

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
SEPTEMBER 14, 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, September 14, 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. Gary Black, Mr. Bill Holland, Mrs. Arica Jennings, Mr. Scott May, Mrs. Sarah Neely, Mr. Tom Resavage, and Mr. Denny Sourbeer.

**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; Mrs. Amy Repard, Special Education Supervisor; Mrs. Sherry Lambert, Newspaper Reporter, Mr. Lucas Drever, Mrs. Cynthia Mitstifer, Mr. Greg Mitstifer, Ms. Grace Mitstifer, and Mr. Randy Frye.

**MINUTES**

A motion was made by Mr. Denny Sourbeer and seconded by Mrs. Sarah Neely to approve the minutes of the regular meeting of August 10, 2023.

Voice Vote: All nine members present voted yea.  
Motion carried.

**REPORTS**

**Superintendent**

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

- Reminded the board of the Act 55 and Act 18 school board director mandatory trainings. Dr. Martell also reminded them about the required Act 44 School Security Preparedness Drill. The district is required to take steps to be ready to respond and to survive in an emergency situation. Emergency training drills are defined (in Act 44) as fire, natural disaster, active shooter, hostage situation, and bomb threat. Within the first 90 days of school, the school is required to conduct one school security drill and notification to law enforcement, emergency management is mandatory. Notice is also required for parents in advance of the drill. The drill will take place October 12, 2023.
- On September 7, 2023, the district received notification from Bradford County Emergency Management that it was necessary for a lockdown at both schools out of an abundance of caution due to a situation that took place off campus around 8:30 a.m. School remained in session throughout the ordeal and the lockdown was lifted around 9:30 a.m. The kids were focused, the staff remained calm, and parents remained calm during this stressful time. We were able to “test the system” and figure out some of the modifications needed to improve our processes further.
- Informed the board of updates to the fire drill process.
- On January 23, 2024, Bradford County Emergency Management is bringing a course, free of charge, for local schools to learn more about school safety. Crisis Management for School-Based Incidents Partnering Rural LE, First Responders and Local School Systems is an 8-hour, DHS/FEMA-certified, tuition-free course designed to educate rural law enforcement personnel as well as school administrators and staff on the elements that would allow for an effective response to school-based emergencies. Schools in small, rural, and remote areas across the country account for almost

23% of the total student population (more than 11 million students.) Rural schools, law enforcement, and other emergency responders are often limited in resources. It is imperative that all potentially affected parties collaborate on planning, preparing, communicating, responding, and recovering from a school-based incident.

- On the October 9, 2023 in-service day, we will be completing exercises of active shooter. There will be announcements regarding this but this is only a drill.
- As recommended after our Risk Vulnerability Anti-Terrorism (RVAT) assessment conducted by the state police, door markers were installed.
- On September 21, 2023, there will be a bus evacuation drill.
- The Cavalcade of Bands is September 27, 2023 at the Towanda football stadium.
- We received a CCBH grant for Canton Elementary and we have Friendship House as a provider for students who need additional supports. We are writing a grant to expand service to the Canton Jr/Sr High School.
- The 2023 Pennsylvania Youth Survey (PAYS) will be given, with parent approval, to students in grades 6, 8, 10, and 12. Information from this survey is used to address areas of concern. Bradford County provides services to the district to help with prevention when areas of need are identified.

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

There were no comments.

### **BUSINESS**

#### **Treasurer's Report**

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the Treasurer's Report as presented for August 31, 2023. (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. Gary Black and seconded by Mr. Ryan Allen to approve the bills for August.

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

#### **Tax Additions, Exemptions and Exonerations**

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the tax additions, exemptions and exonerations.

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

#### **Transportation Rates**

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the updated transportation rates for the 2023/2024 school year.

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

#### **Driver List Addition**

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the addition of Darci Faust to the current bus/van driver list, pending completion of paperwork.

Roll Call Vote: All nine members present voted yea.

Motion carried.

### **Letter of Agreement**

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the updated 2023/2024 Letter of Agreement between Canton Area School District and Northern Tier Counseling, Inc. for a mental health professional.

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

### **Contract**

A motion was made by Mr. Gary Black and seconded by Mr. Ryan Allen to approve the contract between Canton Area School District and River Rock Academy for the 2023/2024 school year at a per diem rate of \$147.00.

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

### **Letter of Commitment**

A motion was made by Mr. Ryan Allen and seconded by Mrs. Arica Jennings to approve the Letter of Commitment between Canton Area School District and Trane U.S. Inc. authorizing Trane to proceed with an engineering evaluation study.

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

### **PERSONNEL**

#### **Letters of Resignation**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Scott May to accept the following letters of resignation:

- a. Michele Jennings, Full-Time (9 month) Paraprofessional, effective 8/12/2023, with 11 months of service.
- b. Maureen Martz, Family & Consumer Science Teacher, effective 8/31/23, with 12 years of service.
- c. Caitlin Barr, Unified Sports (Bocce Ball) Co-Supervisor, effective 9/8/23.

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

#### **Retirement**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Scott May to accept the retirement of Shirley Alberts, Special Education Teacher, effective 12/13/23 with 16.5 years of service to Canton Area School District.

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

#### **New Employees**

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

- a. Samantha Campbell, Part-Time (9 month) Paraprofessional, \$18.00/hour, no benefits, retroactive to 9/8/23.
- b. Jennifer Wile, Kindergarten Teacher, B0 Step 1 \$61,232.00, prorated, with full benefits, effective 9/15/23.

- c. Taran Carlisle, K-6 Special Education Teacher, B0 Step 1 \$61,232.00, prorated, with full benefits, effective 11/29/23, and contingent upon her expanding her special education certificate to 7-12 by the 2024/2025 school year.

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

### **Student Worker**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Scott May to approve the employment of student worker, Lance Route, \$10.00/hour, no benefits, effective 9/15/23 for the remainder of the 2023/2024 school year.

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

### **List Additions**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Scott May to approve the following additions to the 2023/2024 co-curricular sports/non-sports lists:

- a. Darryl Jannone, Head Softball Coach, Step 1 - \$5,544.00.
- b. Sheila Wesneski, Assistant Softball Coach, Step 2 - \$4,536.00.
- c. Talia Roupp, Mentor to Jennifer Wile, \$998.20.

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

### **Substitute List Additions**

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

- a. Valerie Confer, Paraprofessional, retroactive to 9/5/23.
- b. Nicholas Werner, Guest Teacher, retroactive to 8/25/23.
- c. Alyssa Knappenberger, Teacher, retroactive to 9/13/23.
- d. Toni Brookens, Guest Teacher, retroactive to 9/7/23.
- e. Michele Robbins, Teacher.

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

### **Volunteers**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Scott May to approve the following volunteers; all paperwork has been completed:

- a. Greg Bellows, Football, retroactive to 8/7/23.
- b. Rebecca Bellows, Volleyball, retroactive to 8/14/23.
- c. Ryan VanNoy, Football, retroactive to 8/7/23.
- d. Thomas Blackburn, Football Sideline, retroactive to 8/16/23.
- e. Jason Foust, Football, retroactive to 8/25/23.
- f. Christopher Jackson, Band/Band Front, retroactive to 8/24/23.
- g. Shamyrah Baker, Marching Band, retroactive to 8/28/23.
- h. Pam Engel, FFA & FCCLA, retroactive to 8/30/23.
- i. Charles (Joe) Engel, Field Trip Chaperone FFA & FCCLA, retroactive to 8/30/23.
- j. Becca Ross, Elementary Field Trip Chaperone, retroactive to 9/5/23.
- k. Lindsay Fitch, Elementary Field Trip Chaperone, retroactive to 8/29/23.

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

## **FINANCE/POLICY**

### **Policy First Reading**

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

- a. No. 800 Records Management

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

### **Policy Second Reading**

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

- a. No. 006 Meetings (revised)
- b. No. 216.2 Supplemental Discipline Records (revised)
- c. No. 251 Students Experiencing Homelessness, Foster Care, and Other Educational Instability (revised)
- d. No. 830 Security of Computerized Personal Information/Breach Notification (revised)
- e. No. 830.1 Data Governance - Storage/Security (new)
- f. No. 904 Public Attendance at School Events (revised)

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

## **OTHER ITEMS**

### **Library Reports**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the fourth quarter (June-August) Canton Area Elementary and Canton Jr/Sr High School Library Board Reports.

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

### **Liaison**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to appoint Mrs. Amy Repard, Special Education Supervisor, as the Foster and Homeless Liaison for Canton Area School District.

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

### **Memorandum of Understanding**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the 2023 - 2026 Transportation Procedures Agreement Memorandum of Understanding between Canton Area School District and Bradford County CCYA, which ensures educational stability for foster care youth.

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

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

There were no comments.

## **Announcements**

There was an Executive Session held immediately following the August 10, 2023 Board Meeting to discuss personnel matters.

There was an Executive Session prior to this Board Meeting, at 4:30 p.m., to discuss personnel matters.

The Superintendent confirmed the letter of indemnification with Canton Borough for the homecoming parade on September 29, 2023 at approximately 5:00 p.m.

Canton Area School District acknowledges the current Health and Safety Plan, which was approved on April 13, 2023 with no changes. This plan is located on the district website under the Community tab.

Canton Area School District is entering into a Title III EL funds Consortium Memorandum of Understanding with CSIU 16, effective September 8, 2023, which allows the district to use Title III funds.

The next Board Meeting will be Thursday, October 12, 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 5:28 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary