DATE:          April 20, 2020
SECTION:      Budget & Finance/Property Committee
SECTION ADMINISTRATOR: Kristee Reichard
BOARD MEMBERS IN ATTENDANCE: Judy Beiler, Phil Eby, Richard Gehman, Trisha Good, Glenn Martin, Tim Stauffer, Timothy Stayer, Chris Weber, and David Wissler
OTHERS IN ATTENDANCE: Dr. Brian Troop, Dr. Jacy Hess, Dr. Rick Hornberger, Kristee Reichard, Sarah McBee, Stephanie Gingrich, Daniel Strepko, Dennis Logue, Gregg Shulenberger, Sean Garman, and Timothy Hoffman; RLPS Representatives: Erin Hoffman, Craig Kimmel and Andy Blaydon; Fidevia Representatives: Dan Cicala and Melanie Heckel; Ken Kauffman, Moore Engineering; T Smith and E Neese

ACTION ITEMS
Budget & Finance

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

Akron Borough 2019-2020 $160.00
Clay Township 2019-2020 $240.00
Ephrata Borough 2019-2020 $640.00
Ephrata Township 2019-2020 $350.00
Total $1,390.00

II. Engineering By Design Agreements
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following agreements for Engineering By Design:
A. Professional Service Agreement with the IU 13 to provide Engineering By Design curriculum work
B. IU 13 Agreement for STEM curriculum as outlined in the Steinman LCSA Grant.
   The contract amount of $1,500 will be paid through the Steinman Grant

III. MyVoice Service Agreement
After review and discussion, the Committee endorsed the Administrative recommendation to approve a Service Agreement with MyVoice through Kadem Education. The platform captures the teacher’s voice in real time. The term for this agreement is April 1, 2020 through June 30, 2021. The cost is $13,500.00. The platform licenses are provided for no charge for April, May, and June.

IV. 2020-2021 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 2020-2021.

<table>
<thead>
<tr>
<th>Budget</th>
<th>2019-2020</th>
<th>2020-2021 Proposed Budget</th>
<th>Dollar – increase or decrease</th>
<th>Percent increase or decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Media Services (IMS)</td>
<td>$1,156,643.00</td>
<td>$1,226,126.00</td>
<td>$69,483.00</td>
<td>6.0%</td>
</tr>
<tr>
<td>EASD Contribution to IMS Budget</td>
<td>$ 30,436.34</td>
<td>$ 31,585.44</td>
<td>$ 1,149.10</td>
<td>3.6%</td>
</tr>
</tbody>
</table>

Committee of the Whole: Budget & Finance +Property Meeting Minutes of April 20, 2020
Page 1 of 4
V. **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 2020 Summer Enrichment Program. The fee for the course is covered by the participants.

VI. **Lancaster-Lebanon IU 13 Private Cloud Service Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Lancaster-Lebanon IU13 for Microsoft Azure environment, directory, domain, etc. The IU Cloud is for services and support for our “on premise” half of our current hybrid set up. The annual cost is approximately $33,031.00 for August 1, 2020 through July 31, 2021.

VII. **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 has decreased $442.00 since it was approved in August 2019.

VIII. **Updated Title II Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an updated Title II Agreement due to mid-year adjustments. The total anticipated nonpublic Title IIA allocations have decreased by $72.14 since it was approved in August 2019.

IX. **CSIU eService Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with the CSIU for financial, payroll, personnel, census, and tax computer services for the 2020-2021 fiscal year at a rate of approximately $49,150.89.

X. **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 with the Legal Firm of Sweet, Stevens, Katz & Williams. The firm will provide all 23 members (all administrators across all 22 school districts and IU 13) unlimited email forum for posting questions/answers related to special education legal matters for the 2020-2021 fiscal year at a maximum cost of $1,087.00.

XI. **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 2020-2021 fiscal year at an approximate cost of $800.00 depending on the number of districts who participate.

XII. **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 provides is disaster and recovery backup system off site. The district has a small portion of the most important data backed up to Netwire’s cloud. The cost is $6,800.00 for one year plus $2,200 for more Terabit raid drive space, a one-time payment, for 2020-2021 fiscal year.

XIII. **Lifetouch Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve a three-year agreement with Lifetouch for senior portraits. The District will receive $5.00 per package sold and access to enroll in Shutterfly Storefront and receive 8% of all Shutterfly purchases made through that site. There is no cost to the District.
XIV. **Wellspan Philhaven Mental Health Services Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve a Referral Agreement with Wellspan Philhaven Mental Health Services for the period January 19, 2020 through January 1, 2025. Wellspan will work with the District to provide services to benefit persons suffering from serious mental illness and emotional disturbances.

XV. **Addendum to School Bus Transportation Contract**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an Addendum for each of the Bus Transportation Contracts. During the time period beginning March 13, 2020 that schools were closed by the Governor disaster emergency declaration stemming from the COVID-19 pandemic, any subsequent amendments or modifications thereto, the parties agree as follows:
A. Raymond E. Groff Inc. – District will pay 90% of contract
B. Boyo Transportation Services, Inc. – District will pay 82% of contract and pay 90% of Aide wages
C. Faithful Transportation – District will pay 75% of contract

XVI. **Lancaster County Tax Collection Bureau (LCTCB) - Joint Petition to Stay 2020 Upset Tax Sales Pursuant to 72 P.S.§5860.601**
After review and discussion, the Committee endorsed the Administrative recommendation to approve a Joint Petition to Stay 2020 Upset Tax Sales due to the current pandemic and the economic distress it has caused. The LCTCB is requesting consent to allow the County Treasurer to petition the Courts to postpone the 2020 Upset Tax Sale for a period not to exceed one year.

XVII. **Ecomm Networks Agreement**
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 2020-2021 fiscal year is $16,157.75.

XVIII. **DocuSign Agreement**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with DocuSign, Inc. for eSignature Business Pro Edition and Premier Support. The cost for one year is $2,760.00.

**Property**
I. **Change Orders p– Middle School Media Center**
After review and discussion, the Committee endorsed the Administrative recommendation to approve change orders for the Middle School Media Center Project:

<table>
<thead>
<tr>
<th>Change Order #</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>CMSE, Inc</td>
<td>Middle School Media Center</td>
<td>Incomplete punchlist work/owner completed with own forces</td>
<td>($1,965.00)</td>
<td>Dec</td>
</tr>
<tr>
<td>6</td>
<td>CMSE, Inc</td>
<td>Middle School Media Center</td>
<td>Add 9 additional CAT6 cable drops</td>
<td>$ 993.60</td>
<td>Inc</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>($ 971.40)</td>
<td></td>
</tr>
</tbody>
</table>

**DISCUSSION / INFORMATION ITEMS**

**Budget & Finance**
I. **Food Service Update**
A report was shared recapping:
- There was no recommendation to increase breakfast or lunch prices for 2020-2021.
- The current meal debt of $8,237 was shared with the Board.
- The meal distribution using SSO Program for COVID-19 was shared. The District has been serving grab and go meals for breakfast and lunch since March 17. To date, 48,520 meals have been served. Thank you to the Food Service staff and staff volunteers for distribution to make this happen.

II. **Finances affected by Covid-19**
A report was shared on how the shutdown has affected revenues and will continue to affect revenues for the 2020-21 budget year. It was shared the current legislation to fund schools but there are still a lot of unknowns on how the funds will be distributed.

*Property*

I. **Music/Washington/District Office**
Guest speakers from RLPS presented options for the Renovations of Music Suite, Special Education and Virtual Learning and District Office.
Two options were presented to the Board:
- Option A – This is moving the Washington programs to HS and renovate the HS Music and Washington programs to use the current Music space, Technology Office space and District Office space. This would make a need to build a new District Office onto the Middle School.
- Option B – This would be to add on to the HS by moving the current tennis court across the street and recapping some areas of imperious parking lot for building foot print. This option would allow a larger amount of space for the Washington program and Music Program to be better able to accommodate program.
  - Option B-1 This would also add a small addition and move the Board Room to a more public area.

The Board currently preferred option B and B-1. A contract for survey of this property will be placed on Board agenda.
DATE: April 20, 2020

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

OTHERS IN ATTENDANCE: Sean Garman, Stephanie Gingrich, Dr. Jacy Hess, Dr. Richard Hornberger, Sarah McBee, Timothy McCormick, Kristee Reichard, Dr. Brian Troop, and TSmith

ACTION ITEMS

I. Leaves
   • Hillary Chwiecko, Middle School English, requests to return from leave on June 1, 2020. This is a change from the August 26, 2019 agenda.

II. Creation of Position
   • Special Education Learning Coach
     This position is necessary to support students in unique environments/situations to ensure continued progress toward individual goals.

III. Transfers
   • Heather Balmer, Middle School Special Education One-to-One Emotional Support to Middle School Special Para Educator Autistic Support, effective April 6, 2020, replacing Ruth Fackler who resigned
   • Elise Bennett, District-wide Itinerant Autistic Support to Middle School Special Education Supplemental Autistic Support, effective July 1, 2020, due to student enrollment
   • Abigail Berger, Intermediate School Special Education Emotional Support to Intermediate School Learning Support, effective July 1, 2020, replacing Susan Luther who is transferring
   • Susan Luther, Intermediate School Learning Support to High School Learning Support, effective July 1, 2020, replacing Gloria Conner who resigned
   • Ashley Martin, Middle School Learning Support to Intermediate School Learning Support, effective July 1, 2020, replacing Ashley Martin who is transferring
   • Stacy Pizzola, Intermediate School Learning Support to Middle School Learning Support, effective July 1, 2020, replacing Ashley Martin who is transferring
   • Jessica Wernitz, Highland Elementary Grade 3 to Highland Intervention Specialist, effective July 1, 2020, replacing Yvonne Peifer who is retiring

IV. Extra Contracted Days for the 2020-21 School Year

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauer, Steven</td>
<td>School Guidance Counselor (ELEM)</td>
<td>5</td>
</tr>
<tr>
<td>Lyons, Beth</td>
<td>School Guidance Counselor (ELEM)</td>
<td>5</td>
</tr>
<tr>
<td>Mahlandt, Angela</td>
<td>School Guidance Counselor (ELEM)</td>
<td>5</td>
</tr>
<tr>
<td>Miller, Kyle</td>
<td>School Guidance Counselor (ELEM)</td>
<td>5</td>
</tr>
<tr>
<td>Adams, Lisa</td>
<td>School Guidance Counselor (EIS)</td>
<td>10</td>
</tr>
<tr>
<td>Crow, Jay</td>
<td>School Guidance Counselor (EMS)</td>
<td>10</td>
</tr>
<tr>
<td>Mowbray, Alane</td>
<td>School Guidance Counselor (EMS)</td>
<td>10</td>
</tr>
<tr>
<td>Muhr, Michael</td>
<td>School Guidance Counselor (EIS)</td>
<td>10</td>
</tr>
<tr>
<td>Batdorf, Kerri</td>
<td>School Guidance Counselor (EHS)</td>
<td>12</td>
</tr>
<tr>
<td>Davies, Theresa</td>
<td>School Guidance Counselor (EHS)</td>
<td>12</td>
</tr>
<tr>
<td>Habowski, Stephen</td>
<td>School Guidance Counselor (EHS)</td>
<td>12</td>
</tr>
<tr>
<td>Schober, Jan</td>
<td>School Guidance Counselor (EHS)</td>
<td>12</td>
</tr>
<tr>
<td>Cordivari, Jennifer</td>
<td>School Psychologist</td>
<td>12</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Hours</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Chrusch, Terry</td>
<td>School Psychologist</td>
<td>12</td>
</tr>
<tr>
<td>Keepers, Loura</td>
<td>School Psychologist</td>
<td>12</td>
</tr>
<tr>
<td>Wilczek, Brenda</td>
<td>School Psychologist - Part Time</td>
<td>6</td>
</tr>
<tr>
<td>Graeff, Brooke</td>
<td>School Psychologist - Part Time</td>
<td>6</td>
</tr>
<tr>
<td>Wagner, Kimberly</td>
<td>Special Education Consultant</td>
<td>5</td>
</tr>
<tr>
<td>Flora, T. Nicole</td>
<td>Supervisor of Special Education</td>
<td>up to 10</td>
</tr>
<tr>
<td>Kaucher, Rachelle</td>
<td>Supervisor of Special Education</td>
<td>up to 10</td>
</tr>
<tr>
<td>Hooper, Meghan</td>
<td>Instructional Coach</td>
<td>up to 10</td>
</tr>
<tr>
<td>Mandell, Laura</td>
<td>Instructional Coach</td>
<td>up to 10</td>
</tr>
<tr>
<td>Mitchell, Laura</td>
<td>Instructional Coach</td>
<td>up to 10</td>
</tr>
<tr>
<td>Rossman, Benjamin</td>
<td>Student Technician Coordinator</td>
<td>up to 10</td>
</tr>
<tr>
<td>Myers, Michelle</td>
<td>Business Education/Cooperative Education Teacher</td>
<td>up to 10</td>
</tr>
<tr>
<td>Stauffer, Sarah</td>
<td>Ag Ed</td>
<td>20</td>
</tr>
<tr>
<td>Perry, Michelle</td>
<td>Elementary Literacy and Early Childhood Coordinator</td>
<td>up to 10</td>
</tr>
<tr>
<td>Potts, Amy</td>
<td>School Nurse</td>
<td>4</td>
</tr>
<tr>
<td>Kuska, Heidi</td>
<td>School Nurse</td>
<td>4</td>
</tr>
<tr>
<td>Shortuse, Shanan</td>
<td>School Nurse</td>
<td>4</td>
</tr>
<tr>
<td>Miller, Stephanie</td>
<td>School Nurse</td>
<td>4</td>
</tr>
<tr>
<td>Johnson, Samantha</td>
<td>Library Media Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Englert, Jane</td>
<td>Library Media Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Gerlach, Brooke</td>
<td>Library Media Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Hull, Samantha</td>
<td>Library Media Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Corrao, Danielle</td>
<td>Library Media Specialist</td>
<td>2</td>
</tr>
</tbody>
</table>

**DISCUSSION / INFORMATIONAL ITEMS**

**I. Vacancies**

**Administration**

**2020-2021**

District-wide Director of Athletics/Student Activities/Facilities

**Professional**

**2019-2020**

Ephrata High School @ Washington Part-time Learning Coach
High School Chemistry
Middle School Math

**2020-2021**

Clay Autistic Support
District-wide Speech & Language
Highland Elementary
High School Music
High School Social Studies
Highland Emotional Support
Intermediate School Elementary (2)
LTS High School Social Studies (2nd Semester)
Middle School Math
Support
2019-2020
Full-time Special Education Para Educator
Part-time Special Education One-to-One (2)
Part-time Special Education Para Educator (3)

2020-2021
Clay Custodian
Full-time Special Education Para Educator (3)
Highland Custodian (2)
Highland Title I Aide
Middle School Cafeteria Manager
Part-Time Special Education One-to-One
Part-Time Special Education Para Educator (3)

Extra-Curricular
IS/MS MiniThon Co-Advisor (2)

II. Special Education Building/Position Re-allocations
DATE: April 20, 2020

SECTION ADMINISTRATOR: Dr. Richard Hornberger

BOARD MEMBERS IN ATTENDANCE: Judy Beiler, Philip Eby, Richard Gehman, Trisha Good, Glenn Martin, Tim Stauffer, Timothy W. Stayer, Chris Weber, Dave Wissler

DISTRICT STAFF IN ATTENDANCE: Sean Garman, Stephanie Gingrich, Dr. Jacy Hess, Dr. Richard Hornberger, Sarah McBee, Tim McCormick, Kristee Reichard, Dr. Brian Troop

GUESTS IN ATTENDANCE: TSmith

ACTION ITEMS

Policy
I. Policy for Second Reading
   • Policy 333, Professional Development

II. Policy for First Reading
   • Policy 006.1, Attendance at Meetings Via Electronic Communications
   • Policy 222, Tobacco and Vaping Products
   • Policy 323, Tobacco and Vaping Products
   • Policy 626, Federal Fiscal Compliance
DATE:        April 20, 2020

SECTION:    Public Affairs & Planning

SECTION ADMINISTRATOR:    Dr. Brian Troop

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

OTHERS IN ATTENDANCE: Sean Garman, Stephanie Gingrich, Dr. Jacy Hess, Dr. Richard Hornberger, Sarah McBee, Timothy McCormick, Kristee Reichard, Dr. Brian Troop, and TSmith

ACTION ITEM
The following item is expected to be voted upon at the meeting on April 27, 2020.

I. 2020-2021 School Board Meeting Calendar

INFORMATION / DISCUSSION ITEMS

I. SRO Report
The Board reviewed a report prepared by Officer Paul Moore that outlined a variety of tasks and responsibilities completed over the past three months.

II. School Closure Updates

   A. Continuity of Education Plan
      The Board reviewed the EASD CoE plan that was recently provided to the Pennsylvania Department of Education.

   B. Support for the Transition to Online Learning
      Information was provided that is being used to support students in a remote learning environment that aligns to the EASD Instructional Model.

   C. Tracking of Student Work Completion
      Dr. Troop provided details – previously also communicated to parents/guardians – on how online learning assignments are being tracked.

   D. IDEA/FAPE
      Information was provided on how remote learning is being provided for students with unique circumstances.

   E. Parent Survey Results
      An overview of the first parent/guardian survey results was provided.

   F. Challenges Ahead
      District administration provided an update on the considerations being given to the following items.
        i. Graduation
        ii. Senior Awards
        iii. Hibshman Scholarships
III. MyVoice Teacher Survey Instrument
MyVoice creates a shared space for teachers and leaders to review and understand district data.

IV. Adjusted Calendar for the 2019-2020 School Year
The Board reviewed adjustments to the school calendar.

V. L-L Light Up the Night – Wednesday, May 20, 8:30-8:50 PM
Districts part of the Lancaster-Lebanon League will honor spring sports seniors and essential workers on May 20. The War Memorial Field scoreboards will have 20-20 as the score and 20 minutes will be placed on the clock. Starting at 8:30PM, a countdown will continue for 20 minutes.