

Kingdom Country Academy
Board Meeting 14
August 1, 2017
KCA @ Elmont Baptist Church
6:00pm – 8:00pm

Open in Prayer (Jerryd)

Call Meeting to Order: 6:08pm

Greetings/Attendance: Karen Love, Cindy Stephens, Johnnie Garza, Jerryd Wallace, Judy Izzo, Paul Hickson, Rosahisela Santiago

Reading and Approval of Minutes from Board meeting#13 : (RS)

Motion was made by JG to approve minutes as read. A second motion was made by PH 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

- 9 new students for Anna
- 7 existing students for Anna
- **Total: 16 students = 77 seats**

Elmont Campus update: Current Enrollment

- 9 new students for Elmont
- 11 existing students for Elmont
- **Total: 20 students = 52 seats**
- Grand total 129 seats, Progressing from 60 seats in yr. 1, 83 seats in yr. 2

This is exciting news for KCA! We are still enrolling students right up to the first day of school, so we have high hopes that more seats will be filled by August 14.

Financial Statement: 6,977.70 in Operating account as of 8/01/17

Board Development Report:

Old/Unfinished Business from prior meetings:

- Need to recruit at least one to three Board members into positions in order to have a quorum KL feels the Board should brainstorm and come up with new members. (We need help finding someone to fill the position on the board for an “educator”). Recommendations: Kim Vogel, Tassanee Demick, Lisa/Chris Plumlee, Jennifer Nichols, Debbie Durham’s daughter from First Anna. We would need a minimum of one, maximum of 3 to fill open positions. Mr Hickson asked how to get around the fact that our current board members don’t know the same folks, how can they come to a decision? Rosahisela responded with

checking references and following business procedures for interviewing and talking to potential board members as a way for all to get to know anyone new.

- Put a KCA Disciplinary Council in place (Need a Board member, the Parent of the student, and one more non-KCA affiliated person to sit on this committee.) It is important to take the brunt of the responsibility of this committee off the Administrators of the school in the event there is a need for expelling or expulsion of a student from KCA. Mr. Hickson will follow up with a community friend. Each person assigned to this committee will need to sign a Confidentiality Agreement, as well as go through a Background check process before convening with the meeting.
- Please look at the Legal Legislative Update on Legal Risks for Christian School Boards (Karen talked a little about the legal seminar she attended as part of Leadership U, and how important it is for our Board to be “prepared” for any legal battles ahead. As a Christian school the issues can be extreme compared to private/state schools. We must stay informed about the laws that affect the school and it’s policies.
- Please look at the link for the Accreditation Timeline: Cindy discussed the timeline briefly, that we would like to pay the initial \$1000 to start the process of accreditation, and then we may want to discuss the approval of this to be paid in January 2018.
- The following items are being worked on to incorporate into our Handbooks and will need approval in future.
 - **background check policy; how often?**
 - **Teachers: 1x**
 - **Volunteers: every year (KL will research this to see what other schools are doing and make a better suggestion on this at next meeting)**
 - **Substitutes: 1x, unless they separate from the school and want to come back later.**
 - **For approval: Ride Sharing-Release of Students**

Students using Uber, LIFT, or any other shuttle service are required to have written consent of parent or guardian on file with KCA.

(The board made a motion RS to not approve this item to be in handbook. A second was made by JW to this motion .

Proposal/approval to amend the KCA By-Laws starting next semester:

Amend all Articles that reference the term Principal, Academic Advisor, and Executive Administrator to now read respectively as Head of School, Academic Director and Business Manager. Any future titles of supervisory roles will be called Directors.

Motion was made by RS to approve the amending of the By-laws to make the above listed changes to the Articles. A second was made by JG and PH to the motion.

Research of Board Member duties

Committee reports:

- **3 Year Business Plan Report Karen** This will be discussed at the September Board meeting. Karen will send a copy of the Business plan to the members prior to the meeting so it can be approved at the beginning of the meeting.
- **Promissory Note** This is another item to be discussed at the September meeting, since we did not get it printed out in time for this meeting. This item is one that will go along with our new Tuition/Enrollment Agreement with families.

Accreditation Update:

Leadership U update: Karen Love Certified as Head of School

Cindy-[Timeline](#)

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

Parent/Student Handbook

- [KCA Tuition/Enrollment Agreement](#)

Johnnie says that we need to build a cushion into our Enrollment Fees that cover the costs of any unexpected withdrawals of students, that require us to release the contract of payment. Change the 90 day clause in #7 to be 45 days, and the extended 30 day delinquency should be changed to 15 days.

We also need to change any reference to tuition on a yearly basis to be by semester instead.

A motion was made by JG to approve the changes to the agreement. A second was made to the motion by JW. The changes are approved as discussed.

New Teacher Application for hiring a 1st/2nd grade teacher for KCA Anna.

Lindsey Owens: Certified teacher, BS in Early Childhood Development, would be available to sub for Monday /Wednesday classes.

A vote was taken to recommend this teacher for hire for the 2017-18 school year. The vote "yes" was unanimous. We will make the offer tomorrow (8-1-17), based on the return call from the professional reference.

Our Music/Theatre Arts teacher may be relocating to Indiana, which would mean her classes would be displaced. We are working on a backup plan, with the possibility of Spanish.

Current: 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.

Proposed: KCA Council

The KCA Council will serve as a disciplinary committee to be called into action upon the discretion of the KCA governing board. Teachers may request that the board convenes a KCA Council to intervene in disciplinary situations as needed.

- Council members must adhere to and believe in KCA's Theological Tenets.
- 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 of student population.
- 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.

Take out the next to last bullet item, second sentence. Add a bullet to reflect the requirements of members in the committee to be at least one community leader, one church staff, and a current KCA board member. Change bullet three to be KCA Policies and Procedures manual instead of By-Laws.

A motion to approve incorporation of the KCA Council into the Parent/Student Handbook of the Policy and Procedures Manual was made by JG, a second made by RS.

Review of Actions from Meeting:

Committee reports:

- **3 Year Business Plan Report Karen** This will be discussed at the September Board meeting. Karen will send a copy of the Business plan to the members prior to the meeting so it can be approved at the beginning of the meeting.
- **Promissory Note** This is another item to be discussed at the September meeting, since we did not get it printed out in time for this meeting. This item is one that will go along with our new Tuition/Enrollment Agreement with families.

Adjourn with Prayer: 8:17pm

Kingdom Country Academy

Board Meeting 15

September 18, 2017

KCA @ Elmont Baptist Church

6:00pm – 8:00pm

Open in Prayer (Mr. Hickson)

Call Meeting to Order (President) 5:59pm

Greetings/Attendance: Karen Love, Judy Izzo, Cindy Stephens, Jerryd Wallace, Paul Hickson, Johnnie Garza, Elizabeth Wetzel, Emily Swistak, Rosahisela Santiago

Reading and Approval of Minutes from Board meeting#14 : Secretary

Mrs. Santiago read the Minutes from Board Meeting 14. A motion was made by Mr. Garza to approve the minutes as read. A second motion was made by Mr. Hickson to approve the minutes as read. The minutes were approved as read for public distribution. They will be posted to the KCAVA website.

Head of School Report: Karen Love, State of KCA

Anna Campus update:

- Losing our Primary teacher, Mrs. Owens. She turned in her Letter of Resignation on Thursday, Sept 14, 2017. Her husband felt that the financial aspect and the time Mrs. Owens was spending on KCA were not compatible and suggested she resign. Karen & Cindy will take her classes starting October 17, 2017. There is no plan to hire anyone else at this time.
- Projected move in date is October 3rd? (Johnnie)

Need to add sub-floor to bathroom. Will start tiling the floor after that. Need to put texturing on all walls. Oct 3rd still looks good. Johnnie will keep us updated if things change.

- Ribbon Cutting ceremony TBD - Karen took her Brain Training class over to visit with Kevin Hall last week.
- Johnnie is recommending we hold an Open House for KCA at Anna (& EBC if possible).

Elmont Campus update:

- One of our high school students is dropping the only class he was taking at KCA, leaving our headcount at Elmont at 20.
- Closed Executive meeting: at end of Board meeting (Minutes available upon request by Executive members)

Financial Reports: Judy Izzo, Business Manager

- YTD Income Statement - Income = \$24,282 and Expenses = \$22,151 = Net gain \$2131

Board Development Report:

Old/Unfinished Business from prior meetings:

- Renew the terms of existing Board members into the 2017-18 positions:

A nomination was made by RS to elect Jerryd Wallace to the Board position of President.

A nomination was made by JW to elect Rosahisela Santiago to Board position of Secretary.

A nomination was made by PH to elect Johnnie Garza to the Board position of Vice President.

A nomination was made by JG to keep Paul Hickson in a Voting Member Board position.

- Nominate a new member for Governing Board: Elizabeth Wetzel - Oldest son, Zach attends KCA at Elmont. She is a Paralegal at a law firm (virtual office, based in Anna).

A nomination was made by RS to appoint Elizabeth Wetzel into a Board Voting position.

- Emily Swistak - Teach 8th Grade ELA for a virtual school. Her family lives in Anna. They are members of First Anna. Wants to give back to the community by being a part of something that is growing and God-led.

A nomination was made by JG to appoint Emily Swistak into a Board Voting position.

The president asked for a raise of hands to show a vote of yay or nay to each of the above listed nominations.

A vote of *all in favor* for each of the above mentioned nominees into KCA Governing Board positions has passed. The members will hold two consecutive year positions through the 2018-19 school year.

Committee reports:

- Fundraising Report: Karen
 - Tamale Fundraiser, Oct 11 - Nov 8, pickup in Anna on Nov 15
 - Tamale Fundraiser, Nov 27 - Dec 6, delivery in Anna Dec 13
 - Photographer - Picture Day at Anna 26
 - Spiritwear - Fall dates!
- PTO - Introduce Tammy Lunday: Going to help us get going with
 - Van Alstyne, Fall der All with a booth for games & prizes
 - Anna, Glowfest with a booth for games & prizes

Accreditation Update:

Cindy-[Timeline](#)

Membership: \$534.80 (This is with a 50% discount of student member fees)

Apply for Accreditation: \$1000 (Pray for KCA to have the financial ability to apply in January.) Karen would like us to work on this in faith, without paying.

A motion was made by RS to approve the Accreditation process, a second was made by JG. The motion passed.

Johnnie suggest that KCA begin partnering with other private schools in the area to develop relationships.

Review of Actions from Meeting:

- 3 Year Business Plan Report: Karen (Karen needs to print and prepare)

New Business:

- How will we pay our teachers next year? **We need to find a way to pay teachers for working at a UMS and make enough to live on. Johnnie recommends that we give a flat discount vs a % discount. We need to come up with a base rate for each class and give a flat rate discount per class.**
- And how will we build that into Tuition?
- Need to discontinue our Grandfather Tuition clause?
- Do we increase Enrollment fees or Tuition cost?
- Johnnie is recommending we hold an Open House for KCA at Anna (& EBC if possible).
-

Adjourn with Prayer: Jerryd

Adjourn meeting: 7:00pm

Kingdom Country Academy
Board Meeting 16 Minutes
December 11, 2017
KCA @ Elmont Baptist Church
6:00pm – 8:00pm

Open in Prayer : *Mr. Hickson*

Call Meeting to Order (Vice President) 6:04pm

Greetings/Attendance: Johnnie Garza, Paul Hickson, Karen Love, Rosahisela Santiago, Cindy Stephens, Judy Izzo, Margaret Hanning, Elizabeth Wetzal, Tammy Lunday

Reading and Approval of Minutes from Board meeting#15 : (Secretary)

Mrs.Izzo read the Minutes from Board Meeting 15. A motion was made by RS to approve the minutes as read (with changes noted). A second motion was made by PH to approve the minutes as read (with changes noted). The minutes were approved as read for public distribution. They will be posted to the KCAVA website.

Board Testimonies: For purpose of Accreditation standards

- **Need to create a policy for asking the board to submit a testimony of faith as a requirement for ACSI accreditation. At the next meeting we need to determine how to implement this policy.**

State of KCA Report: Karen Love, Head of School

- Seat count Elmont: 49: losing 1 seat on Jan. 8, 2018
- Seat count Anna: 67
- Total 116
- Our oldest current KCA student will be leaving us after this semester. He is planning to take the TSI entry test for college, hopefully starting next semester.
- We have another student who starts in Jan. who will be taking 3 classes at HS level.
- **Need to include the Board on our State of KCA emails each month**

Anna Campus update:

- Progress on Groups Building - Johnnie Garza

The floors are tiled, doors installed, prepping to stain floors for classrooms. [He needs the Admin to walk-thru and determine how they would like their rooms to look, electronically, whiteboards, etc.](#) There's a list on the front door of things that can be done, so please look at that and let any of the workers or Admin know if you'd like to see the inside.

There were some delays due to some FA reasons, plus a new pastor starting (today). The bathroom passed inspection, new windows installed. There's touch-up painting that needs to be done. The floors are the main "next step" to be done.

This Groups building was something FA wanted to serve a portion of the school, but also for bible study groups with special needs attendees. FA feels this is a good means of being an outreach for both KCA and FA.

- Ribbon Cutting ceremony TBD

Ms. Love will get with the director of the Anna Chamber of Commerce and try to set up a date. Johnnie says the new pastor at FA wants us to know that he is available to help with things if we need him. Johnnie is pretty certain that there are landlines/cables that run between buildings at FA so he will research how to get connected for future technology.

Elmont Campus update:

- Results of meeting with Pastor & Elders from EBC

Some of our Board members and KCA Admin met with them and wanted to let them know that we want to be a “Partnership” with EBC, not an outside entity at the church. They were open to the idea and said they would look into changing the existing Facility Use Agreement to use the terminology of “partnership”. Until KCA is big enough to be in their own location it seems imperative that we work together as a partnership to develop relationships that help both the church and the school.

Ms. Stephens feels that KCA is benefitted by the fact that Jerryd is on the Next Steps building committee with the church and he supports our mission. Cindy relayed a message about how the church is thinking about using the Bible Project videos for some of their adult bible study classes. Bible Project is what KCA uses for the Bible class with High School students. It is a powerful tool!

Financial Reports: Judy Izzo, Business Manager

- YTD Income Statement

Total Income thru Nov 30, 2017 = \$47,756

Total Operating Expenses thru Nov 30, 2017 = \$44,632

Net **Gain**/Loss \$3,123

We will be putting out “Enrolling Now” banners at both campuses, as well as advertising on social media. This will be for the second semester, as well as for Fall 2018. The HOS & AD have been working on the schedule for 2nd semester. A Professional Development with staff is to be held on Jan 4, 2018.

- Admin Bonuses/Fringe Benefits

Bank Balance	\$ 20,350.00
payroll	\$ 7,922.00
GC's	\$ 450.00
Insurance	\$ 830.00
Praxi	\$ 65.00
Utilities	\$ 140.00
Deferred	\$ 3,972.00
Payroll Taxes	\$ 1,453.00
WebMaster	\$ 250.00
Food	\$ 200.00
	\$ 15,282.00
TOTAL	\$ 5,068.00
Bonuses	\$ 3,000.00
CFO	\$ 50.00
	\$ 3,050.00
TOTAL	\$ 2,018.00

The KCA Administration would like the Board to consider bonuses for the Admin in the December payroll

A motion was made by Rosa to approve the Admin bonuses. A second was made by Elizabeth. All in favor, this was approved.

Board Development Report:

Old/Unfinished Business from prior meetings:

- Vote in new member for Governing Board
 - Margaret Hanning

A nomination was made by Ms. Stephens to elect Ms. Hanning to a voting Board position.

A vote of *all in favor* for the above mentioned nominee into KCA Governing Board positions has passed. The members will hold two consecutive year positions through the 2018-19 school year.

Committee reports:

- Fundraising Report:
 - Spiritwear: Income \$2211, Expense \$1369 **Profit \$842**
 - Tamales: Income \$3336 Expense \$1833 **Profit \$1501**
 - **Total \$2343**

Elizabeth recommended that KCA do a Little Caesars fundraising event.

- Parent Teacher Fellowship - Introduce Tammy Lunday

She is the new Organizer for PTF. Met with 7 parents to map out ways to bless the teachers and staff. Jan 17-19 will be the kick-off of doing something special for teachers. She wants to create bonds with parents from both campuses, like a Spring picnic. She's already begun to get the kids together outside of school so they can get to know each

other and fellowship together. Skate parties, pizza, games, movie marathon... they want to come up with more ideas on how we can get these families together.

Karen sees a nice change in the students' behaviors and how they fellowship together.

Tammy really wants to get the lower campus involved more. Maybe create a Grandparent Day where kids can bring a GP to school. Hot Lunches to be brought in for both students & teachers. This would be charged against the student's lunch account. A form has been created by another parent that can be filled out and parents pay ahead for the month.

She also presented the idea of doing a Scholastic (on-line) book fair. It's another way to raise money for the school.

Rosahisela suggested opening a School Store where items can be sold to raise money for school. Karen suggested taking a poll of both students and parents of what kinds of snacks/items the kids would like to buy. It would be an opportunity for kids to help also, but it would need to be a parent volunteer event.

Accreditation Update:

Timeline

Apply for Accreditation: \$1000

Ms. Hanning stopped the meeting and asked if she could pay this \$1000 application fee. Mrs. Santiago immediately told her that her request was an answer to prayer.

Mrs. Stephens told of how we will not only have the application fee, but once we begin the process of Campus/Candidate Observation, KCA will be responsible for hosting the people who come to visit the campus, including food, stay, etc. KCA will need to fundraise in order to help with this expense.

Resolution for applying for ACSI Accreditation:

Kingdom Country Academy Governing Board sanctions the accreditation process and approves the submission of the ACSI accreditation application and fee.

A motion was made by Johnnie Garza to approve the moving forward with accreditation application and payment for applying through ACSI. All board members approved and seconded this motion.

The motion was approved as presented and the application will be completed and sent to ACSI with payment of \$1000.

New Business:

- **Tuition Committee (Johnnie, Karen, Judy, Mrs. Pollock) must have a decision by June 1, 2018**

Create a survey to submit to parents so you can get a view of expectations from them. Johnnie recommend that we set goals. Let the committee build the survey and have it be specific to what you want to accomplish. Keep it an odd number of members with Karen the aficionado.

- Grandfather Tuition clause.

- Increase Enrollment fees, Tuition costs or both?
- **Tuition Assistance Committee (Katrina Johnson, Elizabeth, Cindy)**

Katrina & her husband are the owners of Rustic Grace Estates. She wanted to participate in helping incorporate a means of financial help for an existing family that falls on hard times financially. It would provide assistance for 75% of tuition for a maximum of 2 payments/months.

- Approval of Policy & Procedure for TA for 2018

A. Steps to apply for tuition assistance

1. Existing or previously enrolled KCA families who are experiencing a true and unexpected financial hardship may fill out this form for tuition assistance.
2. KCA administrator or teacher refers a **family** for tuition assistance and sends the KCA Tuition Assistance form link to family.
3. Parents fill out tuition assistance form.
4. KCA administrator or teacher will recommend the family to the KCA Governing Board Tuition Assistance Committee.
5. Parents will complete an in-person interview with the KCA Governing Board Tuition Assistance Committee.
6. Committee will contact parents with decision about assistance.

B. Tuition assistance is limited to the equivalent of 75% of the cost of full-time tuition up to two payments. That would make the applicant responsible for 0% of one month and 50% of the second or 25% each of two months.

C. Assistance is only available once every 2 years.

A motion was made by JG to approve the Tuition Assistance Policy & Procedure. A second motion was made by Elizabeth to approve the Tuition Assistance P&P . The motion passed. A committee needs to be put into place asap.

- **Payroll (Committee) Karen, Johnnie, Judy, Tammy/David, Jennifer Salazar**
 - How will we pay our teachers next year?
 - And how will be build that into Tuition?
- **Enrollment**
 - **New Family Meetings: March 5-6, April 2-3, April 30/May 1**
- Johnnie is recommending we hold an Open House for KCA at Anna (& EBC if possible).
- **Preschool for Fall**
- **Discussion on Student behavior outside of school hours**

Review of Actions from Meeting:

- **Need to create a policy for asking the board to submit a testimony of faith as a requirement for ACSI accreditation. At the next meeting we need to determine how to implement this policy.**
- Need to include the Board on our State of KCA emails each month
- **Create a policy on Student behavior in and outside of school hours**
- Our next business meeting is March 19 - **Talk about meeting bi-monthly**

Motion to adjourn meeting, PH, second Rosa.

Adjourn with Prayer: VP

Meeting adjourned 8:30pm

Kingdom Country Academy

Board Meeting 17 Minutes
March 19, 2018
KCA @ Elmont Baptist Church
6:00pm – 8:00pm

Open in Prayer : Karen

Call Meeting to Order (Rosahisela) 6:09pm

Greetings/Attendance: Karen Love, Cindy Stephens, Judy Izzo, Margaret Hanning, Rosahisela Santiago, Emily Swistak, Elizabeth Wetzel

Reading and Approval of Minutes from Board meeting#16 : (Cindy Stephens)

A motion was made by RS to approve the minutes as read (with changes noted). A second motion was made by EW to approve the minutes as read (with changes noted). The minutes were approved as read for public distribution. They will be posted to the KCAVA website.

State of KCA Report: Karen Love - Head of School

- Seat count Elmont: 55
- Seat count Anna: 72
- Pre-K: 3
- Total 130
- New teachers: 2 + 1 Volunteer in Pre-K: This is not an indicator that we have a lot more students, just that the existing students are taking more classes. One of the new teachers started in January, the other started February 1, and both are a delight to work with. Bre'Ana Whiting is the wife of our KCA Bible Teacher, and Terra Barton is a member of Elmont Baptist Church and was slated to work for KCA the first year, but discovered she was pregnant. She has now decided it's time to come back to the classroom. We are elated to have both teachers at the Anna campus for two class periods.
- Re-enrollment in progress: parents have until April 1, 2018 to get the Early Bird enrollment perks if they re-enroll their students by the deadline. They will lock in their current rate for next year.
- Applying for Chamber of Commerce Board Seat: Karen is applying for a Board position on the Anna Chamber of Commerce board. Hoping to get some insight into how their board works, as well as find out what's on their agenda.
- Staff Evaluations: Karen has shared Self Evaluation documents with each staff member, asking them to fill in their evaluation and then set up a meeting with Karen to talk about them during the week of April 9. She has also shared her own Evaluation with the Board President & VP, also asking to set up a meeting to discuss it.

An email will be sent to board members with the stats on these teachers and will ask for further approval of their employment with KCA. If there are any issues we will address it separately in a side meeting.

Anna Campus update:

- Report on progress with Anna Buildings - **video** - the building will be ready for use in August.
- Ribbon Cutting ceremony TBD: will try and schedule a time that all board members can participate in this. We will send an invite out once we get a date from the Anna Chamber.

Elmont Campus update:

- Report on progress with new building at EBC - Jerryd Wallace:

The Next Step Committee has not met again, but the church is purchasing 3.5 acres of land north of the church. The committee will need to go back to the drawing board to redesign the building plan and determine parking, etc. No meeting has been scheduled to discuss it until after Easter.

Karen says she has flooring to replace in the back room of the portable at Elmont, but needs to know what the plan is to move the portable to a new location (for the new building) before we put any money into revamping it. Jerryd says the Next Step Committee should meet before June, but there is nothing scheduled yet. He indicated he would be our liaison for finding out what the church sees happening with KCA in the next year. He also told us that FBVA has been gifted lots of acres, perhaps we could think about talking to them about KCA.

At Anna campus, the new Pastor is working with his elders and Building committee to get the buildings there cleaned up and recarpeted. Jerryd suggested that we try and think to the future about what we ultimately want for our campuses (Satelite, mega) before we put money into repairs.

Financial Reports: Judy Izzo, Business Manager

- YTD Income Statement

Total Income thru February 28, 2018 = \$86,016

Total Operating Expenses thru February 28, 2018 = \$80,447

Net **Gain**/Loss \$5,570

Questions are encouraged regarding Balance Statement, so please feel free to email Judy if you have concerns or questions. jkizzo.kca102@gmail.com

Old/Unfinished Business from prior meetings:

- Board Testimonies: (Still need Ms. Hanning & Mr. Hickson's testimonies)
- Policy Approval on Student behavior outside of school hours

Student Code of Conduct

KCA students must present themselves as representatives of Christ, that He has pre-eminence in their lifestyle choices. Students need to be mindful that they are always in the public eye and their behavior should always reflect that they are part of a Christ-centered school, both on and off campus. Following all rules and guidelines of the KCA Parent/Student Handbook is required, and students should also exhibit these Godly behaviors which include but are not limited to:

- ❖ Respect (1 Peter 2:17 Show proper respect to everyone, love the family of believers, fear God, honor the emperor.)
- ❖ Trust (Zechariah 8:16-17 These are the things you are to do: Speak the truth to each other, and render true and sound judgment in your courts; do not plot evil against each other, and do not love to swear falsely. I hate all this, declares the Lord.)
- ❖ Love (Romans 12:10 Be devoted to one another in love. Honor one another above yourselves.)
- ❖ Purity (1 Timothy 4:12 Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.)
- ❖ Obedience (Titus 3:1 Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good.)
- ❖ Maturity (2 Peter 3:18 But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.)
- ❖ Testimony (1 Corinthians 2:1 And so it was with me, brothers and sisters. When I came to you, I did not come with eloquence or human wisdom as I proclaimed to you the testimony about God.)

In the spirit of Christian fellowship and joy, all KCA students must communicate openly and honestly with each other as taught in Matthew 18.

A motion was made by JW to approve the proposed Student Code of Conduct changes to the Parent/Student Handbook as read. A second motion was made by RS to approve the changes as read. The changes were approved and will be posted for the 2018-19 Policy and Procedures Manual.

Question: if there is an instance brought to the attention of the Administration, would the same discipline steps be taken to correct the issue. Is it the same 3 strikes type of discipline?

Answer: Yes.

Board Development Reports:

- **Committee reports:**
 - **Tuition Assistance Committee** - this is a private resource that will only be included in the Faculty/Staff Handbook, and the option to use the TA will only be recommended to a family by staff or Admin.
 - **Tuition Agreement Committee**

Current Policy in place 2017-18 Parent/Student Handbook:

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 enrolled at KCA will receive a 15% discount on tuition.
 - Students whose parent is a pastor will receive a 15% discount on tuition.

This is causing us to have way more than 3 contracts per family.

Proposed Changes for 2018-19:

- ❖ New enrolling KCA families can receive **only one** of the following discounts. All discounts are subject to change based on KCA Governing Board decisions.
 1. First child enrolled in KCA, as determined by class load, will pay full tuition. Second child can receive a \$10 discount per class, per semester and any subsequent children can receive the same discount. This discount applies to tuition only.
 2. Students whose parent is a pastor can receive a pastoral discount. The first child enrolled in KCA can receive a \$15 discount, per class, per semester. The second child can receive a \$15 discount, per class, per semester, and any subsequent children can receive the same discount. This discount applies to tuition only.

A motion was made by JW to approve the proposed Student Code of Conduct changes to the Parent/Student Handbook as read. A second motion was made by EW to approve the changes as read. The changes were approved and will be posted for the 2018-19 Policy and Procedures Manual.

Proposed Employee Tuition Discount Changes for 2018-19:

- KCA employees have the following discounts as of March 1, 2018:
 - Tuition will be locked in at **original** tuition rate with continuous enrollment.
 - Enrollment fee will be locked in at **original** enrolling rate per semester with continuous enrollment.

The changes were approved and will be posted for the 2018-19 Policy and Procedures Manual. A motion was made by EW to approve the proposed Student Code of Conduct changes to the Parent/Student Handbook as read. A second motion was made by RS to approve the changes as read.

- **Payroll Committee:**
 - Based on the current rate of Tuition discounts in place, plus grandfathered tuition rates, we have lost approximately \$3250.75 since August.
- **Fundraising Report:**
 - Income = \$7177.29
 - Expense = \$4313.41
 - **Gain/Loss** = \$2863.88
- **Accreditation Update:**

Apply for Accreditation: \$1000

New Business:

- Need approval [KCA 2018-19 Calendar](#) A motion was made by EW to approve the **proposed KCA 2018-19 Calendar as read. A second motion was made by RS to approve the changes as read. If any changes are required before August an email will be sent to the board to request approval for changes.**
- Next Board Meeting June 11 - **Talk about meeting bi-monthly: meetings would start in August, Oct, Dec, Feb, April, June.**
- **A motion to vote on bi-monthly vs quarterly was made by the President. The vote carried, 5 out of 7 in favor of Bi-Monthly Board meetings.**
- **New Family Meetings:**
 - a. **April 2 & April 30 at Elmont 7pm**
 - b. **April 3 & May 1 at Anna 7pm**
- **May 8th: End of Year Celebration at First Anna for Primary Grades**
- **May 10th: Field Day**

Review of Actions from Meeting:

- Jerryd says the Next Step Committee should meet before June, but there is nothing scheduled yet. He indicated he would be our liaison for finding out what the church sees happening with KCA in the next year. He also told us that FBVA has been gifted lots of acres, perhaps we could think about talking to them about KCA.
- **Tuition Assistance Committee** - this is a private resource that will only be included in the Faculty/Staff Handbook, and the option to use the TA will only be recommended to a family by staff or Admin.
- 2018-19 Budget approval
-

Adjourn with Prayer: VP President

Meeting adjourned: 8:13pm

Kingdom Country Academy
End-of-Year Board Meeting 18 Minutes (Approved 9-10-18)

June 11, 2018

KCA @ Elmont Baptist Church

6:00pm – 8:00pm

1. **Call to Order** 6:05pm (President)
2. **Greetings / All Present:** Karen Love, Judy Izzo, Cindy Stephens, Margaret Hanning, Jerryd Wallace, Johnny Garza, Rosahisela Santiago
3. **Approval of agenda** (not necessary)
4. **Approval of the minutes** from last Board Meeting

Motion made by RS, 2nd by JG; motion to approve minutes approved

5. Matters arising from the last meeting

- a. 2018-19 Budget approval (Increase by 6% from 2017-18)

The Board reviewed the budget and Johnny made a motion to approve the budget as presented, Emily seconded the motion.

- b. 2018-19 Calendar approval

The Board reviewed the calendar and RS made a motion to approve the calendar as presented, MH seconded the motion. The calendar has been approved. Karen spoke about the possibility of having the Breaking Free coffee shop maybe come out to our Family Picnic on Sept. 8 and be judges for families to do a BBQ grill-off and their band could play. PEP: Praise & Eat in the Park!

6. Update on activities since the last meeting

- a. Head of School: State of KCA report: 128-130 seats

- i. Headcount Elmont:
 1. 2017-18 = 16
 2. 2018-19 = 16
- ii. Headcount Anna:
 1. 2017-18 = 20
 2. 2018-19 = 20
- iii. Pre-K Class:
 1. 2017-18 = 3
 2. 2018-19 = 2

We are in an advertising campaign now, trying to promote our Pre-K and Kindergarten programs. If we don't get more students we will probably combine these two classes.

- iv. Summer Select: **Next year (2019)**

b. Other committees:

- **Tuition Assistance Committee:** We still have not had a family apply to use the Tuition Assistance fund. We recommended a family at the end of this year, but they chose not to go that route. If it's not being used, perhaps we can look at

putting it into a mutual fund so it will grow weekly. You can write a check off the Mutual fund too.

RS made a motion to have the TA funds put into a mutual fund where this will grow, JG seconded the motion. Mrs. Love will talk to the President of the bank to get recommendations of what would work best for KCA.

➤ **KCA Council**

Nothing new to report with regards to this committee.

7. **Treasurer's report:** Income=\$123,8866; Expenses = \$119,607...Gain \$4,259

Since the last time the board met, we received \$1950 in donations and have not touched it, or the donation made in December and March, so we will apply that to Accreditation, training, coverage for the folks who come out to scout the accreditation process. After a visit from the director of our region from ACSI and the coordinator for

8. Other business

a. Old business

- i. Coop with other private schools: Admin visited Prestonwood Academy, plus we reached out to the Texoma Christian School to get suggestions on how to improve and what kind of support they are willing to give. We have another meeting with a smaller school, but will do this in the fall.

ii. **Head of School Evaluation/Contract Renewal**

The teaching part of the evaluation, the board did not feel like they could fill that out, since they don't see her in the classroom. They bypassed it and went to the back. Outstanding across the areas, they enjoyed the comment about humility on the self-eval. #9 flexibility, they gave her outstanding, but did not feel they had enough info/insight to rate it otherwise. #10 accepts criticism, want to do the eval ONLY on the back page. The board would like to make a change to her contract regarding the renewal of contract...

Karen noted that she used this same evaluation for each of the teachers and she had them fill out their self-evaluation, then met with them and gave them her eval. KAREN set goals with all of her teachers and they went thru them during eval.

iii. **Fundraising Report:**

1. Income = \$4262.15 + \$4160.15 = **\$8422.30**
2. Expense = \$2101.41 + 3125.00 = **\$5226.41**
3. Net **Gain/Loss = \$3195.89**

If we decide to hire a Special Events Coordinator, we will put them in charge of fundraising and events that KCA is involved in. They would also be in charge of advertising and website. We don't want

to pay this person from tuition, but using the fundraising money to help pay her.

- iv. **EBC building report: Jerryd has stepped down off the committee for this. EBC is planning to extend the Nursery this summer. Next week they will vote on this. They have a new member on the com. that has a fundraising background and Jerryd has some new areas he is getting involved in so he felt it best to step down. Rosa asked what are the most important needs for this portable that will keep us going for one more year? She recommends a joint venture of KCA students and adults to do a few cosmetic improvements. Karen and Cindy to talk at Elders meeting tomorrow night to ask what they CAN do.**
- v. **FA building report: KCA will talk to Elders on the 18th and find out how much of the Groups and other buildings we will be able to use. Johnny says the Groups bldg will be ready for August. The Ribbon Cutting should be set up once the outside is complete. Johnny says he is looking into the plumbing/water issues also.**
- vi. **Accreditation report - Karen and Cindy will mail the application and fee before they break for Summer.**

b. New business

- i. **Summer Select 2019 - classes will be created in spring of 2019**
- ii. **Pre-K Certification - actually Early Ed. certification within next 2 years - this is something the board recommends we plug into the Budget**
- iii. **Facility Use Agreements for both campuses 2018-19 - presented to each campus**

9. Review of any action items from meeting

- Evaluation update for HOS
- Mutual Fund for Tuition Assistance funds
- Contract for HOS updated
- Complete accreditation application and mail payment.

10. Adjourn with Prayer: 08:00pm