

**MINUTES
CANTON AREA SCHOOL DISTRICT
MAY 11, 2023**

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, May 11, 2023 at 5:00 p.m.

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. Scott May, Mrs. Arica Jennings, and Mr. Tom Resavage.

OTHERS PRESENT

Dr. Amy Martell, 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. Matt Jennings and Mrs. Sherry Lambert, newspaper reporters; Mrs. Asti Tillotson, Mrs. Bettyann Pidcoe, and Mr. Robert Pidcoe.

MINUTES

A motion was made by Mrs. Arica Jennings and seconded by Mr. Eric Anderson to approve the minutes of the regular meeting of April 13, 2023.

Voice Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

APPOINTMENT OF OFFICER

Board Treasurer

A motion was made by Mr. Eric Anderson and seconded by Mr. Scott May to appoint Ryan Allen as Board Treasurer effective July 1, 2023 through June 30, 2024.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

REPORTS

Superintendent

Dr. Amy Martell, Superintendent, reported on the following items:

- District enrollment.
- Use of Flexible Instructional Days for our school district should an emergency arise and the need warrants use these days. Flexible Instructional Days for use in cases of extreme emergencies. There is a chance we may never have to use these days. She stated that she believes it is in our best interest to approve these days through the application. Dr. Martell attached the six model lessons that will share with the Department of Education to seek approval. We cannot use these days until PDE grants final approval.
- Thanked the Moose for providing the entire district with lunch.

- CHS Commencement is drawing close. The graduation ceremony is on 6/2/23 in the football stadium (auditorium if weather is a factor) beginning at 6:00 p.m. followed by the senior parade. Dr. Martell provided the board with The Guide to Graduation.
- PSSA exams have been administered to all 7th and 8th graders in ELA, Math and Science. We had a 99% attendance rate for all 7th and 8th graders during the five days of Math and ELA testing.
- Keystone exams will be administered to eligible students in grades 9-11 in Literature, Algebra and Biology May 16 – May 24.
- Seniors participated in the Monitoring the Future survey designed and created by the University of Michigan last month. The district received a \$1000 award for our efforts. We will utilize the money to purchase mental health and wellness programming for students.
- The Canton Jr/Sr. Prom was two weeks ago at the Troy Sale Barn. The venue was decorated tastefully led by our senior advisors, Brandy McRoberts and Kelsey Herman. Students had a great evening and represented Canton Jr/Sr. High School well.
- Northern Tier Career Center Awards day is 5/25/23 at 1:00 p.m. in the Towanda high school auditorium.
- Like the fall and winter seasons, our spring athletics have continued to be successful. Our softball team continues to make a strong bid for postseason eligibility while our baseball team under first year head coach, Ben Rubert, has recently captured the NTL Division II title. In track and field, Camille McRoberts, Kyle Kapichok and Davien Crowley have recently broken long time school records in the 800, discus and the 200 (respectively.)
- Our chorus and band concerts were held this past week under the direction of Mr. Frye and Mrs. MacWhinnie. Both events were well attended and students in both elementary and high school performed amazingly!
- FFA students competed in the Bradford County Envirothon last week. The Canton Bigfoot Assassins took first place out of 14 teams and now will move on to the state Envirothon event in June. Members of our winning team consisted of Tyler Engel, Noah Gible, Samantha Morgan, Lucas Drever, and Camille McRoberts.
- Federal Programs audit has been submitted.
- PSSAs are complete.
- Finishing staff evaluations and Act 13 Goals.
- Groupings of students and grade level planning for the 2023/2024 school year.
- Informed the board of upcoming field trips.
- Indicator 13 training is completed and the district is in 100% compliance. Indicator 13: Secondary Transition - Percent of youth with IEPs aged 15 and above with an IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age appropriate transition assessment, transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals, and annual IEP goals related to the student's transition services needs. There also must be evidence that the student was invited to the IEP Team Meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency was invited to the IEP Team Meeting with the prior consent of the parent or student who has reached the age of majority. We will have Special Education Monitoring in November of the 2023/2024 school year.
Indicator 13 Monitoring Protocol: Secondary Transition IEP Review for Students with Disabilities - The “Secondary Transition IEP Review for Students with Disabilities” is a focused self-review of the content of the school district’s IEPs with respect to transition planning and services. The review focuses on requirements in the following areas:
 - Participation of the student in transition planning
 - Post-secondary goals
 - Present levels of performance and transition needs
 - Annual goals
 - Transition activities
 - Statement of responsibilities of the school district and participating agencies
- Provided board members a copy of Robert Pidcoe’s Eagle Scout project.

Business Manager

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

- The high school and elementary HVAC chillers are both at the end of life expectancy. The high school chiller is currently inoperable. As a temporary solution, we have a Trane technician coming to troubleshoot to see if he can get it up and running. As a long-term solution, the district needs to plan to replace both building chillers. It is expected that these capital expenditures will be well over \$500,000. Mr. Jannone informed the board that we would have an architect/engineer firm to present some options at the next board meeting.

CITIZEN RECOGNITION – AGENDA RELATED

There were no comments.

BUSINESS

Treasurer’s Report

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the Treasurer’s Report as presented for April 30, 2023. (A copy is in the supplemental file.)

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Bills

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the bills for April.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Transportation Changes

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

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Daily Depositories

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the Chemung Canal Trust Company and First Citizens Community Bank as daily depositories for the 2023/2024 fiscal year.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Engagement Letter

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the Engagement Letter between Levin Legal Group and Canton Area School District.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Homestead/Farmstead Relief

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to accept the state's distribution of gaming funds to provide homestead/farmstead relief per Act of 2006 in the amount of \$375,791.88.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Homestead/Farmstead Exclusion

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to resolve that the Canton Area School District Board of Directors approve the homestead and farmstead exclusion real estate tax assessment reductions in the amount of \$266.86 as authorized for the school year beginning July 1, 2023 under the provision of the Homestead Property Exclusion Program Act (Part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006.)

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Dual Enrollment Agreements

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the following Dual Enrollment Agreements:

- a. Lackawanna College, effective July 1, 2023 through June 30, 2024.
- b. Keystone College, effective September 1, 2023 through June 30, 2024.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Sponsor-to-Sponsor Agreement

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to accept the Sponsor-to-Sponsor Agreement between Bradford Tioga Head Start, Inc. and Canton Area School District effective July 1, 2023 through June 30, 2024.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Flexible Instructional Days

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the 2023/2024 Flexible Instructional Days (FID) Application and Lesson Plans.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

PERSONNEL

New Hire

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the hiring of Megan Everts, special education teacher, for the 2023 Extended School Year Program, 6/12/23 - 6/22/23 and 7/10/23 - 7/1/23 (Monday-Thursday, 12 days) at the CAEA contracted hourly rate for detention monitor, with no benefits.

Roll Call Vote: All seven members present voted yea.

Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

New Hire

A motion was made by Mr. Ryan Allen and seconded by Mr. Scott May to approve the hiring of Seth Robbins, Assistant Varsity Football Coach for the 2023/2024 school year, Step 1 \$5,040.00 pending the completion of all required paperwork.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

New Hire

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the hiring of Mercedes Meuse, part-time paraprofessional, at \$18.00/hour with no benefits retroactive to May 1, 2023.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Resignation

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to accept the resignation of Joy Blackburn, part-time cafeteria server, with 15 months of service, retroactive to May 1, 2023.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Substitute List Additions

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

- a. Kayla McCormick, paraprofessional

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Volunteer List Additions

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve the following addition to the volunteer list; all required paperwork has been completed:

- a. Taylor Pepper, junior high baseball, retroactive to March 6, 2023

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Unpaid Days

A motion was made by Mr. Ryan Allen and seconded by Mr. Eric Anderson to approve unpaid days for the month of April 2023, for the following employees:

- a. Employee #1870 - 5 days
- b. Employee #1849 - 2 days
- c. Employee #1858 - 0.5 day
- d. Employee #1201 - 0.5 day

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

FINANCE/POLICY

First Reading

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve the first reading of the following new/revised policies:

- a. No. 231 - Social Events and Class Trips (revised)
- b. No. 309 - Assignment and Transfer (new)
- c. No. 325 - Dress and Grooming (revised)
- d. No. 338 - Sabbatical Leave (revised)
- e. No. 339 - Uncompensated Leave (revised)
- f. No. 342 - Jury Duty (new)
- g. No. 716 - Integrated Pest Management (revised)
- h. No. 800 - Records Management (revised)
- i. No. 800.2 - Electronic Data Storage (new)
- j. No. 800.3 - Electronic Records/Signatures (new)
- k. No. 916 - Volunteers (revised)

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Second Reading

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

- a. No. 006.1 - Attendance at Meeting via Electronic Communications (new)
- b. No. 101 - Mission Statement/Vision Statement/Shared Values (name change) (revised)
- c. No. 103 - Discrimination/Title IX Sexual Harassment Affecting Students (revised)
- d. No. 104 - Discrimination/Title IX Sexual Harassment Affecting Staff (revised)
- e. No. 109 - Resource Material (name change) (revised)
- f. No. 122.1 - Participation of Charter School Students in Extracurricular Activities (revised)
- g. No. 137 - Home Education Programs (revised)
- h. No. 137.1 - Extracurricular Participation by Home Education Students (revised)
- i. No. 137.2 - Participation in Co-Curricular Activities and Academic Courses by Home Education Students (new)
- j. No. 137.3 - Participation in Career and Technical Education Programs by Home Education Students (new)
- k. No. 214 - Class Rank (revised)
- l. No. 228 - Student Government (revised)
- m. No. 237 - Electronic Devices (revised)
- n. No. 301 - Creating a Position (revised)
- o. No. 334 - Sick Leave (revised)
- p. No. 336 - Personal Necessity Leave (revised)
- q. No. 626 - Federal Fiscal Compliance (revised)
- r. No. 800.1 - Criminal History Record Information (CHRI) - Paper Access, Use and Dissemination (new)

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Deletion/Retirement

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve the

deletion/retirement of the following policies:

- a. No. 409 (prof) and 509 (classified) - Assignment and Transfer
- b. No. 325 (admin), 425 (prof), and 525 (classified) - Dress and Grooming
- c. No. 338 (admin) and 438 (prof) - Sabbatical Leave
- d. No. 442 (prof) and 542 (classified) - Jury Duty

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

OTHER ITEMS

Wellness Policy and Report Template

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to accept the tri-annual review of the Wellness Policy and Report Template.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

Field Trip Requests

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the following overnight field trip requests:

- a. From Randy Frye, for the ACDA Summer Conference and Honors Choir, 7/30/23 - 8/1/23 at Messiah College.
- b. From Tom Hojnowski, for Activities Week/Summer Ag Convention, 6/13/23 - 6/15/23 at Penn State University.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

2023 Tentative Class List

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to accept the Canton Area Jr/Sr High School tentative class list of 2023.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Denny Sourbeer were absent.
Motion carried.

CITIZEN RECOGNITION - NON-AGENDA RELATED

There were no comments.

Announcements

The next Board Meeting will be held Thursday, June 8, 2023, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

Meeting Adjourned

Mrs. Sourbeer adjourned the meeting at approximately 5:31 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary