

Crown Pointe Academy of Westminster  
Academy Board Meeting  
Wednesday, September 12, 2018  
General Meeting – 6:15 p.m.  
Location: School Library

**ADMINISTRATION AND INFORMATIONAL MATTERS:**

Meeting called to order at 6:28 p.m. by Michelle Kline.

Board Members present: Michelle Kline, Cindy McNeal, Dawn Baird, Gabe Sandoval, and Keith Miller.

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

Guests present: None.

Quorum for Board was met.

Purpose of the Meeting: Regular Board meeting.

**Agenda Approval:**

Cindy McNeal motioned to approve the September 12, 2018 agenda as submitted. Keith Miller seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

**Public Comments:** Michelle Kline stated the Strategic Planning Committee met and decided to re-survey parents regarding a 4-Day schedule and include a FAQ, which will answer some of the questions/concerns that were voiced last year. Surveys are scheduled to go out in October, and the committee will have a recommendation to the Board in November.

**Approval of Meeting Minutes:**

Cindy McNeal motioned to approve the August 15, 2018 Board minutes. Dawn Baird seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

**REPORTS:**

**Financial:**

- **Monthly Budget Report** – Bart Skidmore distributed and reviewed August Financials.
- **Audit** - Bart Skidmore stated auditor with Hinkle & Company will be at CPA on Friday. Several financials items have already been emailed to the auditor for their review.
- **CSI Reconciliation** – Bart Skidmore reported final allocations on grants from CSI for this year have been received.

Bart Skidmore informed the Board he received notification from the IRS they are still reviewing the 2014 941/W-2 information. Bart Skidmore noted all the proper documents were initially filed on-time, and have since been refilled. In the meantime, Bart Skidmore has filed a Request for Abatement for the penalty that has been assessed.

**Director:** Keith Ouweneel stated it has been a great start to the new school year. He is pleased with the team work he sees throughout the school.

- **Monthly Report** – Monthly report included in Board packet.
- **Staff Reports** – The Board has requested Monica Strass, Marcia Roe, William Gonzales and Ann Marie Satterfield to provide a report/update to the Board.

**Assistant Director:**

- **Discipline/Safety Report** - Discipline report included in Board packet.
- **Galileo Testing** – Erin Keyes stated the next round of Galileo testing is scheduled for November 3rd – November 8<sup>th</sup>.

**BOARD BUSINESS:**

**Old Business:**

- **Board Governance Training** – Keith Ouweneel confirmed training is scheduled with John Brendza on September 19, 2018 from 6:00-9:00 p.m. at the Rusty Bucket restaurant in Westminster. Topics of discussion; Board Roles & Responsibilities, Strategic Planning overview, Grievance Policy, Parent Engagement, and School Trends he has seen.

**New Business:**

- **Appoint Board Committee Liaisons** – Dawn Baird. Board Liaisons for BAAC and the Fundraising Committees. Cindy McNeal, Board Liaison for Facilities Use Committee.
- **Building Corp. Elections** - Michelle Kline and Gabe Sandoval will meet with Keith Ouweneel before the next Board meeting.
- **Winter Board/Staff Social** – Cindy McNeal will check availability of places for December 20, 2018.
- **Washer/Dryer Purchase** – Keith Ouweneel expressed the need to have a washer/dryer available on-site.

Keith Miller motioned to approve the purchase of the stackable washer/dryer from Home Depot in the amount of \$1,199. Gabe Sandoval seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

- **Landscape Proposal** – Keith Ouweneel reviewed the landscape proposal submitted by Sabell's. He stated would like Phase 3 and Phase 4 on the proposal to be considered. Board will review again at the October Board meeting.

Next Regular Academy Board meeting is scheduled for October 10, 2018 at 6:15 p.m. in the School Library.

Cindy McNeal motioned to adjourn. Gabe Sandoval seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Meeting adjourned at 8:03 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

