

Approved



**CHAPEL HILL ACADEMY
BOARD OF TRUSTEES
REGULAR MEETING
April 19, 2017**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, April 19, 2017, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

MEMBERS PRESENT: Alex Armstrong, Joe Breedlove, Joni Horton, Erma Lee, Pam Pigman, Patty Potter, Susy Weaver

MEMBERS ABSENT: Debra Million

GUESTS / STAFF: Todd Landry, CEO; Shnease Webb, COO; Renee Permann, CFO; Vicki Sendejo, Principal; Robert Ramirez; Student Services Coordinator; Jeni McNeeley, Academic Coordinator; Jennifer Carpenter, Student and Family Services Coordinator; Nancy Burmaster, Board Liaison; Audrey Davidson and Hannah Mahanna, Principal Interns.

CALL TO ORDER:

Following an opportunity to meet with select 4th grade students about the expansion of CHA to middle school grades, the meeting was called to order by Joni Horton at 12:05 p.m.

APPROVAL OF MINUTES:

Erma Lee made a motion to approve the minutes of the January 18, 2017 meeting as submitted. Pam Pigman seconded the motion and the motion was approved unanimously.

PUBLIC COMMENT:

None

EXECUTIVE SESSION: An executive session was held with Trustees, Todd Landry, Shnease Webb, and Nancy Burmaster present.

WAIVER REQUESTS

Alex Armstrong made a motion to submit the following waiver requests to the Texas Education Agency:

1. Early Release Days 2017-2018 and 2018-2019: Six days per year, prior to school holidays and to hold parent conferences.

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2. Staff Development Days 2017-2018 and 2018-2019: Three days per year, training and development and to hold parent conferences.
3. Low attendance: February 25, 207 due to illness, 83.6% attendance (YTD ADA is 96.37%)

Patty Potter seconded the motion and the motion was approved unanimously.

Records Retention Policy was reviewed and found to comply. Statement of compliance will be submitted to Texas State Library.

Special Education Policy was previously sent to all Trustees for review. This policy includes assessment, documentation, monitoring and appeals process from TEA. Includes in-room camera policy for self-contained special education rooms. Please note that CHA does not currently have self-contained special education rooms; however, TEA requires the policy to be in place. Susy Weaver made a motion to accept the Special Education Policy as presented. Alex Armstrong seconded the motion and the motion was approved unanimously.

Approval of new hire: Maricela Gonzales was hired to fill the role of Cafeteria Staff. Patty Potter made a motion to accept the hiring of Maricela Gonzalez. Erma Lee seconded the motion and the motion was approved unanimously.

2017-18 School Year

- Enrollment update: 534 are currently enrolled for the 2017-18 school year. Expected summer attrition will bring this to 512-520.
- School calendar: The calendar for the 2017-2018 school year was reviewed. Erma Lee made a motion to accept the calendar as presented. Patty Potter seconded the motion and the motion was approved unanimously.
- Educational Materials Allotment: Required annual certification to the Texas State Board of Education and the Commissioner that in each subject of the required curriculum students have access to instructional materials covering all the Texas Essential Knowledge and Skills. Erma Lee made a motion to accept the Educational Materials Allotment and TEKS certification for 2017-2018. Joe Breedlove seconded the motion and the motion was approved unanimously.
- Asthma 411: This collaboration between JPS Health Systems, Cook Children's Hospital and UNTHSC has been shown to reduce asthma-related absences by up to 51% and a decrease in asthma-related 911 calls. An MD/DO provides a standing order for albuterol administration during signs of respiratory distress, nebulizer kit, and nurse training. Chapel Hill Academy students will automatically opt-in to participation upon receipt and acceptance of the Parent/Student Handbook. Susy Weaver made a motion to implement Asthma 411 protocol beginning in the 2017-18 school year. Patty Potter seconded the motion and the motion was approved unanimously.
- Staff Changes: Vicki Sendejo reviewed known staffing changes due to resignations or reassignments.
- Board Training: All CHA Trustees will have the opportunity to complete all required annual training hours at the Texas Charter School Association Conference on Friday, October 13, 2017 in Grapevine, Texas. Nancy Burmaster will register all trustees and communicate registration details.

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REPORT FROM PRINCIPAL AND SUPERINTENDENT: Construction and financing plans update: TEA charter expansion approval was received on March 17, 2017. Topographical survey and soil core sampling are complete. Construction plans are nearing completion and financing plans are underway. A timeline of events is included in the packet.

- Financing: Estimated loan amount of \$6.2M with Lena Pope being the borrower. CHA will incur lease expense on a sliding scale until full enrollment. Shortfall will be covered by fundraising. Interest during construction (~\$150K) will be paid by Lena Pope. Financing options are being considered and will be recommended by the Finance Committee for final approval at the Full Board Meeting on April 28, 2017.

5th Grade STAAR results from the first administration of the test were reviewed. 64% passed reading on the first attempt, with 78% passing math on the first attempt. While these results are lagging from previous years, they also include all special education students who were not previously included in overall scores. Second attempts will occur during the second week of May, with any needed third attempts following additional assistance in June (summer school).

FISCAL REPORT

Renee Permann, CFO, provided a year to date fiscal 2017 recap. Revenue is \$2.7M which is \$69K favorable to budget. Expenditures are \$2.46M which is \$134K favorable to budget. Current surplus is \$263K which is \$203K favorable to budget. TEA is estimating total 2016-17 revenue of ~\$4.1M which is ~\$100K above budget. No budget amendment at this time.

Todd Landry shared a recent designation given by the Educational Results Partnership and the Institute for Productivity in Education which recently recognized CHA as a 2016 Honor Roll School. Only 20 schools in Tarrant County received this award, with 9 being elementary schools, and CHA the only charter school to be awarded.

Upcoming Dates to Remember:

Full Board Meeting:	Friday, April 28 th at noon
STAAR re-test:	May 8-10, 2017
Field Day:	Friday, May 26 th
5 th grade graduation:	Thursday, June 1 st at 6:00 p.m. at Hulen Street Church
Last day of school:	Friday, June 2 nd

Adjourn

Joni Horton adjourned the meeting at 1:22 p.m.

**THE NEXT MEETING OF THE CHAPEL HILL ACADEMY BOARD OF TRUSTEES WILL BE ON
WEDNESDAY, JUNE 21, 2017 AT NOON**