

Approved



**CHAPEL HILL ACADEMY
BOARD OF TRUSTEES
REGULAR MEETING
October 19, 2016**

A meeting of the Board of Trustees of Chapel Hill Academy was held Wednesday, October 19, 2016, at Chapel Hill Academy, 4640 Sycamore School Road, Fort Worth, Texas 76133.

MEMBERS PRESENT: Alex Armstrong, Joe Breedlove, Joni Horton, Erma Lee, Debra Million
Pam Pigman

MEMBERS ABSENT: Patty Potter, Susy Weaver

GUESTS / STAFF: Shnease Webb, COO; Renee Permann, CFO; Vicki Sendejo, Principal;
Jeni McNeeley, Academic Coordinator; Shay Grannan, PEIMS
Coordinator; Nancy Burmaster, Board Liaison; Lauren Doane, Program
Evaluator; Audrey Davidson and Hannah Mahanna, Interns.

CALL TO ORDER:

The meeting was called to order by Joni Horton at 12:08 p.m.

APPROVAL OF MINUTES:

Erma Lee made a motion to approve the minutes of the August 24, 2016 meeting as submitted. Pam Pigman seconded the motion and the motion was approved unanimously.

PUBLIC COMMENT:

None

OATH OF OFFICE

The Board members present were administered the oath of office verbally.

ELECTION OF BOARD PRESIDENT AND VICE-PRESIDENT

Alex Armstrong nominated Joni Horton to serve as President, and Erma Lee to serve as Vice-President/Secretary of the 2016-2017 Chapel Hill Academy Board. Debra Million seconded the motion. Ms. Horton and Ms. Lee accepted the nomination and they were unanimously approved.

EXECUTIVE SESSION:

None

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SCHOOL FIRST RATING/FINANCIAL ACCOUNTABILITY

Ratings will be released later in October. Public hearing on the CHA ratings must be held within two months of release. This timing will require a special meeting to meet the deadlines. Board members will be informed when the hearing is scheduled.

REPORT FROM PRINCIPAL AND SUPERINTENDENT

First six weeks' demographics were reviewed and show an increase in the percent of females enrolled with other measures remaining fairly constant.

Beginning of the year assessment results were reviewed. The Board discussed trends in reading and math achievement and what resources were needed to further improve both areas.

The Living Wax Museum will be held on Friday, October 28th at 8:30 a.m. Please try to attend this fun and informative event for the 3rd through 5th graders.

FISCAL REPORT

Approval of 2016-2017 Budget Amendment #1

- Net Revenue increase of \$4,354
 - Decrease - \$18k prior year carryforward for Special Education grant (224) not spent.
 - Adjustments for Commodities, Technology-related teaching supplies (EMAT)- net to \$0
- Amended Revenue = \$4,474,137
- Net Expenditures increase of \$4,354
 - Favorable \$26k budget corrections for salary expense.
 - Expense offsets for Commodities, Technology -related teaching supplies (EMAT) – net to \$0
- Amended Expenditures = \$4,473,788
- Net surplus of \$349

Erma Lee made a motion to approve 2016-17 Budget Amendment #1. Joe Breedlove seconded the motion and the motion was unanimously approved.

September 2016 Financial Report

Revenue in September 2016 showed an unfavorable variance from budget of (\$3,401). Expenditures in September 2016 showed a favorable variance from budget of \$14,329 due to decrease in medical insurance payments and timing of client materials. Net deficit of (\$36,443) compared to budgeted deficit of (\$47,371), resulting in a favorable variance of \$10,928.

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Preliminary Audit Timeline

Target Date	Activity / Process	Superintendent	CFO	CHA School Board	Lena Pope Board
14–Nov	Audit fieldwork begins		✓		
18–Dec	Audit fieldwork & draft report complete		✓		
13–Jan	Draft Audit Report to charter holder Finance Committee	✓	✓		✓
18–Jan	Review draft Audit Report			✓	
26–Jan	Review & approve Audit Report – charter holder Finance Committee				✓
27–Jan	Review & approve Audit Report – charter holder Executive Committee/Full Board				✓
27–Jan	Submit Audit Report to TEA		✓		

APPROVAL OF NEW HIRES

Brittany Johnson: Part-time Pre-K instructional assistant.

Barbara Ramirez: Special Education instructional assistant.

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

EXPANSION UPDATE

The Curriculum Committee has completed the scope and sequence. The Building and Logistics committee will be approving final plans within the month. Students are involved in the process through the Architecture Club, and 4-5 architects meet with the Club on a weekly basis.

Other work necessary to submit the Charter Expansion request in January 2017 is on schedule.

ADJOURN

Joni Horton, Chair, adjourned the meeting at 1:00 p.m.

**THE NEXT MEETING OF THE CHAPEL HILL ACADEMY BOARD OF TRUSTEES WILL BE
JANUARY 18, 2017 AT NOON.**