



**Canaan Community Academy
Board Meeting Minutes
January 9, 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 6:50 p.m.
 - A. **Verify Quorum** – Kenny Miller, Jerry Eaton, David Herring, Nickie Backus
 - B. **Moment of Silence**
 - C. **Pledge of Allegiance**
2. **Routine Matters**
 - A. **Approval of Agenda, January 9, 2020, Regular Meeting** – Jerry Eaton made a motion to approve the agenda for the January 9, 2020 Regular Meeting. Nickie Backus seconded the motion to approve the agenda for the January 9, 2020 Regular Meeting. Approved 3-0
 - B. **Approval of December 12, 2019 Board Meeting Minutes** – Kenny Miller moved the motion to approve the December 12, 2019, Board Meeting Minutes; Jerry Eaton seconded the motion to approve the December 12, 2019, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report**
 - A. **Current Student Enrollment** – 157 Students (140 Funded Students)
(JS-21, K-22, 1-19, 2-21, 3-23, 4-22, 5-16, 6-13) 157/140
This is 9 fewer than September count day. 2 new students enrolled on Monday; sadly 2 others withdrew due to family issues. Another family toured this week and have 3 students.
 - B. **Grants** – SIG work continues, Exploring Theatre Grant 12,000.00, Always looking for more opportunities, United Way tabled the kitchen equipment grant till Jan. meeting and the other Kitchen equipment grant we should hear back by the end of this month.
 - C. **Testing**
 - 1) **NWEA** – Completed before Winter Break
 - 2) **ILEARN** – Begins in April
 - D. **Ball State University**
 - 1) **Charter Amendments** – These are the same amendments that you approved for us to send to Ball State. Now that they have reviewed/approved them the amendments require another vote. The addition of 7th and 8th grades were not included, and they did not provide additional feedback.
 - 2) **Mid-Cycle Charter Review** – Mid Cycle review has started; this will require considerable work administration and add to the staff workload also. This is the same process used to renew the charter. We will be working with AdvancED/Cognia. Administration began meetings before winter break. They have submitted a schedule for CCA to follow during their visit in February. February 19, they have requested board members participate in interviews at 9:00. This can be conducted onsite or over the phone. Please let us know what works best for you.
 - E. **Networking/Marketing** – Chamber Dinner January 22nd 6:00 PM
 - F. Staff is brainstorming ideas for marketing and community engagement: Jan. 9 Law Enforcement Appreciation Day, Jan. 17 K.I.S.S (Kids Invite Someone Special), Jan. 24 S.T.R.E.A.M. night, Students will cut a record/CD it will have 10 tracks; each class will have a track plus 2 bonus tracks. Editorial and human-interest stories will be submitted to media. Considering radio ad and flyer in Courier.

G. Staff - Intent to return forms for 2020-2021 have been given to staff and should be returned by January 16th.

H. Students – Student intent to return forms will be sent home this month as well. Geography Bee was completed Wednesday and the Champion Silas Eaton will advance. Currently students are participating in the following ECA's: Archery, Math Bowl, Science Bowl, and Drama Club (begins Monday)

I. Programming – Jump-Start Kindergarten is an investment and only part of the students are funded. The future of this program is contingent on staffing and enrollment.

“Arts” additional staff member(s) will greatly add to the programs and provide current staff extra help and collaboration. Ideally one person would co-teach with Jamie and Robert; if one person is not well suited for all 3 classes 2 people may split the time depending on the candidates. Over 40 people applied and 6 people were interviewed by administration in the first round. Jamie and Robert will help interview during the second round.

4. Chief Operations Officer Report

A. Accounts Payable Voucher Register for December – All board members must sign-off on the Accounts Payable Voucher Register for December 2019 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for December is attached to this report for all board members to have a record of vouchers that have been written and paid.

B. Donovan Financial Audit for 2018-2019 – We have received the final documents for the 2018-2019 Financial Audit. There was only one minor finding regarding the school capitalization policy. This has been addressed in the Management Response to Audit Findings. A copy of the audit reports is attached.

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

6. Public Comments – Patty Lee stated that School Board Appreciation Month is January. The CCA Student Council would like to thank the school board by providing refreshments for the meeting tonight.

Amber Miller thinks everything is great and all teachers are doing a great job. The paintings and things make it feel warm and welcoming. She feels good and comfortable here. She enjoys cooking and providing meals for the teachers and staff.

Patty Lee stated that her sister lives in Arizona and shared it with the teachers that her children go to the little things that Canaan is doing.

7. Action Items

A. Ball State University Charter Amendments – Nickie Backus moved the motion to approve the BSU Charter Amendments, Kenny Miller seconded the motion to approve the BSU Charter Amendments. Approved 3-0

B. Renting the school bus – Tabled until insurance coverage information is received.

8. Board Member Comments – Kenny Miller spoke (Randy Frye) about the window film covering and possibly adding it to the windows at CCA. Rhonda Pennington is going to contact Randy Frye regarding this.

Nickie Backus questioned about substitute bus drivers. We have one sub bus driver that is ready to be utilized as needed.

Nickie Backus asked about the Mid-Year Staff surveys of administration. These surveys will be distributed to staff members at the Tuesday staff meeting.

Nickie Backus stated that our little school does so much more for law enforcement than other bigger school districts. Law enforcement officials have committed to coming out to CCA to visit.

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

Board Secretary Approval: _____

Date: _____

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