

## **HCCA Board Meeting Minutes**

### **May 18, 2024 at 10 AM**

Members Present: Paul Clark, Candace Bates, Richard Johnson, Kelby Williams, Jessika Wohleb (by phone)

Members Absent: Maria Johnson

Others Present: Kelly Williams, Brenda Stanley, Paula Milburn, Ray Creamer

Opened in prayer by Paul Clark

Kelby read Karin Shaw's resignation letter. Mike made a motion to accept Karin's resignation, Richard seconded, motion carried. 6 yes 1 no.

Richard made a motion to accept the [April meeting minutes](#) as written second by Paul. Motion carried unanimously.

#### **Principal's Report**

- see attached
- BJ Leggett is in discussion with Brenda to offer AG Classes (welding & AG basics) to High School students. His goal is for students who complete the class to receive a welding certificate. BJ is collecting pricing to determine if this will be offered as an extra curricular class or required class offered through school. Brenda will present details to the board in the near future.

#### **OLD BUSINESS**

Mr. Creamer gave a walkthrough of his rough estimate for work to be done in the new cafeteria space, drainage/grading and walkways to connect existing buildings to new building. Rough estimate of \$22,000 to enclose porch area outside of Brenda's classroom for storage + mini split. Does not include plumbing/electrical/septic for modular. See rough estimate attached. Mike will present details to benefactor.

Mike made a motion to accept drawings and estimate provided by Mr. Creamer for the amount of \$170,000, seconded by Richard, motion carried unanimously.

Richard gave update on Modular building project

- Oncor will not charge to dig trenches for electrical and move electrical.
- Work day May 25th at 9 am
  - breakdown classrooms and prepare for building material storage
  - remove playground fencing
  - other misc projects
- Richard will work with TxDOT regarding moving the entrance and culverts

Mike will contact the two grant writers Jessika shared contact info for. He will send an email update to the board. Goal for her to begin capital campaign and apply for grants for teacher salaries etc.

Jessika and Mike will begin working on an annual scholarship fundraiser and will bring PTO/other parents in as needed. The goal is to raise funds to offer scholarships to students and to cover the cost of tuition for teachers children and sibling discounts.

## **Technology**

Paul suggested using an app/software license that offers text to parents, grade books, attendance records etc. He has shared options with Brenda for review and feedback. He has updated the policy book.

Needs:

- a dozen posed student photos
- headshots of the school board (done by professional photographer) with bio
- Scrolling message option
- Updated enrollment documents

Goal is to have website updated over the summer for a launch at the beginning of next school year. He will keep the board updated on needs.

Paul will share contact information for a business that can add security cameras to the new building or any other areas.

Brenda and Kelly advised that the new internet speed is working well.

Paul will research pricing to add additional emails for teachers and the school board.

Discussed aide and assistant teacher pay. Richard made a motion to pay aides  $\frac{1}{2}$  of teacher salary and assistant teacher  $\frac{3}{4}$  of a teacher salary. Seconded by Jessika. Motion carried unanimously.

Discussed paying for teacher certification. Kelly suggests offering this benefit \$99 to enroll \$99/mo (applies to total) \$4,449 cost. Approximately . Also suggested having a contract that the teacher agrees to work for HCCA for a specific timeline or repay the certification cost. Should include a clause that if the teacher is dismissed, they will be required to repay the cost. Mike made a motion to pay for Will Zimmerman's teacher certification through I-Teach, seconded by Richard. Motion carried unanimously.

## **NEW BUSINESS**

Reviewed two delayed start calendar options. See attached. Admin/teachers prefer delayed start 2 calendar. Mike made a motion to accept the proposed delayed start 2 calendar, seconded by Jessika, motion carried unanimously.

Mike completed franchise tax documents.

Discussed uniform dress code. Teachers advised that dress code has been a big disruption. Suggested uniform options black, white, red, gray collared polo shirt or school t-shirt with black, red, white, grey, khaki or denim pants, shorts, skirts. Suggested giving a minimum length.

Next meeting June 8th at 9 am in the DL Williams Event Center

Mike made a motion to adjourn, seconded by Richard carried unanimously

## **Attachments Below**

## HCCA Board Agenda

5/18/2024

- Call to Order
- Opening prayer
- Approval of minutes from April 2023 meeting
- Principal's report
  - Financial, Academics, Extracurricular, Enrollment, Personnel, Security, Disciplinary issues
- PTO Update
- Old Business
  - Cafeteria build update (Mr. Creamer)
    - ✗ Storage space included in layout
    - ✗ Need final configuration.
    - ✗ HVAC bid
      - Will need standard system, not mini-splits
    - ✗ Additional lighting
    - ✗ Windows
    - ✗ Water fountain
  - Modular building project update (Richard/Mr. Creamer)
    - ✗ Next work day 5/25
    - ✗ Soil study results
    - ✗ modular pad location marked
    - ✗ Spreading gravel for driveway
      - K rail removal
      - Mark location
      - Plumbing, electrical, etc.
  - Landscaping/Water drainage (Mr. Creamer)
  - Widening entryways
    - ✗ Permits
  - Fund Raisers/Grants/Donations
    - ✗ Grant writer
    - ✗ Annual scholarship fundraiser
  - Technology
    - ✗ HCCA website update
      - Concordiapeoria.com (Lutheran School website as a good reference)
    - ✗ Increase internet speed in Event Center - Completed
    - ✗ Ability to receive reoccurring monthly donations
    - ✗ Additional email accounts needed
      - teachers, board members, PTO, year book
  - Teacher's
    - ✗ Grants available for salaries
    - ✗ HCCA funding teacher certification
  - New Business

Karin Shaw  
P.O. Box 131  
Itasca, TX 76055  
karin@cnimetro.com

Kelby Williams  
Board President  
Hill County Christian Academy  
702 FM 309  
Hillsboro, TX 76645

Dear Mr. Williams,

I am writing to formally resign from my position as a board member of Hill County Christian Academy, effective May 1, 2024. This has been a difficult decision, but after careful consideration and prayerful reflection, I believe it is the right step for both my family and the school.

It has been an honor and a privilege to serve on the board of Hill County Christian Academy. During my time on the board, I have witnessed the dedication and passion of our faculty, staff, and fellow board members in nurturing the spiritual, academic, and personal growth of our students. I am grateful for the opportunity to have contributed to the mission and vision of the school.

However, due to personal commitments and other responsibilities that require my attention, I find myself unable to fulfill the duties of a board member effectively. I believe stepping down at this time will allow the board to find a replacement who can devote the necessary time and energy to the role.

I want to express my sincere gratitude to my fellow board members for their support and collaboration over the years. I am also thankful for the guidance and leadership provided by the school administration and staff. While I may be stepping down from the board, my commitment to the values and principles upheld by Hill County Christian Academy remains unwavering.

Please accept this letter as my formal resignation from the board of Hill County Christian Academy.

Thank you once again for the opportunity to serve the Hill County Christian Academy community. I will continue to keep the school, its students, and staff in my prayers as they continue their important work.

Sincerely,

Karin Shaw



05/18/24

General Account

Designated **\$40,791.59**

**-\$36,037.00**

Current Balance W/O Designated **\$4,754.59**

**Designated**

Eclipse	<b>-\$3,620</b>
Prom	<b>-\$95.77</b>
PTO Candy Sales	<b>-\$4,492</b>
Enrollment Fee 23 24	<b>-\$5,185</b>
Curriculum Fee 23 24	<b>-\$1,971</b>
Enrollment Fee 24 25	<b>-\$8,246</b>
Curriculum Fee 24 25	<b>-\$8,643</b>
Summer Salaries 23 24	<b>-\$7,500</b>
	<b>-\$36,037</b>

**2024 / 2025**

Grade	Total				
Little HCCA	4				
1	7	7			
2	10	10			
3	8	8			
4	9	9			
5	11		11		
6	7		7		
7	3			3	
8	1			1	
9	9 + 1 possible				9
10	6				6
11	4				4
12	2				2
	77	34	18	4	21
		Elem	Middle	Jr. High	High

**Principal Report**

Utilities

702

714

Reliant - \$393.24

Reliant - \$112.16

Water - \$Credit

Water - \$47.72

Dumpster -\$137.41

NEXTLINK - \$107.83

Dixie LP-Gas - \$

Statefarm Insurance - \$1,935

Hill County Insurance - \$

Hartford Insurance - \$

Building Account

**\$90,606.54**

May 23 – PTO End of Year Celebration

AG – Friday Classes

Board Discussion

Salary Aides

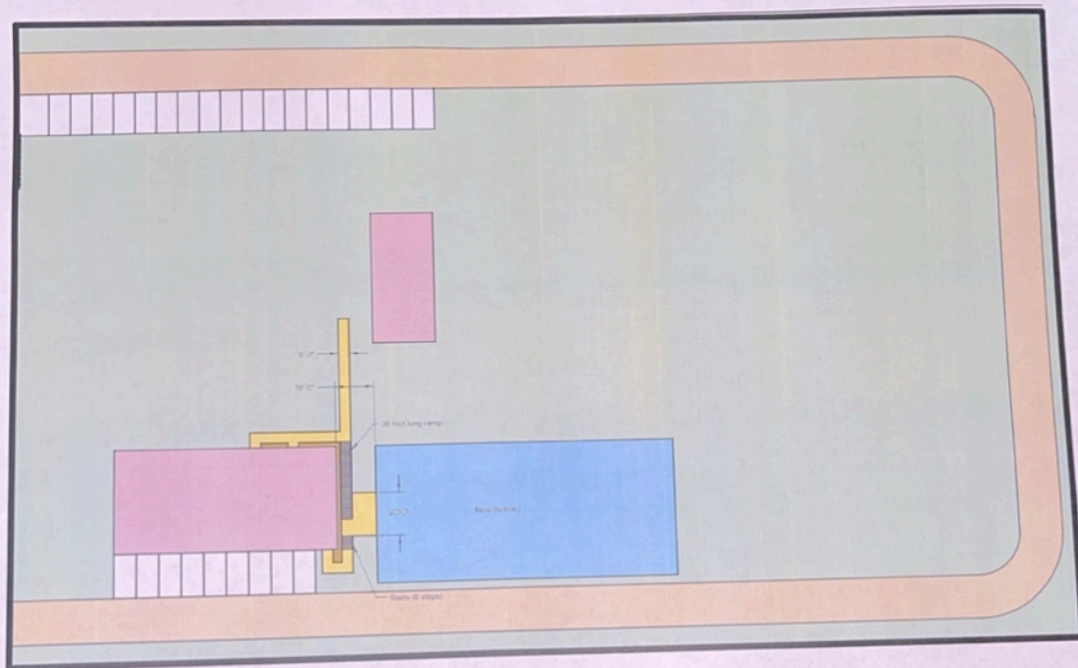
Mrs. Acosta – Little HCCAers

Mrs. Salvador

New Aides

Hot Water – Cafeteria

Adjusted Calendar – 2024 – 2025



- 1). Demo sidewalks - Store on site /  
haul out. \$ 2,200.00
- 2). Additional site work - Re grade /  
install irrigation ditch the  
whole length of the building.  
Dig small trench outside of Cafe  
for concrete apron. Re grade problem  
areas, Prep area for new walkways.  
Bring in Material / Fill as necessary.  
\$ 7,500.00 TO \$ 14,000.00
- 3). Install new concrete apron / gutter  
outside walls of Cafe. Bring up  
height of Front wall  $7\frac{1}{2}$  concrete wall.  
\$ 8,200.00
- 4). Install concrete ramp inside of  
Cafe. Install Steel Railing.  
\$ 1,800.00
- 5). Water proofing at grade inside of  
Cafe \$ 1,200.00

6). Finish rough in plumbing for  
bathroom. \$ 1,200.00

7). Finish rough in Elec for Cft. +  
new bathrms. \$ 1,400.00

8). Finish Front wall, install new  
metal panels. \$ 3200.00

9). Spray foam all Ext. walls and  
ceiling. \$ 14,000.00  
approx \$7,000

10). Hang new dry wall in Cft.  
+ Bathrooms. Tape + Bed,  
Text. walls, 10' Height + \$ 6,200.00  
moisture resistant board 4ft from floor & in bathrooms

11). Hang new dry wall over metal  
panels on demising wall 10' Height,  
Tape + Bed, Text. wall \$ 2,000.00

12). Finish Plumbing for new  
Bath rooms. / water heater / \$ 4,500.00

13). Finish Elec for Cuff. + bath rooms  
lites / Fans / Plugs /  
\$ 3,800.00

14). Install new doors + Moldings  
for Bathrooms + Cuff.  
Cubos only \$ 1,150.00

15). Install new windows in Cuff,  
2 windows - \$ 1,250.00

16). Install new Exit lights and  
Emerg. lites at all Exits in  
Existing building.  
5- Exit / lites 2- Add. lites  
\$ 2,400.00

17). Install hard wired smoke / heat detectors  
in existing building  
9 to 12 \$ 3,800.00

18). Install Fire Panel with 4 New Pull  
stations at Exits, Tie in smoke / heat  
detectors,  
\$ 9,200.00

19). Paint new walls and floors.  
doors + moldings. \$ 4,500.00

20). Prep Site for new walks. Form +  
Pour new walks, stairs, and  
ramp.  
Need to add price to cover walkways \$ 11,500.00

21). Trench for new water +  
Power  
Oncon not charging for new pole, trench etc. \$ 2,500.00  
Whitten & Yanek will trench @ no charge. Mr. Creamer okay to supervise.

22). Prep site for new road, lay  
new road, reclaim concrete / asphalt,  
new culverts 40+ trucks (18-wheeler) loads needed  
Whitten & Yanek may help w/ this work. \$ 19,000.00  
Richard contacting TXDOT re: moving culverts

- 1- outside water proofing  
curb + gutter
- 2- Demo side walk
- 3- Addition site work - Ditch  
ETC,
- 4- Dry wall late, Tape/Bed/Paint
- 5- concrete ramp/stair
- 6- Walk ways -
- 7- like safety - Emerg lites  
Panel etc -
- 8- outside wall
- 9- complete 2 kitchens -
- 10- Tie in bath vents
- 11- Panels / Hvac /
- 12- lites / Fans



2200-

14000-

8200-

1800-

1200-

1200-

1400-

3200-

14000-

6200-

2000-

4500-

3800-

1150-

1250-

2400-

3800-

9200-

4500-

11500-

2500-

19000-

\$119,000 rough estimate

## Hill County Christian Academy 2024 - 2025

	<b>August</b>							<b>September</b>							2 Labor Day 3 First Day of School	
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	2	3	1	2	3	4	5	6		7
	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
	25	26	27	28	29	30	31	29	30							
	<b>October</b>							<b>November</b>							25 – 29 Thanksgiving Break	
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5						1	2		
	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
	27	28	29	30	31			24	25	26	27	28	29	30		
Teacher Workdays 19 – 20 Christmas Break 23 – 31	<b>December</b>							<b>January</b>							1 – 3 Christmas Break	
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6	7				1	2	3	4		
	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
	29	30	31					26	27	28	29	30	31			
President's Day 17	<b>February</b>							<b>March</b>							17 – 21 Spring Break	
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
							1							1		
	2	3	4	5	6	7	8	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22	16	17	18	19	20	21	22		
	23	24	25	26	27	28		23	24	25	26	27	28	29		
								30	31							
Good Friday 18 Easter 21	<b>April</b>							<b>May</b>							23 End of Year	
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5					1	2	3		
	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
	27	28	29	30				25	26	27	28	29	30	31		
	<b>June</b>							<b>July</b>								
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6	7			1	2	3	4	5		
	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
	29	30						27	28	29	30	31				
Instructional Period [ ]																
1 <sup>st</sup> – 9/3 to 10/17							3 <sup>rd</sup> – 1/6 to 3/14							Break - No School	First Day of HCCA	
2 <sup>nd</sup> – 10/21 to 12/19							4 <sup>th</sup> – 3/24 to 5/22							Testing	School Activity	

**DELAYED START 1**

# Hill County Christian Academy 2024 - 2025

	August							September							2 Labor Day 3 First Day of School
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	3	4	5	6	7			
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	25	26	27	28	29	30		
Academic Renewal Week 21-24	October							November							25 - 29 Thanksgiving Break
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	3	4	5					
	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	27	28	29	30	31			
Teacher Workdays 19-20 Christmas Break 23-31	December							January							1 - 3 Christmas Break
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
	29	30	31					1	2	3	4	5	6	7	
President's Day 17	February							March							17 - 21 Spring Break
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
							1	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
	23	24	25	26	27	28		29	30	31					
Good Friday 18 Easter 21	April							May							26 Memorial Day 29 End of Year
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	31							
Instructional Period [ ]	June							July							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
	29	30						1	2	3	4	5	6	7	

Instructional Period [ ]

1<sup>st</sup> - 9/3 to 10/17

2<sup>nd</sup> - 10/21 to 12/19

3<sup>rd</sup> - 1/6 to 3/14

4<sup>th</sup> - 3/24 to 5/22

Break - No School

Testing

Academic Renewal

First Day of HCCA

School Activity

DELAYED START 2

Minutes respectfully submitted by Candace Bates