DATE: October 7, 2019

COMMITTEE: Budget & Finance/Property Committee

CHAIRMAN: Timothy W. Stayer

ASSIGNED MEMBERS: Glenn Martin and Chris Weber

BOARD MEMBERS IN ATTENDANCE: Judy Beiler, Philip Eby, Richard Gehman, Glenn Martin, Tim Stauffer, Timothy Stayer, Chris Weber and David Wissler

OTHERS IN ATTENDANCE: Brian Troop, Superintendent; Rick Hornberger and Jacy Hess, Assistant Superintendents

ACTION ITEMS

Budget and Finance

I. Exoneration
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following Real Estate tax exoneration:

- Ephrata Township 2019-2020 $ 696.03
- Total $ 696.03

II. General Fund Budget Transfers
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following 2019-2020 General Fund Budgetary transfer:

<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>110330H</td>
<td>Substitutes</td>
<td>$1,000.00</td>
<td>110610H</td>
<td>General Supplies</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>110442H</td>
<td>Copier Lease</td>
<td>$1,500.00</td>
<td>238530H</td>
<td>Postage</td>
<td>$1,200.00</td>
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<tr>
<td>321550H</td>
<td>Printing</td>
<td>$500.00</td>
<td>110430H</td>
<td>Repair</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>110430H</td>
<td>Repair</td>
<td>$1,300.00</td>
<td>110430H</td>
<td>Repair</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$5,500.00</td>
<td>TOTAL</td>
<td></td>
<td>$5,500.00</td>
</tr>
</tbody>
</table>

III. American Red Cross Agreement
After review and discussion, the Committee endorsed the Administrative recommendation to approve the American Red Cross of the Susquehanna Valley Facility Use Agreement. The Ephrata Middle School would be used as a mass care shelter in the event of a disaster or emergency. The term of the agreement ends after a 30-day written notice by either party.

IV. School Resource Officer Agreement
After review and discussion, the Committee endorsed the Administrative recommendation to approve a three-year agreement to provide and fund law enforcement resources within the Ephrata Area School District through a School Resource Officer Program. The term of the agreement shall be effective January 1, 2020 through December 31, 2022. The total 2020 share is $155,525.00; the total 2021 share is $161,870.00; and the total 2022 share is $168,626.00. The Ephrata Area School District shall be responsible for fifty percent (50%) of the program costs. The municipalities located in the Ephrata Area School District shall be responsible for the remaining fifty percent (50%) of the program costs.
V. **Transportation Contract Additions**

After review and discussion, the Committee endorsed the Administrative recommendation to approve the following van driver for Groff Transportation for the 2019-2020 school year
- Kelly Thompson

Consideration to approve the following sub driver and sub aide for Boyo Transportation for the 2019-2020 school year
- Karina Pacheco-Vazquez

VI. **Transportation Reimbursement**

After review and discussion, the Committee endorsed the Administrative recommendation to approve to reimburse a district parent mileage at the federal rate of 58.0¢ per mile. The parent will be responsible to transport the child to and from the school the child is attending in the Ephrata Area School District for 2019-2020.

VII. **Western PA School for the Deaf Transportation Contract**

After review and discussion, the Committee endorsed the Administrative recommendation to approve a transportation contract with Western PA School for the Deaf. The District is responsible to transport the student to the Camp Hill, PA, location, and WPSD will transport the student from the Camp Hill location to WPSD in Pittsburgh, PA, at the start of the week and then back to Camp Hill at the end of the school week. The cost for WPSD transportation is $7,500.00 per student.

VIII. **Accelerate Education, Inc. Amendment**

After review and discussion, the Committee endorsed the Administrative recommendation to approve an amendment with Accelerate Education, Inc. for two additional blocks (20 users) of license online courses for Ephrata Virtual Academy and EHS@Washington. The cost for the two additional blocks is $2,180.00 for the 2019-2020 school year.

IX. **Growing Every Day Home Child Care, LLC Agreement**

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Growing Every Day Home Child Care, LLC. If the center would be forced to evacuate, the six children and the owner would receive temporary shelter at Fulton Elementary School.

X. **Philhaven Linkage/Referral Agreement**

After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Philhaven Child/Adolescent Day Treatment Program, Lancaster, PA. This agreement is intended to facilitate continuity of care, confidentiality, referral of clients, and collaboration between Philhaven Child/Adolescent Day Treatment Program.

XI. **Carbon Lehigh Intermediate Unit 21 Agreement**

After review and discussion, the Committee endorsed the Administrative recommendation to approve a four-month agreement, October 10, 2019-January 31, 2020, with Carbon Lehigh Intermediate Unit 21 for PIMS submission on behalf of EASD. The cost will be $13,137.00, and the services included in this agreement are as follows:
- Consult and guide in preparation of data for PIMS submissions during the contract duration (PIMS required fields)
- Upload data in accordance with PIMS guidelines
- Provide error reports to district identified contacts
- Provide reports to district contacts for review
- Print/prepare ACS for Superintendent signature and submission to PIMS
XII. **Sweigart Consulting, LLC Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Sweigart Consulting, LLC. for PowerSchool consultation. Sweigart Consulting, LLC will provide twenty (20) hours of the following services for a fee of $2,000:
- Guidance of PowerSchool reports including report creation as requested
- Support for Phoenix Learning eMailer program
- Review and recommend use of log entries
- Guidance related to customized web page creation
- Other items as requested by the Client

**Property**

I. **Change Order – Middle School Media Center**
After review and discussion, the Committee endorsed the Administrative recommendation to approve a General Contract change order for the Middle School Media Center project:

**General Construction**

<table>
<thead>
<tr>
<th>Change Order Number</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>East Coast</td>
<td>MS Media</td>
<td>Provide protective, decorative laminate panel assemblies around two existing steel columns</td>
<td>$1,737.80 Inc.</td>
</tr>
<tr>
<td>4</td>
<td>East Coast</td>
<td>MS Media</td>
<td>Provide a new “ACT1” ceiling system in the Maker Space</td>
<td>$3,727.43 Inc.</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$5,465.23 Inc.</strong></td>
</tr>
</tbody>
</table>

**INFORMATION / DISCUSSION ITEMS**

**Budget & Finance**

I. **General Fund Budget – 2020-2021**
The Committee was informed that the PDE Act 1 base index for the school district is 2.6% and the adjusted Act 1 index is 3.2%, maximum without exceptions for the 2020-2021 fiscal year.

A. The Committee discussed Budget Preparation Calendar 2020-2021

II. **District Healthcare – 2020-2021**
The Committee was informed a Health Benefit Advisory Committee meeting is scheduled for October 10, 2019. Their recommendations for the following items will be on the October 21, 2019 Board agenda:
- Medical and Dental Rates for 2020-2021
- Employee Cost-Share Holiday

III. **Acknowledge Donation**
Acknowledgement of a contribution from Ephrata Area Young Farmers Association in the amount of $12,200.51. The donated funds have been allocated to the Cloister FFA student activity account.

**Property**

I. **Current Project Updates**
- Middle School Media Center 99% Completion -- punch list
- Music/Washington/District Office