



**Canaan Community Academy  
Board Meeting Agenda  
December 12, 2019  
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 6:40 p.m.
  - A. **Verify Quorum** – Kenny Miller, Julie Stockman, David Herring, Nickie Backus
  - B. **Moment of Silence**
  - C. **Pledge of Allegiance**
2. **Routine Matters**
  - A. **Approval of Agenda, December 12, 2019, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the December 12, 2019 Regular Meeting. Jerry Eaton seconded the motion to approve the agenda for the December 12, 2019 Regular Meeting. Approved 3-0
  - B. **Approval of November 20, 2019 Board Meeting Minutes** – Julie Stockman moved the motion to approve the November 20, 2019, Board Meeting Minutes; Kenny Miller seconded the motion to approve the November 20, 2019, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report**
  - A. **Current Student Enrollment** – 158 Students (142 students funded)
  - B. **Grants**
    - 1) SIG Competitive – Conference call scheduled
    - 2) Equipment Grant – Kitchen Equipment grant, should receive notification in January.
    - 3) United Way Grant – Kitchen Equipment grant, should receive notification in December.
  - C. **Testing**
    - 1) NWEA – Winter testing session and make-up testing being completed now.
    - 2) ILEARN – Spring 2020
  - D. **Next Level Arts Programs** – To team teach with the current special area teachers to allow the teacher to have more planning time and be able to complete higher level projects and activities.
    - 1) Staff \$ Savings
      - a. Admin. do Beyond the Bell
      - b. Instructional Assistant replacing the one that quit
        - a. 4 days vs 5 days
        - b. Less per hour
    - 2) Teacher working ½ days to complete internship
      - a. Now only works 4-½ days
  - E. **Curriculum** –
    - 1) Math & Language Arts priority standards identified
      - a. Alignment meetings will begin in January
  - F. **Ball State Mid Cycle Review** – Charter review process that takes place halfway through the charter renewal. An on-site visit will take place on February 18-20, 2020.
    - 1) January
      - a. Admin. Will begin data work
      - b. Surveys will be sent out
      - c. Committee meetings
4. **Chief Operations Officer Report**

- A. Accounts Payable Voucher Register for November** – All board members must sign-off on the Accounts Payable Voucher Register for September and November 2019 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for November is attached to this report for all board members to have a record of vouchers that have been written and paid.
- B. Staff Stipends** – We are proposing that returning certified staff members and admin receive a one-time stipend of \$1,000 to be paid on the December 20, 2019 pay date. Returning non-certified staff will receive a one-time stipend of \$500 to be paid on the December 20, 2019 pay date. If staff members are returning but work less than 5 days a week, they will be given a \$100 stipend per number of days worked in one week.

The total staff stipend cost will be \$11,600.00, with \$5,479.88 being covered with Teacher Appreciation Grant funds and the remaining amount of \$6,120.12 being covered by the School Improvement Grant.

**5. Finance Committee Report** – There are no discrepancies or abnormalities in the November Financials.

**6. Public Comments** – None

**7. Action Items**

**A. Staff Stipends** – Kenny Miller moved the motion to approve the distribution of staff stipends on the December 20, 2019 pay date. Julie Stockman second the motion to approve the distribution of staff stipends on the December 20, 2019 pay date. Approved 3-0

**B. Arts Program** – Julie Stockman moved the motion to approve the addition of one staff member to assist in the arts department. Nickie Backus seconded the motion to approve the addition of one staff member to assist in the arts department. Approved 3-0

**8. Board Member Comments** – Nickie Backus sent an email around to share with the staff to show the board appreciation for the staff.

Nickie Backus asked about the possibility of sending an entire staff survey as a Mid-Year Review of the administration. We are planning to send out the survey after Christmas Break.

**9. Adjournment** – The Board Meeting was adjourned by Board President, David Herring at 7:28 pm.

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

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

Notes taken and submitted by:  
Megan Ritz, Chief Operations Officer