The Board of School Directors of the Ephrata Area School District, Ephrata PA, held a Committee of the Whole meeting on Monday, November 7, 2022 at 7:00 PM in the District Office Board Room, 803 Oak Blvd., Ephrata, PA, as advertised on July 11, 2022 in LNP.

Board Members Present: President, Chris Weber, Vice-President, Timothy W. Stayer, Members: Dr. Nancy Aronson, Judy Beiler, Philip Eby, Trisha Good, Dr. Lara Paparo, Justin L. Showalter, and Tim Stauffer; Superintendent (non-voting) Dr. Brian Troop; and Treasurer (non-voting) Kristee Reichard

Board Members Absent: none

School District Representatives Present: Dr. Jacy Clugston Hess, Dr. Richard Hornberger, Sarah McBee, and Bryan Redcay (Budget/Finance & Property only)

Media Present: Melissa Frost, Ephrata Review

Guests: Jennifer Barnabei, Amanda Calhoun, Rose Kerwin, Matt Kressley (Budget/Finance & Property only), Erica Littlejohn, Dennis Ramsey (Budget/Finance & Property only), and Jamie Shane

CALL TO ORDER BY BOARD PRESIDENT

SECTION DISCUSSIONS (Minutes attached)
- Budget & Finance / Property
- Personnel
- Policy & Curriculum
- Public Affairs & Planning

GOVERNANCE DISCUSSION
OE-4 Staff and OE-5 Instructional Programs

ADVOCACY DISCUSSION

HOUSEKEEPING / ANNOUNCEMENTS

ADJOURNMENT
DATE: November 7, 2022

SECTION ADMINISTRATOR: Kristee Reichard

BOARD MEMBERS IN ATTENDANCE: Dr. Nancy Aronson, Judy Beiler, Philip Eby, Trisha Good, Dr. Lara Paparo, Tim Stauffer, Timothy W. Stayer, and Chris Weber

DISTRICT STAFF IN ATTENDANCE: Dr. Jacy Clugston Hess, Dr. Richard Hornberger, Sarah McBee, Kristee Reichard, Bryan Redcay and Dr. Brian Troup

MEDIA PRESENT: Melissa Frost, Ephrata Review

GUESTS: Jennifer Barnabei, Amanda Calhoun, Rose Kerwin, Matt Kressley, Erica Littlejohn, Dennis Ramsey, and Jamie Shane

Budget & Finance

I. Lancaster-Lebanon IU 13, ESL Services Agreement
   After review and discussion, the Committee endorsed the Administrative recommendation to approve an agreement with Lancaster-Lebanon IU 13 for ESL services for District students enrolled in the Lancaster County Career and Technology Center during 2022-2023. Currently EASD has two billable students receiving these services.

II. New Story Agreement
   After review and discussion, the Committee endorsed the Administrative recommendation to approve an additional agreement with New Story. New Story provides special education for students as defined by his/her IEP. The cost for 2022-2023 is $405.00 per day.

III. 2022-2023 Transportation Contract Additions
   - Contract addition for Groff Transportation
     o Michael Hines – Sub driver
     o Daniel Risser – Driver
   - Contract addition for Boyo Transportation
     o Martin Ortez, Jr. – Driver
   - Contract additions for Ephrata Mennonite
     o Garrison Miller – Bus Driver
     o Kathleen Smucker – Sub Driver
     o Melissa Rutt – Bus Driver
     o Darla Shirk – Van Driver

Property

I. Change Orders – High School/Middle School Construction Projects
   After review and discussion, the Committee endorsed the Administrative recommendation to approve change orders for the High School/Middle School construction projects

   A. General Contractor

<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>18</td>
<td>Lobar, Inc.</td>
<td>High School</td>
<td>• Infill (6) existing louver openings</td>
<td>$ 5,429.93 Inc.</td>
</tr>
<tr>
<td>20</td>
<td>Lobar, Inc.</td>
<td>High School</td>
<td>• Revised pavement removal and lawn restoration</td>
<td>$ 9,742.58 Inc.</td>
</tr>
<tr>
<td>22</td>
<td>Lobar, Inc.</td>
<td>High School</td>
<td>• Resilient flooring changes at ramp</td>
<td>$ 1,897.81 Inc.</td>
</tr>
<tr>
<td>26</td>
<td>Lobar, Inc.</td>
<td>High School</td>
<td>• Additional ceramic wall tile</td>
<td>$ 2,724.46 Inc.</td>
</tr>
<tr>
<td>28</td>
<td>Lobar, Inc.</td>
<td>High School</td>
<td>• Credit for silt sock from CO#20</td>
<td>($1,520.00) Dec.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$18,274.78 Inc.</td>
</tr>
</tbody>
</table>
B. **Electrical Contractor**

<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>12</td>
<td>Himeisen Electric</td>
<td>High School</td>
<td>• Classroom 135 and 137 conduit and boxes relocation</td>
<td>$3,337.64 Inc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Classroom 133, 135, and 137 conduit relocation at casework</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Himeisen Electric</td>
<td>High School</td>
<td>• Add single pole switch to control the exhaust fan for Room 107</td>
<td>$505.00 Inc.</td>
</tr>
<tr>
<td>14</td>
<td>Himeisen Electric</td>
<td>High School</td>
<td>• Classroom 136 and 138 conduit relocation at casework</td>
<td>$737.50 Inc.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$ 4,580.14 Inc.</td>
</tr>
</tbody>
</table>

C. **Plumbing Contractor**

<table>
<thead>
<tr>
<th>Change Order Number</th>
<th>Contractor</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 3                   | Vision     | High School | • Additional cutting, jack hammering, and manpower to remove unforeseen concrete in new men's restroom  
|                     |            |           | • Additional mobilization to site due to asbestos issues  
|                     |            |           | • Exterior underground sewer system was backed up, investigating the issue                                                                                                                                   | $ 4,882.32 Inc. |
| 5-Rev.              | Vision     | High School | • Extend existing vent through the new roof on existing building, to accommodate new foam thickness to bring vents up to code  
|                     |            |           | • Temporary flash vents until new roof is installed                                                                                                                                                    | $24,235.97 Inc. |
| **TOTAL**           |            |           |                                                                            | $29,118.29 Inc. |

**GRAND TOTAL** $51,973.21 Inc.

**DISCUSSION / INFORMATION ITEMS**

**Budget & Finance**

I. **Local Audit**
The Board will meet with Herbein + Company, Inc. on Monday, December 5, 2022, at 7:30 PM to review the Audit Report for the 2021-2022 fiscal year.

II. **General Fund Budget – Opt-Out Resolution**
Accelerated Budget Opt-Out Resolution for 2023-2024. The adjusted index for the 2023-2024 fiscal year is 5.1 percent. By approving the Opt-Out Resolution, the School Board will not increase its real estate tax rate more than the adjusted index. The Accelerated Budget Opt-Out Resolution will be on the December agenda.

The Board reviewed the Act 1 formula. And the history of the indices that are in the formula.

III. Acknowledge a contribution from Ephrata Verizon Store of 15 backpacks to the EASD. This donation will be used for students who need a backpack.
Property

I. High School/Middle School Construction Projects
   • High School/Middle School Additions and Renovations November Report
     • High School
       I. The classroom renovations are completed
       II. Final grading in courtyard
       III. Work continues in bathrooms, music/theater, and classrooms/storage
           The District expects to receive temporary occupancy of the bathrooms and hall on 11/11 so they can be used for the fall play. The remaining areas are expected to be turned over by end of November.
       IV. Punch list items have started to be worked on.
     • Middle School
       I. Major renovations are on hold until spring break
       II. Continuing rooftop duct installation and metal facia roof edging
       III. Duct work in basement

II. Middle School Fields Project
   The design work will soon be complete, approvals will be needed with Ephrata Borough and the Lancaster County Conservation District and then this project will go out to bid.

III. Clay HVAC
   Representatives from Trane presented the scope of work for the project at Clay Elementary.
   To replace the HVAC system. The Board decided to move ahead with this project.

IV. Potential Solar Project
   After discussion it was decided not to move forward with this project.
DATE: November 7, 2022

SECTION ADMINISTRATOR: Dr. Jacy Clugston Hess

BOARD MEMBERS IN ATTENDANCE: Dr. Nancy Aronson, Judy Beiler, Trisha Good, Philip Eby, Dr. Lara Paparo, Justin L. Showalter, Tim Stauffer, Timothy W. Stayer, and Chris Weber

DISTRICT STAFF IN ATTENDANCE: Dr. Jacy Clugston Hess, Dr. Richard Hornberger, Sarah McBee, Kristee Reichard, and Dr. Brian Troop

MEDIA IN ATTENDANCE: Sara Melissa Frost, Ephrata Review

GUESTS IN ATTENDANCE: Jennifer Barnabei, Amanda Calhoun, Rose Kerwin, Erica Littlejohn, and Jamie Shane

ACTION ITEMS

I. Retirements
   • Scott Leed, Full-time Akron Head Custodian, effective June 8, 2023

II. Resignations
   • Sharon Goodman, Part-time Fulton Building Aide, effective November 9, 2022
   • Tiffany Henkel, Part-time Fulton General Cafeteria Worker, effective November 15, 2022
   • Dianne Killinger, Part-time Clay General Cafeteria Worker, effective November 11, 2022
   • Ashley Mansfield, Intermediate/Middle School Autistic Support Teacher, effective December 22, 2022
   • Michele Mich, Part-time Fulton General Cafeteria Worker, effective November 22, 2022 (This is a change from the August 2022 Board approval.)

III. Leaves
   • Abigail Berger, Intermediate School Learning Support, August 22, 2022 through the conclusion of the 2022-2023 school year (This is a change from the August 2022 board approval.)
   • Jodi Eberly, Fulton Elementary Grade 2, November 9, 2022 through approximately November 22, 2022
   • Matthew Herbener, Highland Elementary Grade 3, approximately January 9, 2023 through approximately February 6, 2023
   • Regina Jarvis, Intermediate School Intervention Specialist, requests intermittent leave, September 26, 2022 through March 26, 2023
   • Marcie Layne Lloyd, Intermediate School Grade 5, requests intermittent leave September 30, 2022 through September 29, 2023
   • Stacy Ryan, Middle School Para Educator, October 31, 2022 through approximately December 23, 2022
   • Kollene Saenz, Middle School Para Educator One-to-One, requests intermittent leave, September 15, 2022 through December 16, 2022
   • Colleen Voigt, Fulton Elementary Para Educator, October 25, 2022 through a date to be determined
   • Kelly Wright, Middle School General Cafeteria, October 21, 2022 through a date to be determined
IV. Restructure of Position
- Part-time Student Support Services Secretary to Full-time Student Support Services Secretary
  Restructuring the part-time position into full-time will provide increased capacity for Medical Access billing.

V. Transfers
- Michelle Colon, Part-time High School General Cafeteria Worker to Part-time Clay General Cafeteria Worker, effective November 29, 2022, replacing Dianne Killinger who resigned
- Lori Hatt, Part-time Student Support Services Secretary to Full-time Student Support Services Secretary, effective November 22, 2022, filling a restructured position
- Patricia Keiser, Part-time Fulton Special Education Para Educator Learning Support to Part-time High School Media Center Aide, effective November 22, 2022, replacing Deborah Marks who transferred

VI. Stipend for Support of a Substitute Working Outside Certification Area
- Sarah May, Level B, August 28, 2022 through October 2, 2022

VII. Mentors for the 2022-2023 School Year

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Inductee</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. Nicole Flora</td>
<td>Lauren McEwen</td>
<td>Orientation Mentor – Prorated, effective 11/22/2022</td>
</tr>
<tr>
<td>T. Nicole Flora</td>
<td>Kiersten McQuate</td>
<td>Full Mentor – Prorated, effective 11/22/2022</td>
</tr>
</tbody>
</table>

VIII. Volunteer Coaches for the 2022-2023 School Year

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becker</td>
<td>Dianna</td>
<td>Girls Basketball</td>
</tr>
<tr>
<td>Bowers</td>
<td>Brianna</td>
<td>Rifle</td>
</tr>
<tr>
<td>Brass</td>
<td>Austin</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Carr</td>
<td>Brooks</td>
<td>Boys Basketball</td>
</tr>
<tr>
<td>Carr</td>
<td>Maxwell</td>
<td>Boys Basketball</td>
</tr>
<tr>
<td>Critzos</td>
<td>Jan</td>
<td>Girls Basketball</td>
</tr>
<tr>
<td>Cummings</td>
<td>Theresa</td>
<td>Winter Track</td>
</tr>
<tr>
<td>Garman</td>
<td>Michael</td>
<td>Girls Basketball</td>
</tr>
<tr>
<td>Griffin</td>
<td>Kevin</td>
<td>Girls Basketball</td>
</tr>
<tr>
<td>Johns</td>
<td>Elizabeth</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Long</td>
<td>Deanna</td>
<td>Girls Basketball</td>
</tr>
<tr>
<td>Schell</td>
<td>Kyle</td>
<td>Bowling</td>
</tr>
<tr>
<td>Sparmblake</td>
<td>John</td>
<td>Winter Track</td>
</tr>
<tr>
<td>Surgeoner</td>
<td>Clinton</td>
<td>Winter Track</td>
</tr>
<tr>
<td>Williams</td>
<td>Katelyn</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Young</td>
<td>Michael</td>
<td>Winter Track</td>
</tr>
</tbody>
</table>

DISCUSSION / INFORMATION ITEMS

I. Vacancies
Professional
- Districtwide Instructional Coach
- High School Learning Support (2nd Semester)
- Intermediate/Middle School Autistic Support
- Long Term Substitute Grade 5 (January 2, 2023 through the conclusion of the 2022-2023 school year)
- Long Term Substitute High School Science (2nd Semester)
- Long Term Substitute Intermediate School Learning Support (January 16, 2023 through the conclusion of the 2022-2023 school year)
- Middle School Computer Teacher (2nd Semester)
**Support**
- Head Custodian
- Assistant to the Coordinator of Instructional Programs
- Building Aide (2)
- Custodian (2)
- Full-time Special Education Para Educator (3)
- General Cafeteria (4)
- Part-time Special Education One-to-One (2)
- Part-time Special Education Para Educator (18)

**Extracurricular**
- Boys Basketball Assistant Coach
- Boys Lacrosse Head Coach
- Boys Volleyball Assistant Coach
- Girls Softball Assistant Coach (2)
DATE: November 7, 2022

SECTION ADMINISTRATOR: Dr. Richard Hornberger

BOARD MEMBERS IN ATTENDANCE: Dr. Nancy Aronson, Judy Beiler, Trisha Good, Philip Eby, Dr. Lara Paparo, Justin L. Showalter, Tim Stauffer, Timothy W. Stayer, and Chris Weber

DISTRICT STAFF IN ATTENDANCE: Dr. Jacy Clugston Hess, Dr. Richard Hornberger, Sarah McBee, Kristee Reichard, and Dr. Brian Troop

MEDIA IN ATTENDANCE: Sara Melissa Frost, Ephrata Review

GUESTS IN ATTENDANCE: Jennifer Barnabei, Amanda Calhoun, Rose Kerwin, Erica Littlejohn, and Jamie Shane

ACTION ITEMS

Policy

I. Policies for Second Reading
   • Policy 237, Electronic Devices

II. Policies for First Reading
   • Policy 236.1, Threat Assessment
   • Policy 805, Emergency Preparedness and Response
   • Policy 805.2, School Security Personnel

Curriculum

I. Field Trips
   • High School Chorus qualifiers (3 students) to travel to Quarryville, PA, to participate in PMEA District 7 Chorus Festival at Solanco High School, January 13-14, 2023 (Friday-Saturday)
   • High School Orchestra qualifier (1 student) to travel to Rochester, NY, to participate in NafME All Eastern Division Honors Orchestra, April 13-16, 2023 (Thursday-Sunday)

INFORMATION / DISCUSSION ITEMS

Curriculum

I. Junior Achievement STEM Summit
   Junior Achievement STEM Summit Video

II. Attollo Program Update
DATE: November 7, 2022

SECTION ADMINISTRATOR: Dr. Brian Troop

BOARD MEMBERS IN ATTENDANCE: Dr. Nancy Aronson, Judy Beiler, Trisha Good, Philip Eby, Dr. Lara Paparo, Justin L. Showalter, Tim Stauffer, Timothy W. Stayer, and Chris Weber

DISTRICT STAFF IN ATTENDANCE: Dr. Jacy Clugston Hess, Dr. Richard Hornberger, Sarah McBee, Kristee Reichard, and Dr. Brian Troop

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ACTION ITEMS
None

INFORMATION / DISCUSSION ITEMS

I. PDE Deputy Secretary Visit to Highland Elementary School
Deputy Secretary Carrera visited Highland Elementary School on Friday, October 21. She obtained a book from the new book vending machine and read it to a first grade class. She also took a tour of the MakerBus.

II. Mobile App – Early 2023
The app is in the design-phase to include convenient access to EASD news, athletics, menus, parent/student portals, social media, community happenings, calendars and additional school info. It will also include push-notifications for weather and emergency-related events. It will be available via a free download from both the Apple and Google app stores.

III. Volunteers Needed: Junior Achievement YES!
Board members were invited to volunteer at this event being held at Ephrata Middle School on Tuesday, December 20 from 7:45-11:15 AM.

IV. District Opening Parent/Guardian Survey Results
Dr. Troop reviewed a recent survey regarding the start to the 2022-2023 school year.