

Crown Pointe Academy of Westminster
Academy Board Meeting
Wednesday, January 8, 2020
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 President.

Board Members present: Michelle Kline, Dawn Baird, Cindy McNeal and Eddie Rey.

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

Quorum for Board was met.

Public Comment: Michelle Kline stated the Board/Staff Social was an amazing Holiday celebration.

Agenda Approval

Dawn Baird motioned to approve the agenda as submitted. Eddie Rey seconded Motion.

Votes: AYES 4; NAYS 0. Motion PASSED.

Approval of Meeting Minutes

Dawn Baird motioned to approve the December 11, 2019 Board minutes. Eddie Rey seconded Motion.

Votes: AYES 3; NAYS 0; ABSTAINED 1 (Cindy McNeal). Motion PASSED.

6:17 – Gabe Sandoval joined meeting.

REPORTS:

Financial:

- **Monthly Report** – Bart Skidmore reviewed December financials. Net income coming in around \$245K. Operating Reserve projected surplus of \$203K. No changes in revenue. Labor cost are in line with projections. Bart Skidmore noted Special Education funding is based on the previous year's December Count. Bart Skidmore stated expenses year-over-year are tracking well. Bart Skidmore also stated no revision on the budget is needed. Bart Skidmore reviewed the December check register.
- **Investment Schedule** – Bart Skidmore stated he would have the 2nd Quarter Investment Schedule available at the next meeting.

Bart Skidmore informed the board he received a letter from the IRS regarding the 2014 W2 issue which stated the information has been sent to the Ogden Appeals Office.

Director:

- **Monthly Report** – Report included in packet
- **Staff Report – Health Office** - Keith Ouweneel introduced Felicia Jaime. Felicia Jaime reported to the board the number of students who have emergency medication (inhalers, EpiPens), Type 1 diabetes, and the approximate number who come in on a daily basis for other needs. Students are now permitted to carry their own lotion and lip balm, which has decreased the number of students coming into the health room. Felicia Jaime noted she coordinates the annual hearing and vision screenings. Information regarding medication, health visits, etc. is in Infinite Campus. The front office staff is crossed trained in all areas and are able to fill when necessary. Felicia Jaime stated she is not trained in mental health, however, she does feel

comfortable speaking with students that are having issues and then reaching out to other staff that can better handle those situations.

Keith Ouweneel informed the board he had to hire Better Business Cleaning to fill the night janitorial duties while Diane Hernandez is on maturity leave.

- **Charter Contract** – Keith Ouweneel reported CSI has approved a five-year renewal contract. Keith Ouweneel emailed the renewal contract to all the board members. Any changes from the previous contract are noted in red. The board needs to review. CSI will sign off on the contract first, and then CPA will sign.

Dawn Baird motioned to amend the agenda to reflect change under New Business of item #3, Charter Contract to Accreditation Contract. Cindy McNeal seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Assistant Director:

- **Discipline/Safety** – Monthly report included in board packet.
- **K-2 Galileo Results** – Erin Keyes stated Galileo results aren't available. Results will be provided at the February meeting.

Erin Keyes informed the board Mr. Ahl would like to provide a half-day sports program on February 28th, March 20th and May 20th similar to the program he ran in August. Keith Ouweneel will confirm Mr. Ahl's insurance policy is still in place.

BOARD BUSINESS:

Old Business:

- **Director's Evaluation** – Michelle Kline reported all board members have completed their evaluations.

New Business:

- **Investment Schedule** – Tabled until February meeting.
- **Director Offer of Employment** –

Cindy McNeal motioned to proceed with making offer to Director for employment. Dawn Baird seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

- **Accreditation Contract -**

Dawn Baird motioned to approve the Charter School Institute School Accreditation Contract. Cindy McNeal seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

ADJOURNMENT:

Dawn Baird motioned to adjourn general meeting. Cindy McNeal seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Meeting adjourned at 7:37 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Dawn Baird, Secretary

