

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, June 14, 2023
General Session 6:00 PM
Location: Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 6:00 p.m. by Michelle Kline, Board President.
2. Roll Call - Board members present: Michelle Kline, Dawn Baird, Gabe Sandoval, and Tatiana Lozano. Cindy McNeal and Bill Marrs absences excused. Quorum for the Board was met.
Staff/Administration in attendance: Keith Ouweneel, Erin Keyes, Jason Chessser, Sandi MacGregor, and Bart Skidmore.
3. Public Comments: None
4. Agenda Approval:
Tatiana Lonzano motioned to approve the agenda with the following addenda: Staff Policies and Procedures under New Business; Correction under Financials #2 as 2023-2024 Budget. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.
5. Approval of Previous Board Meeting Minutes: May 10, 2023 Meeting Tabled.

REPORTS:

1. Financial Report
 - a. Monthly Budget Report: Bart Skidmore noted the Division of Labor and Unemployment is currently conducting an audit of payroll reporting for the 2021 calendar year. Bart Skidmore also noted the annual financial audit for FY 22/23 is scheduled for August 3rd.
Bart Skidmore reported the current estimated operating reserve fund for FY 22/23 is \$125,457.00. Current cash balance is \$3.2 million. The Board should look at making another transfer from the MidWest One account to the ColoTrust account.
 - b. 2023-2024 Budget: Financials reflect the Board Approved Budget for FY 23/24, which includes projected funding from the Mill Levy override.
1. Director's Report
 - a. Monthly Report (Included with Board packet): Keith Ouweneel stated the ODP has been resubmitted to the City. Due diligence regarding the land purchase is due July 13th. Matt O'Meara of Choice Advisors should have Requests For Proposals by mid-July.
Keith Ouweneel noted he and Erin Keyes did a tour of Denver International School to see other architecture projects EV Studios has done.
Keith Ouweneel reported that the CPA has increased the health premiums covered by the school from \$645.00 to \$675.00/plan.
 - b. Staffing/Hiring: Keith Ouweneel reported the only unfilled position at this time is the Middle School Assistant.
 - c. End-of-Year activities: Keith Ouweneel stated the school year ended with 8th Grade Continuation, Kindergarten Graduation, and the 8th grade Spanish trip to Belize.

2. Assistant Principal's Report

- a. Discipline Report (Included with Board packet): Jason Chesser reported when comparing the 2022 school year to the 2018 school year, May tardies were still slightly higher. Minor discipline was down for May, but suspensions were up. Initiatives for next year: attendance contracts for struggling families, pre-discipline during higher months (September, February, May), review discipline flow chart with staff and Dean of Culture and Climate to build and maintain consistency.
- b. EOY Testing: Erin Keyes reviewed EOY MAP testing results with a Winter-to-Spring comparison. Results indicate struggles in math for grades 5-8. (Median percentile of 50 indicates average achievement.)
- c. Summer School: Erin Keyes reported about 50 students across K-8 are attending, which is fewer than average. The goal is to keep groups small. Only nine middle school students are required to attend for credit recovery. Keith Ouweeneel noted Jason Chesser will be attending a Safety/Security meeting and will bring protocol updates to the Board in August.

BOARD BUSINESS:

Old Business:

1. Board Governance Training/Board Retreat: Tabled for discussion at the August meeting.

New Business:

1. Music Room Carpet Purchase:

Dawn Baird motioned to approve up to \$10,500.00 for carpet purchase. Tatiana Lozano seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.

2. Board Member Oath of Office: Sandi MacGregor was designated to administer the Oath of Office. Oath taken by Board members Michelle Kline, Dawn Baird, Tatitana Lozano, and Gabe Sandoval.

3. 2023-2024 Officers Discussion: Further discussion at next Board meeting.

4. Staff Policies and Procedures:

Dawn Baird motioned to approve the 1st Reading of the Staff Policies and Procedures with revisions that have been noted. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.

ADJOURNMENT:

Dawn Baird motioned to adjourn. Tatiana Lozano seconded the motion. Motion passed. Votes: AYES 4; NAYS 0. Adjournment at 7:54 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board President

