

Kingdom Country Academy

REMOTE Board Meeting Minutes

August 1, 2016

6:00pm – 7:00pm

Those in attendance: Johnnie Garza, Karen Love, Judy Izzo, Cindy Stephens, Rosahisela Santiago-Alicea, Jerryd Wallace, Karen Childress; Paul Hickson

Opening Prayer: Mr. Hickson

Call Meeting to Order (President) 6:05pm

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

JW made a motion to approve the minutes from June 20th Board meeting. Rosa seconded the motion. All were in approval. June 20, 2016 Board Meeting Minutes approved

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

As of Today-Number of students

Elementary-K-6th (14 students)

High School-7th-12 (17 students) Total of 82 seats

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

Financial/Budget Report

Mrs. Izzo took a minute to tell the Board the ending balance of the Operating account \$5,168.26. This balance is within \$100 of the current Bank balance. We are aware of a \$50 out-of-balance on our Fund Balance due to a refund check was entered into Praxi before the school year, which meant we started the year on a negative balance. The other amount we are still researching the cause of being out of balance.

Board Development Report: Two new members, Rosahisela Santiago & Johnnie Garza

Old/Unfinished Business:

Approve Handbooks

1. Faculty/Staff Handbook; make the suggested grammatical changes. Need to add a procedure section for Safety and Security (e.g. Fire safety, inclement weather, etc.)
2. Parent/ Student: make the suggested grammatical changes. Need to add a procedure section for Emergencies (e.g. Fire safety, inclement weather, etc.) Will also add a Tobacco use section for on-campus.

Mr. Garza said he would email us a copy of the McKinney Christian Academy policy for safety. We can copy and change as needed.

New Business:

Starting Payroll for staff in August: There has been a request to start paying teachers/staff in August, instead of September. We have some teachers who have students at KCA and can't pay tuition until they get paid. This would be an option to pre-pay teachers, however, there needs to be a clause in the Policies & Procedures to require anyone who walks out on a contract to pay it back if they quit. JW motioned to approve, KC 2nd vote

Stipend for Web designer: A recommendation of \$500 has been suggested by KL.

Our web designer has kept up our website for free for the past 13 months. We are asking to pay Stasia Young this year with a stipend to cover what we would normally have to outsource. Rosa motioned to approve this stipend, KC seconded the motion. Approved.

Renewal of Principal contract needs approval.

JW made a motion to renew the contract of the Principal. Rosa seconded that motion. Motion was approved to renew contract.

Accreditation Update: (Principal, Karen Love)

While Cindy was in India Ms. Love talked with the ACSI admin to make sure that our membership dues were received. We found that our membership was scholarshipped (in full), sending back the check for \$250. Principal Love was invited to attend the Leadership U training at Cairns University at a 50% discount to get trained how to be a Head of School. This is a 2 year pgm that is \$6900 normally. Karen was able to get funding outside of the school to go on this trip for training and she thoroughly enjoyed it! She is now working on her Master's degree, to be completed in a year and a half.

Rosa suggests that we include this "Continuing Education" in the budget for next year. Most schools pay for the principal to go to this training, but Ms. Love paid her own way this time.

Cindy received a phone call today (8-1-16) from a lady who attends EBC wishing to donate \$1000 to KCA.

Karen Love will present a Fundraising proposition at the September Board meeting. She says we need to avoid nickle and diming our parents all year long. The preference is to do 3 major fundraisers throughout the year.

Announcements: We will have a special guest from ACSI at our next board meeting. Our next Board meeting will be held on Monday, September 19, 2016 at 6pm at KCA.

Cindy gave an update from her visit to India with the Aim4India School for kids. The group was able to train teachers to teach and parents to cook! They bought supplies for the school, overflowing the back of the truck, for under \$300. Taught VBS on Saturdays. Had a wonderful time and hopes to return next summer with some funding/sponsorship from the school.

Review of Actions from Meeting:

Adjourn with Prayer: Mr. Hickson (6:57pm)

Kingdom Country Academy

Board Meeting Agenda

September 19, 2016

KCA @ Elmont Baptist Church

6:00pm – 7:00p

ACTIVITY

Call Meeting to Order (President) 6:01

Those in attendance: Johnnie Garza, Karen Love, Judy Izzo, Cindy Stephens, Rosahisela Santiago-Alicea, Jerryd Wallace, John Craig (ACSI); Paul Hickson

Introduce John S. Craig, Director of Accreditation | ACSI South-Central

Reading and Approval of Minutes from last meeting: Cindy Stephens

Principal Love asked to change the Accreditation portion that mentions Principal to read as Head of school. Minutes from Board meeting 8 were read, a motion was made by Rosa to approve the minutes with the changes. Johnnie made a second on that motion. Minutes were approved.

Introduce John S. Craig, Director of Accreditation | ACSI South-Central

Brief overview of ACSI and their mission to help schools make an impact around the world. Since 1978 they have been working around the world. They currently support over 23,000 schools in 113 countries, serving some 5.5 million children. There are 30 offices around the world, working together to benefit The Kingdom.

Accreditation indicates a school has achieved the standards of quality and are verified on their commitment to strategic, improvement. ACSI helps school audit their mission and to make sure that what they “say they do” they are actually doing & achieving Systematic continuous improvement; measure of a school relative to standards; validation in light of a school’s own mission and vision; pursuit of a quality educational pgm; accountability for the ongoing meeting of standards; commitment to being distinctively Christian. Will need a continuous improvement plan. Will mean accountability through an outside standard. Team building is a necessity. Focus on the main points that create a valid accredited school. Credibility: validating that your school is indeed following standards and a quality educational program, and being held accountable.

TEPSAC is the State of Texas who validates the accreditation.

- Application
- Pre-Candidate Status
- Candidate Status visit (clock starts ticking, up to 3 yrs)
- Self Study (compliance) (strengths & weaknesses)
- Consultant Phase - assigned to help with the self-study process (volunteer/Head of School from another school)
- Team visit (4 to 10 schools)
- Chairperson Phase (same person assigned from Consultant Phase)

- Maintenance Accreditation

Standards - Indicators - Cont. Improvement Plan - Accreditation Process - Visiting Team (to validate the self-study report, confirm being true to your mission statement, evaluate compliance, Asses the Cont imp plan, Commend strengths of school, Make recommendations for improvement, Team makes recommendation to Regional Commission for accreditation)

Commission meets twice a year and votes to approve the recommendation, each year that it takes to meet standards. Accreditation lasts 5 years. Renewal is necessary and generally begins a year and a half to complete. 180 days (7 hr day, including passing periods, recess, lunch, etc.) 75,600 minutes of instruction.

JW asked the question: Do you see an increase in student population in schools AFTER accreditation? Yes, and more and more colleges are looking at requirements for entry from acc schools.

Head of School Report: Karen Love, Principal, State of KCA

Elem - 10

MS - 3

HS - 20

Even though we did not meet the 115 seat criteria for hiring an aide, we found the means to go ahead and hire one of our high school students to come in for 6 hours a week to help with Mrs. Triplett

We also hired Mrs. Shannon Hernandez to be our Public Relations Specialist to head up our Fundraising plans for the 2016-17 year. She is heading up the Branson Raffle sale of a 7-day, 6-night stay at a private resort in Branson, Missouri. Tickets are \$10 each or 6 for \$50. Our hopes are to use the proceeds from the raffle to fund our Phase II of KCA, which is an in-home based schooling for students who are not able to physically attend school on-campus. Perhaps they are physically challenged, or mentally challenged, or disenfranchised...This would be our way to reach out to these families at no cost to the family.

KCA did not include any scholarship information when we originally applied for the 501c3 status, but now that we want to start Harmony Homebound and have more donations, plue want to apply for Grants, we have to fill out a 990EZ form to show this monies. We have hired a consultant, Brian Heath, to help us complete our 990 form, as well as help us collect the financial information to send in to the IRS.

Rev. Dr. Vernard Gant - training in October

Financial/Budget Report -- Income Statement: Judy Izzo

Mrs. Izzo talked to the Income Statement for MTD and we are a little over \$5,000 above budget.

Mr. Garza asked if we have a "goal" for the 2nd semester, as far as number of seats with students. We do not, but he hopes we will do a better job of looking into the future and setting goals of what the expectations are.

Board Development Report:

Old/Unfinished Business:

New EBC Bldg report: how the remodel affects KCA

- The extension of the sanctuary was approved on Sept 12.
- Construction for this, as well as a new entry to the Nursery.
- This may affect us and Friday School as far as entry/exit of school. The trash dumpster may have to be moved so parents can drop off and pick up in the back.

New Business:

Fundraiser: Shannon Hernandez - Public Relations Specialist

Accreditation: Update (See Mr. Craig's info)

New policies & procedures:

~Administrative Regulations and Procedures Manual is a work in progress.

Announcements:

Security Update (Church Mutual) - may need committee to help with these

- EAP (Emergency Action Plan)
- Security
- Fire - Fire drill done Sept 13, Tornado drill done Sept 13
- Robert Lewis (retired fireman - need to contact to get him to do a walk-thru and assess what our plan should be)

Review of Actions from Meeting:

Mrs. Izzo will be contacting the church to find out if they have an EAP in place already, if not, we will set one up with the help of the local law enforcement.

Mr. Garza - Anna First Baptist - the possibility of KCA starting a 2nd campus on campus will need a "pitch" from the admin of KCA to the Pastors and elders for approval. They seem to be excited about it, but need to hear what our expectations are, and what value KCA would add to the community. What can KCA bring that the church is not already doing/providing? Mr. Garza will set up a meeting for us once we give him 3 possible dates (2nd Tues of month, meeting with elders).

Adjourn with Prayer: Mr. Hickson

Adjourned meeting at: 7:42pm

Kingdom Country Academy

Board Meeting Agenda

December 5, 2016

KCA @ Elmont Baptist Church

6:00pm – 7:00pm

Open in Prayer Jerryd Wallace

Call Meeting to Order (President) 6:01pm

Greetings/Attendance: **Karen Love, Cindy Stephens, Judy Izzo, Paul Hickson, Karen Childress, Jerryd Wallace, Rosahisela Santiago-Alicea (remote), Johnnie Garza**

Reading and Approval of Minutes from last Board meeting: Secretary

A motion was made by JW to approve the minutes from Board Meeting #9.
A second was made by KC. The Minutes of Board Meeting #9 were approved.

Principal's Report: Karen Love, State of KCA

Karen read an email that was sent to parents on Dec 1st. We are having a Christmas Party with a special rotation for kids to present science fair projects, a sock exchange, a craft and there will be a play of the Christmas Story.

Tamales fundraiser is in progress, to end Dec 7th. Pickup is Dec 15th at KCA.

Robotics is going to Regionals in Frisco starting Dec 8th at Dr. Pepper Center.

RE: Inclement Weather, we informed parents of how KCA will handle closures. Karen requested Mr. Hickson to call her should he learn of VA schools closing or delaying. If VA ISD is delayed, there will NOT be classes for KCA.

Financial/Budget Report -- Income Statement: Judy Izzo, Administrative Executive

The Financial Report was covered by Mrs. Izzo, stating that as of 12-5-16, the Operating Account has a balance of \$9,438. The Bank account currently has a balance of \$9951. The discrepancy is due to a handful of transactions that have not yet cleared the bank.

Once Salaries and Wages are expensed for the month and taxes paid we should have ~\$1100 left for bonuses. Keep in mind, there is still \$3066.15 left in tuition to be paid.

A motion was made by KC to approve the report.

A second was made by RS to approve.

Board Development Report:

Old/Unfinished Business from last meeting:

- EBC Bldg report: ?? The second bldg is still slated to be built, but right now they are just extending the nursery and sanctuary.
- EAP - A Campus Safety Procedures handbook was created. Dates for drills are on calendar for 2nd semester.

Committee reports:

Branson Raffle update -raised \$1774 Cost \$1300 (\$100 for tickets \$1200 for Vacation) Profit \$474

- Judy presented the raffle numbers, \$1289 taken in, \$196.05 expensed, leaving a \$1092.95 profit. With this in mind we will have to eat the cost of the extra \$300 or more to pay for the timeshare... **One of our KCA families won the raffle and we are excited about that!**

Christmas Tamale update currently underway: Rosa is our connection for these tamales and we are thankful for that.

Firewalls: Mr. Garza is proposing that we set up a firewall (donated by Mr. Garza) to add this to KCA. There is need for a network review to take into account before installing this firewall. Once this is done he can establish what it will take to get this firewall up and running. He needs access to the server where internet comes into the church for this building. Jim Donald is the EBC person to contact. Mr. Garza will send Mrs. Love 3 dates to choose for meeting to review this process.

Accreditation Update: (Jerry Eschleman)

Mr. Eschleman did a professional development for Karen, Cindy and Judy and allowed them to film it to show to teachers in January for Professional Dev Hours. Dr. Eschleman is the Superintendent of one of the largest Christian schools in Texas. He came up from San Antonio to shadow us for the day, Nov 29th. It was a very productive and informative day. Part of what Karen is required to do as the mentee to Dr. Eschleman is to go to his school and attend a Board meeting there.

New Business: discuss meaning of University model post parents part - Mrs. Cindy spoke to Dr. E regarding the 17K hours required for students in academic hours. We are planning to implement a program that shows parents what they are required to cover for their children, and the teacher supplies the

Approve Christmas bonuses for Admin and staff: last year we supplied teachers each with a \$50 gift card. Would like to do this again.

KC moved to do bonuses and gift cards as done last year.

Mr. Hickson seconded the motion .

Discuss Leadership U & San Antonio visit

Principal Love is working on her Masters degree and she informed us that Leader U is moving to Colorado for the summer session this year. She is hoping to drive, not fly. Her hopes are that KCA might be able to pay for her final installment of \$1150 in the summer.

Anna Campus update:

Anna Campus Committee to help facilitate: Will try and get Johnnie's MIL, someone from the AFBC, and possibly Mr. Garza will find us some more.

- a. Facility Use Agreement Attach current Elmont Use Agreement
- b. Help with 5 year business plan
- c. Advertisement
- d. T-shirt vendor

The Admin will be working the week of Dec 12th to specifically work on Anna.

Board for Anna campus + Family and Board meeting dates

Change Enrollment Fee amount for 2017-18 school year to \$100 from \$75?

KC suggested that there should never be a different pricing for enrollment at different campuses. This should always be across campuses.

KC moved, JG 2nd to change enrollment from 75 to 100.

Proposal/approval to change Cell Phone Policy starting next semester:

- **Current Cell Phone Policy (Parent Student Handbook)**

Personal cell phone usage is permitted before school, during lunch, and after school. Students are required to power off and store phones in their backpacks during class time. For instructional purposes only, teachers may allow students to use their cell phones in class. Examples include Kahoot, Quizlet, and other online educational websites. Parents may call or text administration for emergency messages.

- **Change to:**

Personal cell phone usage is Not permitted. Students are required to power off and store phones in the office while on campus. For instructional purposes only, teachers may allow students to use their cell phones in class. Parents may call or text administration for emergency messages.

Proposal to add Handbooks sections:

New employee application: Cindy is working on this for future.

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.

Cornerstone San Antonio Hiring Policy: Global Evangelism, Inc. has a protected legal right under Title VII of the U.S. Constitution to judge and discriminate and we do resolutely exercise the right to the full extent permitted by law, in the recruitment and selection process. We continue to seek the most qualified persons

for the available job, without regard to race, sex, color, national origin, disabled status, or veteran's status.

