

Crown Pointe Academy of Westminster  
Academy Board Meeting  
Wednesday, July 26, 2017  
General Meeting - 6:00 p.m.  
Location: School Library

**ADMINISTRATION AND INFORMATIONAL MATTERS:**

Meeting called to order at 6:05 p.m. by Michelle Kline, Board Secretary.  
Board Members present: Michelle Kline, Keith Miller, Dawn Baird, and Cindy McNeal.  
Staff/Administration present: Keith Ouweneel, Erin Selleck, Sandi MacGregor, and Bart Skidmore.  
Guests present: John Brenda.  
Quorum for Board was met.  
Purpose of the Meeting: Regular Board meeting.

**Public Comments:** None.

**BOARD BUSINESS:**

**Officer Selection:**

Keith Miller motioned to appoint Michelle Kline as Board President, George Roupas, Board Vice President, Dawn Baird, Treasurer, Cindy McNeal, Secretary.

Cindy McNeal Kline Seconded Motion.

Votes: AYES 3; NAYS 0. Motion PASSED

Keith Miller motioned to withdraw previous motion of Office Selection.

Cindy McNeal Kline Seconded Motion.

Votes: AYES 3; NAYS 0. Motion PASSED

Cindy McNeal motioned to appoint Michelle Kline as Board President.

Keith Miller Seconded Motion.

Votes: AYES 3; NAYS 0. Motion PASSED

**Community Board Member:**

Keith Miller motioned to appoint Dawn Baird as Community Board Member.

Cindy McNeal Kline Seconded Motion.

Votes: AYES 3; NAYS 0. Motion PASSED

**Officer Selection (cont.):**

Dawn Baird motioned to slate George Roupas as Board Vice President, Cindy McNeal, Secretary, Dawn Baird Treasurer, Keith Miller, Member at Large.

Cindy McNeal Kline Seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED

**ADMINISTRATION AND INFORMATIONAL MATTERS (cont.):**

**Agenda Approval:**

Keith Miller motioned to accept the July 26, 2017 Agenda.

Dawn Baird Seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED

### **Approval of Meeting Minutes:**

Dawn Baird motioned to accept the June 28, 2017 Board meeting minutes.

Keith Miller Seconded Motion.

Votes: AYES 3; NAYS 0 ABSTAINED 1 (Cindy McNeal). Motion PASSED

### **REPORTS:**

#### **Director:**

- **Monthly Report** – Mr. Ouweneel stated no report included this month. Wait list calls are being made for open spots.
- **Staffing/Hiring** – Val Durfee, Sandy Murphy, and Julie Southern will be co-teaching middle school Language Arts. Julie Southern will be teaching the middle school Electives classes. Currently searching for Middle School Assistant.
- **Expo Update** – Trellis is scheduled to be completed by the time students' return to school. Certificate of Occupancy is complete.

George Roupas joined meeting.

Keith Ouweneel will present to the Board a proposal to change Bank Leave Day pay from \$50.00 to \$100.00, and Assistants to receive a stipend when required to take over class if a substitute is not available.

#### **Assistant Director:**

- **Summer School** – Erin Selleck reported a handful of students will be turning in assignments to complete summer school requirements.
- **After School Program** – Erin Selleck stated Hyland Hills will continue their After School Program at CPA. Ms. Castellano may not continue with the program.

### **BOARD BUSINESS:**

#### **Old Business**

- **Staff/Parent/Volunteer Handbook Review** – Report of changes made to 2017-2018 Handbook include in Board packet.

#### **New Business:**

- **Board Meeting Schedule** - Board meetings will continue to be held on Wednesday. Meeting time will begin at 6:30 p.m. subject to change for trainings or Special Meetings.
- **Board/Staff Social** - Board to plan future event. Possibly for December.

### **REPORTS (cont.):**

#### **Financial:**

- **Monthly Budget Report** – June Financials included in Board packet. Bart Skidmore reviewed financials and noted the format is now reported with previous year comparison, and no longer Budget to Actual. Bart Skidmore stated the audit is scheduled for the first week of September.

#### **New Business (cont):**

- **Strategic Planning Session** – John Brendza reviewed Basics of Board Governance.

- **Performance Management of Boards** - John Brendza reiterated that the board responsibilities including monitoring and regular reporting on key performance indicators. The Board should review the charter contract on an annual basis.
- **Board Continuous Improvement** – John Brendza recommended goals should be a standing part of the agenda.
- **Strategic Planning** – John Brendza stated the Strategic Plan is now a requirement from CSI at renewal. The Strategic Plan should include finance, student achievement, operations. Other areas on the Strategic Plan may include facility development (current building or future expansion), and school culture. John Brendza recommended communicating the Strategic Plan with parents. Post as draft and ask for feedback. John Brendza stated there should be an item from the Strategic Plan on the agenda every month.

Dawn Baird Motioned to adjourn. George Roupas Seconded Motion.  
Votes: AYES 5; NAYS 0. Motion PASSED.

Adjourned at 9:04 p.m.



Prepared By: Sandi MacGregor, Executive Secretary  
Reviewed By: Cindy McNeal, Board Secretary