

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, September 8, 2021
General Session 6:00 PM
Location: Crown Pointe Academy Expo

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order at 6:09 p.m. by Michelle Kline, Board President.
2. Roll Call: Michelle Kline, Dawn Baird, Eddie Rey and Cindy McNeal.
Quorum for the Board was met.
Staff/Administration present: Keith Ouweneel, Erin Keyes, Sandi MacGregor, and Bart Skidmore (virtual).
3. Public Comments: None.
4. Agenda Approval:

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

5. Approval of Previous Meeting Minutes for Regular Board Meeting August 11, 2021:

Dawn Baird motioned to approve the previous Board minutes as submitted. Cindy McNeal seconded the motion. Motion passed. Votes AYES 4; NAYS 0.

REPORTS:

1. Financial
 - a. Monthly Budget Report: July Financials, and July and August Check Registers where shared with the Board.
Bart Skidmore reported he is working on the ESSER Budget. Some expenses exist in the operating budget, however they would qualify under ESSER. Moving the expenses will increase the fund balance. Bart Skidmore stated "This year is stacking up to be a great year financially".
Bart Skidmore suggested moving \$1.25 million from Colo Trust to MidWestOne Bank, then to see about additional CDs with MidWestOne.
2. Director's Report
 - a. Monthly Report: Included in the Board packet.
 - b. Staffing: Kayla May was offered a permanent position as the 3rd Grade Classroom Assistant, which she accepted.
Several staff members have picked up extra duties to cover staff members who are out. A special thanks to Kim Hill, Star Kneitz, Jen Schreckengast, Brenda Ross, Norma Martinez, and Velvet Johnson.
 - c. Back-to-School Night: The event was held outdoors. It was a great opportunity for parents to meet their child's teacher.
Keith Ouweneel stated he will continue with the video series, adding an edition of "Spotlight on CPA Staff". It's a good way for parents to see familiar staff and meet some of the new ones.
 - d. Food Service Update: No salad bar this year, but there are fruit and vegetable options available, as well as a third option for middle school students.
 - e. Projects Update: Keith Ouweneel reported many of the projects have been taken care of or are in the process of being addressed. Keith Ouweneel is in the process

of obtaining exterior paint bids; Evan Sherlock and Erin Keyes are drafting stencil ideas for the building; bids to replace RTU 7 are being obtained; the outside marquee is on backorder ("supply chain" issues)..

3. Assistant Director's Report

- a. School Performance Framework: Erin Keyes reported the School Performance Framework is for informational purposes only since State testing was cut last Spring. She added, "There is a lot of room for growth."
- b. BOY Testing: Erin Keyes provided BOY MAP testing results. A complete report will be available at the next meeting.
Math will continue to be an area of focus. Writing will be another area of focus, with all grade levels following a writing rubric in all subject areas.

BOARD BUSINESS:

1. Old Business

- a. Strategic Planning - Next Strategic Planning meeting will be held November 13, 2021 at Crown Pointe Academy from 9:00 a.m to 12:00 p.m.

2. New Business

- a. Crisis Management Policy
- b. Conflict of Interest Policy

Eddie Rey motioned to approve the 1st Reading of the Crisis Management and Conflict of Interest Policies. Dawn Baird seconded Motion. Motion Passed. Votes: AYES 4; NAYS 0.

c. Staff Incentives:

Dawn Baird motioned to approve Staff Incentives of up to \$1000 per employee to be spent by December 2021. Cindy McNeal seconded Motion. Motion Passed. Votes: AYES 4; NAYS 0.

- d. Board Expertise and Experience Survey: Michelle Kline shared the document with all Board members stating she would like it to be completed by the next meeting..
- e. Board Self Evaluations: Michelle Kline shared the document with all Board members stating she would like it to be completed by the next meeting.

ADJOURNMENT:

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

Meeting adjourned at 8:07 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

