

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, August 9, 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, Cindy McNeal, and Gabe Sandoval. Tatiana Lozano absence excused. Quorum for the Board was met.
Staff/Administration in attendance: Keith Ouweeneel, Erin Keyes, Jason Chessser, Brooke Webb, Sandi MacGregor, and Bart Skidmore.
Guests: Dawn Baird
3. Public Comments: None
4. Agenda Approval:
Cindy McNeal motioned to approve the agenda with the following addenda:
 - Add Appropriation Resolution as 1c. under Financials
 - Old Business: strike 1c. Board Governance/Strategic Planning Retreat
 - Switch 1a. 2023-2024 Board Officer and 1b. Community Members under Old Business.Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 3; NAYS 0.
5. Approval of Previous Board Meeting Minutes:
 - a. May 10, 2023 Meeting - Tabled.
 - b. June 14, 2023 Meeting - Tabled.

BOARD BUSINESS:

1. Old Business:
 - a. Community (At-Large) Board Members:
Michelle Kline motioned to approve Bill Marrs and Dawn Baird as Community Members. Gabe Sandoval seconded the motion. Motion passed Votes: AYES 3; NAYS 0.
 - b. 2023-2024 Board Officers:
Michelle Kline motioned to approve the slate of officers, as follows:
 - Dawn Baird, Board President
 - Cindy McNeal, Board Vice President
 - Michelle Kline, Board Secretary
 - Gabe Sandoval, Board Treasurer
 - Tatiana Lozano and Bill Marrs, Members At-Large.Gabe Sandoal Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.

Bill Marrs joined the meeting at 6:23 p.m.

REPORTS:

1. Financial Report
 - a. Monthly Budget Report: Bart Skidmore presented June and July financials, noting the fund balance for June was \$435,00.00, that PPR from CSI came in above the budget amount, and that FY22 to FY23 comparison is shown on June financials. July financials show the operating fund balance on hand at over 60 days. Bart

Skidmore stated, "CPA is in great financial shape." He recommends moving \$100K from Midwest One to the Colo Trust account.

- b. Annual Audit: Bart Skidmore noted the annual audit with the Hoelting Company is underway.
- c. Appropriating Resolution 2022-2023: Bart Skidmore stated the Appropriating Resolution will need to be revised due to the increase in the Building Fund from \$380K to \$580K.

Michelle Kline motioned to approve the Revised Appropriating Resolution 2022/2023 Fund Expenditure Budgets. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 5; NAYS 0.

2. Director:

- a. Monthly Report (included with Board packet): Keith Ouweneel shared CPA's financial model with the Board regarding the new school building. Keith Ouweneel has begun reaching out to donors that may be interested in supporting CPA when the expansion begins.
- b. Staffing: Keith Ouweneel introduced Brooke Webb as the new Dean of Climate and Culture, also noting that four other new staff members have been hired: Sydney Sturm, 4th grade teacher (filling the vacancy created by Brooke Webb's move into the Dean position); Amanda Manning, Speech-Language Pathologist who previously worked for Children Matter; Melissa Stock, Middle School Assistant; and Claudette Montano, 5th grade Assistant (and long-time CPA parent).
- c. Back-to-School: Keith Ouweneel reported staff returned this week. The Welcome Back event was held at Boettcher Mansion. Thursday, CPA will be gathering at the TRN, a business owned by the McCurdy family (long-time CPA family), from 3-6 pm to wind down the week. The Board is welcome to attend.
- d. Land purchase/Uplands update: Keith Ouweneel noted next Wednesday CPA will be holding a community meeting regarding the development plans. Keith Ouweneel is asking for the Due Diligence deadline to be moved back to September. Closing on the land purchase has been moved to October 16th.

3. Principal:

- a. CMAS: Erin Keyes reported CMAS tests have been received. Math will be an area of focus this year.
- b. MAP/CMAS Comparison: Erin Keyes shared CMAS comparison to MAP data testing done last winter for ELA and math.
- c. Summer School: Erin Keyes stated there was a great group of teachers/assistants that worked with approximately 50 students, grades K-8.

4. Assistant Principal:

- a. Monthly Discipline Report: Jason Chesser reported he, along with Brooke Webb, will focus on pre-discipline. Expectations will be set starting the first day of school. Jason Chesser and Brooke Webb have discussed students' tardiness and will work to address that issue as well.
- b. School Safety Updates: Jason Chesser reported he attended a Safety/Security meeting over the summer. Changes to protocol have been made. Along with new locks/fobs, classrooms have a Go-bag with first-aid items. Jason Chesser will highlight to families at Back-to-School night all the new safety/security measures taken.

BOARD BUSINESS:

1. Old Business:

a. Second Reading of Staff Policy and Procedures:

Gabe Sandoval motioned to approve the Second Reading of the Staff Policy and Procedures. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 5; NAYS 0.

b. Board Member Oath of Office: Swearing of the Oath of Office was administered to Cindy McNeal and Bill Marrs by Sandi MacGregor.

c. Board Retreat - Work Session Sept. 13: Keith Ouweneel will schedule a Board work session from 5-7 p.m. with the regular Board meeting to follow.

2. New Business:

a. Water Heater

b. Concrete Work

Michelle Kline motioned to approve the expenditures for the water heater and the concrete work. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 5; NAYS 0.

ADJOURNMENT:

Cindy McNeal motioned to adjourn. Michelle Kline seconded the motion. Motion passed. Votes: AYES 5; NAYS 0. Adjournment at 7:59 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board Secretary



