DATE: May 4, 2020

SECTION ADMINISTRATOR: Kristee Reichard

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: Stephanie Gingrich, Dr. Jacy Hess, Dr. Richard Hornberger, Sarah McBee, Kristee Reichard, Gregg Shulenberger and Dr. Brian Troop

GUESTS IN ATTENDANCE: Eric Stark and Barbara

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:
   
<table>
<thead>
<tr>
<th>Borough</th>
<th>Year 2019-2020</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron Borough</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Clay Township</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Ephrata Borough</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>Ephrata Township</td>
<td>$110.00</td>
<td></td>
</tr>
</tbody>
</table>

   **Total $260.00**

II. **2020-2021 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 2020-2021 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 $184.50 per credit

   E. **Thaddeus Stevens College of Technology, Lancaster, PA**
      Approximate cost for tuition is $3,700 per year, which is half of tuition

   F. **PA College of Health Sciences**
      Approximate cost is $305.00 per credit

   G. **Harrisburg University of Science and Technology**
      Approximate cost is $100 per credit

   H. **Pennsylvania State University – Berks Campus**
      Approximate cost is $299.00 per credit and $159.00 for fees, a one-time charge
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 2020-2021 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 2020-2021 in the amount of $25,299.00. The software will allow the District to manage all District-owned iPads.

V. **USAC Addendum with Windstream**
After review and discussion, the Committee endorsed the Administrative recommendation to approve an Addendum to the Windstream Service Terms and Conditions for E-Rate Program. Windstream will install Virtual Lan Service (VLS) this is a connection between Clay Elementary and the High School for 2020-21. The cost is $1,900.00 per month.

VI. **Appointment of Board Treasurer**
After review and discussion, the Committee endorsed the Administrative recommendation to nominate and elect a Treasurer who shall serve for one (1) year beginning on the first day of July after such election (pending approval of bonding). Presently Kristee Reichard.

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

EPHRATA AREA SCHOOL DISTRICT

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, 2020 and ending June 30, 2021 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 a 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.

VIII. 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 2020-2021 is $4,200.00

IX. 2020-21 Dentist and Physician Rates
After review and discussion, the Committee endorsed the Administrative recommendation to approve the following rates for 2020-2021:

   Dentist $2.00 per exam
   Physician $75.00 per hour

X. 2020-21 School Dentists

| John Gotwalt  | Heather Larrimore |
| Sarah Gotwalt |

XI. 2020-21 School Physicians & Health Care Providers

| Curtis Hershey  | Jennifer Payne |
| James Kelly     |               |
| Rose Medice     |

XII. 2020-21 Sports Physical Physicians

| Lindsey Goetz  | James Kelly |
| Curtis Hershey |

XIII. 2020-21 Team Physicians

| Curtis Hershey  | James Kelly |
| Joel Hornung    |             |
XIV. **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 2020-2021 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 $227.56.

XV. **2020-2021 General Fund Budget**

A. Proposed 2020-2021 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 3.2% to 0%.

B. After review and discussion, the Committee endorsed the Administrative recommendation to approve the following resolution and advertisement notice authorizing Proposed Final Budget. The final General Fund Budget to be adopted June 15, 2020.

**EPHRATA AREA SCHOOL DISTRICT**

**Final Budget Notice and Per Capita Tax Notice**

NOTICE is given that the Proposed Final Budget for the General Fund of Ephrata Area School District for the 2020-2021 fiscal year in its most recent form is available for public inspection at the following link on the district website Proposed Final Budget and will be presented for adoption as a Final Budget at a school board meeting to be held in the District Office Board Room of the Ephrata Area School District, 803 Oak Blvd., Ephrata, Pennsylvania at 7:00 p.m. on June 15, 2020 there is a possibility of a virtual meeting. Please check website closer to meeting date. The budget may be amended before or after final adoption. The possibility of a virtual meeting. Please check website closer to meeting date.

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 717-721-1585, 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.

______________________________, Secretary

**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 2020-2021 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 2020-2021 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 on the District website.
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, 2020 - June 30, 2021;

   Clay Elementary
   Room 402 – Utility cost $404.00 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.

Total monthly rent and utility income $836.00

The Community Act Program agreed, if during the fiscal year they receive COLA increase in funds they will contact the District to renegotiate.

INFORMATION / DISCUSSION ITEMS

Budget & Finance
I. Food Distribution
The Board discussed the option of continuing the grab n go meals until June 30, 2020 when the current waiver for the program ends. It was discussed that if the meal pickups dropped to 60 students or less there would be a cost to the district to support this program. The Board would like the program to continue.

II. PEMA/FEMA Agent Resolution
There was discussion that a resolution would be on the final agenda designating a district staff member as the agent for working with PEMA/FEMA for reimbursement of covered expenses due to COVID-19.

Property
I. Music/Washington Project Updates
There was discussion with the Board that Administration has spoken to Dan Cicala at Fidevia and Erin at RLPS to point out the times during the design process when it would make sense to pause this project. The Board would like to be notified at those time and be able to discuss the plan moving forward due to the current economic conditions.
DATE: May 5, 2020

SECTION ADMINISTRATOR: Dr. Jacy Clugston Hess

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: Dr. Jacy Clugston Hess, Stephanie Gingrich, Dr. Richard Hornberger, Sarah McBee, Kristee Reichard, Gregg Shulenberger, Dr. Brian Troop, Erik Stark, and Barbara

ACTION ITEMS

I. Resignations
   Christina Baron, Part-time Highland Special Education One to One Emotional Support, effective May 1, 2020
   Dan Mahlandt, Coordinator of Instructional Programs, effective June 30, 2020

II. Leaves
   Kathryn Benjamin Campbell, Middle School Special Education Para Educator, effective April 4, 2020 through the remainder of the 2019-20 school year
   Kaitlin Miller, Clay Elementary Grade 3, requests to extend her leave through December 23, 2020
   Michael Sushinski, District-wide Food Service/Mail Delivery Driver, requests to extend his leave through approximately May 11, 2020

III. Transfers
   Nicole Baumann, Fulton Part-time Kindergarten to Highland Kindergarten, effective July 1, 2020, replacing Meredith Martin who is transferring
   Celia Efrati, Clay Elementary Grade 3 to Clay Elementary Grade 2, effective July 1, 2020, due to student enrollment
   Lauren Eyler, Highland Elementary Grade 1 to Highland Elementary Grade 2, effective July 1, 2020, due to student enrollment
   Tania Kreider, Akron Elementary Grade 2 to Akron Elementary Grade 3, effective July 1, 2020, replacing Stephanie Wilson who is transferring to another position
   Meredith Martin, Highland Kindergarten to Highland Elementary Grade 1, effective July 1, 2020, replacing Lauren Eyler who is transferring to another position
   Valerie Stoneburner, Fulton Elementary Grade 3 to Clay Elementary Grade 4, effective July 1, 2020, due to student enrollment
   Stephanie Wilson, Akron Elementary Grade 3 to Highland Elementary Grade 3, effective July 1, 2020, replacing Jessica Werntz who is transferring to another position

IV. 2019-20 Science Fair Distributions

<table>
<thead>
<tr>
<th>Name</th>
<th>Units</th>
<th>Step</th>
<th>Step Amount</th>
<th>Total Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marion Brenner</td>
<td>132.23</td>
<td>Top</td>
<td>17.13</td>
<td>$2,265.14</td>
</tr>
<tr>
<td>Jessica Chinchock</td>
<td>66.84</td>
<td>Top</td>
<td>17.13</td>
<td>$1,145.02</td>
</tr>
<tr>
<td>Tessa Boppel Didyoung</td>
<td>21.80</td>
<td>1</td>
<td>9.95</td>
<td>$216.88</td>
</tr>
<tr>
<td>Adam Ewing</td>
<td>116.97</td>
<td>5</td>
<td>14.05</td>
<td>$1,643.50</td>
</tr>
<tr>
<td>Kara Fox</td>
<td>75.56</td>
<td>5</td>
<td>14.05</td>
<td>$1,061.64</td>
</tr>
<tr>
<td>Nicole Keller</td>
<td>12.35</td>
<td>1</td>
<td>9.95</td>
<td>$122.90</td>
</tr>
<tr>
<td>Douglas Kellogg</td>
<td>85.01</td>
<td>Top</td>
<td>17.13</td>
<td>$1,456.16</td>
</tr>
<tr>
<td>Sarah Stauffer</td>
<td>24.70</td>
<td>Top</td>
<td>17.13</td>
<td>$423.16</td>
</tr>
<tr>
<td>Christopher Voshell</td>
<td>14.53</td>
<td>4</td>
<td>13.03</td>
<td>$189.34</td>
</tr>
</tbody>
</table>
Totals 550.00  $8,523.73

### 2019-2020 Middle School Science Fair Compensation

<table>
<thead>
<tr>
<th>NAME</th>
<th>UNITS</th>
<th>STEP</th>
<th>STEP AMOUNT</th>
<th>TOTAL COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Edmiston</td>
<td>108</td>
<td>Top</td>
<td>17.13</td>
<td>$1,850.04</td>
</tr>
<tr>
<td>Joshua Haupt</td>
<td>96</td>
<td>Top</td>
<td>17.13</td>
<td>$1,644.48</td>
</tr>
<tr>
<td>Ryan Hough</td>
<td>94</td>
<td>Top</td>
<td>17.13</td>
<td>$1,610.22</td>
</tr>
<tr>
<td>Lindsay Kabakjian</td>
<td>4</td>
<td>6</td>
<td>15.1</td>
<td>$60.40</td>
</tr>
<tr>
<td>Amy Segura</td>
<td>4</td>
<td>Top</td>
<td>17.13</td>
<td>$68.52</td>
</tr>
<tr>
<td>Jennifer Trout</td>
<td>24</td>
<td>4</td>
<td>13.03</td>
<td>$312.72</td>
</tr>
<tr>
<td>Totals</td>
<td>330.00</td>
<td></td>
<td></td>
<td>$5,546.38</td>
</tr>
</tbody>
</table>

### DISCUSSION / INFORMATIONAL ITEMS

I. **Vacancies**

#### Administration

**2020-2021**
- Coordinator of Instructional Programs
- 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
- Fulton Part-time Kindergarten
- 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)
DATE: May 4, 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: Stephanie Gingrich, Dr. Jacy Hess, Dr. Richard Hornberger, Sarah McBee, Kristee Reichard, Gregg Shulenberger, Dr. Brian Troop

GUESTS IN ATTENDANCE: Eric Stark and Barbara

ACTION ITEMS

Policy
I. Policies for Second 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

II. Policies for First Reading
   • Policy 201, Admission of Students
   • Policy 233, Suspension and Expulsion

Curriculum
I. Special Education Plan Report

DISCUSSION / INFORMATION ITEMS

Policy
I. Policy for Review
   • Policy 918, Title I Parent and Family Engagement
     This policy must be reviewed every year.

Curriculum
I. 2020 Summer School Brochure

II. Textbook Approval
   • Campbell Biology, AP Edition, Author/Editor – Urry, Cain, Wasserman, Minorsky & Orr, for use in Grade 11 & 12 AP Biology, Copyright 2021 – 12th edition
DATE: May 4, 2020

SECTION: Public Affairs & Planning

SECTION ADMINISTRATOR: Dr. Brian Troop

ATTENDANCE: Judy Beiler, Phil Eby, Rick Gehman, Trisha Good, Glenn Martin, Tim Stauffer, Tim Stayer, Chris Weber, David Wissler, Dr. Jacy Clugston Hess, Stephanie Gingrich, Dr. Rick Horberger, Sarah McBee, Kristee Reichard, Gregg Shulenberger, and Dr. Brian Troop

OTHERS IN ATTENDANCE: Eric Stark and Barbara

ACTION ITEMS
The following items were discussed and will be put on the May 11, 2020 voting agenda.

I. Retirement Resolutions
Accept the Retirement Resolutions for the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position in the District upon Retirement</th>
<th>Years at EASD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Burger</td>
<td>District-wide Speech &amp; Language Pathologist</td>
<td>7</td>
</tr>
<tr>
<td>Janice Burkholder</td>
<td>Highland Custodian</td>
<td>20.5</td>
</tr>
<tr>
<td>Christine Ditzler</td>
<td>Highland Receptionist/Secretary</td>
<td>26</td>
</tr>
<tr>
<td>Connie Fink</td>
<td>High School One-to-One Life Skills Support</td>
<td>38</td>
</tr>
<tr>
<td>Janice Fitch</td>
<td>Clay Playground Aide</td>
<td>25.25</td>
</tr>
<tr>
<td>Elaine Good</td>
<td>Middle School Cafeteria Manager</td>
<td>33</td>
</tr>
<tr>
<td>Diane Herber</td>
<td>Middle School Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>Susan Izdorczyk</td>
<td>Intermediate School Grade 5</td>
<td>23</td>
</tr>
<tr>
<td>Lynda Jensen</td>
<td>Highland Reading Aide</td>
<td>21.5</td>
</tr>
<tr>
<td>David Kopp</td>
<td>Highland Custodian</td>
<td>2</td>
</tr>
<tr>
<td>Esther Martin</td>
<td>Fulton Cafeteria Manager</td>
<td>27.25</td>
</tr>
<tr>
<td>Officer Paul Moore</td>
<td>District-wide School Resource Officer</td>
<td>5.5</td>
</tr>
<tr>
<td>Jacqueline Owinski</td>
<td>High School Music</td>
<td>33</td>
</tr>
<tr>
<td>Yvonne Peifer</td>
<td>Highland Intervention Specialist</td>
<td>27</td>
</tr>
<tr>
<td>Marion Piersol-Miller</td>
<td>Intermediate School Grade 6</td>
<td>13</td>
</tr>
<tr>
<td>Jaime Ringler</td>
<td>Middle School Mathematics</td>
<td>20.5</td>
</tr>
<tr>
<td>Curtis Sickmeier</td>
<td>Akron and Clay Custodian</td>
<td>4.75</td>
</tr>
<tr>
<td>Barbara Sweigart</td>
<td>Highland Special Education Para Educator</td>
<td>15.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>363.5</td>
</tr>
</tbody>
</table>

INFORMATION / DISCUSSION ITEMS

I. School Closure Updates
Dr. Troop provided information on the following items, which was followed with discussion by the Board.
- Graduation – Friday, June 5
- Baccalaureate – TBD
- Senior Recognition and Awards – Wednesday, May 27
- Hibshman Scholarships
- Mountaineer Recognition Awards
- 8th Grade Transition
- Kindergarten Assessment

II. Revised 2019-2020 School Calendar
The last day of school for students in Kindergarten through Grade 11 will be on Thursday, June 4. Graduation will be on Friday, June 5. The revised calendar will become an Action Item on May 11.