

**MINUTES
CANTON AREA SCHOOL DISTRICT
JANUARY 11, 2018**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, January 11, 2018 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. Scott May, Mrs. Krista Jennings, 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; Mr. Thomas Cochran, and Mr. David Cochran.

MINUTES

A motion was made by Mr. Bill Holland and seconded by Mr. Ryan Allen to approve the minutes of the reorganizational meeting of December 7, 2017.

Voice Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

REPORTS

Superintendent

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

- I wanted to start off tonight's meeting by wishing Dann Lepper, Supervisor of Buildings and Grounds, a very happy retirement from the CASD. Dann worked for the school district for over 20 years. Dann and his team spent countless hours ensuring that our campus was safe for all students and staff on a daily basis. Whether it was a winter storm or the heat and water went out in the building, Dann was always there to answer the call for the district. Dann's work ethic, willingness to work well within the administrative team, and leadership in his department will be difficult to replace. It was a pleasure working with Dann over the last year and a half, and I wish him the best of luck in all his future endeavors.
- The Canton Area School District will also be losing an amazing special education teacher at the end of the 2017-2018 school year. Jay Perry has touched the lives of thousands of students with disabilities as a teacher. I had the pleasure to work as a direct supervisor of Mr. Perry for three years as a special education supervisor. His insight in the field, ability to build relationships with all students, and the way he could "think outside the box" to develop creative solutions to challenging students was incredible. Anybody that has worked with Mr. Perry in the classroom knows that he always puts his students' needs first. Jay, on behalf of the entire community, I wish you the best of luck in your retirement and know you will be a difficult teacher to replace.
- Feedback to PA from the Federal Government on ESSA compliance (12/21/2017):

PDE had to submit responses to the feedback by 1/8/18. This allowed very little time for PDE to meet with legislatures to discuss the responses to the feedback from the USDOE. The Senate Education Committee on 1/2/18 provided the following feedback to PDE:

- return to evaluating schools through a summative score such as the SPP;
- clarify how low-performing schools will be identified and ultimately removed from this category;
- provide better explanation on how career and college ready is identified;
- change the teacher evaluation process;
- provide quarterly updates to the Senate and House on what schools are low-performing;
- remove Keystone Exams as the sole accountability exam for federal accountability;
- delay the re-submission of the PA ESSA Plan by 30 days to allow for more review time by the legislature; and
- recognize that the PA Legislature has authority over public education.

The House did not meet and will be sending their comments back to the USDOE with the revisions PDE makes to the plan.

- On 1/15/18, the high school will be participating on professional development on what “student engagement looks like in the classroom.
- On 1/19/18, the high school will then observe mock classrooms and conduct the Instructional Rounds process for the first time. We are excited to begin this process as we look to build a more collaborative culture. The elementary school will begin the Instructional Rounds training on this day as they explore the Instructional Core and receive an overview of what IR’s are. On the 19th, the staff will then explore the 7 principles of the core and dig into what it means to change the core for students, teacher, and the academic content. On both days, the PBIS Tier I and Tier II team will receive training from Kelly Swartwood at the IU as we look to continue to implement the PBIS process with increased fidelity.
- School and Community-Based Mental Health Services - Received word that we have been approved to start a school and community-based mental health program for the 2018-2019 school year. We will be working with the Bradford County Department of Human Services to interview potential providers that are interested in partnering with us with this endeavor. These interviews will happen in the spring.
- On Wednesday afternoon, Mr. Wells received a check for \$2764 toward our Backpack Program from the Sayre Turkey Trot. We are very grateful for this donation.
- On 1/20/18 the gifted Students to the Central New York Regional Robotics Competition held in Syracuse NY. We wish them the best of luck.
- On 2/8/18, Mr. Coran will be participating in the Early Intervention process. This process consists of Mr. Coran meeting with IU staff on students transitioning into our kindergarten program for the 18-19 school year.

Business Manager

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

- Thanked Dann Lepper for his 21 years of service to the school district and wished him a happy retirement.
- Thanked Jennings Bus Company for donating a trip to the PA Farm Show in Harrisburg.
- Informed the board that he is recommending the passage of the Act 1 Index Resolution which indicates that if the board raises taxes for the 2018/2019 school year, they will not exceed the 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, was not present. No report.
- **Buildings and Grounds Committee:** Chairperson, Mr. Scott May, had 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:** Mr. Neal Palmer was not present. No report.

CITIZEN RECOGNITION - AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the Treasurer's Report as presented for December 31, 2017. (A copy is in the supplemental file.)

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Bills

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the bills for December, 2017.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Tax Additions, Exemptions and Exonerations

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Transportation Changes

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the transportation changes.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Advertise 2018/2019

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to authorize advertising of bids related to the 2018/2019 school year.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

2016/2017 Audit Report

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to accept the local audit report for 2016/2017 school year as presented.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Act 1 Resolution

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to accept the Act 1 Resolution which certifies that the Board will not raise any school district tax for the 2018/2019 budget at a rate that exceeds the 3.5% index.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Union Township Tax Collector

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to appoint Deanna Watkins as the Union Township tax collector for the Canton Area School District pursuant to Section 683 of PA School Code.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Union Township Tax Collectors

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to deputize Mark Jannone and Michele Gowin as tax collectors for Union Township.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Reappoint Tax Collectors

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to reappoint Deanna Watkins, Mark Jannone, and Michele Gowin as deputized tax collectors for McIntyre Township, McNett Township, Canton Township, Canton Borough, and LeRoy Township.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Lockbox Agreement

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to accept the Tax Collection Lockbox Agreement with First Citizens Community Bank and Canton Area School District for the 2018 through 2021 tax years.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Memorandum of Understanding

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to accept the Memorandum of Understanding between Special Olympics PA and Canton Jr/Sr High School for support of the

interscholastic Unified Sports program, effective through June 30, 2018.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

PERSONNEL

Retirements

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to accept the following retirement letters:

- a. Dann Lepper, Building and Grounds Supervisor, effective 2/28/18, with 21 years of service.
- b. Jay Perry, Learning Support Teacher, effective 6/4/18, with 27 years of service.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Employee Transfer

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the transfer of Nancy Neff from part-time cafeteria worker to full-time custodian, effective 1/2/18, at \$9.38 per hour with full benefits.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Set Employee Hourly Rate

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to set Fred Richter's hourly rate at \$29.41 per hour effective 12/24/17.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Transfer Date Revision

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to retroactively revise the transfer date of Adam Ayers from full-time custodian to part-time maintenance from 1/5/18 to 1/8/18.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

New Hire

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the hiring of Renee Mead, part-time cafeteria worker, effective January 16, 2018, at \$8.00 per hour with no benefits, pending completion of all paperwork.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Hybrid Calendar

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to reinstate Deanna

Watkins as a 1986 hour 12-month secretary resulting in an 1893 hour hybrid calendar for the 2017/2018 school year.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Spring Sports Coaches

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the following spring sports coaches for the 2017/2018 season pending completion of all paperwork. Approval of head track coaches (items e, f, and g) was tabled.

- a. Bob Rockwell, Baseball Head Coach, step 5, \$5,381.75
- b. Jay Perry, Baseball Assistant, step 4, \$4,520.67
- c. Lyle Wesneski, Softball Head Coach, step 5, \$5,381.75
- d. Nicole Siedhof Ragab, Softball Assistant, step 3, \$4,305.40
- e. Brandy McRoberts, Boys Track Head Co-Coach, step 1, \$2,260.33 (tabled)
- f. Katie Steever, Boys Track Co-Coach, step 1, \$2,260.33 (tabled)
- g. Casey Aylesworth, Girls Track Head Coach, step 5, \$5,381.75 (tabled)
- h. Kyle Thompson, Track Assistant, step 3, \$4,305.40

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Additions to Substitute List

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the following additions to the substitute list, pending completion of all paperwork:

- a. Ryan VanNoy, teacher, retroactive to 1/3/18 (all paperwork has been completed)
- b. Melinda Tymeson, nurse (all paperwork has been completed)

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Additions to Volunteer List

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the following additions to the volunteer list; all required paperwork has been completed:

- a. Ryan Allen, junior high girls basketball
- b. Bryan Graham, softball
- c. Maddy Kutz, softball
- d. Ben Pepper, baseball
- e. Allen Williams, softball
- f. Corey Lee, baseball

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

FINANCE/POLICY

Policy Second Reading

A motion was made by Mr. Bill Holland and seconded by Mrs. Krista Jennings to approve the second 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. 917 - 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 seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Policy Deletions

A motion was made by Mr. Bill Holland and seconded by Mrs. Krista Jennings to approve the deletion of the following board policies:

- a. No. 417 - Conduct/Disciplinary Procedures
- b. No. 517 - Conduct/Disciplinary Procedures
- c. No. 316 - Non-Tenured Employees
- d. No. 416 - Non-Tenured Staff Members
- e. No. 816 - State Mandate Waivers

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

OTHER ITEMS

2018/2019 Calendar

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the Canton Area School District 2018/2019 Calendar.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Central Treasury Reports

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the Canton Jr/Sr High School and Canton Area Elementary School Central Treasury second quarter reports.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Library Board Reports

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the Canton Jr/Sr High School and Canton Area Elementary School Library Board Reports for the first quarter of the 2017/2018 school year.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Occupational Agricultural Advisory Meeting Minutes

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to accept the minutes of the December 19, 2017 Occupational Agricultural Advisory meeting.

Roll Call Vote: All seven members present voted yea.

Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Overnight Field Trips

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the following overnight field trip requests:

- a. District Band Festival, Mansfield, PA, 1/10/18 - 1/12/18.
- b. PA FCCLA State Leadership Training, Breezewood, PA, 2/2/18 - 2/4/18.
- c. ACES Conference, Harrisburg, PA, 2/10/18 - 2/11/18.
- d. FCCLA State Leadership Conference/Training, Mt. Pocono, PA, 3/11/18 - 3/16/18.
- e. FCCLA State Leadership Conference, Mt. Pocono, PA, 3/14/18 - 3/16/18.
- f. State Legislative Leadership Conference, Harrisburg, PA, 3/18/18 - 3/20/18.
- g. PMEA District Chorus, Milton High School, Milton, PA, 1/25/18 - 1/26/18.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

Grant

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to authorize the Business Manager to apply for a USDA Rural Development Grant to upgrade the HVAC software platform.

Roll Call Vote: All seven members present voted yea.
Mr. Mike Herman and Mr. Neal Palmer were absent.
Motion carried.

CITIZEN RECOGNITION - NON-AGENDA RELATED

Mr. David Cochran addressed the board regarding an article that was printed in The Daily Review which indicated that the students would be dismissed approximately 45 minutes earlier each day next year. Mr. Briggs explained that the article was not intended to be run and that it was a result of what he thought was a casual conversation. He also indicated that as a result of the article and discussions with the administrative team, it is very unlikely that the plan will be used. Mr. Briggs further indicated that there is a strong need for teacher professional development and he and others are exploring various possibilities to increase the professional development time. Mr. Briggs also shared that there will be a community stakeholder meeting on 2/19/18 at 6 p.m. in the elementary library to further discuss the matter with the district and community stakeholders.

Announcements

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

The next Board Meeting will be held Thursday, February 8, 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 6:30 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary