

Crown Pointe Academy of Westminster
Academy Board Meeting
Wednesday, October 12 2016
General Meeting - 7:00 p.m.
Location: School Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

Meeting called to order at 7:05 p.m. by George Roupas, Board President.

Board Members present: George Roupas, Bill Marrs, Michelle Kline, Keith Miller, and Dawn Baird.

Staff/Administration present: Keith Ouweneel, Erin Selleck, Sandi MacGregor, and Bart Skidmore.

Guests present: Wendy Swanhorst, Will Hentschel, Keith Hora, and Henry Zurbrugg.

Quorum for Board was met.

Purpose of the Meeting: Regular Board meeting.

Public Comments: None.

Agenda Approval:

Michelle Kline motioned to accept the October 12, 2016 Agenda.

Bill Marrs Seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED

Approval of Meeting Minutes:

Michelle Kline motioned to accept the September 14, 2016 Board meeting minutes.

Dawn Baird Seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED

REPORTS:

Financial:

- **2015-2016 Audit** – Audit sent to each Board member electronically. Wendy Swanhorst reported Crown Pointe Academy is in sound financial position. Fund balance dropped due to capital expenditure, but solvent reserves. Numbers posted in audit are true and accurate. Some reclassification of items, but nothing significant. No adjustments were necessary. Internal controls to prevent fraud are in place.
- **Monthly Budget Report** – September Financials included in Board packet. Bart Skidmore reviewed revenue and expenditures. Bart Skidmore reported financials revised to reflect actual revenue received from CSI. Bart Skidmore informed the Board CSI is requiring the Supplement to the January 13th Appropriating Resolution to address the added capital expenditures, which the Board had motioned to approve previously.

Director:

Monthly report included in Board packet. Keith Ouweneel informed the Board the foundation permit has been approved by the State, and the fire chief has signed off on the required documents to proceed with construction.

- **EXPO Update** – Henry Zurbrugg with Symmetry Builders presented a revised budget reflecting change in EXPO expenses. Henry Zurbrugg stated the initial bid was based on drawings, and estimated materials being used. The budget presented reflects actual cost based on bids received.

Henry Zurbrugg informed the Board fencing materials will be delivered this Friday and construction on the asphalt will begin on Monday. Foundation work should take approximately two weeks. Waiting on new building design to be completed in order to submit to the State for approval and to obtain the structural permit. Sub-contractors will be available to begin building construction in November. Will Hentschel stated he would provide a weekly progress report to Keith Ouweneel.

- **Assistant Sub Pay** – Keith Ouweneel recommended on-call assistant substitute pay be the same as the on-call substitute teacher pay of \$100.00.

Assistant Director:

Erin Selleck reported the Lockdown drill went well.

- **Discipline Report** – Included in Board packet.
- **SPF Framework** – Copy included in Board packet. Erin Selleck informed the Board the results are based on PARCC and CMAS tests. Performance rating received was 77.1%. Growth is weighed more heavily than achievement. Erin Selleck stated the UIP will address growth and achievement areas that did not meet standards. Erin Selleck reported due to changes in category type, CPA is no longer able to obtain Accreditation with Distinction. This applies to Districts only.
- **Mountain Lab Schools** – Erin Selleck reported there were no issues. A few students went home with altitude sickness. William Marrs recapped events students participated in during their stay.

BOARD BUSINESS:

Old Business

- **Staff Social** – George Roupas reported Cindy McNeal is organizing the event. Budget around \$350.00.

New Business:

- **Supplemental Resolution**

Bill Marrs motioned to approve the Appropriating Resolution Fund Expenditure Budgets from the original amount of \$3,895,594 to the “Revised Budget” of \$4,515,661 for the fiscal year 2015-2016.

Dawn Baird Seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED

- **Director’s Evaluation** – Dawn Baird will send a draft of the Director’s Evaluation letter to all Board members for review. Letters are scheduled to be mailed to parents and staff the week of November 28th, with the response date of December 7th. Michelle Kline is designated to receive responses.
- **Assistant Sub Pay**

Keith Miller motioned to increase assistant substitute pay from \$85.00 to \$100.00.

Dawn Baird Seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED

Policies:

- **1st Reading:** All polices sent electronically for review.
 1. **Goals, Achievements and Objectives**
 2. **FERPA**
 3. **Communication Plan**

4. School Profile 2016-2017

5. School Organization

6. School Curriculum

Amendment to Goals, Achievements and Objectives policy to read, “Achieve the highest possible accreditation level”.

Dawn Baird motioned meeting to adjourn.

Bill Marrs Seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED

Adjourned at 8:43 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board Secretary