

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, May 12, 2021
General Session 6:00 PM
Location: School Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order at 6:06 p.m. by Dawn Baird, Board Vice President.
2. Roll Call: Dawn Baird, Cindy McNeal, Gabe Sandoval, and Eddie Rey. Michelle Kline absence excused.
3. Quorum for the Board was met.
Staff/Administration present: Keith Oweneel, Erin Keyes, Sandi MacGregor, and Bart Skidmore.
4. Public Comments: None.
5. Agenda Approval:

Eddie Rey motioned to approve the agenda. Gabe Sandoval seconded the motion.
Motion passed. Votes AYES 4; NAYS 0.

6. Approval of Previous Meeting Minutes for Regular Board Meeting April 14, 2021:

Gabe Sandoval motioned to approve the previous Board minutes. Eddie Rey seconded the motion. Motion passed. Votes AYES 3; NAYS 0; ABSTAINED 1, Cindy McNeal.

REPORT:

1. Financial Report
 - a. Monthly Budget Report: Bart Skidmore shared the April financials. He's estimating a surplus for FY21 of \$132K. He also noted ESSER III funds have not been received, but is still anticipating \$300K will be distributed to CPA.
 - b. State Budget Update: Bart Skidmore stated that, based on the Governor's Budget, he is still projecting a 9% increase in PPR for FY22.
 - c. 2021-22 Budget: Bart Skidmore noted he will have a proposed budget by next week. Deadline to submit the final budget to CSI is June 30th.
2. Director's Report
 - a. Monthly Report: Director's Report included in Board packet. Keith Oweneel stated that CPA is continuing to follow Tri-County guidelines regarding quarantining protocol. Newest guideline states that students who have a negative PCR test can attend in-person class.
Keith Oweneel reported Summer School classes will be held this year, with several students who did not attend in-person classes all year participating in Summer School.

Keith Oweneel noted the Leadership Committee will meet over the summer to review and address items regarding returning back to school this fall.

- b. Staffing Update: Keith Oweneel informed the Board only two positions need to be filled: 4th grade assistant to replace Norma Martinez, who will be moving into a new role working with ELL students; and food service worker Wendi Shields, who resigned to pursue a career related to her degree.
- c. Spanish Trip Update: Sandi MacGregor reported that one family from the Costa Rica trip has not made a decision. Once the family makes their decision, EF Tours will process a refund check to CPA.

Sandi MacGregor noted all families that had students scheduled to travel to the Dominican Republic have already canceled or have had their voucher applied to a future EF Tour.

3. Assistant Director's Report

- a. Discipline Report: Erin Keyes reported a student received a two day in-school suspension for bringing a vape pen to school.
- b. Testing Update: Erin Keyes noted the CMAS window closes this Friday, and that overall the administration of the tests went well.
Erin Keyes stated Dibels will be wrapping up, as well as Galileo testing. NWEA testing will begin in the fall, to replace Galileo.

Erin Keyes noted that 80-90 students are scheduled to attend summer school. Class sizes are 10-14 students. Seven staff members volunteered to teach summer school. Middle School summer school is for students who need credit recovery.

BOARD BUSINESS:

Old Business:

- 1. Board Election: Uncontested election. Michelle Kline and Cindy McNeal retain their seats.

New Business:

- 1. Digital Marquee Quotes: Keith Oweneel reported PTA raised \$8K. The school will be contributing \$15K towards the replacement marquee. PTA is already planning next year's fundraiser for playground equipment.

Cindy McNeal motioned to approve the quote from Stewart Signs up to \$25K with a 10% contingency with \$8K being reimbursed from CPA PTA. Gabe Sandoval seconded the motion. Motion passed. Votes AYES 4; NAYS 0.

2. Covid Mitigation Funds:

- a. Retention Bonus: Keith Oweneel informed the Board that \$144K needs to be spent by the end of June. He stated he would like to spend \$72K on retention bonuses -- forty returning staff would receive \$1500.00 each.
- b. Retherm Oven/Freezer: Keith Oweneel also noted the kitchen needs a Retherm oven and an additional freezer, costing about \$20K.

- c. Technology: Keith Oweneel would like to designate \$38K in technology funding for staff laptops.
- d. Furniture: Keith Oweneel would like to designate \$14K to replace old furniture in classrooms.

Cindy McNeal motioned to approve the Covid Mitigation Funds allocation of the retention bonus of \$1500.00 for each returning staff member, \$20K for new Retherm oven and freezer, \$38K in technology, and \$14K for furniture, for a total not to exceed \$147K. Eddie Rey seconded the motion. Motion passed. Votes AYES 3; NAYS 0; ABSTAINED 1, Gabe Sandoval.

- 3. Carpet: Keith Oweneel stated the quote is to replace carpet in the administration offices.

Cindy McNeal motioned to approve up to \$15K for new carpet. Eddie Rey seconded the motion. Motion passed. Votes AYES 3; NAYS 0; ABSTAINED 1, Gabe Sandoval.

- 4. Board Retreat: Keith Oweneel stated he has reached out to John Brendza.

Keith Oweneel informed the Board that there will be an outdoor End-of-Year staff event. Teacher Liann Holmes has sent out details to all staff.

ADJOURNMENT:

Cindy McNeal motioned to adjourn the meeting. Eddie Rey seconded the motion. Motion passed. Votes AYES 4; NAYS 0

Meeting adjourned at 7:56 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary



