

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, September 13, 2023
General Session 5:00 PM

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 5:11 p.m. by Dawn Baird, Board President.
2. Roll Call - Board members present: Michelle Kline, Dawn Baird, Gabe Sandoval, Cindy McNeal, and Tatiana Lozano. Quorum for the Board was met.
Staff/Administration in attendance: Keith Ouweneel, Erin Keyes, Jason Chesser, Sandi MacGregor, and Bart Skidmore.
Guests: Alison Rausch, American Academy Board of Directors
3. Public Comments: None
4. Agenda Approval:
Gabe Sandoval motioned to approve the agenda as submitted. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 5; NAYS 0.
5. Approval of Previous Board Meeting Minutes:
 - a. Michelle Kline motioned to approve the May 10, 2023 Meeting minutes. Cindy McNeal seconded motion. Motion passed. Votes: AYES 4; NAYS 0; ABSTAINED 1 (Gabe Sandoval).
 - b. Michelle Kline motioned to approve the June 14, 2023 Meeting minutes. Gabe Sandoval seconded motion. Motion passed. Votes: AYES 4; NAYS 0; ABSTAINED 1 (Cindy McNeal).
 - c. Gabe Sandoval motioned to approve the August 9, 2023 Meeting minutes. Michelle Kline seconded motion. Motion passed. Votes: AYES 4; NAYS 0; ABSTAINED 1 (Tatiana Lozano).

WORK SESSION:

1. Discussion of the Board's Role During Construction:
 - Keith Ouweneel reviewed the land purchase and new school project.
 - Keith Ouweneel stated he has started preliminary discussions with people who would be CPA's Owner Representative during the project.
 - Alison Rausch discussed the Board's role during the construction process, noting the new school is an extension with the same policies.
 - The Board will need to look at revising the enrollment/waitlist policy.
 - Alison Rausch discussed the time frame for hiring additional staff.
 - Other items to keep in mind are end-of-day release and carpool logistics between the two schools.
 - Keith Ouweneel noted he will inform the Board of community meetings that are being held regarding land development.
2. Discussion of Future Needs for Further Governance Training: Keith Ouweneel stated that John Brendza would be available for Board Governance Training, along with reviewing the Board's Strategic Plan.

REPORTS:

1. Financial Report
 - a. Monthly Budget Report: Bart Skidmore presented August financials, noting that mill levy funding is coming in higher than budgeted. He will reach out to Dave Sever at CSI to find out why. Cash balance currently at \$3.5M. Current surplus

estimate is approximately \$315K. Bart Skidmore stated the school is in great financial shape.

Bart Skidmore noted the annual audit with the Hoelting Company is proceeding without issue.

- b. Land Purchase Financing: Keith Ouweneel stated he has reached out to Jane Ellis with Colorado Charter Facilities Solutions and requested a Term Sheet. Current interest rates look to be around 3.5%.
2. Executive Director:
 - a. Monthly Report included with Board packet.
 - b. Staffing/Hiring: Fully staffed.
 - c. Enrollment: Student enrollment currently at 460.
 - d. Back-to-School Night: Keith Ouweneel stated Back-to-School Night went well. The Back-to-School Picnic hosted by PTA was well attended. Norma Browner has done a great job as the interim PTA President. Cassie Sanchez has been elected the new PTA President. PTA has approved to pay for the cost of additional instruments Mr. Garza (band teacher) has requested. 50% of PTA's fundraiser this year will go towards purchasing non-percussion instruments and a school sound system. The school will pay for the other half.
 - e. Project Updates: Keith Ouweneel reviewed the latest contract received from the developers. Due Diligence deadline is October 2nd. Closing is set for October 26th.
3. Principal:
 - a. School Performance Framework: Erin Keyes reported CPA's overall rating with CDE is Performance. UIP data will be available for review at the next Board meeting.
 - b. CARS Report: Erin Keyes shared the CARS report with the Board.
 - c. Beginning-of-Year (BOY) Testing: Erin Keyes stated MAP benchmark assessments, DIBELS tests for grades K-5, and WIDA testing have been completed or are underway. Erin Keyes thanked Norma Browner and Jen Pilbeam for their work completing WIDA screening of 45 students, 23 of which are kindergartners. Furthermore, Erin Keyes noted there are 14 different languages spoken at CPA, with 7 different languages spoken in kindergarten alone.
4. Assistant Principal:
 - a. Discipline Report (included in Board packet): Jason Chesser reported August has been relatively quiet with no major issues. Report also shows discipline history.
 - b. Safety Updates: Jason Chesser reported a lock down drill was conducted last week with the Westminster Police. They are happy with the changes that have been made and stated staff and students took the drill seriously.

BOARD BUSINESS:

1. Old Business:
 - a. Strategic Planning: Keith Ouweneel will schedule John Brendza to attend the November Board meeting.
2. New Business:
 - a. Board Expertise and Experience Survey: Dawn Baird will send to each Board member.
 - b. Board Self-Evaluation: Dawn Baird will send to each Board member.
 - c. Preliminary Design Proposal: Keith Ouweneel will share the preliminary design proposals with the Board.

ADJOURNMENT:

Gabe Sandoval motioned to adjourn. Michelle Kline seconded the motion. Motion passed.

Votes: AYES 5; NAYS 0. Adjournment at 7:58 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board Secretary

A handwritten signature in purple ink, appearing to read "Michelle Kline", is written over the text "Reviewed By: Michelle Kline, Board Secretary".

