



**Canaan Community Academy
Board Meeting Minutes
May 14, 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 6:33 p.m.
 - 1) **Verify Quorum** – Kenny Miller, David Herring, Julie Stockman, Jerry Eaton, Nickie Backus
 - 2) **Moment of Silence**
 - 3) **Pledge of Allegiance**
2. **Routine Matters**
 - 1) **Approval of Agenda, May 14, 2020, Regular Meeting** – Jerry Eaton made a motion to approve the agenda for the May 14, 2020 Regular Meeting. Julie Stockman seconded the motion to approve the agenda for the May 14, 2020 Regular Meeting. Approved 4-0
 - 2) **Approval of April 9, 2020 Board Meeting Minutes** – Kenny Miller moved the motion to approve the April 9, 2020, Board Meeting Minutes; Jerry Eaton seconded the motion to approve the April 9, 2020, Board Meeting Minutes: Approved 4-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - 1) **Current Student Enrollment:** 150
Kindergarten-30, First-22, Second-18, Third-22, Fourth-23, Fifth-22, Sixth-13
 - 2) **Marketing:**
 - a) Radio Ads
 - b) Social Media
 - c) Press Release-Bench
 - d) Promotional Video: <https://vimeo.com/418091774/cef510adab>
 - e) WKM news ad: <https://vimeo.com/418125808/d82f485575>
 - 3) **Grants**
 - 1) **Title I** – Approved pending director review \$25,513.10
 - 2) **CARES** – Approved pending director review \$21,587.86
 - 3) **Quality Counts** – Currently working on application, Funding Amount \$49,992.00
 - 4) **STEM Acceleration Grant** – Currently working on application, Funding Amount of \$40,000.00
 - 5) **REMC** – Currently working on application, Funding Amount of \$2,000
 - 6) **Equipment Grant** – Approved, waiting on contract to purchase items
 - 4) **Testing**
 - 1) **NWEA** – Cancelled
 - 2) **ILEARN** – Cancelled
 - 3) **IREAD 3** – Cancelled
 - 5) **Curriculum** –
 - 1) Finalizing Curriculum and adding resources.
 - 2) Developing a more in depth remediation plan to be implemented with more fidelity.
 - 3) Textbook review has started for a new Language Arts textbook.

- 4) Refined the specials classes:
 - a. Gardening will now be Gardening & Healthy Eating
 - b. Physical Education and Character Education are being merged into Minds & Body
- 5) Seventh & Eighth Grade resubmitted to Ball State University.
 - a. Parents continue to request these classes
 - b. Follow up on the mid-cycle review
- 6) **Handbooks** – Minor changes, COVID-19 Re-entry procedures
- 7) **COVID-19** – Request to assign pass/fail for this nine weeks
 - 1) Reentry plan added to handbook
 - 2) Increased meeting and report requirements
 - 3) Remote instruction
 - 4) Expenses
 - a. Desks – We will need to inventory an additional need for any classroom desks.
 - b. Cleaning
 - c. PPE – Masks required on the bus and when working in small spaces
 - 5) Staffing –
 - a. Kindergarten teacher-Jennifer Wester 22 years experience
 - b. Third Grade-Michelle Fox 22 years experience
 - c. Should enrollment increase we do have another teacher ready to step in.
 - d. Special Education, addition of Behavior Consultant (SIG grant) Rachel Anderson
 - 6) Facility –
 - a. Freezer
 - a) Food loss
 - b) Costs
 - 7) Landscaping – Landscaping is being completed by Jamie Gammons.
 - 8) Tile – Classroom tiling is being completed.
 - 9) Repairs – Repairs are currently being made.
 - 10) Quotes – Currently gathering quotes for repairs and will bring them to the June Meeting.
 - a. Air conditioning
 - b. Seal parking lot
 - c. Roof
 - 11) Playground
 - a. Musical play – Robert Reynolds is working on a musical area for the playground.
 - b. Sensory activities painted on black top – Patty Lee is working on sensory activities for the blacktop.
4. **Chief Operations Officer Report** – Miss Megan Ritz
 - 1) **Accounts Payable Voucher Register for April** – All board members must sign-off on the Accounts Payable Voucher Register for April 2020 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for April 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** – When we started on March 31st, we delivered 31 meals. This past Tuesday, May 12th, we delivered 84 meals. Students love receiving the meals and the families and community members are grateful for the lunch and breakfast delivery. We are scheduled to end meal delivery on May 26th, pending the continuation and expansion of the Summer Meals Program, to include Canaan and Dupont as open sites, offered by Jefferson County.
 - 3) **Transportation** – We are looking at the finances to see the feasibility of having an additional bus, without expanding our current routes, to be able to socially distance the students on the bus. This will be pending COVID-19 guidelines that will be distributed by the state.
5. **Finance Committee Report** – There are no discrepancies or abnormalities in the April Financials.
6. **Public Comments** – None

7. Action Items

- 1) 7th and 8th Grade Charter Amendment – Nickie Backus moved the motion to approve the 7th and 8th Grade Charter Amendment submission to Ball State University. Kenny Miller seconded the motion to approve the 7th and 8th Grade Charter Amendment submission to Ball State University. Approved 4-0
- 2) Pass/Fail Grading for 4th Quarter – Kenny Miller moved the motion to approve the Pass/Fail Grade Option for the 4th Quarter. Julie Stockman seconded the motion to approve the Pass/Fail Grade Option for the 4th Grade. Approved 4-0
- 3) Handbooks for Students and Staff – Julie Stockman moved the motion to approve the Student and Staff Handbooks for the 2020-2021 School Year. Jerry Eaton seconded the motion to approve the Student and Staff Handbooks for the 2020-2021 School Year. Approved 4-0

8. Board Member Comments – None

9. Adjournment – The Board Meeting was adjourned by Board President, David Herring, at 7:21 pm.

Board Secretary Approval: _____

Date: _____

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer