**FAIRFIELD AREA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**MEETING May 19, 2014**

**A G E N D A**

**I. Call to Order**

**II. Pledge of Allegiance and Moment of Silence**

**III. Roll Call**

**IV. Minutes**

A. Move to approve the minutes of the [April 14, 2014](#Minutes) Board meeting.

**V. Presentations/Reports**

(For information only --- No action to be taken)

A. National Cancer Institute, Frederick, MD – Mr. Scott Roan

B. Stem Solutions Fair Participants– Mrs. Cathy Mentzer

C. Envirothon Participants – Mrs. Kathy Serfass

**VI. Student Representative Reports**

**VII.** **Public Comment** (3 min. each / 30 min. max)

**VIII. 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 Mr. Andrew Hanks and the AMVETS baseball team (15/16 year olds) to use the high school baseball field on Sunday, May 25, 2014 for rec league baseball games.

B. Move to approve Ms. Kim Shaffer and the Fairfield Youth Football to use the Stadium Sunday, October 26, 2014 and Sunday, November 2, 2014 as rain dates only for their Smurf Jamboree and Pre-playoffs.

**Budget** C. Move to approve the general fund bill list in the amount of $420,554.45.

D. Move to approve the food service fund bill list in the amount of $38,495.92.

E. Move to approve Stock and Leader, LLP, as the District's solicitor for the 2014-2015 fiscal year at the hourly rate of $170 for partners, a $5 dollar increase over the current year, and $150 for associates, which represents no change.

F. Move to approve Smith Elliott Kearns & Company, LLC as the school district local auditor to complete audits for fiscal years 2013-2014 and 2014-2015.  Total cost for 2013-2014 is $15,100 and 2014-2015 is $15,600 for a total two year contract of $30,700.   We paid our previous auditor $23,605 for the 2012-2013 fiscal audit.

Background: Our Request for Proposal was answered by five auditing firms including our current auditor and Smith Elliott not only provided the lowest cost but brings a wealth of school district experience currently performing the audits of 14 school districts.  A fresh perspective and in-depth knowledge of other districts will be immeasurably helpful to us.

G. Move to approve raising the hourly support staff insurance contribution for the 2014-2015 fiscal year to 7% of the premium with a .5% reduction for participation in the Wellness Program, if applicable, and a spousal surcharge of $25 per pay effective July 1, 2014.  The spousal coverage buy-out for 2014-2015 is $2,250.

H. Move to approve raising the salaried support staff insurance contribution for the 2014-2015 fiscal year to 8% of the premium with a .5% reduction for participation in the Wellness Program, if applicable, and a spousal surcharge of $45 per pay effective July 1, 2014.  The spousal coverage buy-out for 2014-2015 is $2,250.

I. Move to approve raising the Superintendent's insurance contribution for the 2014-2015 fiscal year to 12% of the premium with a .5% reduction for participation in the Wellness Program, if applicable, and a spousal surcharge of $70 per pay effective July 1, 2014.  The spousal coverage buy-out for 2014-2015 is $2,250.

J. Move to approve the hourly support staff salary increase for the 2014-2015 fiscal year at a rate of 2.3% effective July 1, 2014.

K. Move to approve the salaried support staff increase for the 2014-2015 fiscal year at a rate of 2.3% effective July 1, 2014.

L. Move to approve ACNB (Adams County) and PSDLAF/PNC (Pennsylvania School District Liquid Asset Fund) as the depositories for school funds for the 2014-2015 fiscal year.

M.  Move to approve J.P. Harris as the delinquent occupation tax and insufficiently funded check collector for the 2014-2015 fiscal year.

N.  Move to exonerate the local tax collectors from further collection of the 2013-2014 taxes subject to verification by the Business Office.

Background:  Verification by the Business Office is complete and all delinquent accounts have been turned over to the delinquent tax collector at the County level.  Exoneration of the tax collector does not exempt the individual from the responsibility of paying the tax but shifts responsibility to the County and allows the tax collector to receive the new tax duplicate.

O. Move to approve the professional substitute rate for the 2014-2015 school year at the daily rate of $87. (that’s 85 x 2.3% = 86.955 rounded to 87).

Background: This is a $2 increase and follows the FASD Union increase.

P. Move to approve that the transaction fee, charged by the bank when utilizing the Lunchtime Online Access and Payment System, be charged to the user and therefore no longer paid by the District.

Background:  Fairfield School District provides on an online payment system for individuals to use to place money in a student's lunch account and view what students are eating.  To date, the transaction fees have been paid by the district and total approximately $7,400 per year.  This fee of $1.00 per transaction plus 2.3% of the payment amount will now be paid by the user.

Q. Move to approve a .50 cent increase in both elementary and secondary lunch prices effective August 20, 2014.

Background: Based on current meal counts, this represents a potential increase in revenue of $36,645.  Meal prices were last increased in the 2012-2013 fiscal year.

R. Move to approve American Insurance Company administrated by Christian Baker Company as the provider of the Sports/Student Accident Insurance for the 2014-2015 fiscal year.

Background:  The American Insurance Company has provided this service to the district for many years and the cost of $7,400 represents no change from the current year.  Student accident insurance is available for purchase by parents or guardians.

# Personnel S. Move to accept the resignation for retirement from Mrs. Brenda Newman, elementary teacher, effective August 15, 2014. Mrs. Newman has served the District for 36 years.

T. Move to grant permission for the administration to advertise and recommend for hire an elementary teacher for the 2014-2015 school year.

U. Move to accept the resignation of Ms. Stacey Shriner, part-time high school IDEA aide, effective April 14, 2014.

V. Move to grant permission for the administration to advertise and recommend for hire a part-time high school IDEA aide for the 2014-2015 school year.

W. Move to grant permission for the administration to advertise and recommend for hire a Full-time Secondary Math/Science Teacher for the 2014-2015 school year.

X. Move to grant permission for the administration to advertise and recommend for hire a Head Fall Varsity Cheerleading Coach and Head Varsity Boys’ Soccer coach for the 2014-2015 school year.

Y. Move to approve the addition of Ms. Kelsey Kuykendall, Elementary, to the professional substitute list K-12.

Z. Move to adopt Board review and Board approval required for all adjustments to the monthly balance sheets and/or moving funds between accounts.

AA. Move to approve withdraw from any and all association with boroughs and townships regarding Park and Recreation activities. Further; no future involvement be undertaken between boroughs/townships and FASD, regarding Park and Recreation activities. The Grant associated with this project will be returned to the appropriate borough/township with all funding as received, per FASD ethics.

BB. Move to approve reducing account 131 to $235,701 which represents a 3% year-over-year increase from the 2012-2013 budget.

CC. Move to approve an increase to the student driver's education charge from $165 to $275.

DD. Move to accept the SDIC (School District Insurance Consortium) representative’s offer to provide FREE training to FASD’s Safety Committee members and provide assistance to re-apply for state certification effect immediately.

EE. Move to grant permission for the Education Committee to study eliminating “block scheduling” and return to period scheduling format.

FF. Move to grant permission for the Education Committee to recommend tougher enforcement of physical and cyber bullying in FASD including harsher penalties for bullies.

**IX. Other Action Items:**

A Move to approve the Business Manager’s transaction recommendation to properly clear an outstanding cafeteria debt in the amount of $172K.

B. Move to award the previously advertised secondary roof replacement contract to the lowest bidder, David M. Maines Roofing, at a base bid price of $397,330.

C. Move to award the roof replacement construction management to Roofing Resources Inc., at a price not to exceed $9,750.

Background:  The roof repair capital project shall not exceed $450,000. This amount includes a contingency for the repair of any unforeseen roof damage to the structural decking (verified & documented by our inspector).

D. Move to include an additional $89,000 in capital improvements for work in the following areas: Secondary Chiller update/repair, ($40,000); Parking Lot sealing, ($20,000); Wastewater Pump update/repair, ($12,000), Elementary Playground improvement, ($10,000); Maintenance Building Heater conversion, ($7,000).

E. Move to approve the 2014-2015 Preliminary Budget 0% (zero) property tax increase

Background:  The motion to approve will need to be amended as the Board makes decisions regarding expenses, fund balance assignments and commitments and other specifics as they relate to the total final revenues and expenditures contained in the Preliminary Budget prior to final adoption.  Typically the motion contains the exact numbers and any fund balance designations.

**X. Other Discussion Items:**

(No action to be taken)

**XI. Adjournment**

**Informational items:**

A. Next Board Meeting dates:

The Board will meet in regular session on Monday, June 23, 2014 at 7:00 p.m. in the District Board Room. There is only one board meeting in June.

B. The Board met for an Executive Session for personnel matters prior to this evening’s board meeting.

C. The Board Committees will meet on the following dates: Property Committee 8/11/14; Finance Committee; Education Committee 6/3/14 and 8/18/14.

D. The District received a matching donation of $193.05 from the Wells Fargo Foundation Educational Matching Gift Program from employees Ms. Frances Ball, $150.00; and Ms. Laura Culley, $43.05.

E. The District received a donation of books, from an Adams County children’s author Gillian Colley, entitled “What’s Wrong With Mud?” to be given to all first and second grade students valued at approximately $2,513.

Background: All donations given to the District and accepted by the Superintendent will receive thank you letters.

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The Fairfield Area School Board met on Monday evening, April 14, 2014 at 7:08 p.m. in the District board room with these members in attendance: Mr. Mark Greathouse, presiding; Mrs. Pamela Mikesell, Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Brad Rigler, Mr. Mickey Barlow, Mr. Chuck Hatter, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr. Also present were Mr. William Chain, Superintendent; Ms. Karen Kugler, Director of Curriculum and Special Programs; Ms. Barbara Richwine, ES Principal; Ms. Patricia Weber, MS Principal; Mr. Brian McDowell, HS Principal; Ms. Caroline Dean, Business Manager and Board Recording Secretary; Ms. Bronte Fennimore, Student Representative. There was an Executive Session prior to the meeting to discuss personnel and legal matters.

**Minutes Approved**

The Board unanimously approved the minutes of the March 24, 2014 meeting on a motion made by Mrs. Mikesell and seconded by Mrs. Van Metre.

**Presentations**

Ms. Jenni Kane, Elementary Reading Specialist, spoke to the Board about our very successful Family Literacy Night. This event was previously known as Family Reading Night but the name has been changed due to the addition of an integral writing component which helps make the night more interactive. Planning started in September with a committee of elementary teachers being formed and a theme chosen. We had great readers, including Mr. Greathouse, sharing stories with our students and each student received a free book and other prizes. A Spirit Week was held centering on this event during which our Superintendent became a pirate complete with treasure maps telling the importance of reading.

Ms. Lisa Sturges spoke to the Board regarding recent letters appearing in the newspaper, authored by board members. She spoke about working together to face challenges and putting our students first. Ms. Sturges did give the Board specific statistics on enrollment, teacher salaries, PSERS, healthcare, raises, and average class sizes.

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**Student Representative Reports**

Ms. Fennimore spoke about the NHS Basketball Tournament which raised $700 for Special Olympics. She also told the Board about the upcoming Teacher Appreciation Week and the Envirothon. The school newspaper is also ready to be delivered.

**Public Comment**

Marcie Kozack, taxpayer, parent, and gifted support teacher, within the district, spoke to the Board about being very proud of a community that supports the school. She has a child that requires the very best we have to offer in a classroom of 27 students. She, for one, will take home less salary in 14-15 than during the current year due to concessions made in health care versus salary increases.

David Childress of Carroll Valley urged the Board to not raise taxes.

Kim Sloat, saddened by the lack of parents present, spoke to the Board about the music program which allowed her daughter to flourish. She reminded the Board that the teachers give time, money, and their hearts to these students. She asked the Board to please not destroy the relationship teachers have with their students.

Ms. Finafrock, parent of (2) students spoke about growing class size. She also stressed how much of their own money teachers spend on their students.

Mike Dennison moved here in 2005 in large part due to the school district. He thanked the teachers and Administrators and liked the vision we have of AP classes going forward. He feels strongly in the need to support education “whatever it takes.”

Linda Steinle spoke about the importance of teachers and her respect for what they do. While she does not like paying taxes we need to do what is best for all

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concerned to maintain a great school. She hopes the Board is fiscally responsible and not polarized.

Heather Roberts shared with the Board her belief that the public’s comments were dismissed at the previous meeting and fears students will be affected by the current Board behavior. She asks the Board to be collaborative. Her daughter received a quality education and is applying to very elite schools as a result. Students are not just numbers on a spreadsheet and somewhere we need to find the happy medium.

Marcia Roan, substitute teacher, parent, and taxpayer spoke to the Board about the need to trust, display loyalty, and maintain a working relationship among members. She moved here (6) years ago and her children have been successful due to the programs offered and teachers going the extra mile to support students.

Mr. Mathews asked the Board to listen to the people and the other municipalities and stop pursuing the Recreation Commission.

**Consent Agenda**

Mr. Whitcomb moved that the Consent Agenda be approved with the exception of Items K and M. A roll call vote was taken with Mr. Mark Greathouse, Mrs. Pamela Mikesell, Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Brad Rigler, Mr. Mickey Barlow, Mr. Chuck Hatter, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr. casting assenting votes. The items approved are as follows:

**Administrative**

**Actions** A. Approved a Use of Facilities Request from Ms. Kim Shaffer and Fairfield Youth Football to use the Track / Cross County Course on Sunday, June 1, 2014 for a 5K Run/Walk Fundraiser.

B. Approved a Use of Facilities Request from Mr. Gavin Osteen and Future Stars Tournaments to use the HS Baseball Field on Saturday, June 28, 2014 and Sunday, June 29, 2014 for a Youth Baseball Tournament.

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C. Approved a tentative list of graduates for the Class of 2014.

D. Approved a field trip request from the senior class advisors and the senior class to travel to Pine Grove Ranch & Resort in Kerhonkson, NY for the Senior Class Trip from May 30 – June 1, 2014.

E. Approved the High School Course Selection Booklet for the 2014-2015 school year for grades 9-10-11-12.

F. Approved a Memorandum of Understanding between Harrisburg Area Community College and Fairfield Area School District for College in the High School for the 2014-2015 school year.

**Budget** G. Approved the general fund bill list in the amount of $88.871.36.

H. Approved the food service fund bill list in the amount of $1.21.

I. Approved the journal entries and budget adjustments as presented.

J. Ratified the Superintendent’s approval of the addition of Mr. Edward Gray, Jr. to the bus driver list for the 2013-2014 school year effective March 25, 2014. School Express is the contractor.

# Personnel L. Accepted the resignation of Ms. Kelanie Yordy as the Head Fall Varsity Cheerleading Coach and Mr. Clyde McClain as the Head Varsity Boys’ Soccer Coach effective immediately.

Regarding Item K., Mr. Chain explained the Summer School Program to the Board and how students are either specifically invited or parents request the program for their child(ren). It is (3) hours per day, for approximately (5) weeks and prepares the students for success at the next grade level. It is important to have students reading at grade level in 3rd grade. Agatha questioned why we have no fee for this and thought we should wait to approve until the budget is complete. Mr. Chain explained this is also part of our Accountability Block Grant.

On a motion made by Mrs. Mikesell and seconded by Mr. Whitcomb, Item K was approved. A roll call vote was taken with Mr. Mark Greathouse, Mrs. Pamela Mikesell, Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Mickey Barlow, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr casting assenting votes. Mr. Brad Rigler and Mr. Chuck Hatter cast dissenting votes.

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K. Approved an Elementary Summer School Program for grades K-3 and advertise internally for Summer School Teachers.

Regarding Item M., Mr. Chain explained that while both sports are over for the year, we need to advertise, as the Soccer coach has resigned, and these items are included in the projections previously presented. Mr. Rigler wanted to wait to approve until further into the budget process. On a motion by Mrs. Van Metre and seconded by Mrs. Mikesell Item M was not approved. A roll call vote was taken with Mr. Mark Greathouse, Mrs. Pamela Mikesell, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr casting assenting votes. Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Mickey Barlow, Mr. Brad Rigler and Mr. Chuck Hatter cast dissenting votes.

M. Did not grant permission for the administration to advertise and recommend for hire a Head Fall Varsity Cheerleading Coach and Head Varsity Boys’ Soccer coach for the 2014-2015 school year.

**Other Action Items:**

On a motion made by Mr. Whitcomb and seconded by Mrs. Van Metre, the following was approved. A roll call vote was taken with Mr. Mark Greathouse, Mrs. Pamela Mikesell, Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Mickey Barlow, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr and Mr. Brad Rigler casting assenting votes. Mr. Chuck Hatter abstained.

A. Student Discipline Hearing-

**Motion:** Approved the recommendation of the Board hearing members’ and the written Adjudication regarding the student discipline hearing held at 5 p.m. on March 24, 2014, are hereby adopted. (2013-14-C)

Mr. Greathouse spoke about the Resolution presented at the previous meeting and the need to determine if the exams really work before spending $70 million dollars for more exams. He is concerned as there is no new money for additional exams. On a motion made by Mr. Rigler and seconded by Mr. Barlow, the resolution was approved. A

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roll call vote was taken with Mr. Mark Greathouse, Mrs. Pamela Mikesell, Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Mickey Barlow, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr., Mr. Brad Rigler and Mr. Chuck Hatter casting assenting votes.

B. Resolution Supporting HB1506 concerning Keystone Exams -

**Motion:** Approved the attached resolution supporting HB1506 concerning Keystone Exams.

On a motion made by Mrs. Mikesell and seconded by Mrs. Van Metre, discussion was held on the advertising of vacancies. Mr. Lefeber wished to review the numbers and ascertain that the positions are included in the projections presented and also questioned why this was not being discussed in Executive Session. Mr. Chain assured Mr. Lefeber about which positions were indeed in the projections and this item was discussed and approved by the Education Committee. He also explained the difficulties in finding a dually certified professional and that this vacancy is connected to potential AP Courses the district wishes to offer. Mr. Whitcomb asked for clarification on exactly what we need and Mr. Hatter asked if this posting could wait until after the Preliminary Budget is approved on May 19th. Mr. Rigler was pleased the posting was for a dually certified professional and wanted to delay the vote until discussion on May 5th. After much more discussion a roll call vote was taken with Mr. Mark Greathouse, Mrs. Pamela Mikesell, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr casting assenting votes. Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Mickey Barlow, Mr. Brad Rigler and Mr. Chuck Hatter cast dissenting votes. The item was not approved.

C. Advertise Vacancies – Mr. William Chain

**Motion:** Did not grant permission for the administration to advertise and recommend for hire a Full-time Secondary Math / Science Teacher.

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On a motion made by Mr. Lefeber and seconded by Mrs. Van Metre, discussion arose regarding the roof repair project. Mrs. Foscato expressed concerns and the desire to further discuss costs. Mr. Rigler questioned drawings with no engineering stamp and Mr. Barlow explained that we will have the requested stamp on our drawings. Mr. Rigler questioned Mr. Barlow if we should still recommend this project and Mr. Barlow explained the standard practices and answered in the affirmative. After a great deal of discussion regarding unknown total cost and proceeding with Roofing Resources, the following was approved in a roll call vote with Mr. Mark Greathouse, Mrs. Pamela Mikesell, Mrs. Agatha Foscato, Mr. Bruce Lefeber, Mr. Mickey Barlow, Mrs. Marcy Van Metre and Mr. Lonny Whitcomb, Jr and Mr. Brad Rigler and Mr. Chuck Hatter all casting assenting votes.

D. Roof Repairs –

**Motion**: Granted permission for the administration to advertise and seek bids for the approximately 24,376 square feet, secondary school building roof repair.

Background: The request is per the discussion at the April 10, 2014 Property Committee Meeting and does not require the board to accept any of the received bids but grants permission to seek bids for review and further discussion.

**Other Discussion Items:**

A brief discussion was held with Mr. Chain explaining that most all problems live in lack of communication and the Administration will work very hard to eliminate any communication issues. He thanked the Board for their efforts and those in attendance.

A. Policy 1260 - Board –Citizen/Public Relations -

Policy 1370 – Designation, Composition and Responsibilities of the Board -

B. PSBA Code of Conduct -

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On a motion made by Mrs. Mikesell, seconded by Mr. Whitcomb, and unanimously approved by the Board, the meeting adjourned at 9:23 pm.

Respectfully Submitted:

Mr. Mark Greathouse Ms. Caroline Dean, Business Manager

Board President Board Recording Secretary