

**MINUTES
CANTON AREA SCHOOL DISTRICT
JUNE 15, 2020**

The regular meeting of the Canton Area School District Board of Education was held on Monday, June 15, 2020 at 5:00 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. Scott May, Mrs. Krista Jennings, Mr. Neal Palmer, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Eric Briggs, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Michael Wells, Elementary School Principal; Mr. Donald Jacopetti, High School Principal; Attorney Cassie Blaney, District Solicitor; Mr. Dan Coran, Support Services Director; Ms. Brianne Ostrander, Newspaper Reporter; Mrs. Talia Roupp.

MINUTES

A motion was made by Mrs. Krista Jennings and seconded by Mr. Ryan Allen to approve the minutes of the virtual meeting of May 14, 2020.

Voice Vote: All eight members present voted yea.
Mr. Gary Black was absent.
Motion carried.

REPORTS

Superintendent

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

- Last week, our district received guidance from the Pennsylvania Department of Education on the requirements needed to develop a Phased School Reopening Health and Safety Plan. Our administrative team is in the preliminary phases of this project. We have identified who our Pandemic Coordinator is (Eric Briggs) and I have reached out to all members of the committee. The committee will be meeting next Tuesday to finalize the plan, and our hope is to call an emergency board meeting later this month to approve this plan. I will also continue to update the public where we are at with the approval of this process. I would like to share with the board preliminary results from our survey that we sent out to parents as the window closed last Friday. The results I have for you tonight are just from the online portion of the survey:
 - 204 parents provide responses representing 373 students within the district.
 - 210 students would need a technology device to participate in online education.
 - Only 6 families of the 204 respondents said they needed internet access.
 - 142 families of the 204 families said they would feel comfortable sending their children to CASD with social distancing guidelines in place.
 - 74 of the 204 families said they would not use or did not need the district's transportation
 - When presented with the hybrid options, the four options were at a 25% split.

Overall observations from the survey:

- Many families have placed a lot of trust in our school.
- Many families are worried that we are going to require masks for their students.

- Families have many questions about what school will look like.
- If we choose any hybrid option, 75% of the families will have “issues”.
- Parents are concerned about transportation of students.

Over the next couple of weeks, I will be providing short videos to the community to provide them with updates around the start of sports and our school district reopening plan.

- Late last week, the Governor’s Office provided guidance on the reopening of sports for interscholastic athletics. Each school district is to develop a Health and Safety reopening plan for our athletic teams so we can safely begin “voluntary workouts” for our fall athletics. Mr. Jacopetti has already met with the coaches of the various sports to develop this plan. They will also be completing this plan by the end of next week so we can look to have an emergency board meeting to approve this plan as well. Our plan is to have one board meeting to approve both plans. I will ask the school board to please examine each of the plans closely as PDE has requested that all school boards must approve our plans before any action can begin. I also want the board to understand that these plans are fluid. We will be constantly re-evaluating the processes and procedures we have in place with programs we are running this summer, and will be adjusting where we need to. I can assure you that we will probably have an updated health and safety reopening plan for the athletic programs and our district plan at our August board meeting in preparation for the start of the 2020/2021 school year.
- All evaluations of the administrative team, teachers, and paraprofessionals, have been complete.
- On 5/28/20, we held our annual 6th and 7th grade transition meeting virtually. This transition discussion is essential for providing the high school staff with key information to help our 6th graders as they move to the high school. The 6th grade staff, along with Mr. Wells, Mrs. Rockwell and Mr. Coran were prepared, organized and offered valuable insight into how we can prepare for our 7th grade class of 2021.
- Student and staff scheduling for the upcoming school year is continuing to be modified to meet local, state and federal guidelines for in-person instruction due to Covid-19. We are discussing many modifications with the primary being the addition of three different lunch areas for students, changes in class hours due to bus transportation and the assignment of student lockers.
- Mr. Wells has begun the process of completing our Consolidated Application so the district is able to receive its federal funds for the 2020/2021 school year.
- The 6th grade team and Mr. Wells are working on a 6th grade culminating activity for our students who did not have the opportunity to have one due to COVID-19 times. The plan is to provide the students with said activity at the beginning of the 2020/2021 school year.
- The evaluations of all paraprofessionals and teachers have been completed for the 2019/2020 school year. Updates are being provided to the student handbook at the elementary school.
- Mr. Coran has provided you with a schedule of the ESY program and the themes for each week.
- Board members were given the opportunity to ask Mr. Briggs about the district’s progress in the re-opening of schools. Dr. Briggs provided a summary of the work the administrative team had done to begin preparation for the start of the 20-21 school year. The board asked questions around the areas of athletics reopening, safety and health protocols the district was considering, and transportation questions. Dr. Briggs also shared the timeline with the board so they would know when the next board meeting would be to approve both the athletic and school reopening plans.

Business Manager

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

- Requested that the board approve bond anticipation resolution authorizing the board president to execute a bond refinance in the event that a savings target of 2.5% or better was met, to refinance the 2015 bond issue as well as pay off 2012 bank note.
- Requested that the board approve the 2020/2021 budget.
- Informed the board that the district received a National School Lunch equipment grant to purchase a new double oven in the high school and a convection steamer and two kettles for the elementary school. This equipment was ordered and paid for by the grant.
- Mr. Holland requested that Mr. Jannone look around for more competitive rates on certificates of deposits.
- The board agreed that all future board meetings would be held at 5:00 p.m. instead of 6:00 p.m.

Board Committee Chairpersons

- **Personnel Committee:** Chairperson, Mr. Eric Anderson, shared a concern with the board that we only had one applicant for a paraprofessional opening. He asked the board to consider having the Personnel Committee explore higher starting wage for paraprofessional. Mr. Jannone commented that many districts have increased the wages for paraprofessionals but reduced the hours so that the district does not provide benefits.
- **Finance/Policy Review Committee:** Chairperson, Mr. Ryan Allen, had nothing to report.
- **Athletic Committee:** Chairperson, Mr. Denny Sourbeer, had nothing to report.
- **Buildings and Grounds Committee:** Chairperson, Mrs. Krista Jennings, 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. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Treasurer's Reports as presented for April 30, 2020 and May 31, 2020. (A copy is in the supplemental file.)

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

Bills

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the bills for May, 2020.

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

Tax Additions, Exemptions and Exonerations

There were no tax additions, exemptions, or exonerations.

Transportation Changes

There were no transportation changes.

Resolution

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the motion authorizing the adoption by the Board of School Directors of a Resolution authorizing the issuance of a series of general obligation bonds of the School District as more fully described in the complete text of the Resolution to refinance existing debt of the School District.

Roll Call Vote: All eight members present voted yea.

Mr. Gary Black was absent.
Motion carried.

Inter-Governmental Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to accept the 2020/2021 Inter-Governmental Agreement for shared Special Education Services between Canton Area School District and BLAST IU 17.

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

IDEA Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to accept the 2020/2021 IDEA Agreement between Canton Area School District and BLAST IU 17.

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

Occupational Therapy Service Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to accept the Occupational Therapy Service Agreement between Lisa Inman and Canton Area School District, effective July 1, 2020 through June 30, 2021.

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

Memorandum of Understanding

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Memorandum of Understanding between Canton Borough Police Department and Canton Area School District.

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

Resolution

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to accept the Resolution between Friendship House Community/School Based Behavioral Health Care Program and Canton Area School District for the 2020/2021 school year.

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

Letter of Agreement/Memorandums of Understanding

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the following Letter of Agreement and Memorandums of Understanding between Bradford County Human Services Agency and Canton Area School District:

- a. Letter of Agreement - Provide a County Caseworker effective July 1, 2020 to June 30, 2021 at a fee of \$6,000.
- b. Memorandum of Understanding - The Outreach Case Worker Programs for the 2020/2021 school year.

- c. Memorandum of Understanding – Student Assistance Program (SAP) Services for the 2020/2021 school year.

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

Memorandum of Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Memorandum of Agreement between Canton Area Education Association and Canton Area School District for the purpose of scheduling three days associated with the 2019/2020 school year later in the summer or at the beginning of the 2020/2021 school year rather than at the end of the 2019/2020 school year.

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

Memorandum of Understanding

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Memorandum of Understanding between Canton Area Education Association and Canton Area School District entitled Amendment to Wellness Incentive.

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

Dual Enrollment Agreements

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to accept the following Dual Enrollment Agreements for the 2020/2021 school year between Canton Area School District and:

- a. Lackawanna College
- b. Keystone College

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

Linkage Letter/Referral Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Linkage Letter/Referral Agreement between Canton Area School District and CONCERN effective June 15, 2020 for two (2) years.

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

Contract

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Contract for Professional Medical Services between Canton Area School District and Guthrie Medical Group, P.C. effective July 1, 2020 through June 30, 2023.

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

Federal Funding Expenditures

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the expenditures of federal funding for the 2020/2021 school year: Title I - \$341,311; Title IIA - \$39,835; Title IV - \$28,479.

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

Bids

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the General Business, Art, Shop, Science, Custodial, and Fall Athletic bids for the 2020/2021 school year, not to exceed the combined threshold of \$36,351.66.

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

Sign Contracts

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the Superintendent and/or Business Manager to sign contracts related to budgeted items for the 2020/2021 school year.

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

Budget Funds Transfer

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Neal Palmer to approve the administration to transfer budget funds to cover year-end accounts and pay for July bills.

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

2020/2021 Final Budget

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to approve the 2020/2021 Canton Area School District final budget with expenditures equaling \$16,975,302 and revenues of \$15,944,540, with the deficit coming from the fund balance. The final budget would set taxes at the following rates:

Real Estate:	<u>2019/2020</u>	<u>2020/2021</u>	<u>Change</u>
Bradford County	34.7216	35.3101	+.5885
Lycoming County	15.4056	14.5549	-.8507
Tioga County	16.7697	16.7155	-.0542

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 unless regulated by new legislation passed after this meeting.

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 31st, September 30th, and October 31st.

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

PERSONNEL

New Hires

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

- a. Talia Roupp, Elementary Teacher, M step 1, \$63,057.00 with full benefits, effective August 19, 2020.
- b. Gabrielle McNett, Paraprofessional II, \$9.00 per hour with full benefits, effective August 27, 2020.

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

Additions to Substitute List

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

- a. Kaden Hunt, Custodian, retroactive to June 11, 2020, all paperwork is complete.
- b. Linda Lupold, Custodian

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

Tenure

A motion was made by Mr. Scott May and seconded by Mr. Neal Palmer to approve the tenure of the following professional employee:

- a. Caitlin Barr, Special Education Teacher

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

2020/2021 Co-Curricular Sports List

A motion was made by Mr. Scott May and seconded by Mr. Neal Palmer to approve the 2020/2021 co-curricular sports list.

Roll Call Vote: All eight members present voted yea.

Mr. Gary Black was absent.
Motion carried.

OTHER ITEMS

Field Trip Requests

A motion was made by Mr. Neal Palmer and seconded by Mrs. Krista Jennings to approve the following overnight field trip requests:

- a. FCCLA State Officers Leadership Training at Seven Springs Resort in Champion, PA on July 29-31, 2020.
- b. FCCLA State Officers Leadership Training RLM in State College, PA on September 20-22, 2020.

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

2020/2021 District Calendar

A motion was made by Mr. Neal Palmer and seconded by Mrs. Krista Jennings to approve the revised 2020/2021 Canton Area School District Calendar.

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

2020 Final Class List

A motion was made by Mr. Neal Palmer and seconded by Mrs. Krista Jennings to approve the Canton Jr/Sr High School final class list of 2020.

Roll Call Vote: All eight members present voted yea.
Mr. Gary Black 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 4:45 p.m., to discuss the safety report and personnel matters.

The next Board Meeting will be held Thursday, August 13, 2020, at 5:00 p.m. in the Canton Jr/Sr High School Cafeteria, Canton, PA. The meeting was originally scheduled for 6:00 p.m. but the time change will be advertised.

Meeting Adjourned

Mrs. Sourbeer adjourned the meeting at approximately 6:05 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary