

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, November 9, 2022  
General Session 6:00 PM  
Location: Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 6:02 p.m. by Michelle Kline, Board President.
2. Roll Call: Board members present; Michelle Kline, Dawn Baird, Cindy McNeal, Gabe Sandoval, Tatiana Lozano and Bill Marrs. Eddie Rey not in attendance. Quorum for the Board was met.  
Staff/Administration in attendance: Keith Ouweneel, Erin Keyes, Sandi MacGregor, Bart Skidmore, Lisa Gjellum and Norma Browner.  
Guests in attendance: Angelica O'Toole-Fehlmann and Lisa Dehn.
3. Public Comments: Angelica O'Toole-Fehlmann stated the PTA dance was well attended.
4. Agenda Approval:  
Tatiana Lozano motioned to approve the agenda. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.
5. Approval of Previous Board Meeting Minutes (October 12, 2022):  
Cindy McNeal to approve the previous Board minutes. Gabe Sandoval seconded the motion. Motion passed. Votes AYES 5; NAYS 0; ABSTAINED 1 (Tatiana Lozano, who was absent for the October Board meeting).

REPORTS:

1. Financial
  - a. Monthly Budget Report: Bart Skidmore shared October financials with the Board, stating things are tracking well year-over-year, and that the estimated fund balance is \$147K. He also stated food service revenue should start rolling in. He suggested moving funds in MidWest One to ColoTrust. Lastly he reported that the drafts of the 2021 tax return will be ready for review soon.
  - b. Governor's Budget: Bart Skidmore stated the Governor's budget proposal includes funding for preschools as well as 9% increase in PPR for K-12 for FY23.
2. Director's Report
  - a. Monthly Report: Included with Board packet.
  - b. Staff Presentation - Mrs. Gjellum and Mrs. Browner: Lisa Gjellum gave an overview of her role as the Interventionist/Assessment Coordinator. Lisa Gjellum reviewed the assessment calendar, testing students, and working with students in small groups. Norma Browner gave an overview of her role as Community Liaison and working in small group instruction.
  - c. Activities Update: Keith Ouweneel stated events have been well attended, for example: Last Friday's school dance was packed; parents are attending field trips; Mr. Varner's soccer club has good participation, as does Mr. Gonzalez's community service projects; Quick Start is attended by a number of students.

- d. Projects Update: Keith Oweneel informed the Board that four acres of Parcel C are being divided out. Negotiations are almost finalized with the developers. Plan is to open in 2025. CPA will need to work with the City directly for utilities. A tour with The Academy is scheduled next week to look at their Pre-Kindergarten classrooms.
- 3. Assistant Director's Report
  - a. Discipline Report: Included with Board packet. Erin Keyes reported tardies have decreased by enforcing the late policy. Students are not assigned a detention until after their fourth tardy. Tardies reset each quarter.
  - b. Assessment Update: Erin Keyes stated testing for DIBELS will begin in December.

## BOARD BUSINESS:

### 1. Old Business

- a. November 9th Live CSI Board Training: Michelle Kline reported she attended the training. Main topic of discussion was budget. Keith Oweneel noted members from the CSI Board will be visiting CPA next Tuesday.
- b. CLCS Conference: Sandi MacGregor stated Michelle Kline has been registered to attend on 3/1, and Jason Chesser is scheduled to attend both days. Tatiana Lozano stated she is still unsure of her work schedule so she may not be able to attend. Keith Oweneel noted he will be a Presenter at the conference, along with John Brendza, regarding Board Governance.
- c. Uniform Policy: Dawn Baird motioned to approve the 2nd Reading of the Uniform Policy and adopt the revised policy. Gabe Sandoval seconded the motion. Motion passed. Votes AYES 6; NAYS 0.
- d. Winter Board/Staff Social: Cindy McNeal reported the event is scheduled for December 16th, starting at 5:00 p.m. at FlyteCo Brewing in Stapleton. The deposit still needs to be paid.

### 2. New Business

- a. Policy Review/Updates: 1st Reading tabled to give more time for review.
  - i. Community Use of School Facilities (last revised 2015)
  - ii. Facility Use Fee Schedule (unknown date of revision)
  - iii. Finance and Accounting Policy (last revised 2015)
  - iv. School Attendance Policy (last revised 2015)
  - v. Before and After Hours Supervision Policy (last revised 2015)
- b. Director's Letter and Evaluation Process: Dawn Baird will revise the letter sent to parents and will provide it to Erin Keyes by Monday to be included in the weekly email blast. Dawn Baird will receive letters received from parents.
- c. Spanish Trip Stipend: Board reviewed the current stipend and discussed possibly changing it.
- d. Staff Holiday Incentive: Dawn Baird motioned to approve a \$750 holiday bonus for each staff member. Bill Marrs seconded the motion. Motion passed. Votes AYES 5; NAYS 0; ABSTAINED 1 (Gabe Sandoval, whose wife is a staff member)

EXECUTIVE SESSION: Discussion regarding acquisition, transfer, or sale of property pursuant to C.R.S. §24-6-402(4)(a)

At 8:27 p.m. Dawn Baird motioned to move into Executive Session and requested a closed meeting. Gabe Sandoval seconded the motion. Motion passed. Votes AYES 6; NAYS 0.

At 8:42 p.m. Moved out of Executive Session to Regular Session.

ADJOURNMENT:

At 8:43 p.m. Dawn Baird moved to adjourn. Gabe Sandoval 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.

