FELL CHARTER SCHOOL

Board of Education Public Meeting

777 Main St. Simpson, PA 18407

6:00 p.m., Apr 27, 2026

Via Google Meet /In- Person

AGENDA

Call to Order by Board President at 6:02 p.m.

Pledge of Allegiance lead by School Board President Schultz

Board Roll Call: Mrs. Felicity Shultz, President Present

Mrs. Melissa Biedenkap, Vice-President Present

Mrs. Kelsey Bingaman, Treasurer Absent

Mrs. Jillian Bair, Secretary Present

Mrs. Christina Lopez, Board Member Present

Administration: Mr. Tim Casey, Principal (non-voting), Mr. Jim Mirabelli, Budget & Finance (non-voting), Mrs. Jillian Reed, Curriculum Coordinator, (non-voting), Carrie Timlin, Food Service Director, (non-voting)

Other attendees: Diane Wood, John Sabolick, Felicia Miller, Jeanne Laktash, Ryan Swartzfager, Melissa Wash, Jennifer Repenning

Waive reading of minutes: The motion was made by Melissa and seconded by Felicity to waive the reading of the March 23, 2026 minutes.

__4___ Yes _____No _____Abstain __1___ Absent

Approve minutes: The motion was made by Felicity and seconded by Melissa to approve the minutes as presented, of March 23, 2026 minutes.

__4___Yes _____No _____Abstain ___1__Absent

First Public Hearing on Agenda items only

Visitors may comment or ask questions pertaining to any items listed on this agenda. Names and residence will be recorded before remarks are made.

Name/home school district Topic/Issue

_____ _____

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Finance Committee:

Mr. Jim Mirabelli, School Business Consultants reporting this evening:

Monthly Report: thru Mar 31, 2026.

Monthly financials up to March 31, 2026 (copy provided). Statements that arrive late (as per practice) will be available at the next meeting. Numbers have slightly decreased due to audit adjustments, but the overall trajectory has not significantly changed and is trending very evenly. Projected to finish the year by breaking even.

Update on the budget audit process: this is currently underway with the plan to present the preliminary budget for board approval in May. Final budget will need to be passed by June 30. Employee raises are currently at 3% as it was last year. Bringing the cafeteria in-house should result in long-term savings with minimal up-front costs. Closely evaluating curricular needs to see what will be needed for the upcoming year. Enrollment needed to balance the budget is about 120 students for the upcoming year (without any other budget adjustments).

Discussion/ Review of Accounts.

The motion was made by Christina and seconded by Jillian to approve the Finance Report as presented.

__4___Yes _____No _____Abstain __1___Absent

Personnel Committee:

No report this evening

Carbondale Area School District Report:

Mr. David Cerra/other Administrator - no one was present for the report.

Motion to approve report as presented.

The motion was made by Felicia and seconded by Melissa to approve the Carbondale Area School District report as presented.

__4___Yes _____No _____Abstain __1___Absent

Principal's Report

1. Request for records: Mailings have been sent to school districts as the requests have come in.

2. Enrollment update: Enrollment: C'dale__78__ FC __5__ L'land__7__ MV ___1_ Scr 1 MtV___5_WW__1__ Tunk___ Abington ____ VV__6___WHi___1__ Total _105__

We've had a lot of recent interest (10-12 inquiries from Carbondale) which have reached out in the last week and a half.

3. Gym roof replacement bids; generator fix bid, lawncare bids for approval.

About a month ago, a leak was discovered in the gym. Three bids have been received for a full roof replacement. Mr. Casey recommends the bid from NEPA Builders - full roof replacement for just above $47k. Includes installing a new rubber foam over the roof (in their opinion, it wasn't necessary to remove the current roof), installing a 4-inch gravel stop and gutter metal, flashing caps and boots where required. Comes with a 20-year extended material warranty and 10 years on the workmanship. The second bid is from the Flat Roof Guys who provided two separate proposals - one for $48k with a less robust warranty (no warranty on the workmanship) and another bid for $60k more premier

option (state of the art materials). The final bid is from Shingle Me, which was for $60k including tearing off the existing roof and evaluating structure but did not include the workmanship warranty.

Questions: Mrs. Schultz asked for more details on the 20-year material warranty; Mr. Casey explained and compared it to the workmanship warranty. Mrs. Schultz also asked if any of the bids provided a timeline; Mr. Casey did not receive a formal timeline from any of the builders, but it seemed to be a fairly brief project (maybe 2-3 days). Mrs. Schultz asked if the condition of the roof was assessed if NEPA Builders won't be removing the whole roof - Mr. Casey said they did complete a thorough inspection including testing of where the leaks were occurring.

The school has a generator, but they don't turn on. Contractors came out and realized they needed a significant amount of maintenance totaling about $1600. Mr. Casey recommends spending the money to make them functional, otherwise it's pointless to have them.

