

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
MARCH 14, 2019**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, March 14, 2019 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 (arrived at 6:05 p.m.), Mr. Mike Herman, Mr. Scott May, Mrs. Krista Jennings, Mr. Neal Palmer, 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; Ms. Brianne Ostrander, Newspaper Reporter; Ms. Deb Fitzwater, District Teacher; Mrs. Katrina Doud, Mrs. Dana Vermilya, Mr. Ronnie Vermilya, Mrs. Ruth Morse, Ms. Zoey Morse, and Mrs. Nichole Ambruch.

**MINUTES**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Mike Herman to approve the minutes of the regular meeting of February 14, 2019.

Voice Vote: All eight members present voted yea.  
Mr. Bill Holland was absent.  
Motion carried.

**REPORTS**

**Superintendent**

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

- Yesterday, myself, with three other superintendents had the opportunity to meet with Representative Sonney. Two areas of focus with this advocacy effort were around cyber-charter school expenses and special education costs.
- Mr. Darryl Jannone has already begun the planning process for our safety trainings districtwide for the 2019-2020 school year. We are looking to take the next steps in our ALICE training and other training areas. Safety tasks planed for the spring of this year and next year include:
  - Establishing and practicing getting students to evacuation sites should a threat be present in one or more school buildings
  - Having select students participate in ALICE Training
  - Successful completion of a lockdown drill
  - Participation in the spring Bradford County Emergency Management Drill
  - Successful completion of our Risk and Vulnerability Assessment through the PSP
- Our high school Tier I PBIS Team continues to prepare for the launching of our high school “school wide initiative” at the start of the 2019-20120 school year. Tomorrow this group will lead the professional learning at our high school as we look at setting up the program to meet student needs from an academic, behavioral, and social/emotional perspective.
- Next week we are excited to host the PMEA Regional Chorus festivities at the Canton Jr/Sr High School. We anticipate over 200 students participating in this regional program. Mrs. Colleen Kinney

has spent many hours preparing to host this event on behalf of PMEA, and we are excited to have these students on campus as they look to secure a position in the statewide competition.

- This past week our spring sports season began. I want to personally wish all the spring athletic programs the best of luck in all their competitions throughout the spring sports season.
- Last week we held a cyber-safety meeting for all parents in the CASD on how families can better support their students to ensure they are safe while participating in the world of social media. We were very pleased with the number of families that showed up to our elementary presentation.
- I wanted to personally congratulate our elementary and high school K'NEX teams as they placed first in the regional K'NEX competition hosted by Penn College and conducted by BLaST IU #17. Both teams took first place in the competition and will compete in the state competition later this spring in Harrisburg. Elementary students include Ethan May, Aaron Seeley, Fayth Kilbourn, and Alexis McRoberts. High school team members include Camille McRoberts, Natalie Kapichok, Gracie Fitch, Kimber Knecht.
- I would like to personally congratulate all the students who participated in the Unified Sports Bocce Program this school year. Our students enjoyed a very successful season in our second year and our hope is to continue this program in the coming years. Currently, we are looking to recruit more schools in the Northern Tier to expand this program.
- On March 15, 2019, 18 of our high school learning support students will be attending the 2019 Transition Conference at Penn College in Williamsport. This event is open to high school students in grades 10-12 who receive special education services as well as parents, guardians, and other interested parties. The event will include speakers and breakout sessions on the following three areas of Postsecondary Transition: Education and Training, Employment, and Independent Living. Mrs. Harkness and Ms. Wesneski, learning support teachers, will be the chaperones.
- On behalf of the Canton Area School District, I would like to personally thank Mr. Craig Coleman for his 12 years of service to the Canton Area School District. 12 years ago, Mr. Coleman walked into his current position new to the community, the school, and to the students he would serve. Over the past 12 years, Mr. Coleman has had to work under the tutelage of three superintendents and other administrators within the district. Anybody that knows Mr. Coleman would agree that his heart was always with the students and teachers of the CASD. Mr. Coleman's sense of wit and humor was a way in which he connected with students and teachers alike. I can tell you that any time I have walked into Mr. Coleman's office to discuss an issue or problems he has always been open to looking at potential ways to solve the problem or issue. He never looked at ways around the issue. Professionally, Mr. Coleman will be greatly missed by the faculty and staff in our district. On behalf of the faculty and staff of the CASD, thank you Mr. Coleman for your hard work and dedication to the students of the CASD. Your dedication and commitment to our school district was greatly appreciated and we wish you and Kathy the best of luck as you move forward into the world of retirement. There will always be a special place in our hearts for you and your family here in the CASD community.

### **Business Manager**

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

- Explained that there would be a motion on this agenda to approve resurfacing the synthetic running track at state contract bid of \$142,390.
- There is an Authorization for Expenditure document to be approved for the refinishing of both gym floors at a total of \$46,000.
- The Nutrition Group has submitted their guarantee for the 2019/2020 school year which is a loss of no more than \$9,242. He explained to the board that we anticipated a significant decrease in revenue due to a reduction in our reimbursement percentage, however, we accepted the decrease in order to maintain a part of the Community Eligibility Program.
- Informed the board that because we will have 30 days between the June board meeting and the May board meeting, we intend to pass the General Fund Preliminary Budget at the May meeting. He recommended that the Finance Committee has a meeting to review the budget between April 22<sup>nd</sup> and May 8<sup>th</sup>.

### **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 had nothing to report.
- **PSBA Representative:** Mr. Bill Holland had nothing to report.
- **BLaST Representative:** Mr. Neal Palmer had nothing to report.

**CITIZEN RECOGNITION - AGENDA RELATED**

There were no comments.

**BUSINESS**

**Treasurer's Report**

A motion was made by Mr. Neal Palmer and seconded by Eric Anderson to approve the Treasurer's Report as presented for February 28, 2019. (A copy is in the supplemental file.)

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**Bills**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the bills for February.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**Tax Additions, Exemptions and Exonerations**

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

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**Memorandum of Understanding**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the Memorandum of Understanding between Bradford-Tioga Head Start, Inc. and Canton Area School District for the purpose of meeting both federal and state requirements.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**Memorandum of Understanding**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the Memorandum of Understanding between Bradford County Children and Youth and Canton Area School District for the purpose of a transportation procedure for foster care youth.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Memorandum of Understanding**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the Memorandum of Understanding between Lycoming County Children and Youth and Canton Area School District for the purpose of a transportation procedure for foster care youth.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Memorandum of Understanding**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the Memorandum of Understanding between Tioga County Children and Youth and Canton Area School District for the purpose of a transportation procedure for foster care youth.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Track Resurfacing**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the state contract proposal from Nagle Athletic Surfaces in the amount of \$142,390 for the purpose of cleaning, leveling, resurfacing, and repainting the running track.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **HVAC System Support**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the agreement between NRG Controls, North, Inc. and Canton Area School District for the purpose of providing HVAC system controls support effective March 1, 2019 through June 30, 2022.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Authorization for Expenditure**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the Authorization for Expenditure for NRG HVAC Controls Agreement in the amount of \$7,800.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Authorization for Expenditure**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the Authorization for Expenditure document related to resurfacing the gym floors by S & S Flooring in the amount of \$46,000, which was board approved at the February 14, 2019 board meeting.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### **Nutrition Group Proposal**

A motion was made by Mr. Neal Palmer and seconded by Mr. Eric Anderson to approve the proposal from Cafeteria Management Services Company (Nutrition Group) with a guarantee loss of no more than \$9,242.92 for Canton Area School District cafeteria operations for the 2019/2020 school year.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## PERSONNEL

### Superintendent Contract

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Contract for Employment of District Superintendent between the Board of School Directors of the Canton Area School District and Dr. Eric Briggs, commencing July 1, 2019 and ending on June 30, 2024.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### Letter of Retirement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to accept the letter of retirement from Craig Coleman, Jr/Sr High School Principal with 12 years of service, effective June 30, 2019.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### Additions to Substitute List

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

- a. Bobbi Barnes, paraprofessional
- b. Tammy Baker, nurse
- c. Faye Spencer, paraprofessional

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### Volunteers

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the following coach/classroom volunteers, all required paperwork has been submitted:

- a. Stacy Ferguson, junior high baseball
- b. Chad Lyon, baseball
- c. Shawna Pepper, classroom/chaperone

Roll Call Vote: All nine members present voted yea.  
Motion carried.

### Job Description

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to accept the updated job description for high school principal.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

## FINANCE/POLICY

### Policy Second Reading

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

- a. No. 810 - Transportation (revised)
- b. No. 810.3 - School Vehicle Drivers (new)
- c. No. 810.1 - School Bus Drivers and school Commercial Motor Vehicle Drivers (new)

d. No. 351 (Employees) - Drug and Substance Abuse (revised)

Roll Call Vote: All nine members present voted yea.  
Motion carried.

#### **Policy Deletions**

A motion was made by Mr. Eric Anderson and seconded by Mr. Ryan Allen to approve the deletion of the following obsolete board policies:

- a. No. 810.2 - Drug and Alcohol Testing
- b. No. 351 (Administrative Employees) - Drug and Substance Abuse
- c. No. 451 (Professional Employees) - Drug and Substance Abuse
- d. No. 551 (Classified Employees) - Drug and Substance Abuse

Roll Call Vote: All nine members present voted yea.  
Motion carried.

#### **OTHER ITEMS**

##### **Field Trip Request**

A motion was made by Mr. Neal Palmer and seconded by Mrs. Krista Jennings to approve the overnight field trip request from Maureen Martz for the PAFCCCLA State Officer Training April 5-7, 2019 in State College, PA.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

##### **Field Trip Request**

A motion was made by Mr. Neal Palmer and seconded by Mrs. Krista Jennings to approve the overnight field trip request from Colleen Kinney for the PMEA District 8 Jazz Festival on March 29-30, 2019 at Millville High School.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

##### **Library Board Reports**

A motion was made by Mr. Neal Palmer and seconded by Mrs. Krista Jennings to approve the Canton Jr/Sr High School and Canton Area Elementary School Library Board Reports for the second quarter of the 2018/2019 school year.

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

There were no comments.

#### **Announcements**

The next Board Meeting will be held Thursday, April 11, 2019, at 6:00 p.m. in the Canton Jr/Sr High School Cafeteria, Canton, PA.

#### **Meeting Adjourned**

Mrs. Sourbeer adjourned the meeting at approximately 6:42 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary