

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, December 13, 2023  
General Session 6:00 PM  
Location: CPA Library

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, Gabe Sandoval, Michelle and Tatiana Lozano. Bill Marrs and Cindy McNeal absences are excused. Quorum for the Board was met.  
Staff/Administration present: Keith Ouwenel, Erin Keyes, Jason Chesser, Sandi MacGregor, Evan Sherlock, and Bart Skidmore.  
Guests: Kristine Willie-Matney with LaCouture Inc., and Victoria Chiaramonti (CPA parent).
3. Public Comments: None
4. Agenda Approval:  
Gabe Sandoval motioned to approve the agenda. Michelle Kline seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.
5. Approval of previous Board meeting minutes (November 8, 2023):  
Gabe Sandoval motioned to approve the Board minutes. Michelle Kline seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.

REPORTS:

1. Financial Report
  - a. Monthly Budget Report: Bart Skidmore presented November financials, stating that the grant fund revenue has been segregated from the general fund in a sub-grant revenue section on the financials. Grant revenue will tie into the amount received from CSI at year-end. Bart Skidmore noted the estimated change of \$54K in fund balance is after the land acquisition. Bart Skidmore also noted the August reimbursement from Charter Choice has been received and will be applied to the food service account. Schools may be able to recapture labor expenses for food service in the coming year. The Vendor account for November payments is included for the Board's review.
2. Executive Director:
  - a. Monthly Report (included with Board packet): Keith Ouwenel introduced Kristine Willie-Matney, the Owner's Representative for CPA for the school expansion project. Kristine Willie-Matney gave an overview of her background, responsibilities as an Owner's Representative, and the next steps in the new build process.
  - b. Land Loan Update: Keith Ouwenel reported Jane Ellis with Colorado Charter Facility Solutions will be finalizing the loan for the land purchase the first or second week of January 2024.
  - c. Construction Update: Kristine Willie-Matney reviewed with the Board the interviews that took place with the General Contractors who submitted proposals for the new build. Her recommendation to the Board is to move forward with Roche Construction as the General Contractor.
  - d. Staffing/Hiring: Keith Ouwenel noted all open positions have been filled.
3. Principal:

- a. Assessment Updates: Erin Keyes reported the Middle-of-Year (MOY) MAP benchmark is being completed this month instead of January. Data will be available for review at the January Board meeting. DIBELS assessments will also be completed for grades K-5 in December. WIDA testing of approximately 120 students will begin in January.

4. Assistant Principal:

- a. Jason Chesser reviewed the discipline report with the Board. Keith Ouwenneel noted that the pre-discipline work that Brooke Webb and Jason Chesser have done with students has had a positive impact.

BOARD BUSINESS:

1. Old Business:

- a. Policy Review/Update: Tabled for further review/revision.
  - i. Colorado Open Records Act Request (last reviewed 2015)
  - ii. Physical Intervention, Restraints, and Seclusion (last reviewed 2021)
  - iii. Administration of Medication (need policy/protocol)
  - iv. Non-discrimination (last reviewed 2015)
- b. Finance and Accounting Policy - Waiver for Construction:  
Gabe Sandoval motioned to approve a waiver for construction bids of items that are time-critical, up to a maximum of \$15K. Michelle Kline seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.
- c. Staff Presentations: Keith Ouwenneel will inform the Board of future staff presentations at Board meetings.  
Keith Ouwenneel invited the Board to the school sing-a-long on Wednesday, December 20th at 10:00 a.m. \*
- d. Board Staff Social: Erin Keyes noted the Board Staff Social will be held on January 5th from 4-7 p.m. at Sports Bar and Grill in Westminster.

2. New Business:

- a. Review Bylaws: Tabled.
- b. Review Articles of Incorporation: Tabled.
- c. Strategic Goals and Objectives (last reviewed 2009): Tabled.  
Discussion of scheduling a Strategic Planning follow-up with John Brendza on April 6, 2024.
- d. Executive Director's Letter and Evaluation Process: Letter to parents will be posted on the website Monday, December 18, 2023.
- e. General Contractor Recommendation Proposal:  
Michelle Kline motioned to approve the recommended proposal of Roche Construction. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 4; NAYS 0.

ADJOURNMENT:

Michelle Kline moved to adjourn. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 4; NAYS 0. Adjournment at 8:00 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board Secretary

