

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
OCTOBER 12, 2017**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, October 12, 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, Mr. Denny Sourbeer, 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; Mr. John Shaffer and Ms. Brianne Ostrander, Newspaper Reporters; Mrs. Shawna Lee and Mr. Benjamin Manning.

**MINUTES**

A motion was made by Mr. Jared Wilcox and seconded by Mr. Eric Anderson to approve the minutes of the regular meeting of September 14, 2017.

Voice Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

**REPORTS**

**Superintendent**

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

- Informed the board of guidance from the Department of Education in regards to district expectations for students who show up in our district and have been displaced by natural disasters. Such students would be treated as homeless students would be treated.
- The Department of Education and the Department of Drug and Alcohol are partnering to address the opioid crisis that is growing throughout the Commonwealth.
- Described the statewide budget process in one word: stalled.
- Provided a summary of the PSSA/Keystone data. Informed the board that in almost all content areas, the district is around state average for all grade levels. We continue to see an increase in students growing by increasing their performance levels (below basic, basic, proficient, advanced). Congratulated the staff for their hard work towards this improvement.
- Mr. Briggs posted the district's Comprehensive Plan on the website on October 6<sup>th</sup>.
- Gave an update on the October 9<sup>th</sup> professional development day for teachers. Elementary school staff dug deeper into PBIS. High school staff was professionally developed on instructional rounds.
- The Technology Integration Committee will be meeting on October 23<sup>rd</sup> to share classroom successes. The Computer Science Standards Committee will be meeting October 27<sup>th</sup> to begin a curriculum dive with the IU.
- Mr. Briggs will be interviewing the elementary and high school students about their perceptions of our district on the last two Fridays of October.
- Mr. Coleman and Mr. Briggs attended a meeting in Troy to meet with other administrators throughout the Northern Tier to start with the development of a Principals' Professional Learning

Community.

- The district has begun the process of distributing chamber cards to our athletes and coaches. This is our second round of selling such cards.
- The district currently has 12 students in the Pre K Counts program.
- The elementary PBIS family night will be October 24<sup>th</sup> from 6:00 p.m. – 7:30 p.m.
- Mr. Briggs had the opportunity to co-teach with a 7<sup>th</sup> grade math teacher.
- We currently have ten students participating in the OVR/Explorer Program making \$10 an hour for up to 90 hours. Mr. Briggs thanked all the participating businesses.

### **Business Manager**

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

- Publicly thanked Cudd for donating an assortment of office supplies that they had surplus from moving.
- Distributed board member travel accident insurance information and asked that any board member that wants to revise their beneficiary form to do so as soon as possible.
- Thanked The Nutrition Group for holding an outdoor “cookout” for the students for the lunch prior to Homecoming. Also thanked the president of The Nutrition Group and our superintendent for volunteering as servers.
- Informed the board that there is still no agreement regarding a state revenue package and that this could begin to have a negative effect in the next few months as it relates to cash flow.

### **Board Committee Chairpersons**

- **Personnel Committee:** Chairperson, Mr. Eric Anderson, had nothing to report.
- **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, reported that the winter maintenance contracts are in place and contractors are ready to resume activity.
- **Northern Tier Career Representative:** Mr. Scott May had nothing to report.
- **PSBA Representative:** Mr. Bill Holland had nothing to report.
- **BLaST Representative:** Mr. Jared Wilcox 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. Mike Herman to approve the Treasurer’s Report as presented for September 30, 2017. (A copy is in the supplemental file.)

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

#### **Bills**

A motion was made by Mr. Bill Holland and seconded by Mr. Mike Herman to approve the bills for September.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.

Motion carried.

### **Transportation Changes**

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

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Central Treasury Reports**

A motion was made by Mr. Bill Holland and seconded by Mr. Mike Herman to approve the First Quarter Central Treasury Reports for Canton Jr/Sr High School and Canton Area Elementary School.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Memorandum of Understanding**

A motion was made by Mr. Bill Holland and seconded by Mr. Mike Herman to approve the MOU between Bradford-Tioga Head Start, Inc. and Canton Area School District for the provision of meals to the Canton 2 classroom in compliance with Federal, State, and Head Start Program Performance Standards regulations.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Dual Enrollment Agreement**

A motion was made by Mr. Bill Holland and seconded by Mr. Mike Herman to approve the Dual Enrollment Agreement between Keystone College and Canton Area School District effective September 1, 2017 through June 30, 2018.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Chapter 339 Plan**

A motion was made by Mr. Bill Holland and seconded by Mr. Mike Herman to approve the 2017/2018 Canton Area School District Chapter 339 Plan - K-12 Comprehensive Counseling Program.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Career and Technical Education Program**

A motion was made by Mr. Bill Holland and seconded by Mr. Mike Herman to approve the 2017 Canton Area School District Career and Technical Education Program.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **PERSONNEL**

#### **Early Retirement Incentive**

A motion was made by Mr. Bill Holland and seconded by Mr. Jared Wilcox to approve the early retirement incentive for all Administrative Staff.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Letter of Resignation**

A motion was made by Mr. Bill Holland and seconded by Mr. Jared Wilcox to accept the letter of resignation from Kimberly Westerbaan, part-time cafeteria worker, effective October 31, 2017.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **New Hire**

A motion was made by Mr. Bill Holland and seconded by Mr. Jared Wilcox to approve the following new hire, pending completion of all required employment paperwork:

- a. Zachary Jennings, part-time cafeteria worker, \$8.00 per hour with no benefits, effective October 17, 2017.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Addition to Substitute List**

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

- a. Katherin Mainetto, paraprofessional

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Additions to Volunteer List**

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

- a. David Ayer, football coach
- b. Tracy Hojnowski, HS field trip chaperone
- c. Eric Anderson, classroom
- d. Faye Spencer, band field trip chaperone
- e. Sheldon Castle, boys basketball coach
- f. Russell Vermilya, boys basketball coach
- g. Chris Davy, boys basketball coach
- h. John Thompson, boys basketball coach
- i. Ron Kirby, boys basketball coach
- j. Tom Evans, boys basketball coach
- k. Mike Aumick, boys basketball coach

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **FINANCE/POLICY**

## **Policy Second Reading**

A motion was made by Mr. Eric Anderson and seconded by Mrs. Krista Jennings to approve the second reading of the following revised policy:

- a. 142.1 - Automated External Defibrillator (AED)

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

## **Policy First Reading**

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

- a. 615 - Payroll Deductions

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

## **OTHER ITEMS**

### **Advisory Meetings Minutes**

Mr. Herman reported that the Occupational Agricultural Advisory meeting was a good meeting with good discussion. He also stated that there is a lot more going on at the state level.

A motion was made by Mr. Mike Herman and seconded by Mr. Denny Sourbeer to approve the September 20, 2017 Local Advisory meeting and Occupational Agricultural Advisory meeting minutes.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
Motion carried.

### **Upcoming Field Trips**

A motion was made by Mr. Mike Herman and seconded by Mr. Denny Sourbeer to approve the following upcoming field trips:

- a. FFA National Convention and Chorus in Indianapolis, IN, October 21-28, 2017 (1 student) and October 25-28, 2017 (5 students) - Tom Hojnowski, teacher/advisor.
- b. FCCLA State Leadership Meeting and FCCLA Regional Meeting in Coal Township, PA, October 22 - 23, 2017 (1 student) - Maureen Martz, teacher/advisor.
- c. Canton Sr. High Band and Chorus trip to Sandusky, OH, May 18-20, 2017 - Tammy MacWhinnie, teacher/advisor.

Roll Call Vote: All eight members present voted yea.  
Mr. Ryan Allen was absent.  
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 personnel matters.

The next Board Meeting will be held Thursday, November 9, 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 6:31 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary