**FAIRFIELD AREA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**MEETING June 23, 2025**

**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 May 19, 2025](#May19Minutes) and the [June 9, 2025 Board Study Session](#June9Minutes).

**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 a Use of Facilities Request from Fairfield Youth Football to use the Stadium for rain dates on August 31, September 7, September 28, and October 12, 2025 for youth football games.

**Budget**  B. Move to approve expenditures of the General Fund in the amount of $2,099,610.68; Food Service in the amount of $7,485.27; Student Activities in the amount of $9,653.90; and the Payroll Fund in the amount of $410,874.71; for total expenditures of $2,527,624.56 for the period of May 10, 2025 through June 17, 2025.

C. Move to approve the bank reconciliations as presented.

D. Move to approve Budget Transfer numbers 25066-25082 as presented.

E. Move to adopt the 2025-2026 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.

F. Move to adjust meal prices in accordance with the following schedule for the 2025-2026 school year.

2024-2025 2025-2026

Breakfast Elementary 1.55 1.65

Breakfast MS/HS 1.65 1.75

Breakfast Adults 2.10 2.20

Lunch Elementary 2.85 2.95

Lunch MS/HS 3.05 3.15

Lunch Adults 4.10 4.20

Background: Under the USDA Paid Lunch Equity Compliance regulations there are regulations that govern what the minimum student meal prices have to be set at. The regulations state if a district has a negative fund balance in their Food Service account, which Fairfield does, then the district needs to look at the difference between the Federal reimbursement for a free meal and the Federal reimbursement of a paid meal ($4.43 for lunch and $2.37 for breakfast). If the district is charging paid students less than the above difference, then the district needs to increase price by 2% plus the CPI of All Urban Consumers (the index for food away from home). The CPI is 8.3% plus the 2% would be an increase of 10.3% to meal prices. However, the regulations also state to follow compliance with this section not to increase the prices more than 10 cents. In all cases the 10 cents is the lower figure in the calculations. To be in compliance, the district needs to increase all meal prices by 10 cents for the start of the 2025-2026 school year. There was no increase for the 2024-2025 school year.

G. Move to approve a letter of agreement between TrueNorth Wellness Services and Fairfield Area School District for Student Assistance Program (SAP) Mental Health Liaison Services, effective August 15, 2025 through June 30, 2026.

H. Move to approve a letter of agreement between TrueNorth Wellness Services and Fairfield Area School District for Student Assistance Program (SAP) Drug and Alcohol Liaison Services, 1 day per week, effective August 20, 2025 through June 20, 2026.

I. Move to approve a letter of agreement between TrueNorth Wellness Services and Fairfield Area School District for one therapist to provide Outpatient Therapy Services within the district effective August 2, 2025 through August 2, 2026.

J. Move to approve an Educational Consultant Agreement with Jamie   
Yetzer for speech/language services, assessments, and training effective August 18, 2025 through May 29, 2026.

K. Move to approve an agreement between Merakey Pennsylvania and Fairfield Area School District to provide in-district therapeutic services to students with Autism and/or Emotional Disturbances, on an as needed basis, effective August 1, 2025 through July 31, 2026.

L. Move to approve a service agreement between New Story Schools and Fairfield Area School District to purchase educational and autistic related services described in a student’s IEP effective August 1, 2025 through July 31, 2026.

M. Move to approve an agreement between River Rock Academy and Fairfield Area School District to reserve a secondary pupil placement, at $161 per day; and an elementary pupil placement, $190 per day, for the 2025-2026 school year.

N. Move to approve an agreement with Bermudian Springs School District to purchase Board Certified Behavior Analyst (BCBA) support and services from Fairfield Area School District for the 2025-2026 school year.

O. Move to approve an agreement with Amergis Healthcare Staffing to provide supplemental healthcare staffing services effective May 18, 2025 for the 2025-2026 school year.

P. Move to approve a service agreement with Phoenix Counseling Services, LLC, to provide a mental health counselor for individual therapy 12 hours per week for the 2025-2026 school year.

Q. Move to approve an education service contract with Diakon Youth Services for special education services for the 2025-2026 school year.

