The Board of School Directors of the Ephrata Area School District, Ephrata PA, met in regular session on Monday, April 20, 2020 via the Zoom Webinar Platform as advertised on April 16, 2020 in LNP News. The link to the Zoom meeting was also made available on the District website along with directions on submitting questions/comments and requests for special accommodations.

Board Members Present: President, Richard Gehman; Vice-President, Chris Weber; Members: Judy Beiler, Philip Eby, Trisha Good, Glenn Martin, Tim Stauffer, Timothy W. Stayer, and David Wissler; Superintendent (non-voting) Dr. Brian Troop; Treasurer (non-voting) Kristee Reichard; and Secretary (non-voting), Stephanie Gingrich

Board Members Absent: none

School District Representatives Present: Amanda Calhoun, Brian Cerullo, Dr. Jacy Clugston Hess, Dan Delaney, Tim Hoffman, Dr. Rick Hornberger, Sheri Horner, Sarah McBee, Tim McCormick, Jackie Owsinski, Deanna Rupp, Diane Winger, and Jan Woolley

Media Present: Eric Stark, Ephrata Review

Visitors Present: Brett Devlin, Chandler Eby, Cody Emrey, Madison Frymyer, Gabbie Gerola-Hill, Greta Hurst, Samuel Knowles, Thomas McGillan, Mark Reidenbaugh, and Tyler Shue

CALL TO ORDER BY BOARD PRESIDENT
President Gehman called the meeting to order at 7:00 PM.

MOMENT OF SILENCE, PLEDGE OF ALLEGIANCE, AND MISSION STATEMENT
President Gehman asked for a moment of silent meditation followed by the Pledge of Allegiance and the recitation the District Mission Statement.

WELCOME AND COMMENTS/QUESTIONS FROM VISITORS
President Gehman welcomed visitors to the meeting. No questions or comments were submitted in advance as per the legal notice.

EXECUTIVE SESSION
President Gehman announced that an Executive Session was held for a personnel matter after the Committee of the Whole meeting on April 20, 2020.

SCHOOL BOARD RESOLUTION PRESENTATIONS

SECTION 2 – GENERAL BOARD ACTION ITEMS

Motion
It was moved by Mr. Stayer, seconded by Mr. Eby, that the Ephrata Area Board of School Directors approve all of the items set forth below.

Roll call vote -- all members present voting yes. Motion approved - 9 Yes, 0 No.

I. SECRETARY REPORT – STEPHANIE A. GINGRICH
A. Meeting Minutes
   Minutes from the March 23, 2020 Regular School Board meeting and the April 20, 2020 School Board Committee of the Whole Meeting

B. School Board Resolutions (Attachment #1)
   • Akron K’NEX Design Challenge Team – State K’NEX Design Challenge
   • Maxine Bodnari – State FFA Agriscience Fair
   • Brett Devlin and Cody Emrey – State Choir
   • Gabriellah Gerola-Hill – 1,000-Point Scorer
- Samuel Knowles and Tyler Shue – State Indoor Track and Field
- Thomas McGillan – State Swimming
- Ephrata Area School District Community

II. BUDGET & FINANCE / PROPERTY

Budget & Finance
A. Treasurer’s Report for March 1-31, 2020 (Attachment #2)

B. List of Bills for Individual Accounts for April 27, 2020 (Attachment #3)

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$593,851.83</td>
</tr>
<tr>
<td>AP Direct Deposit</td>
<td>$515,211.39</td>
</tr>
<tr>
<td>General Fund ACH Items</td>
<td>$6,580,468.81</td>
</tr>
<tr>
<td>Capital Reserve</td>
<td>$61,755.75</td>
</tr>
<tr>
<td>Food Service</td>
<td>$73,896.01</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$7,051.77</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,832,235.56</strong></td>
</tr>
</tbody>
</table>

C. Per Capita Tax Exonerations (Attachment #4))

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

D. Engineering By Design Agreements (Attachment #5)
   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.

E. MyVoice Service Agreement (Attachment #6)

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.

F. 2020-2021 Proposed Lancaster-Lebanon IU 13 Instructional Media Services Budget (Attachment #7)

<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>

G. Computertots/Computer Explorers Agreement (Attachment #8)

Agreement with Computertots/Computer Explorers to supply classes for the 2020 Summer Enrichment Program. The fee for the course is covered by the participants.

H. Lancaster-Lebanon IU 13 Private Cloud Service Agreement (Attachment #9)

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.
I. **Updated Title I Agreement (Attachment #10)**
   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.

J. **Updated Title II Agreement (Attachment #11)**
   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.

K. **CSIU eService Agreement (Attachment #12)**
   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.

L. **Lancaster-Lebanon IU 13 Special Education Legal Consortium Agreement (Attachment #13)**
   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.

M. **Lancaster-Lebanon IU 13 Technology Legal Consortium Agreement (Attachment #14)**
   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.

N. **Netwire & Associates Agreement (Attachment #15)**
   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.

O. **Lifetouch Agreement (Attachment #16)**
   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.

P. **Wellspan Philhaven Mental Health Services Agreement (Attachment #17)**
   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.

Q. **Addendum to School Bus Transportation Contracts (Attachment #18)**
   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
R. **Lancaster County Tax Collection Bureau (LCTCB) - Joint Petition to Stay 2020 Upset Tax Sales Pursuant to 72 P.S.§5860.601 (Attachment #20)**
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.

S. **Ecomm Networks Agreement (Attachment #21)**
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.

T. **DocuSign Agreement (Attachment #22)**
Agreement with DocuSign, Inc. for eSignature Business Pro Edition and Premier Support. The cost for one year is $2,760.00.

**Property**

A. **Change Orders – Middle School Media Center (Attachment #23)**

<table>
<thead>
<tr>
<th>Change Order #</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</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>($1,965.00) Dec</td>
</tr>
<tr>
<td>6</td>
<td>CMSE, Inc</td>
<td>Middle School Media Center</td>
<td>Add 9 additional CAT6 cable drops</td>
<td>$ 993.60 Inc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong> ($ 971.40) Dec</td>
</tr>
</tbody>
</table>

B. **Land Grant Surveyors Proposal (Attachment #24)**
Partial Topographic & Boundary Survey by Land Grant Surveyors for the Ephrata High School to perform the following:
- Site visit to confirm and/or perform a partial topographic survey of three separate areas of the high school property
- Perform partial topographic survey of eastern half of vacant lot/athletic fields
- Perform boundary survey of entire vacant/athletic fields, South of Oak Blvd.
- Update prior base drawing (Foreman Architects) for survey work gathered north of Oak Blvd. and prepare new base drawing.
The fee to perform the work would be $10,900.00.

**III. PERSONNEL**

A. **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.

B. **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.

C. **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
• Madison Garrigan, Part-time Clay Learning Support to Clay Autistic Support, effective July 1, 2020, filling a newly created position
• Jeffrey Kerchner, Middle School Math Grade 8 to Middle School Math Grade 7, effective July 1, 2020, replacing Jaime Ringler who retired
• 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 Stacy Pizzola 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 Werntz, Highland Elementary Grade 3 to Highland Intervention Specialist, effective July 1, 2020, replacing Yvonne Peifer who is retiring

D. **Appointments**

  Professional

• Kelly Rigg, Professional Employee Middle School Math Grade 8 @ Level B+15/Step 3, effective August 17, 2020, replacing Jeffrey Kerchner who transferred

E. **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>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>Graff, 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>Mitchley, 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>
</tbody>
</table>
IV. POLICY & CURRICULUM

Policy
A. **Policy for Second Reading (Attachment #25)**
   - Policy 333, Professional Development

B. **Policies for First Reading (Attachment #26)**
   - 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

Curriculum
No Action Items

V. PUBLIC AFFAIRS & PLANNING
A. **2020-2021 School Board Meeting Calendar (Attachment #27)**

SECTION 3 – INFORMATION ITEMS

I. PERSONNEL
A. **Vacancies**
   **Administration**
   **2020-2021**
   District-wide Director of Athletics/Student Activities/Facilities

   **Professional**
   **2019-2020**
   EHS@Washington Part-time Learning Coach
   High School Chemistry

   **2020-2021**
   Clay Part-time Learning Support
   District-wide Speech & Language
   EHS@Washington Part-time Special Education Learning Coach
   Highland Elementary
   High School Music
   High School Social Studies
   Highland Emotional Support
   Intermediate School Elementary (2)
   LTS Clay Elementary
   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)

SECTION 4 – REPORTS

I. REPORT OF THE STUDENT REPRESENTATIVE – Chandler Eby
   • Because schools have been closed since March 13, Chandler did not have a report.
   • Mr. Gehman recognized Chandler’s attendance and welcomed Hannah Logue, who is the incoming Student Representative.

II. REPORT OF THE LANCASTER COUNTY CAREER & TECHNOLOGY CENTER (LCCTC) JOINT OPERATING COMMITTEE REPRESENTATIVE – Tim Stayer
   • “Technical Institute Credit” will be offered starting with the automotive program. Students in the dual enrollment program will be able to earn college credits. More programs will be added in the future.
   • The CTC has projected a financial loss due to lost revenue from the adult education programs.
   • End of school year activities are being developed and prepared for graduation, awards, and recognition.
   • A plan is being developed for the year-end shutdown and clean-up, which is typically handled by students.

III. REPORT OF LANCASTER-LEBANON IU13 BOARD REPRESENTATIVE – Tim Stauffer
   No Report

IV. REPORT OF PSBA SECTION VII LIAISON – Glenn R. Martin
   • A “Virtual” Advocacy Day will be held on Monday, May 11.
   • Governor Wolf has given permission for school construction to restart on May 1.
   • A weekly roundtable for PSBA Sections 3 and 7 will be held on Thursday afternoons.

V. REPORT OF EPHRATA AREA EDUCATION FOUNDATION LIAISON – Philip Eby
   • The Program Allocation Committee met in mid-April to discuss the applications for Foundation grants. The proposed list will be taken to the EAEF Board for consideration at the end of the month.

VI. REPORT OF THE SUPERINTENDENT – Dr. Brian Troop
   • Thanks was extended to the Board for approving the resolution to thank the community for their support during the COVID-19 pandemic.
   • Several EHS and EMS students received awards at the County Science Fair.
   • Over 150 EHS student athletes earned all A’s or A’s and B’s during the 3rd Marking Period.
   • The District received the Lancaster-Lebanon League Sportsmanship Award for the winter season.
   • Communication to families and information about the Grab-and-Go meal distribution are on the District website.
   • A presentation about a homework study will be provided after the business meeting tonight.
   • Thanks was extended to all staff and volunteers distributing meals.
VII. GOOD NEWS REPORTS
- EHS Science teacher Marion Brenner won the 2020 North Museum Science and Engineering Fair Board of Directors Prize.
- Board members thanked those involved with the meal distribution program.

SECTION 5 – MISCELLANEOUS ITEMS & ADJOURNMENT

I. COMMENTS/QUESTIONS FROM VISITORS
Greta Hurst expressed her wish to see the District provide a graduation experience for the EHS Class of 2020.

II. OLD BUSINESS
- None

III. NEW BUSINESS
- None

IV. ADJOURNMENT
The meeting adjourned at 7:47 PM.

Respectfully Submitted,

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