**FAIRFIELD AREA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**MEETING April 22, 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 [March 25, 2024](#March25Minutes) and the [April 8, 2024](#April8Minutes) Board Study Session.

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

A. ACTI – Mr. Shawn Eckenrode, Administrative Director

B. 2024-2025 Budget Update – Mr. Scott Wilt, Business Manager

* 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 a field trip request from Susan Donaldson & FCCLA students, Savannah Kahler & Karina Miller to travel to Clearfield, PA, April 19-21, 2024 to develop leadership skills to become good state officers.

B. Move to approve the Elementary PTO to use the Fairfield Area School District Logo for the incoming kindergarten shirts, May 2024, and a fall fundraiser apparel sale August – September 2024.

C. Move to approve F.A.S.T. to use the Fairfield Area School District Logo for a fundraiser apparel sale August 19 – September 6, 2024.

**Budget**  D. Move to approve expenditures of the General Fund in the amount of $332,532.74; Food Service in the amount of $18,162.50; Student Activities in the amount of $6,469.20; and the Payroll Fund in the amount of $335,954.48 for total expenditures of $693,118.92 for the period of March 19, 2024 through April 12, 2024.

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

Stephen Grogg - Krise Transportation

Russell Voight - Krise Transportation

Tamatha Smith - Krise Transportation

Katie Garrison - Krise Transportation

Faith Deimler - Jacoby Transportation

Buddy Redden - Jacoby Transportation

Kevin Sanders - Jacoby Transportation

F. Move to approve the March bank reconciliations as presented.

G. Move to approve the General Operating Budget of the Adams County Technical Institute for the fiscal year July 1, 2024 to June 30, 2025.

H. Move to approve ACNB (Adams County National Bank) and PSDLAF/PNC as the depositories for school funds for the 2024-2025 fiscal year. This represents no change from the current year.

I. Move to exonerate the local tax collectors from further collection of the 2023-2024 taxes due to verification being complete, as of April 30, 2024, and the delinquent taxes have been turned over to the County and signature verification has been received.

J. Move to approve an agreement with New Story IDS, LLC to provide School-Based Counseling Services through a Thrive Certified Clinician 25 hours per week August 15, 2024 through June 15, 2025.

K. Move to approve a Memorandum of Understanding with Adams County Children and Youth to address transportation procedures when a foster student remains in the school of origin.

**Personnel** L. Move to accept a resignation from John Packard as the HS Ass’t Varsity Football Coach effective immediately.

M. Move to accept a resignation from Jarrett Boyle as the HS Ass’t Varsity Football Coach effective immediately.

N. Move to accept a resignation from Amber Toms as an Elementary School PCA effective May 3, 2024 and grant permission for her to be added to the Support Staff Substitute List.

O. Move to approve the employment of Deborah Kane as the full-time Ass’t Business Manager with benefits per the Act 93 Agreement at an annual prorated salary of $62,000.

P. Move to approve the employment of Guy Sullivan as the full-time Staff Account – Generalist with benefits per the Support Staff Guidelines at an annual prorated salary of $40,000, pending completion of all hiring paperwork.

Q. Move to approve the removal of Patricia Atkinson from the Support Staff Substitute List effective immediately.

**Policy**  R. Move to approve the revisions to Policy 339, Uncompensated Leave, on a second reading.

**Proposed**

**Budget** S. Move to adopt the 2024-2025 proposed preliminary budget with operating expenditures of $22,800,012, and revenues adjusted from a millage of 11.5757 to a millage of 11.9958, which represents a 3.63% increase for total revenues of $22,162,472

Background: Final budget adoption is anticipated to be at the June 24, 2024 board meeting allowing the required days for advertising and public inspection.

**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 May 13, 2024 at 6:00 p.m. in the District Board Room.

[March 25, 2024](#TOP)

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The Fairfield Area School Board met on Monday evening, March 25, 2024 at 7:00 pm in the district boardroom for a regular Board Meeting. The following members were in attendance, Mrs. Candace Miller, presiding; Mrs. Erica Bollinger, Mr. Matthew DeGennaro, Mrs. Melissa Kearchner, Mr. Jack Liller, Mr. Tedd Sayres, and Mrs. Lisa Sturges. Mr. James Fischer and Mrs. Jennifer Holz were absent.

Also present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Tim Stanton, Business Manager; Mrs. Nicole Steele Zepp, Technology Coordinator; Ms. Colleen Rebert, Elementary School Principal; and Attorney Gareth Pahowka, Solicitor.

Prior to the Board meeting and after, the Board held an executive session to discuss legal and personnel issues.

