

MUHLENBERG SCHOOL BOARD
Annual Organization Meeting Minutes
December 2, 2020
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Call to Order

The Annual Organization Meeting of the Board of Education of the Muhlenberg School District was called to order on Monday, December 2, 2020 at 6:31 PM by by Board President, Mr. S. Wayne Hardy via remote access using Zoom.

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
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 Special Education – Dr. Tyler Herman
Behavior Analyst – Mr. Zachary Milch
Director of Technology – Mr. Daniel Houck
Director of Federal Programs – Mrs. Cathy Shappell
Director of Food and Nutrition – Mr. Carey Kline
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena
Athletic Director – Dr. Tim Moyer
High School Principal – Mr. Michael Mish
High School Assistant Principal – Ms. Lori Morris
High School Assistant Principal – Mr. C. Eric Schaeffer
Middle School Principal – Dr. Jeffery Ebert
Middle School Assistant Principal – Dr. Felicia Gonzalez
Elementary Center Principal – Mr. Kyle Crater
Elementary Center Assistant Principal – Mrs. Ginny Hornberger

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

Jolyn Casper	Inga Hobbs
Sammi Noll	Laura Ricards
Jenn Doyle	Michele McCammitt
Kathi Wolfe	Linda Figueroa

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

Annual Organization

81 Election of Board President

Nominations for Election of Board President

A motion was made by Mr. Nelson 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. Nelson and Mr. Hoffmaster that Mr. S. Wayne Hardy be nominated for Board President.

Closing of Nominations for Board President

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

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

82 Election of Board Vice-President

Nominations for the Election of Board Vice-President

A motion was made by Mr. Hoffmaster 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. Gross and Mr. Nelson, that Mr. J. Tony Lupia, Jr. be nominated for Board Vice President.

Closing of Nominations for Board Vice-President

Moved by Mr. Lupia and Mr. Hardy, 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.

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

83 Appointment of Solicitor

Moved by Mr. Voit and Mr. Hyneman, 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 2, 2020 through annual organization of the Board in December 2021. 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 Three Dollars (\$203) per hour for general services provided by partners, One Hundred Sixty Dollars (\$160) per hour for associates, and One Hundred Thirty-Five Dollars (\$135) 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.

84 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 Two Hundred Three Dollars (\$203) per hour for a one-year term effective December 2, 2020 through annual organization of the Board in December 2021.

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

85 Board Meeting Dates for 2021

Moved by Mr. Voit and Mr. Hyneman, that the calendar of the meeting dates be approved and advertised as per Exhibit #74 effective January 2021 through December 2021.

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

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

Moved by Mr. Voit and Mr. Hoffmaster, that Mrs. Cindy L. Mengle be nominated as the RMCTC Joint School Committee Member (three-year term).

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

Resolved, that Mrs. Cindy L. Mengle be appointed as the RMCTC Joint School Committee Member for the three-year term effective December 2020 to December 2023 (expired term of Mrs. Cindy L. Mengle).

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

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

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

Resolved, that Mr. S. Wayne Hardy be appointed as the RMCTC Joint School Alternate Member for a one-year term effective December 2020 to December 2021 (expired term of Mr. S. Wayne Hardy).

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

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

Mr. Nelson – Mr. Voit	Mr. Hyneman – Mr. Voit
Mr. Voit – Mr. Voit	Mr. Lupia – Mr. Voit
Mr. Gross – Mr. Voit	Mr. Madara – Mr. Voit
Mr. Hardy Mr. Voit	Mrs. Mengle – Mr. Voit
Mr. Hoffmaster – 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 2020 to December 2021 (expired term of Mr. Otto W. Voit, III).

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

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

Mr. Gross – Mr. Voit	Mr. Madara – Mr. Voit
Mr. Hardy - Mr. Voit	Mrs. Mengle – Mr. Voit
Mr. Hoffmaster – Mr. Voit	Mr. Nelson – 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 2020 to December 2021 (expired term of Mr. Otto W. Voit, III).

90 Muhlenberg Community Library Representative (one-year term)

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

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

Resolved, that Mr. Terry Heckman be appointed as the Muhlenberg Community Library Representative effective December 2020 to December 2021 (expired term of Mr. Terry Heckman).

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

Moved by Mr. Hoffmaster and Mrs. Mengle, 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**

Mr. Hoffmaster – Mr. Lupia
Mr. Hyneman – Mr. Lupia
Mr. Lupia – Mr. Lupia
Mr. Madara – Mr. Lupia
Mrs. Mengle – Mr. Lupia

Mr. Nelson – Mr. Lupia
Mr. Voit – Mr. Lupia
Mr. Gross – Mr. Lupia
Mr. Hardy – Mr. Lupia

Resolved, that Mr. J. Tony Lupia, Jr. be appointed as the Muhlenberg Township/Laureldale Borough Liaison effective December 2020 to December 2021 (expired term of J. Tony Lupia, Jr).

92 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 2, 2020:

Yeas: Mr. Lupia, Mr. Madara, Mrs. Mengle, Mr. Nelson, Mr. Voit, Mr. Gross, Mr. Hardy, Mr. Hoffmaster, Mr. Hyneman. 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
Business Manager
Supervisor of Accounts

Dr. Joseph E. Macharola
Mr. Shane M. Mathias, CPA
Ms. Susan Hawkins

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
Supervisor of Accounts

Mr. Shane M. Mathias, CPA
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. S. Wayne Hardy
Secretary	Mr. Thomas W. Gross
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. S. Wayne Hardy
Vice President	Mr. J. Tony 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. S. Wayne Hardy
Vice President	Mr. J. Tony 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. S. Wayne Hardy
Vice President	Mr. J. Tony 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 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. C. Eric Schaeffer
High School Assistant Principal	Ms. Lori Morris

Harold L. Yarworth Memorial Fund	- PLGIT - #xxx4329
Christopher S. Messina Memorial Fund	- PLGIT - #xxx4135
Carol Hess Scholarship	- PLGIT - #xxx4203
Jane Hinkle Keller Scholarship	- PLGIT - #xxx4216
Estella Gehris Rupp Art Scholarship	- PLGIT - #xxx4232
Paul F. McLaughlin Scholarship Fund	- PLGIT - #xxx4245
Dave Hangen Muhlenberg Scholarship Fund	- PLGIT - #xxx4499
Joanne F. Rothenberger Scholarship	- PLGIT - #xxx4274
Mary L. Zimmerman Scholarship	- PLGIT - #xxx4287
Class of 1952 Scholarship	- PLGIT - #xxx4290
Diane Vicari Fund	- PLGIT - #xxx4151
Alberto Cuadra Scholarship	- PLGIT - #xxx4332
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
Gregory R. Fetter Memorial Scholarship	- PLGIT - #xxx4441
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).

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
Supervisor of Accounts

Mr. Shane M. Mathias, CPA
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.

93 Adjournment

Moved by Mr. Hoffmaster and Mrs. Mengle, that the Annual Organization Meeting of the Muhlenberg School District be adjourned. Meeting adjourned at 6:51 PM.

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

Attest:

A handwritten signature in dark ink, appearing to read "Thomas W. Gross". The signature is written in a cursive, flowing style.

Thomas W. Gross
Secretary