**FAIRFIELD AREA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**MEETING September 23, 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 August 19, 2024](#August19) and the [Board Study Session September 9, 2024.](#September9)

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

* Superintendent - Years of Service Awards 2023-2024

 Brian McDowell 30 Years of Service

 Cathy Mentzer 25 Years of Service

 Debbie Valentine 25 Years of Service

 Barb Hoffacker 25 Years of Service

 Tammy Keller 20 Years of Service

 Dawn Shughart 20 Years of Service

 Susan Donaldson 20 Years of Service

 Marcie Kozack 20 Years of Service

 Marc Mclean 20 Years of Service

 Kristine Sheffer 20 Years of Service

* 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 Independent Study Contract request from Rae Skoczen for German IV during the first semester of the 2024-2025 school year.

 B. Move to approve a Field Trip request from the Band/Chorus, HS Chamber Singers, and Concert Band Ensembles to travel to Carroll Valley Park on Sunday, September 22, 2024 to perform for the community.

 C. Move to approve a Field Trip request from Jen Fleener and FFA students to travel to Indianapolis, IN, for the National FFA Convention from October 21-25, 2024.

 D. Move to approve a Field Trip request from the sixth-grade students and teachers to travel to Camp Eder, Fairfield, PA, May 7-9, 2025 for Sixth Grade Camp teaching PA STEELS through outdoor education.

 E. Move to approve a Use of Facilities request from Fairfield Football, Inc., to use the stadium on the following Sundays for rain dates: September 8, 22, 29 and October 13, 2024.

 F. Move to approve a Use of Facilities request from Fairfield Youth Soccer to use the stadium for games on the following Sundays: September 8, 29, October 20, and November 3, 2024.

 Background: If the stadium is not available, they will use the girls’ soccer practice field.

**Budget**  G. Move to approve the following additional individual(s) as bus / van drivers for the 2024-2025 school year. The contractor is noted.

 Brandy Spangler - Krise Transportation

 Christina Sponsler - Krise Transportation

 Angie Boyers - Krise Transportation

 Mark Hughbanks - Krise Transportation

 Richard McKinley - Krise Transportation

 H. Move to approve expenditures of the General Fund in the amount of $876,261.69; Food Service in the amount of $25,612.97; Student Activities in the amount of $3,387.20; and the Payroll Fund in the amount of $607,353.98; for total expenditures of $1,512,615.84 for the period of August 15 through September 17, 2024.

 I. Move to approve the bank reconciliations as presented.

**Personnel** J. Move to accept a resignation from Angela Smith, EL/MS/HS Breakfast Aide, effective September 6, 2024.

1. Move to accept a resignation from Tina Keeney, EL/MS/HS Breakfast Aide, effective September 20, 2024.

 L. Move to accept the resignation of the following coaches / advisors effective immediately.

 Jody Wilt

 MS Ass’t Field Hockey Coach

 Darian Mort

 HS Ass’t Baseball Coach

 M. Move to approve the following individuals as coaches for the 2024-2025 school year.

 Briton Shelton

 HS Ass’t Varsity Football Coach $2,925

 Tanner Byers

 HS Head Baseball Coach $3,500

 Briton Shelton

 HS Head Wrestling Coach $3,500

 Lily Kapfhammer

 HS Ass’t Softball Coach $2,625

 N. Move to approve the employment of Heather Crum as a part-time elementary personal care assistant (PCA) at $15.07 per hour, effective August 26, 2024.

 O. Move to approve the employment of Erin Rines as a part-time elementary personal care assistant (PCA) at $15.07 per hour, effective August 26, 2024.

 P. Move to approve the employment of Katie Gilbert as a part-time personal care assistant (PCA) at $16.00 per hour, effective August 26, 2024.

 Q. Move to approve the employment of Bailey Long as a part-time HS/MS Library – Building Aide at $14.54 per hour, effective August 19, 2024.

 R. Move to approve the removal of the following individuals from the Support Staff Substitute List.

 Adrienne Harman Karin Young

 Tammy Kurtz Sandra Pryor

 S. Move to approve the addition of Sherrie Trimmer to the Support Staff Substitute List.

 T. Move to approve student-athlete Samantha Lawler, 9th grade, as a “Non-Swim School Participant” and approve Meredith Lawler and Kevin Hardy as designated volunteer swim coaches.

1. Move to approve a request for Intermittent Family Medical Leave from Carrie Wren beginning October 31, 2024 through February 1, 2025.
2. Move to approve a request for Uncompensated Leave from Bridget Munsee October 23, 24 and 25, 2024.

**Policy** W. Move to approve the revisions to Policy 222, Tobacco, and Vaping Products – Students, on a First Reading.

X. Move to approve the revisions to Policy 323, Tobacco, and Vaping Products – Employees, on a First Reading.

Y. Move to approve the revisions to Policy 706, Property Records, on a First Reading.

 Z. Move to approve the revisions to Policy 706.1, Disposal of Equipment, on a First Reading.

 .

**VIII. Other Action Items:**

1. Move to approve a supplemental contract for Michelle Liller as the Class of 2026 Advisor with pay per the Collective Bargaining Agreement for the 2024-2025 school year ($2,347).
2. Move to approve a Use of Facilities request from Jack Liller and the Fairfield Black Sox to use the baseball field on Sundays, September 22, 29 and October 13, 20, 2024 for double header baseball games.

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

1. Reassignments / Transfers –
* Christina Smith from Elementary Cafeteria Head Cook to HS/MS Cafeteria Head Cook – 6 hours per day – no change in pay and effective August 21, 2024.
* Adrienne Harman from HS/MS Cafeteria Aide to Elementary Personal Care Assistant (PCA) – 6.5 hours per day - $15.07 per hour and effective August 26, 2024.

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

**XI. Adjournment**

**Informational items:**

A. Next Board Meeting dates:

 The Board will meet for a Study Session on October 14, 2024 at 6:00 p.m. in the District Board Room.

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

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The Fairfield Area School Board met on Monday evening, August 19, 2024 at 7:02 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 (arrived at 7:08 p.m.), Mr. Tedd Sayers, Mrs. Lisa Sturges and Mr. Jack Liller. Also present were Mr. Thomas Haupt, Superintendent; Mr. Aaron Taylor, Assistant to the Superintendent; Mr. Scott Wilt, Business Manager; Mrs. Nicole Steele-Zepp, Instructional Technology Coordinator; and Attorney Gareth Pahowka, Solicitor.

**Minutes**

A motion was made by Mr. Jack Liller to approve the minutes of the regular Board Meeting of June 24, 2024 and the Board Study Session of August 5, 2024. Motion was seconded by Mr. James Fisher. Motion carried (7-0) with no discussion.

**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

**Public Comment** **Agenda Items** – none

**VI.** **Public Comment** – **Agenda Items** - none

**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.

Mr. Tedd Sayers made a motion to approve the consent agenda, items A through UU minus Guy Sullivan in GG. Items OO, PP, QQ, were removed from the consent agenda. Motion was seconded by Mr. Matthew DeGennaro. Motion carried (9-0).

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**Administrative**

**Actions** A.Approved permission for the Superintendent to approve any requested Saturday-Sunday Pippinfest activities for September 28-29, 2024. .

 B. Approved the teacher assignments for elementary, middle school and high school for the 2024-2025 school year, as attached.

 C. Approved the following revised job descriptions.

 Board Certified Behavior Analyst (BCBA)

 Buildings & Grounds Supervisor

 Health Room Nurse

 Intervention Specialist

 District School Nurse

 School Counselor

 Teacher (K-12)

 School Psychologist

 Speech & Language Pathologist

**Budget**  D. Approved the updated bus routes / bus stops for the 2024-2025 school year.

E. Approved the bus driver list for the 2024-2025 school year.

Background: Most drivers listed will never drive Fairfield students. They are on the list as substitute drivers that the contractor could pull from another school district to fill in at Fairfield, however, that normally would not occur.

F. Approved the following additional individual(s) as bus / van drivers for the 2024-2025 school year. The contractor is noted.

 Tara Seymore - Jacoby Transportation

 Georgianna Smith - Krise Transportation

 Sherry Christian - Krise Transportation

 Robert Jordan - Krise Transportation

 JoAnn Demmick - Krise Transportation

 Pauline Pearce - Krise Transportation

 Wesley Lowe - Krise Transportation

 Kenneth Daugherty - Krise Transportation

 Gordon Miles - Krise Transportation-Monitor Only

 G. Approved expenditures of the General Fund in the amount of $974,637.40; Food Service in the amount of $6,984.50; Student Activities in the amount of $399.42; and the Payroll Fund in the

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 amount of $1,405,987.25; for total expenditures of $2,388,008.57 for the period of June 19 through August 14, 2024.

 H. Approved the bank reconciliations as presented.

 I. Approved FY24 Budget Transfer numbers as presented.

 J. Approved permission to spend capital project committed fund balance in the amount of $43,521.72 for new Combi Ovens in the Elementary School Cafeteria.

 K. Approved a request from the administration to employ a full-time, Board-Certified Behavior Analyst (BCBA) at the start of the 2024-2025 school year.

 L. Approved an agreement with Bermudian Springs School District to purchase Board Certified Behavior Analyst (BCBA) support and services from Fairfield Area School District for the 2024-2025 school year.

 M. Approved a request from the administration to employ two additional part-time Elementary Personal Care Assistants (PCA) for the 2024-2025 school year.

 N. Approved an agreement with Supplemental Psychologist Services to provide school psychology services to students effective August 23, 2024 through June 30, 2025.

 O. Approved the agreement in the matter of #262062-2024-25-01.

 P. Approved an agreement with Amergis Healthcare Staffing to provide supplemental healthcare staffing services effective July 18, 2024 for the 2024-2025 school year.

 Q. Approved an agreement with Hoffman Academy, to provide student educational services for one student placed by Fairfield Area School District August 22, 2024 through June 4, 2025.

 R. Approved an agreement with Specialized Education of Pennsylvania, Inc., with Fairfield Area School District for Regular School Year for the 2024-2025 at High Road School of Southern York.

 S. Approved a service agreement with Phoenix Counseling Services, LLC, to provide a mental health counselor for individual therapy 10 hours per week for the 2024-2025 school year.

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 T. Approved an education service contract with Diakon Youth Services / Center Point Day Treatment for special education services for the 2024-2025 school year.

 U. Approved an Information Technology Consultant Agreement with Creekside Technologies, LLC for professional information technology support effective August 16, 2024 through the last day of the 2024-2025 school year.

 V. Approved the Athletic Coaches’ Salary Matrix effective at the start of the 2024-2025 school year.

 W. Approved the revised Athletic Worker Compensation Chart for the 2024-2025 school year.

**Personnel** X. Accepted a resignation from Sierra Coakley, MS/HS Music – Band Teacher, effective August 15, 2024.

 Y. Accepted a resignation from Charles Engel, HS Science Teacher and HS Ass’t Varsity Softball Coach, effective August 15, 2024.

 Z. Accepted a resignation from Jason Thurston, MS Social Studies Teacher, effective August 15, 2024.

 AA. Accepted a resignation from Holly McElwee, Food Services Supervisor, effective July 16, 2024.

 BB. Accepted a resignation from Kelley Estes, Elem Building Secretary, effective August 2, 2024.

 CC. Accepted a resignation from Alyssa Farace, Elem Personal Care Assistant, effective July 19, 2024.

 DD. Accepted a resignation from Jackie Barker, as the HS/MS Cafeteria Head Cook, effective August 9, 2024.

 EE. Accepted a resignation from William Mooney, Buildings & Grounds Supervisor and Safety & Security Coordinator, effective August 23, 2024.

 FF. Accepted the resignations of the following coaches / advisors effective immediately.

 Terry Weikert - HS Head Softball Coach

 Megan Horrell - HS Head Volleyball Coach

 Abby Krstanovic - HS Ass’t Girls’ Basketball Coach

 Angie Wallace - MS Head Track Coach

 Megan Kovalevich - HS Class of 2027 Advisor

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 Megan Kovalevich - HS Class of 2026 Advisor

 Steven Kovalevich - HS Class or 2026 Advisor

 Jeffrey Hickok - HS Head Wrestling Coach

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

 Kaylee King

 HS Cheerleading Coach Fall / Winter $2,506

 John Horrell

 HS Head Volleyball Coach $3,052

 Tyler Grace

 HS Ass’t Girls’ Basketball Coach $2,779

 Daniel Goetz

 HS Head Softball Coach $3,052

 HH. Approved supplemental contracts for the following individuals as advisors with pay per the Collective Bargaining Agreement for the 2024-2025 school year.

 Tara Phillips

 HS Class of 2026 Class Advisor $2,893

 Justine Gibbon / Alison Hess

 Elem PTO Liaison $2,074 / Split

 Kayla Martin

 Cyber Program Coordinator $2,620

 Susan Donaldson

 HS FCCLA Advisor $2,347

 Tara Phillips

 HS Foreign Language Club Advisor $2,074

 Ute Cline

 HS Foreign Language Club Advisor $2,074

 Rebecca Abell

 HS Musical Backstage Manager $2,151

 Jason Cebulski

 MS/HS Music Concerts / Festivals & Band Director $2,970

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 II. Approved the employment of Jason A. Cebulski, as the full-time MS/HS Music - Band Teacher effective August 16, 2024 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Bachelors - Step 1 / $56,952.

 JJ. Approved the employment of Zachary W. Woodward, as the full-time HS Health & Physical Education Teacher effective August 16, 2024 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Bachelors - Step 5 / $60,785.

 KK. Approved the employment of Alex B. Weigle as the full-time Board-Certified Behavior Analyst (BCBA) effective August 16, 2024 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Masters - Step 7 / $66,029.

 LL. Approved the conditional employment of Kristyn D. Cales as the full-time HS Earth & Space Science Teacher effective August 16, 2024 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Masters - Step 4 / $62,218.

 MM. Approved the conditional employment of Joel Garza as the full-time MS Social Studies Teacher effective August 16, 2024 with salary and benefits per the Collective Bargaining Agreement pending all certification and paperwork is complete. Bachelors - Step 1 / $56,952.

 NN. Approved the employment of Dalton Sponaugle as a full-time Food Services Supervisor, effective August 1, 2024 with an annual prorated salary of $58,000.

 RR. Approved the employment of Adrienne Harman as a part-time HS/MS Food Services Aide at $14.54 per hour, effective August 19, 2024.

 SS. Approved the employment of Joe M. Herman as the full-time Buildings & Grounds Supervisor with an annual prorated salary of $72,000 and benefits per the Act 93 Agreement effective September 12, 2024.

 TT. Approved the appointment of Deborah Kane as the Safety & Security Coordinator effective August 25, 2024 for the 2024-2025 school year.

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 UU. Approved the addition of Alyssa Farace to the Support Staff Substitute List beginning the 2024-2025 school year.

**The following items were removed from the agenda:**

 GG. Guy Sullivan

 HS Ass’t Football Coach $2,779

 OO. The employment of Jessica Adams as a part-time elementary personal care assistant (PCA) at $15.07 per hour, effective August 19, 2024.

 PP. The employment of Juliette Wilson as a part-time elementary personal care assistant (PCA) at $15.07 per hour, effective August 19, 2024.

 QQ. The employment of Bailey Long as a part-time HS/MS Library – Building Aide at $14.54 per hour, effective August 19, 2024

**VIII. Other Action Items:**

Mrs. Jennifer Holz made a motion to approve item A from the other action items. The motion was seconded by Mr. Tedd Sayres. Motion carried (8-0), with Mr. Liller abstaining.

A. Approve the employment of Michelle Liller as a full-time elementary building secretary, effective August 16, 2024 with an annual prorated salary of $40,062.

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

A. Reassignments / Transfers –

* Ernest Hockenberry from Second Shift Lead-Custodian to Maintenance effective July 22, 2024. No change in pay.
* Dawn Shuhgart from HS/MS Cafeteria Head Cashier to Elementary Classroom Aide K-4 effective August 19, 2024. No change in pay.
* Noah Schaeffer Elementary Spanish to include an additional assignment of MS Spanish.
* Christina Smith from Elementary Cafeteria Cook to HS/MS Cafeteria Cook. No change in pay.

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

 Ms. Suzi Miner presented to the board the possibility of selling small games of chances at the Fairfield Youth Football games as a fundraiser for the group.

Ms. Janet Jones addressed the board concerning the parking fee charged to the senior class members.

**XI. Adjournment**

 All were in favor following a motion by Mr. Tedd Sayers and a second by Mr. Matthew DeGennaro to adjourn the meeting at 7:32 p.m.

**Informational items:**

A. Next Board Meeting dates:

 The Board will meet for a Study Session on September 9, 2024 at 6:00 p.m. in the District Board Room.

Respectfully Submitted:

Mrs. Candace Ferguson-Miller Mr. Scott Wilt

Board President Board Recording Secretary

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The Fairfield Area School Board met on Monday evening, September 9, 2024, at 6:07 p.m. in the district boardroom for a regular Board Study Session. The following members were in attendance: Mrs. Candace Ferguson-Miller, presiding; Mr. Matthew DeGennaro, Mrs. Jennifer Holz, Mrs. Melissa Kearchner, Mr. Tedd Sayres, Mr. Jack Liller and Mrs. Lisa Sturges. Mrs. Erica Bollinger and Mr. James Fisher were absent. Also present were Mr. Thomas Haupt, Superintendent; Mr. Scott Wilt, Business Manager; Mrs. Nicole Steele-Zepp, Coordinator of Instructional Technology; and Mr. Aaron Taylor, Assistant to the Superintendent.

**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
* Technology Director

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

**Study Session Topics:**

Mr. Thomas Haupt presented the following updated policies as a first reading for the board. The policies will be posted on the website.

 Policy 222 Tobacco and Vaping Products – Students

 Policy 323 Tobacco and Vaping Products – Employees

 Policy 706 Property Records

 Policy 706.1 Disposal of Equipment

 Policy 707 Use of School Facilities & Fee Schedules

The Board discussed Policy 707 – Use of School Facilities in length. The policy will be presented on September 23, 2024, for a second reading and discussion.

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**Adjournment**

 All were in favor following a motion by Mr. Matthew DeGennaro and a second by Mr. Tedd Sayers to adjourn the Board Study Session at 7:21 p.m.

Respectfully Submitted:

Mrs. Candace Ferguson-Miller Mr. Scott Wilt

Board President Board Recording Secretary

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