

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, March 16, 2022  
General Session 6:00 PM  
Location: Library (Remote Link on CPA Website)

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order at 6:03 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: Erin Keyes, Sandi MacGregor, and Bart Skidmore.
3. Public Comments: None.
4. Agenda Approval:

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

5. Approval of Previous Meeting Minutes: Regular Board Meeting February 16, 2022

Dawn Baird motioned to approve the February 16, 2022 minutes. Eddie Rey seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

REPORTS:

1. Financial

- a. Monthly Budget Report: February Financials were shared with the Board. Bart Skidmore reported legislation was passed regarding the Supplementary Budget. PPR will increase from \$9024 to \$9084. Anticipated fund balance for FY22 is \$112K and \$160K for FY23. The FY23 Budget has been updated to reflect the projected PPR increase. Bart Skidmore noted ESSER I drawdown is closed. He will continue to work on grant modifications with CSI regarding ESSER II and ESSER III. Bart Skidmore also informed the Board that he has obtained two audit proposals. One from Hoelting & Company and the other from Hinkle & Company. He is looking at getting a third bid. A copy of the proposals will be sent to Erin Keyes and Sandi MacGregor. Bart Skidmore stated that he will provide an Investment Schedule at the next meeting. Currently there is only one CD account.
- b. Budget Approval: FY 22/23 Budget not due to CSI until June.

2. Director's Report

- a. Monthly Report: Included in the Board packet. Erin Keyes noted volunteer hours will be looked at and addressed for next year.
- b. Uplands Update: The land contract was received and sent to CPA's lawyer for review. There has been some back-and-forth discussion regarding the contract. Approvals with the City of Westminster are taking longer than initially expected. Groundbreaking is not until August 2023, with the school not scheduled to open until August 2025.
- c. Staffing and Staff Evaluations: Erin Keyes reported Jason Chesser has been hired as an additional Assistant Principal. He completed his administration program at UNC and has been a 3rd grade teacher for the last several years. His contract will start July 1st. Erin Keyes stated she and Keith Ouweneel are continuing with

their classroom observations and are giving feedback to teachers. Formal evaluations will be given at the end of the year.

3. Assistant Director's Report

- a. Discipline Report: Erin Keyes reported there are no major discipline issues. Middle School will recommence after-school detentions when students return from Spring Break.
- b. Testing Updates: Erin Keyes noted CMAS testing window is April 11-29. 3rd-8th grades will test in both math and language arts, and grades 5th and 8th will also be tested in science this year.

BOARD BUSINESS:

Old Business

1. Student/Parent/Staff Surveys: Erin Keyes reported the parent survey was opened for two weeks and twenty-nine parents completed the survey. Dawn Baird stated she will pull the data from Survey Monkey and compile a summary report. Erin Keyes stated the staff survey will be out Friday, and the student survey for 6th & 8th grade will be administered when students return from break.

New Business

1. Call for Candidates

Cindy McNeal motioned to depart from the Board Election By-laws for two weeks due to the Spring Break schedule. Dawn Baird seconded the motion. Motion passed. Votes AYES 5; NAYS 0.

2. Board Election Deadlines: Call for Candidates will go out March 28th. Ballots out by April 11th. Board meeting scheduled for April 13th, with a Board workshop to be held on April 14th. Ballots due by April 22nd.

3. Traffic Study

Dawn Baird motioned to suspend the three-bid requirement for the traffic study. Gabe Sandoval seconded the motion. Motion passed. Votes AYES 5; NAYS 0

Dawn Baird motioned to accept the up-to-\$14k expenditure for the traffic study by Felsburg Holt & Ullevig. Cindy McNeal seconded the motion. Motion passed. Votes AYES 5; NAYS 0

ADJOURNMENT:

Dawn Baird moved to adjourn at 7:14 p.m. Eddie Rey seconded the motion. Motion passed. Votes AYES 5; NAYS 0

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

