



**Canaan Community Academy
Board Meeting Minutes
October 8, 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 6:39 p.m.
 - 1) **Verify Quorum** – Kenny Miller, David Herring, Julie Backus, Nickie Backus
 - 2) **Moment of Silence**
 - 3) **Pledge of Allegiance**
2. **Routine Matters**
 - 1) **Approval of Agenda, October 8, 2020, Regular Meeting** – Kenny Miller moved the motion to approve the Board Meeting Agenda for October 8, 2020. Nickie Backus seconded the motion to approve the Board Meeting Agenda for October 8, 2020. Approved 3-0
 - 2) **Approval of September 10, 2020 Board Meeting Minutes** – Nickie Backus moved the motion to approve the September 10, 2020, Board Meeting Minutes; Kenny Miller seconded the motion to approve the September 10, 2020, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - 1) **Student Enrollment** – 144 Students KA-15, KB-15, 1-20, 2-20, 3-21, 4-22, 5-17, 6-16
 - 2) **Marketing** – Social media, WORX, Preparing news releases for the Wall of Wonder and Portable warmers.
 - 3) **Grants** –
 - 1) **Digital Capacity** – Notified 9/9 will need to adjust budget prior to receiving monies
 - 2) **Quality Counts** – Innovation \$50,000.00 received this grant and the budget is being reviewed now
 - 3) **Madison-Jefferson County Community Foundation** – Grant received “Landlab of Canaan”
 - 4) **Intelligrants** – Submitted now completing requested revisions
 - 5) **FFVP** – USDA fresh fruits and vegetables
 - 4) **Personnel** –
 - 1) **Transition of Position** – Sarah Kernen has been receiving training from Megan Ritz. Sarah Kernen will transition to the position of Chief Operations Officer on October 9, 2020.
 - 2) **Staff Days Off (Action Item)** – Day before/after a break cannot be used unless medical (action item)
Unless medical/bereavement documentation provided
 - 3) **Secretary Update** – Kristi Allard has been working part-time and will begin full-time on Monday, October 19, 2020.
 - 4) **Kitchen Update** – Kim Delgado will transition to the position of Kitchen Director after Fall Break on October 19, 2020. Michele Pennington will begin as the Kitchen Assistant on October 19, 2020.
 - 5) **Audit** –
 - 1) Provided docs
 - 2) Procedure questions
 - 3) Meeting week of 27th
 - 6) **Meals** –
 - 1) October is Soup month
 - 2) Kitchen update

- 3) Portable warming boxes were donated by Lowes Distribution Center and Meese.
 - 7) **Transportation** –
 - 1) Replacement of original bus
 - a. Own vs lease
 - b. Budget
 - 8) **Testing**
 - 1) NWEA – Fall 2020 Testing Session Completed
 - 2) IREAD – Spring 2021
 - 3) ILEARN – Spring 2021
 - 9) **Curriculum/PD**
 - 1) **Five-Star Solutions** – Staff PD ongoing PD training.
 - 2) **Child Abuse Reporting Procedure (Action Item)** –
 - a. School procedure (Action item)
 - a) ALL suspected abuses reported
 - b) CAO will make report or staff member will make report with support of CAO
 - 10) **Charter Amendment – 7th and 8th Grade (Action Item)** – Parents continue to request these classes. We will continue making monthly request.
4. **Chief Operations Officer Report**
- 1) **Accounts Payable Voucher Register for September** – The Accounts Payable Voucher Register for September 2020 is not yet ready. Greggs and Reid has been busy completing the audit and auditor requests for the yearly financial audit. As soon as the Cash Flow and AP Voucher Register are completed, they will be shared with the board.
 - 2) **German American Bank Account Access** – Sarah Kernen needs to be added as a signor for the German American Bank Account Number 1582404. She needs to have the ability to make bank deposits and a debit card for the German American Bank Account Number 1582404 for Friends of Canaan Incorporated.
5. **Finance Committee Report** – There are no discrepancies or abnormalities in the September Financials.
6. **Public Comments** – None
7. **Action Items**
- 1) **Procedure for Staff Days Off** – The use of days by staff cannot be used the day before or the day after a break unless there is medical or bereavement documentation. All requests in conflict with this policy must be board approved. Nickie, Kenny 3-0
 - 2) **Transportation/Bus** – Nickie Backus moved the motion to start the investigation of the process of the bus lease vs purchase exploration by Rhonda Pennington. Kenny Miller seconded the motion. Approved 3-0
 - 3) **Child Abuse Reporting Procedure** – All suspected child abuses are reported by the Chief Administrative Officer. Chief Administrative Officer will make the report with support of staff member or staff member will make the report with support of CAO. All reports are confidential. Kenny, Nickie 3-0
 - 4) **Charter Amendment 7th and 8th Grade** – Kenny Miller moved the motion to approve the submission of the Charter Amendment for 7th and 8th Grade to Ball State University. Nickie Backus the motion to approve the submission of the Charter Amendment for 7th and 8th Grade to Ball State University. Approved 3-0
 - 5) **German American Bank Account Access** – Nickie Backus moved the motion to add Sarah Kernen to the German American Bank Account #15282404. Kenny Miller seconded the motion to add Sarah Kernen to the German American Bank Account #1582404. Approved 3-0
8. **Board Member Comments** – Nickie Backus questioned about the fundraising for the online auction. Rhonda Pennington will begin investigating the online auction that Nickie has shared with her. Nickie Backus mentioned the possibility of having students and families create a cookbook.
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