

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
JUNE 14, 2018**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, June 14, 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. Mike Herman, 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; Mr. John Shaffer Newspaper Reporters; Ms. Deb Fitzwater, Ms. Claire Waldmeyer, and Mrs. Maryann Mannick, District Teacher; Mrs. Jodi Duda.

**MINUTES**

A motion was made by Mr. Eric Anderson and seconded by Mr. Bill Holland to approve the minutes of the regular meeting of May 10, 2018 and the special board meeting of May 24, 2018.

Voice Vote: All eight members present voted yea.  
Mr. Neal Palmer was absent.  
Motion carried.

**REPORTS**

**Superintendent**

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

- I would like to take this opportunity to publically thank Janelle VanNoy for her 8.5 years of service in the CASD. Over the past 8.5 year, Janelle has provided leadership in our technology department and assured all our technology systems were running in an efficient manner, supporting our staff when technology was not working, and more recently, providing professional learning opportunities for teachers and students in the district through the technology integration. Her work ethic, expertise in the area of technology infrastructure, and desire for all CASD students to be technologically proficient allowed her to possess a skill set that will be difficult to replace. I wish her the best of luck with her new job at the Northern Tier Career Center as she continues to educate high school students in the northern tier.
- This week, PASA and PASBO released a School District Budget Report. This report is based on a recent survey of all 500 school districts in April/May 2018 to obtain the data included in this report. Responses were received from 265 school districts across the state. The report highlighted the following key areas: increased mandated costs to school districts, driving forces behind the fiscal deterioration of public schools, instructional programming, school personnel, and school safety.
- The Pennsylvania State Taskforce on Safety is finishing up on its six stops on the school safety tour. This task force is led by Governor Tom Wolf and Auditor General Eugene DePasquale. Themes emerging from the visits include listening to what students are telling adults about school safety as they are in the schools daily, updated security measures on buildings, and additions to mental health supports and programs in schools.

- Senate Bill 2 – Educational Voucher System continues to be a hot issue. The expectation is that this bill could come up on the floor the next working session.
- We learned this week that we will be receiving an increase of federal funding for the 2018-2019 school year. You will notice on this evening’s agenda the dollar amounts that we received for Title I, Title 2A, and Title IV.
- Mr. Jannone is currently working with the Bradford County Sheriff’s Department to schedule training for the 2018-2019 school year.
- I will be attending the June borough council meeting in Canton to provide any safety updates and other updates the council would like to hear. I am looking forward to this opportunity to meet with the borough council.
- On tonight’s agenda, you will see the approval of the high school handbook. After receiving feedback from students and teachers as part of our pilot program, we found the following:
  - Teachers, when interviewed, were not consistent in providing feedback whether they should or should not be using them in classrooms for instructional purposes. Some teachers felt they should/could, others felt they had no reason to be in the classroom.
  - When students were transitioning to and from classes and allowed to use their cell phones at during that time, teachers reported having more issues with students getting ready for class (more verbal reminders to put the devices away, refusal to put devices away, etc.).
  - It was felt that students were using the cell phones appropriately in the cafeteria area. However, transitioning back to class was an issue for some students.
- We will also be changing our procedures in approving educational field trips for families. Our reasoning on this is to become more aligned with the chronic absenteeism guidelines developed by PDE. This will not reflect a policy change, but rather a procedural change.
- Our incoming kindergarten students spent the last week for three half days taking part in our Kinder Camp Program. This program is running in conjunction with the Bradford Tioga Head start and our kindergarten elementary staff. The purpose is to get them familiar with learning what it is like to spend the day in kindergarten.
- The elementary school learned this week that we received a \$7,500 grant from Highmark. We will be using this grant funding toward bullying in our elementary school with specific focus on social emotional learning with our elementary students. I want to congratulate Cori Rockwell for writing and earning this grant for the school district.
- This week began our extended school year program. This program is for students with severe disabilities who will receive additional educational services for an extra month from the first week of June to the first week of July. We partner with the T ASD to run this program on an annual basis.
- Audrey Halbfoerster, 5<sup>th</sup> grade student, participated at the state’s level of the Special Olympics in State College, Pa. She competed in the running long jump, 100 meter run, and 200 meter run. She finished with a gold medal in the running long jump and a bronze medal in the 100 meter run.

### **Business Manager**

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

- Asked the board if there were any questions regarding the budget which is later on the agenda.
- Informed the public that real estate and per capita/occupation tax bills will be mailed in a regular envelope as opposed to a mailer.
- Nutrition Group will be conducting open interviews for the Food Service Director position on June 21<sup>st</sup> from 10:00 a.m. to 2:00 p.m.
- Informed the board that the Foundation recently conducted a fundraising raffle which generated net proceeds of \$5,500. And, notified the board that the music and choral department was awarded a grant of \$2,000 to help offset expenses for their annual trip.

### **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:** Chairperson, Mr. Scott May, had nothing to report.
- **Northern Tier Career Representative:** Mr. Neal Palmer was absent.
- **PSBA Representative:** Mr. Bill Holland had nothing to report.
- **BLaST Representative:** Mr. Neal Palmer was absent.

#### **CITIZEN RECOGNITION - AGENDA RELATED**

Mrs. Jodi Duda, Canton High School graduate, addressed the board regarding naming the softball field. Mrs. Duda stated that first and foremost she didn't want to take anything away from Mr. Shaffer; he was a wonderful mentor to many students. Mrs. Duda agrees that he should be honored in some way. Mrs. Duda stated that she wanted to educate everyone regarding the start of the varsity softball team back in 1984/1985 when her parents and others worked to start the program. She stated that she wanted the board to possibly think about giving Mr. Shaffer a different honor and possibly naming the softball field after Jim Richart. Mr. Richart was very instrumental in starting the program, he coached for almost 20 years, and the team's first year they tied for the NTL. She stated that she is partial because he's her father, but she feels that it's fitting to name the softball field after him. Mrs. Duda added that the program is still thriving today because of the grass roots effort of her father and mother back at that time. She again stated that she would like to see the field named after Jim Richart or possibly a plaque placed in honor of his work starting the program and possibly naming something else in honor of Mr. Shaffer. Lastly, she said the reason she's at the meeting is because, sadly, Mr. Shaffer is not going to enjoy the honor that is given him and the district should give teachers and mentors these honors before they die. She said it would be a great honor for her dad to know that the field is named for him or a plaque is in place to honor him. Lastly, she asked that the board consider not waiting until someone passes away to name something for them and they consider naming the softball field for Jim Richart.

#### **BUSINESS**

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

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

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

##### **Bills**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the bills for May.

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

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

There were no tax additions, exemptions or exonerations.

##### **Transportation Changes**

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

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

##### **Revised Bank Signature Cards**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the revised bank signature cards.

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

### **Dual Enrollment Proposal**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the dual enrollment proposal between Lackawanna College and Canton Area School District effective July 1, 2018 through June 30, 2019.

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

### **Service/Maintenance Agreement**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the Service/Maintenance Agreement between CPE InterLink and Canton Area School District for a term of one year and will renew itself year to year thereafter.

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

### **Building Management System Upgrade**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve Proposal #2018287 from McClure Company for the upgrade to Canton Area School District's building management systems in the amount of \$25,500.

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

### **Agreement**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the Community and School Based Behavioral Health (CSBBH) Commitment to Fidelity Implementation Agreement: School District Attestation.

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

### **Resolution**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the resolution between Friendship House and Canton Area School District, for the purpose of additional behavioral health support services, effective 2018/2019 school year.

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

### **Service Agreement**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the

Occupational Therapy Service Agreement between Lisa Inman and Canton Area School District effective July 1, 2018 through June 30, 2019.

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

**Memorandum of Understanding**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the Memorandum of Understanding between Canton Area Education Association and Canton Area School District for the purpose of adding the Curriculum and Technology Coordinator position to the co-curricular schedule, 2018/2019 stipend of \$12,795.38 (58.0 points).

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

**Expenditures**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the expenditures of federal funding for the 2018/2019 school year: Title I - \$387,787; Title IIA - \$54,567; Title IV - \$23,230.

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

**2018/2019 Budget**

A motion was made by Mr. Eric Anderson and seconded by Mr. Bill Holland to approve the 2018/2019 Canton Area School District final budget with revenues equaling \$15,864,700, with the deficit coming from the fund balance. The final budget would set taxes at the following rates:

Real Estate:	<u>2017/2018</u>	<u>2018/2019</u>	<u>Change</u>
Bradford County	32.9284	34.6685	+1.7401
Lycoming County	14.9418	15.1914	+0.2495
Tioga County	16.9358	16.8882	-0.0477

The following tax levies remain the same as last year:

Occupation Assessment Tax: 200 mills (Bradford County System)

Category 1 = \$0	Category 2 = \$15
Category 3 = \$30	Category 4 = \$60

Earned Income Tax: 1% levy (.5% effective rate due to sharing)

Real Estate Transfer Tax: 1% (.5% effective rate due to sharing)

Per Capita Tax per School Code 679: \$5 per person

Per Capita Tax Act 511: \$10 per person levy (\$5 effective rate due to sharing)

Discounts and Penalties: Occupation, Per Capita, and Real Estate taxes will be subject to a 2% discount if paid within two months of bill date and a 10% penalty if paid after four months of the bill date.

There will be no discount or penalty for payments made between two months and four months of the bill date.

A three (3) month installment plan is available. Payments will be due on August 31<sup>st</sup>, September 30<sup>th</sup>, and October 31<sup>st</sup>.

Roll Call Vote: Mr. Eric Anderson, Mrs. Krista Jennings, Mr. Scott May, Mr. Bill Holland, Mr. Mike Herman and Mr. Ryan Allen voted yea. Mr. Denny Sourbeer and Mrs. Judy Sourbeer voted nay. Mr. Neal Palmer was absent.  
Motion carried.

#### **PERSONNEL**

##### **Letter of Resignation**

A motion was made by Mr. Mike Herman and seconded by Mr. Ryan Allen to accept the letter of resignation from Janelle VanNoy, Technology Coordinator, with 8.5 years of service, effective August 17, 2018.

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

##### **Letter of Resignation**

A motion was made by Mr. Mike Herman and seconded by Mr. Ryan Allen to accept the letter of resignation from Zachery Jennings, part-time cafeteria worker, effective May 31, 2018.

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

##### **Coach Resignations**

A motion was made by Mr. Mike Herman and seconded by Mr. Ryan Allen to accept the following coach resignations, effective at the end of the 2017/2018 sport season:

- a. Guy Kapichok, JV Football Coach
- b. Kyle Thompson, JV Girls Basketball Coach
- c. Kyle Thompson, Assistant Boys Track Coach
- d. Nicole Siedhof Ragab, Assistant Softball Coach

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

##### **New Coaches**

A motion was made by Mr. Mike Herman and seconded by Mr. Ryan Allen to approve the hiring of the following new coaches, effective 2018/2019 school year, pending completion of all required paperwork:

- a. David Reynard as the JV Football Coach, step 4, \$4,853.42.
- b. Lucas Bailey as the JV Girls Basketball Coach, step 1, \$4,191.59.

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

##### **Tenure**

The following professional personnel has attained tenure at Canton Area School District:

- a. Abigail Williams

Roll Call Vote: All eight members present voted yea.

Mr. Neal Palmer was absent.  
Motion carried.

### **Addition to Substitute List**

A motion was made by Mr. Mike Herman and seconded by Mr. Ryan Allen to approve the following addition to the substitute list; all paperwork has been completed:

- a. Tom Blackburn, custodian

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

### **Addition to Volunteer List**

A motion was made by Mr. Mike Herman and seconded by Mr. Ryan Allen to approve the following addition to the volunteer list; all required paperwork has been completed:

- a. Ruth Morse, elementary classroom

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

## **FINANCE/POLICY**

### **Policy Second Reading**

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

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

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

### **Policy First Reading**

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

- a. No. 141 - Web Page
- b. No. 906 - Public Complaint Procedures
- c. No. 918 - Title I Parental Engagement

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

## **OTHER ITEMS**

### **Award Application**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the Canton Area School District Scholarship, Prize, and/or award application in the name of Weldon "Jake" Shaffer Memorial Award with a yearly award of \$500.

Roll Call Vote: All eight members present voted yea.  
Mr. Neal Palmer was absent.

Motion carried.

### **2018/2019 Student Handbook**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the Canton Jr.-Sr. High school 2018/2019 Student Handbook.

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

### **2018 Final Class List**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the Canton Jr.-Sr. High school final class list of 2018.

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

### **Library Reports**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the 4<sup>th</sup> quarter (March-June, 2018) Canton Area School District library reports.

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

### **Basketball Summer Clinic**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the basketball summer clinic for Canton Elementary students only, to be held at the Canton Elementary School, dates of June 18-21 and 23, 2018.

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

### **Occupational Agricultural Advisory Minutes**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the Occupational Agricultural Advisory Minutes from the May 29, 2018 meeting.

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

### **School Acceptance Form**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the School Acceptance Form stating Canton Area School District will host a foreign exchange student from Spain during the 2018/2019 school year.

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

### **2017/2018 District Calendar**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the updated 2017/2018 Canton Area School District calendar.

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

### **2018/2019 District Calendar**

A motion was made by Mr. Scott May and seconded by Mr. Bill Holland to approve the updated 2018/2019 Canton Area School District calendar.

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

### **Naming of District Softball Field**

Mr. Briggs stated that as Superintendent, it's his job to provide the board with as much information as possible. He said that if the board does table the item, they might want to consider developing a policy. He added that it's a three month process where the Finance/Policy Review Committee would meet in July, develop a policy, and after three readings it could be in place by October.

It was suggested that the board would like community input. Mr. Sourbeer added that they might consider naming the complex and hanging plaques to recognize the many different coaches.

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to table the naming of the Canton Area School District softball field in memory of Weldon "Jake" Shaffer.

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

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

There were no comments.

### **Announcements**

There was a Special Board Meeting held at 6:00 p.m. on May 24, 2018.

An Executive Session was held prior to the Board Meeting, at 5:45 p.m., to discuss personnel matters.

The next Board Meeting will be held Thursday, August 9, 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 6:56 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary