

**CHAPEL HILL ACADEMY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 16, 2013**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, January 16, 2013, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas.

MEMBERS PRESENT: Erma Lee, Pam Pigman, Patty Potter, Joni Horton, Debra Million, Beth Rivers

MEMBERS ABSENT: Susy Duggins, Judy Needham

GUESTS / STAFF: Todd Landry, Superintendent; Alicia Duran, Lena Pope Home CFO; Vicki Sendejo, Principal; Shnease Webb, Lena Pope Home COO; Jeni McNeeley, Academic Coordinator

(Visit and demonstration of Science Lab)

CALL TO ORDER: Meeting called to order by Erma Lee at 12:28pm

APPROVAL OF MINUTES:

Approval of the minutes of the October 17, 2012 regular meeting and minutes of the closed session on October 17, 2012 was moved by Patty Potter, seconded by Pam Pigman. Approved and filed for audit.

EXECUTIVE SESSION:

None

REPORT FROM PRINCIPAL AND SUPERINTENDENT:

- Mrs. Sendejo presented the application and enrollment timeline for 2013-2014. Open enrollment will begin January 22, 2013 and will end for lottery purposes on February 21, 2013. The lottery will be drawn on February 22, 2013 and all applicants drawn for an opening will be contacted by Tuesday, February 26, 2013.
- Mrs. Sendejo reported on the 5th Grade Transition Plans. Administrative staff visited several area schools to gather information and invited them to the Middle School Fair at CHA which was held on December 11, 2012. The Fair was well attended with 16 schools and 49 of the 55 fifth grade students and their families present.
- Mrs. Sendejo shared some of the 5th grade activities including an upcoming overnight field trip to Camp Carter in April, which will focus on Science TEKS learning. They are also making plans for a graduation ceremony.
- Attendance and enrollment data was presented. Average daily enrollment was 99% and average daily attendance was 98% through the second six week reporting period.

- Mr. Landry presented the 2011-2012 AEIS (Academic Excellence Indicator System) report which includes demographic, retention, teacher experience, and financial data. There is a discrepancy in the information provided for teacher experience which is currently being addressed with the Education Service Center.

FISCAL REPORT:

- Alicia Duran presented the December financials with an overall positive variance of \$236,000. Discussed the use of the Sid Richardson Foundation funds which includes the purchase of science kits, iPads for the classrooms, Reading Listening Stations, Math Manipulatives and library books.
- Alicia Duran reported that the LPH financial audit has been completed and will be reviewed by the Finance Committee next week. Overall surplus for Chapel Hill Academy was \$68,000.
- Alicia Duran reported that a Single Audit is required of organizations receiving more than \$500,000 in federal direct or pass-through funds, has been completed as part of the annual audit. The Compliance Audit reviewed the records of the Child Nutrition Program of CHA and the MHMR funded Hand-in- Hand family preservation service of LPH. The results indicated that LPH is in full compliance from a material perspective with no deficiencies in internal controls.

APPROVAL: Patty Potter moved to endorse the CHA portion of the audit, seconded by Beth Rivers. Motion carried.

BOARD TRAINING:

Mr. Landry is in the process of setting up board training and will provide details at a later date.

MISCELLANEOUS:

Mrs. Sendejo announced that the CHA Spelling Bee will be held on January 18, 2013. The winner will enjoy a "spelling bee" with Mrs. Sendejo and Mr. Landry, and will advance to regional and possibly state contests.

PUBLIC COMMENT:

None

NEXT MEETING:

Chapel Hill Academy Board of Trustees will meet again on Wednesday, April 3, 2013 at 12:00 noon at CHA.

Meeting adjourned 1:40pm.

RECORDED BY: Shay Grannan