

**FAIRFIELD AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
MEETING January 27, 2025**

A G E N D A

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Minutes

- A. Move to approve the minutes of the Regular & Reorganization Board Meeting on [December 2, 2024](#), Special Board Meeting on [December 9, 2024](#) and Study Session on [January 13, 2025](#).

V. Presentations/Reports (For information only --- No action to be taken)

- Ass't to the Superintendent
- Business Manager
- District Technology Coordinator
- Principal's Update
- Student Council

VI. Public Comment – Agenda Items (3 min. each / 30 min. max)

Policy 903 – Public Participation at Board Meetings

....Each participant shall be limited to three (3) minutes total duration for their public comment. No participants may donate their public comment allotment to another participant.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually. The presiding officer may interrupt or terminate a participant's statement when the statement exceeds the time limit established by the Board, reveals confidential information about a minor child, or physically threatens harm. Participants are strongly encouraged to avoid comments that are personally directed, abusive or obscene.

The portion of the meeting during which the public is invited to speak shall be limited to thirty (30) minutes. The Board reserves the right to extend the time allotment....

VII. Consent Agenda:

Background: The following routine operational matters are presented for action by the Board of School Directors. Items that require special attention may be removed from the consent agenda upon request of a Board member.

Administrative

- Actions** A. Move to approve an Independent Study Contract for Brockton Herb for the second semester of the 2024-2025 school year for Game Maker II.

B. Move to approve a foreign field trip request from the Foreign Language Teachers to promote a trip to Spain, France, Luxembourg, and Germany during the summer of 2026.

C. Move to approve the agreement in the matter of #227054-2024-25-02.

Budget

D. Move to approve expenditures of the General Fund in the amount of \$1,025,606.07; Food Service in the amount of \$39,465.22; Student Activities in the amount of \$6,328.87; and Payroll Fund in the amount of \$1,424,324.74 for total expenditures of \$2,495,724.90 for the period of November 23, 2024 through January 21, 2025.

E. Move to approve Budget Transfer numbers 25013 through 25025.

Background: Transfers were processed by the Business Office. These transfers reflect transfers between accounts with no overall change in the General Fund.

F. Move to approve November and December bank reconciliations, as presented.

G. Move to approve the following additional individual(s) as bus / van drivers for the 2024-2025 school year. The contractor is noted.

Shane Middaugh	- Jacoby Transportation
Bertil Danielson	- Jacoby Transportation
Kassandra Viands	- Krise Transportation
Carol Metts	- Krise Transportation
Victoria Hudak	- Krise Transportation

H. Move to approve a Request to Close a Student Activity Account under the name Middle School Drama, due to inactivity, with a balance of \$396.29 that will be transferred to the Middle School Student Council Account.

Personnel

I. Move to accept a resignation from Guy Sullivan, Staff Account-Generalist, effective December 17, 2024.

J. Move to accept a resignation from Cortney Schaffner, Elementary Classroom / Office Aide, effective January 16, 2025.

K. Move to approve the addition of Cortney Schaffner to the Support Staff Substitute List.

L. Move to approve a request for Intermittent Family Medical Leave from Barbara Hoffacker beginning November 21, 2024 and ending on or about April 25, 2025.

M. Move to approve a request for Family Medical Leave from Theresa Helt beginning on or before March 26, 2025 through May 29, 2025.

- N. Move to approve the employment of Tyler Pinkney as a full-time Food Services Supervisor at an annual prorated salary of \$55,000, effective January 2, 2025.
- O. Move to approve the employment of Nicole Lohman as a part-time, 5 hours per day, Elementary Food Services Aide at \$14.54 per hour, effective January 13, 2025.
- P. Move to approve the employment of Kellie Cool as a part-time, 6 hours per day, HS/MS Cafeteria Cook at \$17.00 per hour, effective January 23, 2025.
- Q. Move to accept a resignation from Megan Horrell as the HS Head Varsity Volleyball Coach effective immediately.
- R. Move to accept a resignation from Cathryn Campbell as the MS Ass't Volleyball Coach effective immediately.
- S. Move to approve the following individuals as coaches for the 2024-2025 school year.

Jaylen Martinez	
HS Varsity Ass't Boys' Basketball Coach	\$2,925

Page Karsteter	
MS Head Wrestling Coach	\$2,625

Catherine Mentzer	
MS Head Track Coach	\$3,183

- T. Move to approve an alteration of hours for Todd Dilger, MS/HS Special Education Aide (ILS), from 6.5 hours per day to 5 hours per day.
- U. Move to approve an alteration of hours for Tracy McLucas, MS/HS Special Education Aide (ILS) from 6.5 hours per day to 5 hours per day.
- V. Move to approve uncompensated leave, in accordance with Board Policy 339, for the following individuals.

Cortney Schaffner	December 18-20	3 days
Cortney Schaffner	January 8	1 day
Cortney Schaffner	January 14	1 day
Michelle Molock	December 20	.5 day
Michelle Molock	January 8	1 day

Michelle Molock	January 14	1 day
Erin Rines	January 21	1 day
Violet Johns	February 26-28	3 days
Carrie Wren	February 6	1 day
Carrie Wren	February 20	.5 day
Waynett Green	November 7	1 day
Waynett Green	November 15	1 day
Waynett Green	December 2	1.5 days
Waynett Green	December 19	.5 day
Waynett Green	January 7	1 day
Theresa Helt	January 23	1 day

- Policy**
- W. Move to approve Policy 707, Use of School Facilities, on a second reading.
 - X. Move to approve the Fee Schedule for Policy 707, Use of School Facilities, on a second reading.
 - Y. Move to approve Policy 803, School Calendar, on a first reading.
 - Z. Move to approve Policy 805, Emergency Preparedness and Response, on a first reading.
 - AA. Move to approve Policy 805.1, Relations with Law Enforcement Agencies, on a first reading.
 - BB. Move to adopt, new Policy 805.2, School Security Personnel, on a first reading.
 - CC. Move to approve Policy 827, Conflict of Interest, on a first reading.

VIII. Other Action Items:

IX. Other Discussion Items: (No action to be taken)

X. Public Comment – (3 min. each / 30 min. max)

XI. Adjournment

Informational items:

A. Next Board Meeting dates:

The Board will meet for a Board Study Session on February 10, 2025 at 6:00 p.m. in the District Board Room.

- B. The District received a donation of \$500 from Stock and Leader to be used for a scholarship for a high school student seeking to pursue a career in education or law.
- C. The District received a generous donation from Erica and Zach Bollinger to be used for Athletic Field Maintenance and Soccer.
- D. The District received a donation of \$500 from Jennifer Geesaman – Roth Fund of the Adams County Community Foundation to be used for a scholarship for a high school student seeking to pursue medical or EMS related fields, certificate, or degree program.
- E. The District received a donation of four AED Trainers and replacement pads from Fairfield Community Fire Company valued at approximately \$2,003.
- F. The District received a donation of \$300 from John & Kim Bennett to be used for negative lunch account balances for students during the month of December.
- G. The District received a donation of new winter coats for students from Arthur J. Gallagher valued at approximately \$585.
- H. The District received a donation of a Baritone from Holly Schneider to be used in the music departments valued at approximately \$700.

JANUARY IS SCHOOL DIRECTOR RECOGNITION MONTH

Please recognize, congratulate, and support the following people who give many volunteer public service hours to school-related duties and responsibilities:

Candance Ferguson-Miller, President; Jack Liller, Vice President;
Erica Bollinger, Treasurer; Theodore Sayres, Jr. Secretary;
Matthew DeGennaro, James Fisher, Jennifer Holz,
Melissa Kearchner and Lisa Sturges.

The Fairfield Area School Board met on Monday evening, December 2, 2024 at 7:00 p.m. in the district boardroom for a reorganization and regular Board Meeting. The following members were in attendance, Mr. Matthew DeGennaro, Mrs. Jennifer Holz, Mrs. Melissa Kearchner, Mr. Jack Liller, Mrs. Candace Ferguson-Miller, Mr. Tedd Sayres, and Mrs. Lisa Sturges. Mrs. Erica Bollinger and Mr. James Fisher were absent. Also, present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Scott Wilt, Business Manager; Mrs. Nicole Steele Zepp, Technology Coordinator; Mr. Justin Hoffacker, Middle School Principal; Mr. Todd Wolford, MS/High School Assistant Principal; Ms. Colleen Rebert, Elementary School Principal; Mr. Keith Bruck, Athletic Director; and Gareth Pahowka, Solicitor.

Board Reorganization

Election of Temporary President – A motion was made by Mrs. Jennifer Holz to elect Mr. Jack Liller as Temporary President. Motion carried (7-0).

Election of President - A motion was made by Mr. Jack Liller to nominate Mrs. Candace Ferguson-Miller as President. Motion carried (7-0).

Election of Vice-President - A motion was made by Mrs. Candace Ferguson-Miller to nominate Mr. Jack Liller as Vice President. Motion carried (7-0).

Minutes

A motion was made by Mrs. Lisa Sturges to approve the minutes of the Regular Board Meeting November 11, 2024. The motion was seconded by Mr. Jack Liller. Motion carried (7-0).

Presentations/Reports

The following individuals are responsible for updating the board on the current operations of their supervised areas. If you would like their full report, please follow this link:<https://www.youtube.com/playlist?list=PLEPDJP9udALGyQSIPPBEbCvcT62mW2sY>

- Superintendent
Recognize Students for their Holiday Illustrations on the District
Holiday Card

Payton Crum	4 th Grade
Leah Burgett	8 th Grade
Michael Gonzles	10 th Grade
Miah Montgomery	11th Grade
Elly Pecher	12 th Grade
Delaney Gass	12 Grade

- Assistant to the Superintendent
- Business Manager
- District Technology Coordinator
- Principal Report

Public Comment Agenda Items – There was no public comment.

Consent Agenda

Background: The following routine operational matters are presented for action by the Board of School Directors. Items that require special attention may be removed from the consent agenda upon request of a Board member.

Mr. Tedd Sayres made a motion to approve the consent agenda, items A through O. Motion was seconded by Mrs. Jennifer Holz. Motion carried (7-0).

Administrative

- | | |
|----------------|--|
| Actions | <ul style="list-style-type: none">A. Approved a Field Trip Request from Jen Fleener and FFA to travel to Harrisburg, PA, for the ACES Leadership Conference February 15-16, 2025.B. Approved a Field Trip Request from Susan Donaldson and FCCLA to travel to Champion, PA, for the State Leadership Conference March 28 – April 2, 2025.C. Approved a Field Trip Request from Coach Shelton and the MS/HS Wrestling Teams to travel to Chambersburg, PA for a wrestling tournament at Chambersburg Area High School on Sunday, December 29, 2024. |
|----------------|--|

- D. Approved a Use of Facilities request from Fairfield Youth Basketball to use the Elementary, Middle, and High School Gyms on Sunday, February 2, 2025 for games and practice.
- E. Approved a Use of Facilities request from Fairfield Recreation Association to use the Middle School and High School Gyms on Sunday, January 19 & 26, 2025 for baseball and softball open gym.

Budget

- F. Approved expenditures of the General Fund in the amount of \$1,148,210.70; Food Service in the amount of \$38,313.07; Student Activities in the amount of \$4,694.49; and Payroll Fund in the amount of \$470,318.78 for total expenditures of \$1,661,537.49 for the period of October 23, 2024 through November 22, 2024.

- G. Approved Budget Transfer numbers 25001 through 25011.

Background: Transfers were processed by the Business Office. These transfers reflect transfers between accounts with no overall change in the General Fund.

- H. Approved October bank reconciliations, as presented.

- I. Approved the attached Act 1 Resolution indicating that the Fairfield Area School District will not raise taxes by more than 4.8% for the 2025-2026 fiscal year.

Background: Each year school districts must choose between adoption of either a preliminary general fund budget or stating that taxes will not be raised above the school district's Act 1 adjusted index. The Act 1 index represents the maximum tax increase a school district can levy without PDE or voter approval. The FY26 index for the Fairfield Area School District is 4.8%.

- J. Approved the addition of the following individual(s) to the van / bus driver list for the 2024-2025 school year. The contractor is noted.

Michael Koemm	- Krise Transportation
Joseph Mulewich	- Jacoby Transportation
Dale Trump	- Jacoby Transportation
William Korman	- Jacoby Transportation
Ashley Clabaugh	- Jacoby Transportation
Stacey Klein	- Jacoby Transportation

- Personnel**
- K. Approved a transportation contract for Scott Seaman to transport one student to High Roads of Southern York effective November 13, 2024, through the last day of the 2024-2025 school year.
 - L. Accepted a resignation from Dalton Sponaugle, Food Services Supervisor, effective December 22, 2024.
 - M. Accepted a resignation from Matt McCann as the Middle School Head Wrestling Coach effective immediately.
 - N. Accepted a resignation from Gabe Jackson as the High School Head Varsity Football Coach effective immediately.
 - O. Approved Dan Ryan as the HS Head Baseball Coach for the 2024-2025 school year.(\$3,500)
 - P. Approved a supplemental contract for Marcie Kozack as the MS Student Council Advisor effective November 14, 2024 with salary per the Collective Bargaining Agreement. (\$2,074 prorated)
 - Q. Approved a request for Intermittent Family Medical Leave from Barbara Hoffacker effective November 21, 2024.
- Policy**
- R. Approved the revisions to Policy 707, Use of School Facilities, on a first reading.
 - S. Approved the revisions to the Fee Schedule for Policy 707, Use of School Facilities, on a first reading.

Other Action Items

- A. Mr. Tedd Sayres moved to establish meeting dates, times and place for study sessions and regular board meetings for the ensuing year, as presented. Mrs. Lisa Sturges seconded the motion. Motion carried.
- B. Mrs. Candace Ferguson-Miller moved to appoint Mrs. Jennifer Holz to the ACTI Joint Operating Committee effective 1/2025 through 12/2027. Mr. Jack Liller seconded the motion. Motion carried.
- C. Mrs. Jennifer Holz moved to appoint Mr. Tedd Sayres, as an alternate to the ACTI Joint Operating Committee effective 1/2025 through 12/2027. Mrs. Candace Ferguson-Miller seconded the motion. Motion carried.

- D. Mr. Tedd Sayres moved to approve a Special Board Meeting for December 9, 2024, beginning at 6 pm in the auditorium. Mr. Jack Liller seconded the motion. The motion passed.

Public Comment – There was no public comment.

The board asked clarifying questions concerning football to the Athletic Director in preparation for the December 9, 2024 meeting.

Other Discussion Items- (No action to be taken)

- A. Academic Data Presentation – Mr. Aaron Taylor, Mr. Todd Wolford, Mr. Justin Hoffacker & Ms. Colleen Rebert.

Adjournment

Mr. Jack Liller made a motion to adjourn the Regular Board meeting at 8:52 p.m. Motion was seconded by Mr. Matthew DeGennaro.

Respectfully Submitted:

Mrs. Candace Ferguson-Miller
President

Mr. Scott Wilt
Board Recording Secretary

The Fairfield Area School Board met on Monday evening, December 9, 2024, at 6:02 p.m. in the district auditorium for a special board meeting. The following members were in attendance: Mrs. Candace Ferguson-Miller, presiding; Mrs. Erica Bollinger, Mr. Matthew DeGennaro, Mr. James Fisher, Mrs. Jennifer Holz (arrived 6:06), Mrs. Melissa Kearchner, Mr. Jack Liller, Mr. Tedd Sayers and Mrs. Lisa Sturges. Also present were Mr. Thomas Haupt, Superintendent; Mr. Scott Wilt, Business Manager; Mrs. Nicole Steele-Zepp, Technology Coordinator, Mr. Aaron Taylor, Assistant to the Superintendent and Mr. Keith Bruck, Athletic Director.

Public Comment – (3 min each / 30 min. max)

Mrs. Ferguson-Miller explained to the attendees the procedure for public comment. The floor was opened to the public for comment. Comments were heard concerning football in the district.

Mr. Liller moved to authorize the administration to develop a cooperative sports agreement for football with Gettysburg Area School District to be approved by the Board at a later date. Mr. Sayres seconded the motion. The motion carries (7-2).

Adjournment

All were in favor following a motion by Mr. Sayres and a second by Mr. DeGennaro to adjourn the special board meeting at 6:39 p.m.

Respectfully Submitted:

Mrs. Candace Ferguson-Miller
Board President

Mr. Scott Wilt
Board Recording Secretary

The Fairfield Area School Board met on Monday evening, January 13, 2025 at 6:03 p.m. in the district boardroom for a study session board meeting. The following members were in attendance, Mrs. Candace Ferguson-Miller, presiding; Mr. Matthew DeGennaro, Mrs. Jennifer Holz, Mrs. Melissa Kearchner, Mr. Jack Liller, Mr. Tedd Sayres, and Mrs. Lisa Sturges. Mrs. Erica Bollinger and Mr. James Fisher were absent. Also present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Scott Wilt, Business Manager; and Mrs. Nicole Steele-Zepp, Technology Coordinator.

The following individuals are responsible for updating the board on the current operations of their supervised areas. If you would like their full report, please follow this link:

<https://www.youtube.com/playlist?list=PLEPDJP9udALGyQSIPPBEbCvcT-62mW2sY>.

Public Comment – No comments.

Mrs. Tara Phillips and Mrs. Ute Cline provided a review of 2024 Foreign Language Trip to Europe and plans for another European trip in 2026.

Study Session Topic(s):

Mr. Haupt presented the following Policies for updates/review:

- Draft Policy 803 School Calendar
- Draft Policy 805 Emergency Preparedness and Response
- Draft Policy 805.1 Relations with Law Enforcement Agencies
- Draft Policy 805.2 School Security Personnel (new)
- Draft Policy 827 Conflict of Interest

Adjournment

All were in favor following a motion by Mr. Matthew DeGennaro and a second by Mr. Tedd Sayers to adjourn the study session meeting at 7:01 p.m. The motion was unanimously approved.

Informational items:

A. Next Board Meeting dates:

The Board will meet for a regular Board Meeting on January 27, 2025 at 7:00 p.m. in the District Board Room.

Respectfully submitted,

Mrs. Candace Ferguson-Miller
President

Mr. Scott Wilt
Board Recording Secretary