



KCA Board meeting #1 6-1-15

Agenda

Pray (Karen)

Call to order: 5:30pm

Who's present? Paul Hickson, Karen Childress, Jerryd Wallace, Judy Izzo, Karen Love, Cindy Stephens

In order to get this show on the road we MUST have a Board of Governors to govern the policy and by-laws of the school. All discussed who feels most comfortable in each of these positions. Judy will take minutes at the minutes and submit to secretary, as well as financial reports for meetings.

Originate the following to the Board of Governors:

President: Paul Hickson

Vice President: Karen Childress

Secretary/Treasurer: Jerryd Wallace

Correction of By-laws:

>Changed the first paragraph to delete reference to Head of School. Change the number of seats to read 3 or more, instead of 5 or more. We included a maximum number of members to be seven. We took out the reference to an Elmont BC staff member and added an elder or deacon from a like-minded church.

>Cindy read the school's statement of faith from the Kingdom Country Academy website.

>after reading the statement of faith, Karen C. asked if we have a statement of faith signature line in our application for a parent to agree to this statement. "If you have read and agree with the statement of faith, sign on the line."

The election of officers was changed from Secretary and Treasurer to all board officials.

>Removed the line that mentions The Vice President shall be.....

>Adjusted the Roman numerals to fit.

Adoption of By-laws: postponed until Tuesday, June 9, 2015 from 2:30-4:30pm

Treasurer's report: TBA

Next Meeting Date: June 9, 2015 2:30 – 4:30pm

Misc. Business:

Adjourn Meeting: 6:18pm



KCA Board meeting #2 6-9-15

Agenda

Call to order: 2:35pm

Who's present? Paul Hickson, Karen Childress, Jerryd Wallace, Judy Izzo, Karen Love, Cindy Stephens

No Secretary present to read minutes from last meeting. We need to continue where we left off in last meeting with the By-laws, starting at Section III:

From last meeting (june 1, 2015)...

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6-9-15

➤ Voting Members:

Leave Voting Members' lingo the same as is.

➤ Non-Voting Members:

Change: Any Non-Voting Member of the corporation may be removed from such schools as determined by the Governing Board By-Laws and the KCA Family Booklet guidelines.

➤ We removed the reference to Head of School and replaced with Board of Governors. The final sentence in Section III was deleted.

➤ Section IV begins with:

After careful consideration of character, professional training, scholastic, and other qualifications, by and upon recommendation of the Principal with

consultation by the Executive Board, another voting member, and the Principal of the respective school, School Employees shall be appointed by the President.

- We need to make sure that Employee contracts must include specific terms of termination or non-renewal.

Article VI:

- **Changes to first paragraph;** The Principal or Family Advisor shall always serve as an ex officio member of any committee.
- **Last two sentences changed to read:** Each committee shall develop a plan for the committee work, related directly to the goals set by the Board of Governors. Any committee must have at least one Board member or a staff member appointed by the Board of Governors.
- **Finance Committee:** The Finance Committee shall be composed of the Treasurer and two other Board members elected by the Board. The Principal and the Executive Administrator shall be an ex-officio member. The Finance Committee shall be responsible for working with the Family Advisor to develop the Corporation's operating budget as well as determining scholarships for students as they become available.
- **By-Laws Committee:** The By-Laws Committee shall be composed of the President and at least two Board members elected by the Board. The Principal, Executive Administrator, and/or Family Advisor shall be an ex-officio member. The By-Laws Committee is responsible for the management of the Corporation's By-Laws and Family Booklet.

Article V. – Meetings

(1st para.) An annual meeting of the voting members shall be held during the quarter following the end of corporation's fiscal year (June 30) at a date and time established by the President of the corporation.

Last paragraph now reads: A quorum for any meeting is a majority of the voting members. In cases where a quorum is not present or more votes are needed to reach conclusion on an issue, additional voting members may provide their vote via written and/or electronic proxy. All proxy votes shall be maintained as part of the meeting minutes. All business of the voting members requires a simple majority of all Board members for approval unless specified in these By-Laws or the Corporation's Certificate of Formation.