This is probably not going to be something KCA can include in their policies at this time, since CCS is an Incorporated business, not just a corporation. The laws may be different pertaining to this matter. IN the meantime, we will continue to use what is listed above (What's currently in our policies handbook) until we have a better understanding of what we are allowed by law to do.

Withdrawal Process - Parent/Student Handbook

If your student will be moving or will not be attending KCA any longer, please complete the Intent to Withdraw paperwork and have your student return the completed form to the Office Manager.

Intent To Withdraw Form: [Printable Version](#)

Notice of Separation - Faculty Handbook & Contracts

In order to separate from Kingdom Country Academy, you must submit a letter of separation to your principal or supervisor. The letter must be dated and include the effective date of your separation and your signature. You must also complete a Notice of Separation from Employment form and submit to your principal or supervisor along with your letter of separation.

Notice of Separation form: [Printable version](#)

Final paychecks will be mailed or may be picked up on the payroll day on or after separation. If you have any questions regarding your final paycheck, please contact the Office Manager at 469-231-2404.

The Discrimination Hiring policy will not change, but the other two sections of the Handbooks were voted on for approval: Motion made by JW, a second by JG. Changes were approved.

Review of Actions from Meeting: Build a committee for Anna campus

Adjourn with Prayer: Mr. Hickson

Kingdom Country Academy

Board Meeting 12

March 20, 2017

KCA @ Elmont Baptist Church

6:00pm – 8:00pm

Open in Prayer

Call Meeting to Order (President) 6:02pm

Attendance: Karen Childress, Jerryd Wallace, Paul Hickson, Karen Love, Cindy Stephens, Judy Izzo, Rosahisela Santiago-Alicea, Joy McGlothlin

Reading and Approval of Minutes from Board meeting#11 : (Secretary)JW

JW made a motion to approve minutes as presented. KC seconded that motion. Minutes were approved as written.

Head of School Report: Karen Love, State of KCA

(Cindy read the last SOK email: May 15 is priority deadline for Elementary, July 1st is deadline for all remaining classes to make. ITBS testing will be done on Tue, April 25th and Thur, April 27th. Field Day = May 4th.)

- Present Numbers-36 Projected Numbers-60
- Board Responsibilities-Karen
 - Need to determine when we hold board meetings for both campuses, if we do them simultaneously or individually. The Board needs to determine what is best for the school.
 - It is always good if you know your Board members. So Mrs. Love asked the board to “get to know each other”.
- Add more board members? (Two?) Who is returning for a second term? It was discussed that we might want to stagger the terms so we don't have gaps where there is no one filling a position. It will be necessary to fill one person to the board for Anna campus and one for Elmont.
- Does the current Board want to stay for another two-year term, or do they want to swap positions? Executive positions should be filled from existing members
 - Jerryd said he would stay for another two-year term.
 - Karen C. said she would stay for one more year, but will accept the position of President, since
 - Mr. Hickson is wanting to step down from Presidency, but wants to remain on board, just not Executive position.

A vote was taken and the vote was uNANimous to reinstate each of these members into their new nominated positions on the Board.

- Karen Childress: President for 1 year.
- Rosahisela Santiago-Alicea: Secretary for 2 years.
- Jerryd Wallace: Vice President for two years.

- Mr. Hickson steps down into a voting member board position.

Recommendations for hire of new employees:

Lori Garza: Currently the secretary at First Anna, she will move into our Admissions Registrar position for the Anna campus. Head of School would like to recommend her for hire in July.

Joy McGlothlin: From Plano originally, but was homeschooled for a period. Has taught Theater, Gymnastics, Cheer, Pre-K aid, English teacher, but really prefers to teach Theater and Music. Head of school would like to recommend Joy for a Fine Arts/Theater position at KCA that may or may not involve music. Cindy showed everyone the results of the survey done for the Anna Campus, where almost everyone wanted some kind of Fine arts (Music, Theater), and willing to pay for it. Head of School would like to recommend her for hire in July.

Rosa suggested KCA do another survey of the existing KCA families to get an idea of what people are NOW wanting to see if their needs have changed.

A motion was made by Karen Childress to hire both Lori and Joy for KCA Anna campus. A second of this motion was made by JW and Mr. Hickson. Motion was approved as stated.

Fundraising Committee Report:

- Collin County Adventure Camp - Field Day donations for food Committee (May 4)
 - \$5 per person (non-KCA)
 - Need a committee to get donations and supplies
 - Need someone to help with advertising: **Judy to email flyer to Karen C, Rosa S & Jerryd/Katie (for Friday School)**

Set Testing Guidelines :

1. Dates Fall and Spring: These dates will be posted to the KCA Calendar once we have confirmation from ACSI who must be tested.
2. LSA (Learning Standards Assessment) by Scholastic, on-line. An option for next year. Has the option to test one, two or more subjects (individually). Is cost effective. **(Will present to Board in June)**
3. Testing Fee: How much do we charge for administering the tests? **\$21**
4. Who is required to test? **(All full-time students)**
5. How many classes define full-time UMS (For accreditation purposes, how many hours are necessary to be enrolled to require testing? **(Checking with ACSI)**
6. Can anyone choose to test their student (fully), even if they are not a full-time student? **(Yes)**
7. Verbiage to give Parents control over testing or an out. **(Testing Standards-The school will assess all students, full-time and part-time, through both school-based/ designed as well as standardized testing and other forms of formal assessment, according to the developmental needs of individual students.)**

Wish List -Electronics: KCA Admin would love for the Board to help us acquire some of these items by soliciting donations.

laptops, ipads, workbooks, netbooks, calculators, device for doing credit card purchases/payments

Financial/Budget Report: Judy Izzo, Business Manager

Total Income at the end of Q3 of 2016-17 fiscal year: \$22,509

Total Expenses at the end of Q3 of 2016-17 fiscal year: \$23,182

Net Gain/Loss = (-\$673) This loss is due to several family contracts that have not paid tuition by the end of each month. We have two families that still owe tuition from 1st semester. They have agreed to use Tax refund money to pay in full by June 30th.

- ❖ JW asked if there is a way to secure payments/funds? Auto debit for tuition? **(No, but we can encourage families to use direct debit from their bank to PayPal.)**
- ❖ RSA suggested we have some kind of concessions to raise more funds at Field Day. If we get all the food and drinks donated it will be money in our pocket!
- ❖ **Karen Childress and Rosa have agreed to Co-Chair the Fundraising Committee for next year!**

Board Development Report:

Old/Unfinished Business from last meeting:

Committee reports:

- Fundraising update (Judy Izzo)
 - Tamales = \$340 profit
 - Spiritwear = \$798.00
 - Raffle = \$503.65
- Firewalls (Johnnie Garza was absent)
- EBC Bldg Report: The building fundraiser is supposed to start after Easter. We are trying to raise \$850,000...but we have \$250,000. It will be a 2 story building 75 ft deep and 150 feet wide with a passthrough kitchen, gym area, and kids building downstairs with youth upstairs. There will be a glass entrance (2 story) that will open towards both entrances. Should be nice. Hopefully start next summer. (Jerryd Wallace)
- Facility Use Agreements: Anna **(This is still awaiting approval by the Elders of First Anna)**
- Facility Use Agreements: Elmont **(Changes have been made and approved by EBC elders. File kept in KCA and EBC office files)**
- 3 Year Business Plan Report (Not yet written, this is slated for May with KCA admin)
- T-shirt Vendor Got Signs? (KCA is working with this vendor to get an order sheet that includes more colors and shirt style options for next year.)

Accreditation Update:

Leadership U update: Karen Love

Paid in full \$3300 for Head of School Certification

June 24-29 in Colorado Springs, CO

Anna Campus update: Current Enrollment

6 students for Anna

New Business

Proposal/approval to change sections of Handbook starting next semester:

Current Tuition policy is as follows:

D. Tuition Discounts:

Tuition discounts apply to tuition only.

- *10% discount will be applied to the Second Child and to any additional siblings enrolled*
- *Students in classes that are taught by the parent will not be charged for that class. Likewise the parent teacher will not be credited with a paying seat.*

Proposal to change Tuition Policy:

D. Tuition Discounts:

Only one discount may be applied to a family account.

- Families with multiple children will qualify for a 10% discount to be applied to the second child enrolled as well as any additional siblings.
- Staff members' children attending KCA classes will receive a 15% discount for tuition.
- Students whose parent is a pastor will receive a 15% discount for tuition.

Rosa made a motion to accept these changes. Karen C seconded that vote. **Tuition Discount change accepted.**

Proposal to change Payroll Policy:

Current format = 75/25 percent split, teacher:KCA

Proposed change format: 60/40 or 65/35 percent split, teacher:KCA

After further consideration, no payroll changes for the 2017-18 school year are being proposed at this time.

Current Dress Code policy:

Kindergarten - 6th Grade Girls and Boys will wear:

- *Polos or button down shirts; all must have sleeves. T-shirts allowed; any graphics should be God-honoring.*
- *For boys: Business casual slacks, below knee-length cargo shorts with pockets; no athletic shorts; dress jeans allowed with KCA shirts.*

- *For girls: capris & skirts, dresses, skirts no more than 2” above the top of kneecap; jeans allowed with KCA shirts.*
- *No leggings or tight fitting skinny jeans unless worn under a dress.*
- *All hair color must be natural colors: blonde, brown, red (not pink, purple, blue etc.), and black are considered natural colors.*

7 - 12th Grade Girls and Boys will wear:

- *Polos or button down shirts; all must have sleeves. No t-shirts allowed unless they are KCA t-shirts which can be worn anytime.*
- *For boys: Business casual slacks or below knee-length cargo shorts with pockets - no athletic shorts; dress jeans allowed with KCA shirts.*
- *For girls: Business casual slacks or below knee-length cargo shorts with pockets, capris & skirts; dress jeans allowed with KCA shirts. No see through pants, leggings or jeggings unless worn under a dress.*
- *Dresses and skirts should be no more than 2” above the knee.*
- *Hair and make-up should not be a distraction.*
- *All hair color must be natural colors. Blonde, brown, red (not pink, purple, blue etc.) and black are considered natural colors.*

Proposed changes for Dress Code Policy:

KCA's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Campus administration has the latitude to make judgments as to whether a student's dress and appearance meets the following criteria. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

KCA Dress code includes but is not limited to:

Kindergarten - 12th Grade Girls and Boys:

- **For boys: KCA long-sleeved, short-sleeved shirts or pullovers required with business casual slacks, below knee-length cargo shorts with pockets, dress jeans (no holes or frays).**
- **For girls: KCA long-sleeved, short-sleeved shirts or pullovers shirts required with capris, dress jeans (no holes or frays), dresses, skirts no more than 2” above the top of kneecap. No leggings or jeggings unless worn under a dress.**

Both Girls and Boys:

- **No tight fitting skinny jeans.**
- **No athletic shorts.**
- **Any coats, hoodies and other outerwear must be KCA or plain; free of any advertising.**
- **All hair color must be natural colors. Blonde, brown, black, and red (not pink, purple, blue etc.) are considered natural colors.**
- **No article of apparel or hairstyle shall be worn which will in any way damage school property, create a safety hazard, or create a prolonged distraction.**

- **No caps, hats, beanies, hoods, wave caps, doo-rags, scarves or bandanas shall be worn in the school except in the case of educational and health purposes (as determined by the principal and/or teacher).**

Exception: in very cold weather students may wear knit stocking caps outdoors (hats specifically designed to keep the head warm). They will be removed prior to entering the building.

In keeping with these objectives, the necessity of encouraging desirable dress and grooming in the school atmosphere is directly determined by neatness, cleanliness, appropriate selection and freedom from distraction of other students and/or the learning process.

This policy change was presented to the Board by email vote: **Approval was granted by** Karen Childress, Jerryd Wallace, Johnnie Garza and Rosahisela Santiago-Alicea. **Dress Code Policy changes accepted.**

Proposal/approval to change Absence/Tardies section of Handbook starting next semester:

Current Absence/Tardies Policy:

Please make every effort to be at school on time. Parents need to be diligent to have students at school ten minutes before class begins. Tardies are disruptive and wasteful of limited class time. Students with frequent tardies will be referred to the KCA Council.

Students absent more than four times in a semester will be dropped from that class. In case of illness, please call or email KCA Kingdomcountryacademy@gmail.com in a timely manner and contact the teachers to arrange a way to turn in homework and get new assignments.

Proposed changes for Absences/Tardies Policy:

- Students need to arrive at school ten minutes before class begins. More than four tardies per semester will require the parent and student to make an appeal to the KCA Head of School, Director, and/or a teacher to be allowed back in class.
- In case of illness, please call or email KCA Kingdomcountryacademy@gmail.com in a timely manner and contact the teachers to arrange a way to turn in homework and get new assignments.
- If a student is absent more than four times in a semester, KCA has the option to request the student be withdrawn from that class. More than four absences per semester will require the parent and student to make an appeal to the KCA Head of School and Teacher to be allowed to continue in class.
- Families must arrange in advance with teachers for assignments when they take vacations or have reasons for absences other than the ones previously mentioned.

- If a student is withdrawn from the class, KCA reserves the right to collect unpaid, billed tuition.

(This action item was not approved and will be presented at the June 12 Board meeting for further action.)

Review of Actions from Meeting:

- Electronic wishlist

An email with Policy changes (re-worded) to the Board for approval.

- **Personal appearance should not be a distraction. (More specific or not)**

Need to include what we mean by this, being very specific, then send in email to board for approval.

- The Board suggested that we do the following for Payroll:

Grandfather in all current teachers on the 75/25, but new teachers would follow the 60/40 plan.

We will talk to existing teachers to see if we need to grandfather in, or can they change. Will get back to board for a vote.

- Rosa suggested that KCA do another survey around the Van Alstyne area to get an idea of what people are NOW wanting.
- JW asked if there is a way to secure payments/funds? Auto debit for tuition? (JI to look into this)
- **EBC Bldg Report (Jerryd Wallace) - start fundraising next month? JW email Judy**

Need someone to help with advertising (Judy will email flyer to Karen C & Jerryd/Katie)

Adjourn with Prayer: Mr. Hickson 8:31pm

Kingdom Country Academy

Board Meeting 13 Minutes

June 12, 2017 6:00pm – 8:00pm
Elmont Baptist Church

Open in Prayer (Jerryd Wallace:Secretary/Treasurer)

Greetings/Attendance: Mr. Hickson, Karen Love, Cindy Stephens, Judy Izzo, Jerryd Wallace, Johnnie Garza(6:35pm)

Attention: at 12:43pm today, an email was received from Karen Childress by Cindy Stephens. Karen Love read the email. K Childress is stepping down from the Board, resignation effective immediately. This means KCA is in need of a new president to run the meetings next year. The Administration would like to ask the Board to help write a response to Ms. Childress with a positive attitude. The Board recommends Cindy S. call Mrs. Childress to express our regret and our appreciation for her time on the Board.

Board Assessment: Karen Love handed out an assessment to the to board members present at 6:23 and asked that they fill them out. (JW & PH) JG did his later.

Call Meeting to Order (President) 6:35 pm

Reading and Approval of Minutes from Board meeting 12 : Secretary

Motion was made by JG to approve minutes as read. A second motion was made by JW to approve minutes as read. Minutes are approved for public distribution.

Head of School Report: Karen Love, State of KCA

Anna Campus update: Current Enrollment

- 10 new students for Anna - 40 seats
- 6 existing students for Anna - 20 seats

Elmont Campus update: Current Enrollment

- 3 new students for Elmont - 8 seats
- 13 existing students for Elmont - 53 seats

The KCA Administration is still meeting with families throughout the Summer months in order to gain more seats for both campuses.

Wish List for Electronics- (10 ipad 3)

Karen Love was able to find these prices from someone in the Van Alstyne school district. This is a fair price. Now we are praying for monetary donations to help cover the expense of getting some for the new Anna campus. Right now we do not have any electronics for the Anna campus.

iPad 2 - \$60

iPad 3 - \$70

iPad Mini - 65

Research of Board Member duties:

Please read this article and be ready to discuss these duties at the next meeting.

<http://www.modernpubsonline.com/Legal-Leg-Red/Spring2017/html/index.html>

ACSI Login

Username = cstephens.kca101@gmail.com

PW= Luke1721

The following items will be presented for approval at the next Board meeting.

- **Code of Ethics**
- **Legal requirements**
Addition of Harassment, discrimination or bullying policy
- **Addition of Sexting policy-Student to Student**
- **Addition of child abuse (child-on-child) policy: background check policy; how often?**
- **Addition of Reporting Child Abuse and the training to go along with it for staff**
- **Ride Sharing-Release of Students**

Financial Reports: Judy Izzo, Business Manager

- **Income Statement:** Net Gain/Loss = \$2243, however, \$2075 belongs to Anna Program fees for next year.
- **Quarterly Statement:** not presented

A motion was made by PH to approve the Financial Report as read. A second motion was made by JW to approve the Financial Report as read. The Finance report is approved.

Budget Approval Request: Karen Love, Head of School

Karen presented the proposed Budget for the 2017-18 school year to the board. KCA is looking for a Fundraiser that will help to bring in the **projected \$2200** quoted in the budget request.

Karen also mentioned that KCA has submitted a Grant request to Dollar General for \$1500. If the grant is approved it will help get some of the electronics on the Wish List.

She also mentioned that Wal-Mart has a FlipGive program where families can link their purchases at Wal-Mart to a number associated with KCA, then a portion of those proceeds goes to the school. Amazon Smile also has a program like this where folks can associate a number to KCA as a 501c3 corporation and a portion of the proceeds go to the school. Now it's just up to the administration to get the word out to KCA families and the community to link the KCA number to their purchases.

Johnnie mentioned a fundraising idea that works for First Anna, a BBQ Cookout, with competition for prizes! He says this seems to work really well to raise funds for the church. He suggested contacting Anna Chamber of Commerce to get a venue. Johnnie has agreed to head up the committee and maybe recruit some help.

A motion was made by JW to approve the budget for 2017-18. A second was made on the budget by JG. 2017-18 Budget was approved.

Board Development Report:

Old/Unfinished Business from prior meetings:

Committee reports:

- Firewalls (Johnnie Garza): EBC has it's own node for internet services and Johnnie says that by the end of July he should be able to tunnel VPN from Anna to EBC to have a network between the two schools, which he can set up firewalls, using a Cisco Systems node.
- EBC Bldg Report (Jerryd Wallace) Committee will start meeting every 2 weeks. They want to do an expansion to the kids bldg. Things are still up in the air. Regarding KCA & FCNT, these two entities may need to go somewhere else during the building of the new facility. JW is pulling for us to both return to EBC once the multi-use building is complete.
- Facility Use Agreements: Anna (still being updated to include a 90 day clause for any changes to the agreement, from either party); Elmont (need to include the 90 day clause and resubmit)
- 3 Year Business Plan Report: Karen
- [Statement of Faith Change to Tenets](#) - Click on this link to read the updated Core Theological Tenets.

We would like to change our Statement of Faith to be called “Core Theological Tenets” and we need Board approval to do this, since it is throughout our Policy & Procedures manuals and Handbooks. **JG made a motion to approve the change to Tenets, with the paragraph on KCA Disciplinary Council taken out. The section on Discipline Council will be addressed by email to get approval for wording. JW made a second to approve the change.**

Accreditation Update:

Leadership U update: Karen Love
Paid in full \$3300 for Head of School Certification
June 25- 30 in Denver, Colorado
Cindy-[Timeline](#) (Please look at this before the next meeting.)

Approve Employee Agreement templates

- Paraprofessional position
- Dual positions: Need board approval for Supplemental pay of Admin positions
- Teaching position

JW made a motion to approve these Agreement templates as written, with the exception of the Dual Position agreement. Karen stated that she and Cindy, as administrators AND teachers, would like to be supplemented with pay to cover the work done as administrators, outside of the teaching position that's paid based on number of seats per classes they teach. The pay would only be distributed if the funds are available. If the funds are not available, then there would be no supplemental pay. This will be included in the verbiage of the At-will Agreements for these dual positions. Karen presented the associated numbers from the Budget for 2017-18, showing where the funds would come from for the supplemental pay.

