

**MUHLENBERG SCHOOL BOARD**  
**Committee of the Whole Meeting Minutes – December 5, 2011**  
**Muhlenberg High School First Floor Lecture Hall**  
[www.muhsdk12.org](http://www.muhsdk12.org)

**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 5, 2011 at 7:04 p.m. by Board President, Mr. Mark J. Nelson, followed by the Pledge of Allegiance to the Flag.

**Members Present**

President – Mark J. Nelson  
Vice President – Otto W. Voit, III  
Treasurer – Cindy L. Mengle  
Secretary – K. Scott Long  
Assistant Secretary – Terry L. Heckman  
Member – John A. DelCollo  
Member – John W. Love  
Member – Lee R. Reiniger  
Member – Vicki L. Seidel  
Solicitor – James M. Lillis, Esq.  
Recording Secretary – Brenda A. Stein

**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

## Educational Presentations

### A. Monthly Energy Presentation – Mr. Greg Schneider

Mr. Schneider presented the monthly energy reports for electricity usage and heating gas (Exhibit A). The electricity and gas usage is higher than last year due to running both cooling and heating systems in October.

*Mr. DeCollo requested the summary of costs for the utilities compared to last year.*

### B. Budget Presentation – Mrs. Diane E. Lucchese, CPA

Mrs. Lucchese reviewed a report of the 2012-13 Preliminary Budget Summary for a “first look” at next year’s budget (Exhibit B). The Act 1 Index for 2012-13 is 1.7%, adjusted to 2.2% for the Muhlenberg School District. This would cap the millage rate increase at .58 mills. Items affecting the budget include the following:

- State’s Basic Education Subsidy Increase of 1.7%
- Reduction in Real Estate Property Assessments – decrease of 0.29%
- Real Estate Collection Rate of 95%
- State’s Property Tax Reduction – same as last year
- Estimated Expenditures of \$48,086,220 are 4.0% greater than current year budget
- Employer Share of PSERS (retirement) rate of 12.36% - increase of 3.71%
- Medical Benefits – 2% increase
- Reserve for Contingencies in the amount of \$100,000
- Salary Increases: 2.0% MEA, 2.0% MESPA, 3.5% Administrators
- Co-curricular Salaries – 2% Increase
- No Professional Columnar Movement – Estimate of \$300,000

The budget report included a five-year comparison of expenditures and revenues for 2007-08 fiscal year through the 2011-12 fiscal year.

Changes affecting the proposed 2012-13 revenue funds include:

- Decline in real estate revenues due to current status of economy
- Investment Income – low earnings on interest rates
- State Subsidy – no charter school funding (also eliminated in 2011-12 budget)
- Grants – no stimulus funding, accountability block grant, unsure of ACCESS funds
- Federal Subsidy – only Title I, II, and III are continuing to be funded

Highlights in the expenditures for the 2012-13 budget include:

- Curriculum – High School English curriculum, cost of \$80,000
- Technology – replacement of 5-year computers, cost of \$500,000
- Salaries/FICA /Retirement – increases across the board

The 2012-13 Preliminary Budget Summary indicates a \$409,766 Expenditures over Revenue with the maximum tax increase of .58 mills.

Other considerations for the budget include:

- Staffing – 2 math teachers (MMS), 1 science teacher (HS),  
1 custodian, 4 full time special education assistants \$366,159
- Professional Salary Columnar Movement \$360,030
- Special Education Exception (prior year amount) \$642,384
- Retirement Exception (prior year amount) \$360,890
- Utilize assigned PSERS Fund Balance
- Additional cuts to the budget
- Analyze positions that become vacant via attrition

Budget projections for out years through 2015-16 were reviewed with a .50 mill increase in each fiscal year. The projections include 2% increases across all budget categories.

In summary, the Act I guidelines require a formal vote by the Board regarding two options:

- 1) Certify that the Board will not raise tax above the index for the 2012-13 school year,  
OR
- 2) Provide the Proposed Preliminary Budget for 2012-13 for public inspection and to pursue the state referendum exceptions.

#### Board Discussion

*Mrs. Seidel questioned the purchase of computers to be used from the Capital Projects budget and how many other expenditures can be used from that fund?*

Mrs. Lucchese responded affirmatively that Capital Project monies can be used for purchasing computers. It can also be used for school equipment, i.e. smart boards, and other usages for facility/field construction. There is a balance of \$4.9 million in the Capital Projects fund.

*Mr. Love requested a summary of the tax increases versus the assessments showing a history of both items.*

*Mr. Nelson requested a current report of expenditures indicating the district is in 33% of the budget year and the financials show 26% of expenditures through October. Mr. Nelson also requested a retirement incentive be offered early to employees to make a decision.*

**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. Sunday Facility Use Request:

- a) Set Point Tennis Organization – use Tennis Courts on Sunday, May 27, 2012 and June 24, 2012 for a tournament for the Life Skills Summer Mentor Program

**D. Budget and Finance**

1. Approval of Financial Reports

Fund	Treasurer's Report	Financial Report	Bills Paid Month	Investments	Budget Transfers
General	OCT 2011	OCT 2011	N/A	OCT 2011	OCT 2011
Capital Project	OCT 2011	OCT 2011	N/A	OCT 2011	
1996 Series "A"	OCT 2011	OCT 2011	N/A	OCT 2011	
2003 Construction	OCT 2011	OCT 2011	N/A	OCT 2011	
2007 Construction	OCT 2011	OCT 2011	N/A	OCT 2011	
2008 Construction	OCT 2011	OCT 2011	N/A	OCT 2011	
Cafeteria	OCT 2011	OCT 2011	N/A	OCT 2011	
Activity Fund	OCT 2011	OCT 2011		OCT 2011	

*Mr. Voit questioned the Capital Projects funding amount of \$25 million as designated in the 5-year budget plan in year 2016-17?*

Mrs. Lucchese responded that the Elementary Center will be eligible for the 20-year state reimbursement window for upgrades to the building.

2. Provider for Unemployment Compensation Benefits – PSBA Better Unemployment Compensation Program (BUCs) Comprehensive Program

*Mr. Voit questioned the cost for the new plan?*

Mrs. Lucchese reported that this year's cost is \$140,000 and next year is budgeted at \$150,000 for the new plan.

## **E. Education**

### 1. Counseling Services for Special Education Department

Resolved, that the Board of Education of the Muhlenberg School District approve the counseling services of Sweet, Stevens, Katz & Williams LLP for the special education department on an as needed basis at the rate of \$185/hour for non-routine matters and at \$140/hour for routine and general advice matters effective beginning July 1, 2012 for the 2012-13 school year.

### 2. Certificate of Support Students

## **F. Student Activities**

### **Old Business**

President Nelson announced that the Board is looking for ways to save money and is requesting suggestions from employees and citizens of the community.

### **New Business**

#### 1. Memoriam of Mrs. Jean A. (Epting) Soumas

Resolved, that we remember the passing of Mrs. Jean A. (Epting) Soumas who served as a Secretary in the Business Office at Muhlenberg School District and that we honor her memory for her twenty-seven years (1971 to 1998) of 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 that this resolution be made part of the permanent record in the minutes of the Muhlenberg School District.

### **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.

Mrs. Tracy Huey, parent and resident, made a suggestion to use the budget amount of \$35,000 assigned to the district newsletter and calendar to be used for rehiring the two library assistants at the Elementary Center.

### **Board Visitor of the Month**

December – Lee Reiniger  
January – John DeICollo  
February – John Love  
March – Terry Heckman  
April – Scott Long  
May – Cindy Mengle

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

December 5	6:30 p.m.	Reorganization, Committee of the Whole
December 6	7:00 p.m.	CTC Annual Organization
December 14	7:00 p.m.	Regular Meeting

**Adjournment**

Moved by Voit and Reiniger to adjourn the committee of the whole meeting. Meeting adjourned at 8:04 p.m.

An Executive Session was held following the meeting to discuss personnel matters.

Attest:



K. Scott Long  
Board Secretary