Article VII: Additional Operating Procedures

- Additional operating procedures and other information to be used in the operation of the Corporation shall be documented as deemed necessary by the Family Advisor in KCA's Policies and Procedures Manual. This manual is written and maintained by the Family Advisor and approved by the Board of Governors. Releases or revisions of the manual will carry a version and date stamp which will be referenced in the live document, as well as in the minutes of the Board meetings where the revisions are approved. A copy of the most recent revision will be maintained on file at the KCA campus.

➤ Article VIII: Amendments of By-Laws

These By-Laws are the primary operating procedures for the members, both voting and non-voting of the corporation. It is the intent of the incorporators that only those deemed unchanging with time be included here. In the event that a change is required, amendments to By-Laws may be authorized by a majority vote of the total Board of Governors during any meeting thereof.

➤ **Article IX: Amendments to Certificate of Formation**

Amendments to the Certificate of Formation may be authorized by a majority vote of the total Board of Governors during any meeting thereof.

Adoption of By-laws: Motion to pass KCA By-Laws made by Karen, a second by Jerryd.

Passed

Reading of last meeting minutes: Judy

President moved to accept minutes, accepted.

Misc. Business: Karen proposes to hold a meeting with the Board to go over the plans for the school year and make sure that all are in agreement with policy and contracts.

Cindy mentioned that our Conflict of Interest Policy is ready for review by Board. Board members agreed to discuss at next Board meeting.

Treasurer's report: TBA

Next Meeting Date: August 3, 2015 at 7pm (Cindy & Judy to provide treats)

Meeting adjournment: Cindy motions & Karen seconds

Pray (Karen)

Adjourn Meeting: 4:30pm

Addendum: [Conflict of Interest Policy](#)



KCA Board meeting #3 8-3-15

Agenda

Call to order: 7:00pm by Mr. Hickson

Who's present? Paul Hickson, Karen Childress, Judy Izzo, Karen Love
Karen L sent text to Cindy to let her know we would text if needed.

Move to approve Meeting #2 minutes: Motion made by Karen C, second by Mr. Hickson. Minutes approved.

I. [Conflict of Interest Policy](#) (Adopt or Approve)

Karen L to read the policy - She will print out any state and federal laws on COI to have on hand as a reference.

Jerryd mentioned (in previous email) regarding **Part V 5a Conflict of Interest Policy, Article II, Line 2.** - if there were a matter of COI regarding a family member of a board member, would that board member need to excuse themselves with regards to that issue? The board agrees that the Person of Interest (in this case a Board member) would definitely need to excuse themselves from voting on the issue;

Jerryd mentioned (in previous email) regarding **Part V 5a Conflict of Interest Policy, Article II, Line 3.** - Karen will research for an answer to his question regarding "Not in substantial Gifts or Favors".

Jerryd mentioned (in previous email) **Part V 5a Conflict of Interest Policy, Article III, NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

KCA Administration would allow any student enrollment in KCA, even if they are not of Christian belief/religion.

Part V 5a Conflict of Interest Policy, Article IV - no change required

Part V 5a Conflict of Interest Policy, Article V - no change required

Part V 5a Conflict of Interest Policy, Article VI - no change required

Part V 5a Conflict of Interest Policy, Article VII - no change required

Part V 5a Conflict of Interest Policy, Article VIII - no change required

Motion was made to adopt the Conflict of Interest Policy by Karen; Karen C seconds that vote. Item approved.

II. State of School

Elementary Student Count: 6

Middle School: 5

Secondary Student Count: 19

Total: 30
Seats: approximately 75

August 12th Orientation Meet The Teacher Night for KCA

III. Multiple Family Discounts and how it affects teacher pay

Karen displayed on a piece of paper the suggested Family Contract discount for families with multiple students; 2 students, with one getting a 10% discount on tuition; 3 students, one getting a 10% and one getting a 15% discount; etc.. The concern is that teachers' pay would be affected by how the discounts are distributed. Karen showed the board a pay generator using the current discount formula for teacher to student ratio vs. a payout of tuition of all students across all teachers.

A motion was made by the President to change the tuition discount policy currently in place to be where a first student in a family (determined by the highest number of classes taken) will pay full tuition, any subsequent student in that same family will get a 10% discount. Karen C seconded the vote, Change was approved.

IV. Family contracts/Teacher contracts?

The board approved teacher contractual pay change to be 75% of total collected tuition per student, per credit hour, per month. This payout will be distributed to teachers based on the number of students in each of their classes.