Cindy and Karen left the room so the board could discuss whether there should be a differentiation between equal pay between the two or perhaps one making more than the other. The Board agreed that the dual positions get the pay, and split it equally at this point. The Board also stated that if CS and KL are not able to agree on an amount between them, that a 52:48% split be recommended, with the Head of School getting the 52% and the Academic Director get 48%. PH made a motion to approve the stated changes to the Dual Position Agreements. JW made a second motion to approve the changes. **Agreements are approved.**

Recommended Governing Board Meeting dates for 2017-18:

- **Meet at EBC**

1st Quarter: September 18

2nd Quarter: December 11

3rd Quarter: March 19

4th Quarter (EOY): June 11

Accounting Change Request:

The KCA Administration would like to recommend the removal of Joe W. Stephens, III from the Bank account at Independent Bank and request to have Judith Izzo added as a member on the account with signing and changing privileges allowed. Judy is currently on the account, but can only deposit and withdraw funds, but can't make changes to the account.

A motion to remove Joe W. Stephens, III from the Independent Bank KCA Business account (1000555183) was made by JW. A second motion was made by PH to remove Joe W. Stephens, III from the Independent Bank KCA Business account (1000555183). The change will be presented to the Independent Bank by July 1, 2017.

Proposal/approval to change or add sections of Handbook starting August 2017:

Parent/Student Handbook:

<addition of> Testing Policy:

KCA will require all full-time students, students who attend two or more classes, to take yearly standardized testing. KCA will administer the Iowa Test of Basic Skills during the Spring semester. KCA reserves the right to modify or update testing tools. Families will be notified of testing fees and dates prior to administration.

Current Absence/Tardies Policy:

Please make every effort to be at school on time. Parents need to be diligent to have students at school ten minutes before class begins. Tardies are disruptive and wasteful of limited class time. Students with frequent tardies will be referred to the KCA Council.

Students absent more than four times in a semester will be dropped from that class. In case of illness, please call or email KCA Kingdomcountryacademy@gmail.com in a timely manner and contact the teachers to arrange a way to turn in homework and get new assignments.

Proposed changes for Absences/Tardies Policy:

- Students need to arrive at school ten minutes before class begins.
- In case of illness, please call or email KCA Kingdomcountryacademy@gmail.com and contact the teachers to make arrangements to turn in homework and receive new assignments.
- If a student is tardy more than four times in a semester, KCA has the option to withdraw that student from the class. Re-admission into the class will be determined by the Head of School and teacher, per parent and student request based on student's academic status.
- If a student is absent more than four times in a semester, KCA has the option to withdraw a student from the class. Re-admission into the class will be determined by the Head of School and teacher, per parent and student request based on student's academic status.
- For planned and approved extended absences, students and/or parents must arrange in advance with teachers for assignments and homework.
- If a student is withdrawn in mid-semester from a class for any reason, **tuition agreement** guidelines will apply. (This will be addressed via email for approval of a Tuition Agreement)

Faculty Staff Handbook

Abuse or Sexual Misconduct Policy

Two Adult Rule: At all times, KCA faculty, staff, and volunteers will ensure that at least two screened adults will be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.

Rule of Three: At least three individuals (at least one must be a screened adult and the remaining two no younger than five years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults. KCA requires a criminal background check.

A motion was made by JG to approve the addition of these sections into the Faculty/Staff and/or Parent/Student handbooks. A second motion made by JW to approve the addition of these sections. The proposed changes are approved as written, with the exception of the Tuition Agreement, and will be included in the appropriate handbooks.

Request to update: KCA Council-Facilitated by the Board

The KCA Council will serve as a disciplinary committee with these directives:

- Council members must adhere to and believe in KCA's statement of faith.
- Background checks are required for all council members.

- The Council members will serve one year terms.
- Each Council member will represent a small group of families.
- Council will mediate between parents and teachers if resolution cannot be worked out individually.
- Council will mediate disciplinary actions according to KCA By-Laws.
- Council membership will increase as needed due to growth.
- Council meetings will be called according to need of the situation. The make up of members will vary according to the situation being evaluated.
- When a council meeting is required, the family must attend. Refusal to attend will result in immediate expulsion without refund of tuition and fees.

Review of Actions from Meeting:

- Meet again before school starts in August to try and get more Board members voted into positions in order to have a quorum of 5, as well as get a KCA Disciplinary Council in place.
- Please look at the Legal Legislative Update on Legal Risks for Christian School Boards
- Please look at the link for the Accreditation Timeline
- **Proposal/approval to amend the Governing Board Policy Manual starting next semester:**
 - Amend section for Head of Schools
 - Amend section for School Directors
- The following items are being worked on to incorporate into our Handbooks and will need approval in future.
 - **Code of Ethics**
 - **Legal requirements**
 - Addition of Harassment, discrimination or bullying policy**
 - **Addition of Sexting policy-Student to Student**
 - **Addition of child abuse (child-on-child) policy: background check policy; how often?**
 - **Addition of Reporting Child Abuse and the training to go along with it for staff**
 - **Ride Sharing-Release of Students**

(The following will be addressed via email)

- **If a student is withdrawn in mid-semester from a class for any reason, tuition agreement guidelines will apply.**
- **Need to create Tuition Agreement contracts for families**
- Facility Use Agreements: Anna (still being updated to include a 90 day clause for any changes to the agreement, from either party); Elmont (need to include the 90 day clause and resubmit)

Next Meeting scheduled for Tuesday, August 1, 2017 at EBC 6pm.

Adjourn with Prayer: 08:50pm (Mr. Hickson)