



**CHAPEL HILL ACADEMY BOARD OF TRUSTEES
REGULAR BOARD MEETING
WEDNESDAY, AUGUST 16, 2023**

The Board of Trustees of Chapel Hill Academy met on Wednesday, August 16, 2023, at noon in person at CHA.

CHA Board Members attending:

Alex Armstrong	Joe Breedlove	Pamela Gilchrist
Joni Horton	Erma Lee, President	Robin Reed
Corey Scott		

CHA Board Members absence:

Pam Pigman	Tony Pompa	
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Lena Pope staff and visitors:

Ashley Elgin	Shnease Webb	Todd Tudor
Victoria Sendejo	Robert Ramirez	D’Ann Spraggins
Shauna Gheen, grandparent of CHA student		

The meeting was called to order at 12:05 p.m. by Erma Lee, President, with a quorum present. Introductions of the staff and CHA Board members were made to Shauna Gheen, a grandparent of a CHA student.

Public Comment

Shaua Gheen, grandparent of a CHA student explained she saw the meeting notice on the front door of the school and wanted to attend for observation purposes only.

Mission Moment

Penny Stephens, 5th Grade Math Teacher gave a presentation on the 5-Minute Personality Test she gave to her students prior to the STAAR test in April. Ms. Stephens explained the test shows how student’s personalities affects how they approach the STAAR test and strategies to assist them with testing.

Approve Revisions to 2023-2024 Student/Family Handbook

Revisions to the 2023-2024 Student/Family Handbook requested at the previous CHA Board of Trustees meeting were added. Alex Armstrong made a motion to approve the 2023-2024 Student/Family Handbook with additional revisions. Robin Reed seconded the motion and the motion passed unanimously.

Approve Campus Improvement Plan

The Campus Improvement Plan was distributed to the board prior to the meeting. With no questions or revisions, Joni Horton made a motion to approve the Campus Improvement Plan. Robin Reed seconded the motion and the motion passed unanimously.

Approve 2023-2024 Staff Handbook

The 2023-2024 Staff Handbook was distributed to the board prior to the meeting. With no questions or revisions, Joni Horton made a motion to approve the 2023-2024 Staff Handbook. Robin Reed seconded the motion and the motion passed unanimously.

Emergency Operations Plan/Additional Annexes

The revised Emergency Operations plan, Hazardous Materials Annex, and Severe Weather Annex were distributed to the board prior to the meeting. No vote is required at this time. The board acknowledged receipt and review of the Emergency Operations Plan, Hazardous Materials Annex, and Severe Weather Annex, and understood that the template draft would be submitted to TEA as a working document. The final version will be presented to the Board of Trustees no later than October 2023.

Fiscal Report

Todd Tudor, CFO, reviewed the July 31, 2023 financial statements which show a deficit of (\$142,634), which is (\$79,660) unfavorable to the budget. Joni Horton made a motion to accept the July 31, 2023 financial statements as presented. Robin Reed seconded the motion and the motion passed unanimously.

The FY23 budget amendment #2 was presented and reflects adjustments to the general fund due to lower-than-expected enrollment and a contribution from Lena Pope. There are additional minor adjustments to expenditures, Child Nutrition Fund, and Instructional Materials Fund. Amended budget reflects a surplus of \$217. Alex Armstrong made a motion to approve the FY23 budget amendment #2 as presented. Pamela Gilchrist seconded the motion and the motion passed unanimously.

The FY24 budget was presented and reflects a surplus of \$1,040. Considerations include a decrease in FSP revenue to reflect decreased enrollment and average daily attendance (ADA), and a 3% increase in salaries. Robin Reed made a motion to approve the FY24 budget as presented. Pamela Gilchrist seconded the motion and the motion passed unanimously.

The proposed spending plan for ESSER III funds was reviewed. The 2023-2024 plan for the Title/ESSA funds, based on the needs assessment and campus improvement plan, as well as the summary of federal grants awarded, were reviewed. TEA gave CHA a A-Superior Achievement rating for the Charter Financial Integrity Rating System of Texas (FIRST). The total rating score was 100.

Executive Session

The Board of Trustees went into Executive Session at 1:01 p.m. to discuss contracting with off-duty FWPD Police Officers as the School Resource Officers (SRO) for Chapel Hill Academy. The Executive Session ended at 1:23 p.m. and the regular Board of Trustees meeting resumed at 1:24 p.m.

Minutes of June 21, 2023

The minutes of June 21, 2023 were distributed prior to the meeting. Erma Lee asked for corrections to the minutes. No corrections offered. The minutes were accepted as distributed.

Report from Superintendent and Chief of Education Services

Ashley Elgin, Superintendent and Victoria Sendejo, Chief of Education Services reported the current enrollment for the 2023-2024 school year is 509, with an enrollment goal of 550. Current staffing for the 2023-2024 school year includes 4 open positions and 2 positions currently in process with Human Resources. The preliminary STAAR Comparison data, House Bill 1416 requirements, and campus safety improvements were reviewed.

With no further business the meeting was adjourned at 1:39 p.m.