DATE: May 3, 2019

COMMITTEE: Budget/Finance Committee

LOCATION: District Office – Board Room

TIME: 8:00 PM – 9:30 PM

CHAIRMAN: Timothy W. Stayer

ASSIGNED MEMBERS: Glenn Martin and Chris Weber

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

OTHERS IN ATTENDANCE: Jacy Hess, Rick Hornberger, Kristee Reichard, and Brian Troop

ACTION ITEMS

Budget & Finance

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

   Clay Township  2018-2019 $  50.00
   Ephrata Borough 2018-2019 $120.00
   Ephrata Township 2018-2019 $  60.00

   Total $230.00

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

<table>
<thead>
<tr>
<th>TRANSFER FROM</th>
<th>TRANSFER TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Description</td>
</tr>
<tr>
<td>212610H</td>
<td>Supplies</td>
</tr>
<tr>
<td>212640H</td>
<td>Books</td>
</tr>
<tr>
<td>227158I</td>
<td>EIS Teacher Staff Dev Travel</td>
</tr>
<tr>
<td>238610I</td>
<td>Principal Service Sup</td>
</tr>
<tr>
<td>110610I</td>
<td>Supplies</td>
</tr>
</tbody>
</table>

   TOTAL $ 7,216.28

   TOTAL $ 7,216.28

III. Depositories of Funds
   After review and discussion, the Committee endorsed the Administrative recommendation to appoint the following financial organizations as depositories for school funds for the 2019-2020 fiscal year:

   - Fulton Bank
   - PNC Bank
   - PSDLAF
   - Wilmington Trust
IV. **Agreement with jamf**  
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with jamf for 2019-2020 in the amount of $20,001.50. The software will allow the District to manage all District owned iPads.

V. **Agreement with Ecomm Networks**  
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Ecomm Networks. This is a maintenance agreement for Mitel, SWA. It excludes IP phones and UPS. The cost for the 2019-2020 fiscal year is $16,157.75.

VI. **Direct Tax Collector Appointment Resolution**  
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following Direct Tax Collector Appointment Resolution:

**Direct Tax Collection**  
**Tax Collector Appointment Resolution**

**Background.** Those persons elected to the offices of tax collector within the school district have declined responsibility for collection of school district taxes or have deputized the school district to collect school district taxes. The school district must have a system for the collection of school taxes, and Holly Albert, the Assistant Business Manager, is able to resume responsibility for the collection of school taxes as a part of her regular duties as assistant Business Manager. School Code § 6-683 authorizes the board of school directors to appoint a tax collector for the collection of school taxes where no elected tax collector is responsible for collecting school taxes. School Code § 6-684 authorizes the board to fix the amount of the bond of an appointed tax collector. The board believes the following action allows for efficient and cost-effective tax collection, and therefore, the following action is in the school district's best interest.

**RESOLVED,** by the board of school directors, as follows:

1. The school district shall collect school taxes directly through the school district’s business office, and Holly Albert shall have responsibility for the collection of such taxes. This shall apply to the collection of all school taxes other than the earned income tax and the realty transfer tax.

2. All such school taxes collected shall be payable directly to the school district and shall be deposited directly in a school district bank account.

3. Holly Albert is appointed tax collector for the school district for a term of one year commencing July 1, 2019, and ending June 30, 2020, and until her successor is appointed and accepts.

4. The tax collector shall have all the authority and power now vested by law in collectors of local taxes for the collection of such taxes and shall comply with all laws, regulations and resolutions applicable to tax collectors in the school district.

5. Because all taxes collected will be deposited directly into a bank account maintained in the school district’s name, the tax collector will not receive or handle tax payments in the normal course of the tax collection procedures, and Holly Albert is serving as tax collector as part of her regular duties as assistant business manager, the school district has determined a bond of $500,000.00 to be appropriate and bond is necessary for the assistant business manager as tax collector.
6. In compliance with or in lieu of the requirements of the Local Tax Collection Law §§ 25 and 26, the following requirements will apply to the appointed tax collector:

   a. The tax collector will keep an ongoing account of all taxes collected to date, designating the amount of taxes paid by each taxpayer, discounts granted, and penalties applied, and the date of payment.

   b. The tax collector will include as part of a monthly report to the school board of all taxes collected during the preceding month.

   c. The independent certified public accounting firm retained by the school district to audit the accounts of the school district will as a part of its annual audit, audit the tax collector’s final report, monthly reports, and other records, all in relation to the tax duplicate and according to generally accepted accounting principles and as determined appropriate by the independent certified public accounting firm.

VII. Agreement with Stoneware, Inc.
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Stoneware, Inc. for software that allows teachers to monitor/manage student computers. The cost for 2019-2020 is $4,200.00.

VIII. Agreement with Lancaster-Lebanon IU 13 for Schoology
After review and discussion, the Committee endorsed the Administrative recommendation to approve a five-year agreement with Lancaster-Lebanon IU 13 for Schoology Learning Management System. The cost for Option A for 2019-2020 through 2023-2024 is $13,056.00 per year.

IX. 2019-20 Dentist and Physician Rates
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following rates for 2019-2020:

   Dentist $2.00 per exam
   Physician $75.00 per hour

X. 2019-20 School Dentists
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following dentists for 2019-2020:

   John Gotwalt
   Heather Larrimore
   Sarah Gotwalt

XI. 2019-20 School Physicians & Health Care Providers
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following Physicians and Health Care Providers for 2019-2020:

   Curtis Hershey
   Jennifer Payne
   James Kelly
   Gretchen Sauder
   Rose Medice

XII. 2019-20 Sports Physical Physicians
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following Sports Physical Physicians for 2019-2020:

   Lindsey Goetz
   James Kelly
   Curtis Hershey
XIII. **2019-20 Team Physicians**
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following Team Physicians for 2019-2020:

<table>
<thead>
<tr>
<th>Curtis Hershey</th>
<th>James Kelly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joel Horning</td>
<td></td>
</tr>
</tbody>
</table>

XIV. **Agreement with Western Governors University**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Western Governors University for the placement of student teachers in EASD schools during the 2019-2020 school year.

XV. **Agreement with West Chester University**
After review and discussion, the Committee endorsed the Administrative recommendation to approve a three-year agreement with West Chester University for the placement of student teachers in EASD schools during the 2019-2020 through 2021-2022 school years.

XVI. **Agreement with Pitney Bowes**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Pitney Bowes for a postage machine for 60 months at a cost of $298.46 per month. This postage machine is used for all District mail.

XVII. **Transportation Agreement with Boyo Transportation Services, Inc.**
After review and discussion, the Committee endorsed the Administrative recommendation to approve a transportation agreement with Boyo Transportation Services, Inc. to provide transportation for students who are designated by the Board. The agreement is for 2019-2020 and includes a 2.0 percent increase from the previous year.

XVIII. **Agreement with River Rock Academy**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with River Rock Academy, Incorporated, at the Lancaster County Campus for the 2019-2020 school year. This agreement is for Alternative Education for Disruptive Youth, and the program includes behavior management, therapeutic, and educational services. The District agrees to reserve four student slots at a per diem rate of $150.05 or annual tuition of $27,759.25 per student, for a total annual cost of $111,037.00. Any additional students above four will incur a daily per diem of $220.93.

XIX. **2019 - 2020 General Fund Budget**
A. Proposed 2019-2020 General Fund Budget presented to the board with detailed discussions on the various pieces of the budget; index revenues, expenditures, and fund balances. The Board looked at various scenarios from 2.8% to 0%.

B. After review and discussion, the Committee endorsed the Administrative recommendation to approve the attached resolution and advertisement notice authorizing Proposed Final Budget. The final General Fund Budget to be adopted June 17, 2019.
Notice is also hereby given that persons eighteen (18) years of age or over who become residents or inhabitants of this school district and persons attaining the age of eighteen (18) years while a resident or inhabitant of this school district are required by law within twelve (12) months thereafter to notify Ephrata Area School District Business Manager, Ephrata, Pennsylvania telephone 717721-1585, of their having become residents or inhabitants or their attainment of age. This notice is given in connection with the per capita tax levied by Ephrata Area School District, and any person failing to comply with the requirements of this notice will be liable, in addition to the tax, for a penalty equal to the tax.

EPHRATA AREA SCHOOL DISTRICT

Resolution Authorizing Proposed Final Budget
Display and Advertising and Per Capita Tax Notice

RESOLVED, by the Board of School Directors of Ephrata Area School District, as follows:

1. The proposed Final Budget of the School District for the 2019-2020 fiscal year on form PDE 2028 as presented to the School Board shall be considered the proposed Final Budget of the School District for the 2019-2020 fiscal year and shall be made available for public inspection after this date.

2. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise Final Budget Notice and Per Capita Tax Notice in substantially the form as presented to the School Board. The Notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

Property

I. Agreement with Community Action Program

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Community Action Program Headstart, Lancaster, PA, to rent areas in the following locations for their Headstart program for the period of July 1, 2019-June 30, 2020; Akron Elementary

Room 202 – Utility cost $315.70 per month

Clay Elementary

Room 402 – Utility cost $404.00.00 per month
Office – Utility cost $71.00 per month

Highland Elementary

Room 228 – Utility cost $320.00 per month
Office – Utility cost $40.00 per month

Headstart shall pay a monthly rental fee of $1.00.

The Community Act Program agreed, if during the fiscal year they receive COLA increase in funds they will contact the District to renegotiate.
II. **Adjusted Service Fees – Crabtree, Rohrbaugh and Associates Architects**

After review and discussion, the Committee endorsed the Administrative recommendation to approve an adjusted service fee for Crabtree, Rohrbaugh and Associates Architects to cover the increase scope of the Middle School Media Center Project. The proposed additional fee is $9,000.00.

III. **Change Order – High School Media Center Project**

After review and discussion, the Committee endorsed the Administrative recommendation to approve the following change order for the High School Media Center Project:

<table>
<thead>
<tr>
<th>Change Order #</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Shannon Smith</td>
<td>HS Media Center</td>
<td>Insulated sheet metal duct and roof duct support</td>
<td>($3,650.40) Dec</td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION / DISCUSSION ITEMS**

**Budget & Finance**

I. **Acknowledge Donation**

Acknowledgement of a contribution of $500 from Ephrata Youth Wrestling for Ephrata High School Athletics.

II. **2019-2020 Dual Enrollment Agreement**

Dual Enrollment agreement with Penn State Berks for 2019-2020 for EASD students, the approximate cost for tuition is $299 per credit and $159.00 for fees. Agreement will be shared at the board meeting. This will be an action item on the May 13 agenda

III. **Student Activity Fund**

Establishment of the Student Activity Club “EASD Mountain Bike Club” - A club for all students in grades 6-12 using mountain biking to inspire healthy lifestyles, build community and teach respect for the environment. A student account is requested. This item will be an action item on the May 13 agenda

**Property**

I. **Project Updates**

A. **Middle School Media Center HVAC Rebid**

The District has advertised for bids for the HVAC portion of the Middle School Media Center Project. The following is the timeline for the bid process:

- Advertised for bids – April 30, May 5 and May 13
- Pre-bid meeting – May 8 at 2:30 PM in the MS Media Center
- Bid Opening – May 15 at 9:00 AM at the District Office
- Bid Approval – will be on the May 20 at a Special Board Meeting

B. **Music/Washington/District Office**