

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
Wednesday, November 8, 2023
Work Session 5:00 PM
General Session 7:00 PM
Location: CPA Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 5:17 p.m. by Dawn Baird, Board President.
2. Roll Call - Board members present: Dawn Baird, Michelle Kline, Gabe Sandoval, Tatiana Lozano, and Cindy McNeal. Quorum for the Board was met.
Staff/Administration in attendance: Keith Ouweneel, Erin Keyes, Jason Chessser, Sandi MacGregor, and Bart Skidmore.
Guests: Lisa Dehn and John Brendza
3. Public Comments: None
4. Agenda Approval:
Michelle Kline motioned to approve the agenda. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 5; NAYS 0.
5. Approval of Previous Board Meeting Minutes (October 11, 2023):
Cindy McNeal motioned to approve the Board minutes. Michelle Kline seconded the motion. Motion passed. Votes: AYES 3; NAYS 0; ABSTAINED 2 (Gabe Sandoval and Tatiana Lozano).

Bill Marrs joined the meeting at 5:24 p.m.

WORK SESSION:

1. Strategic Planning: John Brendza discussed the Board's role in developing the Strategic Plan for CPA, stating the top goal should be getting the new school operational.
 - Mission and Vision Statements should be concise.
 - Craft goals pertaining to the school's financial status/health, student performance, and operational effectiveness/governance.
 - Determine who is responsible for completing specific items/tasks, and whether that is an individual or a committee.
 - Draft of the Plan should be posted for additional comments.
 - The Plan should be ready by the first meeting of the new fiscal school year.
 - Board should monitor the plan annually.

REPORTS:

1. Financial Report
 - a. Monthly Budget Report: Bart Skidmore presented October financials, noting that due to the land purchase (\$2.2MIL), cash has decreased, but still sits at approximately \$1.4MIL. He further stated, "Finances look solid." Contracted Services are coming in under the same period last year. Food Service shows a deficit due to the delay in receiving reimbursements from Charter Choice. The Vendor Bill Payment list is included with financials.
 - b. Governor's Budget Update: Bart Skidmore reported that the proposed Governor's Budget for FY25 includes equalization of Mill Levy Override for CSI schools,

which is estimated to be \$2350.00 per CPA student. The budget proposal also includes a 6.6% increase in PPR funds for FY25.

2. Executive Director:

- a. Monthly Report (included with Board packet): Keith Ouweneel stated 1st Quarter Honor Roll breakfast for middle school students and elementary awards was held last Friday. CPA also held a festival event for middle school students, which had a good turnout.
- b. Staffing/Hiring: Keith Ouweneel reported Meagan Plass has been hired as the new EXPO teacher. Ms. Plass brings several years of teaching experience to CPA. Evan Sherlock, Norma Browner, Jen Pilbeam, and Liz Hardy have all pitched in to help Ms. Plass get up to speed.
- c. Land Purchase: Keith Ouweneel noted the land purchase closed on October 26th and CPA is now the owner of the property.
- d. Construction Update: Keith Ouweneel stated the next step is to send Requests for Proposals (RFP) to General Contractors.

3. Principal:

- a. Testing Updates: Erin Keyes reported Middle-of-Year (MOY) MAP benchmark assessments will be given in December instead of January. DIBELS assessments for grades K-5 will also take place in December. WIDA testing will begin in January.
- b. Unified Improvement Plan: No additional comments.

4. Assistant Principal:

- a. Discipline Report included in Board packet.

BOARD BUSINESS:

1. Old Business:

- a. Approve Architectural Contract:
Michelle Kline moved to approve the architectural proposal, dated November 6, 2023, from EV Studio. Tatiana Lozano seconded the motion. Motion passed.
Votes: AYES 6; NAYS 0.

2. New Business:

- a. Policy Update: The Board will review policies to determine if revisions to the following are necessary:
 - i. Colorado Open Records Act Request
 - ii. Physical Intervention, Restraints, and Seclusion
 - iii. Administration of Medication
 - iv. Non-discrimination
- b. Finance and Accounting Policy:
 - i. Waiver for Construction: To be discussed further at the next Board meeting.

ADJOURNMENT:

Michelle Kline moved to adjourn. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0. Adjournment at 8:37 p.m.

Prepared By: Sandi MacGregor, Executive Secretary
Reviewed By: Michelle Kline, Board Secretary

