

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, September 14, 2022  
General Session 6:00 PM  
Location: Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 6:04 p.m. by Michelle Kline, Board President.
2. Roll Call: Board members present; Michelle Kline, Dawn Baird, Cindy McNeal, Eddie Rey, Gabe Sandoval, and Tatiana Lozano. Quorum for the Board was met.  
Bill Marrs was absent (excused). George Roupas is no longer a member of the Board.  
Staff/Administration present: Keith Ouweneel, Erin Keyes, Jason Chesser, Sandi MacGregor, and Bart Skidmore.  
Guest present: Angelica O'Toole-Fehlmann and Norma Martinez.
3. Public Comments: Norma Martinez asked the Board to review the jeans section of the Uniform Policy and update to reflect current style, color, fit.  
Angelica O'Toole-Fehlmann noted the school picnic is this Friday.
4. Agenda Approval:  
Dawn Baird motioned to approve the agenda as submitted. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.
5. Approval of Previous Board Meeting Minutes (August 10, 2022):  
Eddie Rey motioned to approve the previous Board minutes. Tatiana Lozano seconded the motion. Motion passed. Votes AYES 4; NAYS 0; ABSTAINED 2 (Michelle Kline and Cindy McNeal, who were absent for the August Board meeting).

REPORTS:

1. Financial
  - a. Monthly Budget Report: Bart Skidmore shared August financials with the Board, noting that Mill Levy and Capital Construction revenue has started to come in. Operating revenue is currently at \$249K.  
Bart Skidmore noted he will be processing a check for \$30k from 1st Bank payable to Colo Trust. 1st Bank account mainly used as the local bank for deposit of cash.  
Bart Skidmore stated a draft of the financial audit from Hoelting & Company will be available for review by the end of September. Final audit is due to CSI in October.
2. Director's Report
  - a. Monthly Report: Included in the Board packet. Keith Ouweneel stated CPA will be hosting the Administrator Mentoring Cohort on October 5th.
  - b. Staffing: Keith Ouweneel noted the middle school math teaching position has been posted. Currently, Lisa Gjellum is teaching half of 6th grade and April Humble is teaching the other half. Kayleigh Skolnick is assisting April Humble with 7th and 8th grade. Liz Hardy and Jen Pilbeam are the In-house Substitute Teachers.
  - c. Enrollment: Keith Ouweneel reported enrollment is down from last month, but right on track with projections. Current enrollment is 460.

- d. Back-to-School Night: Keith Ouwenneel stated Back-to-School night was a success. The elementary event that was held gave parents the opportunity to have an “instagram” moment that was missed the last few years due to Covid.
- e. Projects Update: Keith Ouwenneel noted the parking lot issues will need to be addressed, along with an additional driveline lane. Plans and estimates will be forthcoming.

Keith Ouwenneel informed the Board he attended the City of Westminster council meeting on Monday. The City Council approved the Metro District. A revision of the Letter of Agreement should be available for review next month and a contract in place by early 2023. Parcel C is included in the ODP.

### 3. Assistant Director’s Report

- a. School Performance Framework: Keith Ouwenneel stated participation requirements were waived. CPA had full participation while other Districts did not. Erin Keyes reported that although there was a slight decrease from previous years’ scores, CPA has maintained a Performance rating with CDE.
- b. Beginning of the Year (BOY) Testing: Results were shared with the Board. Erin Keyes stated that all classes have small group time (“Cougar Time”) built into their schedules. This quarter Cougar Time is focusing on reading, with math to be addressed in the 2nd quarter. Jason Chesser is working on getting Quick Start (the after-school tutoring program) set up. The plan is for two, 6-week sessions with the first beginning in October and the second in the spring.

## BOARD BUSINESS:

### 1. Old Business

- a. Strategic Plan Test Score Update: Michelle Kline stated she will update the Strategic Plan now that test scores are available for Board review at the next meeting.
- b. Remote Learning Policy (2nd Reading):  
Dawn Baird motioned to approve the second reading of the Remote Learning Policy. Cindy McNeal seconded the motion. Motion passed. Votes AYES 6; NAYS 0.
- c. Review of the Uniform Policy:  
Dawn Baird and Cindy McNeal will work on revisions to the Uniform Policy.

### 1. New Business

- a. Board Expertise and Experience Surveys: Michelle Kline will send out the Board Expertise and Experience Survey for each Board Member to complete by the next meeting.
- b. Board Self Evaluation: Michelle Kline will send out the Board Self Evaluation for each Board Member to complete by the next meeting.
- c. Preliminary Design Proposal for school expansion:  
Dawn Baird motioned to approve the expense of up to \$20k to move forward with the design proposal process. Eddie Rey seconded the motion. Motion passed. Votes AYES 6; NAYS 0.

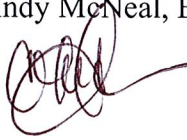
PUBLIC COMMENT DISCUSSION: Keith Ouweneel will have samples of athletic shorts on hand at the next meeting. "Jeans" may change to "Spirit Wear". Board will review the Uniform Policy at the next meeting.

ADJOURNMENT:

At 7:50 p.m. Dawn Baird moved to adjourn. Tatiana Lozano seconded the motion. Motion passed. Votes AYES 6; NAYS 0.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Cindy McNeal, Board Secretary

A handwritten signature in dark ink, appearing to be "Cindy McNeal", written over the "Reviewed By" line.

