

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
AUGUST 9, 2018**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, August 9, 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. 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 Cassandra Blaney, District Solicitor; Mr. Dan Coran, Support Services Director; Mr. John Shaffer and Ms. Brianne Ostrander, Newspaper Reporters; Ms. Deb Fitzwater, District Teacher; Mr. Michael Shultz, Mrs. Desiree Shepard, Mr. Brandon Shepard, and Mr. Austin Allen.

**MINUTES**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the minutes of the regular meeting of June 14, 2018, the Finance/Policy Committee meeting of July 24, 2018, and the revised minutes of the regular meeting of April 12, 2018.

Voice Vote: All six members present voted yea.  
Mr. Eric Anderson, Mr. Mike Herman, and Mr. Neal Palmer  
were absent.  
Motion carried.

**REPORTS**

**Superintendent**

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

- Yesterday morning, I had the opportunity to participate in a webinar about the new school district accountability system in place as part of Every Student Succeeds Act (ESSA). In short, school districts will receive two designations should the state believe that the students are not growing and achieving at levels that are sufficient by the state standards. The two areas are the Comprehensive Support Improvement (CSI) (every three years) and Targeted and Support Improvement Schools (TSI) (every fall, beginning in 2018). The district will receive notification later this fall if they have been identified as one of the targeted schools or districts. It is anticipated that many school districts will be identified as TSI schools. This, again, is part of the Future Ready PA Index.
- The district is currently in the middle of the Safe Schools audit. We have been gathering information to support the work we have done to meet the requirements of the Safe Schools law.
- Act 55 requires all newly elected or appointed school board directors to complete four hours of training within the first year with content on instruction and academic programs, personnel, fiscal management, operations, governance, and ethics/open meetings. In addition, all re-elected and re-appointed school board directors must complete a two-hour advanced training program on relevant changes in state and federal law and regulations, fiscal management and other information. PDE and PSBA are working diligently to come up with a program to assist districts in meeting this school board training need.

- We received word a few weeks ago that, per Act 44, the district will have to appoint a school administrator as the school safety and security coordinator no later than August 31, 2018. The superintendent will be taking on this role in our district.
- Darryl Jannone has completed 100% of the classrooms with the “line of sight” requirements. He has also confirmed that 100% of the LifeLock devices are in place and visible in 100% of the classrooms.
- I would like to publically thank the CAEA for their sneaker drive held at our elementary school this past Monday. We were able to provide sneakers to over 110 students this year.
- The policy committee met a few weeks ago to explore if there was interest in developing a “Naming Policy.” At this time, we have chosen to not adopt a policy; however, the committee did determine they would consider looking at potentially finding ways to recognize people who have made major accomplishments to the school district. The committee agreed to take time this school year and carefully develop a process for exploring each citizen on a case by case basis.
- This past week the high school passed out schedules for all 9<sup>th</sup>-12<sup>th</sup> grade students. Our hope is students and/or parents stop by to get their schedules and schedule an appointment with any issues they are having with their schedule.
- Incoming senior Katlyn Krise and junior Josie Kelley had the privilege of attending the 2018 Family, Career and Community Leaders of America National Conference in Atlanta, Georgia representing the Canton Area School District and the State of Pennsylvania Family, Career and Community Leaders of America Association. Katlyn attended the conference as the President of the Pennsylvania Student Affiliate and attended many different leadership workshops and sessions. Josie Kelley had qualified to attend nationals back in March at the Pennsylvania State Leadership Conference. Josie competed in the Star Event- Life Event Planning and received a Silver Medal placing 24<sup>th</sup> overall. She also attended many different workshops and sessions throughout the conference.
- The elementary school is ready to welcome the new staff of the Friendship House. This is the new agency that will be collaborating with the district on the community and school-based mental health program.
- We are also very excited to welcome (pending board approval) Mrs. Cindy Reed as our new school nurse. We are excited for her to join the staff and look forward to her expertise in working with our students at the elementary school.
- The final day of Kinder Camp will be Thursday, August 23<sup>rd</sup> from 6-7 PM.
- We concluded a very successful ESY program at the end of July. I would like to personally thank the staff and Mr. Coran for developing and implementing a program for all qualifying students in the Troy and Canton school districts.

### **Business Manager**

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

#### General:

- The new webpage is up and running thanks to Deanna Watkins. We think it’s more organized and user friendly. Calendars are not working just yet but will be soon.
- HVAC software upgrade is done, but we still need training for personnel.
- Maintenance, custodial, and technology departments are very appreciative of the Bradford County Action Youth Work Program. We have had a crew of about five to seven student workers through this program, for most of the summer, and they were extremely helpful.

#### Cafeteria:

- A new Director has been hired. Leanne Molnar will be here next month.
- The cafeteria crew starts August 14<sup>th</sup> with their opening day trainings and will start to get ready for the students’ arrival.

#### Maintenance:

- Installed a new vertical lift replacing the horizontal lift that was in the auditorium lobby.
- Repainted all of the pavement lines throughout the district.
- Installed some replacement lighting around the concession area.
- Installed six replacement bus camera systems which all have internal and external cameras to help prosecute violators who run the buses’ red lights.
- Pulled 25 pair of new phone lines through the conduits that connect the two buildings.
- Two full-time and two part-time employees are servicing all of the maintenance needs of the district.

#### Custodial:

- Both gym floors are refinished and they look great.

- Classrooms are nearly all done and custodians will be moving on the large traffic areas like lobbies and hallways.
- We have a core crew of seven custodians who have to clean and shine every square inch of the insides of our two buildings over the course of two and a half months.

Technology:

- Jeff Karpinski has finished the elementary wireless upgrade, replacing some switches and servers, deploying several new teacher work stations as well as many new Chromebooks, and maintaining the tech help desk for all technical issues for any employees. He is an army of one.

**Board Committee Chairpersons**

- **Personnel Committee:** Chairperson, Mr. Eric Anderson, was absent.
- **Finance/Policy Review Committee:** Chairperson, Mr. Ryan Allen, reported that the committee met to discuss the pros and cons of naming fields and facilities. He stated that they are moving towards a wall of fame.
- **Athletic Committee:** Chairperson, Mr. Mike Herman, was absent.
- **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**

There were no comments.

**BUSINESS**

**Treasurer’s Report**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Treasurer’s Reports as presented for June and July, 2018. (Copies are in the supplemental file.)

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

**Bills**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the bills for June and July, 2018.

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

**Tax Additions, Exemptions and Exonerations**

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

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

## **Transportation Changes**

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

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

## **Drivers List**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the transportation drivers list for 2018/2019.

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

## **Transportation Contracts**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the new transportation contracts, agreements, activity run rates with a 3% increase and an \$8.00/hour wait time for any hours over two that the driver is away from the district debark area, and daily rates for 2018/2019.

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

## **Letter of Agreement**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Letter of Agreement between Bradford County Human Services Agency and Canton Area School District providing the Drug & Alcohol SAP Liaison effective 7/1/18 through 6/30/19.

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

## **Letter of Agreement**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Letter of Agreement between Merakey and Canton Area School District for the purpose of providing SAP services.

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

## **Memorandum of Understanding**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Memorandum of Understanding between Bradford-Tioga Head Start, Inc. and Canton Area School District for the provision of meals to the Canton 2 classroom.

Roll Call Vote: All six members present voted yea.  
Mr. Eric Anderson, Mr. Mike Herman, and Mr. Neal Palmer

were absent.  
Motion carried.

### **Referral Agreement**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Referral Agreement between Northern Tier Counseling, Inc. and Canton Area School District for the purpose of providing mental health services effective 7/1/18 through 7/2/20.

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

### **Letter of Agreement**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to accept the E-Rate Consulting Letter of Agreement between BLAST IU 17 and Canton Area School District effective 2019/2020 cycle.

