

**CHAPEL HILL ACADEMY  
BOARD OF TRUSTEES  
REGULAR MEETING  
AUGUST 21, 2013**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, August 21, 2013, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

**MEMBERS PRESENT:** Erma Lee, Pam Pigman, Patty Potter, Debra Million, Susy Duggins, Beth Rivers

**MEMBERS ABSENT:** Judy Needham, Joni Horton

**GUESTS / STAFF:** Steve Zimmer, LPH Board President; Alicia Duran, Lena Pope Home CFO; Vicki Sendejo, Principal; Shnease Webb, Lena Pope Home COO; Jeni McNeeley, Academic Coordinator; Crystal Garrison, YaMinco Varner, Executive Administrative Assistant.

**CALL TO ORDER:** Meeting called to order by Erma Lee at 12:05pm

**APPROVAL OF MINUTES:**

Approval of the minutes of the June 5, 2013 regular meeting was moved by Pam Pigman, seconded by Susy Duggins. Approved unanimously and filed for audit.

**EXECUTIVE SESSION:**

None

President Erma Lee introduced the newest member of the Lena Pope Home team, YaMinco Varner who will serve as Executive Administrative Assistant/Board Liaison.

**REPORT FROM PRINCIPAL AND SUPERINTENDENT:**

- 2012 – 2013 final student demographics reports were presented by Mrs. Sendejo. A total of 523 students were served and various demographics were reported including gender, ethnicity, home school district, etc.
- TEA campus / district accountability ratings, indexes, and distinctions were presented by Mrs. Sendejo and Mrs. McNeeley. Chapel Hill Academy received a “met standard” rating which is the highest possible rating this year, with a distinction for Achievement in Mathematics. Explanation of calculations and comparison groups was presented by Mrs. McNeeley.
- Mrs. McNeeley reported that the summer program was very well received this year and that CHA received numerous positive comments from parents. She will present a later report on the results of those students who brought their summer reading binders back to school this year. Rangers Camp and Camp Invention were both a huge success.
- Alicia Duran, CFO, reported on the TEA Fiscal Accountability Rating and Appeal. The initial rating received was “Above Standard”. However, CHA has consulted with the Education Service Center for assistance in appealing the points received with the possibility of increasing the points that could result in a higher rating. Result will be reported when received.

- Crystal Garrison has received 70% of the consent forms for 5<sup>th</sup> grade graduate tracking, which will provide information on the student progress when they leave CHA. Ms. Garrison is working on Memorandums of Understanding for each school to share data on the students, possibly through their high school years.

**FISCAL REPORT:**

- Alicia Duran presented the 2012-2013 final budget as amended to reflect a surplus of \$382,000. Patty Potter moved to accept the final budget as amended, seconded by Beth Rivers. MOTION CARRIED by unanimous vote.

**2013-2014 SCHOOL YEAR:**

- Mrs. Sendejo presented the current enrollment numbers for the 2013-2014 school year, indicating a total of 522 students with 493 on the waiting list.
- The 2013-2014 Campus Improvement Plan was presented. Pam Pigman moved to accept the CIP as presented, seconded by Susy Duggins. MOTION CARRIED by unanimous vote.
- Alicia Duran presented the 2013-2014 budget indicating a surplus of \$184,000. Patty Potter moved to accept the 2013-2014 budget as presented, seconded by Pam Pigman. MOTION CARRIED.
- Mrs. Sendejo presented short biographies on 12 prospective new hires, including teachers, cafeteria and administrative staff. Beth Rivers moved to accept the 12 new hires, seconded by Debra Million. MOTION CARRIED by unanimous vote.
- Mrs. Sendejo indicated that four staff had notified administration in the month of July that they would not be returning to CHA due to relocating, staying home with family, or accepting another position.
- Mrs. Sendejo presented the 2013-2014 Parent/Student Handbook. Patty Potter moved to accept the handbook as presented, seconded by Debra Million. MOTION CARRIED by unanimous vote.
- The 2013-2014 Region XI Education Service Center contract was presented totaling \$42,339.11 was presented. Patty Potter moved to accept the ESC contract for services as presented, seconded by Pam Pigman. MOTION CARRIED by unanimous vote.

**PUBLIC COMMENT:**

None

**NEXT MEETING:**

Chapel Hill Academy Board of Trustees will meet again on Wednesday, October 16, 2013 at 12:00 noon at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

Meeting adjourned 1:00pm.

RECORDED BY: Shay Grannan