

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, October 11, 2023
General Session 6:00 PM

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 6:06 p.m. by Dawn Baird, Board President.
2. Roll Call - Board members present: Dawn Baird, Michelle Kline, Bill Marrs and Cindy McNeal; Gabe Sandoval and Tatiana Lozano absences excused. Quorum for the Board was met.
Staff/Administration in attendance: Keith Ouwenel, Erin Keyes, Sandi MacGregor, and Bart Skidmore.
Guest: Lisa Dehn
3. Public Comments: None
4. Agenda Approval:
Michelle Kline moved to amend the agenda with the following addenda:
 - Rename 2.a. in BOARD BUSINESS, New Business as "Appropriation Resolution"
 - Rename 2.b. in BOARD BUSINESS, New Business as "Authorization of Plan of Finance"Bill Marrs seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.
5. Approval of Previous Board Meeting Minutes (September 13, 2023):
Michelle Kline motioned to approve the Board minutes. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 3; NAYS 0; ABSTAINED 1 (Bill Marrs).

REPORTS:

1. Financial Report
 - a. Monthly Budget Report: Bart Skidmore presented September financials, including a check register. Bart Skidmore stated the Not Approved Adjusted Budget column does reflect changes made based on the Appropriating Resolution, which includes the land down payment. Furthermore, the Resolution has verbiage regarding the land purchase. Bart Skidmore reported he is still working with CSI regarding the Mill Levy funds that have been received.
 - b. Audit: Bart Skidmore informed the Board the annual audit for FY23 has been finalized and submitted to CSI, CDE, and the Office of State Auditors.
Bill Marrs motioned to approve the audit as presented. Michelle Kline seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.

Bart Skidmore stated that the 990 filing is due November 15th. Keith Ouwenel thanked Bart Skidmore for assisting with the Authorization of Plan of Finance.

2. Executive Director:
 - a. Monthly Report included with Board packet.
 - b. Staffing/Hiring: Julie Southern resigned her position. The position has been posted and the interview process has begun to find a replacement.
 - c. Enrollment: Student enrollment at 460.
 - d. Fall Conference/Activities Update:
 - Keith Ouwenel noted 96 middle school families attended the fall parent-teacher conferences.

- Auditions for Alice in Wonderland play were held.
 - Mr. Gonzalez has organized several community service events for middle school students to participate in.
- e. Project Update: Keith Ouweneel reported he has received comments regarding the ODP. He is still working with the developers on the street agreement leading into the new school building. Closing for the land purchase is set for October 26th.
 - f. Grants Update: Keith Ouweneel stated the grant process is still about 12 months out.

3. Principal:

- a. Beginning-of-Year (BOY) Testing: Erin Keyes shared testing data with the Board.
- b. Unified Improvement Plan: Erin Keyes shared the UIP with the Board. Keith Ouweneel thanked Erin Keyes for all the work she puts into the UIP.

4. Assistant Principal:

- a. Discipline Report (included in Board packet): Erin Keyes noted tardies are down. Furthermore, the pre-discipline work that Brooke Webb and Jason Chesser do with students has had a positive impact.

BOARD BUSINESS:

1. Old Business:

- a. Board Self-Evaluation: Dawn Baird stated all Board members have completed their self-evaluation.
- b. Board Expertise and Experience Survey: Dawn Baird reported all Board members have completed the survey. Moving forward, Board members will rank their expertise and experience on a point system with 2 indicating strength in the area, 1 indicating some experience, and 0 indicating no experience.

Keith Ouweneel reminded the Board that John Brendza will be attending the November meeting. Keith Ouweneel stated that he will schedule staff presentations starting in December.

2. New Business:

- a. Appropriation Resolution:
Michelle Kline motioned to approve the revised Appropriating Resolution Fund Expenditure Budgets dated October 11, 2023. Bill Marrs seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.
- b. Authorization of Plan of Finance:
Michelle Kline motioned to approve the Authorization of Plan of Finance. Cindy McNeal seconded motion. Motion passed. Votes: AYES 4; NAYS 0.
- c. Approve Architectural Contract: Tabled, to be reviewed at the next meeting.
- d. Owner's Representative Approval:
Michelle Kline motioned to approve the Owner's Representative contract from LaCouture, Inc. Bill Marrs seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.
- e. Staff Retention Incentive:
Michelle Kline motioned to approve a staff retention bonus to be paid on the November 30th check, in the amount of \$1000.00 for each staff member. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.

ADJOURNMENT:

Bill Marrs motioned to adjourn. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 4; NAYS 0. Adjournment at 7:28 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board Secretary

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

