The Board of School Directors of the Ephrata Area School District, Ephrata PA, met in regular session on Monday, December 15, 2014 at Ephrata Middle School, 957 Hammon Avenue, Ephrata, PA as advertised on July 7, 2014 in *The Intelligencer Journal/New Era*.

**Board Members Present:** President, Timothy W. Stayer; Vice-President, Jenny L. Miller; Treasurer, Kristee Reichard; Secretary, Stephanie A. Gingrich; Members: Judy S. Beiler, Ted Kachel, Kay Kurtz, Glenn R. Martin, Robert E. Miller, Tim Stauffer, and Chris Weber

**Student Representative Present:** Taylor Mahlandt

**School District Representatives Present:**
- Superintendent: Dr. Brian Troop
- Assistant Superintendent: Richard Hornberger
- Assistant Superintendent: Kimberly Schlemmer
- District Solicitor: Susan Friedman
- Presenters: Jen Bean, Lindsay Kabakjian, and Jill Kling

**Visitors Present:** Jennifer and Nathan Christman; Wes Deininger; Jeff and Mary Gehman; Alysia Goodman; Melissa Hostetter; Sally Kieffer; Debby, Ken, and Taylor Moore; Officer Paul Moore; Theresa Mull; Brienna and Kennedy Root; Debby and Dolly Saenz; Peter Sheppard; Vanessa Telequez; Laurie Welsh; Amanda and Lora White; and Jenna, Mitch, and Tammy Yarger

**Media:** Gary Klinger, *The Ephrata Review*

**CALL TO ORDER BY BOARD PRESIDENT**
President Stayer called the meeting to order at 7:04 PM.

**MOMENT OF SILENT MEDITATION, PLEDGE OF ALLEGIANCE, AND RECITATION OF THE MISSION STATEMENT**
President Stayer asked for a moment of silent meditation, followed by the Pledge of Allegiance and the recitation of the District Mission Statement.

**WELCOME AND COMMENTS/QUESTIONS FROM VISITORS**
President Stayer welcomed visitors to the meeting. He opened the meeting to questions or comments from visitors for any item on the agenda except personnel items that are never discussed at public meetings.

- None

**CELEBRATING PUBLIC EDUCATION**
Ephrata Middle School students along with Literacy Coach Jen Bean, Middle School Science teacher Lindsay Kabakjian, and Principal Jill Kling talked about Literacy Coaching for text analysis at the middle level.

**STUDENT RESOLUTIONS**
Members of the girls’ soccer team were recognized for qualifying for the PIAA State Tournament.

**SCHOOL RESOURCE OFFICER RESOLUTION**
Officer Pete Sheppard was recognized for serving as the School Resource Officer for nine years. Officer Paul Moore was introduced as the new School Resource Officer.

**EXECUTIVE SESSION**
An Executive Session was held for a personnel matter.
Motion
It was moved by Mr. Weber, seconded by Mr. Miller, that the Ephrata Area Board of School Directors approve all of the following items set forth below.

Roll call vote, all members present voting yes. Motion passed.

I. SECRETARY REPORT – Stephanie A. Gingrich
   A. Regular Board Meeting and Committee Meeting Minutes
      Minutes of the November 17, 2014 Regular Board Meeting; the December 1, 2014 Board Reorganization Meeting; and the December 1, 2014 Committee Meetings.
   B. Student Resolutions (Attachment #1)
      Accepted resolutions for the girls’ soccer team, who qualified for the PIAA State Tournament.
   C. School Resource Officer Resolution (Attachment #2)
      Accepted a resolution for Officer Pete Sheppard.

II. BUDGET/FINANCE COMMITTEE – Timothy W. Stayer
   A. Approve Treasurer’s Report (Attachment #3)
      Treasurer’s Report for the period November 1, 2014 through November 30, 2014.
   B. Approve List of Bills (Attachment #4)
      List of Bills for individual accounts for December 15, 2014.

       | Description                        | Amount  |
       |------------------------------------|---------|
       | General Fund                       | $ 476,323.61 |
       | AP Direct Deposit                  | $ 287,346.37 |
       | General Fund ACH Items             | $ 2,575,133.76 |
       | Capital Reserve                    | $ 59,671.77  |
       | Food Service                       | $ 101,072.72 |
       | Student Activities                 | $ 28,844.16  |
       | **TOTAL**                          | **$ 3,528,392.39** |

   C. Exonerations (Attachment #5)
      Real Estate Tax Exonerations:

       | Township          | Year  | Amount  |
       |-------------------|-------|---------|
       | Clay Township     | 2014-15 | $5,076.79 |
       | Ephrata Township  | 2014-15 | $4,145.20 |
       | **TOTAL**         |       | **$9,221.99** |

   D. General Fund Budget Transfers
      General Fund Budgetary transfers for 2014-2015:

       | Account | Description   | Amount  | Account | Description   | Amount  |
       |---------|---------------|---------|---------|---------------|---------|
       | 11618260H | Tech Software | $ 2,250.00 | 1175260H | Tech Equipment | $ 2,250.00 |
       | **TOTAL** |                | **$ 2,250.00** | **TOTAL** |                | **$ 2,250.00** |

   E. 2013-2014 Local Audit – Herbein + Company
      Audit report completed by Herbein + Company.
**F. Services Provided by Herbein + Company**

Engagement of Herbein + Company for audit services for 2014-2015 through 2016-2017 for the Ephrata Area School District. The following is the cost of the services:

<table>
<thead>
<tr>
<th>Year</th>
<th>EASD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>$23,000</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$23,000</td>
</tr>
<tr>
<td>2016-2017</td>
<td>$23,750</td>
</tr>
</tbody>
</table>

Option to extend agreement for two years with the fee to be determined at the time of extension.

**G. Title I Service Agreement between the Ephrata Area School District and Lancaster-Lebanon IU 13**

Instructional Service Agreement with Lancaster-Lebanon IU 13 for Title I services to be provided at Hinkletown Mennonite School, Lancaster County Christian School – W. Lampeter Campus, Littitz Area Mennonite School, Our Mother of Perpetual Help School of Ephrata, and St. Anne School for eligible students who reside in the Ephrata Area School District, at a cost not to exceed $15,950.00 for the 2014-2015 fiscal year. Also included in this agreement are Parent Involvement Services, the cost for this service is $374.00.

**H. Health and Other Benefit Plans Advisory Committee**

Recommendations by the Health and Other Benefit Plans Advisory Committee:

A. Approve a 0% rate increase for the 2015-2016 fiscal year for Medical and Dental benefits for district employees.

B. Consideration to approve an increase in the annual dollar limit on employee contributions to employer-sponsored healthcare flexible accounts to $2,550.00. An increase of $50.00. The IRS recently announced the increase for the healthcare flexible accounts, the annual limit for dependent care FSA or dependent care assistance plans (DCAPs) will remain at $5,000 for qualifying individuals.

**I. Alternative Education Supplemental Contract – Hempfield School District**

Contract between Ephrata Area School District and the Hempfield School District to work cooperatively with one another to provide alternative education services in a more cost-effective manner by sharing and /or pooling together resources when they deem it beneficial to the school districts and the students for the 2014-2015 school year. The per student charge for this service will be $20,000 per school year, a pro-rated student charge shall be determined at $111.00 per school day the student is enrolled for attendance. The sending school district is responsible for providing transportation to and from school according to the Hempfield School District calendar.

**J. Public/Private Attachment License Agreement - PPL**

PPL Public/Private Attachment License Agreement for 43 attachments at a rate of $19.33 per attachment for the first contract year totaling $831.19. Thereafter, PPL shall notify the District of the applicable annual rate.

**K. Lockbox Services – Fulton Financial Corporation**

Lockbox proposal from Fulton Financial Corporation, services would begin July 1, 2015 for an approximate annual cost of $14,041.00.
III. BUILDING / PROPERTY / PUBLIC AFFAIRS / PLANNING COMMITTEE – Jenny L. Miller

Building / Property

A. Change Orders – Akron Elementary
Consideration to approve the following change orders for the Akron Elementary Project:

<table>
<thead>
<tr>
<th>Change Order</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14411.012</td>
<td>MidState Mech. and Electrical, LLC</td>
<td>Akron</td>
<td>Supply material to replace 28 lens in cafeteria lighting</td>
<td>$282.00 Inc.</td>
</tr>
<tr>
<td>14411.013</td>
<td>MidState Mech. and Electrical, LLC</td>
<td>Akron</td>
<td>Connect exterior light to time clock</td>
<td>$561.00 Inc.</td>
</tr>
<tr>
<td>14411.014</td>
<td>MidState Mech. and Electrical, LLC</td>
<td>Akron</td>
<td>Install 2 1x4 lamp fluorescent fixtures in kitchen in front of kitchen hood, due to oversized hood</td>
<td>$226.00 Inc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$1,069.00 Inc.</td>
</tr>
</tbody>
</table>

2. General Construction

<table>
<thead>
<tr>
<th>Change Order</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>East Coast</td>
<td>Akron</td>
<td>Credit for not installing quarry tile in the freezer</td>
<td>($656.00) Dec.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>($656.00) Dec.</td>
</tr>
</tbody>
</table>

B. Rec Center Pool HVAC
The Administration recommends supporting the Ephrata Recreation Center Capital Campaign with a donation of $26,000 per year for three years in lieu of a fee for the use of the pool for swim team and other District activities.

C. Ephrata Rec Center Easement
The Administration recommends approving the Ephrata Recreation Center request for an easement for the installation of a gas line.

Public Affairs / Planning
None

IV. CURRICULUM / POLICY COMMITTEE – Glenn R. Martin

Curriculum
A. Field Trip
- High School FFA (approximately 18 students) will travel to the FFA Leadership Conference in Harrisburg, PA, February 14-15, 2015 (Saturday-Sunday).

Policy
A. Policies for Second Reading (Attachment #6)
- Policy 319.1, Conflict of Interest
- Policy 323, Tobacco
- Policy 324, Personnel Files
- Policy 325, Dress and Grooming
- Policy 328, Compensation Plans/Salary Schedules
- Policy 330, Overtime
- Policy 331, Job Related Expenses
- Policy 332, Working Periods
- Policy 333, Professional Development
- Policy 334, Sick Leave
- Policy 335, Family and Medical Leaves
- Policy 336, Personal Necessity Leave
- Policy 337, Vacation
- Policy 810, Transportation
B. Policies for First Reading

- Policy 338, Sabbatical Leave
- Policy 338.1, Compensated Professional Leaves
- Policy 340, Responsibility for Student Welfare
- Policy 341, Benefits for Part-Time Employees
- Policy 342, Jury Duty
- Policy 343, Paid Holidays
- Policy 347, Workers’ Compensation Transitional Return-To-Work Program
- Policy 348, Harassment
- Policy 349, Retirement
- Policy 351, Drug and Substance Abuse
- Policy 351.1, Pre-Employment Drug Testing
- Policy 353, Whistleblower/Fraud

C. Policies to be Eliminated

- Policy 333.1, Reimbursement of Expenses
- Policy 423, Tobacco Use
- Policy 424, Personnel Files
- Policy 425, Dress and Grooming
- Policy 428, Salary Determination
- Policy 429, Substitute Compensation
- Policy 431, Job Related Expenses
- Policy 432, Working Periods
- Policy 433, Professional Development
- Policy 433.1, Reimbursement of Expenses
- Policy 434, Sick Leave
- Policy 435, Family and Medical Leave
- Policy 436, Personal Necessity Leave
- Policy 523, Tobacco Use
- Policy 524, Personnel Files
- Policy 525, Dress and Grooming
- Policy 528, Salary Determination
- Policy 529, Substitute Compensation
- Policy 530, Overtime
- Policy 531, Job Related Expenses
- Policy 532, Working Periods
- Policy 534, Sick Leave
- Policy 535, Family and Medical Leave
- Policy 536, Personal Necessity Leave
- Policy 537, Vacation

V. PERSONNEL COMMITTEE – Judy Beiler

A. Retirement

- Danny Clark, Intermediate School Grade 5, effective at the conclusion of the 2014-15 school year

B. Resignations

- Jodi Suzette Quick, High School Personal Care Assistant, effective December 18, 2014
- Kim Schlemmer, Assistant Superintendent, effective December 19, 2014
- Fayetta Schwanger, High School Server/Dishroom/Cashier, effective December 15, 2014
- Mary Weidman, High School Server/Dishwasher, effective November 26, 2014
- Merv Witmer, Assistant Football Coach, effective November 10, 2014
C. Leaves
- Mary Copenhaver, High School Food Service, requests leave, effective December 10, 2014 through approximately 4 weeks.
- Lori Hardesty, Akron Secretary, requests intermittent leave, effective November 7, 2014 through TBD.
- Landon Hunter, High School Tech Ed, requests intermittent leave, effective November 16, 2014 through TBD.
- Terri Urbanski, Fulton Grade 4, requests leave, effective October 22, 2014 through December 1, 2014.
- Patricia Yerger, Fulton Head Custodian, requests leave, effective September 29, 2014 through December 5, 2014.

D. Creation of Position
- Highland Elementary School Personal Care Assistant
  This aide position is for the remainder of the 2014-15 school year for a Cocalico School District student who attends school at Highland Elementary School. The District will bill Cocalico for the cost of this aide.

E. Appointments

Support
- Diane Hoover, Highland Personal Care Assistant, effective December 16, 2014 through the conclusion of the 2014-15 school year. Diane is filling the newly created position for the Cocalico student attending Highland Elementary School.
- Shanan Shortuse, Intermediate/Middle School Health Tech, effective December 16, 2015 through the conclusion of the 2014-15 school year (pending paperwork). Shanan is replacing Wanda Lutz who resigned.

Extracurricular
- Eric Bensing, Boys Lacrosse Head Coach @ Step Top/425 Units, effective December 16, 2014 through the conclusion of the 2014-15 school year
- Jessica Kostival-Szor, Elementary Orchestra @ Step 1/70 Units, effective December 16, 2014 through the conclusion of the 2014-15 school year. Jessica is splitting the units with Sonia Straley for the 2014-15 school year.
- Sonia Straley, Elementary Orchestra @ Step Top/30 Units, effective December 16, 2014 through the conclusion of the 2014-15 school year. Sonia is splitting the units with Jessica for the 2014-15 school year.

F. STEP Participant for the 2014-15 School Year
This is in addition to the STEP Participants approved in September.
- Laverne Good

G. London Trip Chaperones
Gockley, Kimberly Schaller, Karen
Groff, Elizabeth Smith, Kathy (Pending Paperwork)
Helock, Lisa Voigt, Ed
Marnoch, Adam (Pending Paperwork) Voigt, Karen
Ney, Rick Weaver, Lori
Reed, Galen (Pending Paperwork)
H. 2014-15 Winter Volunteers
This is in addition to the volunteers approved in November.
- Cameron Eisenhauer – Wrestling (Pending Paperwork)
- Darren Heindell – Bowling (Pending Paperwork)
- Matthew Herbener – Boys Basketball
- Wayne Hooper – Winter Track
- Eric Showalter – Boys Basketball

I. Bus/Van Drivers
Groff Substitute Driver
- James Bresaw #24408988

Boyo Substitute Driver
- Oskar Edward Mellen #31441708

---- END OF GENERAL BOARD ACTION ITEMS ---

---- SECTION 3 – INFORMATION ITEMS ----

I. PERSONNEL COMMITTEE – Judy S. Beiler
A. Vacancies
   Administration
   - Assistant Superintendent of Elementary Education

   Professional
   - Middle School Tech Ed LTS (2nd Semester)
   - Intermediate School Grade 5 (2015-2016 school year)
   - Middle School English (2015-2016 school year)

   Support
   - High School Food Service (2)
   - High School Personal Care Assistant
   - Inclusion Aide/Personal Care Assistant

   Extracurricular
   - Boys Lacrosse Assistant Coach
   - Football Assistant Coach
   - Indoor Guard

---- SECTION 4 – REPORTS ----

I. REPORT OF STUDENT REPRESENTATIVE
   Taylor Mahlandt
   - A report was provided about various activities being held in buildings throughout the District.

II. REPORT OF LANCASTER COUNTY CAREER & TECHNOLOGY CENTER JOINT OPERATING COMMITTEE REPRESENTATIVE
    Jenny L. Miller
    - No report

III. REPORT OF LANCASTER-LEBANON IU13 BOARD REPRESENTATIVE
    Tim Stauffer
    - The 2015 IU13 Legislative Breakfast will be held on Monday, March 7.

IV. REPORT OF PSBA REGION IX LIAISON
    Glenn R. Martin
    - PSBA provides daily email updates.
V. REPORT OF EPHRATA AREA EDUCATION FOUNDATION LIAISON
Robert E. Miller
- More people donated to the Foundation through the Extraordinary Give than in past years.
- Grant applications from District staff are being accepted; a committee will review them.
- The Foundation will host a gala fundraiser on February 7 (snow date: February 8).

VI. REPORT OF THE SUPERINTENDENT
Dr. Brian M. Troop
- Scholar athletes, athletic all-stars, and students who were selected for honors music ensembles were recognized.
- Several staff members will be taking a series of “Teaching with Technology” courses being offered by Millersville University.
- Dr. Troop and Geraldine Bauer, an Ephrata High School math teacher and Department Supervisor, recently provided a presentation at the SAS Institute.
- Kim Schlemmer was thanked for her 27 years of service to the District and wished well.
- An Executive Session for personnel was requested and held after the meeting.

VII. GOOD NEWS REPORTS
- Appreciation was expressed for the student presentations and resolutions.
- Several students recently attended a presentation of *The Nutcracker* at Lancaster Mennonite.
- The FFA fruit and flower sale went well.
- The District received a Safe Schools grant for additional equipment.
- Good feedback is being received about the Fulton Elementary fresh fruit and veggie grant.
- The success of the Fulton PTA holiday fundraiser benefited several families in need.
- Praise was offered for the Good News segment of the Board meeting.

----- SECTION 5 – MISCELLANEOUS ITEMS & ADJOURNMENT -----