

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, October 13, 2021  
General Session 6:00 PM  
Location: Crown Pointe Academy - Expo Classroom

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order at 6:07 p.m. by Michelle Kline, Board President.
2. Roll Call: Michelle Kline, Dawn Baird, Cindy McNeal, Eddie Rey and Gabe Sandoval. 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:

Dawn Baird motioned to approve the agenda with the following addenda: Financial Report moved to last item on the agenda. Cindy McNeal seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

5. Approval of Previous Meeting Minutes:
  - a. Regular Board Meeting September 8, 2021

Cindy McNeal motioned to approve the September 8th Board minutes as submitted. Eddie Rey seconded the motion. Motion passed. Votes AYES 4; NAYS 0; ABSTAINED 1, Gabe Sandoval.

- b. Special Board Meeting September 23, 2021

Cindy McNeal motioned to approve the September 23rd Board minutes as submitted. Eddie Rey seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

REPORTS:

1. Director's Report
  - a. Monthly Report: Included in the Board packet.
  - b. Staffing: Keith Ouweneel reported CPA is "fully staffed".
  - c. Enrollment: Keith Ouweneel stated current enrollment is 462. Projected enrollment for 2021-22 was 470. CPA is in a great financial position even though enrollment is slightly lower.
  - d. Fall Conferences: Keith Ouweneel noted roughly half of the middle school students' families and about seventy-five percent of elementary students' families attended conferences in-person.
  - e. Projects Update: Keith Ouweneel stated the outside of the building is scheduled to be painted. Morgan Munier is still working on obtaining bids regarding the HVAC. The outside marquee has been delayed, but is expected to be delivered in December. Some of next year's projects will include landscaping, and new carpet for the library.



## 2. Assistant Director's Report

- a. Assessment Update: Erin Keyes provided the complete BOY NWEA MAPs testing results, stating actions are being taken to improve the growth of students.
- b. UIP: Erin Keyes provided a rough draft of the UIP for the Board to review. The final UIP is due next month.

## BOARD BUSINESS:

### 1. Old Business

#### a. Conflict of Interest Policy

Dawn Baird motioned to approve the 2nd Reading of the Conflict of Interest Policy. Cindy McNeal seconded Motion. Motion Passed. Votes: AYES 5; NAYS 0.

Dawn Baird motioned to approve the Conflict of Interest Policy. Eddie Rey seconded Motion. Motion Passed. Votes: AYES 5; NAYS 0.

- b. Fall Board/Staff Social: Cindy McNeal noted reservations have been made for October 29th from 5-8 p.m. at Frolic. Keith Ouweneel noted the information was sent in his all-staff email.

### 2. New Business

#### a. Subcommittee Memberships: Subcommittees will have the following Board members to represent them:

- i. BAAC - Michelle Kline
- ii. Fundraising - Eddie Rey
- iii. Facilities - Cindy McNeal
- iv. Building Corporation - Michelle Kline and Gabe Sandoval

- b. CLCS Conference: The CLCS Conference is scheduled for March 1-2, 2022. The fee is \$225.00 per person.

#### c. Proposed Revised Policies:

- i. Enrollment Policy
- ii. Grievance Policy
- iii. Parent Opt Out Policy
- iv. Restraint Policy
- v. Student Fees

Dawn Baird motioned to approve the 1st Reading of the slate of proposed revised policies. Cindy McNeal seconded Motion. Motion Passed. Votes: AYES 5; NAYS 0.

## REPORTS (continued):

### 1. Financial

- a. Monthly Budget Report: September Financials were shared with the Board. The budget does not reflect enrollment of 462, however Bart Skidmore stated he is still estimating a surplus of \$100K. Bart Skidmore reported he has submitted the ESSER III Budget.

- b. Audit: Bart Skidmore reported the audit went well. There was a substantial improvement due to the requirements of how PERA is reported. The fund balance increased \$376K. The year finished at \$2.1MM in part because of funds the school received due to Covid support. Bart Skidmore recommended that the Board create a break-even budget moving forward. Finalization of the audit should be completed by Friday.

Next Regular Board meeting will be November 10, 2021 at 6:00 p.m. in the Expo Classroom.

ADJOURNMENT:

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

Meeting adjourned at 7:42 p.m.

Prepared By: Sandi MacGregor, Executive Secretary  
Reviewed By: Cindy McNeal, Board Secretary

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



