

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
DECEMBER 7, 2017**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, December 7, 2017 at 6:00 p.m. in the Canton Jr/Sr High School Cafeteria.

**MEETING CALLED TO ORDER**

Our President, Mrs. Judy Sourbeer, called the meeting to order, welcomed all in attendance, and reminded the audience to please sign in if they had not done so.

All stood and recited the Pledge to the Flag.

**BOARD MEMBERS PRESENT**

Mrs. Judy Sourbeer, President; Mr. Ryan Allen, Mr. Eric Anderson, Mr. Bill Holland, Mr. Mike Herman, Mr. Scott May, Mrs. Krista Jennings, Mr. Neal Palmer, and Mr. Denny Sourbeer.

**OTHERS PRESENT**

Mr. Eric Briggs, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Michael Wells, Elementary School Principal; Mr. Craig Coleman, High School Principal; Attorney Richard Sheetz, District Solicitor; Mr. Dan Coran, Support Services Director; Mrs. Shawna Lee, Food Service Director; Mr. John Shaffer and Ms. Brianne Ostrander, Newspaper Reporters; Ms. Deb Fitzwater, District Teacher.

**CERTIFICATES OF ELECTION**

Mr. Jannone verified that the following board members received Certificates of Election:

- a. Mrs. Judy Sourbeer
- b. Mrs. Krista Jennings
- c. Mr. J. Scott May
- d. Mr. Ryan Allen
- e. Mr. Neal Palmer

**QUALIFIED BOARD MEMBERS**

Mr. Jannone verified that the following board members were qualified to serve as temporary president:

- a. Mr. Bill Holland
- b. Mr. Mike Herman
- c. Mr. Denny Sourbeer
- d. Mr. Eric Anderson

**TEMPORARY PRESIDENT**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to elect Mr. Mike Herman as temporary board president.

Voice Vote: All nine members present voted yea.  
Motion carried.

**OATH OF OFFICE**

At this time, temporary president, Mr. Mike Herman, administered the Oath of Office to newly elected board members, authorized by Section 402 of the PA School Code of 1949.

**NOMINATIONS FOR BOARD PRESIDENT**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to nominate Mrs. Judy

Sourbeer as the board president.

Voice Vote: All nine members present voted yea.  
Motion carried.

#### **NOMINATIONS FOR BOARD VICE-PRESIDENT**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to nominate Mr. Bill Holland as the board vice-president.

Voice Vote: All nine members present voted yea.  
Motion carried.

#### **DELEGATES FOR BRADFORD COUNTY TAX COLLECTION**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to re-appoint the delegates for the Bradford County Tax Collection:

1. Mark Jannone
2. Eric Briggs, First Alternate
3. Ryan Allen, Second Alternate

Voice Vote: All nine members present voted yea.  
Motion carried.

#### **2018 BOARD MEETING DATES, TIME, AND PLACE**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to set the 2018 board meetings: second Thursday of each month with the following exceptions: 1) no meeting in July, 2) the first Thursday in December. All meetings will be at 6:00 in the Canton Jr/Sr cafeteria.

Voice Vote: All nine members present voted yea.  
Motion carried.

#### **MINUTES**

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to approve the minutes of the regular meeting of November 9, 2017.

Voice Vote: All nine members present voted yea.  
Motion carried.

#### **REPORTS**

##### **Superintendent**

Mr. Eric Briggs, Superintendent, reported on the following items:

- This past weekend our community lost one of its most valuable resources: an elementary student. Kloey Miller was a second grade student at the Canton Elementary School. Over the past week, I was fortunate enough to learn about this phenomenal young lady through the stories of students and other adults in our district and in the community. She exemplified all the great characteristics of any great learner in our elementary school.

This has been a very trying week for our entire faculty. Loss is always difficult. I would like to thank the guidance department (Cori Rockwell and Jessica Watson) for their great work in assisting the many students and staff through the grieving process. I would like to thank Dave Loomis, our school psychologist, as he assisted with students and staff where needed. I also would like to recognize Teresa Allen and the Ministerium for the support they offered as students struggled through this very difficult time. I would like to thank the entire elementary faculty as they provided our students with support and did their best to keep school as normal as possible for our students. I know this was very challenging at times, but you all answered the

challenge.

On behalf of the entire Canton Area School District family and the School Board of Directors, we would like to extend our deepest condolences to the family of Kloe Miller.

- House Bill 1401, known as the Marcellus Shale Bill, has been reintroduced. A portion of the severance tax on natural gas would go towards PSERS and SERS should the bill pass.
- Senate Bill 166 has been reintroduced. This bill will prohibit school districts from using their payroll systems to collect membership dues, non-membership fees, and political contributions from public employee paychecks.
- Due to the recent tragedy in the district, we will not be in school tomorrow. The make-up day will be February 5, 2018 and will be a half day for students.
- This past weekend the coaches completed the coaching training as required by PIAA to be coaches and volunteers for the 18/19 school year.
- Be on the lookout in January and February as I will be asking the public to participate in public stakeholder meetings as we introduce our new schedule to the community through roundtable discussions in the early spring of 2018.
- Congratulations to Miss Alana Castle for winning the Miss Teen America competition. As part of winning this competition, her work will revolve around supporting people with disabilities and programs involved with disabilities. Next week she has been invited by Representative Baker to Harrisburg to attain recognition from the state government.
- Our 9<sup>th</sup> grade class, with the support of Mrs. McRoberts and Mr. Harstead, has been competing in STEM activities. In November, students had the opportunity to build cars that were powered by fans.
- Elementary teachers have begun the observation process to see how their colleagues are using PBIS in the classroom.
- The Northern Tier will have a unified sports league this year. Our school district has been joined by two high schools in Southern Tioga with our district hosting the regional event.

### **Business Manager**

Mr. Mark Jannone, Business Manager/Board Secretary, reported on the following:

- Announced that the Homestead/Farmstead applications were mailed out on December 1<sup>st</sup>.
- Indicated that the administration is recommending approving two candidates to fill the newly created Maintenance III positions.
- Informed the board that he would bring a resolution for the board to consider at the January board meeting which indicates that the board, should they raise taxes, will not raise taxes above the Act 1 index of 3.5%.

### **Board Committee Chairpersons**

- **Personnel Committee:** Chairperson, Mr. Eric Anderson, had nothing to report.
- **Finance/Policy Review Committee:** Chairperson, Mr. Ryan Allen, had nothing to report.
- **Athletic Committee:** Chairperson, Mr. Mike Herman, had nothing to report.
- **Buildings and Grounds Committee:** Nothing to report.
- **Northern Tier Career Representative:** Mr. Scott May had nothing to report.
- **PSBA Representative:** Mr. Bill Holland had nothing to report.
- **BLaST Representative:** Nothing to report.

### **CITIZEN RECOGNITION – AGENDA RELATED**

There were no comments.

### **BUSINESS**

## **Treasurer's Report**

A motion was made by Mr. Neal Palmer and seconded by Mr. Denny Sourbeer to approve the Treasurer's Report as presented for November 30, 2017. (A copy is in the supplemental file.)

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## **Bills**

A motion was made by Mr. Neal Palmer and seconded by Mr. Denny Sourbeer to approve the bills for November, 2017.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## **Tax Additions, Exemptions and Exonerations**

A motion was made by Mr. Neal Palmer and seconded by Mr. Denny Sourbeer to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## **Transportation Changes**

A motion was made by Mr. Neal Palmer and seconded by Mr. Denny Sourbeer to approve the transportation changes.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## **2017/2018 Spring Sports Bid**

A motion was made by Mr. Neal Palmer and seconded by Mr. Denny Sourbeer to approve the 2017/2018 Spring Sports Bid in the amount of \$4,907.95.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## **Memorandum of Understanding**

A motion was made by Mr. Neal Palmer and seconded by Mr. Denny Sourbeer to accept the Memorandum of Understanding between Canton Area School District and BLaST IU #17 for the participation in the IU Academy Programs.

Voice Vote: All nine members present voted yea.  
Motion carried.

## **PERSONNEL**

### **Co-curricular Non-sports List Changes**

A motion was made Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the following changes to the co-curricular non-sports list for 2017/2018, pending completion of required paperwork:

- a. Brenda Holland, Dramatics Assistant (co-), \$807.26 (update from 8/10/17)
- b. Jamie Lammy, Dramatics Assistant (co-), \$807.26

Roll Call Vote: All nine members present voted yea.

Motion carried.

### **Additions to Volunteer List**

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the following additions to the volunteer list for the 2017/2018 school year; all required paperwork has been successfully completed:

- a. Darryl Jannone, softball
- b. Mary Ann Porter, Dramatics

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Additions to Substitute List**

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the following additions to the substitute list for the 2017/2018 school year, pending completion of required paperwork:

- a. Kathryn Lawton, Guest Teacher
- b. Judy Watson, bus driver

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Maintenance Worker III Job Description**

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the newly created job description for Maintenance Worker III and set the starting wage on the classified wage matrix at \$15.00 per hour.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **New Employee**

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the hiring of the following new employee; all required paperwork has been completed:

- a. Ernest Turner, part-time 12-month Maintenance Worker III, \$15.00 per hour with no benefits, effective December 11, 2017.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Employee Transfer**

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the transfer of the following employee; all required paperwork has been completed:

- a. Adam Ayers, from full-time 12-month Custodian with benefits to part-time 12-month Maintenance Worker III, \$15.00 per hour with no benefits, effective January 15, 2018.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Early Bird Contract Extension**

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the early bird contract extension between Canton Area School District and the Canton Area Education Association effective July 1, 2018 through June 30, 2021.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## **FINANCE/POLICY**

### **Policy First Reading**

A motion was made by Mr. Ryan Allen and seconded by Mr. Neal Palmer to approve the first reading of the following revised/new board policies:

- a. (revised) No. 911 - News Media Relations
- b. (revised) No. 912 - Relations with Educational Institutions
- c. (revised) No. 914 - Relations with Intermediate Unit
- d. (new) No. 914 - Parental/Family Involvement
- e. (revised) No. 534 - Sick Leave
- f. (revised) No. 536 - Personal Necessity Leave
- g. (revised) No. 537 - Vacation

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Policy Number Change**

A motion was made by Mr. Ryan Allen and seconded by Mr. Neal Palmer to approve the following policy number change to correspond with PSBA recommendations:

- a. No. 915 changing to No. 916 - Volunteer Policy

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Policy Deletion**

A motion was made by Mr. Ryan Allen and seconded by Mr. Neal Palmer to approve the deletion of the following board policy:

- a. No. 919 - District/School Report Card

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Policy Second Reading**

A motion was made by Mr. Ryan Allen and seconded by Mr. Neal Palmer to approve the second reading of the following revised/new board policies:

- a. (revised) No. 002 - Authority and Powers
- b. (revised) No. 003 - Functions
- c. (new) No. 004-BOG\_7 - Board of school Directors of the Canton Area School District Oath of Office as School Director
- d. (revised) No. 102 - Academic Standards
- e. (revised) No. 103 - Nondiscrimination in School and Classroom Practices
- f. (revised) No. 104 - Nondiscrimination in Employment Contract Practices
- g. (revised) No. 125 - Adult Education
- h. (revised) No. 126 - Class Size
- i. (revised) No. 203 - Immunizations and Communicable Diseases
- j. (revised) No. 718 - Service Animals in Schools
- k. (revised) No. 901 - Public Relations Objectives
- l. (revised) No. 902 - Publications Program
- m. (revised) No. 904 - Public Attendance at School Events
- n. (revised) No. 905 - Citizen's Advisory Committees

- o. (revised) No. 906 - Public Complaints
- p. (new) No. 908 - Relations with Parents/Guardians
- q. (revised) No. 910 - Community Engagement

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**OTHER ITEMS**

**Occupational Agricultural Advisory Minutes**

A motion was made by Mr. Neal Palmer and seconded by Mr. Mike Herman to accept the Occupational Agricultural Advisory meeting (Emergency) minutes dated November 21, 2017.

Voice Vote: All nine members present voted yea.  
Motion carried.

**CITIZEN RECOGNITION - NON-AGENDA RELATED**

There were no comments.

**Announcements**

An Executive Session was held prior to the Board Meeting, at 5:30 p.m., to discuss a personnel issue.

The next Board Meeting will be held Thursday, January 11, 2018, at 6:00 p.m. in the Canton Jr/Sr High School Cafeteria, Canton, PA.

**Meeting Adjourned**

Mrs. Sourbeer adjourned the meeting at approximately 6:28 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary