

**CHAPEL HILL ACADEMY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 15, 2014**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, January 15, 2014, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

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

MEMBERS ABSENT: Susy Duggins

GUESTS / STAFF: Todd Landry, Lena Pope Home Executive Director; Alicia Duran, CFO; Vicki Sendejo, Principal; Jeni McNeeley, Academic Coordinator; Crystal Garrison, Program Evaluation Coordinator; Robert Ramirez, Dean of Students; YaMinco Varner, Executive Administrative Assistant.

The Board attended a brief presentation in the CHA library of the CHA Flag Football team, including a video and presentation of gifts to the two coaches by the students.

CALL TO ORDER: The meeting was called to order by President Erma Lee at 12:35pm.

APPROVAL OF MINUTES:

Approval of the minutes of the October 16, 2013 regular meeting was moved by Debra Million, seconded by Joni Horton. Approved unanimously and filed for audit.

PUBLIC COMMENT:

None

EXECUTIVE SESSION:

None

REPORT FROM PRINCIPAL AND SUPERINTENDENT:

- Mrs. Sendejo presented the timeline for the 2014-2015 open enrollment process. The online applications will be available beginning January 20th and the lottery will be drawn on February 28th. Letters of Intent to Return were sent home with students this week and are due back by January 21st. Mrs. Sendejo discussed the National School Choice Week which will be highlighted at CHA.
- Year to date enrollment versus attendance averages were reported by Mrs. Sendejo. Chapel Hill Academy has maintained an average enrollment of 100% and an average attendance of 98%.
- A report of the tutoring plans for this year and STAAR information was presented by Mrs. McNeeley. Tutoring will be held in small groups during the day to better serve those most in need, with a few after-school tutoring sessions as well. A variety of methods will be utilized to include more critical thinking.

- Mr. Landry presented the 2012-2013 Texas Academic Performance Report, formerly known as the AEIS report, which consists of a campus and district report detailing demographics, class size, attendance, teacher statistics, salaries, and more. This report is public information and is available on the TEA website. There are a few discrepancies in the staff demographics that CHA is currently working to correct.

FISCAL REPORT:

- Alicia Duran presented the November fiscal report. Personnel changes accounted for a negative variance in expenses due to accrual of earnings payments for three staff that left CHA. Cumulative surplus for the end of November was \$28K, however the December fiscal report will reflect a \$50K surplus due to the November personnel accruals / costs.
- The FY13 audit was completed and the final report from Weaver was presented by Alicia Duran. Numbers reported are consistent with a Superior School FIRST rating. Approval of the full audit will be requested at the next meeting of the Lena Pope Home Finance Committee and the Lena Pope Home Board of Directors. In addition, Lena Pope Home was once again subject to the Single Audit. The programs selected for this audit were Family Matters "Hand in Hand" and the Child Nutrition program at CHA. Results indicated full compliance.
- It was noted that the Balance Sheet reflects CHA has gone from negative assets in 2008 to a surplus of \$198K for FY13.

STAFF CHANGES AND NEW HIRES:

Mrs. Sendejo reported that three staff recently departed Chapel Hill Academy and two remain out on medical leave. Four new staff were hired for the following positions – Julie Scheibel, Administrative Assistant; Nicholas Maynard, 5th Grade Math & Science Teacher; Laura Hall, 4th Grade ELA Teacher; and Jeniffer Mendez, 2nd Grade Teacher.

TCSA CONFERENCE BOARD TRAINING:

The Board reported positive feedback from the Texas Charter Schools Association Board Training held last month in Fort Worth. Certificates for all members will be forthcoming.

MISCELLANEOUS:

Questions regarding school safety procedures were addressed by Robert Ramirez, Dean of Students. Mr. Ramirez discussed the current procedures in place for various types of drills including lock down, fire, tornadoes, etc. Drills are conducted throughout the year and written procedures are distributed to all staff.

NEXT MEETING:

Chapel Hill Academy Board of Trustees will meet again on Wednesday, April 16, 2014 at 12:00 noon at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

Meeting adjourned 1:35pm.

RECORDED BY: Shay Grannan