



Canaan Community Academy
Board Meeting Minutes
November 20, 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 6:45 p.m.
 - A. **Verify Quorum** – Jerry Eaton, Kenny Miller, Julie Stockman, David Herring
 - B. **Moment of Silence**
 - C. **Pledge of Allegiance**
2. **Routine Matters**
 - A. **Approval of Agenda, November 20, 2019, Regular Meeting** – Kenny Miller made a motion to approve the agenda for the November 20, 2019 Regular Meeting. Jerry Eaton seconded the motion to approve the agenda for the November 20, 2019 Regular Meeting. Approved 3-0
 - B. **Approval of September 12, 2019 Board Meeting Minutes** – Julie Stockman moved the motion to approve the September 12, 2019, Board Meeting Minutes; Kenny Miller seconded the motion to approve the September 12, 2019, Board Meeting Minutes: Approved 3-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington
 - A. **Current Student Enrollment** – 158 Students
 - B. **Engagement/Marketing** –
 - 1) Thanksgiving Dinner November 26 (\$7.00)
 - a. Student displays
 - 2) CCA will have a bus in the parade on December 7 in Madison (Please join us)
 - a. Keep name in the public
 - b. Staff will be riding- those who want can have an outing in town
 - 3) December 19th, 4:30 @ my house staff gathering
 - a. After hours to allow bus drivers to attend too
 - C. **Grants**
 - 1) **WHAS** – Ready to submit, signature needed from David Herring
 - 2) **United Way** – Turned in will receive notification in December
 - 3) **Equipment** – Turned in will receive notification in February
 - 4) **SIG** – additional monies (completing appendix A then submitting for access)
 - a. Curriculum alignment
 - a. Math- teachers completed 12 priority standards now meetings/discussions between grade levels will begin as they are aligned
 - b. Teachers have started choosing the 12 priority standards for Language Arts. These will be ready the first week in December.
 - D. **Testing**
 - 1) **NWEA** – December
 - 2) **ILEARN** – Spring
 - E. **Attendance** –
 - 1) Concerns
 - 2) Monitoring attendance
 - a. More than 10%
 - b. Staff out subs not available
 - c. Local decision to close

- a. 20% must report to health department-usually covered by the press
 - b. CDC recommends a 5-7 day closing when this happens
- 3) Possible closing
- a. December 2-Monday following Thanksgiving
 - b. This would allow for 6-day closure
- 4) Tuesday November 26th many students will go home with families after the Thanksgiving Dinner. Students who are still here in the afternoon will be grouped for fun activities while the school receives a deep clean and dis-infecting.

F. Communication –

- 1) Postcards will be sent home with families; providing more positive communications
- 2) Dojo
- 3) Phone calls
- 4) Face to face

G. Flexible Hours –

- 1) Base 45 hours (typically 60+)
 - a. 24/7 responsiveness
 - b. Extra curriculars
 - c. Community/networking
 - d. Conferences/meetings
- 2) Request Flexible Hours
 - a. Same number of contracted days
 - b. CAO & COO coordinate
 - a. 4 days a week onsite-1 day flexible
 - i. stress/health/burnout
 - ii. Will meet ALL CCA needs at ALL times

4. Chief Operations Officer Report

A. Accounts Payable Voucher Register for September and October – All board members must sign-off on the Accounts Payable Voucher Register for September and October 2019 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for September and October are attached to this report for all board members to have a record of vouchers that have been written and paid.

B. Medicaid Information – This is an excerpt for an email from IndianaMAC.

Districts will be able to join starting in the January-March 2020 quarter. To get the district set up in the program, we just require an email with the district's name and district number stating their intent to join.

We begin the collection process for the Jan-Mar 2020 quarter the first week of November. This is when the district can create their 'Staff Pool List'. The Staff Pool List is a list of staff (payroll and contracted) who perform Medicaid reimbursable activities for the district. We will send out an email reminder when this information is open. Districts will have until Friday, December 6th to join.

An email has been sent. The Staff Pool List has been submitted to the online reporting portal system for IndianaMAC.

Social Security Number Information:

A federal mandate aimed at reducing Medicaid and Medicare fraud and abuse requires that the managing individual of every Medicaid-enrolled provider entity disclose his or her Social Security Number. The Social Security Number is used to verify that the managing individual is not barred from participating in federally funded programs due to prior fraudulent activity.

C. Gaming License – We have an annual gaming license, but we now must complete a raffle license to be able to hold the raffle for the Playhouse at the Christmas Program. The raffle license has been completed and needs signed by the Board President, David Herring, and Board Secretary, Nickie Backus.

5. Finance Committee Report – There are no discrepancies or abnormalities in the September or October Financials.

6. Public Comments - None

7. Action Items

A. Flexible Hours – Kenny Miller moved the motion to accept the flexible hours for the COO and CAO as presented by Rhonda Pennington, Chief Operations Officer. Jerry Eaton moved the motion to accept the flexible hours for the COO and CAO as presented by Rhonda Pennington, Chief Administrative Officer.

8. Board Member Comments – David Herring asked about the possibility of ordering a load of gravel to park the spare bus on.

9. Adjournment – The Board Meeting was adjourned by Board President, David Herring at 7:53 pm.

Board Secretary Approval: _____

Date: _____

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