

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

**ADMINISTRATION AND INFORMATIONAL MATTERS:**

Meeting called to order at 6:15 p.m. by Michelle Kline.

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

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

Guests present: Matt O'Meara

Quorum for Board was met.

Purpose of the Meeting: Regular Board meeting.

**Agenda Approval:**

Dawn Baird motioned to approve the agenda as submitted. Cindy McNeal seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED.

**Public Comments:** None.

**Approval of Meeting Minutes:**

Cindy McNeal motioned to approve the November 14, 2018 Board minutes as submitted. Dawn Baird seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED.

**REPORTS:**

**Financial:**

- **Monthly Budget Report** – Bart Skidmore distributed November financials for Board review. Bart Skidmore noted finances are looking good and recommends moving \$100k from the checking account into the ColoTrust account.

Matt O'Meara, Financial Advisor with Choice Advisors reviewed interest rates, products available for refinancing, what the possible financing results could mean, and the timeline to obtain refinancing.

**Director:**

- **Monthly Report** – Monthly report included in Board packet.
- **Staff Reports – Special Education with Mrs. Smeltzer** – Mrs. Smeltzer distributed a report to each Board member. Mrs. Smeltzer stated although the number of student's that are currently receiving Special Education services is similar to last year, the amount of time needed to meet the student's IEP requirements has increased. Jessica Sandoval has stepped in as an assistant, which has allowed Mrs. Smeltzer to address other teacher concerns and referrals.
- **Calendar** – Michelle Kline stated she shared the results of the survey with the Strategic Planning Committee. A recommendation from the committee will be presented to the Board next month.

**Assistant Director:**

- **Discipline/Safety Report** - Discipline report included in Board packet.
- **Galileo Results** – Erin Keyes included a summarized report in the Board packet noting teachers will review details more in depth when they return from break in January.

**BOARD BUSINESS:**

**Old Business:**

- **Staff Social – December 20** – Cindy McNeal reported she has finalized the menu and everything is set for the event.
- **Director’s Evaluation** – Michelle Kline reported she has received each Board Member’s completed Director’s Evaluation form, and the letter to parents will be sent out Monday, December 17<sup>th</sup>.
- **CLCS Conference** – Keith Ouweneel stated he will be holding a workshop/session at the CLCS conference on Thursday, February 28, 2019 regarding how governing boards can avoid common mistakes. All Board Members attending the conference have been registered. A delegate will be decided at the next Board meeting.

**New Business:**

- **Investment Schedule** – The 2nd Quarter Investment Schedule will be completed in January.
- **Use of Restraints Policy – First Reading**

Dawn Baird motioned to approve the Use of Restraints Policy as submitted. Cindy McNeal seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED.

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

Dawn Baird motioned to approve the Parent Notification of Employee Felony Conduct Policy as submitted. Eddie Rey seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED.

Cindy McNeal motioned to adjourn. Dawn Baird seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED.

Meeting adjourned at 8:13p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

