



**Canaan Community Academy
Board Meeting Minutes**

March 14, 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 6:42 p.m.
 - A. **Verify Quorum** – Nickie Backus, Jerry Eaton, David Herring, Kenny Miller, Julie Stockman

Moment of Silence

- B. **Pledge of Allegiance**

2. **Routine Matters**

- A. **Approval of Agenda, March 14, 2019, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the March 14, 2019 Regular Meeting. Jerry Eaton seconded the motion to approve the agenda for the March 14, 2019 Regular Meeting. Approved 4-0

- B. **Approval of February 14, 2019 Board Meeting Minutes** – Julie Stockman moved the motion to approve the February 14, 2019, Board Meeting Minutes; Nickie B seconded the motion to approve the February 14, 2019, Board Meeting Minutes: Approved 4-0

3. **Presentation by Danielle Messer, 2nd Grade Teacher** – Miss Messer brought a couple different things to share with the board. Miss Messer passed around a book on polar bears. The 2nd grade classroom currently has a gel ant farm. Only One You was started this week. The fish on the front cover are actually different colored painted rocks. The book teaches students that there is only one you and that you make a difference in the world by your actions. There was collaboration among the classroom and art teacher, Jamie Gammons, and the students painted rocks to go along with the Only One You book unit. There are 19 students in the 2nd grade classroom at this time.

4. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington

- A. **Enrollment**

- 1) **Current Enrollment** – 110 Students
 - 2) **Projected Student Enrollment for 2019/2020** – 119 Students

- B. **Grants**

- 1) **WHAS** - \$50,000 Grant Application submitted and interview completed
 - 2) **School Improvement Grant** – \$50,000 Grant that will position CCA for a \$200,000 Grant
 - 3) **SRSA (Rural School) Grant** – Grant Application for 2019/2020 has been submitted.
 - 4) **Digital Learning Planning Grant** - \$47,345.00 Grant application that we will be notified about by March 15, 2019.

- C. **Staff**

- 1) 3rd Grade Teacher for 2019/2020 Susanne Kindle
 - 2) Substitute Bus Driver – Jasper Miller
 - 3) PD PIVOT Training Schedule for March 21, 2019

- D. **Engagement** – STEAM Night, Pancakes with Parents, Father-Daughter Dance

- E. **Marketing/Networking** – Social Media, Women in Business Luncheon, Chamber Ambassador (Ambassador of the Year), Press Releases, Flyers (Courier Insert and McDonalds Trays), Canvas Bus Routes on April 5.

- F. **Transportation** – 2012 Bluebird 84,000 with Cummins engine and hydraulic brakes will replace bus 38 (200,000 miles front end loose)

Bus 16 (200,000)

Current routes AVG 75 miles daily

Plus field trips, inspections/maintenance/repairs

Each bus averages 14,000 - 15,000 annually

5. Chief Operations Officer Report – Miss Megan Ritz

- A. Accounts Payable Voucher Registry** – All board members must sign-off on the Accounts Payable Voucher Register for February 2019 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for February is attached to this report for all board members to have a record of vouchers that have been written and paid.
- B. Transportation** – The Spring 2019 Bus Inspection took place on February 27, 2019 at the Madison Bus Garage. Bus 16 passed the first round of inspection on February 27, 2019. Bus 38 required some minors repairs due to a hole in the exhaust and a missing mirror bracket. Repairs were made and the bus was re-inspected on Monday, March 11, and passed the inspection.
- C. Health Inspection** – The 2nd Semester Jefferson County Health Department Inspection was completed on February 22, 2019, with only one minor violation of cleaning needed to the mounted can opener.
- D. Operations** – We have used 550 gallons of fuel oil less than at this time last year. There is a listing of the Duke Energy Electric Usage since March of 2017, along with the average kWh per day used and per kwh cost.
- E. Raffle and Charity Gaming Qualification Application** – We are currently working on setting up a Car Show for the Canaan Fall Festival. Someone who is familiar with Car Shows, stated that it is normally more beneficial to have a 50-50 raffle with a Car Show. In order to apply for a raffle license, we must first complete the Qualification Application for Charity Gaming. The board secretary and president must sign-off on the Charity Gaming Qualification Application before we can submit it to the state for approval.

6. Finance Committee Report – Kenny Miller stated that there are no discrepancies or abnormalities in the February Financials.

7. Public Comments – Parent, Allison Boldery, is present in support of the school.

8. Board Member Comments – None

9. Adjournment – The Board Meeting was adjourned by Board President, David Herring, at 7:58 p.m.

Board Secretary Approval: _____

Date: _____

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer