

Crown Pointe Academy of Westminster
Academy Board Meeting
Wednesday, November 14, 2018
General Meeting – 6:15 p.m.
Location: School Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

Meeting called to order at 6:18 p.m. by Michelle Kline.

Board Members present: Michelle Kline, Dawn Baird, Cindy McNeal, and Gabe Sandoval. Eddie Rey present via telephone.

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

Guests present: Wendy Swanhorst and Dawn Priday

Quorum for Board was met.

Purpose of the Meeting: Regular Board meeting.

Agenda Approval:

Cindy McNeal motioned to approve the agenda with the following addenda: Item addition under Old Business, Board Public Relation. Dawn Baird seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Public Comments: None.

Approval of Meeting Minutes:

Dawn Baird motioned to approve the October 10, 2018 Board minutes as submitted. Cindy McNeal seconded Motion.

Votes: AYES 4; NAYS 0; ABSTAINED 1 (Eddie Rey). Motion PASSED.

Dawn Baird motioned to approve the November 7, 2018 Board minutes as submitted. Cindy McNeal seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

REPORTS:

Financial:

- **Audit** – Wendy Swanhorst, CPA with Hinkle & Company reported audit submitted is noted as unmodified, and in their opinion a clean audit. Wendy Swanhorst noted CPA has great controls in place and is in good shape financially. Wendy Swanhorst explained the negative equity liability is only because of the required pension reporting (PERA).
- **Monthly Budget Report** – Bart Skidmore distributed October financials. Bart Skidmore reviewed the General Fund Balance and expenditures in comparison to this same period last year, as well as total investments and cash. Bart Skidmore reported all FY18 filings have been completed.

Director:

- **Monthly Report** – Monthly report included in Board packet.
- **Land Sale Update** – Keith Ouweneel noted CPA will host a meeting for the Pillar of Fire developers on November 29, 2018 at 6:00 p.m. regarding the development of the surrounding parcel sites. Keith Ouweneel stated there may be opportunity for CPA to purchase 8-12 acres.

Assistant Director:

- **Discipline/Safety Report** - Discipline report included in Board packet.

BOARD BUSINESS:

Old Business:

- **Board/Staff Social – December 20** – Cindy McNeal has reserved a room at the Crafty Fox for the event and is working on finalizing the menu.
- **Calendar Survey Results/Draft Calendars** – Keith Ouweeneel reported the Calendar Survey is closed. Roughly two-thirds of our families responded. The tally is 53% in favor of a 5-day to 42% in favor of a 4-day, and 5% had no preference. Based on the survey results, Erin Keyes drafted a 2019-2020 and 2021-2022 school calendar for the Board to review.
- **Board Public Relations**

Dawn Baird motioned a one-time stipend of \$1000 to Board Public Relations. Cindy McNeal seconded Motion.

Votes: AYES 4; NAYS 0; ABSTAINED 1 (Gabe Sandoval). Motion PASSED.

New Business:

- **Director's Evaluation** – Michelle Kline stated she has shared the Director's Evaluation form with all the board members for their completion.
- **CLCS Conference – Feb 28 and March 1, 2019** – Gabe Sandoval and Eddie Rey are interested in attending both days. Michelle Kline, Erin Keyes and Keith Ouweeneel will attend one of the two days. A delegate will be selected at the next board meeting.
- **Building Corporation – Approval of previous meeting minutes October 10, 2018**

Gabe Sandoval motioned to approve the minutes from the October 10, 2018 meeting. Keith Ouweeneel seconded Motion.

Votes: AYES 3; NAYS 0. Motion PASSED.

- **Use of Restraints Policy – First Reading**
- **Parent Notification of Employee Felony Conduct Policy – First Reading**

Dawn Baird motioned to approve the first readings of the Use of Restraints Policy and the Parent Notification of Employee Felony Conduct Policy. Cindy McNeal seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Dawn Baird motioned to adjourn. Gabe Sandoval seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Meeting adjourned at 7:42 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

