

**MINUTES
CANTON AREA SCHOOL DISTRICT
JUNE 10, 2021**

The regular meeting of the Canton Area School District Board of Education was held on Thursday, June 10, 2021 at 5:00 p.m. 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. Gary Black, Mr. Bill Holland, Mr. Scott May, Mrs. Arica Jennings, 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. Rachel Heitzenrater and Phil O'Dell, Newspaper Reporters; Mr. Nathan Jennings, Mrs. Cindy Black, Mrs. Nichole Ambruch, Mr. John Ambruch, Mrs. Michelle Kern, and Ms. Shaina Slocum.

MINUTES

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve the minutes of the regular meeting of May 13, 2021 and the Finance/Policy Review Committee meeting of June 3, 2021.

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

REPORTS

Superintendent

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

- House Resolution 15 (Rep. Owlett, R-Tioga) which directs the Joint State Government Commission to conduct an analysis of the current school bus driver industry and provide recommendations about how to address the shortage of bus drivers.
- Per PDE regulations, the district health and safety plan must be board approved, posted to our website, and be written in a manner that is understood by the public by July 30, 2021 so we will be assured to receive our ESER III funds. This plan was crafted by our administrative team and reviewed by the district's pandemic team. We will continue to monitor and adjust the plan as needed throughout the summer. Please note that we must also review the plan every six months through September, 2024. Our district will use our Safe School Committee (which also includes our Pandemic Team) to address this need.
- The class of 2021 ended their year of "ups and downs" with commencement outside on the football field last Friday evening. Everyone involved including the students, maintenance staff, IT staff and community members helped to make this a special ending for our seniors. We wish the class of 2021 the best and are confident that they will succeed in whatever they choose to do.
- The drama club is currently preparing for their upcoming musical performance on June 16-18th. Be sure to attend one of the performances as I received a "sneak peek" and it looks to be amazing! Thanks to the students, Mrs. Macwhinnie, Mrs. Holland, and Mrs. Groover for all of the effort and patience that they have exhibited throughout this year.
- The end of the year PBIS assembly was a huge success for our students. Students were able to paint canvases and teachers.

- The elementary school will be looking to update their student handbook for the upcoming school year.
- ARCC will be providing instructional opportunities to all our grade K-2 students.
- The Canton Jr/Sr High School Unified Sports Team placed first in Division 2 which earned each member a gold medal. A special ceremony was held in the school's cafeteria to award each member of the team with a medal. Team members include: Seniors: Lauren Gleckner, Brittany Mosher, Rjae Smith; Juniors: Kylie Landon, Reed Urban; Sophomores: Lexi Gleckner, Camille McRoberts, Mikal Porter; Seventh Grade: Alexis McRoberts; Coaches: Helen Kilbourn and Maureen Martz. Others who helped: Oceanna Denham and Brandy McRoberts.
- Dan Coran has been the Special Education Supervisor for our district for seven years. Throughout the past seven years, Dan has dedicated countless hours to support the district's neediest students. He has assisted numerous students through providing supports to meet their academic, social, and emotional needs. Mr. Coran was a master at being able to address student needs yet being responsible to those needs and the impact they had on our district. Dan, thank you for your unwavering support to our students and parents. Thank you for being the best version of you each and every day when you came to work. I wish you nothing but the best of luck in your new position with the IU.

Business Manager

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

- Welcomed Arica Jennings as new board member for Region I.
- Thanked Mark McMurray for donating the bus run to the District IV semi-final softball game in Williamsport.
- Thanked McNett's Landscaping for donating mulch to the school district.
- Advised the board that the 2021/2022 General Fund Budget is an agenda item and has abnormally high expenses mainly due to the utilization of various federal grants.

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. Denny Sourbeer, had nothing to report.
- **Buildings and Grounds Committee:** Chairperson, Mrs. Arica Jennings, 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. Eric Anderson and seconded by Mr. Scott May to approve the Treasurer's Report as presented for May 31, 2021. (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. Eric Anderson and seconded by Mr. Scott May to approve the bills for May, 2021.

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

Tax Additions, Exemptions and Exonerations

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

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

Transportation Changes

A motion was made by Mr. Eric Anderson and seconded by Mr. Scott May to approve the transportation changes.

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

Signature Cards

A motion was made by Mr. Eric Anderson and seconded by Mr. Scott May to approve the revised bank signature cards.

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

Certification Preparation Memorandum of Understanding

A motion was made by Mr. Eric Anderson and seconded by Mr. Scott May to accept the Certification Preparation Memorandum of Understanding between Wilkes University and Canton Area School District.

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

BLaST Agreement

A motion was made by Mr. Eric Anderson and seconded by Mr. Scott May to accept the BLaST Inter-Governmental Agreement for shared Special Education Services effective July 1, 2021 for the 2021/2022 school year.

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

Agreements

A motion was made by Mr. Eric Anderson and seconded by Mr. Scott May to accept the following agreements between Bradford Tioga Head Start Inc. and Canton Area School District:

- a. Agreement to operate and lease classroom space for a preschool program at the Canton Elementary School beginning July 1, 2021 through the 2025/2026 school year.
- b. Memorandum of Understanding for the purpose of meeting both federal and state requirements for the 2021/2022 school year.

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

Budget Transfers and July Payments

A motion was made by Mr. Eric Anderson and seconded by Mr. Scott May to approve the administration to transfer budget funds to cover year-end accounts and pay July bills.

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

2021/2022 Final Budget

A motion was made by Mr. Gary Black and seconded by Mr. Eric Anderson to approve the 2021/2022 Canton Area School District final budget with expenditures equaling \$19,047,974 and revenues of \$17,836,746 with the deficit coming from the fund balance. The final budget would set taxes at the following rates:

Real Estate:	<u>2020/2021</u>	<u>2021/2022</u>	<u>Change</u>
Bradford County	35.3101	35.2980	-0.0121
Lycoming County	14.5549	14.5163	-0.0386
Tioga County	16.7155	16.7465	-0.0522

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 (2) months of the bill date and a 10% penalty if paid after four (4) months of the bill date.

There will be no discount or penalty for payments made between two (2) months and four (4) 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. Neal Palmer was absent.
Motion carried.

PERSONNEL

Job Description

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the updated job description for Special Education Supervisor.

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

Wage Adjustments

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

- a. Custodian
 - If current rate of current employee is below \$10.00 per hour, then set at \$10.00 per hour
 - Set new hire rate at \$10.00 per hour
 - Set new hire rate for Custodial Supervisor at \$12.00 per hour
- b. Cafeteria
 - If current rate of current employee is below \$10.00 per hour, then set at \$10.00 per hour
 - If current rate of current employee is between \$10.00 per hour and \$11.50 per hour, then increase current rate by \$1.00 per hour
 - If current rate of current employee is above \$11.50 per hour, then increase current rate by \$0.50 per hour
 - Set new hire rate for Cafeteria Worker I and II at \$10.00 per hour
- c. Support Staff Substitute Rate
 - Adjust support staff substitute rate from \$7.25 per hour to \$10.00 per hour

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

Tenure

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the tenure of the following professional employee:

- a. Ryan Van Noy, elementary teacher

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

New Hires

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

- a. Shaina Slocum, Special Education Teacher, B+24 Step 1, \$62,157.00 with full benefits, effective August 23, 2021.

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

- b. Cindy Black, Special Education/Gifted Teacher, M+6 Step 1, \$63,807.00 with full benefits, effective August 23, 2021.

Roll Call Vote: Mr. Ryan Allen, Mr. Eric Anderson, Mr. Bill Holland, Mrs. Arica Jennings, Mr. Scott May, Mr. Denny Sourbeer, and Mrs. Judy Sourbeer voted yea.
Mr. Gary Black abstained.
Mr. Neal Palmer was absent.
Motion carried.

Substitute List Additions

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 all required paperwork:

- a. Rebecca Roof, teacher
- b. Ronald Kirby, teacher
- c. Tracy Hojnowski, nurse

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

FINANCE/POLICY

Policy First Reading

A motion was made by Mr. Ryan Allen and seconded by Mr. Gary Black to approve the first reading of the following revised board policy:

- a. No. 201 - Admission of Students

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

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 revised board policies:

- a. No. 004 BOG 7 - Oath of Office as School Director
- b. No. 246 - School Wellness
- c. No. 622 - GASB Statement 34

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

Policy Exception

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the following exception to the approved first reading of policy No. 201 - Admission of Students:

- a. For the 2021/2022 school year only, parents and/or guardians will be able to submit a written request for a gifted evaluation for early admission no later than June 15, 2021.

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

OTHER ITEMS

Final 2021 Class List

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to accept the Canton Area School District Jr/Sr High School final class list of 2021.

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

Updated Calendar

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to accept the Canton Area School District updated 2020/2021 calendar.

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

Health and Safety Plan

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to accept the Canton Area School District ARP ESSER Health and Safety Plan.

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

PDE Template

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the PDE Emergency Instructional Time Template for the 2021/2022 school year.

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

Meeting Minutes

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to accept the Occupational Advisory Committee Meeting Minutes and the Local Advisory Committee Meeting Minutes from the meeting held on April 26, 2021.

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

Field Trip Request

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the Field Trip Request for the FCCLA State Officer Training to Seven Springs Resort, Champion, PA July 18-20, 2021.

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

A Finance/Policy Review Committee Meeting was held on June 3, 2021.

A Special Board Meeting was held on June 10, 2021 at 4:30 p.m.

An Executive Session was held prior to the Board Meeting, at 4:45 p.m., to discuss personnel matters.

The next Board Meeting will be held Thursday, August 12, 2021, at 5:00 p.m. in the Canton Jr/Sr High School Cafeteria, Canton, PA.

Meeting Adjourned

Mrs. Sourbeer adjourned the meeting at approximately 5:40 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary