



**Canaan Community Academy  
Board Meeting Agenda  
June 11, 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 6:54 p.m.
  - 1) **Verify Quorum** – Kenny Miller, David Herring, Jerry Eaton, Nickie Backus
  - 2) **Moment of Silence**
  - 3) **Pledge of Allegiance**
2. **Routine Matters**
  - 1) **Approval of Agenda, June 11, 2020, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the June 11, 2020 Regular Meeting. Jerry Eaton seconded the motion to approve the agenda for the June 11, 2020 Regular Meeting. Approved 3-0
  - 2) **Approval of May 14, 2020 Board Meeting Minutes** – Jerry Eaton moved the motion to approve the May 14, 2020, Board Meeting Minutes; Nickie Backus seconded the motion to approve the May 14, 2020, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
  - 1) **Student Enrollment** – 153 students  
Kindergarten-30, First-22, Second-19, Third-22, Fourth-23, Fifth-22, Sixth-15  
Currently 2 kindergarten classes  
Should 3rd and 4th increase we are prepared to add a split class. One teacher is willing to do a split class with a stipend. Plus an additional teacher is lined up should we need her.
  - 2) **Marketing** –
    - 1) Social Media
    - 2) Billboard
    - 3) Promotional Video: <https://vimeo.com/418091774/cef510adab>
    - 4) WKM news ad: <https://vimeo.com/418125808/d82f485575>
  - 3) **Grants** –
    - 1) **Title I** – Approved \$25,513.10
    - 2) **CARES** – \$21,587.86 Applied to Title I Teacher Salary
    - 3) **Quality Counts** – \$49,992.00 Waiting to hear
    - 4) **STEM Acceleration** – \$40,000.00 Waiting to hear
    - 5) **REMC** – \$2500.00
    - 6) **Title II** – \$8816.25 this will be applied to a kindergarten teacher's salary
    - 7) **Equipment Grant** – \$8816.25 this will be applied to a kindergarten teacher's salary
    - 8) **Title IV** – \$10,000.00 will be applied to Ms. Patty's salary
    - 9) **WHAS** – Crusade for Children delayed (August/September)
  - 4) **Testing** –
    - 1) **NWEA** – Cancelled

2) **ILEARN** – Cancelled

3) **IREAD 3** – Cancelled

5) **Curriculum** –

1) Language Art & Math Curriculum is ready

2) Textbook review has been completed for a new Language Arts textbook

3) Action Item: Recommendation is McGrawHill Wonders

a. Handwriting

b. Grammar

c. Writing Process

d. Reading

e. RTI supports for tier 2 & 3

4) This quote is for six years

a. Monies will be reimbursed over 6-year period

b. through free & reduced textbook

c. Textbook fees

6) **Textbook Fees** –

1) Action item: Textbooks- 75.00 School supplies \$18.00 twice a year

a. School resources (paper, pencils, folders, ...)

b. Language Arts

c. Math

d. Specials

e. Technology

7) **Staff Evaluation** –

1) Action items

▪ Governor's executive order

▪ Option 2 recommended

2) Charter Amendment

a. 6.04 schedule 19

a) Omit B

b) Add a clause that will be used based on legislative requirements

c) Add a clause to omit if pandemic, natural disaster, or act of God prevents administering the standardized tests

8) **COVID-19** –

1) Action item

a. Approve minor edits to re-entry (adding staff & visitor language in a few places)

a) Largest edit was adding the symptoms of COVID-19 and requiring being COVID-19 symptom free for 72 hours

b) Not penalizing student/staff if absent due to COVID-19

9) **Handbooks** – Action items:

1) Minor changes

a. COVID-19 re-entry (both)

b. Student proposal (student)

c. Staff Evaluation (staff)

4. **Chief Operations Officer Report** – Miss Megan Ritz

1) **Accounts Payable Voucher Register for May** – All board members must sign-off on the Accounts Payable Voucher Register for May 2020 for Greggs and Reid CPAs. The Accounts Payable Voucher Register and Cash Flow for May is attached to this report for all board members to have a record of vouchers that have been written and paid.

2) **Grab-n-Go Meals Update** – We served a total of 6,963 meals to students throughout the entire meal delivery period.

3) **Facility**

A) Jamie has finished up Landscaping

- B) Jake continues to tile
- C) Playground
  - Musical play
  - Sensory activities painted on black top if blacktop seal projected completed
- D) PA – Working on repair of PA speaker system

- 1. Storage Shed – **Recommend \$3395.00 12 x 24 with Garage Door Metal – Rollin’ Mini Barns**

\$5420.00 12 x 24 with Garage Door Built Right

- 2. Desks – All quotes for 24 Desks and 24 Chairs.

Business	Quote
Lee Company Inc	\$7,241.10
School Specialty	\$7,882.08
School Outfitters	\$7,628.88

- 3. Air Conditioning

Business	Quote
QOHVACS	\$29,086.00 \$7,844.00 (Back Classroom) \$7,424.00 (Cafeteria) \$5,974.00 (Teachers’ Lounge) \$7,844.00 (Kindergarten)
Ritz Service Company	\$18,695.10 \$7,019.37 (Cafeteria) \$4,896.49 (Teachers’ Lounge) \$6,779.24 (Kindergarten)
Terry’s Heating and Cooling	No Quote Received

- 4. Parking Lot – **Recommend J & M Sealcoating \$3,800.00**

Business	Square Foot Covered	Quote
D & T Asphalt and Sealcoating	23,772 sq ft	\$4,600.00
Sedam Contracting	14,200 sq ft	\$3,500.00
Wingham Paving	22,000 sq ft	\$5,800/\$777.00 for Basketball Court
Nelson Asphalt	All Drives, Parking, Playground	\$7,581.89
J & M Sealcoating	25,000 sq ft	\$3,800.00

- 5. Roof – **Recommend Royalty Roofing Front Classroom/Office Area**

**(Base Bid 60%/40% Upon Completion) \$17,246.19**

<b>Business</b>	<b>Area Covered</b>	<b>Quote</b>
Royalty Roofing	Front Classroom/Office Area	\$16,901.27 (Prepayment) \$17,246.19 (Base Bid 60%/40%) \$18,970.81 (30 Day 100%)
Royalty Roofing	Teachers' Lounge/Hallway Area	\$21,109.86 (Prepayment) \$21,540.86 (Base Bid 60%/40%) \$23,694.75 (30 Day 100%)
Royalty Roofing	Both Areas	\$36,407.66 (Prepayment) \$37,150.66 (Base Bid 60%/40%) \$40,865.81 (30 Day 100%)
Exterior Pro Roofing	Front Classroom/Office Area	\$19,555.00 10% Contract, 60% Delivery, 30% Completion
Exterior Pro Roofing	Teachers' Lounge/Hallway Area	\$14,985.00 10% Contract, 60% Delivery, 30% Completion
Exterior Pro Roofing	Both Areas	\$34,540.00 10% Contract, 60% Delivery, 30% Completion

- 4) **Insurance Renewal** – We received 2 quotes for coverage. We currently have insurance coverage through Layman Insurance. Both quotes are for the same coverage, including business umbrella and auto (bus insurance). These quotes include Workers Compensation Coverage.

Hummel Vevay Insurance – Trident Public Risk Solutions: \$20,163.00 (Recommend)

Layman Insurance – Erie Insurance: \$21,679.00

- 5) **August Board Meeting** – We are requesting that the August Board Meeting be moved to the 1st Thursday in August, which will be Thursday, August 6, 2020.

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

6. **Public Comments** – None

7. **Action Items**

- a. **Language Arts Textbook Adoption** – Kenny Miller moved the motion to accept the proposal for Language Arts Textbook Adoption from McGraw Hill. Nickie Backus seconded the motion to accept the proposal for Language Arts Textbook Adoption from McGraw Hill. Approved 3-0
- b. **Staff Evaluation Option** – Kenny Miller moved the motion to accept the Staff Evaluation Option 2 that was stated in the Governor's Executive Order. Jerry Eaton seconded the motion to accept the Staff Evaluation Option 2 that was stated in the Governor's Executive Order. Approved 3-0
- c. **Charter Amendment – Schedule 19** – Nickie Backus moved the motion to accept the Charter Amendment to Schedule 19 – Staff Evaluations. Jerry Eaton seconded the motion to accept the Charter Amendment to Schedule 19 – Staff Evaluations. Approved 3-0
- d. **Handbooks for Students and Staff** – Jerry Eaton moved the motion to accept the Staff and Student Handbook revisions for the 2020-2021 School Year. Nickie Backus seconded the motion to accept the Staff and Student Handbook revisions for the 2020-2021 School Year. Approved 3-0
- e. **COVID-19 Re-entry Plan** – Nickie Backus moved the motion to accept the revised COVID-19 Re-entry Plan for Canaan Community Academy. Kenny Miller seconded the motion to accept the revised COVID-19 Re-entry Plan for Canaan Community Academy. Approved 3-0

- f. Insurance Renewal for 2020-2021** – Kenny Miller moved the motion to accept the insurance premium quote from Hummel Vevay Insurance for 2020-2021 Coverage. Nickie Backus seconded the motion to accept the insurance premium quote from Hummel Vevay Insurance for 2020-2021 Coverage. Approved 3-0
- g. Student Textbook Fees for 2020-2021**– Nickie Backus moved the motion to accept the Student Textbook Fees for 2020-2021. Jerry Eaton seconded the motion to accept the Student Textbook Fees for 2020-2021. Approved 3-0
- h. Storage Shed Purchase** – Nickie Backus moved the motion to approve the Storage Shed Purchase from Rollin’ Mini Barns. Kenny Miller seconded the motion to approve the Storage Shed Purchase from Rollin’ Mini Barns. Approved 3-0
- i. Student Desk Purchase** – Jerry Eaton moved the motion to approve the purchase of the lowest quote received for the student desk and chair purchase. Kenny Miller seconded motion to approve the purchase of the lowest quote received for the student desk and chair purchase. Approved 3-0
- j. Seal Parking Lot** – Nickie Backus moved the motion to accept the bid for the parking lot sealing from J & M Sealcoating. Jerry Eaton seconded the motion to accept the bid for the parking lot sealing from J & M Sealcoating. Approved 3-0
- k. Roof Repair** – Kenny Miller moved the motion to accept the Front Classroom quote for roof repair from Royalty Roofing, using the base bid payment option. Jerry Eaton seconded the motion to accept the Front Classroom quote for roof repair from Royalty Roofing, using the base bid payment option. Approved 3-0
- l. AC Repair** – Nickie Backus moved the motion to accept the bid for AC repair and replacement by Ritz Service Company. Jerry Eaton seconded the motion to accept the bid for AC repair and replacement by Ritz Service Company. Approved 3-0
- m. August Board Meeting**– Jerry Eaton moved the motion to accept the rescheduled date of August 6, 2020 for the August meeting of the Board of Directors. Nickie Backus seconded the motion to accept the rescheduled date of August 6, 2020 for the August meeting of the Board of Directors. Approved 3-0

**8. Board Member Comments** – None

**9. Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 8:39 pm.

Board Secretary Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer