

Crown Pointe Academy of Westminster
Academy Board Meeting
Wednesday, May 8, 2019
General Meeting – 6:15 p.m.
Location: School Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

Meeting called to order at 6:17 p.m. by Michelle Kline, Board President.

Board Members present: Michelle Kline, Dawn Baird, Cindy McNeal, Eddie Rey and Gabe Sandoval.
Staff/Administration present: Keith Ouweneel, Erin Keyes, Sandi MacGregor, Marcia Roe, and Bart Skidmore.

Guests present: Matt O'Meara and Ryan Marks.

Quorum for Board was met.

Purpose of the Meeting: Regular Board meeting.

Public Comments – No comments.

Agenda Approval

Dawn Baird motioned to approve the May 8, 2019 agenda noting the date of the previous meeting minutes should be April 16, 2019; date on minutes correct. Cindy McNeal seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Approval of Meeting Minutes

Dawn Baird motioned to approve April 16, 2019 Board minutes. Eddie Rey seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

REPORTS:

Financial:

- **Monthly Report** – Bart Skidmore distributed April Financials including FY19/20 Budget noting CPA is anticipating a \$30K surplus for this year. Estimate for FY19/20 has been updated to reflect PPR increase and full day kindergarten.

Bart Skidmore stated he will be filing the appeal with the IRS regarding the W2 reporting issue from 2014.

- **Refi Update** – Matt O'Meara distributed and reviewed Summary of Bank Proposals. Matt O'Meara noted MidWest One Bank rate lock is until June 14th, with extended credit up to \$10 million. Next steps; meeting with bank representatives, prepare loan documents, obtain tax-exempt bond from a governmental entity.

Dawn Baird motioned to approve a deposit payment in the amount of \$5K to the Public Financial Authority regarding tax-exempt issuance. Gabe Sandoval seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Director Report

- **Monthly Report** – Report included in Board packet.

Keith Ouweneel introduced Ryan Marks, Director of Evaluation and Assessment with CSI. Ryan Marks reviewed the process regarding CPA's contract renewal with CSI. Three items CSI will be reviewing; Academics, Finances, Operations (Federal, State and CSI requirements). CPA's Strategic Plan will need to be submitted to CSI Board of Directors. Ryan Marks stated the Finance and Enrollment Policies should be reviewed at least every five years. Ryan Marks noted the next CSI Board Engagement is scheduled for August 20th from 1:00-4:00 pm located at the CSI office.

- **Alliance Grant Update** – Keith Ouweneel stated Marcia Roe was the champion for the grant, which gave many students experiences they would not have otherwise. Marcia Roe reviewed several field trips CPA students attended over the last two years noting CPA has worked with 19 organizations and received over \$20K in funding. CPA will be eligible to reapply for the grant after two years.
- **Staffing Report** – Keith Ouweneel reported two food service positions have been posted. One Assistant position is open; however, the position will not be posted until later.
- **Summer Project Plan** – Keith Ouweneel stated he will bring several proposals to the June meeting for Board review.
- **Contract Renewal** – Keith Ouweneel thanked Ryan Marks for attending and encouraged Board members to attend the CSI meeting in August.

Assistant Director

- **Discipline Report** – Included in Board packet.
- **Testing Update** – Erin Keyes reported CMAS testing was completed in April with 100% participation. Erin Keyes stated end of year Galileo and Dibels testing will be wrapped up this week.
- **Continuation** – Erin Keyes noted 8th Grade Continuation is Tuesday, May 21st at 7:00 p.m. and Kindergarten Graduation is Wednesday, May 22nd at 10:00 a.m.

Erin Keyes also noted 5th Grade Transition Night will be held this Thursday at 6:00 p.m.

BOARD BUSINESS:

Old Business:

- **Board/Staff End of Year Social** – Cindy McNeal reported reservations are set with Gordan Biersch for Friday, May 24 from 3:00-5:30 p.m.

New Business:

- **Staff Surveys** – Dawn Baird reported only 14 staff members completed the survey. Dawn Baird stated she would have summaries of the Staff, Parent, 6th and 8th Grade surveys in June.
- **Board Work Session/Retreat** – Keith Ouweneel stated the Board Work Session is scheduled for July 10th from 6:00-9:00 p.m. with John Brendza. Cindy McNeal will check with the Rusty Bucket for a meeting room. Items to review with John Brendza; Strategic Plan, any new Rules and Regulations, review of Financial and Enrollment Policies, Board Governance if necessary.

Next Regular Academy Board Meeting:

June 12, 2019 @ 6:15 p.m. School Library

Dawn Baird motioned to adjourn. Eddie Rey seconded Motion.
Votes: AYES 5; NAYS 0. Motion PASSED.

Meeting adjourned at 8:14 p.m.

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

A handwritten signature in blue ink, appearing to be 'Cindy McNeal', is written below the text 'Reviewed By: Cindy McNeal, Secretary'. The signature is cursive and somewhat stylized.