

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

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, October 16, 2013, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

MEMBERS PRESENT: Erma Lee, Susy Duggins, Debra Million, Alex Armstrong, Pam Pigman, Joe Breedlove, Joni Horton

MEMBERS ABSENT: Beth Rivers, Patty Potter

GUESTS / STAFF: Todd Landry, Lena Pope Home Executive Director; Alicia Duran, Lena Pope Home CFO; Vicki Sendejo, Principal; Jeni McNeeley, Academic Coordinator; Kelly Gendreau, Math Specialist; YaMinco Varner, Executive Administrative Assistant.

CALL TO ORDER: Meeting called to order by Erma Lee at 12:00pm

APPROVAL OF MINUTES:

Approval of the minutes of the August 21, 2013 regular meeting was moved by Susy Duggins, seconded by Joni Horton. Approved unanimously and filed for audit.

OATH OF OFFICE was administered to all Board members by Todd Landry. Signed forms were submitted to executive office for record keeping.

Mr. Landry welcomed new board members Joe Breedlove and Alex Armstrong to the Chapel Hill Academy Board of Trustees.

ELECTION OF 2013-2014 PRESIDENT & VICE PRESIDENT:

Pam Pigman moved to nominate Erma Lee to the office of President, seconded by Debra Million. Motion approved, Erma Lee elected as President for the 2013-2014 year.

Susy Duggins moved to nominate Patty Potter to the office of Vice President, seconded by Debra Million. Motion approved, Patty Potter elected as Vice President for the 2013-2014 year.

EXECUTIVE SESSION:

None

PUBLIC HEARING:

Public hearing was formally opened at 12:13pm by President Erma Lee for review and discussion of information regarding the Charter FIRST Rating and Financial Accounting Report. Alicia Duran presented the Charter FIRST Rating report which reflected a superior rating for CHA which is the highest level possible. Mrs. Duran reviewed indicators used for this determination. The Financial Accountability Report was reviewed which details financial information and requirement determining the solvency of the school.

With no public comments, President Erma Lee closed the Public Hearing at 12:22pm.

Mr. Landry noted that the public notice requirement was complied with by notice published in the Fort Worth Star Telegram.

REPORT FROM PRINCIPAL AND SUPERINTENDENT:

- Members of the Board adjourned to the CHA library for an iPad demonstration by fourth grade students led by Ashley Smith, fourth grade teacher.
- Todd Landry presented information regarding the TEA notification of Met Standards / Missed Safeguards. CHA met all standards with the exception of one. Jeni McNeeley explained the rationales for this regarding the STAAR-M and ALT testing.
- 2013-2014 Demographic reports and first six weeks attendance versus enrollment numbers were reviewed. CHA has maintained an average enrollment rate of 101% and average attendance rate of 98%.
- Beginning of year TPRI scores for grades K through 2nd and beginning of year Fountas Pinnell Reading assessments for grades 3 – 5 were reviewed by Jeni McNeeley.
- Beginning of year Envisions Math Assessment results for grades K – 5 were reviewed by Kelly Gendreau.

FISCAL REPORT:

- Alicia Duran presented the 1st amendment to the 2013-2014 budget which was adopted at the August 21, 2013 meeting of the CHA Board of Trustees. Pam Pigman moved to approve the amendment, seconded by Joe Breedlove. Motion carried by unanimous vote.
- Audit timelines were presented by Alicia Duran. Fiscal year 2012-2013 audit began November 11, 2013. Submission is due to TEA by January 24, 2014.

PUBLIC COMMENT:

None

NEXT MEETING:

Chapel Hill Academy Board of Trustees will meet again on Wednesday, January 15, 2014 at 12:00 noon at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

MISCELLANEOUS:

Mr. Landry announced that board training will be held during the TCSA conference on December 13, 2013 at the Fort Worth Convention Center.

Mrs. Sendejo announced that the Living Wax Museum will be held on October 25, 2013 from 8:30-9:30 a.m. with 3rd – 5th graders depicting various historical figures in costume. The PTA will have a Fall Carnival the same night.

Meeting adjourned 1:30pm.

RECORDED BY: Shay Grannan