



**CHAPEL HILL ACADEMY  
BOARD OF TRUSTEES  
REGULAR MEETING  
January 17, 2018**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, January 17, 2018, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

**MEMBERS PRESENT:** Joe Breedlove, Joni Horton, Erma Lee, Debra Million, Pam Pigman, Patty Potter, Susy Weaver  
**MEMBERS ABSENT:** Alex Armstrong  
**GUESTS / STAFF:** Todd Landry, CEO and Superintendent; Shnease Webb, COO; Jay Shellum, Acting CFO; Vicki Sendejo, Principal; Robert Ramirez, Student Services Coordinator; Audrey Davidson, Academic Coordinator; Nancy Burmaster, Board Liaison.

**CALL TO ORDER:** The meeting was called to order by Joni Horton, Chair, at 12:05 p.m.

**STUDENT HIGHLIGHT:** The Chapel Hill Academy 4<sup>th</sup> and 5<sup>th</sup> grade choir sang two songs.

**APPROVAL OF MINUTES:** Erma Lee made a motion to accept the minutes of the October 18, 2017 meeting as presented. Susy Weaver seconded the motion and the motion was passed unanimously.

**PUBLIC COMMENT:** none

**ELECTION OF OFFICERS AND BOARD OATH**

Patty Potter made a motion to elect Joni Horton as President of the Chapel Hill Academy Board of Trustees, and Erma Lee as the Vice President/Secretary of the Chapel Hill Academy Board of Trustees. Pam Pigman seconded the motion and the motion passed unanimously.

Todd Landry, Superintendent, administered the board oath.

**REPORT FROM PRINCIPAL AND SUPERINTENDENT**

**Second six weeks report**

- Attendance: 97%
- Compliance with Code of Conduct: 99.5%
- Passing (70%) core classes: 96%
- Earning 85% or above in core classes: 73%

Draft

### **Application and Enrollment timeline**

Staff letters of intent have all been returned. Student letters of intent to return are due January 31. Online registration for the lottery closes at 4:00 p.m. February 22<sup>nd</sup>. Lottery drawing will be held on February 23<sup>rd</sup>.

### **Construction Update**

Muckleroy and Falls is on schedule for completion on August 1, 2018. Weekly construction update meetings are held on Tuesday's at 8:30 a.m. Expect to be "in the dry" by the end of February, mitigating weather impact. Tours for students, families, board members and others will be scheduled later in the Spring.

### **TEA Expansion Amendment Request**

In 2017, CHA requested and was granted a charter amendment which allowed the current expansion efforts including:

- Expand total number of children served
- Expand grades served to include 6<sup>th</sup>-8<sup>th</sup> grades
- Expand service area to include total of 13 ISD's

In March 2017, the TEA also awarded CHA the Pre-K partnership grant allowing to encourage high-quality Pre-K opportunities by allowing ISD's and charters to partner with high-quality early learning centers. Students are enrolled in the ISD or charter, attend the early learning center and both receive funds from TEA based on average daily attendance. However, CHA's charter does not currently allow service to 3-year olds, nor service at locations other than 4640 Sycamore School Road.

Therefore, CHA is requesting a charter amendment to allow:

- CHA to enroll 3 and 4-year olds who attend a qualified early learning center or child development center
  - Lena Pope ELC at 3200 Sanguinet;
  - Tarrant County College (TCC) Children's Center at TCC NE Campus;
  - Lena Pope ELC at UNTHSC (after accreditation).

Erma Lee made a motion to recommend to the full board approval of the TEA expansion amendment components to enable implementation of the Pre-K Partnership Grant. Susy Weaver seconded the motion and the motion passed unanimously.

### **FISCAL REPORT**

#### **As of November 30, 2017**

As of November 30, 2017, CHA had \$1,213,903 in revenue which is \$4K net favorable to budget. Expenditures were \$1,162,032 and \$19K net favorable to budget due primarily to timing of payments to ESC Region 11. Resulting net surplus is \$49K which is \$23K net favorable to budget, however, current projections of TEA funding based on attendance is currently projected to be \$12K below budget for the full fiscal year.

#### **CHA portion of FY17 audit**

Weaver completed their audit of Lena Pope and Chapel Hill Academy financial statements. No single audit was required. There were no adjusting entries and no management letter was issued. Auditors issued an unmodified opinion, which is the highest available. Joe Breedlove made a motion to

Draft

recommend full board approval of the CHA specific component of the audit as presented. Patty Potter seconded the motion and the motion passed unanimously.

### **USDA Audit update**

The USDA audit of the Child Nutrition Program revealed several findings, most related to training documentation. There were 10 findings requiring corrective action. Nine corrective actions have been submitted, accepted and closed. One corrective action required re-submittal and is awaiting approval. There are no financial impacts of this audit. Details of findings and corrective actions are included in the meeting packet.

### **UPCOMING EVENTS**

Board members were invited and encouraged to attend these upcoming events:

Spelling Bee	Friday, January 19 <sup>th</sup> at 10:00 a.m.
PTA Meeting and Open House	Monday, January 22 <sup>nd</sup> at 6:00 p.m.
Family Valentine Dance	Thursday, February 8 <sup>th</sup>
Nacho Average Family	
Math and Science Night	Thursday, February 22 <sup>nd</sup>
Cowtown Cook Children's 5K	Saturday, February 24 <sup>th</sup>
4 <sup>th</sup> grade writing camp	Friday, March 9 <sup>th</sup>
Spring Break	March 10-18
PTS Meeting and Spring Book Fair	Monday, March 19 <sup>th</sup>

The meeting was adjourned at 1:05 p.m.