



**Canaan Community Academy
Board Meeting Minutes
November 15, 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, November 15, 2018, Regular Meeting** – Jerry Eaton made a motion to approve the agenda for the November 15, 2018 Regular Meeting. Kenny Miller seconded the motion to approve the agenda for the November 15, 2018 Regular Meeting. Approved 3-0
 - B. **Approval of October 11, 2018 Board Meeting Minutes** – Kenny Miller moved the motion to approve the October 11, 2018, Board Meeting Minutes; Nickie Backus seconded the motion to approve the October 11, 2018, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - A. **Current Student Enrollment** – 114 Students
 - B. **Grants**
 - 1) **High Ability Grant** – Approved monies are available. We will be ordering 10 chromebooks. The grant also covers one staff member’s salary for 1 day.
 - 2) **Title I & Title II & Title IV Grants** – Under Review at IDOE. approved monies available. Included in the grant funding is money for 10 chromebooks and will also cover one staff member’s salary for 1 day.
 - 3) **School Improvement Grant** – Submitted and under review by IDOE.
 - 4) **Digital Learning Planning Grant** – Must be completed to qualify for the Digital Learning Grant that opens in January. We are currently completing the professional development portion of the grant and will be making site visits to other schools soon.
 - 5) **Digital Learning Grant** – The Digital Learning Grant has a STEM Focus. Five-Star Technology Solutions will also assist in the writing of the grant.
 - C. **Testing**
 - 1) **State Standardized Testing** – Scores were low in Southern Indiana.
 - 2) **School Letter Grade** – CCA State Letter Grade is a D.
 - D. **Marketing** – Flyer insert in the Madison Courier Dec. 1. We are working to promote more positivity on social media. Press Releases are also being submitted. We are currently working on a new website for the school. The Veterans Day Program went well. Upcoming events include the Thanksgiving Dinner and Christmas Program.
 - E. **Cougar Café** – Almost ready. Sneak Preview given to board members.
 - F. **Makerspace** – Will be next focus for improvement.
 - G. **Essential Oils** – We are working on providing students with essential oils. The pilot group of students will begin using the essential oils on Monday, November 26, 2018. Parent permission will be received before students can begin using the essential oils provided by CCA.
 - H. **Personnel** – Ann Meister submitted her letter of resignation with her last day of employment being December 7, 2018. Myra Fields is working to complete requirements of becoming a school bus driver and obtaining a CDL License. Pending the completion of the Pre-Service

Training and passing the CDL License test, she will begin driving for CCA on December 10, 2018.

4. 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 October 2018 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for October is attached to this report for all board members to have a record of vouchers that have been written and paid.
- B. Facility** – The boiler has been repaired by Sightler Services and is in working condition at this time. They returned last week and installed a thermostat to help better control the temperature throughout the building.

The brick mason was here and stated that since the weather turned cold earlier this year the repairs to the higher-level brick would not be able to be made until the spring. He also stated the current mortar wouldn't start settling and falling out for another 5-10 years.

- 5. Finance Committee Report** – Kenny Miller stated that there are no discrepancies or abnormalities in the October Financials.
- 6. Action Items** - None
- 7. Public Comments** - None
- 8. Board Member Comments** – Nickie Backus questioned the current student enrollment. Jerry Eaton stated the administrator's evaluations will need to begin to take place, as the administrators are supposed to be evaluated two times per year.
- 9. Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 7:41 p.m.

Board Secretary Approval: _____

Date: _____

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer