

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, November 11, 2020
General Meeting 6:00 p.m.
Location: School Library
Google Meet: meet.google.com/dtp-ekqk-urq

ADMINISTRATIVE AND INFORMATIONAL MATTERS:

1. Meeting called to order at 6:03 p.m by Michelle Kline, Board President.
2. Board Members present: Michelle Kline, Dawn Baird, Gabe Sandoval, Cindy McNeal, and Eddie Rey (via Google Meet). Quorum for the Board was met.
Staff/Administration present: Keith Ouweneel, Erin Keyes, Sandi MacGregor, and Bart Skidmore (via Google Meet).
Guest present: John Brendza (via Google Meet)
3. Agenda Approval: Dawn Baird motioned to approve the agenda as submitted . Gabe Sandoval seconded Motion. Votes: AYES 5; NAYS 0. Motion PASSED.
4. No public comment.
5. Approval of Meeting Minutes - October 14, 2020: Dawn Baird motioned to approve the previous board minutes. Eddie Rey seconded Motion. Votes: AYES 5; NAYS 0. Motion PASSED.

REPORTS:

1. Financial:

- a. Monthly Report - Financials were shared with all Board members. Bart Skidmore stated he has reviewed the spending of the CRF grant. He is estimating \$107K in labor cost will be applied to grant. Bart Skidmore noted there is additional cost for contract services due to the individual meetings that are held to meet students' IEPs. These expenses will be covered under the CRF grant as well.
The food service expense went back to \$60K based on the information obtained from Charter Choice. Bart Skidmore is estimating a surplus of \$45K in the budget after all changes have been made.
Bart Skidmore noted the Balance Sheet reflects the \$500K that was processed in 1st Bank to the ColoTrust account.
Bart Skidmore noted he has not received guidance on how ESRE funds will need to be spent, but will share that information once it becomes available. He informed the Board that moving forward the 990 Tax Return form will need to be filed electronically.
He also noted that CSI is automating the grant request process. Once he knows the process, he would like to have Sandi MacGregor be involved with grant requests.
- b. Audit - Bart Skidmore reported the audit has been updated to reflect the restriction of Fund Balance associated with PPP loan. A Resolution will need to be drafted and submitted with the revised budget.
- c. Governor's Budget - Keith Ouweneel stated the Governor's budget mentioned restoring K-12 funding back to where it was before the pandemic, along with a proposed increase of \$902.00 per pupil.

2. Director:

- a. Monthly Report - Keith Ouweneel shared email he received from a parent thanking CPA for everything during this difficult and uncertain time.

- b. Return to School Update - Three classrooms are currently on quarantine. Keith Oweneel shared the most recent Covid-19 Guidelines from CDE.
- c. Final Enrollment Count - Final Count is 473, which is three students above the projection.

3. Assistant Director:

- a. Discipline/Safety - No discipline to report. Erin Keyes stated students have been "pretty good." Westminster Police Department is holding off on scheduling lock down drills until later in the school year due to the pandemic.
- b. EASI Grant - Erin Keyes stated the grant provides additional support to students with disabilities, however she will not be applying for the grant this year as it involves a team of people coming into the school for a review. Erin Keyes noted CPA was not awarded the grant last year when she had applied.

Erin Keyes distributed the analyzed Galileo reports from the beginning of the year tests. Erin Keyes stated math results are concerning based on the year-to-year data. ELA results are tracking about the same as previous years, however there are areas of improvement. The second round of analyzed test results should be available for review next month.

BOARD BUSINESS:

1. Old Business:

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

Cindy McNeal motioned to approve the policies that were reviewed last month. Gabe Sandoval seconded Motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

2. New Business:

- a. Director's Letter and Evaluation Process - Michelle Kline will draft a letter to parents that will go out in this Monday's email blast.
- b. Board Training - John Brendza reviewed the following items: how schools are dealing with the pandemic; consideration of remote learning post-pandemic; best practices the Board should follow; the Board identifying priorities for the next 3-5 years; the importance of reviewing the schools Bylaws and Articles of Incorporation.

ADJOURNMENT:

Cindy McNeal motioned to adjourn at 8:18 p.m. Gabe Sandoval seconded the motion.

Votes: AYES 5; NAYS 0. Motion PASSED.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

