



**Canaan Community Academy
Board Meeting Minutes
December 10, 2020
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 6:33 p.m.
 - 1) **Verify Quorum** – Kenny Miller, David Herring, Jerry Eaton, Nickie Backus, Julie Stockman
 - 2) **Moment of Silence**
 - 3) **Pledge of Allegiance**
2. **Routine Matters**
 - 1) **Approval of Agenda, December 10, 2020, Regular Meeting** –Kenny Miller moved the motion to approve the agenda for December 10, 2020. Jerry Eaton seconded the motion to approve the agenda for December 10, 2020. Approved 4-0
 - 2) **Approval of November 12, 2020 Board Meeting Minutes** – Julie Stockman moved the motion to approve the November 12, 2020, Board Meeting Minutes; Nickie Backus seconded the motion to approve the November 12, 2020, Board Meeting Minutes: Approved 4-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - 1) **Student Enrollment:** 136 (118 in person)
 - 2) **Marketing:**
 - 1) **Social Media**-Post several times a week. We stay on top of Facebook.
 - 2) **Mailings**-Sent Christmas cards to all students and postcards to members of the community.
 - 3) **Map**-Merry Madison Light Tour. Added to the map for the community to look at Christmas Lights.
 - 3) **Grants:**
 - 1) **Fiscal Audit of Title I and Title IV** –Auditing Title I and Title IV 2019. Title IV completed.
 - 4) **Testing:**
 - 1) **NWEA** – Will complete when we return in January 2021
 - 2) **IREAD** – Will be completed in Spring 2021.
 - 3) **ILEARN** – Will be completed in Spring 2021.

- 5) **Curriculum/PD:**
 - 1) **Virtual-Professional Development** will be virtual. Every other Tuesday during our team meeting we will complete training. Teachers will not be losing time in class.
 - a. **Five Star-Google Tools and Google Classroom**
 - b. **Equitable Education Solutions**
 - 6) **Calendar: (Action Item)**
 - 1) **Make up the 2 work days that students did not attend in November**
 - a. Get teacher feedback to use January 4, 2021 and May 28, 2021 as make up days. Or we can use days during Spring Break.
 - 7) **Stipends: (Possible Action Item)** Hesitant to give full amount due to unexpected insurance expense. Possibly wait until February after count day.
 - 8) **Insurance:**
 - 1) **Unexpected Expense**-Employee was covered by Anthem insurance and paying her portion but Anthem was not billing us for our portion. Total amount owed \$8677.76. Board asked if the amount due can be paid in payments for remainder of fiscal year.
 - 9) **Personnel: (Action Items)**
 - 1) **Restructure Position**
 - a. **Times 12:00pm-8:00pm with flexibility**-Rhonda Pennington and Tammy Ritz will meet Monday and discuss her schedule and come to a mutual agreement.
 - 2) **Corrected days and amount (buy out sick days)**-Prorated partial year-\$1640.00 total owed.
 - 10) **Charter Amendment-7th and 8th Grade (Action Item)**-Parents continue to request these classes. We will continue to make monthly requests.
 - 11) **Virtual Learning Update:** Started virtual learning on December 8, 2020. We are locating resources for teachers. All students have chromebooks. Still waiting on mifis for students without internet access. There was a delay with Verizon.
4. **Chief Operations Officer Report:**
 - 1) **Accounts Payable Voucher Register for September and October 2020**-All board members must sign off on the Accounts Payable Voucher Registers for September and October 2020 for Greggs and Reid CPAs.
 - 2) **Transportation**-Bus 18 had routine maintenance, including oil and filter changed. Also resolved the engine issue. Bus 16 is currently out of service. Still waiting to have rub rails replaced.
 5. **Finance Committee Report:** November 2020 financial report not available from Greggs and Reid. There are 2 paypal payments from October 7, 2020 for \$595.00 that Kenny would like to know what they are for and if it was a mistake that there are 2 for the same amount. October 2020 financials shows credit/debit broke even.
 6. **Public Comments** – None
 7. **Action Items**
 - 1) **Calendar** – Kenny Miller moved the motion to approve makeup days based on teacher preference. Julie Stockman seconded the motion to approve makeup days based on teacher preference. Approved 4-0

2) **Stipends** – Kenny Miller moved the motion to approve a partial stipend contingent on a payment plan with the past due Anthem bill. Jerry Eaton seconded the motion to approve a partial stipend contingent on a payment plan with the past due Anthem bill. Approved 4-0

3) **Personnel-**

1) Nickie Backus moved the motion to adjust the custodial hours after Rhonda Pennington and Tammy Ritz must come to a mutual agreement. Jerry Eaton seconded the motion to adjust the custodial hours after Rhonda Pennington and Tammy Ritz come to a mutual agreement. Approved 4-0

2) Julie Stockman moved the motion to pay Megan Ritz \$40.00 per day instead of \$50.00, with the amount owed being prorated due to her leaving during the school year. Kenny Miller seconded the motion to pay Megan Ritz \$40.00 per day instead of \$50.00, with the amount owed being prorated due to her leaving during the school year. Approved 4-0.

3) **Charter Amendment 7th and 8th Grade** – Kenny Miller moved the motion to approve the submission of the Charter Amendment for 7th and 8th Grade to Ball State University. Julie Stockman seconded the motion to approve the submission of the Charter Amendment for 7th and 8th Grade to Ball State University. Approved 4-0

8. **Board Member Comments** –David Herring asked how the students are doing with online work. Kenny Miller said he appreciates the effort the teachers, staff and parents are putting in while the students are virtual. Jerry Eaton said 1st, 5th/6th grade teachers seem to be making the best of the virtual situation and they are doing a great job.

9. **Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 7:29 pm.

Board Secretary Approval:

Nickie Backus

Date:

3-11-21

Notes taken and submitted by:

Sarah Kernen, Chief Operations Officer