



**CHAPEL HILL ACADEMY  
BOARD OF TRUSTEES  
REGULAR MEETING  
August 23, 2017**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, August 23, 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 and Superintendent; Shnease Webb, COO; Renee Permann, CFO; Vicki Sendejo, Principal; Robert Ramirez, Student Services Coordinator; Audrey Davidson, Academic Coordinator; Lydia Bailiff, School Social Worker; Nancy Burmaster, Board Liaison

**CALL TO ORDER:** The meeting was called to order by Joni Horton, Chair, at 12:07 p.m.

**STUDENT HIGHLIGHT:** Mr. Shelby Timmerman, PE teacher, shared a presentation, including videos, of the 2017 STEM summer camp sponsored by the Texas Rangers.

**APPROVAL OF MINUTES:** Pam Pigman made a motion to accept the minutes of the April 19, 2017 meeting as presented. Alex Armstrong seconded the motion and the motion was passed unanimously.

**PUBLIC COMMENT:** none

**REPORT FROM PRINCIPAL AND SUPERINTENDENT**

At the end of the 2016-17 school year Chapel Hill Academy students achieved the following:

- 97% attendance
- 98% complied with the code of conduct
- 94% passed all core subjects
- 80% earned an 80% or higher in core subjects.

The Texas Education Agency 2017 Accountability Summary shows that Chapel Hill Academy earned the Met Standard rating (the highest available) and one distinction in ELA/Reading.

2017 STAAR results for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades were reviewed. CHA students performed above the state average in all categories except 5<sup>th</sup> grade reading and science. Further research shows this cohort of students has been consistently lower performing throughout their elementary careers.

The TEA Charter FIRST financial accountability rating for CHA during the 2015-16 school year is A-Superior, which is the highest rating given. The Texas Smart Schools initiative has awarded CHA a 4-star Smart Score, which indicates that CHA is in the 88<sup>th</sup> percentile compared to all Texas districts with an average per pupil spending of \$7,730.67 while achieving “very high academic progress.”

The board reviewed 2016-17 school year academic and financial ratings comparisons of CHA to nearby FWISD schools, nearby Crowley ISD schools, nearby Everman schools, and nearby charter schools. In all cases CHA performs as well as or better than schools with a comparable level of economically disadvantaged students.

Student demographics for the 2016-17 school year were:

- 54% male, 46% female
- 61% free and reduced lunch, 39% paid lunch
- 56% African-American, 17% Hispanic, 16% White, and 12% Biracial or other
- 49% from FWISD, 45% from Crowley ISD, 4% from Everman ISD, and 1% from other ISDs.

### **Construction Update**

Expansion financing of \$6.2M in tax-free bonds through Frost Bank was closed on July 13, 2017. Interest rate was locked at 3.48% on July 14, 2017. Muckleroy and Falls Contractors were on-site on July 17, 2017. The contractors are on schedule for completion on August 1, 2018. Weekly construction meetings are held at CHA on Tuesdays at 8:30 a.m.

### **Fiscal Report**

As of July 31, 2017, CHA had \$4,265,848 in revenue which is \$141K favorable to budget. Expenditures were \$3,883,587 and \$133K favorable to budget due primarily to lower medical expenses. Total surplus for the period is \$383K which is \$274K favorable to budget.

### **Budget Amendment #2**

Renee Permann, CFO, reviewed the proposed budget amendment.

- Fund 420 (General Fund)
  - Rev: \$114k from TEA due to higher than budgeted enrollment special ed. students
  - Exp: ~\$240k increase due to rent expense not budgeted
- Fund 240 (Child Nutrition)
  - Rev: Transfer \$20k from the General Fund (420 to cover the cost of the CNP (balance must = \$0)
  - Exp: Projected costs for child nutrition (Food, Kitchen salaries, etc.)
- Fund 410 (Instructional Materials Fund)
  - Adjustments to reflect actual spending/reimbursement (increase due to new Chromebooks for 5th graders)

#### **Other Awarded Grants**

- Increase in Federal Grant awards (Title I, NCLB, etc.) (from original budget)
- Rev/Exp from new Pre-K Partnership Grant (18-month grant awarded in Feb 2017)

Projected Revenue: \$4,725,230 (net increase of \$137k from Oct. amendment)

Projected Expenditures: \$4,725,230 (net increase of \$97k from Oct. amendment)

**Net Surplus: \$0**

Susy Weaver made a motion to accept budget amendment #2 as presented. Erma Lee seconded the motion and the motion was approved unanimously.

**FY18 Budget**

Renee Permann, CFO, presented the FY18 budget:

- Fund 420 (General Fund)
  - Rev: reflects \$122k increase in TEA funding based on PY ADA. Projected funding rate ~ \$8,500/ ADA
  - Exp: reflects proposed merit budget of 3% + additional Spec Ed Teacher, Aug 2018 accrual for new teachers, depreciation expense, minimal rent, \$10k increase in ESC 11 service contract
- Fund 240 (Child Nutrition)
  - Exp: reflects increase for catering costs in May/June when kitchen closed for construction
- Fund 410 (Instructional Materials Fund)
  - Spending/reimbursement for technology instruction and for textbooks for new 6<sup>th</sup> grade class
- Other Awarded Grants
  - Reflects ~\$157k of revenue/expenses through the Pre-K Partnership Grant funding
  - Loss of \$25k High Quality Pre-K grant not renewed in FY17-18

Projected Revenue: \$4,939,503 (net increase of \$214k from FY17)

Projected Expenditures: \$4,939,274 (net increase of \$214k from FY17)

**Net Surplus: \$229**

Patty Potter made a motion to accept the FY18 budget as presented. Joe Breedlove seconded the motion and the motion was approved unanimously.

**2017-18 School Year**

As of August 22, 2017, enrollment was:

Grade	Planned Capacity	Returning and Siblings	New Students	Total	Waitlist
Pre-Kindergarten	34	16	17	33	125
Kindergarten	84	35	41	76	84
1 <sup>st</sup> grade	84	69	10	79	64
2 <sup>nd</sup> grade	84	70	9	79	74
3 <sup>rd</sup> grade	84	60	15	75	52
4 <sup>th</sup> grade	84	70	12	82	66
5 <sup>th</sup> grade	75	74	1	75	52
<b>TOTAL</b>	<b>529</b>	<b>394</b>	<b>105</b>	<b>499</b>	<b>519</b>

**Approval of New Hires**

- **Ericka Wendt:** B.A. in Interdisciplinary Studies, UTA certified in Geography 1-8; ESL; and Self-contained Classroom. 10+ years, 2<sup>nd</sup> and 3<sup>rd</sup> grades in Castleberry and Crowley ISD. 2<sup>nd</sup> grade.
- **Denise Daniel** - B.A.S. in Health Care Management from DBU and a M.S.H.S. in Clinical Research from GWU. 18+ years of clinical research experience. Completing Alternative Certification. 4<sup>th</sup> grade Science.

- **Shelby Snyder** – B.A. in Elementary Education from the University of Wyoming at Casper. Certified in EC-6<sup>th</sup> with an endorsement in Early Childhood Education. Transferring from Lead Toddler Teacher at ELC. 2<sup>nd</sup> grade.
- **Lydia Bailiff**: BA, Social Work, University of Oklahoma; MSW, University of Texas Arlington. LMSW. Served as CHA Social Work Intern working under the supervision of Jennifer Carpenter.
- **Hmong Ngyuen**: (School Nurse) BS, Microbiology, North Carolina State University, and RN, Greenville Technical College in South Carolina. Hmong has 12 years of experience in biotech research and most recently served as a nurse supervisor at Uplift Academy and PRN in Burlison ISD.
- **Brandi Gore**: BS, Math, Univ. of Oklahoma. She has taught Pre-Calculus, Pre-AP Pre-Calculus, Algebra 2 and Intermediate Algebra. This is her 6<sup>th</sup> year of teaching.

Alex Armstrong made a motion to accept these new hires. Pam Pigman seconded the motion and the motions passed unanimously.

### Approval of ESC Region 11 Contracts

The following contracts for the 2017-18 school year were presented:

	2016-2017	2017-2018
<b>Administrative &amp; Business</b>		
Administrative Services	\$0.00	\$492.10
Bright Bytes (eff 9/1/16)		
Business Services - Finance & Payroll	\$25,200.00	\$30,000.00
DMAC	\$6,923.90	\$6,931.70
Superintendent & School Board Training	\$800.00	\$800.00
<b>Instructional Services</b>		
TEKS Resource System	\$3,985.00	\$3,890.00
Instructional Services	\$1,012.00	\$1,295.00
<b>Technology</b>		
Digital Learning	\$1,214.40	\$1,232.84
MIS Student & Business Software / Support	\$6,550.00	\$6,691.00
Technology Resources Education Consortium (formerly MrLIB)	\$1,575.00	\$1,575.00
Data Quality Training and Support		\$2,000.00
TSDS (formerly PEIMS Data Quality Services)	\$6,500.00	\$2,500.00
TxEIS Service Fees (SQL license, etc)	\$257.14	\$295.00
<b>TOTAL</b>	<b>\$54,017.44</b>	<b>\$57,702.64</b>

Patty Potter made a motion to approved these contracts as presented. Susy Weaver seconded the motion and the motion was passed unanimously.

### Changes to the 2017-18 Parent Student Handbook

The 2017-18 CHA Parent Student Handbook had previously been distributed to the board for their review. Robert Ramirez reviewed the major changes, especially the Asthma 411 initiative with the automatic opt-in feature. Erma Lee made a motion to accept the 2017-18 Parent Student handbook as presented. Patty Potter seconded the motion and the motion passed unanimously.

### Board Training

Nancy Burmaster reminded the board of the opportunity to complete all required board training on Friday, October 13, 2017 at the annual Texas Charter Schools Association meeting in Grapevine. Registration information and tickets were distributed.

Vicki Sendejo, Principal was congratulated on being the first charter school principal to serve on the Texas Elementary Principals and Supervisors Association Region 11 board.

The meeting was adjourned at 1:20 p.m.

**THE NEXT MEETING OF THE CHAPEL HILL ACADEMY BOARD OF TRUSTEES WILL BE ON  
WEDNESDAY, OCTOBER 18, 2017 AT NOON**