



**Canaan Community Academy  
Board Meeting Minutes  
January 12, 2023  
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 6:45 p.m.
  - 1) **Verify Quorum** – David Herring, Kenny Miller, Jerry Eaton, Jenny Lyon, Nickie Backus
  - 2) **Moment of Silence**
  - 3) **Pledge of Allegiance**
2. **Routine Matters**
  - 1) **Approval of Agenda, January 12, 2023, Regular Meeting** – Kenny Miller moved the motion to approve the agenda for January 12, 2023 with the addition of Bylaws and CAO Evaluation. Jerry Eaton seconded the motion to approve the agenda for January 12, 2022 with the addition of Bylaws and CAO Evaluation. Approved 4-0
  - 2) **Approval of December 6, 2022, Board Meeting Minutes** – Jerry Eaton moved the motion to approve the December 6, 2022, Board Meeting Minutes. Jenny Lyon seconded the motion to approve the December 6, 2022, Board Meeting Minutes. Approved 4-0
3. **Board Meeting Day**-Angela Record not available Tuesday and Thursday- can it be changed to a different night
4. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
  - 1) Enrollment
    - 1) 161/181 total with transitional kindergarten
  - 2) Count Day Feb. 1
    - 1) Enrollment Incentive-currently at \$2000 will be divided. \$22,000 total. We are in a good financial position at this point to do the first installment. (Action Item)
  - 3) Staff Intent Forms
    - 1) Nurse: Karen Buchanan not returning. Interviews are taking place, requiring an RN.
    - 2) Bus Driver quit without notice in the middle of the day. Replacement starting next week.

- 3) Job postings
- 4) Marketing/Communications
  - 1) Gradelink/sms/email
  - 2) Class DOJO
  - 3) Digital Newsletters
    - a. <https://www.smore.com/15zxr>
  - 4) Social Media
  - 5) Chamber Annual Dinner-1/21/23 let Rhonda know if you want to go.
- 5) Grants/Reports
  - 1) CSP submitted \$256,658.25
  - 2) Facility Incentive \$200,000.00 in progress (February 17)
  - 3) \$112,000 Charter Innovation grant came today.
  - 4) CSP check received-they asked if we would want more. Signed the intent to receive more funds.
- 6) Testing
  - 1) NWEA-going on now
  - 2) IREAD 3-March 6-17
  - 3) ILEARN-Grades 3-8 April 17-May 12
  - 4) 95 Chromebooks arrived today.
  - 5) Kids Career Fair in February.
- 7) Curriculum/Professional Development
  - 1) STEM certification application 44/57
    - a. Preparing for resubmit & onsite
      - a) January 13, 2023-resubmit
  - 2) Special Education resources provided by SuperPsyched (company that Ball State sent)Will be reviewing with new Special Education Teacher this month
    - a. <https://docs.google.com/document/d/12UhNZdC35H3Fj-oo0VcOs5LS1krmG1YyDg8Ne4FtzH0/edit?usp=sharing>
    - b. [https://docs.google.com/document/d/13EIGTBWyQ2BpD6\\_rNVB0fF0PJi0Ye9AZzGYvj3stOfQ/edit?usp=sharing](https://docs.google.com/document/d/13EIGTBWyQ2BpD6_rNVB0fF0PJi0Ye9AZzGYvj3stOfQ/edit?usp=sharing)
- 8) Ball State
  - 1) Special Education report follow up after meeting with New Teacher
- 9) Networking
  - 1) Families
  - 2) Chamber meeting
  - 3) Wilson Education Center is good to network. Rhonda is on their board.
- 10) Calendars: (Action Item)
  - 1) Calendars-23/24, 24/25
- 11) Budget
  - 1) First Reading
- 12) Donation: (Action Item)

- 1) \$4500.00 given by Matt Green, only request is that \$500 go to the Art Department.

13) Events

- 1) STREAM night January 27th 5-8
- 2) Career Fair February 15th 9-Noon
- 3) February 17th K.I.S.S. 8-10 AM
- 4) Kindergarten Registration April 6th all day
- 5) School Fair April 21

14) Other

- 1) Can tax on heating oil be waived? (Rhonda to check)
- 2) Medicaid Billing will be done next year. (Not in budget)
- 3) Salary grants not in budget.

**5. Chief Operations Officer Report**

1) Facility

- 1) Roof leaks-Adjuster came out and will send us his report.
- 2) Plumber- fixed outside leaking water valve
- 3) Septic- Red light was on. Both pumps are bad. Roger Christman has checked them, trying to find the schematic.

2) Transportation

- 1) Bus #17 brakes being repaired.
- 2) Bus #19 clearance light/door being repaired.

3) Financials

- 1) October and November 2022 AP Voucher Registers from Greggs & Reid to be signed by all board members.

**6. Finance Committee Report-** Kenny reviewed the balance sheet.

**7. Public Comments-** None.

**8. Action Item**

- 1) Meeting Day- Jenny Lyon made the motion to move the Board of Directors meeting to the 2nd Monday of the month at 6:30 pm. Jerry Eaton seconded the motion to move the Board of Directors meeting to the 2nd Monday of the month at 6:30 pm. 4-0
- 2) Enrollment Incentive- Kenny Miller made the motion to proceed with the first payout. Nickie Backus seconded the motion to proceed with the first payout. 4-0
- 3) Calendars- Nickie Backus made the motion to accept the 2023-24 and 2024-25 school calendars. Jenny Lyon seconded the motion to accept the 2023-24 and 2024-25 school calendars. 4-0
- 4) Donation- Kenny Miller made the motion to accept the \$4500 donation. Jerry seconded the motion to accept the \$4500 donation. 4-0

**9. Board Member Comments-** Hard copy of Bylaws 2017. David had it but there should be a more recent copy. Rhonda will look. Nickie found a copy in an email and shared it with everyone. Board needs to review and update. Also, be thinking about the CAO evaluation, Nickie will ask Keith Chandler from Ball State if they have any recommendations or tools that they have seen used.

**10. Adjournment**– Jenny Lyon moved the motion to adjournment. Jerry Eaton seconded the motion to adjournment. Approved 4-0. The Board Meeting was adjourned by Board President, David Herring, at 8:00 p.m.

Board Secretary Approval: *Nicki L. Adams*

Date: *2/14/27*