

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, February 16, 2022  
General Session 6:00 PM  
Location: Expo or Virtual – Link on PCA Website

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order at 6:14 p.m. by Michelle Kline, Board President.
2. Roll Call: Michelle Kline, Dawn Baird, Cindy McNeal, and Eddie Rey.  
Quorum for the Board was met.  
Staff/Administration present: Keith Oweneel, Erin Keyes, Sandi MacGregor, and Bart Skidmore.
3. Public Comments: None.
4. Agenda Approval:

Dan Baird moved to approve the agenda. Eddie Rey seconded the motion. Motion passed. Votes AYES 4; NAYS 0.

5. Approval of Previous Meeting Minutes:
  - a. Meeting January 12, 2022

Cindy McNeal motioned to approve the January 12, 2022 minutes. Dawn Baird seconded the motion. Motion passed. Votes AYES 4; NAYS 0.

REPORTS:

1. Financial
  - a. Monthly Budget Report: January Financials were shared with the Board, along with the check register for January. Financials included a proposed budget for FY 22/23. Current estimated funding per pupil for FY 22/23 is \$9,941.77. The FY 22/23 Budget does not include Mill Levy Override revenue or debt service related to land purchase. The approved FY 22/23 Budget will need to be submitted to CSI by June.

6:30 p.m. - Gabe Sandoval joined meeting

2. Director's Report
  - a. Monthly Report: Included in the Board packet. Keith Oweneel reported that although other schools have lifted the mask mandate, CPA will continue to require masks be worn until February 22nd, which will allow time to obtain further guidance from the County regarding covid protocol.  
Keith Oweneel stated that a contract from the Uplands will be forthcoming and an attorney has been hired to review the contract. Keith Oweneel also noted that he will be meeting with Henry Zurbrugg from Symmetry Builders regarding partnering again as the general contractor for the new build. At some point, a committee will be formed regarding the new building.  
Keith Oweneel informed the board he is moving forward with Haynes to replace the HVAC.

- b. Staffing: Keith Ouwenel informed the board that Erin Marine has moved into the 5th Grade teaching position and Megan Christianson has been hired as an In-House Assistant. Currently, down a night night custodian, but interviews have been scheduled. Once the custodian position is filled, the vetting for an Assistant Principal will begin.
- c. 2021-2022 Staff Evaluations: Keith Ouwenel noted he and Erin Keyes are visiting classrooms this year and doing teacher observations.

3. Assistant Director's Report

- a. Discipline Report: Erin Keyes reported there are no major discipline issues.
- b. Testing Updates: Erin Keyes shared data from the second benchmark of MAPs testing stating she is encouraged by middle school results. Most concerning are grades 2-5. Teachers will review the data and target teaching areas to concentrate on.

BOARD BUSINESS:

Old Business

- 1. Director's Evaluation: Michelle Kline reported she had completed the formal evaluation letter to the Director.
- 2. CLCS Conference: Sandi MacGregor stated no one is registered to attend the conference this year.
- 3. LED Sign: Keith Ouwenel reported the sign is scheduled to be installed Monday, February 21st.

New Business

- 1. 2022-23 and 2023-24 School Calendars: Erin Keyes informed the board she followed the same model as previous years calendar.

Cindy McNeal motioned to approve the 22/23 and 23/24 calendars. Eddie Rey seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

- 2. Student/Parent/Staff Surveys: Erin Keyes noted BAAC has been working drafting survey's. The Parent survey has been finalized and is scheduled to go out Monday. The Student and Staff surveys will be completed in March and are scheduled to go out by Spring Break.

Next Regular Board meeting is scheduled for March 9, 2022 at 6:00 p.m.

ADJOURNMENT:

Cindy McNeal moved to adjourn at 8:00 p.m. Dawn Baird seconded the motion. Motion passed. Votes AYES 5; NAYS 0

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

