

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, January 10, 2024  
General Session 6:00 PM  
Location: CPA Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 6:00 p.m. by Dawn Baird, Board President.
2. Roll Call - Board members present: Dawn Baird, Cindy McNeal, Michelle Kline, Bill Marrs, Gabe Sandoval, and Tatiana Lozano. Quorum for the Board was met.  
Staff/Administration present: Keith Ouwenel, Erin Keyes, Jason Chesser, Sandi MacGregor, and Bart Skidmore.
3. Public Comments: None
4. Agenda Approval:  
Cindy McNeal motioned to approve the agenda. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.
5. Approval of previous Board meeting minutes (December 13, 2023):  
Gabe Sandoval motioned to approve the Board minutes. Michelle Kline seconded the motion. Motion passed. Votes: AYES 4; NAYS 0; ABSTAINED 2 (Cindy McNeal and Bill Marrs).

REPORTS:

1. Financial Report
  - a. Monthly Budget Report: Bart Skidmore reviewed the Revised Appropriating Resolution 2023/2024 Fund Expenditure Budgets.  
Bart Skidmore presented December financials, noting the operating fund is estimated to have a small positive variance.  
Bart Skidmore reported the 990 tax forms for Crown Pointe and Crown Pointe Building Corporation for the 22/23 school year have been filed.
2. Executive Director:
  - a. Monthly Report (included with Board packet): Keith Ouwenel informed the Board the estimated budget for the new school build is coming in at \$12.5 MIL. Keith Ouwenel noted he will be meeting with Terry Croy Lewis on January 19th to strategize fundraising avenues.
  - b. Land Loan Update: Keith Ouwenel reported the closing for the land loan is scheduled for the end of the month.
  - c. Construction Update: Keith Ouwenel noted geotech bids will be forthcoming.
3. Principal:
  - a. Assessment Updates: Erin Keyes reviewed the Winter MAP benchmark data comparing fall to winter assessments. ELA had the largest area of student growth. DIBELS assessments have also been completed for grades K-5. WIDA testing will be completed by the end of January.
4. Assistant Principal:
  - a. Jason Chesser reviewed the discipline report with the Board, noting ROAR tickets are going strong and attendance incentives in December had a positive impact.

BOARD BUSINESS:

1. Old Business:
  - a. Policy Review/Update: .

- 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)

Cindy McNeal motioned to approve with no revisions the review of the Colorado Open Records Act Request policy, the Physical Intervention, Restraints, and Seclusion policy, and the Non-discrimination policy. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.

Cindy McNeal motioned to rescind the previous motion. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.

Cindy McNeal motioned to approve with no revisions the review of the Colorado Open Records Act Request policy and the Physical Intervention, Restraints, and Seclusion policy. Tatiana Lozano seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.

Cindy McNeal motioned to approve the 1st Reading of the Medication Administration policy. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.

Non-discrimination policy tabled for 1st Reading next month.

b. Bylaws - 1st Reading

Michelle Kline motioned to approve the 1st Reading of the Bylaws. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.

c. Articles of Incorporation - 1st Reading: Tabled.

d. Board Staff Social- January 5th: Keith Oweneel noted the event was well attended.

e. Executive Director's Letter and Evaluation Process: Dawn Baird reported she has not received any responses. Deadline for submission is Friday, January 12, 2024.

2. New Business:

a. 2024-2025 and 2025-2026 School Calendar: Tabled.

b. CLCS, Denver Tech Center - February 27-28, 2024: Dawn Baird stated if any Board member is interested in attending to contact Sandi MacGregor to complete the registration process.

c. Strategic Goals and Objectives (last reviewed 2009): Document has been replaced with the Strategic Planning Policy.

d. Strategic Planning Retreat - April 6, 2024: Retreat will be held on April 6th from 10:00 a.m. to 2:00 p.m., location to be determined. Keith Oweneel will confirm with John Brendza.

ADJOURNMENT:

Michelle Kline moved to adjourn. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0. Adjournment at 7:22 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board Secretary

