

## WINFREE ACADEMY CHARTER SCHOOLS

### MEETING MINUTES OF THE NON-PROFIT BOARD OF DIRECTORS

Administration Building  
1840 Hutton Drive Suite 130  
Carrollton, Texas 75006

January 13, 2026  
5:00 pm

The Board of Directors met in a regular meeting at the Winfree Academy administration building on January 13, 2026, convening at 5:03 pm. A quorum was present. Vice Chair, Mark Hoffman, as the Presiding Officer, called the meeting to order.

**Board Members Present:** Mark Hoffman, Gabrielle McCormick, Susan Younger

**Board Members Absent:** Mikeela Hudson, Greg Ward

**Administrators Present:** Brandy Schott, Carrie Alexander, Deirdre Staples

**School Staff Present:** DJ Elkin

**Public Comments:** None

#### **Consent Agenda**

Consider Approval of the Minutes for October 21, 2025. Motion by Susan Younger to approve the Consent Agenda. Gabrielle McCormick seconded the motion. In favor, Mark Hoffman, Gabrielle McCormick, Susan Younger. None Opposed. **Motion Carried.**

#### **Reports**

Superintendent Debrief – Dr. Schott made the following announcements/updates:  
Appreciation for the service of the Winfree Academy Board of Directors for Board Appreciation Month.  
Spring Career Fair(s) will be held at the Lewisville and Richardson campuses at the end of the month.  
Review of the 2025 Authorizing Summary released in draft by the Agency.  
The update to the 24-25 District Improvement Plan will be moved to the next meeting.

#### **Action Agenda**

1. Consider Approval of Amendment to Board Policy Group 5 – Fiscal Management – Purchasing & Contracting. Presentation by Carrie Alexander. Motion by Susan Younger to approve the Amendment to Board Policy Group 5 – Fiscal Management – Purchasing & Contracting. Gabrielle McCormick seconded the motion. In favor, Mark Hoffman, Gabrielle McCormick, Susan Younger. None Opposed. **Motion Carried.**
2. Consider Approval of declaration of zero value items and disposal of the same. Presentation by Carrie Alexander. Motion by Mark Hoffman to approve the declaration of zero value items and disposal of the same. Susan Younger seconded the motion. In favor, Mark Hoffman, Gabrielle McCormick, Susan Younger. None Opposed. **Motion Carried.**

3. Consider Approval of HB 3 Goals: College, Career, and Military Readiness. Presentation by Brandy Schott. Motion Susan Younger to approve the 2025 update to the HB 3 Goals related to CCMR. Seconded by Gabrielle McCormick. In favor, Mark Hoffman, Gabrielle McCormick, Susan Younger. None Opposed. **Motion Carried.**

4. Consider and take action on matters discussed in executive session.

Mark Hoffman closed for an executive meeting of the Board at 5:25 pm specifically related to Texas Government Code Section(s) 551.072, 551.074, and 551.076.

### **Executive Session**

Closed Session pursuant to Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.075, 551.076, 551.082, 551.084, pertaining to any item listed on this agenda, as permitted by applicable law.

1. Section 551.072 Real Estate Matters
  - a. Consider Approval of Resolution and non-expansion amendment related to campus 001 amendment request (129-25.1).
  - b. Discussion regarding update on 5-Year Facilities Improvement Plan.
2. Section 551.074 Personnel Matters
3. Section 551.076 Security Matters
  - a. Discussion regarding update on armed security officer operations and related costs, including the Guardian Program.
  - b. Discussion regarding school safety audit feedback.
  - c. Discussion regarding summary of findings from Intruder Detection Audit on 12/05/2025.

Mark Hoffman reconvened the open meeting at 7:25 pm.

1. Section 551.072 Real Estate Matters (a). Motion by Susan Younger to approve the updated Resolution and non-expansion amendment related to the previously submitted and Commissioner Approved campus 001 amendment request. Gabrielle McCormick seconded the motion. In favor, Mark Hoffman, Gabrielle McCormick, Susan Younger. None Opposed. **Motion Carried.** (b). **No action taken** on update to 5-Year Facilities Improvement Plan.

2. Section 551.074 Personnel Matters – **No action taken**.

3. Section 551.076 Security Matters (a). **No action taken** on update to armed security officer operations and related costs, including the Guardian Program. (b). **No action taken** on school safety audit feedback. (c). **No action taken** on summary of findings from Intruder Detection Audit from 12/05/2025.

Mark Hoffman adjourned the meeting at 7:26 pm.

If during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board is required, then such a closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Board may conveniently meet in such closed or executive session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

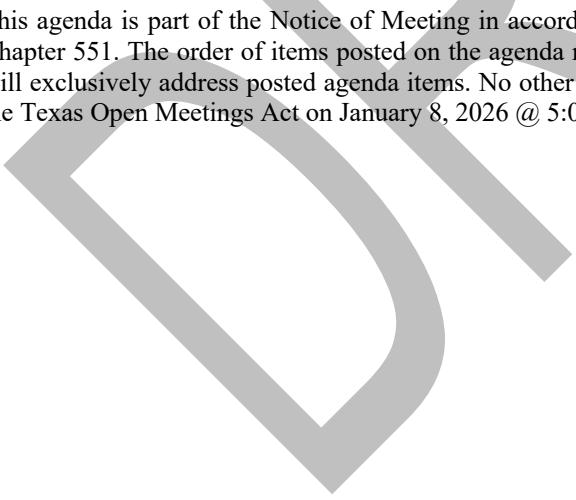
**Texas Government Code Section:**

551.071	Consultation with Attorney; Closed Meeting
551.072	Deliberation Regarding Real Property; Closed Meeting
551.073	Deliberation Regarding Prospective Gift; Closed Meeting
551.074	Personnel Matters; Closed Meeting
551.075	Conference Relating to Investments and Potential Investments Attended by the Board of Trustees of Texas Growth Fund; Closed Meeting
551.076	Deliberation Regarding Security Devices; Closed Meeting
551.082	School Children, Employees, Disciplinary Matter or Complaint; Closed Meeting
551.084	Investigation; Exclusion of Witness from Hearing

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then the final decision, or final vote shall be either:

- a) in the open meeting covered by the Notice upon the reconvening of the public meeting or,
- b) at a subsequent public meeting of the Board upon notice thereof; as the Board shall determine.

This agenda is part of the Notice of Meeting in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. The order of items posted on the agenda may be changed by consensus of the Board Members. This meeting will exclusively address posted agenda items. No other items will be discussed. This notice was posted in compliance with the Texas Open Meetings Act on January 8, 2026 @ 5:00 pm.



*Deirdre Staples*

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Executive Director of Compliance