



**Canaan Community Academy
Board Meeting Minutes
August 15, 2018
6:30 pm**

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 6:39 p.m.
 - A. **Verify Quorum** – Nickie Backus, David Herring, Kenny Miller, Julie Stockman
 - B. **Moment of Silence**
 - C. **Pledge of Allegiance**
2. **Routine Matters**
 - A. **Approval of Agenda, August 15, 2018, Regular Meeting** – Julie Stockman made a motion to approve the agenda for the August 15, 2018 Regular Meeting. Kenny Miller seconded the motion to approve the agenda for the August 15, 2018 Regular Meeting. Approved 3-0
 - B. **Approval of July 31, 2018 Board Meeting Minutes** – Kenny Miller moved the motion to approve the July 31, 2018, Board Meeting Minutes; Nickie Backus seconded the motion to approve the July 31, 2018, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - A. **Current Expected Student Enrollment** – 123 students (3 students unfunded, whose birthdays fall after August 1, 2018.)
 - B. **Grants**
 - 1) **REMC Grant** – \$2,000 received for library books
 - 2) **Special Ed Part B 619** – Allocated. Application will be completed and submitted.
 - 3) **Title II & Title IV** – Application will be submitted before August 31, 2018.
 - 4) **Community Foundation** – Submitted. We requested monies for a portable stage, sound system, and an outdoor stage.
 - 5) **High Ability** – The High Ability grant application will be completed and submitted before August 31, 2018.
 - C. **Testing**
 - 1) **NWEA** – Students are tested three times a year to assess growth.
 - 2) **State Standardized Testing** – ILEARN and I-READ 3 will be completed in Spring 2019.
 - D. **Marketing** – We were voted Madison’s Best in Education. Student celebration will be held next Thursday, August 23 beginning at 1:00 p.m. We are continuing social media marketing. Radio interviews will be starting with WIKI. We will be doing an interview about the art fair and the labyrinth with the old bricks. RoundAbout Ad was ran in August. We are continuing to submit stories to the Madison Courier. Rhonda Pennington met with families who have marketing ideas. We received very good suggestions about where and how to get information about CCA out. Monthly newsletter was given to the board members.
 - E. **Fall Festival** – Arts and Crafts Fair will be held in the gymnasium and hallway. Pie Contest will also be held at the school. \$10 entry fee for adults for the Pie Contest at the school with a 50-50 split for the winning pie. \$10 entry fee for students for the Pie Contest at the school with a 50-50 split for the winning pie. We will have inflatables in the front grass area of the school during the Fall Festival. We will sell wristbands for the inflatables for \$10 for Friday night and Saturday. Amazing Face will be coming to provide face painting for the students. We will serve a biscuits and gravy breakfast on Saturday morning of the Fall Festival. We will have a time capsule dig on Friday, September 7. We will kick-off the brick sale during the Fall Festival. We

will be selling the bricks and plaques for \$25. We will put the picture of the old school and the plaques in the front entry of the school. The money will be used to put in the labyrinth path. We are having a float for each grade. Each grade adopted a decade and we are going to have people that went to Canaan during that decade ride on the floats.

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 July 2018 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for July is attached to this report for all board members to have a record of vouchers that have been written and paid. The July 2018 Cash Flow has been provided to all board members.
- B. Transportation Update** – The state police officer will notify CCA 2 weeks before the Fall Inspection for 2018 for the buses. Bus routes have been going well. Jay Mullins is going to get in contact with Baltus Electronics about the possibility of a toggle switch being installed on the bus radios so that the bus radio does not drain the battery.
- C. Kitchen** – The dishwasher in the kitchen quit completely after breakfast today. We are looking to other schools to see who they use to repair commercial dishwashers. We may have to use styrofoam plates until the dishwasher is repaired.
- D. Facility Use Form** – We have come up with a form for people to use when making a request to use the school gym and/or cafeteria. The following rates have been decided for the Facility Usage.

Gym Rental = \$75.00

Cafeteria Rental = \$50.00

Cleaning Fee = \$75.00

\$15 per hour for staff member (Staff member is welcome to volunteer)

Amount would be included in the rental fee, school will pay stipend to staff member.

5. Finance Committee Report – Kenny Miller stated that there are no discrepancies or abnormalities in the July Financials.

6. Action Items

- A. Facility Use Form** – The requested changes and additions have been made. With the addition of the statement of no weapons will be permitted (except by law enforcement), and the addition that the approval of the rental forms will be at the sole discretion and approval of the CAO and/or COO. Kenny Miller moved the motion to approve the School Facility Rental Agreement Form. Nickie Backus seconded the motion to approve the School Facility Rental Agreement Form. Approved 3-0

7. Public Comments – No public comments.

8. Board Member Comments – Board President, David Herring, introduced Debbie Shelton to the board. She is looking into the possibility of becoming a new board member.

Nickie Backus questioned the status and removal of the state road signs for the Canaan Community Academy road signs, which were removed because the property owners did not want the sign on the property. We have submitted alternate placement locations of the signs to INDOT.

Kenny Miller commented that the school looks good and is complimentary of the entire staff at the school.

Nickie Backus asked if the carpets have been cleaned in the classrooms. We are looking for grant funding for the replacement of the gym floor and carpeting.

David Herring questioned whether we needed a list of projects to work on. We will come up with a list of the repairs and capital projects needing completed at the school. Boilers are a very efficient system. We will contact the boiler repair company to check on the status of the part to repair the boiler.

Nickie Backus questioned the possibility of adding a student representative to the board. We will work with Patty Lee and the student council about the possibility of adding a student representative.

9. Adjournment – The Board Meeting was adjourned by Board President, David Herring, at 7:54 p.m.

Board Secretary Approval: _____

Date: _____

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer