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The Fairfield Area School Board met for a Committee of the Whole meeting, on Monday evening, January 11, 2015 at 7:00 p.m. in the District Boardroom with these members in attendance: Mr. Murray, Ms. Bequette, Mr. Whitcomb, Mr. Strahler, Ms. Mays, Ms. Mikesell, and Ms. Van Metre. Ms. Cavey was absent due to a death in the family and Mr. Barlow was absent due to his resignation from the Board effective December 30,2015. Also present were Ms. Karen Kugler, Superintendent; Ms. Caroline Dean, Business Manager and Board Recording Secretary; Mr. Howie Kessel, Building & Grounds Director, Ms. Crystal Heller, Athletic Director; Ms. Patti Weber, Middle School Principal, Mr. Brian McDowell, High School Principal, Ms. Barb Richwine, Elementary Principal, and Ms. Peggy Crider, Assistant to the Superintendent for Instructional Support, Ms. Briggs, our student representative, was also present.

Ms. Mikesell took an opportunity to tell those present that this Board is comprised of nine equal members each with an equal vote. No one person is in charge and she, as President, will be responsible to facilitate the meeting.

**A. Programs & Curriculum**

* Local Assessment System
* Mrs. Richwine and Mrs. Weber explained the use of the MAP standardized test three times per year. Teachers are able to determine instructional needs based on results. This test compares results locally and across the nation and the results are automatic. When looking for a test that would correlate to the PSSA’s, they discovered the CDT’s (classroom diagnostic test). This test is free and reports are very similar to the current reports. Mr. McDowell explained that there is no local assessment at the High School level and they may use the CDT for Algebra, Literature, or Biology testing.
* 2016-2017 District Calendar
  + Ms. Kugler distributed the proposed 2016-2017 district calendar. The trade in day noted will change to January 16, 2017. The teachers on the committee were in agreement on the calendar and we are aligned with other districts in Adams County. There are six snow days built into the calendar.

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* District Technology Coordinator - Job Description
  + The current and proposed job descriptions were discussed. Ms. Kugler is recommending hiring an individual rather than outsource the position. New Oxford had many exceptional candidates with a recent posting of a similar position. Ms. Kugler is also recommending hiring an additional individual to man the help desk, perhaps next year. Ms. Mays stressed the need to hire an individual who really knows how to do the job and Mr. Strahler felt the description was thorough.
* Safe Schools Activities & Planning Up-Date
  + We had another meeting on Friday, January 8, 2016 and Ms. Kugler will be attending PEMA training on Friday, January 15, 2016. The professional staff will be completing **ALICE** training on Friday and live activities related to the training on Monday. We have community members with experience in crisis management aligned to be part of the committee. Ms. Kugler explained the process and timelines to Mr. Whitcomb who had specific questions related to the committee and the outcomes such as the roles of individuals and potential issues. He wanted to clarify the process relative to both protection and prevention. Ms. Mikesell asked about the classroom doors locking from the inside and Mr. Kessel explained that to do that, all of the locks would need to be updated. Mr. Strahler told the board about electronic locks that can be monitored and affected, at one time, from a central location. Ms. Kugler expressed the need for a new telephone system that would allow anyone to call for a lockdown. Mr. Whitcomb expressed the need for risk experts to come to the district and assess all of our needs in total. He will provide names of individuals from the state police, FEMA, and Homeland. Mr. Murray thought this was very important so we do not waste dollars on the wrong issues.
* Tech Prep Up-Date
  + Ms. Kugler reviewed costs with the board. Diesel and Law Enforcement are very popular programs according to Mr. McDowell. It is very hard for the district to fill seats due to our size. As for the new IT program, we have two students slated to fill slots out of eleven who originally expressed an interest. Ms. Mays questioned if students still have time to register and they do while Mr. Whitcomb stated he likes this opportunity for our students.

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* Vet Tech Assistant
  + Many students have expressed an interest in this curriculum. Ms. Fleener could become certified to teach and she is pursuing what would be required such as how many courses and the overall effect on her current schedule.
* FASD Cyber School Up-Date
  + Currently we have six full-time students, five who are blended, six in credit recovery, and eight taking single courses. We have (53) students in outside charter schools over which Mrs. Mikesell expressed concern about the lack of oversight and urged those present to write to their representatives about the issue. Mr. McDowell felt that our blended and single program was successful but the full-time was not.
* HS Course Selection Booklet
  + There are no changes or new courses at this time. The document does contain an explanation of the GPA process and our German program is very successful.

**B. Business, Finance, & Transportation**

* PA Budget Impasse – Fund Balance Reserve
* We received approximately $2.5 million in released funds from the state on January 5, 2016. There has been no additional information provided regarding revenue for this year and certainly not for the 2016-2017 fiscal year.
* 2016-2017 Budget Timeline
  + The Board was given the budget timeline. The preliminary budget is due on or before May 31, 2016 and the final budget is due June 30, 2016. We are required to have 20 days of advertising prior to approving the final budget.
* Rental Property Update
  + Ms. Kugler will present a recommendation for a tenant at the January 25, 2016 Board meeting. The candidate(s) was chosen based on a rubric created for the selection process and a credit check. It is anticipated the lease will commence on February 1, 2016.

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* Bus Drivers
  + We will have several bus drivers for recommendation and approval at the January 25, 2016 Board meeting.

**C. Buildings & Grounds**

* Elementary Playground (K-1) Up-Date
  + The weather was not conducive to begin the work necessary. We are hoping to begin those efforts on Friday, January 15, 2016. Some of the equipment is being reviewed in detail to insure it will solve all of the problems presented in the inspection report.
* Domestic Hot Water Heater for HS/MS Building
  + We have two heaters in the boiler room that are (17) years old. There is a leak in one due to the heat exchanger and early estimates put the cost of replacement at $35,000. We need at least one right now but should plan for an additional one in the future. In addition, Mr. Kessel made a public plea for help in obtaining substitute custodians for the district.

**D. Athletics**

* Coaches & Openings - Update
  + Ms. Heller distributed a comprehensive list of openings in the District. A middle school track coach should be added. We have interest in many of the positions and are awaiting applications to proceed. The interviews are held by Mr. McDowell and Ms. Heller and then Ms. Kugler participates in the second round. The hiring is based on experience and the entire process is designed to hire the most qualified individual. Ms. Van Metre expressed the need to fill these positions quickly and Ms. Mays questioned the turnover rate. It was explained that this is a normal cyclical occurrence and that most of the reasons given have been personal or business. Mr. Whitcomb cautioned us to watch this trend.

**E. Policies (for review)**

* 000 – Board Policy/Procedure/Administrative Regulations
* 001 – Name & Classification
* 002 – Authority & Powers
* 003 – Functions

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* 004 – Membership
* 004.1 – Student Representatives
* 005 – Organization
* 006 – Meetings
* 006.1 – Attendance at Meetings Via Electronic Communications
* 007 – Policy Manual Access
* 009 – Policy Process
* 249 – Bullying/Cyberbullying
* Administrative Procedures/Guidelines (Review) – Public Comment Response Protocol (Development)
  + Ms. Kugler reviewed, via PowerPoint, all of the policies for consideration. She pointed out specific additions or changes such as the addition of a Code of Ethics which greatly pleased Ms. Bequette. Ms. Kugler reviewed the mechanics of the system and ease of use. The question arose if the student representative to the Board should come from Student Council reps or the student body at large. Our current rep felt that the individual should definitely come from Student Council members. They will make time for the meetings and are invested. Ms. Kugler pointed out that this membership is based on being elected. Ms. Mays felt that with (40) members those students are a truly representative of the student body. It was further explained that we have (40) members total but for the junior class, from which the representative is chosen initially, there are 10 members. If we make a change, Mr. Strahler felt that the individual should have at least tried to get elected to Student Council. Mrs. Mikesell wondered why we are trying to fix what does not appear to be broken. Ms. Kugler asked the Board to inform her of any changes prior to the next meeting. Mrs. Mikesell wants to add a Negotiations Committee under Special Committees in Policy 005, Organization.

**F. Comprehensive Plan**

* Board Membership
  + Ms. Kugler expressed the need to revisit the Comprehensive Plan previously known as the Strategic Plan. We are looking for at least three Board members to serve on the committee. During the process there may be a decision made to make no changes or provide a new vision. Mr. Whitcomb felt the time he spent on a previous committee was a very

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valuable process and one of the outcomes was the mission “Students First,” which everyone remembers.

* + Mr. Barlow resigned effective December 30, 2015 and Ms. Kugler has provided the Board a Board vacancy statement. Mr. Whitcomb asked Ms. Kugler to review the prior committee process. She will advertise on Tuesday. A resume, letter of application, and a financial statement will be required. The interviews can occur on January 25, 2016 and nominations can come forward. Five votes are required for approval and this cannot be discussed or reviewed in an Executive Session.
  + At this time Ms. Mikesell reviewed some requests on behalf of Ms. Cavey who wishes to revisit the elementary lunch process. Ms. Bequette did not feel this was a Board issue and that the parents should petition the Principal and Superintendent. Ms. Cavey also wanted public comment available at the work session and this has been added.

**G. Public Comment** (3 minutes each)

* + Ms. Briggs reiterated that she felt the student representative should come from the Student Council.
  + Nick Myers questioned the process whereby a coach at the middle school level, wishing to move up to the varsity level, must start all over on the new schedule which may mean a decrease in pay. He feels this hinders movement amongst the coaching staff. Ms. Mikesell explained that this schedule is part of the collective bargaining agreement. Mr. Myers also cautioned the board to choose wisely when selecting a new member and not to choose a “friend.” He also told the Board that they need to review the evaluation system for coaches and not just allow Ms. Kugler to do so.
  + Apryl Huster is glad to hear we are making safety a priority but wants the process to move more quickly. She wants training in the classroom. Ms. Huster also asked the Board not to forget about summer school and would like a new survey distributed to parents regarding 5th grade being moved back to the elementary level. She feels these students are more emotionally aligned with elementary students. Mrs. Mikesell would also like to review recess at the elementary school.

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* + Mary Walter wanted to know if we have district representatives reviewing the Tech Prep program. She was told there is an advisory group with district representation.
  + Melanie Briggs is concerned about starting school earlier and getting out earlier and how parents find adequate care for their children. Ms. Bequette pointed out that state testing is driving the need to change the schedule.
  + Some additional discussion about safety arose and the fact it should be our number one priority aside from education. We may need more people to facilitate the process.
  + Ms. Mikesell told the Board about Hanover’s changes to the High School library. It has now become a tech center with very few books. Students are learning technology and this is the future. She would like to go and tour the facility and several Board members will be joining her.
  + There is a Board appreciation dinner before the meeting on January 25th.
  + Ms. Van Metre informed the Board about the negotiations process and the first meeting has been held with additional meetings scheduled. It was discussed that there are teachers telling parents that they cannot meet with the students before or after school. Mr. Whitcomb would like this addressed as part of the negotiations process as this is not acceptable.

Respectfully Submitted:

Ms. Pam Mikesell Ms. Caroline Dean, Business Manager

Board President Board Recording Secretary