R. Move to approve a Memorandum of Understanding with Big Brothers/ Big Sisters to initiate evidence-based mentoring service in the Fairfield Area School District effective at the beginning of the 2025-2026 school year.

S. Move to approve a Request to Establish a Student Activity Fund under the name of Class of 2029.

T. Move to approve a Request to Close a Student Activity Fund under the name Class of 2025. An ending fund balance of $280.15 will be donated to the Class of 2029.

**Personnel** U. Move to accept a resignation from Bailey Long, MS/HS Library -Classroom Aide, effective May 29, 2025.

V. Move to accept a resignation from Cheryl Richardson, HS/MS, Learning Support Aide, effective May 29, 2025.

W. Move to accept a resignation from Erin Rines, Elementary PCA, effective May 29, 2025.

X. Move to accept a resignation from Carrie Wren, Elementary Health Room Nurse, effective May 29, 2025.

Y. Move to accept a resignation from Megan Kovalevich, HS Special Ed. Teacher, effective August 14, 2025.

Z. Move to accept a resignation from Victoria Temple, Elementary Teacher, effective August 14, 2025.

AA. Move to accept a resignation from Beth Templin, MS English Teacher, effective August 14, 2025.

BB. Move to accept a resignation from Todd Wolford, HS/MS Ass’t Principal, effective June 30, 2025.

CC. Move to accept a resignation for retirement from Dr. Candy Wagner, Elementary Teacher, effective August 14, 2025.

DD. Move to accept a resignation from the following coaches effective immediately.

Catherine Mentzer - MS Track and Field Coach

Tyler Grace - MS Ass’t Soccer Coach

1. Move to approve a supplemental contract for Brenda Miller as the Class of 2028 Advisor for the 2025-2026 school year with salary per the Collective Bargaining Agreement. ($2,167)

FF. Move to approve the employment of William Jenkins as a full-time Elementary Teacher effective August 15, 2025 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Masters - Step 1 / $62,099.

1. Move to approve the following coaches for the 2025-2026 school year.

William Jenkins

HS Head Boys’ Soccer Coach $3,500

Scott Walter

HS Head Golf Coach $3,100

Page Karsteter

HS Head Wrestling Coach $3,500

Britton Shelton

MS Head Wrestling Coach $2,625

` HH. Move to approve the employment of Haley A. Dusenberry as a full-time Middle School English Teacher effective August 15, 2025 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Masters - Step 3 / $63,587.

II. Move to approve the employment of Chloe L. Ott as a full-time Middle School 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 1 / $58,142.

1. Move to approve the employment of Kassidy L. Shirtz as a full-time High School 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.
2. Move to approve the employment of Catherine Kichler as a part-time, 5 hours per day, HS/MS Food Services Aide at $15.19 per hour, effective August 18, 2025.
3. Move to approve the employment of Deborah Wehrman as a full-time Elementary 2nd Shift Custodian at $15.75 per hour effective June 23, 2025.

MM. Move to approve support staff increases for the 2025-2026 fiscal year at a rate of 4.50%, effective July 1, 2025.

NN. Move to approve support staff health insurance premium share at a rate of 9% for the 2025-2026 fiscal year, effective July 1, 2025.

OO. Move to adopt the Superintendent’s annual performance assessment, rated as distinguished in 2024-2025, and increase his salary by 3%, effective July 1, 2025, as provided in Section 5(A)(2) of the Employment Contract.

PP. Move to approve Act 93 increases for the 2025-2026 fiscal year effective July 1, 2025, as provided in the Act 93 agreement.

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

Waynette Green May 19 1 day

Waynette Green May 27 1 day

Adrienne Harman May 20 1 day

Adrienne Harman May 21 1 day

Adrienne Harman May 22 1 day

Kerry Hewitt May 27 1 day

Jane Windell May 19 1 day

Jane Windell May 20 1 day

Jane Windell May 21 1 day

Jane Windell May 22 1 day

Jane Windell May 23 1 day

RR. Move to approve Linda Llewellyn for 25 or less weekly summer hours for work in the Buildings / Grounds Department.

**VIII. Other Action Items:**

A.Board Treasurer Appointment

**Motion:** Move to appoint a treasurer for a one-year term beginning July 1, 2025 through June 30, 2026.

Background: This is a yearly requirement as per Pennsylvania School Code 24 PS 4-404.

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

1. In accordance with School Code, tenure is granted to the following individuals who have completed three years of satisfactory service in the Fairfield Area School District.

Michael Ball Tom Rodgers

Lily Kapfhammer Karen Shaffer

Kaitlin Martin Emily Solalinde-Cernas

Charlene Marthers April Taylor

Kathryn Miller Emily Tempel

Background: The School Code automatically grants tenure to any professional that has completed 3 years of satisfactory service.

B. The District recognizes and honors the following individuals for their dedicated years of service to the Fairfield Area School District. These individuals will be acknowledged at the beginning of the 2025-2026 school year.

20 Years 25 Years 30 Years

Kayla Martin Dr. Dani Mikesell-Redding Debby Kennedy

Patsy Mills Ellen Waggoner

Ronald Reynolds Angela Hertz

1. Reassignments / Transfers –

* Stacey Crum from full-time MS Secretary to full-time District Administrative Support effective July 1, 2025.
* Shelly Wheeler from part-time MS Building Aide to full-time MS Secretary effective July 1, 2025.
* A voluntary reassignment for Ashley Kaas from Elementary 3rd grade teacher to Elementary 1st grade teacher effective August 15, 2025.
* A voluntary reassignment for Brookelynn Grinder from MS Learning Support teacher to MS 6th grade English teacher effective August 15, 2025.
* A voluntary reassignment for Emily Solalinde-Cernas from Elementary Kindergarten to Elementary 2nd grade effective August 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 Regular Board Meeting on August 11, 2025 at 7:00 p.m. in the District Board Room.

1. The Board received a donation of $100 from the Fairfield Lions to be used in the music department for the performance held at the May Students of the Month banquet.

[May 19, 2025](#TOP)

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The Fairfield Area School Board met on Monday evening, May 19, 2025 at 7:05 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, and Mr. Tedd Sayres. Mrs. Lisa Sturges was absent. Also, present were Mr. Thomas Haupt; Superintendent, Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Scott Wilt, Business Manager; Mrs. Nicole Steele Zepp; Technology Director and Gareth Pahowka, Solicitor.

**Minutes**

A motion was made by Mr. Tedd Sayres to approve the minutes of the Regular Board Meeting on April 28, 2025, and Study Session on May 12, 2025. The motion was seconded by Mr. Jack Liller. Motion carried (8-0).

**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** – Public comment was heard concerning the 2025-2026 budget.

**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 S. Motion was seconded by Mr. Matthew DeGennaro. Motion carried (8-0).

May 19, 2025

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**Administrative**

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

1. 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.
2. 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.
3. 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).

1. 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.

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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

Adrienne Harman April 29 1 day

Tammy Heitmuller May 1 1 day

Tammy Heitmuller May 9 1 day

Michelle Molock April 13 1 day

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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:**

Mr. Tedd Sayres moved 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. Mr. James Fisher seconded the motion. The motion carried. (8-0).

May 19, 2025

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

Assignments/ Transfers

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

Public Comment – There were no public comments.

**Adjournment**

Mr. Matthew DeGennaro made a motion to adjourn the Regular Board meeting at 7:26 p.m. Motion was seconded by Mr. Tedd Sayres. Motion carries.

Respectfully Submitted:

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Mrs. Candace Ferguson-Miller Mr. Scott Wilt

President Board Recording Secretary

[June 9, 2025](#TOP)

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The Fairfield Area School Board met on Monday evening, June 9, 2025, at 6:30 p.m. in the district boardroom for a study session meeting. The following members were in attendance, Mrs. Candace Ferguson-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. Scott Wilt, Business Manager; and Mr. Corey Burke, Technology Assistant.

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 –** No public comment

**Study Session Topic(s):**

1. Curriculum & Instruction – Aaron Taylor, Assistant to the Superintendent

**Adjournment**

All were in favor following a motion by Mr. Tedd Sayres and a second by Mr. Matthew DeGennaro to adjourn the study session meeting at 7:21 p.m. The motion was unanimously approved.

**Informational items:**

A. Next Board Meeting dates:

The Board will meet for a regular Board Meeting on June 23, 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