



**Canaan Community Academy  
Board Meeting Minutes  
February 25, 2021  
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, February 25, 2021, Regular Meeting** –Nickie Backus moved the motion to approve the agenda for February 25, 2021. Julie Stockman seconded the motion to approve the agenda for February 25, 2021. Approved 4-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
  - 1) **Student Enrollment: 135**
    - 1) Student intent to return forms have been sent home. We will begin calling families' that did not return forms. Then we will begin the enrollment campaign for 2021/2022.
    - 2) Kindergarten registration is April 8.
  - 2) **Grants:**
    - 1) CSP grant- qualify in 2 areas: add preschool or expansion due to growth in enrollment (7 & 8) will not qualify under guidelines-has to be in place for a year.
    - 2) Additional CARES, \$21,587.86 planning stage-for remediation or apply to salary or program
  - 3) **Testing:**
    - 1) NWEA – Completed.
      - a. Overall students are progressing.
    - 2) IREAD3 – Practice test starts March 1st.
    - 3) ILEARN and IAM – Will be completed in Spring 2021. Currently working on schedules,
  - 4) **Board Training: (Action Items)**
    - 1) Virtual sessions with Brian Carpenter-discounted rate of \$2,500.

- a. 4 sessions 90 minutes each
      - b. 1 year access for remote assistance \$12,000.00.
    - 2) In person or virtual with Gregory Gadson-\$5,000.
      - a. 1 all day session
  - 5) **Staff: (Action Items)**
    - 1) Ms. Kelley has requested March 29 off which is the first day back from spring break
    - 2) Michelle Fox: Add 5 days at her current daily rate as a special education staff member to oversee IEP system for the 20/21 school year and 10days for the 21/22 school year.
  - 6) **Crisis Prevention Intervention Training: (Action Item)**
    - 1) **Train the trainer model \$3,699.00.**
      - a. Send Behavior Consultant Rachel Anderson-then she can train staff
  - 7) **Calendar: (Action Items)**
    - 1) **2 make up days** (Good Friday, April 2, spring break and end of the school year are possible dates)
    - 2) **Future days to be made up** (spring break or end of the year)
  - 8) **Finance: (Action Item)**
    - 1) Remove Sarah Kernen and add new COO, Kristi Allard to the bank account.
    - 2) Board Treasurer, Kenny Miller and CAO, Rhonda Pennington to remain on the account.
  - 9) **COVID: (Action Item)**
    - 1) **BinaxNow cards for COVID testing**
      - a. A staff member would have to mask, glove and gown up to administer the test.
      - b. Puts staff in an odd position.
      - c. Can send anyone to the Health Department for testing.
  - 10) **Networking/Marketing:**
    - 1) Chamber Dinner-Virtual, attended by the CAO. It gives us a presence in the community.
    - 2) Social Media-Post several times a week. We stay on top of Facebook.
    - 3) Taco Bell student of the month- It will be announced on WORX (March 26 & May 28). The nomination will get a \$5 gift card. Next school year we will have more days available to us.
    - 4) Planning enrollment campaign along with Kindergarten registration.
  - 11) **Staff:**
    - 1) Staff intent forms were given out and 100% indicated they plan to return next year, some want to try another grade level.
    - 2) Professional development is continuing-Google level 1 and STEM both have goals of certification that grants cover.
  - 12) **Charter Amendment (Action Item):**
    - 1) Received a letter that to add grades 7 and 8 we need a staffing plan and curriculum. We have the staff, would have to use Admentum for Math.
4. **Chief Operations Officer Report:**

- 1) **Accounts Payable Voucher Register**-All board members must sign off on the Accounts Payable Voucher Registers for September, October, November and December 2020 for Greggs and Reid CPAs.
  - 2) **Transportation**-Bus 16 had routine maintenance and rub rails are complete. Troy from ISP informed me that the annual bus inspection will be March 2, 2021. This will include all 4 buses. Bus 38 is having batteries replaced and backup alert checked.
  - 3) **Facility**-Upright milk cooler had starter components replaced February 3, 2021. There is a leak in the hall ceiling to the teachers lounge, budget to repair a section next year.
5. **Finance Committee Report:** January 2021 financial report not available from Greggs and Reid. Balance shared by Treasurer.
6. **Public Comments** – None
7. **Action Items**
- 1) **Board Training** – Tabled
  - 2) **Staff** –
    - 1) Kenny Miller moved the motion to approve Ms. Kelley’s day off. Jerry Eaton seconded the motion to approve Ms. Kelley’s day off. Approved 4-0
    - 2) Jerry Eaton moved the motion to approve Michelle Fox to add 5 days at her current daily rate as a special education staff member to oversee IIEP system for the 20/21 school year and 10 days for the 21/22 school year. Nickie Backkus seconded the motion to approve Michelle Fox to add 5 days at her current daily rate as a special education staff member to oversee IIEP system for the 20/21 school year and 10 days for the 21/22 school year. Approved 4-0
  - 3) **Crisis Prevention Intervention Training**- Julie Stockman moved the motion to approve sending Behavior Consultant Rachel Anderson to Crisis Prevention Intervention Training for \$3,699.00. Jerry Eaton seconded the motion to approve sending Behavior Consultant Rachel Anderson to Crisis Prevention Intervention Training for \$3,699.00. Approved 4-0
  - 4) **Calendar**-
    - 1) Nickie Backkus moved the motion to approve make up days to be April 2 and June 1. Kenny Miller seconded the motion to approve make up days to be April 2 and June 1. Approved 4-0
    - 2) Kenny Miller moved the motion to approve future days to be made up at the end of the year. Jerry Eaton seconded the motion to approve future days to be made up at the end of school. Approve 4-0
  - 5) **Finance**- Julie Stockman moved the motion to approve removing Sarah Kernen and adding the new COO, Kristi Allard to the bank account and retaining Board Treasurer, Kenny Miller and CAO, Rhonda Pennington on the account. Nickie Backkus seconded the motion to approve removing Sarah Kernen and adding new COO, Kristi Allard to the bank account and retaining Board Treasurer, Kenny Miller and CAO Rhonda Pennington on the account. Approved 4-0
  - 6) **COVID**-Julie Stockman moved the motion to approve sending individuals to the health department that needed testing. Kenny Miller seconded the motion to

approve sending individuals to the health department that needed testing.

Approved 4-0

- 7) **Charter Amendment 7th and 8th Grade**-Nickie Backus moved the motion to approve the submission of the Charter Amendment for 7th and 8th grade to Ball State University to include a staffing plan and curriculum. Jerry Eaton seconded the motion to approve the submission of the Charter Amendment for 7th and 8th grade to Ball State University to include a staffing plan and curriculum.

Approve 4-0

- 8) **CAO/COO evaluation process**-Julie Stockman moved the motion to approve to change the format of the staff survey for the CAO only, self assessment and personal improvement goals. Kenny Miller seconded the motion to approve to change the format of the staff survey for the CAO only, self assessment and personal improvement goals. Approved 4-0

8. **Board Member Comments** –Nickie Backus and David Herring asked for a Board Member Application packet to review. David Herring welcomed Kristi Allard as COO and Ashley Vest as Secretary and Bus Driver. Kenny Miller will stop by to sign bank forms. Kenny Miller asked if needed roof repairs are weather related.

9. **Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 7:47 pm.

Board Secretary Approval: *Nicole J. Badger*

Date: *3-11-21*

Notes taken and submitted by:

Kristi Allard, Chief Operations Officer