



**Canaan Community Academy  
Board Meeting Minutes  
July 31, 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 6:57 p.m.
  - A. **Verify Quorum** – Nickie Backus, David Herring, Kenny Miller, Jerry Eaton
  - B. **Moment of Silence**
  - C. **Pledge of Allegiance**
2. **Routine Matters**
  - A. **Approval of Agenda, July 31, 2018, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the July 31, 2018 Regular Meeting. Nickie Backus seconded the motion to approve the agenda for the July 31, 2018 Regular Meeting. Approved 3-0
  - B. **Approval of June 13, 2018 Board Meeting Minutes** – Jerry Eaton moved the motion to approve the June 13, 2018, Board Meeting Minutes; Kenny Miller seconded the motion to approve the June 13, 2018, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
  - A. **Current Expected Student Enrollment** – 123 students
  - B. **Grants**
    - 1) **REMC Grant** - \$2,000 received for library books
    - 2) **Special Ed Part B 619** - \$730.00 received
    - 3) **WHAS Crusade for Children** - \$15,000 received to support the salaries of OT/PT, Speech Language Pathologist and Psychologist
  - C. **Testing**
    - 1) **ISTEP+** – Scores have been received but all still currently embargoed
    - 2) **IREAD 3** – 100% pass rate, with 1 student receiving a waiver
    - 3) **NWEA** – All sections for 2017/2018 completed. Students will take 3 sections during the 2018/2019 school year.
    - 4) **I-LEARN** – New testing replacing ISTEP+. There will be one testing window in the Spring of 2019.
  - D. **Staffing** – Karen Buchanan has been hired as the school nurse and will work 12 days per school year. We currently have two positions posted: 1) Classroom Teacher, pending student enrollment and 2) Instructional Aide, due to the resignation of Beth Johnson.
  - E. **Credit Card Policy** – We have constructed a new credit card policy that was modeled from the Credit Card Policy of Rock Creek Community Academy. The bank has set the spending limit, but it can be increased on an emergency basis.
  - F. **Staff Handbook** – Staff Handbook distributed to board members for approval.
  - G. **Student Handbook** – Parent/Student Handbook distributed to board members for approval
  - H. **Marketing** – Radio ads currently airing on WIKI
    - Scheduled meeting with 1 parent and 1 grandparent for input
    - Bus campaign through Woodside
    - Spirit Wear (picking up sample from Debbie Weir tomorrow)
    - Staff Polo's Liberty Screen Printing (East Industries)
    - Mouse Pads (taken to the Chamber for Madison Welcome Bags)
    - Geo-Targeted mailing of postcards
      - a) 1600 mailed today

b) 1400 will be mailed tomorrow

**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 June 2018 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for June is attached to this report for all board members to have a record of vouchers that have been written and paid. The June 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. Buses had maintenance and Kingpin inspections on Tuesday, July 24th. We are working to finalize the bus route stops and times and hope to release information to parents tomorrow. The meeting with Madison Consolidated Schools was disappointing, as they have adjusted their routes to only go past the school one time in the morning at 6:20 a.m., the first stop on their routes. We have decided to add a stop at CVS in Hanover and also a Woodside stop.

**C. Lighting Update** – Lighting has been replaced in the gym and a rebate application has been submitted. HP LED Lighting also replaced the dusk-dawn lights on the front side of the school.

**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. We need to discuss rates for facility usage.

**5. Finance Committee Report** - Kenny Miller stated that there are no discrepancies or abnormalities in the June Financials.

**6. Action Items**

**A. Credit Card Policy** – Kenny Miller moved a motion to approve the Credit Card Policy with the addition of “see attached application”. Nickie Backus seconded the motion to approve the Credit Card Policy with the addition of “see attached application”. Approved 3-0

**B. Facility Use Form** – Tabled for approval to the August 15, 2018 Board Meeting.

**C. Staff/Student Handbooks** – Jerry Eaton moved the motion to approve the CCA Staff and Parent/Student Handbooks for 2018/2019. Nickie Backus seconded the motion to approve the CCA Staff and Parent/Student Handbooks for 2018/2019. Approved 3-0

**7. Public Comments** – No Public Comments.

**8. Tour Building** – Board members completed a tour of the school.

**Board Member Comments** – Board members were very complimentary of the painting that has been completed.

Nickie Backus commented that she had spoken to Stacy Gray and stated that she was not going to participate in any meetings and vote on any topics. Nickie Backus stated that she, Stacy Gray, needed to submit a letter of resignation from the board because she feels the school is in a very good place at this time.

David Herring commented that we needed to be thinking of thoughts and suggestions for new board members.

Jerry Eaton requested a listing of teachers and their respective grades. Kindergarten - Tiffany Taylor, 1st Grade - Karen Wright, 2nd Grade - Danielle Messer, 3rd Grade - Haley Owens, 4th Grade - Angie Hutchinson, 5th Grade - Beth Owens, 5th/6th Grade - Jessica Fennig.

Kenneth Miller commented about how nice the building looks and how great the increase in enrollment is. A community member commented to Kenny Miller that he has been hearing very good things.

**9. Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 8:45 p.m.

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

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

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer