



**Canaan Community Academy
Board Meeting Minutes
January 10, 2018
6:30 pm**

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 6:32 p.m.
 - A. **Verify Quorum** – Nickie Backus, Jerry Eaton, David Herring, Kenny Miller, Terry Rowlett, Julie Stockman
 - B. **Moment of Silence**
 - C. **Pledge of Allegiance**
2. **Routine Matters**
 - A. **Approval of Agenda, January 10, 2018, Regular Meeting** – Terry Rowlett moved the motion to approve the agenda for the January 10, 2018 Board Meeting; Nickie Backus seconded the motion to approve the agenda for the January 10, 2018 Board Meeting: Approved 5-0
 - B. **Approval of December 13, 2017 Board Meeting Minutes** – Kenny Miller moved the motion to approve the December 13, 2017 Board Meeting minutes; Nickie Backus seconded the motion to approve the December 13, 2017 Board Meeting minutes: Approved 5-0
3. **Chief Administrative Officer Report** – Mrs. Rhonda Pennington (Report has been attached to the minutes)
 - A. **Current Student Enrollment** – 101 students – We have a family visiting on Friday afternoon to consider enrollment for their 1st grade daughter.
 - B. **Grants**
 - 1) **Title II Grant** – Received Final Approval Notification for \$2,836.33 in the Title II Allocation. This grant funding will be used to pay for professional development.
 - 2) **Indiana Early Literacy Intervention Grant** – Received Final Approval Notification for \$935.25 to be used for library books.
 - 3) **WHAS Crusade for Children Grant** – Application has been submitted. We requested \$45,000, which will help to cover the salaries of the occupational and speech therapists. If the application is selected, we will have to go through an interview in early March.
 - 4) **Charter School Quality Counts Grant (up to \$900,000)** – This grant should have had intent submitted in October; after contacting them; they are willing to allow us to apply for the grant. This an intensive, competitive grant. We should always apply for the most grant funding we can.
 - C. **Secretary/Receptionist Position** – Rhonda Pennington is requesting a substitute secretary through the month of January to allow ample time to the complete the Charter School Quality Counts Grant. The board is looking at hiring a secretary/receptionist around Spring Break. Darin Greggs stated that the \$500 per student grant was not included in the original budget, so this grant funding could be used to cover the wage of a secretary/receptionist.
 - D. **Capital Projects Maintenance Plan** – Boiler replacement is needed. Most schools have a capital projects plan. We should put together a capital projects plan within the next year and include the capital projects in the budget for 2018-2019. A maintenance plan for heating and

cooling repair should also be obtained; if using a company for maintenance, the liability is spread further.

E. Security Lights – Parking lot is really dark. We have contacted Duke Energy to have a security light installed. Duke should be able to install a security light on our existing pole. We should look into grants for LED lighting.

F. Testing – Winter NWEA testing has been completed. We will be gearing up for ISTEP and IREAD in a few weeks.

4. Chief Operations Officer Report – Miss Megan Ritz (Report has been attached to the minutes)

A. Accounts Payable Voucher Register – All board members must sign-off on the Accounts Payable Voucher Register for December 2017 for Greggs and Reid CPAs. The Accounts Payable Voucher Register for December is attached to this report for all board members to have a record of vouchers that have been written and paid.

B. Innovation Planning Grant – Keshia Seitz will complete a Focus Group with staff and students on January 24, 2018. She will then have an impact workshop for staff and administrators on February 8, 2018. Students, Parents, and Staff will also have to complete at SpeakUp! Survey before January 19, 2018 as part of the requirements for the Grant. Students will complete the survey during Ms. Patty's Library/Character Education time and staff will complete the survey at a staff meeting.

C. Technology Update – We are working on putting together a school google calendar that can be shared on our website. The tech team has begun the installation of new to CCA computers for staff.

D. Transportation Update – The buses have their next inspection scheduled for Wednesday, February 21, 2018 at the Madison Consolidated Schools Bus Garage. The King Pin Inspection for the buses must be completed before January 26, 2018. Joe Stilwell resigned from his position effective December 22, 2017. Ann Meister is working on being certified to drive a bus for CCA. Becky Watson is currently driving the C38 Bus Route, while Jerry McCarty is temporarily subbing the C16 Bus Route.

E. Fundraisers –

1) **Secret Santa Shop** – We made \$832.00 Dollars at Secret Santa Shop. The money raised from Secret Santa Shop helped to pay for the staff outing on Friday, January 5, 2018. The remaining money raised will also help buy more books for the library.

2) **Little Caesar's Pizza Kit Fundraiser** – The Little Caesar's Pizza Kit Fundraiser officially began on Monday, January 8th. Forms will be due back on Wednesday, January 24th. The fundraiser items will be delivered on Friday, February 2nd.

5. Marketing Committee Report – Ms. Julie Stockman, Marketing Committee Chairperson, gave a report about marketing and rebranding Canaan Community Academy. Under the previous administrations, we have had a special education avenue for children focus and branding, along with school garden and local community ties branding. We should really begin looking at marketing for CCA for the re-enrollment period coming up, along with new enrollment in the fall. During the November Board Meeting, board members and staff in attendance discussed what makes CCA great, which includes: smaller school with small class sizes, a family atmosphere, school garden, and the focus on teaching the whole child. For the next chapter in CCA, we will be going with a branding of: Explore, Experience, Excel. We should look into marketing materials, like t-shirts and stickers, for the school that include the branding motto. CCA also provides students with hands-on-learning using innovative learning practices. We could also look at using the sunflowers we have grown at CCA since the gardening program was started. We need to expand the gardening program at CCA. We could look into using the LifeLab materials, which is a student curriculum for gardening. The robotics program is another asset of CCA that makes CCA unique because it is a hands-on approach that allows the students to take information learned and experience things.

6. Finance Committee Report – Mr. Kenny Miller, Financial Oversight Committee Chairperson, stated that the Finance Committee has received the financial statements for December. Mr. Miller stated that the Financial Oversight Committee found no discrepancies or abnormalities in the December 2017

Financials. There is one check in the December 2017 Financials that has not cleared the bank yet. The monthly ending cash balances remain higher than projected.

7. Action Items

- A. Amended School Calendar for 2018/2019 School Year** – Memorial Day was scheduled as an in-session day on the original approved calendar in December. The calendar has been amended to include Memorial Day, as a school holiday, but students will be in session on Martin Luther King Day in January.

Kenny Miller moved the motion to approve the modified school calendar for the 2018/2019 school year; Nickie Backus seconded the motion to approve the modified school calendar for the 2018/2019 school year.

- B. Terry Rowlett Board Resignation** – Board President David Herring, shared Mr. Terry Rowlett's resignation from the CCA School Board of Directors at the December board meeting. Terry Rowlett stated that he enjoyed all the time he served on the CCA Board of Directors and he would still like to help out whenever he can. It is with a heavy heart that he submits his resignation, but thinks it is time for rebranding.

Jerry Eaton moved the motion to accept Terry Rowlett's resignation from the CCA Board of Directors; Julie Stockman seconded the motion to approve Terry Rowlett's resignation from the board: Approved 4-1 (Kenny Miller)

- 1) **Comments** – Mr. Terry Rowlett wanted to speak to the board about the possibility of joining Indian-Kentuck Baptist Church in a radio broadcast through the WIKI radio tower. The radio station would include no advertisement, only information about school or community events. The Canaan Fire Company and Masonic Lodge may also utilize the radio station. Using the radio station, we could start a radio club and allow the students to experience radio.

The Lease Agreement between the school and the township must be renewed by the end of February, as the current lease expires in March. The lawyer should have the lease agreement completed by Friday, January 12, 2018.

Mr. Rowlett also asked about the possibility of the school using community members, who receive township assistance, as volunteers to help out at the school, completing various tasks, including cleaning, filing, painting, and outdoor cleanup.

8. Public Comments – No public comments.

9. Board Member Comments –

Kenny Miller moved to make a motion to amend the agenda to include an action item to approve the hiring of an interim secretary for the month of January: Nickie Backus seconded the motion to amend the agenda to include an action item to approve the hiring of an interim secretary: Approved 5-0

Mr. Jerry Eaton stated that he has been very encouraged about how fast vacant positions have been filled at CCA.

Mrs. Nickie Backus wanted to learn about the non-certified teachers at CCA. We currently have 3 non-certified teachers on staff at CCA. One teacher is currently certified and licensed in Kentucky. Teachers can incrementally pass the exams to receive their teaching license. The teaching licensure exams are very difficult and costly. We are encouraging teachers to complete the tests for licensure. Rhonda Pennington would prefer that teachers had an Indiana teaching license versus a charter school license. Donna had started working on the staff evaluations. Rhonda frequently visits classrooms to observe teachers for a short amount of time.

Mrs. Nickie Backus asked about discipline at CCA. Mrs. Pennington stated that she wants to treat all students the same. Mrs. Pennington helped to set the tone for discipline issues. You have to set the tone for appropriate behavior.

Mrs. Nickie Backus asked about what we are going to do with the old computers as the tech team replaces them. She is going to check with hospital about the possibility of recycling our old computer towers with the KDH recycling.

Mrs. Nickie Backus asked about the possibility of getting an overnight field trip for the older students. She stated that is one reason her older daughters wanted to go to Madison Junior High versus staying at CCA.

Mrs. Nickie Backus asked about the need to search for another board member. We needed to be on the look-out for another potential board member. Kenny Miller stated that he is hopeful we can get a board member for the Madison area to bring knowledge and connections to different businesses or organizations.

10. Action Item

A. Interim Secretary –

Kenny Miller moved the motion to hire an interim secretary for the month of January;

Nickie Backus seconded the motion to hire an interim secretary for the month of January:

Approved 5-0

11. Adjournment – The Board Meeting was adjourned by Board President, David Herring, at 7:55 p.m.

Board Secretary Approval: _____

Date: _____

Notes taken and submitted by:

Megan Ritz, Chief Operations Officer