

**CHAPEL HILL ACADEMY
BOARD OF TRUSTEES
REGULAR MEETING
APRIL 13, 2011**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, April 13, 2011, at 12:00 noon at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas.

MEMBERS PRESENT: Patty Potter, Susy Duggins, Erma Lee
(Judy Needham gave proxy vote to Patty Potter via verbal authorization)

MEMBERS ABSENT: Judy Needham, Beth Rivers, Debra Million, Margaret Johnson, Pam Pigman

GUESTS / STAFF: Todd Landry, Superintendent; Shnease Webb, COO; Alicia Duran, CFO; Vicki Sendejo, Principal; Don Cosby, LPH Board President

CALL TO ORDER: Meeting called to order by Patty Potter at 12:00pm

APPROVAL OF MINUTES: Approval of the minutes of the January 19, 2011 regular meeting was moved by Susy Duggins and seconded by Erma Lee. Approval of the minutes of the February 22, 2011 special meeting was moved by Erma Lee, seconded by Susy Duggins. Approved and filed for audit.

AGENDA:

1) Principal & Superintendent Report:

- *TAKS Report / Assessment Results & Preparations:* Mrs. Sendejo reported that based on the March benchmarks, Chapel Hill Academy would receive a 'recognized' status and may be close to 'exemplary' status. Testing will be administered the last week of April. A planning schedule has been prepared to include coverage, lunch, restroom breaks, snacks, etc. for testing days. Classrooms administering the TAKS tests will have a monitoring staff present at all times. There will be a TAKS Pep Rally on Monday, April 25th at 8:30am with a pancake breakfast at 9:00am for 3rd graders. Board members have been invited to participate.

- *Summer Programming Plans:* Chapel Hill Academy will offer a three week summer program for students entering the 2nd, 3rd, or 4th grades who are in need of additional instruction. This program will take place for three consecutive weeks (weeks of June 13, 20, and 27) at the Christ United Methodist Church, Monday through Thursday, with 3 days of academic instruction and 1 day field trip participation each week.

2) Fiscal Report:

- *February Fiscal Report:* Alicia Duran presented the February Fiscal Report with YTD revenue and expenses. Total positive variance \$86,458.

- *2010-2011 budget amendment #2:* The second amendment to the 2010-2011 budget was presented by Alicia Duran for approval.
APPROVAL: Susy Duggins moved for approval of the amendment to 2010-2011 budget, seconded by Erma Lee. Motion carried.

- *Preliminary Impact of State Budget Reductions and Program Considerations:* Mr. Landry and Mrs. Duran discussed the possible deficit of \$87,000 considering the WADA impact after possible legislative reductions. Discussed other possible considerations to close budget gap if needed.

3) 2011-2012 School Year:

- *Enrollment / Application Update:* Mrs. Sendejo presented current enrollment numbers for 2011-2012 school year. All grades are full except Kindergarten which has three openings. First and second grades have significantly more students enrolled than openings and a bridge class will be considered. All teachers are returning for the new school year with the exception of one.

- *2011-2012 School Calendar:* The 2011-2012 school calendar was presented for board approval.
APPROVAL: Erma Lee moved for approval of the 2011-2012 school calendar, seconded by Susy Duggins. Motion carried.

- *Textbook Orders:* List of desired textbooks was presented by Mrs. Sendejo.
APPROVAL: Erma Lee moved for approval to order textbooks as presented, seconded by Susy Duggins. Motion carried.

- 4) Approval of Resolution Regarding Waiver of Workdays – Information was presented by Mr. Landry regarding a waiver for missed instructional workdays for hourly and paraprofessional employees due to the inclement weather and subsequent Waiver for Missed Instructional Days submitted to TEA.
APPROVAL: Susy Duggins moved to approval the resolution for waiver of missed workdays, seconded by Erma Lee. Motion carried.

- 5) Approval of New Hires – information regarding new hires was not available for approval at this time. Discussed the current interview process and status. Will present new hire information for approval at the next meeting of the Board of Trustees.

- 6) Facility Expansion – Mr. Landry discussed the facility expansion plans and timelines. JPS will move out in time for construction to begin on May 23, 2011.

- 7) Spring 2011 Board Training – Mr. Landry will work with President, Patty Potter, to set future dates for board training.
- 8) Next meeting of the Board of Trustees will be June 15, 2011 at Lena Pope Home main administration building.
- 9) Public Comment: None

Meeting adjourned 1:40pm.

RECORDED BY: Shay Grannan