

MUHLENBERG SCHOOL BOARD
Annual Organization Meeting Minutes
December 6, 2021
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 6, 2021 at 6:41 PM by Mr. Brian F. Boland, Esq., Solicitor in lieu of the Temporary President Otto W. Voit, III via remote access using Zoom.

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
Director of Physical Plant and Transportation – Mr. Ken Patterson
Director of Special Education – Dr. Shawn Rutt
Supervisor of Accounts – Ms. Susan Hawkins
Supervisor of Special Education – Mr. Taylor Charles
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
Data Administrator- Mr. Kevin Vanino
Athletic Director – Dr. Tim Moyer
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena
High School Principal – Mr. Michael Mish
High School Assistant Principal – Ms. Lori Morris
Junior High School Principal – Dr. Jeffery Ebert
Junior High School Assistant Principal – Mr. Haniff Skeete
Elementary Center Principal – Mr. Kyle Crater
Elementary Center Assistant Principal – Mrs. Ginny Hornberger

Visitors *(Note: This is who appeared to be attending in-person and via Zoom and may not include everyone)*

Angela Hawkins	Brendalyn Smith
Greg Purcell	Peggy Wetzel
Jenn Doyle	John Eagle
Jolyn Casper	Holly Smith
Michelle Lorah	Sheryl Smith
Linda Figueroa	

Prior to the start of the re-organization of the Board, Board members took a few moments to thank the board members leaving for their services.

**Oath of Office for Elected Board Members and Presentation of Election Certificates
– Honorable Dean R. Patton, District Justice**

Incumbent and newly elected School Board members presented their election certificates to the Board Secretary for the permanent record in the minutes. The Honorable Dean R. Patton, District Justice, then installed the four (4) members of the school board with the Oath of Office:

Mrs. Kristyna Eagle
Ms. Janet Howard
Mr. Miguel Vasquez
Mr. Richard E. Hoffmaster

Board Members affirmed the following oath: I 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 Muhlenberg School Board Director with fidelity. So help me God.

(Seating of the New Board)

Nomination for Temporary President

Mr. Otto Voit, III served as Temporary Board President.

Nomination for Temporary President

Moved by Mr. Hoffmaster and Mr. Hyneman to appoint Mr. Otto Voit, III as the Temporary President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Mr. Otto W. Voit, III served as Temporary Board President

Annual Organization

72 Election of Board President

Nominations for Election of Board President

A motion was made by Mr. Voit and Mr. Hoffmaster 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. Voit and Mr. Hoffmaster 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

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

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

73 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. Gross and Mr. Nelson, 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

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

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

74 Election of Board Secretary

Nominations for the Election of Board Secretary

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

Moved by Mr. Voit and Mr. Lupia, that Mrs. Cindy L. Mengle be nominated for Board Secretary.

Closing of Nominations for Board Secretary

Moved by Mr. Voit and Mr. Lupia, that the nominations for Board Secretary be closed. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

Roll Call by Name

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

Resolved, that Mrs. Cindy L. Mengle be elected Board Secretary for a four-year term.

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

75 Appointment of Solicitor

Moved by Mr. Voit and Mr. Lupia, 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 6, 2021 through annual organization of the Board in December 2022. 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 Ten Dollars (\$210) per hour for general services provided by partners, One Hundred Seventy Dollars (\$170) per hour for associates, and One Hundred Forty-Five Dollars (\$145) per hour for paralegal.

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

76 Appointment of Labor Attorney

Moved by Mrs. Hoffmaster and Mrs. Mengle, 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 Ten Dollars (\$210) per hour for a one-year term effective December 6, 2021 through annual organization of the Board in December 2022.

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

77 Board Meeting Dates for 2022

Moved by Mr. Voit and Mr. Nelson, that the calendar of the meeting dates be approved and advertised as per Exhibit #80 effective January 2022 through December 2022.

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

78 RMCTC Joint School Committee Member (three-year term)

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

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

Resolved, that Mr. Richard E. Hoffmaster be appointed as the RMCTC Joint School Committee Member for the three-year term effective December 2021 to December 2024 (expired term of Mr. Richard E. Hoffmaster).

79 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).

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

Resolved, that Mr. Miguel Vasquez be appointed as the RMCTC Joint School Alternate Member for a one-year term effective December 2021 to December 2022 (expired term of Mr. S. Wayne Hardy).

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

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

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	Mrs. Eagle – Mr. Voit
Mrs. Mengle – 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 2021 to December 2022 (expired term of Mr. Otto W. Voit, III).

81 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).

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

Resolved, that Mr. Otto W. Voit, III be appointed as the PSBA Liaison effective December 2021 to December 2022 (expired term of Mr. Otto W. Voit, III).

82 Muhlenberg Community Library Representative (one-year term)

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

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

Resolved, that Mr. Terry Heckman be appointed as the Muhlenberg Community Library Representative effective December 2021 to December 2022 (expired term of Mr. Terry Heckman).

83 Abolish Muhlenberg Township/Laureldale Borough Liaison (one-year term)

Moved by Mr. Lupia and Mr. Nelson, to abolish the Muhlenberg Township/Laureldale Borough Liaison.

Yeas: Mr. Lupia, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Lupia, Mrs. Mengle, Mr. Nelson. Nays: Mr. Vasquez. Motion **carried**.

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

Moved by Mr. Nelson and Mr. Hoffmaster, that Dr. Timothy Moyer be nominated as the Muhlenberg Township Parks and Recreation Board (five-year term).

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

Resolved, that Dr. Timothy Moyer be appointed as the Muhlenberg Township Parks and Recreation Board effective December 2021 to December 2026 (expired term of Dr. Timothy Moyer).

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

Moved by Mr. Voit and Mr. Hoffmaster, that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 6, 2021:

Yeas: Mr. Nelson, Mr. Vasquez, Mr. Voit, Mrs. Eagle, Mr. Hoffmaster, Ms. Howard, Mr. Hyneman, Mr. Lupia, Mrs. Mengle. 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
Supervisor of Accounts	Ms. Susan Hawkins

c. On-Line Access

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

Business Manager	Mr. Shane M. Mathias, CPA
Supervisor of Accounts	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) – BB&T xxxxxxxxxx0535:

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

e. Operational Account

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) – BB&T 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. Cafeteria Account(s)

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), BB&T xxxxxxxxxx8190:

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

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

Business Manager	Mr. Shane M. Mathias, CPA
Supervisor of Accounts	Ms. Susan Hawkins
Vice President	Mr. Otto W. Voit, III
Assistant Secretary	Mr. Miguel Vasquez
Treasurer	Mr. Richard E. Hoffmaster

g. PLGIT Accounts

Authorize the signatures of the following officers (only three {3} are required), facsimile acceptable for PLGIT CTSI Escrow Account, xxx4303; PLGIT Capital Reserve Class Account, xxx4025; PLGIT Capital Reserve Plus Account, xxx4025; and PLGIT CD 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

h. 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
Supervisor of Accounts	Ms. Susan Hawkins
High School Principal	Mr. Michael J. Mish
Middle School Principal	Dr. Jeffery Ebert
C. E. Cole Principal	Mr. Steven C. Baylor
Elementary Center Principal	Mr. Kyle C. Crater
Athletic Director	Dr. Timothy Moyer

i. 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	Mr. Michael J. Mish
High School Assistant Principal	Mr. Frank Vecchio
High School Assistant Principal	Ms. Lori Morris

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

j. 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;
BB&T;
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.

k. 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).

1. Capital Projects Account

Resolved, that the Board of Education of the Muhlenberg School District authorize the signatures of the following personnel on the PSDLAF Capital Projects Account xxxxxx0503 (two signatures are required):

Business Manager	Mr. Shane M. Mathias, CPA
Supervisor of Accounts	Ms. Susan Hawkins

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.

86 Adjournment

Moved by Mr. Voit and Mrs. Mengle, that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 7:26 PM.

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

Attest:


Cindy L. Mengle
Secretary