

MUHLENBERG SCHOOL BOARD
Annual Organization Meeting Minutes – December 4, 2019
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 4, 2019 at 6:33 PM by President, Mr. Otto W. Voit, III.

Board Members Present

Mr. Thomas W. Gross
Mr. S. Wayne Hardy
Mr. Richard E. Hoffmaster
Mr. Garrett E. Hyneman
Mr. J. Tony Lupia, Jr.
Mr. Randall R. Madara
Mrs. Cindy L. Mengle
Mr. Mark J. Nelson
Mr. Otto W. Voit, III
Solicitor – Mr. Brian F. Boland, Esq.
Recording Secretary – Mrs. Patricia L. Law

Administration Present

Superintendent – Dr. Joseph E. Macharola
Assistant Superintendent – Dr. Alan S. Futrick
Supervisor of Accounts – Mr. Mark Moyer
Director of Buildings, Grounds and Transportation – Mr. Ken Patterson
Director of Special Education – Dr. Shawn Rutt
Behavior Analyst – Mr. Zachary Milch
Director of Food Services and Nutrition – Mr. Carey Kline
Director of Technology – Mr. Daniel Houck
Supervisor of Language Arts and Literacy – Mrs. Cathy Shappell
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena
Athletic Director – Dr. Tim Moyer
High School Assistant Principal – Mr. C. Eric Schaeffer
Middle School Principal – Mr. Jeffery Ebert
Elementary Center Principal – Mrs. Krista Venza
Elementary Center Assistant Principal – Mr. Antonio Mirabito

Visitors

Jolyn Casper	Steven Noll
Kevin Wright	Marci Noll
Deidre Lupia	Sammi Noll

**Oath of Office for Elected Board Members and Presentation of Election Certificates
– The Honorable James M. Lillis**

Incumbent and newly elected School Board members presented their election certificates (Exhibit “A”) to the Board Secretary for the permanent record in the minutes. The Honorable James M. Lillis, then installed the five (5) members of the school board with the Oath of Office:

Mr. Garrett E. Hyneman
Mr. J. Tony Lupia, Jr.
Mrs. Cindy L. Mengle
Mr. Mark J. Nelson
Mr. Otto W. Voit, III

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 my office with fidelity.

(Seating of the New Board)

Nomination for Temporary President

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

Nomination for Temporary President

Moved by Mr. Hoffmaster to appoint Brian Boland, Esq. as the Temporary President. All in favor were asked to signify by stating, Aye. The motion **carried** unanimously.

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

Annual Organization

98 Election of Board President

Nominations for Election of Board President

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

Moved by Mr. Hoffmaster that Mr. Otto W. Voit, III be nominated for Board President.

Moved by Mr. Madara that Mr. S. Wayne Hardy 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

Mr. Hardy – Mr. Hardy	Mrs. Mengle – Mr. Hardy
Mr. Hoffmaster – Mr. Voit	Mr. Nelson – Mr. Hardy
Mr. Hyneman – Mr. Voit	Mr. Voit – Mr. Voit
Mr. Lupia – Mr. Hardy	Mr. Gross – Mr. Hardy
Mr. Madara – Mr. Hardy	

Resolved, that Mr. S. Wayne Hardy, be elected Board President for a one-year term.

Mr. Boland turned the meeting over to President, Mr. S. Wayne Hardy.

99 Election of Board Vice-President

Nominations for the Election of Board Vice-President

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

Moved by Mr. Nelson that Mr. J. Tony Lupia, Jr. be nominated for Board Vice President.

Closing of Nominations for Board Vice-President

Moved by Mr. Madara and Mrs. Mengle 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. Hardy – Mr. Lupia	Mrs. Mengle – Mr. Lupia
Mr. Hoffmaster – Mr. Lupia	Mr. Nelson – Mr. Lupia
Mr. Hyneman – Mr. Lupia	Mr. Voit – Mr. Lupia
Mr. Lupia – Mr. Lupia	Mr. Gross – Mr. Lupia
Mr. Madara – Mr. Lupia	

Resolved, that Mr. J. Tony Lupia, Jr. be elected Board Vice-President for a one-year term.

100 Appointment of Solicitor

Moved by Mr. Hoffmaster and Mr. Voit 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 4, 2019 through annual organization of the Board in December 2020. 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 One Hundred Ninety-Eight Dollars (\$198) per hour for general services provided by partners, One Hundred Fifty-Five Dollars (\$155) per hour for associates, and One Hundred Thirty Dollars (\$130) per hour for paralegal.

Yeas: Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy. Motion **carried** unanimously.

101 Appointment of Labor Attorney

Moved by Mr. Hoffmaster and Mr. Voit 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 Ninety-Eight Dollars (\$198) per hour for a one-year term effective December 4, 2019 through annual organization of the Board in December 2020.

Yeas: Mr. Hyneman, Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster. Motion **carried** unanimously.

102 Board Meeting Dates for 2020

Moved by Mr. Hoffmaster and Mr. Nelson that the calendar of the meeting dates be approved and advertised as per Exhibit #95 with the first meeting of each respective month be designated as the Committee-of-the Whole Meeting and the second meeting of each respective month be designated as the Regularly Scheduled Board Meeting effective January through December 2020.

Yeas: Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman. Motion **carried** unanimously.

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

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

Yeas: Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia. Motion **carried** unanimously.

Resolved, that Mr. J. Tony Lupia, Jr. be appointed as the RMCTC Joint School Committee Member for the three-year term effective December 2019 to December 2022 (expired term of Mr. J. Tony Lupia, Jr.).

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

Moved by Mr. Hoffmaster and Mr. Madara that Mr. S. Wayne Hardy be nominated as the RMCTC Joint School Committee Alternate Member (one-year term).

Yeas: Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia, Mr. Madara. Motion **carried** unanimously.

Resolved, that Mr. S. Wayne Hardy be appointed as the RMCTC Joint School Alternate Member for a one-year term effective December 2019 to December 2020 (expired term of Mr. S. Wayne Hardy).

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

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

Yeas: Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia, Mr. Madara, Mrs. Mengle. Motion **carried** unanimously.

Resolved, that Mr. Otto W. Voit, III be appointed as the RMCTC Joint School Alternate Member for a one-year term effective December 2019 to December 2020 (expired term of Mr. John Love).

106 RMCTC Authority Member for Five-Year Term

Moved by Mr. Mr. Voit and Mr. Hoffmaster that Mr. John W. Love be nominated as the RMCTC Authority Member (five-year term)

Yeas: Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson. Motion **carried** unanimously.

Resolved, that Mr. John W. Love be appointed as the RMCTC Authority Member for the five-year term ending in December 2024 (expired term of Dr. Joseph Yarwoth).

107 Pennsylvania School Board Association Liaison (one-year term)

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

Yeas: Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit. Motion **carried** unanimously.

Resolved, that Mr. Otto W. Voit, III be appointed as the PSBA Liaison effective December 2019 to December 2020 (expired term of Mr. John W. Love).

108 Muhlenberg Community Library Representative (one-year term)

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

Yeas: Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman, Mr. Lupia, Mrs. Mengle, Voit, Mr. Gross. Nays: Mr. Madara, Mr. Nelson. Motion **carried**.

Resolved, that Mr. Terry Heckman be appointed as the Muhlenberg Community Library Representative effective December 2019 to December 2020 (expired term of Mr. Randall R. Madara).

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

Moved by Mr. Hoffmaster that Mr. Otto W. Voit be nominated as the Muhlenberg Community Library Alternate Representative (one-year term).

Moved by Mr. Nelson that Mr. Randall R. Madara be nominated as the Muhlenberg Community Library Alternate Representative (one-year term).

Roll Call by Name

Mr. Hoffmaster – Mr. Voit	Mr. Nelson – Mr. Madara
Mr. Hyneman – Mr. Voit	Mr. Voit – Mr. Voit
Mr. Lupia – Mr. Madara	Mr. Gross – Mr. Madara
Mr. Madara – Mr. Madara	Mr. Hardy – Mr. Madara
Mrs. Mengle – Mr. Voit	

Resolved, that Mr. Randall R. Madara be appointed as the Muhlenberg Community Library Alternate effective December 2019 to December 2020 (expired term of Mrs. Lori Madara).

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

Comments/Questions/Concerns:

Mr. Voit made a motion that the Board disband the Muhlenberg Township/Laureldale Borough Liaison. Mr. Lupia asked for what purpose. Mr. Voit replied that he did not feel it was needed nor effective. Mr. Lupia replied that the Board has an open dialogue now that there never was before with the Township. Mr. Voit replied actually there was. He said if this continues, more needs to be presented to the Board and Mr. Lupia should attend more of the Laureldale Borough meetings as well as the Muhlenberg Township meetings and report back. Mr. Voit said this is not about Mr. Lupia personally talking, it is about him representing the Muhlenberg School District, not himself or any other interests in those roles. He said, respectfully, he did not feel Mr. Lupia was effectively doing that. Mr. Voit said more than likely this position will continue and he encouraged

Mr. Lupia to act on behalf of the Board, go to the meetings and report back. Mr. Voit withdrew his motion.

Moved by Mr. Nelson that Mr. J. Tony Lupia, Jr. be nominated as the Muhlenberg Township/Laureldale Borough Liaison. All in favor were asked to signify by stating, Aye. The motion **carried**

Yeas: Mr. Hyneman, Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster. Motion **carried** unanimously.

Resolved, that Mr. J. Tony Lupia, Jr. be appointed as the Muhlenberg Township/Laureldale Borough Liaison effective December 2019 to December 2020 (expired term of J. Tony Lupia, Jr).

