



**Canaan Community Academy  
Board Meeting Minutes  
September 18, 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 6:30 p.m.
  - A. **Verify Quorum** – Nickie Backus, Jerry Eaton, David Herring, Kenny Miller, Julie Stockman
  - B. **Moment of Silence**
  - C. **Pledge of Allegiance**
2. **Routine Matters**
  - A. **Approval of Agenda, September 18, 2018, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the September 18, 2018 Regular Meeting. Julie Stockman seconded the motion to approve the agenda for the September 18, 2018 Regular Meeting. Approved 4-0
  - B. **Approval of August 15, 2018 Board Meeting Minutes** – Nickie Backus moved the motion to approve the August 15, 2018, Board Meeting Minutes; Jerry Eaton seconded the motion to approve the August 15, 2018, Board Meeting Minutes: Approved 4-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
  - A. **Current Expected Student Enrollment** – 127 students, 3 unfunded students whose birthdays fall after August 1, 2018
  - B. **Grants**
    - 1) **REAP Grant** – Application has been submitted and will be used to pay specials teacher salaries.
    - 2) **Fun Raise** – 3 Grants submitted, should receive notification in November - for apple iPads, STEM projects, and capital project renovations.
    - 3) **Community Foundation** – We should receive notification on September 19.
    - 4) **High Ability** – Grant application has been submitted, structured to pay portion of salaries, 15 chromebooks, and training.
  - C. **Testing**
    - 1) **NWEA** – We are currently in the process of completing the 1<sup>st</sup> testing window.
    - 2) **State Standardized Testing** – ISTEP+ scores are still embargoed, expect low scores.
  - D. **Marketing** – We are continuing our marketing push with Social Media, Letters, Radio Interview, and Shirts.
  - E. **Fall Festival** – WET - It was a building year and financially not as successful as expected - vendors shared positive comments.
  - F. **Budget Amendment** – MetLife Savings - previously when past employees left no one inquired about the monies not vested to individual. We started our inquiry in May and \$31,404.04 is now available. This is being moved to capital projects.

Previously the board approved raises for non-certified staff provided that 113 students were enrolled on count day. This will go into effect next pay period.

Enrollment has exceeded the 113 by 11 students. Rhonda Pennington stated to the board that we are now financially stable and proposed raises for the Chief Administrative Officer at \$60,000.00 and the Chief Operations Officer at \$50,000.00.
  - G. **Dates** – See Handout - Dates of upcoming events for the 2018/2019 School Year.
  - H. **Professional Development** – Provided by Five-Star (online resources) & CPR/First-Aid Training
  - I. **Extra-Curricular**

- 1) **Girls on the Run** – Began Tuesday, September 12
  - 2) **Archery** – Begins next Tuesday, September 25
  - 3) **Robotics** – Will begin soon. Students were sent home a letter with a challenge for students to complete to show who was really interested in being on the robotics team.
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 August 2018 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for August is attached to this report for all board members to have a record of vouchers that have been written and paid. The August 2018 Cash Flow has been provided to all board members.
  - B. **Transportation Update** – The Fall 2018 Bus Inspections will take place next Thursday, September 20, 2018.
  - C. **Facility** – The roof has started to leak again above the staff woman’s restroom. We will have the roof checked as soon as possible for repair. We think due to the amount of rain in a short amount of time it may be a minor leak.
5. **Finance Committee Report** – Kenny Miller stated that there are no discrepancies or abnormalities in the August Financials.
6. **Action Items**
- A. **Budget Amendment** – Kenny Miller moved the motion to approve the amended budget to include the proposed raises for Rhonda Pennington, CAO, at \$60,000 and Megan Ritz, COO, at \$50,000 effective next pay period. Jerry Eaton seconded the motion to approve the amended budget to include the proposed raises for Rhonda Pennington, CAO, at \$60,000 and Megan Ritz, COO, at \$50,000 effective next pay period. Approved 4-0
  - B. **Personnel** – Letter of resignation received from Board Member, Stacy Gray. Nickie Backus moved the motion to accept Stacy Gray’s resignation from the Canaan Community Academy Board of Directors, effective immediately. Julie Stockman seconded the motion to accept Stacy Gray’s resignation from the Canaan Community Academy Board of Directors. Approved 4-0
7. **Public Comments** – Mrs. Patty Lee thanked the board for the non-certified pay raises for staff. Patty Lee also commented as to how hard the staff has been working and well-deserved raises for the administration. Patty Lee commented that the vendors for the craft show were very excited about being able to participate in the craft show. The vendors asked for a contract for the 2018/2019 Craft Show. Student Council was started at the beginning of the year. We currently have 16 student council members. Students had to turn in a letter of intent to see if they qualified. Students voted on the students in the ballot. Everyone that is on the student council wants to participate and is really active. Patty Lee works with Student Council to help boost staff morale. Students have looked up National Holidays to help celebrate the staff with kindness. Student Council store made \$56.00 in the first week. Student Council Budget has \$564.00. We are working to raise money for WHAS through the student council. Students want to be able to sell paper pumpkins in October to raise money for the Canaan Volunteer Fire Department. Student Council is planning to host a Fire Prevention Week Event and Fire Prevention Poster Contest. Student Council President will be at the October meeting will to inform the board on the amazing things student council members are doing. We are looking at student council t-shirts that will come out of the student council budget. Patty Lee stated the church has voted to approve the purchase of the van for Mt. Pleasant Baptist Church. She will bring the check to the school on Wednesday.
8. **Board Member Comments** – Kenny Miller stated that it nice to hear good things about the school and is very complimentary of the staff and administration about the great job we are doing.
- Nickie Backus questioned about the possibility about surveying staff about benefits offered to see what other benefits they would like.
- Jerry Eaton questioned the repair of the boiler. He is going to send a list of repair contacts for the boiler.
- Kenny Miller questioned the fuel oil level. He also questioned the possibility of having thermostats installed to help regulate the temperature.
- Nickie Backus questioned the current state of the freezer repair. We have received a quote for repair in the amount of \$4,500.
- Nickie Backus questioned the need for expansion of the parking lot, due to increasing student enrollment.

**9. Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 7:32 p.m.

Board Secretary Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer