



**Canaan Community Academy  
Board Meeting Minutes  
February 21, 2024  
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 6:35 p.m.
  - 1) **Verify Quorum** – David Herring, Kenny Miller, Jenny Lyon, Jerry Eaton, Nickie Backus
  - 2) **Moment of Silence**
  - 3) **Pledge of Allegiance**
2. **Routine Matters**
  - 1) **Approval of Agenda, February 21, 2024, Regular Meeting** – Kenny Miller moved the motion to approve the agenda for February 21, 2024. Jerry Eaton seconded the motion to approve the agenda for February 21, 2024. Approved 4-0
  - 2) **Approval of January 17, 2024 Board Meeting Minutes** – Jerry Eaton moved the motion to approve the January 17, 2024, Board Meeting Minutes. Nickie Backus seconded the motion to approve the January 17, 2024, Board Meeting Minutes. Approved 4-0
3. **Chief Administrative Officer Report**
  - 1) Enrollment
    - 1) 206
  - 2) Enrollment Incentive (Action Item)
    - 1) Pay out
      - a. Recommend last pay in June
  - 3) Grants
    - 1) Digital Learning- closes in March
    - 2) CSP- qualify, enrollment grew 20%, up to \$900,000.00
    - 3) School Improvement- Just under 2
    - 4) High Ability
    - 5) Titles (Pre-Application, I, II, IV & REAP)
    - 6) CFGI- Roof Summer
    - 7) E-rate
    - 8) Charter Facility Grant- \$131,000.00
      - a. Facility Master Plan
      - b. By Friday
  - 4) Audits (Action Item)
    - 1) Procurement Procedure
      - a. State Board of Accounts needs it in writing
  - 5) Networking/Marketing
    - 1) Tours
      - a. Dow Corning
    - 2) Boys & Girls Club
      - a. Still working on it-present Tuesday to their Board

- 3) Social Media
- 4) Billboard/Sign
- 6) Board Meeting (Action Item)
  - 1) Add Meeting to meet required minimum by Ball State
  - 2) April Budget Meeting
- 7) Accounts (Action Items)
  - 1) Scholarship- Former Student
  - 2) ECA's- Class money, Art, Gardening, Student Council
- 8) Field Trips set for each grade
  - 1) Kindergarten- Louisville Zoo
  - 2) First- KidsCommons Children's Museum
  - 3) Second- Newport Aquarium
  - 4) Third- Huber's Farm
  - 5) Fourth- Kentucky Science Center
  - 6) Fifth- Farmington Historic Plantation
  - 7) Sixth- Camping
  - 8) Seventh- (Camp this year, next year Charleston, SC)
  - 9) Eighth- Washington, DC
- 9) Testing
  - 1) NWEA- Finished
  - 2) IREAD3- Preparing
  - 3) ILEARN- Spring
  - 4) WIDA- Given
- 10) Staff
  - 1) Intent Forms
    - a. 100% return
- 11) High School Exploration
  - 1) Ball State
    - a. Not likely to approve
      - a) Need to be stable with growth
        - i. Can offer high school credits
        - ii. Accelerated classes
  - 2) Surveys
    - a. Family
    - b. Student
    - c. Staff
- 12) Program/Events
  - 1) KISS February 16th 1:30
    - a. 172 attended- feedback was positive
  - 2) Feb. 23rd Bus driver appreciation
  - 3) Career Fair Feb. 28th 9:00-12:00
  - 4) School Fair "Spy School" April 19
    - a. KISS donations: \$118.00 (Action Item)
    - b. \$2300.00 sponsorships (Action Item)
    - c. Donors (Action Item)
    - d. <https://canaancommunityacademy.org/2023-2024-school-fair-1>

### 13) Curriculum

- a. Eclipse (Action Item)
  - a) Watch Party April 8
    - i. Stay open 15 minutes later-educational experience
- b. Peer Mentoring Staff
  - a) Continues- Title grant/STEM requirement
- c. Ivy Tech
  - a) Doing well with exam
    - i. Students at 13- free classes in summer for high school students
- d. STEM (certification)
  - a) Ongoing, documenting as we go

### 4. Chief Operations Officer Report

#### 1) Facility

- 1) Boiler has been repaired by Steinhardt's
- 2) Brother's Keeper repaired the dishwasher and milk cooler
- 3) Roger Christman repaired the septic system
- 4) Pennington Electric repaired the electric to the septic system-voltage related

#### 2) Financials

- 1) AP Voucher Registers from Greggs & Reid for August, September, October November and December for the Board to sign off
- 2) Blanket Address for donations (Action Item)
  - a. Discussed last meeting

#### 3) Transportation

- 1) Bus #21 repaired and back on route
- 2) Bus #17 repaired
- 3) Bus #19 repaired
- 4) Bus #26 repaired and back on route
- 5) Bus #25 in shop for student door-repaired
- 6) Bus Inspection March 1 for all buses

5. **Finance Committee Report-** Balance shared. January looks good.

6. **Public Comments-** None.

### 7. Action Item

- 1) Enrollment Incentive- Kenny Miller moved the motion to payout the enrollment incentive the last payroll in June. Jenny Lyon seconded the motion to payout the enrollment incentive the last payroll in June. Approved 4-0
- 2) Audits- Nickie Backus moved the motion to approve the procurement procedure. Jerry Eaton seconded the motion to approve the procurement procedure. Approved 4-0.
- 3) Board Meeting- Nickie Backie moved the motion to approve a second meeting in April on the 24th. Jenny Lyon seconded the motion to approve a second meeting in April on the 24th. Approved 4-0.
- 4) Accounts- Jenny Lyon moved the motion to approve setting up 2 accounts, one for the scholarship and the other for ECA's. Nickie Backus seconded the motion to approve setting up 2 accounts, one for the scholarship and the other for ECA's. Approved 4-0.
- 5) Program/Events- Kenny Miller moved the motion to accept the funds from our sponsorships, donors and donations for the school fair and class trip. Jenny Lyon seconded the motion to accept the funds from our sponsorships, donors and donations for the school fair and class trip. Approved 4-0.
- 6) Curriculum- Jerry Eaton moved the motion to approve the lengthened school day by 15 minutes to allow for a school watch party. Nickie Backus seconded teh motion to approve the lengthened school day by 15 minutes to allow for a school watch party. Approved 4-0.

- 7) Financials- Nickie Backus moved the motion to permit administration to accept all donations for the school. Jenny Lyon seconded the motion to permit administration to accept all donations for the school. Approved 4-0.
- 8) Financials- Jenny Lyon moved the motion to allow administration to accept or reject donations at discretion. Kenny Miller seconded the motion to allow administration to accept or reject donations at discretion. Approved 4-0.
8. **Board Member Comments-** Emergency Management Director or Red Cross to be a shelter. Gym-emergency shelter- mats, cots, sleeping bags. Store and Church for food, new facility. Ball State needs to see stability with finances and increased enrollment to continue for 9th grade. Solar Farming rebates? Duke solar panels.
9. **Adjournment-** Nickie Backus moved the motion to adjournment. Jenny Lyon seconded the motion to adjournment. Approved 4-0. The Board Meeting was adjourned by Board President, David Herring, at 7:40 p.m.

Board Secretary Approval: *Nickie Backus*

Date: *3/26/24*