

**CHAPEL HILL ACADEMY
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 17, 2012**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, October 17, 2012, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas.

MEMBERS PRESENT: Erma Lee, Pam Pigman, Patty Potter, Joni Horton, Debra Million, Susy Duggins

MEMBERS ABSENT: Beth Rivers, Judy Needham

GUESTS / STAFF: Todd Landry, Superintendent; Alicia Duran, Lena Pope Home CFO; Vicki Sendejo, Principal; Shnease Webb, Lena Pope Home COO; Jeni McNeeley, Academic Coordinator; Macie Kerbs, Reading Specialist

CALL TO ORDER: Meeting called to order by Erma Lee at 12:00pm

Mr. Landry administered the President's Oath of Office to newly elected Board President, Erma Lee, and the applicable Oath to other board members.

APPROVAL OF MINUTES:

Approval of the minutes of the August 15, 2012 regular meeting was moved by Susy Duggins, seconded by Pam Pigman. Approved and filed for audit.

EXECUTIVE SESSION:

The meeting was called to Executive Session at 12:10pm. All attendees were dismissed with the board members, Mr. Landry, Mrs. Sendejo, and the CHA parent who had appealed a decision of the school remaining for the Closed/Executive Session. At 12:20 Mrs. Sendejo and the parent were excused from the meeting for board deliberation in Executive Session. Regular session of CHA Board meeting was resumed at 12:45pm.

Patty Potter moved to uphold the decision of the administration of Chapel Hill Academy in regards to parent appeal heard in Executive Session. Pam Pigman seconded. The motion was carried with a vote of 5 in favor, 1 opposed. The parent was complimented for her tenacity in advocating for her son's academic achievement and the board expressed their wishes for their success.

PUBLIC HEARING:

Alicia Duran reported on the Charter School FIRST rating and Financial Accountability Report. Last year the rating was based on 3 items; this year it is based on 19 'data points'. CHA scored 59 of a possible 65 points which resulted in an "above standard" rating. With no public comments, the Public Hearing ended at 12:50pm.

REPORT FROM PRINCIPAL AND SUPERINTENDENT:

- Todd Landry presented demographics, attendance and enrollment statistics for the 1st six weeks of the 2012-2013 school year. Attendance is at 98% and enrollment is at 100%.

- Reading Specialist Macie Kerbs was introduced and explained her role at CHA working with students and teachers in the RTI (Response to Intervention) program.
- Jeni McNeeley presented statistical data on the various BOY (beginning of year) assessment results – Reading, grades K-2; Fountas Pinnell Reading, grades 3 & 5; and EnVision Math, grades K-5. Areas of improvement and areas of continued focus were presented and discussed.
- Todd Landry explained the various after school programs that CHA is offering this year. There has been a very strong response to most of these activities and the maximum enrollment in most programs has been met.
- Todd Landry shared a letter from a grandparent expressing her gratitude and compliments to CHA staff for the improvements in her grandchildren who attend CHA.

FISCAL REPORT:

- Alicia Duran presented the 1st amended version of the 2012-2013 Budget which was approved at the August 15, 2012 meeting.
APPROVAL: Patty Potter moved to approve the budget as amended, seconded by Susy Duggins. Motion carried.
- Alicia Duran presented the audit timeline which will begin November 12, 2012, with submission to TEA on January 25, 2013 in keeping with TEA's mandate that annual financial audit report be received within 150 days after close of fiscal year.

APPROVAL OF NEW HIRES:

Vicki Sendejo presented biographies on three prospective new hires – Eddie Barrett, Cafeteria Manager; Lorrae Silbas, Cafeteria Worker; and Kelly Varhola, 4th Grade Teacher.

APPROVAL: Susy Duggins moved to approve the hire of the three applicants as noted, seconded by Pam Pigman. Motion carried.

ELECTION OF BOARD VICE PRESIDENT/SECRETARY:

APPROVAL: Susy Duggins moved to elect Patty Potter for the position of Vice President / Secretary for the term 2012-2013, seconded by Debra Million. Motion carried.

PUBLIC COMMENT:

None

NEXT MEETING:

Chapel Hill Academy Board of Trustees will meet on Wednesday, January 16, 2012 at 12:00 noon at CHA.

Meeting adjourned 1:45pm.

RECORDED BY: Shay Grannan