

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, October 14, 2020
General Meeting 6:00 p.m.
Location: School Library

ADMINISTRATIVE AND INFORMATIONAL MATTERS:

1. Meeting called to order at 6:16 p.m by Michelle Kline, Board President.
2. Board Members present: Michelle Kline, Dawn Baird, Gabe Sandoval, Cindy McNeal, and Eddie Rey. Quorum for the Board was met.
Staff/Administration present: Keith Ouweeneel, Erin Keyes, Sandi MacGregor, and Bart Skidmore.
3. Agenda Approval

Dawn Baird motioned to amend the agenda to include item # 6, the resignation of Jennifer Reid. Cindy McNeal seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

4. No public comment.
5. Approval of Meeting Minutes - Regular Board Meeting September 9, 2020

Eddie Rey motioned to approve the previous meeting minutes; Gabe Sandoval seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

6. Dawn Baird received a resignation letter from Jennifer Reid. The family will be relocating to Virginia in early November.

REPORTS:

1. Financial:

- a. Monthly Report - Financials were shared with all Board members. Bart Skidmore noted 1st quarter financials are complete. A few adjustments have been made to the budget to reflect expenses related to the CRF grant. As purchases are made and applied to that account, other operating expenses may be adjusted. Capital Construction was increased based on the latest information received from CSI. Bart Skidmore noted the September Check Register has also been shared and should be reviewed by the Board.
- b. Audit - Bart Skidmore stated the annual audit went fine. The deadline was met and a draft audit was sent to CSI. Bart Skidmore reported John Cutler & Associates gave CPA a "clean opinion" on the audit meaning no issues were noted.
- c. Budget Training - Bart Skidmore reviewed the general process the state legislature goes through in putting together a budget and how PPR is calculated. K-12 is funded primarily by PPR, which is determined by no later than May of each year.

Cindy McNeal motioned to amend the agenda to reflect the date as Wednesday, October 14, 2020. Eddie Rey seconded the motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

2. Director:

- a. Monthly Report - Keith Oweneel stated overall parents and staff have been understanding as the school navigates through all the changes related to the pandemic. Cohorts will be together starting next week. Middle School lunch times have been adjusted to two lunch periods to minimize the number of students in the cafeteria and gym area during lunchtime. Parents will still not be permitted in the building for the 2nd quarter.
- b. Staffing - Typhany Pernel (Davis) and Abbi Lacert have resigned from their positions.
- c. Enrollment Count - October Count has ended. CPA has maintained enrollment of 473 students.
- d. Board Training November 11 - John Brendza is scheduled for November 11th. Keith Oweneel will allot a 1 ½ hour training session with John Brendza. The November Board meeting will immediately follow.

3. Assistant Director:

- a. Discipline/Safety - No discipline to report. Any minor discipline issues have been managed within the cohort by the teacher.
A fire drill was performed on consecutive days to make sure each cohort participated. Erin Keyes noted she is currently working on scheduling a lock down drill with the Westminster Police Department to take place in November.
- b. Galileo - Galileo has not analyzed the raw data yet, so no results are available. Analyzed results for the Pre-test and Test 2 are expected to be available at the next meeting. Erin Keyes noted she is shopping for a new assessment vendor.

BOARD BUSINESS:

1. Old Business:

- a. Winter Board/Staff Social - The Board will look into options for the Winter Social.
- b. Board Experience and Expertise Survey - All Board members have completed their surveys and these have been shared in Google Drive.

2. New Business: CSI recommended revisions be made to the following policies:

- a. Student Fees Policy
- b. Attendance Policy Amendment
- c. Parent Opt Out Policy
- d. Discipline Policy

Keith Oweneel stated all revisions have been changed accordingly. The Board reviewed each policy listed above. No further changes were made.

- e. Board Public Relations Budget Item

Dawn Baird motioned to approve a \$1500.00 bonus for each staff member who is employed with CPA as of November 30. Eddie Rey seconded the motion.

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

- f. Subcommittee Memberships
 - i. BAAC - Dawn Baird and Michelle Kline

- ii. Fundraising - Gabe Sandoval
- iii. Facilities - Cindy McNeal
- iv. Building Corporation - Michelle Kline, Dawn Baird and Eddie Rey

ADJOURNMENT:

Cindy McNeal motioned to adjourn the meeting at 8:28 p.m. Dawn Baird seconded the motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

A handwritten signature in dark ink, appearing to read "Dawn Baird", is written on the page.

