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

**Board Member Absent:** Ted Kachel

**Student Representative Present:** Taylor Mahlandt

**School District Representatives Present:**
- Dr. Brian Troop, Superintendent
- Richard Hornberger, Assistant Superintendent
- Kimberly Schlemmer, Assistant Superintendent
- Joseph Hofmann, District Solicitor

**Visitors Present:** Nathan Becker; Cassidy, Jacob, Karen, and Sam Buckwalter; Mike Hershberger; Jolene Kapzynski; Dave, Karen, and Zach Lefever; Dan Mahlandt; Adam and Jenn Marnoch; Andrew and Lori Oberholtzer; and Jessica Walters

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

### CALL TO ORDER BY BOARD PRESIDENT

President Stayer called the meeting to order at 7:02 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

Highland Elementary School 3rd Grade students and their teacher Jessica Walters talked about the Buddy Bench and a book they are reading – *7 Habits.*

---- SECTION 2 – GENERAL BOARD ACTION ITEMS ----

**Motion**

It was moved by Mr. Martin, 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 October 20, 2014 Regular Board Meeting and the November 3, 2014 Committee Meetings.

#### B. Student Resolutions

Accepted resolutions for students who qualified for the PIAA State Cross Country Meet.
II. **BUDGET/FINANCE COMMITTEE – Timothy W. Stayer**

**A. Approve Treasurer’s Report**
Treasurer’s Report for the period October 1, 2014 through October 31, 2014.

**B. Approve List of Bills**
List of Bills for individual accounts for November 17, 2014.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$866,904.12</td>
</tr>
<tr>
<td>AP Direct Deposit</td>
<td>$253,155.32</td>
</tr>
<tr>
<td>General Fund ACH Items</td>
<td>$3,190,323.75</td>
</tr>
<tr>
<td>Capital Reserve</td>
<td>$328,100.75</td>
</tr>
<tr>
<td>Food Service</td>
<td>$98,736.11</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$5,144.19</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,742,364.24</strong></td>
</tr>
</tbody>
</table>

**C. Exonerations**
Real Estate Tax Exonerations:
- Clay Township 2014-2015 $211.68

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

<table>
<thead>
<tr>
<th>TRANSFER FROM</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>1161160M</td>
<td>EMS Foreign Language Software</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>1156160H</td>
<td>Tuition Distance Learning</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>1181160H</td>
<td>Foreign Language Dues</td>
<td>$120.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$3,820.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFER TO</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>110618M</td>
<td>EMS Software License Fee</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>1164160H</td>
<td>Books</td>
<td>$2,600.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$3,820.00</strong></td>
</tr>
</tbody>
</table>

**E. Establish Student Activity Clubs**

1. **Mini-Thon Club**
   Establish a student activity organization named “Mini-Thon Club.” This club will fund raise, organize and facilitate the Ephrata High School annual mini-thon event. A student account is requested.

2. **Ephrata Intermediate School Yearbook**
   Establish a student activity organization named “EIS Yearbook.” Implementation with students to create yearly yearbook. A student account is requested.

**F. Food Service Equipment Grant**
Food Service Equipment Grant from PDE for the District to receive a dishwasher for Highland Elementary School. The amount awarded to the District is $29,273.89.

**G. General Fund Budget – Opt Out Resolution**
Accelerated Budget Opt-Out Resolution for 2015-2016. The applicable index for the 2015-2016 fiscal year is 2.3%, and the School Board will not increase the rate of its real estate tax in excess to the applicable index.

**H. Municipal Continuing Disclosure Cooperation Initiative Resolution**
The District will participate in the MCDC Initiative and authorize the filing of a “self-report” with the United States Securities and Exchange Commission (SEC) on or before December 1, 2014 in accordance with the MCDC Initiative.
I. Career Climb Consulting Agreement
Executive Coaching Proposal with Career Climb Consulting. Career Climb Consulting will provide coaching services to Dr. Troop and his senior leaders. These services will allow the EASD leadership team to sharpen their Multiplier skills, plan implementation of Multiplier experiments, and link Multiplier practices that are central to the District way of operating. District leadership will receive six (6) 60-90 minute session at a cost of $150.00 per hour (Coach’s hourly rate) for an estimated total of $900.00.

III. BUILDING / PROPERTY / PUBLIC AFFAIRS / PLANNING COMMITTEE – Jenny L. Miller

Building / Property
A. Annual Review – Farmhouse Lease
1. Approve the revised farmhouse lease as received.
2. Approve to increase the rental fee from $900.00 per month plus utilities to $950.00 per month plus utilities for January 1, 2015 through November 30, 2015. The rate will remain at $900.00 plus utilities for December 1-31, 2014.

B. Change Orders – Akron/Fulton Elementary Schools
1. Electrical

<table>
<thead>
<tr>
<th>Change Order</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14411.002</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Install conduit and wire to refeed EM circuit thru. Panel B</td>
<td>$2,407.00 Inc.</td>
</tr>
<tr>
<td>14411.003A</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Labor and parts and material to install 11 speakers</td>
<td>$7,204.00 Inc.</td>
</tr>
<tr>
<td>14411.004</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Panel wall rough in, due to footer issue</td>
<td>$860.00 Inc.</td>
</tr>
<tr>
<td>14411.005</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Rough in receptacles on cafeteria wall</td>
<td>$250.00 Inc.</td>
</tr>
<tr>
<td>14411.006</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Grind out old Boxes</td>
<td>$955.00 Inc.</td>
</tr>
<tr>
<td>14411.007</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Rough in west cafeteria walls, Grind out old boxes on N. &amp; W. walls</td>
<td>$862.00 Inc.</td>
</tr>
<tr>
<td>14411.008</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Repair to existing fire alarm pull station circuit in café. Install and energize receptacles in hall and café</td>
<td>$748.00 Inc.</td>
</tr>
<tr>
<td>14411.009</td>
<td>MidState Mech. And Electrical, LLC</td>
<td>Akron</td>
<td>Install home run wiring for café receptacles</td>
<td>$694.00 Inc.</td>
</tr>
<tr>
<td>14411.010</td>
<td>MidState Mech. And Electrical, LLC.</td>
<td>Akron</td>
<td>Install devices and covers in café. Trace wiring for the outside lights.</td>
<td>$535.00 Inc.</td>
</tr>
</tbody>
</table>

**TOTAL** $14,065.00 Inc.

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>1</td>
<td>East Coast</td>
<td>Akron</td>
<td>Add door hardware per RFI-GC01</td>
<td>$3,294.19 Inc.</td>
</tr>
<tr>
<td>2</td>
<td>East Coast</td>
<td>Akron</td>
<td>Apply Sealer to reduce RH requirement for flooring in Café only</td>
<td>$2,767.10 Inc.</td>
</tr>
<tr>
<td>3</td>
<td>East Coast</td>
<td>Akron</td>
<td>Add 4 chases for outlets in Café</td>
<td>$2,288.56 Inc.</td>
</tr>
<tr>
<td>4</td>
<td>East Coast</td>
<td>Akron</td>
<td>Remove and replace wall in kitchen</td>
<td>$3,666.70 Inc.</td>
</tr>
<tr>
<td>5</td>
<td>East Coast</td>
<td>Akron</td>
<td>Install furring and gwb to existing walls in kitchen to repair irregularities</td>
<td>$2,797.58 Inc.</td>
</tr>
<tr>
<td>6</td>
<td>East Coast</td>
<td>Fulton</td>
<td>Credit for ptg at Fulton</td>
<td>$(592.80) Dec.</td>
</tr>
</tbody>
</table>

**TOTAL** $14,221.33 Inc.

3. Plumbing

<table>
<thead>
<tr>
<th>Change Order</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S.M. Fridy</td>
<td>Akron</td>
<td>Install Sample Manhole at Tie-In</td>
<td>$5,349.52 Inc.</td>
</tr>
<tr>
<td>2</td>
<td>S.M. Fridy</td>
<td>Akron</td>
<td>Add. Work in Kitchen and Garbage Disposal Piping</td>
<td>$819.88 Inc.</td>
</tr>
<tr>
<td>3</td>
<td>S.M. Fridy</td>
<td>Akron</td>
<td>Add P-6 in Dishwashing Area</td>
<td>$1,002.50 Inc.</td>
</tr>
<tr>
<td>4</td>
<td>S.M. Fridy</td>
<td>Akron</td>
<td>Additional Water &amp; Drain for P-10 Kitchen Equip.</td>
<td>$777.56 Inc.</td>
</tr>
</tbody>
</table>

**TOTAL Overhead and Profit** $794.94 Inc.

**TOTAL** $8,744.40 Inc.
IV. CURRICULUM / POLICY COMMITTEE – Glenn R. Martin

Curriculum
A. Field Trips
   • High School Band students (TBD) will travel to Conestoga Valley High School to participate in the PMEA District 7 Band Festival, January 9-10, 2015 (Friday & Saturday).
   • High School Choral Music students (approximately 4) will travel to Gettysburg High School to participate in the PMEA District 7 Chorus Festival, January 23-24, 2015 (Friday & Saturday).
   • High School Orchestra students (TBD) will travel to Lebanon High School to participate in the PMEA District 7 Orchestra Festival, February 5-7, 2015 (Thursday-Saturday).
   • High School Band students (TBD) will travel to TBD to participate in the PMEA Region Band Festival, February 12-14, 2015 (Thursday-Saturday).
   • High School Choral Music students (approximately 4) will travel to TBD to participate in the PMEA Region Orchestra Festival, February 12-14, 2015 (Thursday-Saturday).
   • High School Orchestra students (TBD) will travel to Dallastown Area High School to participate in the PMEA Region V State Chorus Festival, February 26-28, 2015 (Thursday-Saturday).
   • High School Band students (TBD) will travel to Hershey, PA to participate in the PMEA All State Band Festival, March 25-28, 2015 (Wednesday-Saturday).
   • High School Choral Music students (approximately 4) will travel to Hershey, PA to participate in the PMEA All State Chorus Festival, March 25-28, 2015 (Wednesday-Saturday).
   • High School Orchestra students (TBD) will travel to Hershey, PA to participate in the PMEA All State Orchestra Festival, March 25-28, 2015 (Wednesday-Saturday).

Policy
A. Second Reading of the Following Policies
   • Policy 217, Graduation
   • Policy 311, Suspensions/Furloughs
   • Policy 312, Performance Assessment of Superintendent/Assistant Superintendent
   • Policy 313, Evaluation of Employees
   • Policy 314, Physical Examination
   • Policy 314.1, HIV Infection
   • Policy 317, Conduct/Disciplinary Procedures
   • Policy 318, Penalties for Tardiness
   • Policy 319, Outside Activities
   • Policy 320, Freedom of Speech in Nonschool Settings
   • Policy 321, Political Activities
   • Policy 322, Gifts

B. First Reading of the Following Policies
   • 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

C. Policies to be Eliminated
• Policy 411, Suspension and Furloughs
• Policy 412, Evaluation of Professional Employees
• Policy 413, Evaluation of Temporary Professional Employees
• Policy 414, Physical Examination
• Policy 414.1, HIV Infection
• Policy 416, Nontenured Staff Members
• Policy 417, Conduct/Disciplinary Procedures
• Policy 418, Penalties for Tardiness
• Policy 419, Outside Activities
• Policy 419.1, Conflict of Interest
• Policy 420, Freedom of Speech in Noninstructional Settings
• Policy 421, Political Activities
• Policy 422, Gifts
• Policy 511, Suspensions and Furloughs
• Policy 512, Evaluation of Classified Employees
• Policy 514, Physical Examination
• Policy 514.1, HIV Infection
• Policy 517, Conduct/Disciplinary Procedures
• Policy 518, Penalties for Tardiness
• Policy 519, Outside Activities
• Policy 519.1, Conflict of Interest

V. PERSONNEL COMMITTEE – Judy Beiler
A. Retirement
• Michael Miller, Middle School English, effective at the conclusion of the 2014-15 school year.

B. Resignations
• Wanda Lutz, Intermediate/Middle School Health Tech, effective November 18, 2014.
• Kevin Pletz, Head Coach Boys Lacrosse, effective October 9, 2014.
• Michael Van Ennen, Highland Inclusion Aide, effective October 27, 2014

C. Leaves
• Tina Reimel, Highland Food Service, requests leave, effective October 24, 2014 through approximately December 5, 2014.

D. Creation of Positions
• Personal Care Assistant at High School
• Personal Care Assistant at Middle School
• Personal Care Assistant at Intermediate School

E. Transfer
• Jennifer Bean, Pre K-6 Literacy Coordinator to Pre K-6 Literacy Coordinator and Grade 7 Literature Seminar class, effective approximately November 14, 2014 through six to eight weeks. Jennifer is covering the class for Dawn Butt while she is on leave.
• Cathy Enck, High School Personal Care Assistant (Life Skills) to High School Personal Care Assistant (newly created position), effective November 18, 2014 through the conclusion of the 2014-15 school year.
F. Appointments

Support
- Crystal Fisher, Part-time Intermediate School Personal Care Assistant, effective November 18, 2014 through the conclusion of the 2014-15 school year (pending paperwork). Crystal is filling one of the newly created positions.
- Amanda Hackert, Part-time Clay Personal Care Assistant, effective November 18, 2014 through the conclusion of the 2014-15 school year. Amanda is replacing Paul Justice who resigned.
- Jill Martin, Part-time Clay Personal Care Assistant, effective November 18, 2014 through the conclusion of the 2014-15 school year (pending paperwork). Jill is replacing Michael Van Etten who resigned. (The student moved from the Highland to the Clay area.)
- Gina Wilson, Part-time Middle School Personal Care Assistant, effective November 18, 2014 through the conclusion of the 2014-15 school year (pending paperwork). Gina is filling one of the newly created positions.

Extracurricular
- Dan Delaney, Assistant Wrestling Coach @ Step 2/175 Units, effective November 18, 2014 through the conclusion of the 2014-15 school year. This position is split for this school year and is replacing Shane Hyman who is in another position.
- John Harple, Assistant Wrestling Coach @ Step 2/175 Units, effective November 18, 2014 through the conclusion of the 2014-15 school year (pending clearances). This position is split for this school year and is replacing Shane Hyman who is in another position.

G. 2014-15 Winter Volunteer Coaches
See Attached List

H. Mentors
- Kelly Brosig for Megan Lefever
- Jason Buck for Christopher Martin
- Ryan Hough for Lindsay Kabakjian
- Ryan Hough for Kelly Mance
- Rick Ney for Jessica Kostival

I. Bus/Van Drivers
Groff Regular Driver
- Brenda Collins #29202080

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

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

I. PERSONNEL COMMITTEE – Judy S. Beiler
A. Vacancies
Professional
- Middle School English

Support
- Intermediate/Middle Health Tech
- High School Personal Care Assistant (Life Skills)

Extracurricular
- Boys Lacrosse Head 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
- An FFA flyer was shared.
- The CTC is going to be seeking approval from local School Boards to subdivide and develop a portion of the Mount Joy Campus for the home-building program.
- The CTC experienced enrollment growth in 2013-2014.
- Graduates are experiencing a high rate of employment in their fields of study.

III. REPORT OF LANCASTER-LEBANON IU13 BOARD REPRESENTATIVE
Tim Stauffer
- Retired Solanco School District Superintendent Dr. Martin Hudacs provided a presentation about equitable funding.

IV. REPORT OF PSBA REGION IX LIAISON
Glenn R. Martin
- The PSBA Leadership Conference was held in October.
- A “Listening Tour” about Basic Education Funding will be held later this week.

V. REPORT OF EPHRATA AREA EDUCATION FOUNDATION LIAISON
Robert E. Miller
- The Extraordinary Give will be held on Friday, November 21.
- The Foundation is hosting a gala on February 7, 2015.

VI. REPORT OF THE SUPERINTENDENT
Dr. Brian M. Troop
- In observance of Veterans Day, School Board members Tim Stayer and Tim Stauffer were recognized and thanked for their military service.
- Online sign-ups were used on a trial basis for the recent Parent Teacher Conference. It simplified the scheduling process.
- Tom Wolf won the election for State Governor and has listed education funding as one of his priorities.
- School Performance Profile (SPP) scores were recently released.
- Positive feedback has been received regarding the October Legislative Breakfast.
- After the formal meeting adjourns, presentations will be made about Bright Bytes, SPP information, and possible new restrooms at War Memorial Field.

VII. GOOD NEWS REPORTS
- Taylor Mahlandt was thanked for the monthly Student Representative reports she provides.
- The musical performances and student presentations about music and German were well received at the Legislative Breakfast.
- The boys and girls soccer programs were praised for their success.

----- SECTION 5 – MISCELLANEOUS ITEMS & ADJOURNMENT -----
B. Citizens desiring consideration of our action on a topic not included on the agenda may make a written request to the board president or superintendent at least five (5) days before the regular public board meeting. This is according to Policy 903 in the official policy manual of the school district.

- None

II. OLD BUSINESS
- None

III. NEW BUSINESS
- Feedback is being accepted by Pennsylvania School Boards Association for the Pennsylvania Department of Education review of the Core Standards.
- The Listening Tour will be held at Hambright Elementary School in the Penn Manor School District on November 20.
- National School Boards Association advocacy is encouraged. The platform is available on their website.

IV. ADJOURNMENT
The meeting adjourned at 7:55 PM.

Respectfully Submitted,

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