**FAIRFIELD AREA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**MEETING May 20, 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 [April 22, 2024](#April22Minutes) and the [May 13, 2024](#May13Minutes) Board Study Session.

**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

**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 Agreement with Allegany College of Maryland (ACM) to establish a cooperative academic program for the 2024-2025 school year.

B. Move to approve a request to establish a High School Student Club under the name “Knights Fitness Club” with teacher / advisor Brandon Lingenfelter beginning in the 2024-2025 school year.

C. Move to approve a field trip request from the HS Envirothon Team with Advisors Craig Baugh and Jocelyn West to travel to Camp Mount Luther, Mifflinburg, PA for the State Envirothon Competition May 21-22, 2024.

D. Move to approve a field trip request from Susan Donaldson & FCCLA students, Savannah Kahler & Karina Miller to travel to State College, PA, July 8-10 2024 to continue developing leadership skills to become good state officers.

E. Move to approve a Field Trip request from Jen Fleener and FFA to travel to Penn State University, July 11-24, 2024 for the FFA Summer Convention.

F. Move to approve a Use of Facilities request from the High School Volleyball Team to hold a Volleyball Clinic on Sunday, June 9, 2024 in conjunction with Gettysburg College.

**Budget**  G. Move to approve expenditures of the General Fund in the amount of $595,250.95; Food Service in the amount of $34,676.28; Student Activities in the amount of $22,810.30; and the Payroll Fund in the amount of $233,511.44; Memorial / Scholarship Fund $2,577.78 for total expenditures of $888,826.75 for the period of April 13, 2024 through May 15, 2024.

H. Move to approve the April bank reconciliations as presented.

I. Move to approve FY24 Budget Transfer numbers 0058, 0059, 04212024 and 24001 through 24042 as presented.

J. Move to approve an Extended School Year Educational Consultant Agreement between FASD and Christine Denayer, Virtual Speech Pathologist, beginning July 8-25, 2024. This would only be half days, Monday through Thursdays.

K. Move to approve an agreement with Aveanna Healthcare to provide substitute healthcare personnel & services effective July 1, 2024 through June 30, 2025.

L. Move to approve the addition of the following individual(s) to the van / bus driver list for the 2023-2024 school year. The contractor is noted.

Steven Black - Krise Transportation

M. Move to approve a recommendation from the administration to eliminate the student athletic participation fees beginning July 1, 2024.

N Move to approve Raptor Technologies as the vendor for our visitor and emergency management systems at a cost of $9,201.80 paid by the PCCD Grant.

O. Move to approve an agreement for the Special Education Consortium between Bermudian Springs School District, Upper Adams School District and Fairfield Area School District beginning school year 2024-2025 through school year 2027-2028.

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P. Move to approve the attached resolution implementing the Homestead and Farmstead exclusion for the 2024-2025 fiscal year in accordance with the Homestead Property Exclusion Program Act (Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006).

**Personnel** Q. Move to accept a resignation from Seth Zimmann, HS Teacher, effective August 15, 2024.

R. Move to accept a resignation from Patricia Barnhouse, Elementary Special Education Aide, ILS classroom, effective May 30, 2024.

S. Move to accept a resignation from Tracy Winkler, MS/HS Library Aide / Building Aide, effective May 30, 2024.

T. Move to accept a resignation from Gabriella Guzman, HS/MS Cafeteria Aide, effective May 29, 2024.

U. Move to approve the administration’s recommendation to not extend supplemental contracts for the 2024-2025 school year for Cole Nease, HS Ass’t Football Coach; and Payton Stadler, HS Ass’t Boys’ Basketball Coach effective immediately.

V Move to accept a resignation from Tonya Roberts as the Middle School Winter Cheerleading Coach effective immediately.

W. Move to approve Amber (Toms) Martin’s resignation request for deployment effective May 3, 2024 and follow all guidelines under the USERRA – Uniformed Services Employment and Reemployment Rights Act.

X Move to appoint Scott Wilt, Business Manager, as the Fairfield Area School District’s Right to Know Officer.

Y. Move to approve a request from Dana Whalen, Elementary Special Ed. Teacher, ILS classroom, for childrearing leave effective May 21, 2024 through May 20, 2025.

Z. Move to approve a request for Intermittent Family Medical Leave for employee # 000332 effective April 29, 2024 through the last day of the 2023-2024 school year.

AA. Move to approve a supplemental contract for Gabriel Jackson as the HS Varsity Head Football Coach with salary per the Collective Bargaining Agreement for the 2024-2025 school year.

BB. Move to approve an agreement with the Office of Vocational Rehabilitation (OVR) for temporary employment of a FASD student in the buildings & grounds department. This position will be 90 days paid at minimum wage. OVR will fully reimburse the district for hours worked.

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

DD. Move to approve the revisions to Policy 913, Non-school Organizations / Groups / Individuals on a first reading.

**Proposed**

**Final Budget**

EE. Move to adopt the 2024-2025 proposed final 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 revenues of $22,162,472. The difference to be funded from assigned Fund Balance.

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)

A. Distribution of the LIU #12 Annual School Directors Election Ballot -

**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 10, 2024 at 6:00 p.m. in the District Board Room.

B. The board met for Executive Sessions on April 29, May 13, and May 20, 2024 for personnel and legal matters.

C. The District received a donation of $40,000 from the Elementary PTO to be used for the Elementary Playground.

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The Fairfield Area School Board met on Monday evening, April 22, 2024 at 7:00 p.m. 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, Mr. James Fisher, Mrs. Melissa Kearchner, Mr. Jack Liller, Mr. Tedd Sayres, Mrs. Lisa Sturges and Mrs. Jennifer Holz. Also present were Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Scott Wilt, Business Manager; Mrs. Nicole Steele Zepp, Technology Director; Mr. Todd Wolford, Assistant MS/HS School Principal; and Attorney Ali Hodge, Solicitor.

**Minutes**

A motion was made by Mr. Tedd Sayres to approve the minutes of the Regular Board Meeting of March 25, 2024 and Board Study Session of April 8, 2024. Motion was seconded by Mr. Matthew DeGennaro. 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>

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

Mr. Shawn Eckenrode presented the budget for Adams County Technical Institute for FY25 to be approved by the FASD Board.

Mr. Scott Wilt presented a review of the proposed preliminary budget after adjustments were made resulting from the April 8, 2024 study session.

Mr. Todd Wolford provided an update on various school activities.

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**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.

A motion was made to table Item R until the next monthly meeting removing it from the consent agenda. Motion was made by Mr. Tedd Sayres and seconded by Mr. Matthew DeGennaro. Motion carried (8-1).

Mrs. Jennifer Holz made a motion to approve the consent agenda, items A through Q and S. Motion was seconded by Mr. Matthew DeGennaro. Motion carried (9-0).

**Administrative**

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

**Budget**  D. Approved 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. Approved 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

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Faith Deimler - Jacoby Transportation

Buddy Redden - Jacoby Transportation

Kevin Sanders - Jacoby Transportation

F. Approved the March bank reconciliations as presented.

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

H. Approved 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. Exonerated 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. Approved 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. Approved 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. Accepted a resignation from John Packard as the HS Ass’t Varsity Football Coach effective immediately.

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

N. Accepted 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. Approved the employment of Deborah Kane as the full-time Ass’t Business Manager with benefits per the Act 93 Agreement with an annual prorated salary of $62,000.

P. Approved 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.

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

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

**Proposed**

**Budget** S. Adopted 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:** (None taken)

**IX. Other Discussion Items:**

Mrs. Lisa Sturges gave the board an update on PSBA advocacy items.

Mr. Ted Sayres heard discussion of a possible 4-day school week on the news.

**Public Comment**

Kaylee King of Fairfield Football Inc. informed the board of highlights of their season and the contributions they make to the community.

**Adjournment**

Mr. Ted Sayres made a motion adjourning the Regular Board meeting at 7:59 p.m. Motion was seconded by Mrs. Lisa Sturges and approved by the board.

Respectfully Submitted:

Mrs. Candace Miller Mr. Scott Wilt

President Board Recording Secretary

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[May 13, 2024](#TOP)

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The Fairfield Area School Board met on Monday evening, May 13, 2024 at 6:12 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. James Fisher, Mrs. Jennifer Holz, Mrs. Melissa Kearchner, Mr. Tedd Sayres, and Mrs. Lisa Sturges. Mr. Jack Liller and Mr. Matthew DeGennaro were absent.

Also present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Scott Wilt, Business Manager; Nicole Steele-Zepp Technology Coordinator.

**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

There were no reports at this meeting.

**Public Comment** **Agenda Items**

Laura Fisher commented that non-school organizations do work for the benefit of the students and hope to have the help of the school to continue their work.

**Study Session Topic(s)**

A. FCCLA State Officer Training – Students Karina Miller and Savannah Kahler with Mrs. Donaldson.

Students Karina Miller, PA FCCLA Vice-president of elections, and Savannah Kahler, PA FCCLA State Secretary, provided a presentation on their experiences and impressions while attending the PA FCCLA state officer training conference.

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B. Visitor Management System – Mrs. Steele-Zepp

Mrs. Steele-Zepp gave a presentation on the process used to select a visitor management system for the district. She provided the results of the committee’s work to the board and why Raptor was selected as the preferred vendor.

C. Draft Policy 913 – Non-school Organizations / Groups / Individuals-Mr. Haupt

Mr. Haupt presented to the board draft policy 913 for review and discussion. Questions about fundraising and the logo were answered.

D. Draft Policy 339 – Uncompensated Leave-Mr. Haupt

Mr. Haupt presented to the board draft policy 339 for review and discussion. Questions about uncompensated leave and FMLA were answered.

**Other Items:**

Mrs. Jennifer Holz congratulated Skills USA winners from ACTI, Matthew Fawley, Matthias Sacco, and district resident Dimitra Kalathis.

**Adjournment**

All were in favor following a motion by Mr. Tedd Sayres and a second by Mrs. Jennifer Holz to adjourn the Study Session Board meeting at 7:29 p.m.

Respectfully Submitted:

Mrs. Candace Miller Mr. Scott Wilt

President Board Recording Secretary

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