

**CHAPEL HILL ACADEMY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 6, 2009**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, May 6, 2009 at 12:00 noon at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas.

**MEMBERS PRESENT:** Patty Potter, Erma Lee, Susy Duggins

**MEMBERS ABSENT:** Judy Needham, Pam Pigman

**GUESTS/STAFF:** Todd Landry, Shnease Webb, Alicia Duran, Rhonda Greer

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

**APPROVAL OF MINUTES:** Approval of the minutes of the March 10, 2009 Board of Trustees meeting was moved by Susy Duggins and seconded by Erma Lee. Approved as read and filed for audit.

- 1) **Principal's Report** was presented by Rhonda Greer.
  - Update on swine flu virus and the decision to remain open, correspondence and updates sent to all parents. Absences went from 51% on 4/30 to 15% on 5/5.
  - Office referrals have increased
  - Registration is going well with Pre-K at 30, Kindergarten at 97, 1<sup>st</sup> grade at 69, and 2<sup>nd</sup> grade at 56
  - Teacher interviews are in process.
  - Teacher Appreciation Week – Patty Potter recommended inviting PTA to next meeting.
  
- 2) **Review of Finances** – budget for 2009-2010 school year presented by Alicia Duran.  
APPROVAL – Susy Duggins moved to approve the 2009-2010 budget, seconded by Erma Lee. Motion carried 3-0.
  
- 3) **Planning for Year Two** –
  - **School Calendar** for 2009-2010 presented by Lee LeGrice. School start date will be August 24, 2009 and end date will be June 4, 2010.  
APPROVAL – Susy Duggins moved to approve the 2009-2010 calendar, seconded by Erma Lee, motion carried 3-0.

- **Waivers** for staff development days for 2009-2010 & 2010-2011 and for low attendance during days affected by the swine flu virus were presented by Lee LeGrice.  
APPROVAL – Susy Duggins moved to approve the general waiver for staff development days and the expedited waiver for low attendance days 4/30/09-5/5/09 for submission to Texas Education Agency, seconded by Erma Lee, motion carried 3-0.
  - **School Day Changes** for 2009-2010 presented by Lee LeGrice.  
Proposed to extend dismissal time for Pre-K to 2:25pm and K – 2 to 3:15pm.  
APPROVAL – Susy Duggins moved to approve the extended dismissal time for school year 2009-2010, seconded by Erma Lee, motion carried 3-0.
  - **Construction Changes and Costs** were presented by Todd Landry.  
Proposed changes to two areas of the school at an approximate cost of \$5,600.  
APPROVAL – Susy Duggins moved to approve the renovation plan as presented, seconded by Erma Lee, motion carried.
- 4) **Code of Conduct** – rough draft of the Code of Conduct was presented by Lee LeGrice for review. Will bring a completed copy to the next meeting for review and approval.
  - 5) **Board Training** – review of required board training hours by Lee LeGrice. Will discuss training presentation options with Education Service Center and set up a day and time to present and complete these hours.

The next meeting will be June 22, 2009 at 12:00 noon at Lena Pope Home board room. Agenda will include approval of Code of Conduct, approval of new-hires, and further review of budget line items and details. A tentative meeting is scheduled for August 19, 2009 for completion of budget review if not completed on June 22.

**ADJOURNMENT:** There being no further business to come before the body, President Patty Potter adjourned the meeting at 1:40pm.

Recorded by: Shay Grannan