



Canaan Community Academy

Board Meeting Minutes

June 13, 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 6:40 p.m.
 - A. **Verify Quorum** – Nickie Backus, Jerry Eaton, Stacy Gray, David Herring, Kenny Miller, Julie Stockman
 - B. **Moment of Silence**
 - C. **Pledge of Allegiance**
2. **Routine Matters**
 - A. **Approval of Agenda, June 13, 2018, Regular Meeting** – Nickie Backus made a motion to approve the agenda for the June 13, 2018 Regular Meeting. Jerry Eaton seconded the motion to approve the agenda for the June 13, 2018 Regular Meeting. Approved 5-0
 - B. **Approval of May 9, 2018 Board Meeting Minutes** – Kenny Miller moved the motion to approve the May 9, 2018, Board Meeting Minutes; Nickie Backus seconded the motion to approve the May 9, 2018, Board Meeting Minutes: Approved 5-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - A. **Current Expected Student Enrollment** – Currently enrolled: 120 (8 are Jump Start Kindergarten) 112
Tentative students - 6 (attended 17/18 have not returned enrollment form)
 - B. **Grants**
 - 1) **Title I** – 2018/2019 Funding Allocation = \$20,756.66 (Salary for Title I Instructor)
 - 2) **Title II** – 2018/2019 Funding Allocation = \$4,242.60 (Professional Development and Data Coach)
 - 3) **Special Ed Part B 611** – 2018/2019 Funding Allocation = \$26,242.60
 - 4) **Special Ed Part B 619** – 2018/2019 Funding Allocation = \$730.00
 - 5) **REMC** – We have applied for \$2500.00 for library books.
 - 6) **Community Foundation** – Application will be completed for \$25,000.00.
 - C. **Testing**
 - 1) **ISTEP+** – Results are currently embargoed.
 - 2) **IREAD 3** – Summer retest scores available to parents/administration June 18.
 - 3) **NWEA** – Spring Testing Completed.
 - D. **Staffing** – New Kindergarten teacher Ashley Reardon-licensed. Ashley called after the CAO Report was written to say that she would no longer be taking the Kindergarten position at CCA and appreciated the offer but decided to accept an offer with Madison Consolidated Schools because the position would allow for more collaboration with other Kindergarten teachers.
 - E. **Board Meeting Dates for 2018/2019** – A handout with the proposed board meeting dates was given to all board members. Board member, Julie Stockman, stated that she would not be able to attend three of the monthly meetings because of a conflict with a graduate class she was taking.
 - F. **Fall Festival** – We will be having a Fall for Crafts Show during the Fall Festival where vendors will be selling homemade crafts.
 - G. **Enrollment Campaign** – Banners have been put up at the Pool & Ball Park. Staff members worked the gates at River Roots for \$500. We will have a booth at Thunder Over Fritters where we will be giving out information and popsicles. We have started running radio ads with students saying what the love at CCA. We ran a monthly ad in the RoundAbout in May and

June, and plan to run another ad in the July edition. Social Media seems to be the best way to advertise the good things happening at CCA, and it's free. We are thinking about running a staff contest for enrollment. The teacher that brings the highest number of new students to enroll at CCA will be given \$100 for their classroom.

H. CD and Credit Card Options with German American Bank – We need to begin budgeting and saving for repairs and maintenance to the building. Putting money into a CD would help the money to gain interest.

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 May 2018 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for May is attached to this report for all board members to have a record of vouchers that have been written and paid. The May 2018 Cash Flow has been provided to all board members.

B. Budget for 2018/2019 School Year – The projected budget is presented and given to all board members with a projected ADM of 114 students and raises for non-certified staff members, pending the September ADM count.

C. Transportation Update – Megan will be going to DOT Supervisor Training on June 15, 2018 in Indianapolis. We have not received the date of the Fall Inspection for 2018 for the buses.

D. Insurance Renewal Quote from Hummel Vevay Insurance – Insurance Renewal Quote breakdown provided to all board members. Insurance for 2017/2018 was \$15,954. The renewal quote for 2018/2019 is \$17,449, an increase of \$1,495.

5. **Marketing Committee Report** – Julie Stockman would like to resign from the leadership of the committee. She believes the school is now doing an amazing job in the marketing and promotion of the school.

6. **Finance Committee Report** – Kenny Miller stated that there are no discrepancies or abnormalities in the May Financials.

7. **Action Items**

A. Financial Budget for 2018/2019 Fiscal Year – Kenny Miller approved the 2018/2019 Projected Budget including the raises for non-certified staff members, pending the September 14, 2018 ADM Count of 113 students. Jerry Eaton seconded the motion to approve the 2018/2019 Projected Budget including the raises for non-certified staff members, pending the September 14, 2018 ADM Count of 113 Students. Approved 5-0

B. Board Meeting Dates for 2018/2019 – Nickie Backus moved the motion to change the September, October, and November board meetings to the second Thursday of the month, leaving all other monthly meetings on the second Wednesday of the month. Julie Stockman seconded the motion to change the September, October, and November board meetings to the second Thursday of the month, leaving all other monthly meetings on the second Wednesday of the month. Approved 5-0

C. Insurance Renewal Quote for 2018/2019 – Jerry Eaton moved the motion to approve the insurance renewal with Hummel Insurance for July 1, 2018-June 30, 2019. Kenny Miller seconded the motion to approve the insurance renewal with Hummel Insurance for July 1, 2018-June 30, 2019. Approved 5-0

D. Permission to Explore CD Options and Credit Card with German American Bank – No vote needed, only permission to explore options. Julie Stockman questioned the possibility of depositing more than once into a CD. Rhonda Pennington would like to research the possibility of exploring a CD Deposit and Credit Card for school use. This will give us the ability to make the accounting and reimbursement procedure more accountable and trackable.

8. **Public Comments** – No public comments.

9. **Board Member Comments** – Stacy Gray commented that the CCA Team is doing fabulous and good things with the school. Nickie Backus wanted to know if the staff members that are leaving employment with the school were given exit interviews. Stacy Gray stated to the board that there could be reasons for the termination of employees that should not be shared with the public. Nickie Backus stated that teachers can be sweet, wonderful, and kind but if they aren't meeting the expectations of their contract that they can be terminated at any time. Kenny Miller stated that the buses have good tires and hoses. Kenny Miller stated that we should have all new belts and hoses put on the buses this summer with

Mullins Repair Service. We need to check the batteries and alternators on the buses. We need to check and see who has the lowest price for the batteries.

10. Adjournment – The Board Meeting was adjourned by Board President, David Herring, at 7:50 p.m.

Board Secretary Approval: _____

Date: _____

Notes taken and submitted by:

Megan Ritz, Administrative Assistant