**FAIRFIELD AREA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**MEETING March 25, 2024**

**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 Board Meeting February 26, 2024](#BoardMinutes02262024) and the [March 11, 2024 Board Study Session](#BoardMinutes03112024).

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

* Superintendent
* Ass’t to the Superintendent
  + - Business Manager
    - District Technology Coordinator
    - Principal’s Update
    - HS Student Council Representatives

**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 submitting the Mid-Point Review of the District Comprehensive Plan 7/1/24 - 6/30/27 to PDE for final approval.

Background: The 30-day review began on February 25, 2024 and was presented to the Board on March 11, 2024. The review is now complete.

B. Move to approve a field trip request from the Sixth Grade Teachers & Students to travel to Camp Eder, Fairfield, PA, from April 17-19, 2024 for Sixth Grade Camp.

**Budget**  C. Move to approve expenditures of the General Fund in the amount of $683,557.93; Food Service in the amount of $28,283.50; Student Activities in the amount of $8,768.08; and the Payroll Fund in the amount of $935,153.53 for total expenditures of $1,655,763.04 for the period of February 22, 2024 through March 18, 2024.

D. Move to approve the following individual(s) as bus / van drivers for the 2023-2024 school year. The contractor is noted.

Kathleen Wolf - Krise Transportation

Kimberly Harris - Jacoby Transportation

Beth Henry - Jacoby Transportation

Kayley Hoffman - Jacoby Transportation

Cynthia Felix - Jacoby Transportation

Wendy Hopkins - Jacoby Transportation

Lorraine Gebhart - Jacoby Transportation

Kimberly Jacoby - Jacoby Transportation

E. Move to approve the February bank reconciliations as presented.

F. Move to approve an agreement between Supplemental Psychology Services and Fairfield Area School District for certified school psychologist services effective April 1, 2024 – July 1, 2024 billable at $145 per hour.

G. Move to approve a Service Agreement with Diakon Youth Services, for special education services at Center Point Day Program for one student during the 2023-2024 school year at a cost of $161.50 per day.

H. Move to approve an agreement between Harrisburg Area Community College and Fairfield Area School District to provide the Emergency Medical Technician (EMT) Course in the high school for the 2023-2024 school year.

I. Move to approve an audit proposal for FY23 from Smith Elliott & Kearns and Company at a cost of $37,500.

**Personnel** J. Move to accept a resignation from Larry Devilbiss as the HS Head Varsity Football Coach effective immediately.

K. Move to accept a resignation from Jared Donmoyer as the HS Head Varsity Girls’ Basketball Coach effective immediately.

L. Move to accept a resignation from Katherine Gebert, Middle School Teacher, effective August 15, 2024.

M. Move to appoint Scott A. Wilt as the full-time Business Manager / Board Recording Secretary with benefits per the Business Manager’s Contract effective April 23, 2024 through June 30, 2028.

N. Move to approve the employment of Adam Kozack as a full-time second shift Custodian at $14.36 per hour, effective March 11, 2024.

O. Move to approve the employment of Gabriella Guzman as a part-time food services aide at $13.85 per hour, effective March 18, 2024.

P. Move to approve the employment of Tina Keeney as a part-time food services aide at $13.85 per hour, effective March 25, 2024.

Q. Move to approve the employment of Cathryn Campbell as a part-time elementary personnel care assistant at $14.36 per hour, effective March 18, 2024.

R. Move to approve supplemental contracts for the following individuals as coaches / advisors with pay per the Collective Bargaining Agreement for the 2023-2024 school year.

Matthew McCann

MS Head Wrestling Coach $2,648

Scott Motter

HS Head Varsity Boys’ Track Coach $2,909

Scott Motter

HS Head Varsity Girls’ Track Coach $2,908

Carolyn Bieber

HS Ass’t Girls’ Track Coach $2,388

Stacey Motter

HS Ass’t Boys’ Track Coach $2,388

Angie Wallace

MS Head Track Coach $2,648

Megan Ziegler

HS Class of 2027 Advisor $1,717 prorated

S. Move to approve a revised job description for Assistant Business Manager.

T. Move to approve a new job description for Staff Accountant – Generalist.

**Policy**  U. Move to approve the revisions to Policy 339, Uncompensated Leave, on a first reading.

**VIII. Other Action Items:**

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

1. Voluntary Reassignment -

* Amber Toms from Elementary Autism Support Classroom Aide to Elementary Personal Care Assistant.

**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 April 18, 2024 at 6:00 p.m. in the District Board Room.

B. The Board met for Executive Sessions February 12, 2024, and March 25, 2024, prior to this evening’s board meeting for personnel and legal matters.

C. The Board will meet for an Executive Session on March 26, 2024 for legal and personnel matters.

D. The District received a donation of $1,000 and costumes via the Amazon Wishlist to be used for the high school spring musical from Allen and Holly Smith valued at approximately $1,800.

[February 26, 2024](#TOP)

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The Fairfield Area School Board met on Monday evening, February 26, 2024 at 7:00 p.m. in the district boardroom for a regular Board Meeting. The following members were in attendance, Mrs. Candace Ferguson-Miller, presiding; Mrs. Erica Bollinger, Mr. Matthew DeGennaro, Mr. James Fischer, Mrs. Jennifer Holz, Mrs. Melissa Kearchner, Mr. Jack Liller, Mr. Tedd Sayres, and Mrs. Lisa Sturges. Also present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Tim Stanton, Business Manager; Mrs. Nicole Steele Zepp, Technology Director; Mr. Todd Wolford, Assistant HS / MS School Principal; and Attorney Gareth Pahowka, Solicitor.

The Board held an Executive Session for legal and personnel matters following this evening’s board meeting.

**Minutes**

A motion was made by Mr. Matthew DeGennaro to approve the minutes of the Regular Board Meeting of January 22, 2024 and Board Study Session of February 12, 2024. Motion was seconded by Mr. Jack Liller. Motion carried (9-0).

**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=PLEPDJP9udALGyQSlPPBEbCvcT-62mW2sY

1. Smith Elliott & Kearns - 2021-2022 Audit Summary

Mr. Kevin Stouffer of Smith Elliott & Kearns presented the 2021-2022 audit.

* Superintendent
* Assistant to the Superintendent
* Business Manager
* District Technology Coordinator
* Principal’s Update

Mr. Barnes, Advisor to the Middle School Student Council, and members of the Middle School Student Council did a presentation on constructing an outdoor classroom that they would like the district to consider building in the courtyard.

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Mr. Barnes did a presentation on sixth grade camp, reviewing the history and the camp program.

**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.

Mrs. Jennifer Holz made a motion to approve the consent agenda, items A through Z. Motion was seconded by Mr. Matthew DeGennaro. The Board held discussions on agenda items C, J, and K. After discussions, the Motion carried (9-0).

**Administrative**

**Actions** A. Approved a Resolution by the Joint Board of ACTI to organize the Adams County Technical Institute Authority under the provisions of the Municipality Authorities Act.

B. Adopted the Adams County Technical Institute Authority Bylaws.

**Budget**  C. Approved expenditures of the General Fund in the amount of $1,176,954.82; Food Service in the amount of $43,205.60; Student Activities in the amount of $18,413.70; and Payroll Fund in the amount of $384,034.27 for total expenditures of $1,622,608.39 for the period of January 20, 2024 through February 21, 2024.

D. Approved the following individual(s) as bus / van drivers for the 2023-2024 school year. The contractor is noted.

Hailee McDannell - Jacoby Transportation

Amy Pool - Jacoby Transportation

Lisa Orndorff - Krise Transportation

Connie Smith - Krise Transportation

Lance Frederick - Krise Transportation

E. Approved the January bank reconciliations as presented.

F. Approved FY24 Budget Transfer numbers 48 through 57 as presented.

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G. Approved Bettwy Systems proposal of $143,613.29 for security cameras. $1,756 to be paid from the PCCD grant and $141,857.29 to be paid from the Technology Committed Fund Balance.

H. Approved DWS’ proposal of $18,899.88 for security camera installation to be paid from the Technology Committed Fund Balance.

I. Approved the PA Seal of Biliteracy Program.

1. Approved two new part-time positions in the Food Services Department at 20 hours each per week to support the breakfast program.

K. Approved the FY25 General Fund Operating Budget of the Lincoln Intermediate Unit.

Background: The Lincoln Intermediate Unit General Fund Budget is required to be voted on by all school districts in the three-county area that the LIU serves.

1. Accepted the 2021-2022 audit as presented by Smith Elliott & Kearns.

**Personnel** M. Approved a request from Megan Ziegler to rescind her resignation letter accepted by the Board January 22, 2024.

N. Accepted a resignation for retirement from Tim Stanton, Business Manager, effective April 22, 2024.

O. Accepted a resignation from Ken Kincaid as the Head MS Track Coach effective immediately.

P. Accepted a resignation for retirement from Tim Settle, maintenance, effective February 26, 2024.

Q. Accepted a resignation from Evan Kichler, second shift custodian, effective February 22, 2024.

R. Accepted a resignation from Sandra Campbell, elementary special education aide (autism support class) effective February 15, 2024 and granted permission for her name to be added to the Support Staff Substitute List K-12.

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S. Approved the employment of Keith E. Bruck as the full-time District Athletic Director with an annual salary of $72,500, prorated for 2023-2024, and benefits per the Support Staff Agreement effective March 4, 2024.

T. Approved the employment of Ernest Hockenberry as a full-time second shift Lead Custodian at $15.39 per hour, effective January 22, 2024.

U. Approved the employment of Cary Shirley as a part-time food services aide at $13.85 per hour, effective February 20, 2024.

V. Approved an employment agreement with Jacob Shifflett as an Athletic Coordinator effective January 29, 2024 through March 11, 2024 at $20 per hour.

W. Approved a childbearing leave request from Katherine Gebert, MS Intervention Specialist, March 18, 2024 - May 31, 2024 unless medically necessary to leave before that date.

X. Approved a new Elementary Personal Care Assistant, PCA, for a student in the Autism Support Classroom mandated by their Individualized Education Plan.

1. Approved the attached Adjudication for student 02022024-1.
2. Approved a supplemental contract for Brad Willock as the MS Ass’t Soccer Coach with salary per the Collective Bargaining Agreement for the 2023-2024 school year. $2,648.

**VIII. Other Action Items:**

1. Approved Draft 1 of the 2024-2025 District Calendar. (Parent Conferences - 2 evenings in the fall and 2 evenings in the spring)
2. Move to approve Draft 2 of the 2024-2025 District Calendar. (Parent Conferences – 1 full day and 1 evening in the fall and 1 evening in the spring)

Mrs. Lisa Sturges made a motion to approve Draft 1 of the 2024-2025 District Calendar. Motion was seconded by Mr. Matthew DeGennaro. After discussions Motion passed 5-4.

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**Public Comment** – There was no public comment.

Board Member Mrs. Melissa Kearchner, asked for clarification stating that she believes individuals worked as coaches during the year but were not formally approved by the Board to work. Mr. Haupt stated that he would get back to her once provided the names being referenced.

**Adjournment**

Mr. James Fischer made a motion to adjourn the Regular Board meeting at 8:10 p.m. Motion was seconded by Mr. Matthew DeGennaro.

Respectfully Submitted:

Mrs. Candace Miller Mr. Tim Stanton

Board President Board Recording Secretary

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[March 11, 2024](#TOP)

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The Fairfield Area School Board met on Monday evening, March 11, 2024 at 6:00 p.m. in the district boardroom for a Board Study Session. The following members were in attendance, Mrs. Candace Ferguson-Miller, Presiding; Mrs. Erica Bollinger, Mr. Matthew DeGennaro, Mr. James Fisher, Mrs. Jennifer Holz, Mrs. Melissa Kearchner, Mr. Tedd Sayres, and Mrs. Lisa Sturges. Mr. Jack Liller was absent. Also present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Tim Stanton, Business Manager; and Mrs. Nicole Steele Zepp, Technology Director.

**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=PLEPDJP9udALGyQSlPPBEbCvcT-62mW2sY

* Assistant to the Superintendent
* Business Manager
* Technology Director

**Public Comment** **Agenda Items** –

Mrs. Laura Fisher, representing FAST, discussed an Apparel fundraising sale that FAST desired to do in the future. She asked the Board’s permission to use the logo of the school on the apparel.

**Study Session Topics**

1. Comprehensive Plan -

Mr. Aaron Taylor reviewed the Comprehensive Plan and stated that it is completed every three years and the period that he was presenting is the timeframe of 2024 to 2027.

Mr. Taylor reviewed the Profile of a Graduate, Vision Statement, Mission Statement, and Core Values.

Mr. Taylor reviewed the Goals of the Comprehensive Plan which are to improve academic scores, establish an early warning system, and to improve attendance.

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The instructional framework was reviewed including career pathways for the students.

B. FY25 Budget -

Tim Stanton discussed FY25 at a high level to obtain feedback from the Board.

Mr. Stanton explained the Act 1 index, the rate history of the index and the revenue that the Act 1 index will generate in FY25.

The millage history of the district was reviewed, and the estimated rate increases to the taxpayers based on millage increases ranging from 1% to 6.4%. The millage rates of all school districts in Adams County were also reviewed.

The possible future millage increases as a result of the borrowing that ACTI is seeking to expand their program was reviewed.

The expiration of the ARP grant funds was reviewed with feedback obtained from the Board on the salaries that these grant funds were funding. Other potential payroll increases were also reviewed.

A list of thirteen capital projects was reviewed with feedback from the Board on which projects were a priority to the Board.

The budget timeline was reviewed with the Board.

C. Draft Policy 339 – Uncompensated Leave

Mr. Thomas Haupt reviewed the draft policy of Uncompensated Leave

**Adjournment**

All were in favor following a motion by Mr. Ted Sayres and a second by Mrs. Jennifer Holz to adjourn the Board Study Session meeting at 8:23 p.m.

Respectfully Submitted:

Mrs. Candace Ferguson-Miller Mr. Tim Stanton

President Board Recording Secretary

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