

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
MAY 4, 2017**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, May 4, 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. Eric Anderson, Mr. Bill Holland, Mr. Mike Herman, Mr. Scott May, Mrs. Krista Jennings, and Mr. Jared Wilcox.

**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, Newspaper Reporter; Ms. Deb Fitzwater, District Teacher; Ms. Corrin Rockwell.

**MINUTES**

A motion was made by Mr. Eric Anderson and seconded by Mr. Jared Wilcox to approve the minutes of the regular meeting of April 13, 2017 and the Finance Committee meeting of May 2, 2017.

Voice Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

**ELECTION/APPOINTMENT OF OFFICER**

A motion was made by Mr. Mike Herman and seconded by Mr. Jared Wilcox to elect Mr. Ryan Allen as Board Treasurer effective July 1, 2017 through June 30, 2018.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

**REPORTS**

**Superintendent**

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

- The Finance Committee met earlier in the week to discuss the preliminary budget that will be presented this evening. Mr. Jannone will answer questions and provide details later in the meeting.
- Discussed highlights from the PARSS conference:
  - The state is still trying to determine a new transportation formula.
  - The state continues to inform school districts that they are aware of the financial issues that public education faces and they will continue to look at ways to equitably distribute resources to rural schools and look at the continuing issue of higher special education costs.
- Mr. Briggs and Mr. Coleman were presented with the Friend of Family and Consumer Sciences Award from the Pennsylvania Family Consumer Science Organization. This award is given to individuals for their dedication to the production of high quality products, sustainability efforts,

and community outreach to help improve the lives of individuals and families. Mrs. Maureen Martz nominated Mr. Briggs and Mr. Coleman.

- Highlighted the work in progress for the 2017/2018 Professional Development Plan:
  - Action Learning Project implementation
  - Instructional Rounds
  - Positive Behavior Preventions and Supports
  - EdCamps
  - Technology Integration for Professional Staff
- Pending board approval tonight, Mr. Briggs introduced Ms. Corrin Rockwell as the new Elementary Guidance Counselor.
- The district has successfully completed PSSA Math, English Language Arts, and Science. The high school is currently preparing for the Keystones in May.
- The Canton Area School District special education students participated in the Special Olympics on May 3<sup>rd</sup> in Athens. The district had many students who received medals.
- This week the Wellness Committee met to update our Wellness Policy for the upcoming school year. We will be looking for school board, parent, and other community participation per the new state regulations.
- The district hosted the monthly Chamber of Commerce meeting this afternoon. Mr. Briggs thanked Mrs. Martz and the FCCLA for preparing a wonderful meal for the business men and women.
- We will be looking for approval for our new high school course catalog. Two major changes include:
  - Updates to the selection process for the Northern Tier Career Center per guidance of new federal regulations
  - Addition of a new science course
- Thanked Jackie Matthews for her 26 years of service in education. Mr. Briggs stated that she touched many lives and will be greatly missed at the Canton Elementary School.
- Reminded the board of the following items:
  - Addition of the legal services retainer letter to tonight's agenda
  - Reminded the board that Mrs. Sourbeer and Mr. Anderson will be meeting in the district office on May 9<sup>th</sup> at 9 a.m. to complete the superintendent's evaluation
  - Reminded the board to turn in their completed superintendent evaluation forms to Mrs. Sourbeer

### **Business Manager**

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

- Summarized the proposed 2017/2018 General Fund Budget and recommended that, even though the budget produced a \$700,000 deficit, the board pass the tentative budget. He reminded the board that after three years of steady taxes, this budget, unfortunately, includes a .56 mil tax increase.

### **Board Committee Chairpersons**

- **Personnel Committee:** Chairperson, Mr. Eric Anderson, reported that the committee held interviews for the Elementary School Counselor position.
- **Finance/Policy Review Committee:** Chairperson, Mr. Ryan Allen, was absent.
- **Athletic Committee:** Chairperson, Mr. Mike Herman, had nothing to report.
- **Buildings and Grounds Committee:** Chairperson, Mr. Jared Wilcox, had nothing to report.
- **Northern Tier Career Representative:** Mr. Scott May wasn't able to attend the NTCC meeting.
- **PSBA Representative:** Mr. Bill Holland had nothing to report.
- **BLaST Representative:** Mr. Jared Wilcox reported that the Department of Education is engaged in a process to shorten the PSSAs beginning in 2018. They are trying to minimize the distraction from school while maintaining the statistical integrity of the assessments. The goal is to cut 20% of the total minutes for each test at every grade level. They are proposing to omit one math and

one language arts section. If the math section can be eliminated, they are proposing that math and science windows be combined. They are also working on additional recommendations for graduation requirements such as: 1. allow a composite score of 4500 for all three Keystones as a criteria for graduation, 2. allow for locally administered assessments such as AP, SAT, and ACT to be counted as an indicator of content mastery, 3. use of industry assessments such as the NOCTI to be accepted in lieu of Keystones, and 4. allow passing district approved courses and completing a career portfolio to satisfy graduation requirements; they deem this as being too soft a criteria to allow for graduation requirements.

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

There were no comments.

#### **BUSINESS**

##### **Treasurer's Report**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the Treasurer's Report as presented for April 30, 2017. (A copy is in the supplemental file.)

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

##### **Bills**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the bills for April.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

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

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

##### **Transportation Changes**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the transportation changes.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

##### **2017/2018 Preliminary Budget**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the preliminary Canton Area School District 2017/2018 budget with expenses in the amount of \$15,643,394.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

##### **2017/2018 Daily Depositories**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve Chemung Canal Trust Company and First Citizens Community Bank as daily depositories for the 2017/2018 fiscal year.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **State Gaming Funds**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to accept the state's distribution of gaming funds to provide homestead/farmstead relief per Act of 2006 in the amount of \$298,260.03.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Homestead/Farmstead Exclusion**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman 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 \$199.84 as authorized for the school year beginning July 1, 2017 under the provisions 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 seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Keystone College Affiliation Agreement**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the Affiliation Agreement between Canton Area School District and Keystone College for the purpose of qualified students to participate in the practicum or student teaching experience, effective May 4, 2017 through May 3, 2022.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Letter of Agreement**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the Letter of Agreement between Canton Area School District and MAC's Driving Academy, effective June 1, 2017 through May 30, 2018.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Legal Counsel Retainer**

A motion was made by Mr. Eric Anderson and seconded by Mr. Mike Herman to approve the retainer for legal counsel between Canton Area School District and Brann, Williams, Caldwell & Sheetz for the 2017/2018 school year.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **PERSONNEL**

### **Retirement Letter**

A motion was made by Mr. Scott May and seconded by Mr. Jared Wilcox to accept the retirement letter from Jackie Matthews, elementary teacher, with 24 years of service as a full-time educator at Canton Area School District, effective June 5, 2017.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Co-Curricular Resignations**

A motion was made by Mr. Scott May and seconded by Mr. Jared Wilcox to accept the following co-curricular resignations at the end of the 2017/2018 school year:

- a. Michelle Harkness, Senior Class Advisor
- b. Chelsie Swartz, Senior Class Advisor

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Elementary Counselor**

A motion was made by Mr. Scott May and seconded by Mr. Jared Wilcox to approve the hiring of Corrin Rockwell, Elementary School Counselor, M+12 (+18), step 1, \$59,949, effective August 22, 2017, pending completion of required paperwork.

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Addition to Substitute List**

A motion was made by Mr. Scott May and seconded by Mr. Jared Wilcox to approve the following addition to the substitute list, pending completion of all paperwork:

- a. Dawn Trautwein, teacher

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Additions to Volunteer List**

A motion was made by Mr. Scott May and seconded by Mr. Jared Wilcox to approve the following additions to the volunteer list; all required paperwork has been completed:

- a. Shelly Gowin, high school field trip chaperone
- b. Deb McGhee, elementary classroom/field trip chaperone
- c. Adell Williams, elementary field trip chaperone
- d. Tiffanie Wesneski, elementary field trip chaperone
- e. Chasidy Wilcox, high school field trip chaperone
- f. Danielle Begg, high school field trip chaperone

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **Job Descriptions**

A motion was made by Mr. Scott May and seconded by Mr. Jared Wilcox to approve the following updated job descriptions:

- a. Elementary School Counselor
- b. Administrative Secretary II

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **FINANCE/POLICY**

#### **Policy Second Reading**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Jared Wilcox to approve the second reading of the following revised/new policies:

- a. (revised) 536 – Personal Necessity Leave
- b. (revised) 537 – Vacation
- c. (revised) 209 – Health Examinations/Screenings
- d. (new) 209.1 – Food Allergy Management

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **Policy First Reading**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Jared Wilcox to approve the first reading of the following revised board policy:

- a. 246 – School Wellness

Roll Call Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **OTHER ITEMS**

#### **2017/2018 Academic Planner and Student Handbook**

A motion was made by Mr. Mike Herman and seconded by Mr. Bill Holland to approve the Canton Jr/Sr High School 2017/2018 Academic Planner and Student Handbook.

Voice Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

#### **2017 Tentative Class List**

A motion was made by Mr. Mike Herman and seconded by Mr. Bill Holland to accept the Canton Jr/Sr High School tentative class list of 2017.

Voice Vote: All seven members present voted yea.  
Mr. Ryan Allen and Mr. Denny Sourbeer were absent.  
Motion carried.

### **CITIZEN RECOGNITION – NON-AGENDA RELATED**

There were no comments.

### **Announcements**

Mr. May announced that the Canton Fire Department is teaming up with the FCCLA to put on a mock accident on May 12<sup>th</sup> in an effort to bring awareness to prom safety.

There was a Finance Committee meeting held May 2, 2017 at 4:00 p.m.

The next Board Meeting will be held Thursday, June 8, 2017, at 6:00 p.m. in the Canton Jr/Sr High School Cafeteria, Canton, PA.

**Meeting Adjourned**

Mrs. Sourbeer adjourned the meeting at approximately 6:35 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary