**FAIRFIELD AREA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**MEETING May 19, 2025**

**Agenda**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. Minutes**

A. Move to approve the minutes of the [Regular Board Meeting on April 28, 2025](#Minutes04282025) and the [Board Study Session on May 12, 2025.](#Minutes05122025)

**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
    - 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 the request of a Board member.

**Administrative**

**Actions** A. Move to approve the LIU 12 Master Services Agreement effective through June 30, 2026.

B. Move to approve a service agreement with The PIMS People, LLC, to manage the district’s PIMS reporting data and provide professional development to data entry and administrative staff effective June 1, 2025 through June 30, 2026, at a yearly fee not to exceed $18,000.

C. Move to approve a service agreement with the Birch Agency to provide an on-site School Psychologist at the rate of $90 per hour for the 2025-2026 school year.

D. Move to approve a job description for a District Administrative Support position that will provide essential assistance to the Business Office, Technology Department, and Buildings / Grounds Department.

**Budget**  E. Move to approve expenditures of the General Fund in the amount of $266,296.69; Food Services in the amount of $18,488.82; Student Activities in the amount of $2,188.58; and Payroll Fund in the amount of $259,074.67 for total expenditures of $549,148.76 for the period of April 26, 2025 through May 9, 2025.

F. Move to approve Budget Transfer numbers 25061 through 25065.

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

G. Move to approve April bank reconciliations, as presented.

H. Move to approve the attached resolution implementing the Homestead and Farmstead exclusion for the 2025-2026 fiscal year in accordance with the Homestead Property Exclusion Program Act (Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006).

I. Move to approve the General Operating Budget of the Adams County Technical Institute for the fiscal year July 1, 2025 to June 30, 2026.

J. Move to approve ACNB (Adams County National Bank) and PSDLAF/PNC as the depositories for school funds for the 2025-2026 fiscal year. This represents no change from the current year.

K. Move to exonerate the local tax collectors from further collection of the 2024-2025 taxes due to verification being complete, as of April 30, 2025, and the delinquent taxes have been turned over to the County and signature verification has been received.

**Personnel** L. Move to accept a resignation for retirement from Patrick Andrews, full-time MS Learning Support Teacher, effective August 14, 2025.

M. Move to accept a resignation for retirement from Kristine Sheffer, full-time MS English Teacher, effective August 14, 2025.

N. Move to accept a resignation from Adam Kozack, full-time 2nd shift custodian, effective April 29, 2025.

O. Move to approve the employment of Alyssa Sanders as a full-time Elem/MS Art Teacher effective August 15, 2025 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Bachelors - Step 1 / $58,142.

P. Move to approve the conditional employment of Brookelynn Grinder as a full-time MS Learning Support Teacher effective August 15, 2025 with salary and benefits per the Collective Bargaining Agreement pending all emergency certification and paperwork is complete. Bachelors - Step 1 / $58,142. Continued employment is contingent upon receipt of permanent certification.

Q. Move to approve the conditional employment of Michael Lysiak as a full-time Elementary Autism Support Teacher effective August 15, 2025 with salary and benefits per the Collective Bargaining Agreement pending all emergency certification and paperwork is complete. Bachelors - Step 2 / $58,742. Continued employment is contingent upon receipt of permanent certification.

R. Move to approve uncompensated leave, in accordance with Board Policy 339, for the following individuals.

Katie Gilbert May 1 1 day

Andrienne Harman April 29 1 day

Tammy Heitmuller May 1 1 day

Tammy Heitmuller May 9 1 day

Michelle Molock April 13 1 day

Michelle Molock May 7 1 day

Michelle Molock May 9 1 day

Michelle Molock May 12 1 day

Michelle Molock May 15 1 day

Nichole Pressley May 6 1 day

Erin Rines April 29 1 day

Erin Rines April 30 1 day

Erin Rines May 2 1 day

Erin Rines May 5 1 day

Erin Rines May 6 1 day

Erin Rines May 9-10 2 days

Erin Rines May 12 1 day

Erin Rines May 13-16 4 days

Jane Windell May 16 1 day

Carrie Wren May 2 1 day

Carrie Wren May 23 1 day

S. Move to approve the following part-time employees for additional summer hours in the Buildings / Grounds Department.

Deb Valentine - 25 hours or less weekly

Cary Shirley - 25 hours or less weekly

Bonnie Whitney - 25 hours or less weekly

Kellie Cool - 25 hours or less weekly

Ashley Alexander - 25 hours or less weekly

**VIII. Other Action Items:**

A. Move to adopt the 2025-2026 proposed final budget with operating expenditures of $23,349,181 and revenues adjusted from a millage of 11.9958 to a millage of 12.2357 which represents a 2.00 % increase, for revenues of $22,812,181. The difference to be funded from assigned Fund Balance.

Background: Final budget adoption is anticipated to be at the June 23, 2025 board meeting allowing the required days for advertising and public inspection.

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

1. Assignments / Transfers

* A voluntary assignment change for Justine Gibbon from Elementary Kindergarten to Elementary Reading Specialist effective 8/15/2025.

**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 June 9, 2025 at 6:00 p.m. in the District Board Room.

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

C. The Board held an Executive Session on May 12, 2025 prior to the Study Session for personnel and legal matters.

D. The Board received a donation of $1,000 from an anonymous donor to be used for elementary student lunches.

E. The Board received a donation of three musical instruments from Lynsie Turner valued at approximately $1,200.

[April 28, 2025](#TOP)

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The Fairfield Area School Board met on Monday evening, April 28, 2025 at 7:06 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 Fisher, 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. Scott Wilt, Business Manager; Mrs. Nicole Steele Zepp, Technology Coordinator; Mr. Todd Wolford, High/Middle School Assistant Principal; and Gareth Pahowka, Solicitor.

**Minutes**

A motion was made by Mr. Tedd Sayres to approve the minutes of the Regular Board Meeting on March 24, 2025, and Study Session on April 14, 2025. The motion was seconded by Mrs. Jennifer Holz. 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=PLEPDJP9udALGyQSlPPBEbCvcT62mW2sY

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

**Public Comment Agenda Items** – There were no public comments.

**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 U. Motion was seconded by Mr. Tedd Sayres. Motion carried (9-0).

April 28, 2025

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**Administrative**

**Actions** A. Approved the attached list of individuals for the 2024-2025 Occupational Advisory Committee (OAC).

B. Approved an Amendment to the Cooperative Sports Agreement for Football between Gettysburg Area School District and Fairfield Area School District to include Fall Cheerleading effective April 25, 2025.

**Budget**  C. Approved expenditures of the General Fund in the amount of $811,453.79; Food Services in the amount of $31,661.89; Student Activities in the amount of $19,134.80; and Payroll Fund in the amount of $1,166,479.33 for total expenditures of $2,028,729.81 for the period of March 20, 2025 through April 25, 2025.

D. Approved Budget Transfer numbers 25045 through 25060.

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

E. Approved March bank reconciliations, as presented.

F. Approved a 3-year contract with G-Force Security Solutions, LLC, to provide a School Security Officer effective July 1, 2025 through June 30, 2028.

G. Approved a Request to Close a Student Activity account under the name Counseling Office / College Career Fair. This account has been inactive and holds a balance of $2.67 that will be moved to the Class of 2028 account.

H. Approved the following individual as a bus / van driver for the 2024-2025 school year. The contractor is noted.

Karrie Rodriguez - Jacoby Transportation

1. Approved a 5-year contract with Jacoby Transportation to provide transportation services for field trips, extracurricular activities and home to school starting July 1, 2025 through June 30, 2030.

**Personnel** J. Approved the employment of Emily M. Sanders as a full-time Elementary Intensive Learning Support Teacher effective August 15, 2025 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Bachelors - Step 2 / $58,742.

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K. Approved a request for Family Medical Leave for Kristyn Cales effective March 13, 2025 through May 29, 2025.

L. Approved a request from Jennifer Kane for a sabbatical during the second semester of the 2024-2025 school year, effective January 4, 2025 through May 29, 2025; and the first semester of the 2025-2026 school year, effective August 15, 2025 through January 16, 2026.

M. Accepted a resignation for retirement from Tammy Keller, full-time elementary custodian, effective May 30, 2025.

N. Accepted a resignation for retirement from Debby Kennedy, part-time cafeteria aide, effective May 30, 2025.

O. Approved a supplemental contract for Tara Phillips as the Class of 2028 Advisor effective April 28, 2025. ($2,347 prorated).

P. Accepted a resignation from Steve Bell as the HS Ass’t Varsity Baseball Coach effective March 29, 2025.

Q. Accepted a resignation from Brad Willock as the HS Boys’ Head Soccer Coach effective immediately.

R. Accepted a resignation from Bradley Haugh as the HS Head Golf Coach effective immediately.

S. Approved the following individuals as coaches for the 2024-2025 school year.

Robert Wilhide

HS Varsity Ass’t Baseball Coach $2,625

Michael Ball

MS Ass’t Track & Field Coach $1,969

T. Approved the following individuals for the Extended School Year (ESY).

Lacy Keller - K-5 Autism Support Teacher

Rosemarie Vittek - K-5 Autism Support Aide

Lilly Dante - PCA for 1 Autism Support Student

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1. Approved uncompensated leave, in accordance with Board Policy 339, for the following individuals.

Katie Gilbert April 17 1 day

Waynette Green March 25 1 day

Tammy Heitmuller March 27-28 2 days

Barb Hoffacker April 4 1 day

Barb Hoffacker April 16 .5 day

Barb Hoffacker April 25 1 day

Tammy Keller April 7 1 day

Michelle Molock March 24 1 day

Michelle Molock April 9-10 2 days

Nichole Pressley April 1 1 day

Nicole Pressley April 3 1 day

Nicole Pressley April 15 1 day

Nicole Pressley April 22 1 day

Nicole Pressley April 23-25 3 days

Erin Rines March 24 1 day

Erin Rines March 28 1 day

Erin Rines April 1 1 day

Erin Rines April 7 -11 5 days

Erin Rines April 24-25 2 days

Dustin Speelman April 21 1 day

**VIII. Other Action Items:**

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

Assignment Changes:

* A voluntary assignment change for Linda Llewellyn from part-time HS/MS/EL Cafeteria Breakfast Aide to part-time Elementary Cafeteria Aide effective April 22, 2025.

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* A voluntary assignment change for Lacy Keller from Elementary Autism Support Teacher to Middle School Autism Support Teacher effective August 15, 2025.
* A voluntary assignment change for Tom Rodgers from MS Intensive Learning Support Teacher to MS 8th grade Science Teacher effective August 15, 2025.

Public Comment – There were no public comments.

**Adjournment**

Mr. Tedd Sayres made a motion to adjourn the Regular Board meeting at 7:33 p.m. The motion was seconded by Mr. James Fisher and unanimously approved by the Board.

Respectfully Submitted:

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Mrs. Candace Ferguson-Miller Mr. Scott Wilt

President Board Recording Secretary

[May 12, 2025](#TOP)

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The Fairfield Area School Board met on Monday evening, May 12, 2025, at 6:07 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, Mrs. Lisa Sturges and Mr. Jack Liller was absent. Also present were Mr. Thomas Haupt, 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=PLEPDJP9udALGyQSlPPBEbCvcT-62mW2sY>.

**Public Comment –** Three members of the community addressed the board concerning the 2025-2026 budget.

**Study Session Topic(s):**

1. 2025-2026 ACTI Budget Presentation – Shawn Eckenrode, ACTI Director
2. 2025-2026 Preliminary Budget Presentation – Mr. Scott Wilt, Business Manager

**Adjournment**

All were in favor following a motion by Mrs. Jennifer Holz and a second by Mr. Matthew DeGennaro to adjourn the study session meeting at 7:23 p.m. The motion was unanimously approved.

**Informational items:**

A. Next Board Meeting dates:

The Board will meet for a regular Board Meeting on May 19, 2025 at 7:00 p.m. in the District Board Room.

Respectfully submitted,

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Mrs. Candace Ferguson-Miler Mr. Scott Wilt

President Board Recording Secretary