**Minutes**

A motion was made by Mr. Tedd Sayres to approve the minutes of the Regular Board Meeting of February 26, 2024 and Board Study Session of March 11, 2024. Motion was seconded by Mr. Matthew DeGennaro. 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=PLEPDJP9udALGyQSlPPBEbCvcT-62mW2sY

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

Ms. Colleen Rebert provided an update on various school activities.

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

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**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 U. Motion was seconded by Mr. Jack Liller. Motion carried (7-0).

**Administrative**

**Actions** A. Approved 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. Approved 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. Approved 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. Approved 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. Approved the February bank reconciliations as presented.

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F. Approved 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. Approved 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. Approved 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. Approved an audit proposal for FY23 from Smith Elliott & Kearns and Company at a cost of $37,500.

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

K. Accepted a resignation from Jared Donmoyer as the HS Head varsity Girls’ Basketball Coach effective immediately.

L. Accepted a resignation from Katherine Gebert, Middle School Teacher, effective August 15, 2024.

M. Appointed 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. Approved the employment of Adam Kozack as a full-time second shift Custodian at $14.36 per hour, effective March 11, 2024.

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

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

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

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

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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. Approved a revised job description for Assistant Business Manager.

T. Approved a new job description for Staff Accountant – Generalist.

**Policy**  U. Approved 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**

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Ms. Alison Hess, First Grade Teacher, made a statement that the district needs to retain the Intervention Specialists and the district needs smaller class sizes in the kindergarten program.

**XI. Adjournment**

Mr. Matthew DeGennaro made a motion to adjourn the Regular Board meeting at 7:18 p.m. Motion was seconded by Mr. Jack Liller.

At 7:18 p.m. the Board held an executive session to discuss personnel and legal matters.

Respectfully Submitted:

Mrs. Candace Miller Mr. Tim Stanton

President Board Recording Secretary

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[April 8, 2024](#TOP)

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The Fairfield Area School Board met on Monday evening, April 8, 2024 at 6:10 p.m. in the district boardroom for a Board Study Session. The following members were in attendance, Mrs. Candace Miller, presiding; Mrs. Erica Bollinger, Mr. Matthew DeGennaro, Mrs. Jennifer Holz, Mrs. Melissa Kearchner, Mr. Jack Liller, Mr. Tedd Sayres, and Mrs. Lisa Sturges. Mr. James Fisher was absent.

Also present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Tim Stanton, Business Manager; Mr. Keith Bruck, Athletic Director; and Mr. Bill Mooney, Buildings and Grounds Supervisor.

**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 Coordinator

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

**Study Session Topic(s)**

A. HS Courtyard Update – Mrs. Ute Cline and HS Students

Students provided an update on the 11th grade SWPBIS Activity and provided a presentation on the progress of their planning of the High School courtyard project.

B. State of the District – Mr. Thomas Haupt, Superintendent

Mr. Haupt gave a State of the District report and reviewed the mission and vision of the district.

Mr. Aaron Taylor, Assistant to the Superintendent for Curriculum, Special Education & Student Services, provided a review of K-12 student services and a review of the Special Education program including a review of the Adams County Special

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Education Consortium. Mr. Taylor also reviewed grants that he recently applied for and spoke about the curriculum and instruction of the district.

Mr. Haupt provided a presentation on the technology of the district.

Mr. Keith Bruck, Athletic Director, provided a multi-year presentation on uniform replacement cycle and athletic equipment replacement.

Mr. Bill Mooney, Buildings & Grounds Supervisor / Security Coordinator, provided a multi-year capital equipment plan.

C. Preliminary Budget Presentation –

Mr. Tim Stanton, Business Manager, provided a presentation on the FY25 budget so the Board will be in a position on April 22, 2024 to approve the Preliminary Budget. The General Fund, based on no millage increase, would be at a deficit of $172,805 which excluded any capital projects or set aside funding for a bond funding of ACTI. The probable future funding increases to ACTI were discussed. A review of the revenue budget was presented at a detailed line level and a review of the expenditures was reviewed by object code and function code. Capital projects were discussed with tentative approved projects of $523,081 and tentative non-approval of projects of $206,000. The Board advised moving some of the previously non-approved items to the tentative approved for vote at the next meeting. The recommended millage increase was suggested to be 11.9958 which would be an increase of 3.63% which will be voted on in the April 22, 2024 meeting as a preliminary budget figure subject to final approval on June 24, 2024. A budget timeline was also reviewed with the Board.

**Adjournment**

All were in favor following a motion by Mr. Matthew DeGennaro and a second by Mr. Jack Liller to adjourn the General Board meeting at 9:06 p.m.

Respectfully Submitted:

Mrs. Candace Ferguson-Miller Mr. Tim Stanton

President Board Recording Secretary

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