

Crown Pointe Academy of Westminster
Academy Board Meeting
Wednesday, December 11, 2019
General Meeting – 6:15 p.m.
Location: School Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

Meeting called to order at 6:21 p.m. by Michelle Kline, Board President.

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

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

Quorum for Board was met.

Agenda Approval

Dawn Baird motioned to approve the December 11, 2019 agenda as submitted. Eddie Rey seconded Motion.

Votes: AYES 3; NAYS 0. Motion PASSED.

Approval of Meeting Minutes

Eddie Rey motioned to approve the November 13, 2019 Board minutes. Dawn Baird seconded Motion.

Votes: AYES 3; NAYS 0. Motion PASSED.

REPORTS:

Financial:

- **Monthly Report** – Bart Skidmore reviewed November financials. Bart Skidmore informed the board CDE is tightening up federal programs. Bart Skidmore will need to submit information regarding Title III funding allocation. Bart Skidmore noted CPA is looking at an estimated General Funds balance of \$200K. Bart Skidmore also noted there will be an estimated food service loss of \$60K, which includes labor and benefits. Furthermore, Bart Skidmore stated \$25K of the \$49K in deferred revenue is from the full day kindergarten funding still needing to be spent.

Director: Keith Ouweneel informed the board Felicia Jaime will report at the next board meeting. Danielle Smeltzer is schedule for February. The ELA Middle School team will report in March, and Anna Ring is scheduled for April.

- **Monthly Report** – Report included in packet
- **Staff Report** – Paula Worley shared an example of a video she uses in SEL class once a week on “Mindful Monday’s”. Paula Worley noted Tuesday is study hall. Wednesday through Friday, 6th, 7th, and 8th grade have different units they work on regarding social emotional learning.
- **CSI Contract Renewal** – Keith Ouweneel informed the board he met with the CSI Performance Management Board. Their recommendation to the CSI Board will be for a five year renewal. CSI will make the renewal decision December 17th.
Keith Ouweneel also informed the board CPA is hosting the regional meeting this Friday.

- **Registration Changes and Updates** – Erin Keyes informed the board registration will begin earlier this year. This will align with other schools in the area. Erin Keyes reviewed the required registration forms with the board. Certain forms will only need to be completed once for the duration of the student’s attendance at CPA, which have been noted on the forms accordingly. Other forms will need to be completed annually.

Assistant Director:

- **Discipline/Safety** – Monthly report included in board packet. Keith Ouweneel noted tardiness is up and discipline is down over this same period last year. Habitual tardiness is from a handful of families. The Leadership team met and discussed possible options to assist these families.
- **Galileo Results – Grades 3-8** – Erin Keyes reviewed the latest Galileo results. Five areas exceeded expected growth; 6th grade ELA, 6th & 7th grade math, 4th grade ELA, and 3rd grade math. No major areas of concern.

BOARD BUSINESS:

Old Business:

- **Winter Board/Staff Social** – Keith Ouweneel noted he is expecting a good turnout at the event.
- **Director’s Letter and Evaluation Process** – Letter to parents went out on Monday, December 2nd instead of November 18th. Written feedback must be received by December 18th. Dawn Baird stated she has not received any thus far. If any letters are received, Dawn will inform the board. The Evaluation Checklist will be shared with the board for completion.

New Business:

- **LED Sign** – Keith Ouweneel stated he looked into the cost of an LED sign. Looking at \$20K for sign and installation. Keith Ouweneel will discuss with PTA as this possibly being an item they could organize and fundraise for.

ADJOURNMENT:

Eddie Rey motioned to adjourn general meeting. Dawn Baird seconded Motion.
Votes: AYES 3; NAYS 0. Motion PASSED.

Meeting adjourned at 8:08 p.m.

Prepared By: Sandi MacGregor, Executive Secretary
Reviewed By: Dawn Baird, Secretary