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

### **PERSONNEL**

#### **Updated/New Job Descriptions**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Scott May to approve the following updated/new job descriptions:

- a. (updated) Custodian Leader
- b. (updated) Maintenance Worker I
- c. (new) Technology I - Technology Leader

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

#### **Transfer**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Scott May to approve the transfer of Jeff Karpinski to Technology I - Technology Leader and set his salary at \$22.09/hour, effective August 20, 2018.

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

#### **Letters of Resignation**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Scott May to accept the following letters of resignation:

- a. Tina Tillotson, paraprofessional, effective July 16, 2018
- b. Ben Pepper, assistant varsity football coach, effective immediately
- c. Jennifer Wesneski, certified school nurse, effective August 30, 2018

Roll Call Vote: All six members present voted yea.

Mr. Eric Anderson, Mr. Mike Herman, and Mr. Neal Palmer were absent.  
Motion carried.

### **Co-Curricular – Non Sports List**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Scott May to approve the 2018/2019 Co-Curricular – Non Sports List as presented.

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

### **Co-Curricular – Fall and Winter Sports List**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Scott May to approve the 2018/2019 Co-Curricular – Fall and Winter Sports List as presented.

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

### **New Employees**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Scott May to approve the hiring of the following new employees, pending completion of all required paperwork:

- a. Heidi Hamilton, part-time cafeteria worker, \$8.00/hour with no benefits, effective August 14, 2018.
- b. Desiree Shepard, full-time paraprofessional, \$9.00/hour with full benefits, effective August 23, 2018.
- c. Cindy Reed, BSN, school nurse, \$55,246 B step 1, effective August 22, 2018.
- d. Shane Wilber, JH Assistant Football Coach, \$3,309.15, step 1, effective 18/19 sport season.

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

### **Addition to Substitute List**

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

- a. Cam Route, student, maintenance/technical support

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

### **Volunteer**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Scott May to approve the following coach/classroom volunteer, as all required paperwork has been submitted:

- b. Pam Engel, FFA volunteer

Roll Call Vote: All six members present voted yea.  
Mr. Eric Anderson, Mr. Mike Herman, and Mr. Neal Palmer

were absent.  
Motion carried.

### **Superintendent Salary**

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to retroactively set the Superintendent's salary for the 2018/2019 fiscal year at \$116,133.00.

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

### **FINANCE/POLICY**

#### **Policy Second Reading**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Scott May to approve the second 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 six members present voted yea.  
Mr. Eric Anderson, Mr. Mike Herman, and Mr. Neal Palmer  
were absent.  
Motion carried.

#### **Policy First Reading**

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

- a. No. 302 - Employment of Superintendent/Assistant Superintendent
- b. No. 311 - Reduction of Staff

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

#### **Policy Deletions**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Scott May to approve the deletion of Policies No. 411 and No. 511 - Suspensions and Furloughs as these two policies will be included in Policy No. 311 - Reduction of Staff.

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

### **OTHER ITEMS**

#### **Handbooks and Planner**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Scott May to approve the Canto Area Elementary School student handbook, Canton Jr-Sr High School Academic Planner, and the Canton Area School District Employee Handbook.

Roll Call Vote: All six members present voted yea.

Mr. Eric Anderson, Mr. Mike Herman, and Mr. Neal Palmer were absent.  
Motion carried.

### **Central Treasury Reports**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Scott May to approve the Canton Area Elementary School and Canton Jr-Sr High School 4<sup>th</sup> quarter Central Treasury reports.

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

### **Booster Club Personnel**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Scott May to recognize Level 1 and 2 Booster Club personnel as volunteers working on behalf of the students of Canton Area School District.

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

### **Field Trip Request**

A motion was made by Mrs. Krista Jennings and seconded by Mr. Scott May to approve the field trip request to the National FFA Convention in Indianapolis, IN October 23-27, 2018.

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

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

There were no comments.

### **Announcements**

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

There was a Finance/Policy Committee meeting on July 24, 2018.

The next Board Meeting will be held Thursday, September 13, 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 6:31 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary