

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, February 10, 2021  
General Session 6:00 PM  
Location: CPA Library and Virtual (Link on CPA Website)

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order at 6:10 p.m. by Michelle Kline, Board President.
2. Roll Call: Michelle Kline, Gabe Sandoval, Eddie Rey, Cindy McNeal, and Dawn Baird. Quorum for the Board was met.  
Staff/Administration present: Keith Ouweneel, Erin Keyes, Sandi MacGregor, and Bart Skidmore.
3. Public Comments: None.
4. Agenda Approval:

Cindy McNeal motioned to approve the agenda. Dawn Baird seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

5. Approval of Previous Meeting Minutes Regular Board Meeting January 13, 2021:

Cindy McNeal motioned to approve the previous Board minutes. Eddie Rey seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

REPORT:

1. Financial Report
  - a. Monthly Budget Report: Bart Skidmore shared the January financials, which includes a draft for FY22. Draft has an estimated 9% salary increase included, as well as ESSER grant of \$160K and \$100K for building improvements. Bart Skidmore noted Parent Engagement funds in the amount of \$1,100 and Title II funds in the amount of approximately \$8,900 need to be allocated. Keith Ouweneel stated that Monica Strass is still working with student teachers, which is noted in the salary spreadsheet and a percentage of her salary can be allocated to Title II funds.
  - b. Governor's Budget update: Bart Skidmore noted the Governor's Budget is looking promising for K-12 funding for the upcoming year. He will keep the Board apprised of any new developments.
2. Director's Report
  - a. Monthly Report: Keith Ouweneel reported Kindergarten Round-up has started.
  - b. Long-Term Facility Projects: Keith Ouweneel provided the Board a list of long-term projects to review, with approximate costs of each. The \$100K in the FY22 budget will be used for some of these projects.
  - c. Staff Vaccination Updates: Keith Ouweneel informed the Board that CPA has partnered with Children's Hospital to administer the vaccination to staff members.

Broomfield Family Practice is offering vaccinations this Saturday for staff if they signed up. The benefit of the vaccination is two weeks after the second dose has been administered, staff members would not need to quarantine if exposed to Covid unless they are exhibiting symptoms. One staff member has tested positive for Covid, resulting in two cohorts and five staff members being sent home. Families of affected cohorts were notified via robo-call. It has been determined one of the cohorts will be able to return tomorrow, and one staff member will be able to return if their Covid test comes back negative.

- d. 2020-21 Staff Evaluations: Keith Ouweneel proposed to the Board waiving Staff Evaluations for this school year. He does not feel evaluations would be fair based on the limited time he and Erin Keyes are able to observe in the classrooms this year.
- e. 2021 Spanish Trip: Sandi MacGregor reported she has been in communication with EF Tours regarding options for families that are scheduled to travel to Costa Rica and the Dominican Republic this summer. EF Tours will not make a determination of postponing any trips until 45 days before the scheduled travel date(s). Individual families or CPA may decide to cancel at any time, however there is a \$500 cancellation fee per traveler. Another option is for families to receive a voucher for 100% of what has been paid, to be used by September 30, 2023. CPA is looking at covering the \$500 cancellation fee. Families will be notified of their options once all the details have been finalized.

### 3. Assistant Director's Report

- a. Discipline Report: No discipline to report.
- b. Testing Updates: Erin Keyes reported that testing for WIDA is underway. Jen Pilbeam is calling families with online-only students and scheduling in-person testing. CDE has extended the window deadline, but it has still been challenging. Erin Keyes stated CMAS testing is still scheduled for April, and the testing window has been extended as well.
- c. Assessment Program: Erin Keyes stated she is looking to replace Galileo with a different product, starting next school year. She provided a side-by-side comparison of the Scranton and NWEA programs, both of which are similar to Galileo. She further stated that NWEA is used by a number of larger school districts, and that she is familiar with it.

## BOARD BUSINESS:

### Old Business:

- 1. Director's Evaluation: Michelle Kline stated she has completed the evaluation letter and, based on the evaluations received from the Board, has reviewed it with Keith Ouweneel.
- 2. 4th Quarter Attendance Options: Keith Ouweneel stated he will bring the proposal for Online/In-Person/Hybrid options to the Board next month. He is looking at keeping it the same as the 3rd Quarter. Parents will be able to make their choices in mid-March.
- 3. CLCS Conference: Michelle Kline, Dawn Baird and Erin Keyes are registered to attend the virtual conference, scheduled for March 3-5 from 8:30-4:30 p.m.

New Business:

1. 2021-2022 Calendar: Keith Ouweneel stated Erin Keyes is working on a draft calendar for the 2021-2022 school year, and will have it ready to review next month.

ADJOURNMENT:

Dawn Baird motion to adjourn the meeting at 8:03 p.m. Gabe Sandoval seconded the motion.  
Motion passed. Votes AYES 5; NAYS 0

A handwritten signature in black ink, appearing to be "Gabe Sandoval", written in a cursive style.

