



**Canaan Community Academy
Board Meeting Minutes
June 12, 2025
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 6:53 p.m.
 - 1) **Verify Quorum** – David Herring, Jenny Lyon, Kenny Miller
 - 2) **Moment of Silence**
 - 3) **Pledge of Allegiance**
2. **Routine Matters**
 - 1) **Approval of Agenda, June 12, 2025, Regular Meeting** – Kenny Miller moved the motion to approve the agenda for June 12, 2025. Jenny Lyon seconded the motion to approve the agenda for June 12, 2025. Approved 2-0
 - 2) **Approval of May 15, 2025 Board Meeting Minutes** – Jenny Lyon moved the motion to approve the May 15, 2025, Board Meeting Minutes. Kenny Miller seconded the motion to approve the May 15, 2025, Board Meeting Minutes. Approved 2-0
3. **Chief Administrative Officer Report**
 - 1) Current Enrollment- 190
 - 1) 2025-2026 Enrollment- 164
 - 2) Attendance-90.7%
 - 3) Complaints closed
 - 1) DCS closed
 - 2) Ball State (letter)- closed
 - 4) Created perception issue & loss of enrollment
 - 1) 1 bad review takes 40 positives to correct
 - 5) Grants
 - 1) Titles (pre-application, I, II, III, IV, & REAP) FER's
 - a. Pre-App done first
 - b. Working on reports
 - 2) 21st Century
 - a. Jake has been working on it
 - 3) GAN Waiver
 - a. Buses- Have
 - b. Greenhouse- few weeks
 - c. Playground- planning
 - 4) Digital Learning
 - a. 47,000.00 just received
 - 5) Digital Intervention
 - 6) Staff
 - 1) New staff- Pete Swango-Middle School, Kylee Ashbury- 2nd, Rachel Schafer-Instructional Assistant, Penny Henry-21st Century Learning Center
 - 2) Outing- Vintage Lanes, duck pin bowling
 - 3) Brainstorming

- 4) Next School Year's Theme-Circus
- 7) Networking/Marketing/Community
 - 1) Rebranding: Josh
 - a. Flyers
 - b. Banners
 - c. Billboard/Sign- New and is up
 - d. Website
 - 2) Media (human interest, press release, ribbon cutting, ground breaking)
 - a. Caps for benches, Greenhouse, playgrounds
 - b. Radio- July
 - c. Print
 - d. Social
 - 3) Fair
 - 4) Parades
 - 5) Personal (wear CCA shirts out) back to telling our story
 - 6) Word of mouth
 - a. Thank yous- written by students
 - b. Letters
 - c. DOJO- to family in the summer
 - d. Phone Calls
- 8) Testing
 - 1) NWEA
 - 2) IREAD3
 - a. Summer School
 - a) June 16-27 (8-12) 2nd & 3rd graders
 - 3) ILEARN
- 9) Handbooks (Action Items)
 - 1) Staff
 - a. SIMBE for Evaluations
 - 2) Student
- 10) Program/Events
 - 1) Kindergarten Graduation
 - 2) 8th Grade Dinner
 - 3) Back to School Bash
 - a. Monday, August 4
 - b. Tuesday, August 5
 - c. Wednesday, August 6, first student day
 - d. Will have booths- Bus, Office, After School, Greenhouse-poinsettias
- 11) Curriculum
 - 1) Staff Meetings (reviewed highlights of the year and plans for continued improvement thru rigor and fidelity) everyone shared
 - 2) Special Education/Title (meeting to better coordinate, monitor progress, student goals/groups)
 - 3) Policies review future action item
 - a. Ball State recommended updates
 - b. Mission/Vision
 - c. See chart with changes
- 4. Chief Operations Officer Report**
 - 1) Facility
 - 1) RJ Plumbing unclogged floor drain in kitchen
 - 2) Johnson Controls will do Alarm Inspection next Thursday
 - 3) Playground checklist (Action Item)

a. 21st Century Learning Center Playground Inspection Policy

a) Approved May 15, 2025

2) Transportation

1) Working on getting new buses plated and inspected

3) Financials

1) AP Vouchers- None received.

4) Time Off (Action Item)

1) Staff Member is requesting Friday, October 3, 2025 off. (Friday before Fall Break)

5. Finance Committee Report- Balance shared. Nothing moved to the Wealth Account.

6. Action Items-

1) Handbooks- Jenny Lyon moved the motion to accept the proposed updates to the staff and student handbooks. Kenny Miller seconded the motion to accept the proposed changes to the staff and student handbooks. Approved 2-0

2) Policies- Kenny Miller moved the motion to approve the changes to the Nonpayment of School Meals Policy and the Network Usage Policy. Jenny Lyon seconded the motion to approve the changes to the Nonpayment of School Meals Policy and the Network Usage Policy. Approved 2-0

3) 21st Century Learning Center: Playground Inspection Policy Checklist- Jenny Lyon moved the motion to accept the 21st Century Learning Center: Playground Inspection Policy Checklist. Kenny Miller seconded the motion to accept the 21st Century Learning Center: Playground Inspection Policy Checklist. Approved 2-0

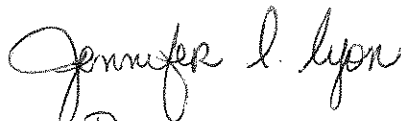
4) Time Off- Kenny Miller moved the motion to approve the time off request by a staff member for October 3, 2025. Jenny Lyon seconded the motion to approve the time off request by a staff member for October 3, 2025, Approved 2-0

7. Public Comments- None.

8. Board Member Comments- David said the Township Fund is available for the playground. Jenny commented on the 8th grade dinner. Jenny asked about the tabled building usage from the April meeting. Policy about using the building? Kenny asked about Solar Power, and we need another quote.

9. Adjournment- Jenny Lyon moved the motion to adjournment. Kenny Miller seconded the motion to adjournment. Approved 2-0. The Board Meeting was adjourned by Board President, David Herring, 8:13 p.m.

Board Secretary Approval:



Date:

