

MUHLENBERG SCHOOL BOARD  
Annual Organization Meeting Minutes  
December 5, 2022  
[www.muhlsdk12.org](http://www.muhlsdk12.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, 2022 at 6:32 PM by Mr. Brian F. Boland, Esq., Solicitor in lieu of the Temporary President Otto W. Voit, III.

**Board Members Present**

Mrs. Kristyna Eagle  
Mr. Richard E. Hoffmaster  
Ms. Janet Howard  
Mr. Garrett E. Hyneman  
Mr. J. Tony Lupia, Jr.  
Mrs. Cindy L. Mengle  
Mr. Mark J. Nelson  
Mr. Miguel Vasquez  
Mr. Otto W. Voit, III  
Solicitor – Mr. Brian F. Boland, Esq.  
Recording Secretary – Mrs. Tara L. Flowers

**Administration Present**

Superintendent – Dr. Joseph E. Macharola  
Assistant Superintendent – Dr. Alan S. Futrick  
Business Manager – Mr. Shane M. Mathias, CPA  
Assistant Business Manager – Ms. Susan Hawkins  
Director of Physical Plant – Mr. Ken Patterson  
Director of Special Education – Dr. Shawn Rutt  
Supervisor of Special Education - Ms. Nicole Huntbach  
Supervisor of Special Education – Ms. Lori Morris  
Licensed Behavior Specialist – Mr. Zachariah Milch  
Director of Technology – Mr. Daniel Houck  
Director of Federal Programs – Dr. Cathy Shappell  
Director of Food and Nutrition – Mr. Carey Kline  
Director of Pupil Services - Mr. Michael Mish  
Director of Human Resources - Dr. Jessica Heffner  
Data Administrator- Mr. Kevin Vanino  
Athletic Director – Dr. Tim Moyer  
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Lavienna  
High School Principal – Dr. Jeffery Ebert  
High School Assistant Principal – Mr. Frank Vecchio  
High School Assistant Principal - Ms. Julianna Ciccarelli  
Junior High School Principal – Mr. Steve Baylor  
C. E. Cole Intermediate Principal - Mr. Haniff Skeete  
C. E. Cole Intermediate Assistant Principal - Ms. Jaclyn Bellanca

Junior High School Assistant Principal – Mr. Daniel Kramer  
Junior High Assistant Principal - Ms. Jennifer Doyle  
Elementary Center Principal – Mr. Kyle Crater  
Elementary Center Assistant Principal – Mrs. Ginny Hornberger  
Social Worker - Ms. Lauren Heydt  
Social Worker - Ms. Amanda Foulds  
Social Worker - Ms. Emily Carmichael  
Social Worker - Ms. Lilianna Moore

### **Visitors**

Diane Benson  
Joseph Collins

**Mr. Brian F. Boland, Esq. served as Temporary Board President.**

### **Annual Organization**

#### **78 Election of Board President**

##### **Nominations for Election of Board President**

A motion was made by Mr. Hoffmaster and Mrs. Eagle to open nominations for Board President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mr. Voit and Mr. Hoffmaster that Mr. Garrett E. Hyneman be nominated for Board President.

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

Moved by Mr. Hoffmaster and Mrs. Howard that nominations for Board President be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

##### Roll Call by Name

Mr. Hoffmaster – Mr. Hyneman  
Ms. Howard – Mr. Hyneman  
Mr. Hyneman – Mr. Hyneman  
Mrs. Lupia – Mr. Hyneman  
Mrs. Mengle – Mr. Hyneman

Mr. Nelson – Mr. Hyneman  
Mr. Vasquez – Mr. Hyneman  
Mr. Voit – Mr. Hyneman  
Mrs. Eagle – Mr. Hyneman

Resolved, that Mr. Garret E. Hyneman, be elected Board President for a one-year term.

Mr. Boland turned the meeting over to President, Mr. Garret E. Hyneman.

#### **79 Election of Board Vice-President**

### **Nominations for the Election of Board Vice-President**

A motion was made by Mr. Hoffmaster and Mr. Voit to open nominations for Board Vice President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Moved by Mr. Hofmaster and Mrs. Eagle, that Mr. Otto W. Voit, III be nominated for Board Vice President.

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

Moved by Mr. Nelson and Mr. Hoffmaster, that the nominations for Board Vice-President be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

#### Roll Call by Name

Ms. Howard – Mr. Voit  
Mr. Hyneman – Mr. Voit  
Mr. Lupia – Mr. Voit  
Mrs. Mengle – Mr. Voit  
Mr. Nelson – Mr. Voit

Mr. Vasquez – Mr. Voit  
Mr. Voit– Mr. Voit  
Mrs. Eagle – Mr. Voit  
Mr. Hoffmaster – Mr. Voit

Resolved, that Mr. Otto W. Voit, III be elected Board Vice-President for a one-year term.

### **80 Appointment of Solicitor**

Moved by Mr. Hoffmaster and Mr. Voit, that that Attorney Brian F. Boland, 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, 2022 through annual organization of the Board in December 2023. 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 two (2) Board meetings per month, fees at the rate of Two-Hundred Twenty-five Dollars (\$225) per hour for general services provided by partners, One Hundred Eighty Dollars (\$180) per hour for associates, and One Hundred Fifty-Five Dollars (\$155) per hour for paralegal.

Yeas: Mr. Hyneman, Mr. Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster, Ms. Howard. Motion **carried** unanimously.

### **81 Appointment of Labor Attorney**

Moved by Mrs. Hoffmaster and Mr. Voit, that 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 Two Hundred Twenty-five Dollars (\$225) per hour



for a one-year term effective December 5, 2022 through annual organization of the Board in December 2023.

Yeas: Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster, Ms. Howard, Mr. Hyneman,. Motion **carried** unanimously.

**82 Board Meeting Dates for 2023**

Moved by Mr. Voit and Mr. Nelson, that the calendar of the meeting dates be approved and advertised as per Exhibit #76 effective January 2023 through December 2023.

Yeas: Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster, Ms. Howard, Mr. Hyneman, Mr. Lupia, Mrs. Mengle. Motion **carried** unanimously.

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

Moved by Mr. Hoffmaster and Mr. Voit, that Mr. J. Tony Lupia be nominated as the RMCTC Joint School Committee Member (three-year term).

Mr. Nelson – Mr. Lupia	Ms. Howard – Mr. Lupia
Mrs. Vasquez - Mr. Lupia	Mr. Hyneman – Mr. Lupia
Mr. Voit - Mr. Lupia	Mr. Lupia – Mr. Lupia
Mrs. Eagle- Mr. Lupia	Mrs. Mengle– Mr. Lupia
Mr. Hoffmaster - Mr. Lupia	

Resolved, that Mr. J. Tony Lupia be appointed as the RMCTC Joint School Committee Member for the three-year term effective December 2022 to December 2025 to fill expired term of Mr. J. Tony Lupia.

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

Moved by Mr. Voit and Mr. Nelson, that Mr. Miguel Vasquez be nominated as the RMCTC Joint School Committee Alternate Member (one-year term).

Mr. Vasquez – Mr. Vasquez	Mr. Hyneman– Mr. Vasquez
Mr. Voit – Mr. Vasquez	Mr. Lupia – Mr. Vasquez
Mrs. Eagle – Mr. Vasquez	Mrs. Mengle – Mr. Vasquez
Mr. Hoffmaster – Mr. Vasquez	Mr. Nelson – Mr. Vasquez
Ms. Howard – Mr. Vasquez	

Resolved, that Mr. Miguel Vasquez be appointed as the RMCTC Joint School Alternate Member for a one-year term effective December 2022 to December 2023 (expired term of Mr. Miguel Vasquez).

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

Moved by Mr. Hoffmaster and Ms. Howard, that Mr. Otto W. Voit, III be nominated as the RMCTC Joint School Committee Alternate Member (one-year term).

Mr. Voit – Mr. Voit	Mr. Lupia – Mr. Voit
Mrs. Eagle – Mr. Voit	Mrs. Mengle – Mr. Voit
Mr. Hoffmaster – Mr. Voit	Mr. Nelson – Mr. Voit
Ms. Howard – Mr. Voit	Mr. Vasquez – Mr. Voit
Mr. Hyneman – Mr. Voit	

Resolved, that Mr. Otto W. Voit, III be appointed as the RMCTC Joint School Alternate Member for a one-year term effective December 2022 to December 2023 (expired term of Mr. Otto W. Voit, III).

**86 Pennsylvania School Board Association Liaison (one-year term)**

Moved by Mr. Nelson and Mr. Lupia, that Mr. Otto W. Voit, III be nominated as the Pennsylvania School Board Association Liaison (one-year term).

Mrs. Eagle – Mr. Voit	Mrs. Mengle – Mr. Voit
Mr. Hoffmaster – Mr. Voit	Mr. Nelson – Mr. Voit
Ms. Howard – Mr. Voit	Mr. Vasquez – Mr. Voit
Mr. Hyneman – Mr. Voit	Mr. Voit – Mr. Voit
Mr. Lupia – Mr. Voit	

Resolved, that Mr. Otto W. Voit, III be appointed as the PSBA Liaison effective December 2022 to December 2023 (expired term of Mr. Otto W. Voit, III).

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

Moved by Mr. Voit and Mrs. Eagle, that Ms. Janet Howard be nominated as the Muhlenberg Community Library Representative (one-year term).

Mr. Hoffmaster – Ms. Howard	Mr. Nelson – Ms. Howard
Ms. Howard – Ms. Howard	Mr. Vasquez – Ms. Howard
Mr. Hyneman – Ms. Howard	Mr. Voit – Ms. Howard
Mr. Lupia – Ms. Howard	Mrs. Eagle – Ms. Howard
Mrs. Mengle – Ms. Howard	

Resolved, that Ms. Janet Howard be appointed as the Muhlenberg Community Library Representative effective December 2022 to December 2023 (expired term of Mr. Terry Heckman).

**88 Muhlenberg Community Library Alternate (one-year term)**

Moved by Mr. Voit and Mr. Hoffmaster, that Mr. Terry Heckman be nominated as the Muhlenberg Community Library Alternate (one-year term).

Mrs. Mengle – Mr. Heckman  
Mr. Nelson – Mr. Heckman  
Mr. Vasquez – Mr. Heckman  
Mr. Voit – Mr. Heckman  
Mrs. Eagle – Mr. Heckman

Mr. Hoffmaster – Mr. Heckman  
Ms. Howard – Mr. Heckman  
Mr. Hyneman – Mr. Heckman  
Mr. Lupia – Mr. Heckman

Resolved, that Mr. Terry Heckman be appointed as the Muhlenberg Community Library Alternate effective December 2022 to December 2023 to fill vacant expired term.

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

Moved by Mr. Voit and Mr. Vasquez, that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 5, 2022:

Yeas: Mr. Hyneman, Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster, Ms. Howard. Motion **carried** unanimously.

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 (1) of the following persons:

Superintendent of Schools	Dr. Joseph E. Macharola
Business Manager	Mr. Shane M. Mathias, CPA
Assistant Business Manager	Ms. Susan Hawkins

c. On-Line Access

Authorize on-line access to account information for all school district PLGIT, Truist, Mid Penn Bank and PSDLAF accounts for the following personnel:

Business Manager	Mr. Shane M. Mathias, CPA
Assistant Business Manager	Ms. Susan Hawkins

d. Payroll Account



Authorize the signatures of the following three (3) officers (facsimile acceptable) for the Payroll Account General Fund Account (Payroll) – Truist xxxxxxxxxx0535:

President	Mr. Garrett E. Hyneman
Secretary	Mrs. Cindy L. Mengle
Treasurer	Mr. Richard E. Hoffmaster

e. Operational Account

Authorize the signatures of the following officers: President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer, Vice President or Assistant Secretary (only three {3} are required), for the General Fund Account (AP) – Truist xxxxxxxxxx0497:

President	Mr. Garret E. Hyneman
Vice President	Mr. Otto W. Voit, III
Secretary	Mrs. Cindy L. Mengle
Assistant Secretary	Ms. Janet Howard
Treasurer	Mr. Richard E. Hoffmaster

f. General Fund Account

Authorize the signatures of the following administrators (only one {1} required), plus one {1} officer signature of either Treasurer, or Vice President (only two {2} required) on Mid Penn Bank xxxxxx079:

Business Manager	Mr. Shane M. Mathias, CPA
Assistant Business Manager	Ms. Susan Hawkins
Treasurer	Mr. Richard E. Hoffmaster
Vice President	Mr. Otto W. Voit, III

g. Cafeteria Account(s)

Authorize signatures of the following officers: President and Secretary signatures are required, facsimile acceptable, plus signature of either Treasurer, Vice President or Assistant Secretary (only three {3} are required), Truist xxxxxxxxxx8190:

President	Mr. Garrett Hyneman
Vice President	Mr. Otto W. Voit, III
Secretary	Mrs. Cindy Mengle
Assistant Secretary	Ms. Janet Howard
Treasurer	Mr. Richard E. Hoffmaster

Authorize the signatures of the following administrators (only one {1} required), plus one {1} officer signature of either Treasurer, or Vice President or (only two {2} required) on Mid Penn Bank xxxxxx206:

Business Manager	Mr. Shane M. Mathias, CPA
Assistant Business Manager	Ms. Susan Hawkins
Treasurer	Mr. Richard E. Hoffmaster
Vice President	Mr. Otto W. Voit, III

h. PLGIT Accounts

Authorize the signatures of the following officers (only three {3} are required), facsimile acceptable for PLGIT Capital Reserve Account, xxx4025:

President	Mr. Garrett E. Hyneman
Vice President	Mr. Otto W. Voit, III
Secretary	Mrs. Cindy L. Mengle
Assistant Secretary	Ms. Janet Howard
Treasurer	Mr. Richard E. Hoffmaster

i. Activity Fund Account

Authorize the signatures of the following eight (8) names on Activity Account #xxxxxxxx8204 (two {2} signatures are required):

Assistant Superintendent	Dr. Alan S. Futrick
Business Manager	Mr. Shane M. Mathias, CPA
Assistant Business Manager	Ms. Susan Hawkins
High School Principal	Dr. Jeffery Ebert
Junior High School Principal	Mr. Steven C. Baylor
C. E. Cole Principal	Mr. Haniff Skeete
Elementary Center Principal	Mr. Kyle C. Crater
Athletic Director	Dr. Timothy Moyer

j. Signatures on Memorial/Scholarship Funds

Authorize the signatures of the following three (3) persons on the accounts listed below (two signatures are required):

High School Principal	Dr. Jeffery Ebert
High School Assistant Principal	Mr. Frank Vecchio
High School Assistant Principal	Ms. Juliana Ciccarelli

Harold L. Yarworth Memorial Fund	- PLGIT - #xxx4329
Carol Hess Scholarship	- PLGIT - #xxx4203



Estella Gehris Rupp Art Scholarship	- PLGIT - #xxx4232
Dave Hangen Muhlenberg Scholarship Fund	- PLGIT - #xxx4499
Joanne F. Rothenberger Scholarship	- PLGIT - #xxx4274
Class of 1952 Scholarship	- PLGIT - #xxx4290
Jim Dietrich Scholarship	- PLGIT - #xxx4374
R. Daniel Krize Scholarship	- PLGIT - #xxx4387
Richard Wheeler Scholarship	- PLGIT - #xxx4390
Christine Buckley-Papada Memorial Schol.	- PLGIT - #xxx4416
MSD Alumni Scholarship Fund	- PLGIT - #xxx4429
Hoffmaster Scholarship Fund	- PLGIT - #xxx4438
Richard E. Morris Scholarship	- PLGIT - #xxx4484
Nicholas Giardiello Scholarship Fund	- PLGIT - #xxx4472
MHS Faculty/ Staff Scholarship	- PLGIT - #xxx4467

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:

M & T;  
Truist;  
Mid Penn Bank;  
Pennsylvania Local Government Investment Trust (PLGIT);  
Pennsylvania School District Liquid Asset Fund (PSDLAF)

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.

1. PLGIT, and PSDLAF Investment Pools

Resolved, that the Board of Education of the Muhlenberg School District authorize the District to continue to participate in the investment pools of PLGIT and PLGIT/TERM (Pennsylvania Local Government Investment Trust) and to participate in the Pennsylvania School District Liquid Asset Fund (PSDLAF).

**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.

**90 Adjournment**

Moved by Mr. Voit and Mr. Hoffmaster, that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 6:46 PM.

All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Attest:



Cindy L. Mengle  
Secretary