

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, August 11, 2021
General Session 6:00 PM
Location: Pietras Restaurant
9045 W 44th Ave.
Wheat Ridge, CO 80033

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order at 6:13 p.m. by Michelle Kline, Board President.
2. Roll Call: Michelle Kline, Dawn Baird, Gabe Sandoval, Eddie Rey and Cindy McNeal.
Quorum for the Board was met.
Staff/Administration present: Keith Ouwenel, Erin Keyes, Bart Skidmore and Sandi MacGregor.
Guest: John Brendza
3. Public Comments: None.
4. Agenda Approval:

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

5. Approval of Previous Meeting Minutes for Regular Board Meeting June 9, 2021:

Dawn Baird motioned to approve the previous Board minutes as submitted. Gabe Sandoval seconded the motion. Motion passed. Votes AYES 3; NAYS 0; ABSTAINED 2 (Cindy McNeal and Eddie Rey, who were both absent at previous meeting).

REPORTS:

1. Director's Report
 - a. Monthly Budget Report: Director's Report included in Board packet. Keith Ouwenel noted the budget will be adjusted according to current enrollment numbers. With the adjustment to the budget, the FY22 budget is still looking good.
 - b. Staffing: Keith Ouwenel reported an elementary assistant has resigned. The position has been posted.
 - c. Return to School: Keith Ouwenel stated the school will require all students and all staff to wear masks while in the building. Masks will not be required outdoors. There will be a limit of 10 parents/volunteers/contractors in the building at a time. The front office will be using a new sign in/out system, the Raptor. IDs will be scanned for individuals who enter the building.
Events with the staff have been held in the Expo. Back to School night will be held outdoors as well. Parents have been asked to sign up for a session.
2. Financial Report
 - a. Monthly Budget Report: Bart Skidmore reported the annual audit is scheduled for August 25th with John Cutler & Associates.

Bart Skidmore noted the financials have been sent to CSI. FY21 budget had a 20% increase in the fund balance over prior year. Even with enrollment down for this year, Bart Skidmore stated he does not foresee any issues. Furthermore, CPA will have \$413K in ESSER III funds that will need to be spent by 2023.

3. Assistant Director's Report

- a. Summer School: Erin Keyes reported Summer School wrapped up at the end of June. Overall, summer school "went well."

BOARD BUSINESS:

1. Old Business

- a. Appointment of Community Member:

Cindy McNeal moved to appoint Dawn Baird as Community Member. Eddie Rey seconded the motion. Motion passed. Votes AYES 4; NAYS 0.

2. New Business

- a. 2021-2022 Board Officers:

Dawn Baird motioned to approve the Officers slate: Michelle Kline, Board President; Dawn Baird, Vice President; Cindy McNeal, Secretary; Eddie Rey, Treasurer; and Gabe Sandoval, Member At-Large. Cindy McNeal seconded Motion. Motion Passed. Votes: AYES 5; NAYS 0.

- b. Parent Volunteer Hours:

Dawn Baird motioned to modify volunteers hours to half of the required hours; 30 hours for family, 15 hours for single parent. Paying for the jeans fundraiser reduces the volunteer commitment by $\frac{1}{3}$ (hours are reduced to 20 for a family, and 10 for a single parent). Cindy McNeal seconded Motion. Motion Passed. Votes: AYES 5; NAYS 0.

- c. Outdoor Classrooms Purchase:

Dawn Baird motioned to approve the purchase of outdoor tents in the amount of \$18,094. Gabe Sandoval seconded Motion. Motion Passed. Votes: AYES 5; NAYS 0.

- d. CPA Online Learning Resolution:

Eddie Rey motioned to approve the Implementation of Remote Learning During the 2021-22 School Year in Response to the COVID-19 Pandemic. Gabe Sandoval seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

- e. Strategic Plan Discussion: John Brendza reviewed the current Strategic Plan. Key items of discussion: marketing, improving the overall appearance of the outside. Academic area of focus will be math. The Board will look at scheduling another work session.

ADJOURNMENT:

Dawn Baird motioned to adjourn the meeting. Eddie Rey seconded the motion. Motion passed. Votes AYES 5; NAYS 0

Meeting adjourned at 8:54 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

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