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

Moved by Mr. Nelson and Mr. Voit, that the Board of Education of the Muhlenberg School District approve the following financial documents to be made effective December 4, 2019:

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	- Mr. Mark Moyer

c) On-Line Access

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

Business Manager	- Mr. Shane M. Mathias, CPA
Supervisor of Accounts	- Mr. Mark Moyer

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. Samuel W. Hardy
Secretary	- Mr. Thomas W. Gross
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) – BB&T xxxxxxxxxx0497:

President	- Mr. Samuel W. Hardy
Vice President	- Mr. Joseph A. Lupia, Jr.
Secretary	- Mr. Thomas W. Gross
Assistant Secretary	- Mrs. Cindy L. Mengle
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; Mid Penn Bank xxxxxxxx206:

President	- Mr. Samuel W. Hardy
Vice President	- Mr. Joseph A. Lupia, Jr.
Secretary	- Mr. Thomas W. Gross
Assistant Secretary	- Mrs. Cindy L. Mengle
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. Samuel W. Hardy
Vice President	- Mr. Joseph A. Lupia, Jr.
Secretary	- Mr. Thomas W. Gross
Assistant Secretary	- Mrs. Cindy L. Mengle
Treasurer	- Mr. Richard E. Hoffmaster

h) Activity Fund Account

Authorize the signatures of the following Fourteen (14) 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	- Mr. Mark Moyer
Principal - High School	- Mr. Michael J. Mish
Assistant Principal - High School	- Mr. C. Eric Schaeffer
Assistant Principal - High School	- Ms. Lori Morris
Principal - Middle School	- Mr. Jeffery Ebert
Assistant Principal - Middle School	- Dr. Felicia Ulsh
Principal - Cole Intermediate School	- Mr. Steven C. Baylor
Assistant Principal Cole Inter School	- Mr. Charles Payne
Principal - Elementary Center	- Mrs. Krista Venza
Asst. Principal - Elementary Center	- Mr. Antonio Marabito
Asst. Principal - Elementary Center	- Ms. Shannon O'Donnell
Athletic Director	- Dr. Timothy Moyer

i) Signatures on Memorial/Scholarship Funds

Authorize the signatures of the following two (2) persons on the accounts listed below (two signatures are required):

High School Principal	- Mr. Michael J. Mish
Assistant High School Principal	- Mr. C. Eric Schaeffer
1) Harold L. Yarworth Memorial Fund	- PLGIT - #xxx4329
2) Christopher S. Messina Memorial Fund	- PLGIT - #xxx4135
3) Carol Hess Scholarship	- PLGIT - #xxx4203
4) Jane Hinkle Keller Scholarship	- PLGIT - #xxx4216
5) Estella Gehris Rupp Art Scholarship	- PLGIT - #xxx4232
6) Paul F. McLaughlin Scholarship Fund	- PLGIT - #xxx4245
7) Bunnell/Behrenhausen Family Scholarship	- PLGIT - #xxx4258
8) Joanne F. Rothenberger Scholarship	- PLGIT - #xxx4274
9) Mary L. Zimmerman Scholarship	- PLGIT - #xxx4287
10) Class of 1952 Scholarship	- PLGIT - #xxx4290
11) Diane Vicari Fund	- PLGIT - #xxx4151
12) Alberto Cuadra Scholarship	- PLGIT - #xxx4332
13) Jim Dietrich Scholarship	- PLGIT - #xxx4374
14) R. Daniel Krize Scholarship	- PLGIT - #xxx4387
15) Richard Wheeler Scholarship	- PLGIT - #xxx4390
16) Christine Buckley-Papada Memorial Schol.	- PLGIT - #xxx4416
17) MSD Alumni Scholarship Fund	- PLGIT - #xxx4429
18) Hoffmaster Scholarship Fund	- PLGIT - #xxx4438
19) Gregory R. Fetter Memorial Scholarship	- PLGIT - #xxx4441
20) Richard E. Morris Scholarship	- PLGIT - #xxx4484

- 21) Nicholas Giardiello Scholarship Fund - PLGIT - #xxx4472
- 22) 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:

1. M & T
2. BB&T;
3. Mid Penn Bank;
4. Pennsylvania Local Government Investment Trust (PLGIT);
5. 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).

l) 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	- Mr. Mark Moyer

Yeas: Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman. Motion **carried** unanimously.

Hearing of Visitors

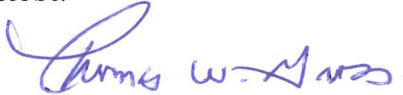
Presentation is limited to approximately two minutes per person. Should any citizen require more than the two minutes allocated, please contact the Superintendent prior to the meeting. He will coordinate such requests for the Board. Citizens addressing the Board should be aware that the meeting is being taped.

112 Adjournment

Moved by Mr. Hoffmaster and Mr. Lupia that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 6:47 PM.

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

Attest:



Thomas W. Gross
Secretary