



Canaan Community Academy
Board Meeting Minutes
December 12, 2018
6:30 p.m.

Mission Statement: To Ensure Proper and Effective School Management

1. **Call to Order** – The board meeting was called to order by Board President David Herring at 6:33 p.m.
 - A. **Verify Quorum** – Nickie Backus, Jerry Eaton, Kenny Miller, David Herring
 - B. **Moment of Silence**
 - C. **Pledge of Allegiance**
2. **Routine Matters**
 - A. **Approval of Agenda, December 12, 2018, Regular Meeting** – Nickie Backus made a motion to approve the agenda for the December 12, 2018 Regular Meeting. Kenny Miller seconded the motion to approve the agenda for the December 12, 2018 Regular Meeting. Approved 3-0
 - B. **Approval of November 15, 2018 Board Meeting Minutes** – Kenny Miller moved the motion to approve the November 15, 2018, Board Meeting Minutes; Jerry Eaton seconded the motion to approve the November 15, 2018, Board Meeting Minutes: Approved 3-0
3. **Presentation about Essential Oils by Meganmarie Dennis** – Presentation about Essential Oils and a pilot program currently taking place at CCA. The essentials are being put in the hands of the students. The students, with parent permission, wear a bracelet with a specially formulated blend for that student. Essential oils influence the emotional center of the brain. Students were scanned by the iTovi scanner using a Galvanic Skin Response technology is being used to determine small changes in the electrical conductivity of your skin. There are other personal diffuser options including bracelets, bean bags, and play-doh. Essential oils empower students to calm stressful situations, focus, remember, and create, and take control of emotions. Students were given a beginning evaluation and will be evaluated again at the end of the year.
4. **Presentation by 4th Grade Teacher, Angela Hutchinson** – Winter Wonderlands are being created by all students. Students are required to make 3-D objects for their winter wonderland. Students receive a rubric for each project they are assigned, so the students know what is expected of them. Students created a triorama based on the 5 Indian tribe groups they are broken up into. The students had to research about the tribe and place the information on the triorama, which is cross-curricular between science and social studies. Student, Laney Bowling, informed the board members about a totem pole project about their families and a robotic hand project that the students created. Students are getting ready to begin creating circuits with 9-volt batteries to power LED lights. Students put all information and record of observations in their interactive notebooks. The next 9-weeks for students in 4th grade is going to be all hands-on and STEM based. Students will be creating a 3-D Earth Model and working on a Wax Museum project after Christmas Break. Students in 4th Grade have an interactive notebook for Math, Science, Reading, and Social Studies. Mrs. Hutchinson plans to create a playhouse for the Spring Fair Auction with students designing, constructing, painting, and decorating. Mrs. Hutchinson wants the students to read what interests them. Students use context clues and generalization. Mrs. Hutchinson integrates different concepts into other subjects. This week, she integrated cause and effect into Indiana History with the cause and effect of each war. Mrs. Hutchinson tries to keep students engaged and involved in order to keep them interested in learning.
5. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - A. **Current Student Enrollment** – 112 students
 - B. **Grants**

- 1) **High Ability Grant** – Approved, monies are currently available. We have received 10 chromebooks from the grant.
- 2) **Title IV Grants** – Pays 1 day a week salary. We have received 5 chromebooks from the grant.
- 3) **Title I, Title II, and School Improvement Grant** – Under review by IDOE.
- 4) **Digital Learning Planning Grant** – Must be completed to qualify for the Digital Learning Grant that opens in January. Staff members are currently completing professional development. 3 staff members are going on a site visit to Richland Bean Blossom Elementary tomorrow, Thursday, December 13, 2018.

C. Testing

- 1) **NWEA** – Winter NWEA Testing will begin the week students return from Christmas Break.

D. Marketing

- 1) **Flyer insert in the Madison Courier Dec. 1**
 - a. Every staff member has taken one to post (invitation side out) requesting board member help by posting also
- 2) **Postcards**
 - a. Will be mailed in January
- 3) **Staff showcase began this week and will continue through the month of Dec.**
- 4) **Press release celebrating anniversary of new leadership**
- 5) **School Events**
 - a. Christmas program
 - b. 5:00 grades K, 1, 2
 - c. 6:00 dinner Adults \$7.00 children 12 and under \$3

E. Cougar Café – Murals left

F. Makerspace – Will begin in January

G. Essential Oils – Students have started the pilot program (too early for data)

H. Personnel –

- 1) **Transportation (salary-consider 3 w/ enrollment)**
 - a. Anne Meister – Last Day November 19
 - b. Jerry McCarty – subbed
 - c. Bonnie Baur – Currently subbing through 12/21

I. Labyrinth/Postcards – We will be mailing postcards to area families with children wishing them well in the new year. The postcards will also include information about the school. We are still selling bricks to complete the labyrinth path. If people purchase a brick, they will be given a postcard to have something to give the receiver at Christmas time.

J. Letter – Mrs. Pennington read a letter of support and compliments of the atmosphere and student behavior at Canaan Community Academy that was received from Diana Berry.

6. Chief Operations Officer Report – Miss Megan Ritz

A. Accounts Payable Voucher Registry – All board members must sign-off on the Accounts Payable Voucher Register for November 2018 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for November is attached to this report for all board members to have a record of vouchers that have been written and paid.

B. Staff Christmas Stipend – Staff Members will receive the Christmas Stipend on the December 21 pay check. This Christmas Stipend is for returning staff members who complete the remainder of this school year. If the remainder of this school year employment is not completed, the stipend will be taken from the paycheck.

C. Transportation Update – Bus 16 turned too soon and missed the entrance at Cozy Acres Golf Complex this morning, resulting in the bus getting stuck in the ditch. The bus was able to be pulled out of the ditch by a good friend of CCA. The bus did have some minor damage, a smashed tailpipe and the door was bent open. We took the bus to Larry's Truck Service to have the damage repaired.

D. Kitchen – The steam table that is used to keep the food warm has one bay that hasn't been working properly since the power outages in the middle of November. We have been replacing

the fuse ends to make the middle bay work again. We need to look at possibly replacing the steam table.

7. **Finance Committee Report** – Kenny Miller stated that there are no discrepancies or abnormalities in the November Financials.
8. **Action Items** –
 1. **Personnel** – Staff Christmas Stipend – Jerry Eaton moved the motion to approve the Christmas Stipend. Kenny Miller seconded the motion to approve the Christmas Stipend.
9. **Public Comments** – None
10. **Board Member Comments** – None
11. **Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 8:20 p.m.

Board Secretary Approval: _____

Date: _____

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer