The Board of School Directors of the Ephrata Area School District, Ephrata PA, met in regular session on Monday, November 21, 2016 at Ephrata Middle School, 957 Hammon Avenue, Ephrata as advertised on July 11, 2016 in *LNP News*.

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

**Board Members Absent:** Tim Stauffer

**School District Representatives Present:** Superintendent, Dr. Brian Troop; Assistant Superintendents, Dr. Jacy Clugston Hess and Richard Hornberger; District Solicitor, Susan Friedman; Community Relations Coordinator, Sarah McBee; Middle School Principal, Kevin Deemer; Middle School Assistant Principal, Gregg Shulenberger; and Middle School Teachers Brooke Gerlach and Kristie Ohlinger

**Visitors Present:** Jansen Balmer and family; Maya Burdick and family; Andrea and Mary Campbell; Cecilia and Nicole Commero; Nadine Eichenlaub; Emily Folker and family; Olivia Gordon and family; Betty Harlan; Mike Hershberger; David and Zach Lefever; Josh and Meg McCracken; Kirsten Myers; Katie and Tara Rice; and Heidi and Sophia Stauffer

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

**CALL TO ORDER BY BOARD PRESIDENT**
President Stayer called the meeting to order at 7:00 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.

**EXECUTIVE SESSION**
President Stayer announced the Board met in Executive Sessions on November 7 and 15, 2016 for a personnel matter.

**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**
Music teacher Kristie Ohlinger and several Middle School students demonstrated how they use Garage Band and other apps for projects in music. Middle School Librarian Brooke Gerlach provided an update on Makerspace.

**SCHOOL BOARD RESOLUTIONS**
Resolutions were presented to Mary Campbell, Nadine Eichenlaub, and Zach Lefever.

**SECTION 2 – GENERAL BOARD ACTION ITEMS**

**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 and Committee Meeting Minutes
      Minutes of the October 17, 2016 Regular Board Meeting and the November 3, 2016 Committee Meetings
   B. School Board Resolutions (Attachment #1)
      Resolutions for Mary Campbell, Nadine Eichenlaub, and Zach Lefever for qualifying for the 2016 State Cross Country Meet

II. BUDGET & FINANCE + PROPERTY COMMITTEE – Timothy W. Stayer
   Budget & Finance
   A. Approve Treasurer's Report (Attachment #2)
      Treasurer's Report for the period October 1, 2016 through October 31, 2016
   B. Approve List of Bills (Attachment #3)
      Payment of the following list of bills for individual accounts for November 21, 2016.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$626,172.67</td>
</tr>
<tr>
<td>AP Direct Deposit</td>
<td>$546,070.79</td>
</tr>
<tr>
<td>General Fund ACH Items</td>
<td>$2,768,977.11</td>
</tr>
<tr>
<td>Capital Reserve</td>
<td>$7,286.64</td>
</tr>
<tr>
<td>Food Service</td>
<td>$73,022.34</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$6,792.75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,028,322.30</strong></td>
</tr>
</tbody>
</table>

   C. Tax Exonerations
      a. Real Estate
         - Akron Borough 2016-2017 $392.33
         - Ephrata Borough 2016-2017 $2,691.22
         - Ephrata Township 2014-2015 $529.32
         **Total** $3,612.87
      b. Per Capita
         - Clay Township 2015-2016 $10.00
         - Ephrata Borough 2015-2016 $20.00
         - Ephrata Township 2015-2016 $30.00
         **Total** $60.00

   D. Special Education Supplemental Contract with Manheim Central School District
      Special Education Services Agreement for a student from Manheim Central School District for the 2016-2017 school year. The service contract is to provide Elementary Supplemental Special Education Services at a prorated cost of $19,328.28 per student plus additional related services billed on an hourly basis.

   E. Student Activity Clubs
      Establishment of the following Student Activity Clubs
      a. "Ancient Mythology Enthusiasts"-- the high school club will discuss Mythology of ancient cultures, watch mythology movies, play games featuring mythology and read books. A student account is not requested.
      b. "Fulton Art Club" -- the elementary club is an after school club to provide art enrichment and allow students to participate in school-wide projects. A student account may be requested.

   F. Math Consultant Agreement
      An agreement with Carol Buckley for Math curriculum mapping for grades K-6 during the 2016-2017 school year including the summer of 2017. The cost to the District is up to $17,200.
G. **Wellspan Sports Medicine Agreement**  
Wellspan Sports Medicine Agreement for athletic training services at the Ephrata Wrestling Duals Tournament to be held on December 9 and 10. The cost for the on-site athletic trainer services is $30 per hour. The Wrestling Booster Club will pay for the athletic trainer service during the wrestling duals.

H. **Cedar Crest College Agreement**  
An affiliation agreement with Cedar Crest College, this agreement allows Shanan Shortuse, district employee, to complete her clinical hours under the supervision of Sharon Schaeffer. Upon completion of this program Shanan will receive her certification as a school nurse. Shanan is currently employed in the district as an emergency permit nurse.

**Property**
A. **RLPS Architects Agreement**  
Agreement with RLPS Architects for architectural design services for signage and documentation for storefront replacement bidding at the Ephrata Middle School. The fees for these services are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage Design/Layout Specs</td>
<td>$5,000</td>
</tr>
<tr>
<td>Storefront Documents</td>
<td>$6,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,750</strong> plus reimbursable expenses</td>
</tr>
</tbody>
</table>

B. **Johnson, Mirmiran & Thompson, Inc. Agreement**  
Agreement with Johnson, Mirmiran & Thompson, Inc. for survey, design, construction documents, bidding, and construction administration services for the renovation of two sets of tennis courts at the Middle School. The fees for these services are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Topographic Survey (includes all tennis courts)</td>
<td>$2,362.00</td>
</tr>
<tr>
<td>Design, Construction Documents, and Construction Administration</td>
<td>$20,300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$22,662.00</strong></td>
</tr>
</tbody>
</table>

III. **PERSONNEL COMMITTEE – Judy Beiler**
A. **Resignations**
- Ashley Pike, Fulton Personal Care Assistant Learning Support, effective December 16, 2016
- Jesse Reider, High School Health & Physical Education, effective November 18, 2016
- Jesse Reider, High School Weight Room Coordinator, effective November 18, 2016
- Jesse Reider, High School Wellness Coordinator, effective November 18, 2016

B. **Leaves**
- Gloria Connor, High School Special Education, effective approximately February 8, 2017 for approximately 3 weeks
- Kara Fox, High School Science, effective approximately November 10, 2016 through approximately January 15, 2017
- Jean Mollica, Clay Speech, intermittent leave, effective approximately November 10, 2016 through approximately May 10, 2017
- Beth Needelman, Fulton Grade 3, intermittent leave, effective October 13, 2016 through approximately October 12, 2017
- Alfred Stamp, Akron Kindergarten, effective October 25, 2016 for approximately 12 weeks
- Deborah Young, Middle School Head Custodian, effective approximately January 2017 for approximately 3 to 6 months, this is a change in the effective date of her leave

C. **Transfers**
- Miranda Borman, Part-time High School General Cafeteria Worker to Full-time Middle School Library Media Aide, effective November 21, 2016 through the conclusion of the 2016-17 school year, replacing Debra Emberger who is retiring
• Diane Hoover, Part-time Intermediate School Personal Care Assistant Emotional Support to Full-time Intermediate School Personal Care Assistant Emotional Support, effective November 29, 2016 through the conclusion of the 2016-17 school year, replacing Brenda Hershey Kelly who is retiring

D. Appointments

Professional
• Brianna Hummel, LTS Clay Grade 1 @ Level B/Step 1 (Pro-rated), effective November 8, 2016 through the conclusion of the 2016-17 school year, replacing Dorothy Boyd who resigned

Support
• Michelle Colon, Part-time High School General Cafeteria Worker, effective November 21, 2016, replacing Miranda Borman who transferred to another position
• Linda Frankfort, Part-time Intermediate School Personal Care Assistant Emotional Support, effective November 29, 2016 through the conclusion of the 2016-17 school year, filling a new position created in October 2016 for a Cocalico student
• Larry Gehman, District-wide Maintenance, effective November 29, 2016, replacing Kevin Brzostek who resigned
• Michelle Sweigart, Part-time Middle School Personal Care Assistant Life Skills Support, effective November 29, 2016 through the conclusion of the 2016-17 school year, filling a new position created in September 2016

Extracurricular
• Phillip Klinger, High School Fall Play, effective November 8, 2016 through the conclusion of the 2016-17 school year
• Helen Wiker, Aeidum Advisor, effective December 1, 2016 through the conclusion of the 2016-17 school year, replacing Monique Stein who resigned

E. 2016-17 Mentor
• Deb Sheaffer for Brianna Hummel (Pro-rated)

F. 2016-17 Winter Volunteer Coaches (Attachment #4)

G. 2016-17 Bus/Van Drivers & Aides

Boyo Driver
• Deborah Flahart #20898409

Boyo Substitute Driver
• Sandra Hughes #22228838

Boyo Aide
• Susan Wilkinson

Ephrata Mennonite Driver
• Emily Alwine #23628594

Ephrata Mennonite Substitute Drivers
• David Brubacher #21779288
• Dawn Wenger #25066086

Gehmans Mennonite Drivers
• Loretta Horst #16330474
• Shirley Trupe #16172645
Groff Substitute Drivers
- Brenda Hughes #21447327
- Shirlene Miller #21363879

Lititz Area Mennonite Substitute Driver
- Andrew Kline #24582802

IV. POLICY COMMITTEE – Tim Stauffer
A. Policies for Second Reading
- Policy 901, Public Relations Objectives
- Policy 902, Publications Program
- Policy 903, Public Participation at Board Meetings
- Policy 904, Public Attendance at School Events
- Policy 905, Citizen Advisory Committees

B. Policies for First Reading
- Policy 909, Municipal Government Relations
- Policy 910, Community Engagement
- Policy 911, News Media Relations
- Policy 912, Relations with Educational Institutions

V. PUBLIC AFFAIRS & PLANNING/CURRICULUM COMMITTEE – Jenny L. Miller
Curriculum
A. Field Trip
EHS orchestra students (TBD) to travel to the PMEA All-State Orchestra festival in Erie, PA, Wednesday, April 19 – Saturday, April 22, 2017

B. Comprehensive Plan
Approve the three-year Comprehensive Plan and its submission to the Pennsylvania Department of Education

Public Affairs & Planning
No Action Items

SECTION 3 – INFORMATION ITEMS

I. PERSONNEL
A. Vacancies
Professional
- High School Health & Physical Education
- LTS High School Gifted (2nd Semester 2016-17)

Support
- High School Secretary (March 2017)
- Middle School Guidance/Health Room – Clerical (March 2017)
- Personal Care Assistant (3)

Extracurricular
- High School Weight Room Coordinator
- High School Wellness Coordinator
- Lacrosse Assistant Coach
- Track & Field Assistant Coach (2)

SECTION 4 – REPORTS

I. REPORT OF THE SCHOOL BOARD STUDENT REPRESENTATIVE – Faith Myers
A report was provided about various activities being held in buildings throughout the District.
II. REPORT OF LANCASTER COUNTY CAREER & TECHNOLOGY CENTER (LCCTC) JOINT OPERATING COMMITTEE REPRESENTATIVE – Jenny Miller
- The proposed 2017-2018 CTC budget will be discussed by the CTC JOC at their December meeting and presented to districts in January.

III. REPORT OF LANCASTER-LEBANON IU13 BOARD REPRESENTATIVE – Tim Stauffer
- No report

IV. REPORT OF PSBA REGION IX LIAISON – Glenn R. Martin
- PSBA representatives are part of a PlanCon Work Group Advisory Committee, who are working on having a report ready by May 2017.
- Twenty-six new members will enter the legislature due to the recent elections.
- The next PSBA conference will be held October 18-20, 2017.

V. REPORT OF EPHRATA AREA EDUCATION FOUNDATION LIAISON – Chris Weber
- The Foundation received donations from 56 donors during the Lancaster County Extraordinary Give in November.
- The recent School Board Legislative Breakfast showcased several initiatives funded by the Foundation.

VI. REPORT OF THE SUPERINTENDENT – Dr. Brian M. Troop
- STEM Special Assistant to the Pennsylvania Secretary of Education Judd Pittman visited the District to tour the Ephrata Middle School Makerspace.
- Ephrata Middle School students received a response from author S.E. Hinton to their tweet about reading her book, The Outsiders.
- Approximately 60 guests attended the Legislative Breakfast, which featured Ag Science and Computer Science.
- The District Twitter account (@GoMounts) has approximately 1,400 followers and will be used again this year to communicate winter weather alerts.
- The Fall Athletic Report was provided.
- A presentation about the E2 document will be provided after tonight’s business meeting.
- An Executive Session will be held for a personnel matter after tonight’s business meeting.

VII. GOOD NEWS REPORTS
- Thanks were extended to those who organized the Legislative Breakfast. Students provided great presentations.
- Joel Potts and Drake Gooding participated in the National FFA Convention in Indianapolis.

SECTION 5 – MISCELLANEOUS ITEMS & ADJOURNMENT

I. COMMENTS/QUESTIONS FROM VISITORS
President Stayer opened the floor to visitors for questions or comments except personnel items that are never discussed at public meetings.
- None

II. OLD BUSINESS
- None

III. NEW BUSINESS
- A drug presentation and expo will be held at Garden Spot High School on December 7.
IV. ADJOURNMENT
The meeting adjourned at 8:07 PM.

Respectfully Submitted,

__________________________________________
Stephanie A. Gingrich, Secretary
Ephrata Area Board of School Directors