

**CHAPEL HILL ACADEMY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 19, 2011**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, January 19, 2011, at 12:00 noon at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas.

MEMBERS PRESENT: Patty Potter, Susy Duggins, Pam Pigman, Erma Lee, Beth Rivers, Margaret Johnson, Judy Needham

MEMBERS ABSENT: Debra Million

GUESTS / STAFF: Todd Landry, Superintendent; Shnease Webb, COO; Alicia Duran, CFO; Vicki Sendejo, Principal; Jeni McNeeley, Assistant Principal Intern/2nd Grade Teacher, Faye Hanner, Parent

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

APPROVAL OF MINUTES: Approval of the minutes of the October 13, 2010 Board of Trustees meeting was moved by Judy Needham, seconded by Susy Duggins. Approved and filed for audit.

AGENDA:

1) Principal & Superintendent Report:

- Application/Enrollment Timeline and Plans for 2011-2012 School Year: Mrs. Sendejo stated that current student letters of intent were distributed Friday, January 7th with a closure date of Thursday, January 13th. Current openings and current returning students as of January 13th indicate that there are 39 openings for kindergarten, 4 for 3rd grade and 6 spaces for 4th. On-line registration opens Tuesday, January 18th and will close Friday, February 18th at 4:00 p.m. Monday, February 21st, the lottery will be held and a waiting list will be generated.
- There will be a PTA meeting Monday, January 24th to review enrollment/facilities information. An effort will be made to recruit parent volunteers for the Open House that will be held Monday, January 31st from 5-7 p.m.
- School tours will be available by appointment January 31st – February 4th.
- Advertisements will run in the January 19th issue of the Wedgewood/Cityview neighborhood newspaper and the February issue of Fort Worth Child magazine. Additional ads will be posted on the LPH website home page, LPH Facebook page,

and on the Project Care listing. Community contacts will be made to distribute flyers to Genesis United Methodist Pre-School and the Southwest Community Center. In addition, plans include updating the signage on the school gates and the “real estate” in-ground signs.

- Third Grade Assessment Results: The third grade team – Ben Broadwater, Allison Speer, and Kimberly Mahlke – presented information regarding preparations for the TAKS test. Benchmark testing has and will be done in December, February, March and mid-April to assist in preparing the students for the TAKS test at the end of April. Student specific tutoring is being provided by the teachers after school.
- Future Staffing Needs: Ms. Sendejo presented a summary of future staffing needs for the school. These include a full-time assistant principal and curriculum specialist, school nurse, full-time music teacher, Spanish teacher, full-time special education teacher, math specialist and literacy specialist, and three or four full-time cafeteria workers. The addition and timing of these positions will be highly dependent on TEA funding changes.

2) Fiscal Report:

- December Fiscal Report: Alicia Duran presented the Statement of Revenues and Expenditures for the first four months of operation of CHA. Revenues for the month of December exceeded budget and expenditures were on target. For the year, revenues are \$9,694.45 over plan and expenditures are \$19,761.07 under plan after four months. However, expenses for the month of December may be understated due to the timing of the Service Center’s winter break.
- Charter School Financial Audit: Mrs. Duran presented a draft of the audit section for CHA. A few revisions are still in process but the audit will be ready to submit to the Texas Education Agency by the January 31st deadline. The audit did not identify any deficiencies in internal control over financial reporting as well as no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

3) Approval of New Hire:

- Mrs. Sendejo presented information on one new hire – Barbara Adian, full-time Food Service Worker.
APPROVAL: Pam Pigman moved to approve the hire, seconded by Beth Rivers.
Motion carried.

4) Facility Expansion:

- Mr. Landry presented information regarding the school expansion including floor plans, time line and incremental \$70,000 debt service that will be reflected in next year's budget.

APPROVAL: Margaret Johnson moved to approve the floor plan design, time line and incremental \$70,000 occupancy cost. Erma Lee seconded the motion and it passed unanimously.

5) Board Training:

- Mr. Landry will be working with Patty Potter to determine a training date for all CHA board members. The two and a half hour training on Board Self Assessment will be provided by the Education Service Center.

6) Public Comment:

- Faye Hanner, CHA parent, attended and provided positive feedback regarding her Chapel Hill Academy experiences.

The next meeting of the CHA Board of Trustees will be April 13, 2011 at Chapel Hill Academy, 12:00 noon.

Meeting adjourned 1:32 p.m.

RECORDED BY: Verlyn Griffin