DATE:    April 8, 2019

COMMITTEE:    Budget & Finance/ Property Committee

TIME:  7:00 PM – 7:50 PM

CHAIRMAN:    Timothy W. Stayer

ASSIGNED MEMBERS                        Glenn Martin and Chris Weber

BOARD MEMBERS IN
ATTENDANCE:                              Philip Eby, Richard Gehman, Ted Kachel, Glenn Martin, Tim Stauffer, Timothy W. Stayer, Chris Weber and David Wissler

OTHERS IN ATTENDANCE: Brian Troop, Superintendent, Rick Hornberger and Jacy Hess, Assistant Superintendents; Kristee Reichard, Business Manager/Board Treasurer, Teri Gamez, Food Director

ACTION ITEMS

Budget & Finance

I. Exonerations

After review and discussion, the Committee endorsed the Administrative recommendation to approve the following Tax Exonerations:

A. Per Capita:

<table>
<thead>
<tr>
<th>Borough</th>
<th>2018-2019</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron Borough</td>
<td></td>
<td>30.00</td>
</tr>
<tr>
<td>Clay Township</td>
<td></td>
<td>70.00</td>
</tr>
<tr>
<td>Ephrata Borough</td>
<td></td>
<td>160.00</td>
</tr>
<tr>
<td>Ephrata Township</td>
<td></td>
<td>30.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>290.00</strong></td>
</tr>
</tbody>
</table>

B. Real Estate

<table>
<thead>
<tr>
<th>Township</th>
<th>2018-2019</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ephrata Township</td>
<td></td>
<td>1,604.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1,604.60</strong></td>
</tr>
</tbody>
</table>

II. General Fund Budgetary Transfers

After review and discussion, the Committee endorsed the Administrative recommendation to approve the following 2018-2019 General Fund Budgetary transfers:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1176121H</td>
<td>Music Equipment</td>
<td>$4,098.51</td>
<td>1161121H</td>
<td>Music Supplies</td>
<td>$4,098.51</td>
</tr>
<tr>
<td>238610M</td>
<td>EMS Principal Supplies</td>
<td>$1,000.00</td>
<td>238580M</td>
<td>EMS Principal Travel</td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$5,098.51</td>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$5,098.51</td>
</tr>
</tbody>
</table>

III. Sapphire Software Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Sapphire for Subscription and Services for the period of July 1, 2019 – October 31, 2019. The cost of these services is $30,484.00.

IV. 2019-2020 Dual Enrollment Agreements

After review and discussion, the Committee endorsed the Administrative recommendation to approve agreements between the Ephrata Area School District and the following institutions for higher learning for the 2019-2020 fiscal school year. Dual enrollment is for eligible students
currently enrolled in the Ephrata High School, who attend college classes to receive college credits while they are in high school. Students pay for the credits directly to the college.

A. HACC, Harrisburg, PA, approximate cost for tuition and fees is $125.00 per credit.
B. HACC, Harrisburg, PA, “College in the Classroom” approximate tuition is $75.00 per credit.
C. Lancaster Bible College, students who meet the criteria may take one tuition-free course in fall and spring.
D. Millersville University, Lancaster, PA, approximate cost for tuition is $220.88 per credit and $20.00 per technology fee
E. Thaddeus Stevens College of Technology, Lancaster, PA, approximate cost for tuition is $4,100 per year.
F. PA College of Health Sciences, approximate cost for a 3-credit course is $889.50.
G. Harrisburg University of Science and Technology, approximate cost is $100 per credit.

V. 2019-2020 Proposed Lancaster-Lebanon IU 13 Instructional Media Services Budget

After review and discussion, the Committee endorsed the Administrative recommendation to approve the proposed Lancaster-Lebanon IU 13 Instructional Media Services Budget for 2019-2020.

<table>
<thead>
<tr>
<th>Budget</th>
<th>2018-2019</th>
<th>2019-2020 Proposed Budget</th>
<th>Dollar – increase or decrease</th>
<th>Percent increase or decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Media Services</td>
<td>$1,110,512.00</td>
<td>$1,156,643.00</td>
<td>$46,131.00 Inc</td>
<td>4.15% Inc</td>
</tr>
<tr>
<td>EASD Contribution to IMS Budget</td>
<td>$30,534.10</td>
<td>$30,534.10</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

VI. GovConnection, Inc. Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with GovConnection, Inc. for the Adobe renewal for 2019-2020 at a cost of $10,350.00.

VII. Computertots/Computer Explorers Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Computertots/Computer Explorers to supply classes for the 2019 Summer Enrichment Program. The fee for the course is covered by the participants.

VIII. Science Explorers Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Science Explorers to supply classes for the 2019 Summer Enrichment Program. The fee for the course is covered by the participants.

IX. Frontline Education Renewal

After review and discussion, the Committee endorsed the Administrative recommendation to approve a renewal agreement with Frontline Education for the following services:
- Professional Learning Management $8,902.84
- Employee Evaluation Management $10,049.34
  Total $18,952.18

X. Updated Title I Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve an updated Title I Agreement due to mid-year funding adjustments. The total Nonpublic Instruction Amount as increased $40.00 since it was approved in August 2018.

XI. Lancaster-Lebanon IU 13 Special Education Legal Consortium Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement for Special Education Legal Consortium. Andy Faust, Esq. of the Legal
Firm of Sweet, Stevens, Katz & Williams. The firm will provide all 24 members (all administrators across all 22 school districts, La Academia, and IU 13) unlimited email forum for posting questions/answers related to special education legal matters for the 2019-2020 fiscal year at a maximum cost of $1,042.00.

XII. **Lancaster-Lebanon IU 13 for Technology Legal Consortium Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement for Technology Legal Consortium with the Legal Firm of Sweet, Stevens, Katz & Williams. The legal firm will provide all members of participating school districts and IU 13 with an open, unlimited email forum for posting question/answers related to technology legal matters for the 2019-2020 fiscal year at an approximate cost of $840.00, depending on the number of districts who participate.

XIII. **Netwire & Associates Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Netwire & Associates, LLC. The services Netwire & Associates provide are online backup. The cost is $6,800.00 for the 2019-2020 fiscal year.

XIV. **Substitute Teacher Services, Inc. Agreement**
A. After review and discussion, the Committee endorsed the Administrative recommendation to approve a two-year agreement beginning July 1, 2019 through June 30, 2021 with Substitute Teacher Service, Inc., for substitute teacher services. The agreement includes a zero (0) percent increase. The rates are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem Substitute Teacher</td>
<td>$161.70</td>
</tr>
<tr>
<td>District Permanent Substitute</td>
<td>$175.18</td>
</tr>
<tr>
<td>Per Diem Sub 31+ Consecutive Days</td>
<td>$241.82</td>
</tr>
<tr>
<td>Homebound Instruction Teacher</td>
<td>$43.12 per hour</td>
</tr>
</tbody>
</table>

B. After review and discussion, the Committee endorsed the Administrative recommendation to approve a two-year agreement beginning July 1, 2019 through June 30, 2021 with Substitute Teacher Service, Inc., Media, PA, for support staff substitute services. All hourly support staff substitutes will be billed at 34.75 percent, a zero (0) percent increase. Rates are listed on Appendix A of the agreement.

XV. **Hoonuit Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Hoonuit. The subscription offers online professional learning for educators. The cost for 2019-2020 is $9,080.68.

XVI. **KIT Network Cabling Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with KIT Network Cabling for district video cameras for the 2019-2021 period at the following cost:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clouding Monitoring</td>
<td>$3,164.00 annually</td>
</tr>
<tr>
<td>Annual Maintenance</td>
<td>$4,683.00 annually</td>
</tr>
<tr>
<td>Total</td>
<td>$7,847.00 annually</td>
</tr>
</tbody>
</table>

XVII. **Student Activity Club Accounts**
After review and discussion, the Committee endorsed the Administrative recommendation to close the Youth Peace Council Activity Fund Club as of April 1, 2019 at the written request of the Activity Fund Custodian.
XVIII. Transportation Contract Additions
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following employees for Boyo Transportation for the 2018-2019 school year:
- Tracy Bain – Driver
- Terry Heil – Aide

Property
None

DISCUSSION / INFORMATION ITEMS
Budget & Finance

I. Food Service Update
Teri Gamez, Food Director, presented a Food Service Department update to the Committee and informed them of the following:
- Participation Analysis
- A la carte sales
- Food Service Regulations
- Equity in School Lunch Pricing
- Meal Debt
- Budget for 2019-2020

After review and discussion, the Committee endorsed the Administrative recommendation to approve a no increase in school lunch prices for 2019-2020. The School Lunch Prices for 2019-2020 are as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$2.45</td>
</tr>
<tr>
<td>EIS/EMS</td>
<td>$2.65</td>
</tr>
<tr>
<td>HS</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

II. Pre-K Costs
The pre-k costs for the previous years was discussed, the Committee was informed the revenue to offset the expenses comes from the OCDEL Grant, United Way Grant and the Ephrata Area Education Foundation.

III. Acknowledge Donation
- Acknowledgment of a donation from Modern Eyes for five eyeglass repair kits along with certificates.
- Acknowledgement of a contribution of $3,000 from the organization 4 Our Kids for Summer School scholarships

IV. Software Agreements
The following software agreements were discussed with Committee and will be on the April 29 agenda:
- Freckles
- Reading Eggs
- Math Seeds

Property

I. PA Communication Systems
The PA Communication Systems for the District was discussed with Committee. An agreement with Atlas will be on the April 29 board meeting agenda.
II. Future Project Updates

A. Middle School Media Center
   The District has advertised for bids for the Middle School Media Center Project. The following is the timeline for the bid process:
   - Advertised for bids – March 27, April 3, and April 10
   - Pre-bid meeting – April 9 at 2:30 PM in the MS Media Center
   - Bid Opening – April 23 at 2:00 PM in the District Office Board Room
   - Bid Approval – will be on the April 29 Board agenda

B. Music/Washington/District Office