Motion was made by President to build teacher contracts as listed above, moving forward.

Seconded by Karen C.

Motion accepted and approved.

Next Meeting Date: Monday, November 16, 2015 at 7pm

Pray (Karen)

Adjourn Meeting: 8:36pm

Addendum: [Conflict of Interest Policy](#)



KCA Board meeting #4

10-01-15

Agenda

Call to order: 7:01pm by Mr. Hickson

Who's present? Paul Hickson, Karen Childress, Judy Izzo, Karen Love, Cindy Stephens

Move to approve Meeting #3 minutes: Motion made by Karen L, second by Karen C. Minutes approved.

- I. Discipline-Define strikes and what constitutes how many and what is zero tolerance if anything (handout)

Karen gave each of the members a handout of some discipline ideas. She gave some background on what had taken place thus far at KCA. The KCA Council met with regards to discipline for a particular student. Details were discussed about what the student did and what the council chose for discipline. Jerryd was part of the council and said he spoke with a friend who is a police officer in Allen, TX about the possibility of this student doing an interview with the officer to serve as part of his "writing a paper" for his discipline, since the student had indicated he would like to be in law enforcement.

Jerryd read the discipline listed in our P&P for KCA. It was agreed that the policy for 1st strike, 2nd strike, 3rd strike is stated appropriately. What we need to do is determined the level of discipline for each offense and what is the level of offense. Guidelines for suspension: 1 day suspension, 2 day suspension, what will it be?

Judy said she would willingly do ISS, but there just is not an appropriate place to do it. Karen says a 4th offense should be means of automatic suspension.

Karen C wants to know if ALL students are on the same track with regards to how to handle a student who is a discipline problem.

Karen - Some teachers have a totally different means of dealing with problems. But we need to have a discussion with them to make sure we are all on the same page. (in-svc).

Jerryd - the beauty of having these discipline policies in place bc it eliminates the need to discuss "what comes next".

We need to add 4th offense to indicate a 1-class day suspension.

We need to change the **Egregious** offense to exclude the word "egregious" and change it to read Illegal, but include the words "or the 5th behavior offense will be referred immediately to the KCA Council..." (Cindy changed the document)

II. active Member that has a child/grandchild attending KCA...

In the By-laws it states this, however, we are in violation of this section at present. We need to amend. Article 2 - retired practicing educator and... needs amending by creating Article X as amendment:

Karen made a motion to accept the amendment to the By-laws of KCA; Jerryd 2nd.

III. Fundraising: Fall der All, tamales?

Karen explained how KCA joined the CC and will be hosting a booth at the Fall dr All in Van Alstyne. We will be selling cupcakes and raffling a cake, and handing out flyers to promote KCA. Please stop by and see us on October 10 in downtown VA.

Cindy asked the board if anyone wanted to help sell tamales. BIG NO! Cindy explained about a friend who makes and sells homemade tamales and Cindy found out she would be willing to help us. She has agreed to do this, but we need to supply the ingredients. What we really need are the people to help assemble these tamales. It takes 3 days to get it completed.

Karen says she would ultimately like to have the students help.

Jerryd said maybe we should ask to use the church kitchen.

Cindy has an October date set up with her friend for a trial run.

IV. KCA Council of Dads: Show video of Thursday morning class (done)

V. Grade Scale (For transcript purposes any grade below a 70 does not earn enough grade points to pass the class so we can just leave it as is.)

VI. We have pro-rated some of our late enrolling families. Karen would like for us to not continue doing this from this point forward. How can we handle a family who comes in 3-5 weeks into a semester and wants to enroll their kid? Do they pay for the semester in full? Do we test the students to see if they are eligible to join at that point? How do we determine whether the family can enroll?

The board would like to leave this decision up to the individual teachers, who can test them and decide if they can accept them into their class, however, no pro-rating.

Next Meeting Date: Monday, November 16, 2015 @ 7pm

Pray (Jerryd)

Adjourn Meeting: 8:48 pm



KCA Board meeting #5 11-16-15

Agenda

Call to order: Meeting called to order at ~7:02pm by The President

Present: Karen Love, Principal; Cindy Stephens; Paul Hickson, President; Karen Childress, VP; Judy Izzo, Exec. Admin.; Jerryd Wallace, Sec/Treasurer.