Recently found two contractors willing to take the job of grounds maintenance (current contractor doesn't want to continue due to the small size of the job). First bid would cost $250 for biweekly cuts. Second bid would be $220 for biweekly cuts. Mr. Casey recommends the lower bid. Ms. Timlin asked if this is per visit or monthly - Mr. Casey confirmed that it is per visit. Current contractor is $180 per visit so this is a bit of an increase. Mrs. Timlin asked if they were still looking for bids - Mr. Casey stated difficulty in finding a third bidder since this is such a small job. Local landscapers were contacted but did not get back to us. Ms. Wash offered to put out a social media post to help get contractors. Mr. Swartzfager also asked if buying a lawn mower and having the maintenance staff cut it. Mr. Casey stated this has been considered but due to the costs involved with purchasing and maintaining the equipment (mower, leaf blower, trimmer) at this time the better option is to go with the third party service.

4. Threat Assessment and State Police RVAT report. The school team continues to meet monthly to assess processes and general school safety. State police came last month to do the assessment and the report is still

in process. The report will include recommendations, some easy fixes and some longer-term adjustments.

5. Preliminary Budget considerations 2026-2027. Mr. Casey is working with Mr. Mirabelli to both increase revenue (higher student enrollment) and decrease expenses. Working on increasing billboard usage and creating tri-fold handouts to distribute to local businesses.

6. Approval for in-house food service program for SY 26-27; option for faculty to participate via cashless system. Mrs. Timlin has been working on decreasing general food service costs over the last couple of years, but the current foodservice provider is discontinuing the contract. The goal with bringing the foodservice in-house is to save costs and increase the freshness of the food. Faculty can also participate in the program via pre-paying in an app. Parents will continue getting the menu ahead of time and select which days they want their child to receive food. An initial investment of about $15,000 will need to be made in the kitchen. Mrs. Biedenkap asked if the menu will continue to be pork-free, and Mrs. Timlin said the plan is to continue to be nut- and pork-free.

7. Approval for outdoor signage for school on Main St in Carbondale. This would cost about $300 for signage advertising Fell Charter and stating that we're currently enrolling. Approval to pay out bonuses for last paycheck of fiscal year, Jun 21, 2026. The school's custom had previously been to pay these out in December, but after consulting with Mr. Mirabelli, it was recommended that the bonuses be paid out in June instead of December. This would allow bonuses to be paid out in the current fiscal year instead of paying bonuses for last fiscal year during the current fiscal year.

8. Netcredit Union Membership offer for staff. A representative visited the school - they're aware the school has a relationship with a different bank, but they offered the staff memberships to Netcredit Union. Mr. Casey doesn't believe there's a non-compete clause with our current bank, but it may allow staff to reap some benefits of a credit union without having to invest anything. Mrs. Schultz asked Mr. Casey to get a confirmation that this relationship would not compete with Fidelity (our current bank).

9. 2025 PSSA update, PSSA historical scores; curricular

considerations. Testing began last week and will conclude next week.

Mr. Casey commended Mrs. Reed on making the testing process go

very smoothly as far as Fell was concerned - the state system itself crashed during part 2 ELA, but that had nothing to do with Fell. Students will be taking makeups throughout this week. Mr. Casey included year-to-year PSSA scores from 2023-2025, showing an upward trend in scores. Mrs. Reed will be recommending some curriculum changes to assist students in continuing to trend upwards in these scores.

10. Air Purifier sale to benefit school. Due to the COVID pandemic, a grant for air purifiers was submitted and the purifiers were recently delivered to the school. The Fell building has the air filtration system serviced regularly, so they don't need the purifiers for the school itself. Mr. Casey recommends selling the air purifiers (retail around $6200 for all). Open up a sale to the community to sell at a discount, then invest the money back into the school. Mrs. Schultz asked if there was a need for even one or two of those purifiers to use throughout the year. Mr. Casey stated that one of the purifiers has been placed in the music room since that's an older part of the building, it's just the rest of them which have been recommended for sale. Mrs. Schultz and Mrs. Biedenkap asked if we're even allowed to sell them since they were received via grant. Mr. Casey to investigate whether this is the case.

11. Resignation of Lori Terpak, housekeeper effective 6/12/26. She has been housekeeping at the school for about 20 years but will be resigning due to an hour change at her other employer. Fell will be posting for this position by the end of this week.

12. Misc: Cinderella musical last Saturday had a great turnout and raised money through a basket raffle. May Warrior Night 5/20, Field Day 5/29 (board is welcome to attend), Kindergarten Graduation 6/10, 8th Grade graduation 6/11, final day of school 6/12.

The motion was made by Jillian and seconded by Felicity to approve the bid for NEPA Builders to replace the roof.

__4___Yes _____No _____Abstain ___1__Absent

The motion was made by Felicity and seconded by Jillian to approve the $220 biweekly cut price for Razderk Landscaping.

__4___Yes _____No _____Abstain ___1__Absent

The motion was made by Felicity and seconded by Melissa to approve the in-house food service program (including offering food to staff) for 26-27 as presented by Ms. Timlin and Mr. Casey.

___4__Yes _____No _____Abstain __1___Absent

The motion was made by Melissa and seconded by Christina to approve the expense to maintenance the generator for $1600.

___4__Yes _____No _____Abstain ___1__Absent

The motion was made by Christina and seconded by Felicity to accept resignation of Lori Terpak effective 6/12/26.

__4___Yes _____No _____Abstain __1___Absent

The motion was made by Felicity and seconded by Christina to approve the Principal's Report as presented by Mr. Casey.

___4__Yes _____No _____Abstain ___1__Absent

Curriculum update:

Mrs. Jillian Reed, Curriculum Coordinator

- PDE Data Summit - Mrs. Reed attended at the end of March. Collaborated with PIMS administrators. Currently working with PowerSchool educational impact counselor so Fell can expand their use of the platform (mainly the parent portal). This will increase communication between parents and teachers. One of the biggest takeaways from the conference is the importance of clear communication between any educators working in student data. Mrs. Reed has been working internally on communications between regular ed, special ed, and admin staff to ensure all elements of student data are accurately recorded and maintained.
- 2026 PSSA - started last week and had one outage during ELAs, but

overall testing is going well and projected to end next week.

- Structured Literacy Training for Administrators - taking a course through the IU on this topic. All teachers need to be trained in that topic, so she's taking the administrator course. The focus is on using evaluative tools to ensure alignment with best practices in reading. Mrs. Reed believes middle school curriculum would benefit from some more robust, research-based curriculum in reading and math.
- Extracurricular Programming Considerations
    - Armature Artist in Residence Update - going very well. Students are working on pop-up puppets using recycled materials. They're going to create a narrative movie or play from the project as an extension, then doing reverse drawings using natural dyes.
- May Warrior Night - grades 5, 7, and 8 will be presenting on May 20th. 5th grade - Enlightenment, 7th grade - dramatize the K-Pop tree, and 8th grade - Holocaust.

Ms. Schultz asked about the 0s in the math PSSA summary - Ms. Reed confirmed this meant that 0 students scored as Proficient or above in Math in those years.

The motion was made by Felicity and seconded by Melissa to approve the Curriculum Report as presented by Mrs. Reed.

___4__Yes _____No _____Abstain __1___Absent

Education Committee:

No report this evening.

Policy Committee:

Felicity Schultz, Chairperson

Building and Grounds Committee:

No report this evening

Outstanding/Old Business Matters:

New Business Matters:

Second Public Hearing of Visitors regarding school-related topics.

Name/home school district/Topic/Issue

Felicia Miller/Carbondale Area/Advertising - have we considered flyers to local businesses? Mr. Casey confirmed this is already part of the plan.

Carrie Timlin/Carbondale Area/Marketing - are we marketing to specific school districts? Ms. Schultz explained billboards are in Carbondale, Forest City, and Dickson City areas.

Ryan Swartzfager/Carbondale Area/Parent-Teacher Conferences - why aren't these advertised or offered on a regular basis? The system in place when Mr. Casey started last year did not include parent-teacher conferences but he'd be happy to put them back on the calendar. Mrs. Lopez noted that some teachers offer meetings with parents as requested informally. Mrs. Repenning noted that teachers are easy to get ahold of and happy to accommodate meeting requests.

Melissa Wash/Carbondale Area/Food Distribution - are we still doing that? Mr. Casey said there's been no plans to discontinue it. The new

administrative assistant just started, so she will be taking that over once she gets settled. Mr. Casey will investigate and get back to the board. Mrs. Repenning noted we have a lot of extra food in the pantry, so maybe they could do something similar to last year where food is distributed to families. She also noted that snack bags will still be going out, it's just the produce market that's not currently happening.

Melissa Wash/Carbondale Area/Communication - can we use Remind for school communication instead of just email? Diane Wood (Carbondale Area) clarified that Melissa is asking for access between teachers and parents in Remind rather than only school admin having access to Remind. Mr. Casey said this could be considered but it will be an additional cost. Mrs. Bair commented that when the parent portal through PowerSchool is rolled out, direct teacher-parent communication is most likely available via that platform.

Diane Wood/Carbondale Area/Advertising - she has friends with small businesses who are more than willing to display promotional materials if we have them available for distribution. Ms. Wood also noted regarding parent-teacher conferences that it's been a few years since they were regularly implemented. As a parent and a staff member she sees the benefits to the regular parent-teacher conferences. The open house is helpful but with everyone there at the same time it's not conducive to really getting to know the family and students.

Carrie Timlin/Carbondale Area/Parent-Teacher Conferences - she

recommended virtual options to save time and allow for easier scheduling as well.

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Next Board Meeting Date: Monday, May 18th @ 6:00p.m. Virtually and in person at 777 Main St., Simpson, PA .

Adjournment: called at _7:27___ p.m. ,Felicity seconded by : Christina

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