

DATE: December 3, 2018

COMMITTEE: Budget & Finance + Property Committee

TIME: 7:30 PM – 8:30 PM

BOARD MEMBERS IN ATTENDANCE: Judy Beiler, Richard Gehman, Ted Kachel, Glenn Martin, Tim Stauffer, Timothy W. Stayer and Chris Weber

ABSENT BOARD MEMBERS: Philip Eby and David Wissler

OTHERS IN ATTENDANCE: Dr. Brian Troop, Dr. Jacy Hess, Richard Hornberger, Holly Albert, Administrators; Kristee Reichard, Business Manager, Board Treasurer; Roxanne McMurtry, Auditor;

ACTION ITEMS

Budget & Finance

I. Real Estate Tax Exonerations

After review and discussion, the Committee endorsed the Administrative recommendation to approve the following real estate tax exonerations:
 Ephrata Borough 2018-2019 \$4,673.12

II. General Fund Budget Transfers

After review and discussion, the Committee endorsed the Administrative recommendation to approve the following 2018-2019 General Fund Budgetary transfers:

TRANSFER FROM			TRANSFER TO		
Account	Description	Amount	Account	Description	Amount
117512M	EMS Tech Ed Equip	\$2,400.00	1161260M	EMS Tech Ed Supplies	\$2,400.00
	TOTAL	\$2,400.00		TOTAL	\$2,400.00

III. 2017-2018 Local Audit – Herbein + Company

After review and discussion, the Committee endorsed the Administrative recommendation to approve the receipt and acceptance of the 2017-2018 audit report completed by Herbein + Company.

IV. General Fund Budget – Opt Out Resolution

After review and discussion, the Committee endorsed the Administrative recommendation to approve the Accelerated Budget Opt-Out Resolution for 2019-2020. The adjusted index for the 2019-2020 fiscal year is 2.80%. The School Board will not increase the rate of its real estate tax in excess to the adjusted index.

V. Doubletree by Hilton – Catering Sales Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve a Catering Sales Agreement with Doubletree by Hilton for a Prom Package in April 2019. Estimated Cost is \$14,700.00. The costs are paid for by the Prom Committee and students.

VI. Transportation Contract Additions

After review and discussion, the Committee endorsed the Administrative recommendation to approve van driver and aide for the 2018-19 School Year Boyo Driver and Aide

- Robert Powers

VII. Omni Group, Inc. Model 403(b) Retirement Plan Re-Adoption Agreement

After review and discussion, the Committee endorsed the Administrative recommendation to approve a Re-adoption Agreement with the OMNI Group, Inc. for the District 403(b) Retirement Plan. OMNI serves as a third-party administrator; the OMNI plan documents are compliant with IRS regulations.

VIII. Agreement with Lancaster-Lebanon Intermediate Unit 13 – IDEA Section 619 – Early Intervention

After review and discussion, the Committee endorsed the Administrative recommendation to approve a Sub-grant agreement with the Lancaster-Lebanon Unit 13 IDEA Section 619. Use of Funds Agreement to be used to support kindergarten-eligible children, 5 years of age, either receiving special education services through the LEA or remaining an extra year in Early Intervention (Act 30). The amount of the pass-through funds for 2018-2019 is \$3,938.00.

Property

I. Lancaster-Lebanon IU 13 Bulk Fuel Procurement Program - Participation Agreement for 2019-2020

After review and discussion, the Committee endorsed the Administrative recommendation to approve a Participation Agreement with Lancaster-Lebanon IU 13 to participate in the collaborative procurement to purchase bulk fuel for district buildings for 2019-2020 as follows:

Akron Elementary	15,000 gallons
Clay Elementary	22,500 gallons
Fulton Elementary	22,500 gallons
HS at Washington	4,500 gallons
TOTAL	64,500 gallons

II. Change Orders

After review and discussion, the Committee endorsed the Administrative recommendation to approve the following change orders for the High School Media Center Project:

A. Mechanical Contractor

Change Order Number	Contractor	Location	Description	Amount	
1	Shannon Smith	HS Media Center	Hallway diffusers and Layin diffusers	\$639.03	Inc.
			Total	\$639.03	Inc.

III. Crabtree, Rohrbaugh & Associates Architects - Proposal

After review and discussion, the Committee endorsed the Administrative recommendation to approve a proposal with Crabtree, Rohrbaugh & Associates Architects for the renovation of the Middle School Library into a 21st Century Media Center and Maker Space. The fee proposal is a fixed fee of \$28,500 for the completion of the design, project management, and construction administration for the project. The fee includes Architectural, Interior Design, HVAC Engineering, and Electrical Engineering. The Architect Agreement is being reviewed by the District solicitor.

DISCUSSION ITEMS

Budget and Finance

I. Contribution

The Board acknowledged the donation from Mennonite Central Committee in the amount of \$1,000 for educational purposes

Property

I. Ephrata Area Joint Authority

The Board was informed the Ephrata Area Joint Authority will be adjusting rates for water. The Authority recently completed a water rate cost of service study and concluded nonresidential customers were not generating enough revenue.

II. Current Project Updates

HS Media Center 99% Complete - Punchlist

III. Future Project Updates

Middle School Media Center
Music/Washington/District Office