

**MINUTES
CANTON AREA SCHOOL DISTRICT
MAY 10, 2018**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, May 10, 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. 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; Mr. John Shaffer and Ms. Brianne Ostrander, Newspaper Reporters; Mr. Scott Palmer, Ms. Brandie Frye, Mr. Ryan VanNoy, and Natalie Prindle.

MINUTES

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the minutes of the regular meeting of April 12, 2018.

Voice Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

APPOINT OFFICERS

A motion was made by Mr. Eric Anderson and seconded by Mr. Neal Palmer to appoint the following officers:

- a. Ryan Allen, Board Treasurer, July 1, 2018 - June 30, 2019
- b. Mark Jannone, Board Secretary, July 1, 2018 - June 30, 2022

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

REPORTS

Superintendent

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

- This morning I was able to participate in the Legislature Breakfast at BLAST IU #17. Representatives in attendance included Garth Everett, Tina Pickett, and Jeff Wheeland. Topics addressed considered recent bills that are currently in the state senate or education committee floor. The three topics discussed were Senate Bill #2 Educational Savings Accounts, Senate Bill 1095 Keystone as a Graduation Requirement, and Cyber Charter Reform.

- April 20 - I had the opportunity to meet with Clint Owlett. Clint is running to replace Representative Matt Baker. We had a discussion about fair funding in PA, cyber-charter costs, the PA pensions system, and the rising cost of health care.
- May 6 - 8 - Earlier this week, I completed the two-year Superintendent Academy by National Institute of School Leaders led by the Pennsylvania Department of Education. Myself and five other Northern Tier Superintendent colleagues present our findings to the Department and NISL leadership Monday morning. Our regional effort was recognized by PDE and further support will be provided to us as we move forward with our Instructional Rounds Process. I will be meeting with Harvard Graduate Schools of Educational Studies
- May 2 - PSBA School Violence Video - The administrative team watched a video that focused on school violence. This video is narrated by an individual who actually interviewed shooters in schools who survived. We, as a team, are taking this information and are looking to develop and implement improved safety measures. This will also be done during our 2018-2019 school year through committee development and potential handbook on safety for the district.
- May 3 - Navigate Meeting - Darryl Jannone led a meeting with the administrative team and local police department to answer questions Darryl had about uploading information into our new safety plans system, Navigate. My hope is by our June board meeting we will be able to present all our safety plans to the board for their review.
- You will also begin to notice a new letter/number identification system on some of the entries to both school buildings. This system is in place for first responders should they ever have to enter our buildings in an emergency situation. We will continue the process until it is completed, hopefully by the end of the summer.
- Finally, Mr. Jannone continues to provide two safety checks each week on campus. We are seeing an increase in compliance with safety procedures we have put in place as a result of these unannounced safety checks. Kudos to our staff!
- April 26 - Our entire 8th grade class went down and did a tour of the Northern Tier Career Center to explore potential career options students will have in the 11th grade school year. We will also be exposing these students to the different career tracks offered at NTCC through our new courses offered in the Technology Education program starting the 2018-2019 school year.
- I would like to publically thank the First Citizens Community Bank for their generous donation of \$2000 so the district could purchase the tools to be able to Livestream sporting events and other social activities that will be occurring in the district. Our first live event will be this year's graduation on June 1.
- May 1 -Technology Pilot Program - Our technology pilot teachers and leaders met to reflect on this school year and how the district will move forward with the initiative next year. We will be developing an action plan of what the process looks like for the 2018-2019 school year over the summer.
- On 4/18/18, I had the opportunity to read to our head start students and present each child with a picture book. I always enjoy being in this classroom as the students all seem so excited to learn. I want to thank the head start program for allowing me this opportunity to work with their students, our future Canton Warriors.
- Approved School and Community-Based Health Program - On Thursday 4/19/18, Ms. Rockwell, myself, and a parent had the opportunity to go through the interview process to determine who we will be partnering with for our school and community-based mental health program. We have chosen a vendor, and we will announce publically who the vendor is once they are able to commit to providing us with a team to support our elementary students effective the 18-19 school year.
- On behalf of the interview committee, I am excited to recommend Ryan VanNoy as our newest elementary school teacher. We are looking forward to all the new and exciting things Ryan brings to our district. We believe he will be a great role model to the elementary students, provide quality learning experiences for our students, and build relationships with all students in his classroom and throughout the elementary school.
- May 2 - Participated in the Special Olympics - Our students had the opportunity to participate in Special Olympics last week at the Athens Area School District. The students thoroughly enjoyed the experience and were excited to share their ribbons with our students and staff upon their return.
- Kloey Miller Memorial Scholarship - The district would like to thank the family of Kloey Miller for their generous scholarship donation to the CASD. Two awards will be given each year. One award will be given to a second grade student and the family has agreed to donate a Chromebook to the elementary school each year.
- Another scholarship will be given out on an annual basis to a graduating senior who has participated in the FFA program for 4 years or was a student athlete. The Kloey Miller Scholarship is an award that is given to a graduating senior who exhibits leadership qualities

both inside the classroom and in the community, plans on participating in a post-secondary education opportunity expressing their sincere desire to learn, has been a model student during their 9-12th grade school years, and is accepting and compassionate of all their peers.

- The district would like to thank the family of Richard Neff for the development of a scholarship in his honor. The student receiving this scholarship must be graduate of Canton Jr-Sr. High School pursuing a two or four-year degree. They must exhibit leadership, merit and school spirit. To be selected by the current superintendent of CASD, submit a statement of career and education plans, record of extra-curricular and community activities, as well as leadership and awards

Business Manager

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

- The amount of spendable increase in state subsidy for the 2018/2019 school year is projected to be \$37,791. The increases for healthcare and retirement alone will be more than \$253,000. Clearly state revenues are not keeping up with expenses let alone inflation and for that reason it is unfortunately necessary to recommend a real estate tax increase for the 2018/2019 budget.
- The look of tax bills is changing in that they will be delivered a regular envelope instead of in mailer form.
- The district will be applying for a new four year cycle of the Community Eligibility Provision which is a program that allows the district to provide free meals to all students. With this new four year cycle it's expected that we will have a reduction of approximately 2% reimbursement which would equate to approximately \$15,000 - \$17,000. However, it ensures that the district will be in the program for another four years.
- Thanked Doug's Landscaping for offering to donate all the mulch that the district will use this year.
- Thanked First Citizens Community National Bank for providing a \$2,000 donation to start the Live Stream Club.
- In the next one to two years the district will need to consider resurfacing the all-weather track which will come with a cost of approximately \$150,000 - \$190,000.

Board Committee Chairpersons

- **Personnel Committee:** Chairperson, Mr. Eric Anderson, reported that they held interviews and have a recommendation for later in the meeting.
- **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:** 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. However, he thanked Mr. Briggs and the administration for coordinating a very nice ceremony in memory of Denis Manotti and he also thanked the administration for taking proactive steps in making our district buildings' safety a priority.
- **BLaST Representative:** Mr. Neal Palmer had nothing to report.

CITIZEN RECOGNITION - AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeer to approve the Treasurer's Report as presented for April 30, 2018. (A copy is in the supplemental file.)

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Bills

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to approve the bills for April.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Tax Additions, Exemptions and Exonerations

There were no tax additions, exemptions, or exonerations for this month.

Transportation Changes

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to approve the transportation changes.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Daily Depositories

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to approve Chemung Canal Trust Company and First Citizens Community Bank as daily depositories for the 2018/2019 fiscal year.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Homestead/Farmstead Relief

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to accept the state's distribution of gaming funds to provide homestead/farmstead relief per Act 1 of 2006 in the amount of \$298,274.14.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Homestead/Farmstead Exclusion

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to resolve that the Canton Area School District Board of Directors approve the homestead and farmstead exclusion real estate tax assessment reductions in the amount of \$202.21 as authorized for the school year beginning July 1, 2018 under the provision of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006).

Roll Call Vote: All six members present voted yea.

Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott May were absent.
Motion carried.

Legal Retainer

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to approve the retainer for legal counsel in the amount of \$5,000 plus the discounted rate of \$100 per hour for additional professional services, as necessary, between Canton Area School District and Brann, Williams, Caldwell & Sheetz for the 2018/2019 school year.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott May were absent.
Motion carried.

Inter-Governmental Agreement

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to accept the 2018/2019 Inter-Governmental Agreement for shared Special Education Services between Canton Area School District and BLAST IU #17.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott May were absent.
Motion carried.

IDEA Agreement

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to accept the 2018/2019 IDEA Agreement between Canton Area School District and BLAST IU #17.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott May were absent.
Motion carried.

Memorandum of Understanding

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to accept the Memorandum of Understanding between Canton Borough Police Department and Canton Area School District which has been reviewed and re-executed.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott May were absent.
Motion carried.

Contract

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to accept the contract between TKA Consulting and Canton Area School District effective July 1, 2018 through June 30, 2019.

Roll Call Vote: All five members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott May were absent.
Mr. Ryan Allen abstained.
Motion carried.

CEP

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeier to approve the Business

Manager to apply for a new four year cycle for CEP.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Central Treasury Account Addition

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeer to authorize the addition of a high school central treasury account in the name of Live Stream Club.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Meal Agreement

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeer to approve the Agreement to Sell or Purchase Meals From Sponsor to Sponsor (PDE-3086) and the Addendum to PDE 3086 Sponsor to Sponsor Agreement Adult Meals between Bradford Tioga Head Start, Inc. and Canton Area School District effective July 1, 2018 - June 30, 2019.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Claim Form

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeer to authorize the Business Manager to file an unclaimed property claim form on behalf of Canton Area School District for all unclaimed property being held by the Department of Treasury in the name of Canton Area School District.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Cyber Charter School Payments

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeer to authorize the Business Manager to convert from a PDE subsidy pay district to a direct pay district as it relates to cyber charter school invoices, effective July 1, 2018.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Preliminary Budget

A motion was made by Mr. Neal Palmer and seconded by Mr. Bill Holland to approve the Canton Area School District 2018/2019 Preliminary Budget with expenses in the amount of \$15,929,056.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

PERSONNEL

New Employees

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the hiring of the following new employees:

- a. Brandie Frye, Administrative Secretary III, full-time, 12-month assignment in the Elementary School, \$12.00 per hour with full benefits, effective May 21, 2018.
- b. Ryan VanNoy, Elementary Teacher, M+45, Step 1, \$68,296, with full benefits, effective August 21, 2018.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Additions to Substitute List

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

- a. Kelly Sponhouse, teacher
- b. Erica Powell, teacher
- c. Betsy Sparling, evening custodian and cafeteria

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

Additions to Volunteer List

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

- a. Carolann Ward-Spencer, field trip chaperone
- b. Makenzy Route, elementary classroom (retroactive to 4/17/18, all paperwork was complete)
- c. Lisa Inman, field trip chaperone (retroactive to 4/26/18, app paperwork was complete)
- d. Brooke Tillotson, field trip chaperone
- e. Kayla Hoover, field trip chaperone
- f. Deanna Watkins, field trip chaperone
- g. Jackie Thompson, field trip chaperone
- h. Brandy Mays, field trip chaperone
- i. Jennifer Kropf, field trip chaperone
- j. Paula Inman, field trip chaperone

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
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 new/revised policies:

- a. (new) No. 150 - Title I - Comparability of Services
- b. (revised) No. 324 - Personnel Files

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

OTHER ITEMS

Field Trip Request

A motion was made by Mr. Bill Holland and seconded by Mr. Neal Palmer to approve the field trip request for Ag Experience students to attend the PA State Environthon at Susquehanna University on May 22-23, 2018.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

2018 Tentative Class List

A motion was made by Mr. Bill Holland and seconded by Mr. Neal Palmer to accept the Canton Area School District Jr/Sr High School tentative class list of 2018.

Roll Call Vote: All six members present voted yea.
Mr. Mike Herman, Mrs. Krista Jennings, and Mr. Scott
May were absent.
Motion carried.

CITIZEN RECOGNITION - NON-AGENDA RELATED

Mr. Scott Palmer, district resident, addressed the board regarding the hiring practices. He specifically asked the board how they can justify hiring a teacher with absolutely no classroom experience over a "highly qualified, proven, and experienced teacher". Mr. Briggs indicated that there is a process that they go through to screen applications and conduct interviews which they feel leads to the best candidate. He also invited Mr. Palmer to make an appointment and have a further discussion in his office. Mr. Palmer indicated that Mr. Briggs' response did not answer his question and that he would make an appointment for a future meeting.

Announcements

The next Board Meeting will be held Thursday, June 14, 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 6:50 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary