



Canaan Community Academy
Board Meeting Minutes
June 13, 2019
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 6:30 p.m.
 - A. **Verify Quorum** – David Herring, Nickie Backus, Jerry Eaton, Kenny Miller
 - B. **Moment of Silence**
 - C. **Pledge of Allegiance**
2. **Routine Matters**
 - A. **Approval of Agenda, June 13, 2019, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the June 13, 2019 Regular Meeting. Jerry Eaton seconded the motion to approve the agenda for the June 13, 2019 Regular Meeting. Approved 3-0
 - B. **Approval of May 21, 2019 Board Meeting Minutes** – Nickie Backus moved the motion to approve the May 21, 2019, Board Meeting Minutes; Jerry Eaton seconded the motion to approve the May 21, 2019, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - A. **Current Student Enrollment** – 148 students (with funding) 161 (Total Enrollment)
 - B. **Grants** – Applications for the following grants have been written and will be submitted: Title I & Title II, REMC, JCCF, and Special Education.
 - C. **Testing**
 - 1) **IREAD/ILEARN** –
 - a. ILEARN: Embargoed scores expected mid-July; Public release expected August
 - b. IREAD 3: 4 students with waiver (all but one raised scores significantly, still did not pass)
 - D. **Event Beverage License** – Staff voted and requested to bring to board
 - E. **2019-2020 Calendar Early Dismissal** – 19-20 Early Dismissal (PD) dates provided to board members.
 - F. **School Calendar 2020-2021** – School Calendar for 2020-2021 provided to board members for approval.
 - G. **Staff Handbook 2019-2020** – Staff Handbook for 2019-2020 provided to board members for approval.
4. **Chief Operations Officer Report** – Miss Megan Ritz
 - A. **Accounts Payable Voucher Register** – All board members must sign-off on the Accounts Payable Voucher Register for May 2019 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for May is attached to this report for all board members to have a record of vouchers that have been written and paid.
 - B. **2019-2020 Financial Budget** – The Budget for 2019-2020 is shown following this report.
 - C. **Student Textbook Fees 2019-2020** – The textbook fees for all grades will be \$48.00 for the 2019-2020 School Year. A fee breakdown is shown following this report.
 - D. **Insurance Renewal 2019-2020** – We received 2 quotes for coverage. We currently have insurance coverage through Hummel Vevay Insurance. Both quotes are for the same coverage, including business umbrella and auto (bus insurance).

Hummel Vevay Insurance – EMC Insurance: \$22,279.00
Layman Insurance – Erie Insurance: \$16,432.00

- E. Gaming License – Application for Festival License** – The Charity Gaming Qualification Application has been approved by the state. We will now have to complete an application for the Festival License. The festival license application is an annual application that must be completed every year. The application must be signed by the board president and board secretary. The application cost is \$50.00.
 - F. Bus 16** – The cost of insurance, plates, and maintenance for Bus 16 is roughly \$1,000.00 per year this would be the cost incurred with keeping this bus to use as a spare. We paid Pleasant View Bus Company (Roger Christman) \$1,702.71 in 2018/2019.
- 5. Finance Committee Report** – Kenny Miller stated that there are no discrepancies or abnormalities in the May Financials.
- 6. Action Items**
- A. Event Beverage License** – Nickie Backus moved the motion that we do not follow through with the Event Beverage License at this time. Kenny Miller seconded the motion that we do not follow through with the Event Beverage License at this time. Approved 3-0
 - B. Student Textbook Fees 2019-2020** – Kenny Miller moved the motion to accept the proposed Textbook Fees for the 2019-2020 School Year. Nickie Backus seconded the motion to accept the proposed Textbook Fees for the 2019-2020 School Year. Approved 3-0
 - C. 2019-2020 Financial Budget** – Nickie Backus moved the motion to accept the budget, with modifications, for the 2019-2020 School Year. Jerry Eaton seconded the motion to accept the budget, with modifications, for the 2019-2020 School Year. Approved 3-0
 - D. 2019-2020 Calendar Early Dismissal** – Kenny Miller moved the motion to accept the 2019-2020 Calendar Early Dismissal. Jerry Eaton seconded the motion to accept the 2019-2020 Calendar Early Dismissal. Approved 3-0
 - E. Insurance Renewal 2019-2020** – Jerry Eaton moved the motion to accept the quote from Layman Insurance (Erie Insurance) for the 2019-2020 school year. Nickie Backus seconded the motion to accept the quote from Layman Insurance for the 2019-2020 school year. Approved 3-0
 - F. Enrollment Exception** – Nickie Backus moved the motion to accept the enrollment exception for the homeless student enrollment, due to the McKinney-Vento Homeless Assistance Act, for the 2019-2020 school year. Jerry Eaton moved the motion to accept the enrollment exception for the homeless student enrollment, due to the McKinney-Vento Homeless Assistance Act, for the 2019-2020 school year. Approved 3-0
 - G. School Calendar 2020-2021** – Kenny Miller moved the motion to accept the School Calendar for 2020-2021. Nickie Backus seconded the motion to accept the School Calendar for 2020-2021 School Year. Approved 3-0
 - H. Bus 16** – No motion needed
 - I. Staff Handbook 2019-2020** – Nickie Backus moved the motion to accept the Staff Handbook for 2019-2020. Jerry Eaton seconded the motion to accept the Staff Handbook for 2019-2020. Approved 3-0
- 7. Public Comments** – None
- 8. Board Member Comments** – Nickie Backus reminded others to remember to look for additional board members.

Board Meetings will continue to be held on the 2nd Thursday of the month for the 2019-2020 School Year. The next meeting will be Thursday, July 11, 2019.

David Herring thanked the staff for their service and the smooth running of the school year.

Kenny Miller thanked Rhonda and all other staff for their hard work to make the school year run smoothly.

- 9. Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 8:29 pm.

Board Secretary Approval: _____

Date: _____

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