Judy Izzo - Read the minutes from Meeting #4. Mrs. Love moved to accept the minutes, Mr. Wallace seconded. Minutes were approved as read.

Old Business: Did the student complete all of discipline instructed by teacher? The student has not done the interview and has not yet given his report to the class which he disrupted. It is all due on Wed, Nov 18. His behavior is showing improvement, but he is still not doing homework. He has attended KCA on Elementary days for several weeks, which is way beyond what was assigned to him for community hours, but he is doing great with regards to this.

The Principal will keep the Board informed of when the student completes all assigned discipline.

New Business:

1. KCA and church relationship; expansion (elementary 4 days a week)

The administration has been thinking about an option of holding our Elementary classes 4 days a instead of 2. We feel it would be more beneficial if these students had more days of instruction. What it would ultimately mean is that we need a place that we can hold both elem & hs classes at the same time.

The administration met with the Family Pastor regarding KCA and EBC, to look to the future and where KCA fits in. (See the list from that meeting...)

Jerryd is on the Next Step committee with the church and hopefully can bring us some news on the status of construction of new building for EBC. This will help us to determine if KCA needs to look for a new location or can possibly purchase the portable from EBC or some other option.

KCA admin would like to get approval to have the old church across the street tested for lead and asbestos to see if it would be a safe place to use for KCA. We would need the results in a written document so we have a guarantee of its safety. KCA has a staff member whose husband is a building inspector. We would like to get the church's

approval to have that building tested. The board agreed that the church may have members on staff who could do this, to check with EBC first.

2. Cindy and Karen discussed the Harmony Outreach Ministry that KCA is considering as part of expansion to reach students who have special needs (e.g. homebound, handicapped, pregnant teen, special medical circumstances, etc.) - Karen and Cindy would love to get this started in August 2016. Karen C. recommended hiring staff who are specially trained for certain scenarios. Tabled til further research.
3. Board members teaching classes - Prior to the board meeting Cindy S asked Karen C. did a little research regarding this scenario, because originally we did not have Admin listed as Board members on the 501c3 documentation, but the IRS insisted that KCA put Karen and Cindy on the list as Board members. Karen C. did not find anything in our policies & procedures or by-laws about this being a conflict of interest or other issues. The documentation has been updated per se.
4. Budget Update --Judy discussed that KCA is looking at about a \$14K gain at this point. This figure takes into account payroll for Spring, taxes each month, insurance semi-annually, and utilities. She is looking at the number closer to closing the end of November.
5. PayPal for on-line tuition payment; Payroll software (policy for this...) Karen L. and Judy did research as to what is the best method to process online payments for KCA. Karen L. made a motion for approval of KCA to use PayPal for online payments starting in January, versus using Bluefin, which is a credit card merchant on contract with PraxiPower. Jerryd seconded the motion to recommend the PayPal as the means of taking online payments, as well as for Fundraising for KCA. Motion approved. **There was no discussion with regards to eSmart to pay payroll taxes.**

6. Administrative Stipends-- When? How much, how often?

Karen L is asking the Board to consider a proposal from the Admin for a \$2000 stipend for Cindy S, Judy, and for Karen L at the end of first semester. Karen, Judy and Cindy left the room so that the board could discuss this recommendation and then brought us back to hear their decision.

Karen Childress made a motion to approve a \$2000 stipend for the admin at least for this semester (Dec 11, 2015), and then to reassess it again before June to see if the funds are available to give them another stipend at the end of the school year, leaving enough reserve to carry over to Fall 2016-17. **Jerryd seconded the motion. Motion passed.**

7. More fundraising ideas; the tamales ended up being a BIG deal, and it was determined that the process takes too many hours and too many hands to use the friend Cindy S knows. If we can find a business who is willing to take orders

and make them FOR US, we will consider it. We are also looking for other ideas to do as fundraisers. We may put a questionnaire out to parents to see if they have other ideas as well.

Candy? Crafts? Pies? Chili cookoff, BBQ, Photographs, etc.

Tabled until next board meeting.

8. Substitute pay (when to contract, teachers must give 1099s) - We were told by someone who has Financial businesses experience that we need to have a mitigating policy for this procedure of having substitutes. K Love had a sub and paid her directly, KCA did not pay her. The teacher in this case would be held responsible to give the sub a Form 1099 if paid over \$300 in a year. We were told this was not a good idea. It is **necessary to put them on the payroll as an employee** and pay them on standard paydates, same as teachers. **Admin will work on a policy and get Board's approval by means of email.**

Further discussion was to determine the amount KCA would pay subs per hour. **Mr. Wallace made a motion that KCA should pay Subs \$15/hour of instruction** and that the responsibility of finding an acceptable sub should fall on the teacher (in need of a sub). Teachers would be responsible to find subs, make sure they have done their background checks, as well as fill out a W-2 form. KCA admin would have to vet the candidate to verify if they are acceptable and then process them in time to cover that teacher's shift and add them to the "Acceptable Sub List".

Mr. President seconded the vote. Motion passed.

9. 501c3 update - Was informed by IRS rep that we needed to resubmit a newspaper article with our Non-discriminatory Policy in it using the proper typeset and font size, then we would reach approval status. **KCA is waiting on the approval letter by December 1.**

10. Next Board meeting scheduled - Feb 15, 2016 - 6pm

11.

12. Dress Code recommendations and consequences/uniforms (Jan? or August?) The Admin is trying to decide on when to start enforcing a new dress code. (e.g. Jeans may be worn as long as they wear a KCA shirt with it. No jeans pass would be necessary.

Motion was made by Karen C to approve the dress code change (Mandatory starting in August 2016). Motion seconded by Jerryd. Motion passed.

13. Teacher Bonuses - KCA Admin would like to include a \$100 teacher bonus (not including Admin, since they're getting stipends) for the 5 Elementary and HS teachers. **Motion was made by Mr. Hickson to approve this for December payroll. Karen C seconded. The Motion passed.**

All were invited to the Thanksgiving Luncheon at 1:00 on Wednesday, Nov 11, 2015 in EBC Fellowship Hall.

Meeting adjourned: 8:53pm - Mr. Hickson



Kingdom Country Academy
Board Meeting 6 Minutes
February 15th, 2016
KCA @ Elmont Baptist Church
6:00 pm – 8:00 pm

Those in attendance: Paul Hickson, Karen Love, Cindy Stephens, Jerryd Wallace, Karen Childress, Judy Izzo

Open in prayer - Judy Izzo

Motion to begin meeting - President 6:01pm

- | <u>Activity</u> | <u>Action</u> |
|--|---------------|
| • <u>Review Minutes from Previous Bd Meeting</u> | TBD |

Minutes from the previous meeting were sent via e-mail or printed and delivered to the board members prior to the meeting tonight. It was agreed to return to this and approve them at the end of the meeting...

- Chief Executive's Report – Karen-State of KCA DISCUSSION

35 students currently enrolled. Spring Fever is evident! Ramping up for new enrollment for the fall with parent meetings planned in April, May and June. (See calendar). KCA hopes to begin a 4-day a week school, but that won't happen until we find a location large enough to house the number of students enrolled, since it would require both Elementary, Middle School & High school to be in one building at one time. The portable just is not large enough.

- Finance Committee Report (Judy) BUDGET PRESENTED

Judy will check with the Praxi designers to find out why November shows \$0 for Income.

Karen C made a motion to accept the budget as presented. Mr. Hickson seconded. The budget was approved as presented.

- Old Business

- o Discipline for student OPEN

Cindy explained that she and Karen had an impromptu conference with Mom and student today after an issue that occurred in Ms. Love's class. He is presently failing one of his 3 classes. He seems to have a lot going on but is not applying himself with regards to school. We are not giving up on him! The idea of finding him a male mentor was suggested; using a log/journal to track what's happening. Pray! The Administrators will find an adult male to mentor this student and present an update at the next board meeting, unless there is a need for more intervention before that date.

- o Next Step Committee status on new EBC bldg.? OPEN

EBC hired an architect to do the initial bldg. design for new Children's Bldg. Hoping to build with 9 classrooms this summer. Looking at other means of fundraising. The committee wants to accommodate us so the hopes are to be done by August! A meeting will happen tonight and Mr. Wallace will report.

- o PayPal implementation COMPLETE

Karen set this up in January 2016. We presently have 3 families using this service to pay tuition. We are paying the lowest Charity rate available for US accounts registered as a 501c3, which is 2.2% plus 30 cents per transaction. We are eating this expense presently and plan to increase our Monthly Installment Fee for Fall to help recoup some of this expense.

- o Tamale Fundraiser results? ~\$700

Karen L was able to acquire a woman who owns her own tamale making business and agreed to work with KCA on this fundraiser. She filled our 140 dozen tamale orders. All was a success. We will consider her again for another fundraiser next Fall, but earlier in the season.

- New Items of Business - President

- o 2016-2017 Calendar & Schedule APPROVED

New schedule was presented by Cindy. We already have students slated to take some of the new classes in Fall. We have added a class to the schedule, Daily Bread, that will basically take 5 minutes from each class period to create a 20- minute block of time for holding bible class before lunch.

Cindy also presented the calendar of events for the 2016-2017 schedule. Karen C moved to approve the 2016-2017 calendar, Judy seconded.

- o May Board Meeting date change APPROVED

A vote was taken to approve the change of date for the May Board meeting from May 16 up to Monday, May 9. This will allow KCA to hold a much needed New Family Meeting for potential new families to enroll for Fall semester. All were in favor to change the date from 5/16/16 to 5/9/16.

- Board Meeting Schedule for 2016-17 TBD

The Board asked that KCA Admin present dates at the May meeting to vote on.

- Present SUBstitute policy for 2016-17 (Karen) APPROVED

Substitute teacher pay and policy - **Judy created timesheets and Teacher as Sub forms.**

Sub pay: \$90/day ½ day: \$45

Sick days - pay days - subs Karen and Cindy will cover when possible.

- **For Teachers who instruct 4 classes or more: 2 sick days given without being docked**
- **For teachers who instruct 3 classes - 1.5 sick days given without being docked**
- **For teachers who instruct 2 classes - 1 sick day given without being docked**
- **For teachers who instruct <2 classes - you are expected to either re-schedule the class, offer online instruction, or prepare a lesson and arrange for a suitable substitute to teach the class. Teachers who follow this policy have met the requirements to cover the class.**

A vote was taken to approve this policy for substitutes. All approved.

- Waiver / Release of Liability APPROVED

Judy presented a generic waiver that would be a release of liability for KCA. We will have all staff members sign along with new teacher contracts in April. A vote was taken and all approved.

- IXL – MATH APPROVED for Purchase

Karen presented how IXL works for MATH and how it tracks the time and level and efforts students are working while in the program. Cindy did not feel that the IXL Language Arts program was fitting for the curriculum she teaches so we will not be purchasing it for that subject.

Jerryd made a motion to approve the purchase of the IXL Math program. Mr. Hickson seconded.

- Cindy and Karen are planning to visit with the Collin County Adventure Camp folks to see if we can find a way to implement our Field Day into a Day at their facility on May 5, 2016. The plan is to charge “other” families to come and participate in Field Day. Thinking \$10 per family, but with a cap on the number of events that \$10 covers.

Closing Prayer - Secretary

Adjourn: 7:08pm



Board Meeting 7 minutes

May 9, 2016

KCA @ Elmont Baptist Church

6:00pm – 7:00p

ACTIVITY

PRAYER

Call Meeting to Order (President) 6:03

Reading and Approval of Minutes from last meeting: Secretary/Judy

Motion made by JW, 2nd by KC, minutes approved

Chief Executive Officer Report: Karen Love, Principal, State of KCA

The student in question has passed his courses

Financial/Budget Report -- Closing: Judy Izzo, Administrative Assistant

REasses next meeting

Judy presented the Monthly trend of actual Income & Expenses (not approved)

Fundraising Report -- Field Day Report: Karen Love

Rented CCAC and had around 100 kids and parents . Fun had by all. We have \$325 in-hand a profit, but about \$100 of that will go to pay for expenses. The older kids were allowed to do extra fun activities after the younger kids finished for the day. We paid \$180 for 18 kids to play. This leaves around \$200 profit. KCA would like to ask the board to vote to donate the profits from this event to Elmont Baptist Church Aim4India

mission trip that Ms. Stephens will be going on this July. Motion made, Karen C moved, Jerryd 2nd

STEM Report -- Cincy Stephens: Report on ROBOTICS

KCA would like to start a ROBOTICS program with KCA as part of our curriculum. The Collin County division (COCO) is open, Cindy signed KCa up to participate in robotics in the fall. We have two KCA dads who will teach the students that sign up on Tuesdays and Thursdays and the high school students will get credit for them. The engineering portion will be considered a "class" at KCA and requires tuition to be paid. The club portion of the team is no charge and open to others.

KCA may also offer a Latin (foreign language) class on Tuesday/Thursdays during regular class.

Board Development Report:

Any budget changes requested

Karen incorporated a 6% increase across the board for next year's budget. We need to increase our Monthly Installment Fee to be \$5 to cover anyone using PayPal for payments.

Daily Bread & School Schedule requested

The Bible Project is the video driven devotional that we want to use for a lunchtime bible study for our students. 30 minutes for this, then 25 minutes for lunch, The Bible Project is a group of college seminary students who have designed and developed.

Other Business: Stipends for Admin? If the funds are available for the administrators to receive a \$1000 bonus we will resubmit June payroll for Admin. approved

Schedule: Cindy went thru the schedule of classes that we project to make with at least 5 students each class. Elementary & Middle School students will ALL have an hour of Brain Training as part of their curriculum at the beginning of the day. We are still interviewing for a Elementary teachers.

Old/Unfinished Business: Student in question report (return next year?) We never got a mentor for this student. He did pass his classes. We just are not able to accommodate his needs at this time. The Principal is not willing to allow him back.

New EBC Bldg report: The committee has not met again since last board meeting. Some donations have come in for this building funds, but not sure what progress is being made. At this time we are assuming we will continue in the portable building (as is).

New Business:

2016-17 Board Meeting Dates: We want to ask for an additional Board meeting to be held in August to cover some new policies needed.

August 1: 6pm

November 7: 6pm

Feb 6, 2017: 6pm

May 22, 2017: 6pm

Vote on tuition cap based on cost when first enrolled. If you have a continuous enrollment your child's tuition will never go up. Motion made by JW, 2nd by KC.

Do we want to create Enrollment contracts between family & school? TBD

Define closed campus: If you need a Study Hall between classes, one class period is free of charge, but if there are two class periods between scheduled classes, it will cost for the student to stay on campus. The term CLOSED CAMPUS needs to be incorporated in Policy & guidelines. Students leaving campus must have parent permission (written/email/phone call) to do so. TBD

How do we collect on overdue tuition? TBD

Accreditation: There are two associations that may accept our 2-day /wk scheduling, that will work with us to achieve Accredited status for KCA. (ASCI & AED) It requires a membership, then you have to pay for someone to come and observe the school to make the determination. Will present more info in June...

New Business (continued):

Teacher Resignation: CF

Hiring new teachers- approve recommendations. What does the board require for us to determine in hiring new teachers.

New policies & procedures manual to be worked on in the summer. How is best way to get those approved? August 1st meeting

New Board Members? We are wanting to add two new board members to help with the transition of current members approaching term and this way we would not have to retrain anyone. It would allow them to get a year under their belt.

Announcements:

Review of Actions from Meeting: Need to research how a 501c3 business handles making a profit. How can we avoid penalties if we make too much.

Motion to Adjourn with Prayer: Mr. Wallace, Karen C

Meeting adjourned at 7:48pm



Kingdom Country Academy

Board Meeting 8 Minutes

June 20, 2016

KCA @ Elmont Baptist Church

6:30pm – 8:00pm

ACTIVITY

PRAYER Mr. Wallace

Attendees: Rosahisela Santiago-Alicea, Mr. Hickson, Johnnie Garza, Karen Childress, Karen Love, Cindy Stephens, Judy Izzo

Meeting to Order (President) 6:31pm

Reading and Approval of Minutes from last meeting: Secretary/Judy

Motion made to approve minutes: 1st = JW, 2nd KC ...Minutes were approved as read, with prayer added to the agenda.

Chief Executive Officer Report: Karen Love, Principal, State of KCA

As of Today = A friend of Karen Love's Aunt Eva may support KCA monetarily.

Elementary-K-6th (10 students)

High School-7th-12 (20 returning) Total of 82 seats filled at this time Project 109 (6% increase from last year's budget). If we get up to 115 students (seats) our Elem teacher would like to hire an Aide to work on Tues/Thur. We have a HS student who may be interested in taking this position to make money to support her studies at KCA.

This time last year we did not have all projected seats filled for the 15-16 yr. Come August we had double that number.

If we get 115 seats filled we can add an aid position to elementary

We had a teacher to recommend to the board tonight, however, she contacted us last week and said she just wasn't ready to fill the position at this time. We do have some other candidates, but we are waiting to see how our student population in Elem/Ms pans out. Karen & Cindy will fill in with Elementary teaching and Judy helping when necessary if numbers do not increase. We are in a wait-and-see mode.

Financial/Budget Report -- Closing: Judy Izzo, Administrative Assistant

Need to create a general ledger item for income Fall Enrollment (current) and Fall Enrollment (next session). We have a Net Gain of ~\$4000

Karen Love would like for KCA to donate \$700 to Aim4India on behalf of Cindy Stephens, who will be going on a mission trip.

Motion made by Karen C to add \$500 to Aim4India.

Motion 2nd by Jerryd Wallace

President took a vote, all approved.

Board Development Report:

Old/Unfinished Business: Our Student in question has enrolled for next year. Through much prayer and consideration, we have decided to allow him to return to KCA. The Principal says that if he becomes an issue again, we will be calling on Mr. Hickson to come and get him! We hope to find him a male mentor. This was an item to be done this year, but never panned out.

Mr. Garza has offered to be that male mentor. He wants to meet the student and get to know him, and from his experience, he will assess what might work best for the student. We will try and set up a time for this to happen.

New EBC Bldg report: Mr. Wallace says EBC has paid an architect to draw up bldg plans, but there is not another meeting set up to assess progress.

The Portable AC is out of commission and we need to know if it will be fixed before August. Mr. Wallace will check with Royce and his crew to find out, then text Cindy with status. He will also try and find out when the Bldg committee will be meeting again. Hopefully it will be in July/Aug.

New Business:

Introduce prospective new board members: Rosahisela Santiago-Alicea, Johnnie Garza

Rosa has a son going into 9th grade, Johnnie has a son going into 1st grade. These two are being recommended to our Board of Governors for joining in the 2016-2017 school year.

The existing Board members gave brief intros.

JW makes a motion to add Rosa & Johnnie to the board as voting members. Mr. Hickson seconded that motion. Vote was approved by all voting members.

2016-17 Board Meeting Dates

New policies & procedures manual: emailed to board

August 1 @ 6pm (discuss manuals & possibly hiring more teachers/aids)

Cindy will email to the new Board members, Rosa & Johnnie, and we will do a remote conference to discuss any changes to the manual. Conference call number = 1-800-501-8979 (code/pin: 7922077)

Sept. 19 need to approve a fundraiser (donuts/tamales) for fall

Dec. 5th

Mar. 20th, 2017

June 12th, 2017

Accreditation: Become a member of ACSI (\$250) We are asking the board to approve our becoming members of ACSI in order to gain accreditation for the 17-18 school year. It takes a year to achieve accreditation and we are trying to put our policies & procedures into place to fit the model for becoming accredited. We want to make sure we are following all of the guidelines set by ACSI.

A motion was made by Johnnie to approve the \$250 to ACSI, Rosa 2nd the motion. Motion carried for approval.

Hiring new teachers: We will email any applicant information should we need to hire.

~Faculty/Staff Handbook

~Parent/Student Handbook

~Governing Board Manual: Voting Members: The Voting Members of the corporation shall be the undersigned incorporators, their successors elected as hereinafter provided and such other persons elected to voting membership as hereinafter provided. Any Voting Member may be removed from his or her voting membership of the corporation at any meeting of the Voting Members by a 75% majority vote of the total number of other Voting Members. Upon the death, resignation, or removal of any Voting Member of the corporation, his or her successor shall be elected by the unanimous vote of the remaining total Voting Membership during any meeting of the Voting Members.

~Administrative Regulations and Procedures Manual is a work in progress. Need to approve a nondiscriminatory hiring policy:

Sample Nondiscriminatory Hiring Policy

Kingdom Country Academy hires and retains faculty and staff of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to employees of the school. KCA does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

Is there anything that needs to be added/changed/deleted?

>KC moved to approved, JG 2nd. All approved

Adjourn with Prayer: Mr. Hickson 8:08pm