year term)

Mr. Voit nominated Mrs. Cindy Mengle.

Moved by Reiniger and DelCollo to close nominations.

Roll Call by Name

Nelson – Cindy Mengle
Reiniger – Cindy Mengle
Seidel – Cindy Mengle
Voit – Cindy Mengle
DelCollo – Cindy Mengle

Heckman – Cindy Mengle
Long – Cindy Mengle
Love – Cindy Mengle
Mengle – Cindy Mengle

Resolved, that Mrs. Cindy L. Mengle be appointed as the RMCTC Joint School Committee Member for a 3-year term until the annual organization meeting of December 2014 (expired term of Mr. Donald B. Raifsnider, Jr.).

96 RMCTC Joint School Committee Member (completion of 3-year term ending December 2013)

Mrs. Mengle nominated Mrs. Vicki Seidel.

Moved by DelCollo and Voit to close nominations

Roll Call by Name

Reiniger – Vicki Seidel
Seidel – Vicki Seidel
Voit – Vicki Seidel
DelCollo – Vicki Seidel
Heckman – Vicki Seidel

Long – Vicki Seidel
Love – Vicki Seidel
Mengle – Vicki Seidel
Nelson – Vicki Seidel

Resolved, that Mrs. Vicki L. Seidel be appointed as the RMCTC Joint School Committee Member to complete the 3-year term until the annual organization meeting of December 2013 (unexpired term of Mr. Richard E. Hoffmaster).

97 RMCTC Joint School Committee Alternate Member (one-year term)

Mr. Voit nominated Mr. John Love.

Moved by DelCollo and Voit to close nominations.

Roll Call by Name

Seidel – John Love	Love – John Love
Voit – John Love	Mengle - John Love
DelCollo – John Love	Nelson – John Love
Heckman – John Love	Reiniger – John Love
Long – John Love	

Resolved, that Mr. John W. Love be appointed as the RMCTC Joint School Committee alternate member for a one-year term; December 2011 to December 2012 (expired term of Mrs. Cindy Mengle).

Berks Earned Income Tax Bureau Appointments

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

Mr. DelCollo nominated Mrs. Cindy Mengle.

Moved by Voit and Reiniger to close nominations.

Roll Call by Name

Voit – Cindy Mengle	Mengle – Cindy Mengle
DelCollo – Cindy Mengle	Nelson – Cindy Mengle
Heckman – Cindy Mengle	Reiniger – Cindy Mengle
Long – Cindy Mengle	Seidel – Cindy Mengle
Love – Cindy Mengle	

Resolved, that Mrs. Cindy L. Mengle be appointed as the regular representative to the Berks E.I.T. Bureau for calendar year 2012 (expired term of Mrs. Cindy L. Mengle).

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

Mrs. Mengle nominated Mrs. Vicki Seidel.

Moved by Voit and DelCollo to close nominations.

Roll Call by Name

DelCollo – Vicki Seidel	Nelson – Vicki Seidel
Heckman – Vicki Seidel	Reiniger – Vicki Seidel
Long – Vicki Seidel	Seidel – Vicki Seidel
Love – Vicki Seidel	Voit – Vicki Seidel
Mengle – Vicki Seidel	

Resolved, that Mrs. Vicki L. Seidel be appointed as the Berks E.I.T. Alternate Representative for calendar year 2012 (expired term of Mr. Donald B. Raifsnider, Jr.).

Pennsylvania School Boards Association Appointment

100 PSBA Liaison (one-year term)

Mr. Voit nominated Mr. John Love.

Moved by Voit and DelCollo to close nominations.

Roll Call by Name

Heckman – John Love
Long – John Love
Love – John Love
Mengle – John Love
Nelson – John Love

Reiniger – John Love
Seidel – John Love
Voit – John Love
DelCollo – John Love

Resolved, that Mr. John W. Love be appointed as the PSBA Liaison for year 2012 (expired term of Donald B. Raifsnider, Jr.).

Berks County Intermediate Unit Representative (completion of 3-year term through June 30, 2013)

101 BCIU Representative

Mr. Nelson nominated Mr. Otto Voit.

Moved by DelCollo and Long to close nominations.

Roll Call by Name

Long – Otto Voit
Love – Otto Voit
Mengle – Otto Voit
Nelson – Otto Voit
Reiniger – Otto Voit

Seidel – Otto Voit
Voit – Otto Voit
DelCollo – Otto Voit
Heckman – Otto Voit

Resolved, that Mr. Otto W. Voit, III, be appointed as BCIU Representative to complete the 3-year term ending June 30, 2013 (term of Donald B. Raifsnider, Jr.).

Muhlenberg Community Library Appointments

102 Muhlenberg Community Library Representative (one-year term)

Mr. Nelson nominated Mr. Terry Heckman.

Moved by DelCollo and Voit to close nominations.

Roll Call by Name

Love – Terry Heckman
Mengle – Terry Heckman
Nelson – Terry Heckman
Reiniger – Terry Heckman
Seidel – Terry Heckman

Voit – Terry Heckman
DelCollo – Terry Heckman
Heckman – Terry Heckman
Long – Terry Heckman

Resolved, that Mr. Terry L. Heckman be appointed as the Muhlenberg Community Library Representative for year 2012 (expired term of Terry L. Heckman).

103 Muhlenberg Community Library Alternate Representative (one-year term)

Mr. Nelson nominated Mr. Lee Reiniger.

Moved by Voit and Love to close nominations.

Roll Call by Name

Mengle – Lee Reiniger
Nelson – Lee Reiniger
Reiniger – Lee Reiniger
Seidel – Lee Reiniger
Voit – Lee Reiniger

DelCollo – Lee Reiniger
Heckman – Lee Reiniger
Long – Lee Reiniger
Love – Lee Reiniger

Resolved, that Mr. Lee R. Reiniger be appointed as the Muhlenberg Community Library Alternate for year 2012 (expired term of Lee R. Reiniger).

Muhlenberg Township Parks and Recreation Board – (five-year term)

104 Muhlenberg Township Representative for Parks and Recreation Board

Mr. Nelson nominated Mr. Kerry Ciatto.

Moved by Voit and Heckman to close nominations.

Roll Call by Name

Nelson – Kerry Ciatto
Reiniger – Kerry Ciatto
Seidel – Kerry Ciatto
Voit – Kerry Ciatto
DelCollo – Kerry Ciatto

Heckman – Kerry Ciatto
Long – Kerry Ciatto
Love – Kerry Ciatto
Mengle – Kerry Ciatto

Resolved, that Mr. Kerry A. Ciatto be appointed as a School District Representative for the Muhlenberg Township Parks and Recreation Board effective to December 2016 (expired term of Mr. Kerry Ciatto).

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

Moved by Reiniger and Voit that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 5, 2011:

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	- Mrs. Diane E. Lucchese,
CPA Supervisor of Accounts	- Mr. Shane M. Mathias, CPA

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	- Mrs. Diane E. Lucchese, CPA
Supervisor of Accounts	- Mr. Shane M. Mathias, CPA

d) Payroll Account

Authorize signatures of the following three officers (facsimile acceptable) for the Payroll Account General Fund Account (Payroll)-Wells Fargo Bank, N. A. xxxxxxxx6806:

President	- Mr. Mark J. Nelson
Secretary	- Mr. K. Scott Long
Assistant Secretary	- Mr. Terry L. Heckman
Treasurer	- Mrs. Cindy L. Mengle

e) Wells Fargo Bank, N. A. Accounts

Authorize the signatures of the following officers (President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer or Vice President):

President	- Mr. Mark J. Nelson
Vice President	- Mr. Otto W. Voit, III
Secretary	- Mr. K. Scott Long
Assistant Secretary	- Mr. Terry L. Heckman
Treasurer	- Mrs. Cindy L. Mengle

General Fund Account (AP)	- Wells Fargo Bank, N. A. - xxxxxxxx6217
Concentration Account	- Wells Fargo Bank, N. A. - xxxxxxxx7025
2000 Sinking Fund	- Wells Fargo Bank, N. A. - xxxxxx6609

f) Cafeteria Account

Authorize the signatures of the following officers and Business Manager (President and Secretary/Assistant Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer or Vice President), National Penn Bank-xxxxxxxxxxxx7231 and CD xxxxx3397:

President	- Mr. Mark J. Nelson
Vice President	- Mr. Otto W. Voit, III
Secretary	- Mr. K. Scott Long
Assistant Secretary	- Mr. Terry L. Heckman
Treasurer	- Mrs. Cindy L. Mengle
Business Manager	- Mrs. Diane E. Lucchese, CPA

g) Board Signatures for Bank Accounts

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

School Board President	- Mr. Mark J. Nelson
School Board Vice President	- Mr. Otto W. Voit, III
School Board Secretary	- Mr. K. Scott Long
School Board Asst. Secretary	- Mr. Terry L. Heckman
School Board Treasurer	- Mrs. Cindy L. Mengle

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

CTSI Escrow	- PLGIT	- xxx4303
Capital Project Account	- PLGIT	- xxx4025
Capital Project Plus Account	- PLGIT	- xxx4025
Capital Project CD	- 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 persons to have access to the School District Safe Deposit Box located at Wells Fargo Bank, N. A., Fairgrounds Financial Center, 3050 North Fifth Street, Reading, PA, 19605:

School Board Secretary	- Mr. K. Scott Long
School Board Asst. Secretary	- Mr. Terry L. Heckman
Superintendent of Schools	- Dr. Theresa D. Haught
Business Manager	- Mrs. Diane E. Lucchese, CPA

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, CPA
Supervisor of Accounts	- Mr. Shane M. Mathias, CPA
Principal – High School	- Mr. Michael J. Mish
Assistant Principal – High School	- Mr. Kevin J. Vanino
Principal – Middle School	- Ms. Donna M. Albright
Assistant Principal – Middle School	- Mr. Travis E. Bloom
Principal – Cole Intermediate School	- Dr. Ryan R. Giffing
Principal – Elementary School	- Mr. Steven C. Baylor
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 two persons on the accounts listed below (two signatures are required):

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

(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
(16)	Dietrich Scholarship	- PLGIT - #xxx4374
(17)	R. Daniel Krize Scholarship	- PLGIT - #xxx4387
(18)	Richard Wheeler Scholarship	- PLGIT - #xxx4390

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, Wells Fargo Bank, N. A., 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: Reiniger, Seidel, Voit, DelCollo, Heckman, Long, Love, Mengle, Nelson.
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. 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.

Adjournment

106 Adjourn Meeting

Moved by Voit and Reiniger that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 7:04 p.m.

Yeas: Seidel, Voit, DelCollo, Heckman, Long, Love, Mengle, Nelson, Reiniger.
Motion carried unanimously.

Attest:



K. Scott Long
Board Secretary