



**Canaan Community Academy  
Board Meeting Minutes  
May 9, 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 6:35 p.m.
  - A. **Verify Quorum** – David Herring, Julie Stockman, Nickie Backus, Jerry Eaton, Kenny Miller
  - B. **Moment of Silence**
  - C. **Pledge of Allegiance**
2. **Routine Matters**
  - A. **Approval of Agenda, May 9, 2019, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the May 9, 2019 Regular Meeting. Jerry Eaton seconded the motion to approve the agenda for the May 9, 2019 Regular Meeting. Approved 4-0
  - B. **Approval of April 11, 2019 Board Meeting Minutes** – Nickie Backus moved the motion to approve the April 11, 2019, Board Meeting Minutes; Julie Stockman seconded the motion to approve the April 11, 2019, Board Meeting Minutes: Approved 4-0
3. **Presentation by Karen Wright, 1<sup>st</sup> Grade Teacher** – Mrs. Wright asked her students what she should present at the board meeting. Students gave her ideas about things her students want to have on the playground and changes they would like at the school. Mrs. Wright has 16 students. Some of the requests of the students include bird feeders outside their classroom, new playground equipment, and a fountain with goldfish in the front entrance of the school. Mrs. Wright had a student winner for the National Handwriting Contest for the state of Indiana. Mrs. Wright stated that she loves being at CCA and fully supports the way Rhonda is handling students with trauma, mental health, and discipline issues. Mrs. Wright stated that she feels appreciated at CCA.
4. **Presentation by Brent Comer, Equitable Education Solutions for School Improvement Grant (Tentative – May 20 or May 21)** – Unable to attend, rescheduled to May 21 at 6:30 pm
5. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
  - A. **Charter Amendments** –
    - 1) Enrollment and Grade Range of Pupils: The Charter School shall enroll students only in Grades Pre-K - 8th (Grades 7th and 8th beginning 2020-2021 school year) and shall not enroll more than 230 students in the aggregate.
    - 2) Mission and Purpose of Charter School: We exist to provide children with a friendly, caring, hands-on environment. Our community allows children to explore, experience, and excel. Our vision is to become the best place for kids to experience STEAM (Science, Technology, Engineering, Art, and Math)
    - 3) Sibling Exception: We strive to limit our class size to no more than 22 students in Grade PK-8th; the only exception would be allow 23 students in a classroom should a student enroll with a sibling in a grade with an open spot.
    - 4) CCA Methods of Pupil Assessment: We are changing the wording from ISTEP+ to state standardized test. We are going to remove from these pages the language dibels, STAR Early Literacy, STAR Math, STAR Reading.
    - 5) Schedule 14 - Promoting Parent and Community Involvement: Parents will be informed of no homework in grades Pre-K-4th and expectations for students to read 20 minutes nightly, plus study for tests. For Grades 5th-8th, homework for projects, research, or reports may be occasionally assigned. During the Summer Vacation, Canaan Community Academy will partner with the Jefferson County Public Library Summer

Reading Challenge. Parent Reports containing assessment results (state standardized test, IREAD 3, etc.) after periodic testing is completed.

- 6) Schedule 7 - Curriculum and Instruction: The school will include grades PK-8. The before and after-school program will not only assist working parents but will provide students remediation and opportunities for quality programs for a constructive use of their time. The CCA Plans include offering Art, Music, Library, Gardening, Character Education, and Physical Education classes weekly. Technology instruction will be integrated into the classrooms daily. We would also like to remove the wording of: Common Core, as we will teach according to Indiana Academic Standards.
- 7) Schedule 10 - Admission Policy: Each child of legal settlement shall be eligible for Kindergarten based on Indiana Department of Education age requirements.
- 8) CCA General Job Descriptions and Responsibilities of Staff: see job descriptions chart

**B. Current Student Enrollment** – 111 students

**C. Projected Student Enrollment for 2019/2020** – 151 students

**D. Student** – Parent and Student Handbook for 2019/2020 was given to board members. Pull Promotion and Retention Policy out and bring back for reapproval at the June Meeting. We are still working to develop field trip guidelines that must be followed and signed before going on a field trip.

**E. Marketing** –

- 1) School sign (Nickies request)
- 2) Social Media/word of mouth
- 3) Radio-WIKI promoting CCA
- 4) Press Releases – Robert Reynolds and National Handwriting Contest.
- 5) Billboard – This years has been moved to downtown location. New one is being designed and will have a HWY 56 location.

**F. Grants**

- 1) **School Improvement Grant** – Report will be given to the board on May 21, 2019. There is an additional \$20,000 in grant funding to be used for PD to address report findings.
- 2) **Digital Learning Planning Grant** – STEM Certification for Staff

**G. Testing**

- 1) **IREAD/ILEARN** – IREAD has been completed. ILEARN is currently being completed by students. I AM is currently being completed by 2 students. The testing window closes on May 17.

**H. Staff** – Hours increased for Kitchen staff to accommodate enrollment. We have requested for staff to let us know times that they feel they will need extra help in the classroom. Extra help is already planned for Special Education and Title I remediation. Interviews are being conducted for 6th grade position. One has returned for 2nd interview. Another interviewee scheduled for Monday.

**I. Engagement** –

- 1) Mother/Daughter Tea: Saturday, May 11 from 2:00 – 4:00 pm
- 2) Drama Club and K, 1<sup>st</sup>, 2<sup>nd</sup> Student Play Productions were well attended.
- 3) Farmers Market – Looking at dates for kids' days.
- 4) River Roots – Staff will work the gates during the festival on June 7<sup>th</sup> and 8<sup>th</sup>.

**6. Chief Operations Officer Report**

**A. Accounts Payable Voucher Registry** – All board members must sign-off on the Accounts Payable Voucher Register for April 2019 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.

**B. Raffle and Charity Gaming Application** – The Charity Gaming Qualification Application has been approved by the state. We will now have to complete an application for the Raffle License. The raffle license application is an annual application that must be completed every year.

**7. Finance Committee Report** – Kenny Miller stated that there are no discrepancies or abnormalities in the April Financials.

**8. Action Items**

- A. Amendment to Charter – Enrollment and Student Count** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - B. Amendment to Charter – Mission and Purpose** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - C. Amendment to Charter – Sibling Exception** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - D. Amendment to Charter – Methods of Pupil Assessment** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - E. Amendment to Charter – Promoting Parent and Community Involvement** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - F. Amendment to Charter – Curriculum and Instruction** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - G. Amendment to Charter – Admission Policy** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - H. Amendment to Charter – Staff Responsibilities (CAO, COO, Administrative Assistant)** – Kenny Miller moved to approve the action items A-H and amendments to the charter that have been presented and previously discussed, Nickie Backus seconded the motion. Approved 4-0
  - I. 2019-2020 Parent/Student Handbook** - With the exception of the promotion and retention policy, which will be removed. Jerry Eaton moved the motion to approve the 2019/2020 Student Handbook. Julie Stockman seconded the motion to approve the 2019/2020 Student Handbook. Approved 4-0
- 9. Public Comments** – Patty Lee stated that on May 22 at 11:30 there will be a 6th Grade Dinner. The 6th Grade students will serve the 5th Grade Students and the school board members. Teachers really appreciated the school board pitching in a dinner for them. Teachers were appreciative of having a lunch for teachers. Student Council members were proud of being able to visit the Mayor and City Hall for Student Leadership Week. Patty Lee is currently working in Character Education classes on rocks for the River of Kindness that will be placed outside the cafeteria.
- 10. Board Member Comments** – Nickie Backus stated that teachers should be put on pedestals everywhere, she was very surprised at some of our student behaviors on field trips. It is a little bit eye opening to see what our teachers and staff deal with on a daily basis, and the behaviors that the students exhibited on the field trip. Should we reconsider the need for a resource room to help deal with student behaviors.
- Julie Stockman asked when we could schedule a meeting for the survey that staff will have to complete by Sunday. She wants Rhonda to be able to see the results and evaluate and reflect on the survey. An executive session will be needed to discuss the survey results with Rhonda. There will be an executive session schedule for Tuesday, May 21 at 5:30 p.m.
- Nickie Backus requested that at some point and time we recognize the academic and non-academic teams of students at a board meeting. Academic and Non-Academic Team students will be recognized at the Honors Day Program.
- 11. Adjournment** – The Board Meeting was adjourned by Board President, David Herring, at 8:25 pm.

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

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

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