

**MINUTES
CANTON AREA SCHOOL DISTRICT
SEPTEMBER 13, 2018**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, September 13, 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. Eric Anderson, 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 David Brann, District Solicitor; Mr. Dan Coran, Support Services Director; Mr. John Shaffer, Newspaper Reporter; and Ms. Kayla Parker.

MINUTES

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the minutes of the regular meeting of August 9, 2018 and the emergency meeting of September 4, 2018.

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

REPORTS

Superintendent

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

- We were excited to have our students back on campus Wednesday. Mr. Briggs thanked the maintenance and custodial staff for assisting in cleaning the rooms in the district that needed an additional touch up. While the cleaning company was handling the elementary school, our staff was making sure the high school was as clean as it could be. Mr. Briggs also thanked Mr. Jannone for his leadership assistance during this trying time. He was crucial in helping set up benchmark steps so our students and staff could return as quickly as possible to a safe learning environment.
- As part of the PA Future Ready Index, the state announced this week that they hope to identify Targeted Improvement Schools by November. More information will be forthcoming in the coming weeks through PDE.
- Window number one of the preview for the PA Future Ready Index is available to schools. We have met or exceeded the performance areas that have been previewed to our district: attendance, graduation rates, and career benchmarks. We have maintained or increased our performance in all of these areas as well. The rest of the index will be made available to school districts by the end of October.
- I am currently seeking community, school board, business members', and parents' participation in our school district Safe Schools Team. This group will meet four times a year and our first meeting is scheduled for Wednesday, October 17th at 9 a.m. For the first year, we will be looking at all the safety upgrades and improvements we have completed over the past two school years. We will also be planning for ways to increase the safety of our school district in the future.

- Our entire teaching staff spent all day Monday observing teachers in Troy and Towanda School Districts and at the Northern Tier Career Center. On Tuesday, they had to create a 20-minute presentation to their peers talking about what they learned from the experience. Many teachers indicated that this was an extremely valuable learning experience.
- Our paraprofessional staff was trained by Mr. Coran and Mr. Briggs on ethics, professionalism, and how to motivate the unmotivated students. We were extremely impressed with their engagement to our presentations. Kudos to our teachers and paraprofessionals.
- The administrative team updated our school calendar. Our updates include the following:
 - We missed a total of seven school days. Two days were made up as Act 80 days (9/10 and 9/11). The other five days will be made up using the snow make-up days built into the calendar.
 - Graduation has been moved from Friday, May 31st, to Friday, June 7th. This allows us to build in a total of six snow days. Our first five snow make-up days would be from June 3rd through June 7th. If we need a sixth day, we would use Monday, April 22nd.
 - All marking period dates and progress report distribution dates have been moved to reflect the school calendar changes.
- Gave a shout out to our student athletes and coaches of our fall sports teams. Our high school football team and volleyball team are both undefeated and playing very well. Our cross country team has also done very well.
- Back to School Night will be September 20th at 6 p.m. We are looking forward to seeing our families at this event.
- Our community and school based mental health team has been at training all week and will begin working with students and families next Monday.
- We are busy getting our School to Work Program up and running for our students that qualify for this service.
- Thanked Mr. Coran for putting together a very meaningful training for our paraprofessionals on Monday. Our scheduled speaker had a family emergency and Mr. Coran had to develop a program to present at the last minute.

Business Manager

Mr. Mark Jannone, Business Manager/Board Secretary, had nothing to report.

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, 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. Eric Anderson to approve the Treasurer's Report as presented for August 31, 2018. (A copy is in the supplemental file.)

Roll Call Vote: All six members present voted yea.

Mr. Ryan Allen, Mr. Mike Herman, and Mr. Neal Palmer were absent.

Motion carried.

Bills

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the bills for August.

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

Transportation Rates

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the updated transportation rates for the 2018/2019 school year.

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

Kloey Miller Scholarship

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the Kloey Miller Scholarship with a yearly award of \$500.

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

Concession Stand

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the Warrior Booster Club to continue running the outside concession stand for the 2018/2019 school year for a fee of \$1,000 paid to the school.

Roll Call Vote: All six members present voted yea.
Mr. Ryan Allen, 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. Eric Anderson to approve the Memorandum of Understanding between Canton Area School District and Northern Tier Regional Planning and Development Commission to provide the high school guidance department with assistance in services to high school students with transition planning of life after high school, at no charge to the district, effective September 1, 2018 through August 31, 2019.

Roll Call Vote: All six members present voted yea.
Mr. Ryan Allen, 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. Eric Anderson to approve the Interscholastic Unified Sports Memorandum of Understanding between Canton Area School District and

Special Olympics Pennsylvania effective September 13, 2018 through June 30, 2019.

Roll Call Vote: All six members present voted yea.
Mr. Ryan Allen, 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. Eric Anderson to approve the Letter of Agreement between Canton Area School District and The Main Link for peer support services effective 2018/2019 and 2019/2020 school years.

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

Fee Waiver

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the request to waive the fee for concession stand use by the Mat Men and Youth Football during youth football games and junior high football games.

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

Dentist

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve Dr. Andrew Mack as the Canton Area School District dentist for the 2018/2019 school year.

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

Memorandums of Understanding

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the following Canton Area School District and Canton Area Education Association Memorandums of Understanding:

- a. Orchestra Advisor, 4.75 points
- b. Unified Sports Supervisor's Stipend, \$1,000

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

Roof Repair Quote

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the quote for elementary roof repairs from Eastern Roofing Systems, Inc. totaling \$8,313.14.

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

PERSONNEL

Resignations

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the following resignations:

- a. Heidi Hamilton, part-time cafeteria worker, effective immediately
- b. Thomas Krause, part-time crossing guard, effective September 21, 2018

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

New Hire

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the following new hire, pending completion of all required paperwork:

- a. Denise Castle, part-time cafeteria worker, \$8.00/hour with no benefits, effective September 14, 2018.

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

Additions to Co-Curricular Non-Sports List

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the following additions to the 2018/2019 co-curricular non-sports list:

- a. Cinda Dewey mentor to Cindy Reed, \$882,44
- b. Ashley Pekelnicky, Class Advisor - Senior Class 1, \$441,22
- c. Mindy Tymeson, Class Advisor - Senior Class 2, \$441,22
- d. Karen Mariano, Orchestra Advisor, \$1,047.90
- e. Kathy Coleman/Helen Kilbourn, Unified Sports Supervisor, \$1,000

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

Additions to Substitute List

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

- a. Sheila Riggs, teacher
- b. Jon O'Hara, teacher
- c. Cindy Chaapel, van driver
- d. Michelle Taylor, teacher

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

Volunteer

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the following classroom volunteer; all required paperwork has been submitted:

- a. Jim Reed, math tutor volunteer

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

FINANCE/POLICY

Policy Second Reading

A motion was made by Mr. Denny Sourbeer and seconded by Mrs. Krista Jennings to approve the second 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. Ryan Allen, Mr. Mike Herman, and Mr. Neal Palmer were absent.
Motion carried.

Policy First Reading

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

- a. No. 008 - Organization Chart

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

OTHER ITEMS

Field Trip Request

A motion was made by Mr. Denny Sourbeer and seconded by Mrs. Krista Jennings to approve the field trip request to the PA FCCLA State Officer Leadership Training in State College, PA on September 23-25, 2018.

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

Field Trip Request

A motion was made by Mr. Denny Sourbeer and seconded by Mrs. Krista Jennings to approve the field trip request to the PA FCCLA central regional meeting in Harrisburg, PA on October 28-29, 2018.

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

Field Trip Request

A motion was made by Mr. Denny Sourbeer and seconded by Mrs. Krista Jennings to approve the field trip request to the PA FCCLA western regional meeting in Youngwood, PA on November 4-5, 2018.

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

Updated Calendar

A motion was made by Mr. Denny Sourbeer and seconded by Mrs. Krista Jennings to approve the updated 2018/2019 Canton Area School District calendar.

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

CITIZEN RECOGNITION - NON-AGENDA RELATED

There were no comments.

Announcements

An Emergency Board Meeting was held on September 4, 2018 at 5:00 p.m.

The next Board Meeting will be held Thursday, October 11, 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 6:26 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary