

Crown Pointe Academy of Westminster  
Academy Board Meeting Minutes  
Wednesday, February 14, 2024  
General Session 6:00 PM  
Location: CPA Library

ADMINISTRATION AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting called to order at 6:10 p.m. by Dawn Baird, Board President.
2. Roll Call - Board members present: Dawn Baird, Michelle Kline, Gabe Sandoval, Tatiana Lozano, Bill Marrs and Cindy McNeal. Quorum for the Board was met.  
Staff/Administration present: Keith Oweneel, Erin Keyes, Jason Chessser, Sandi MacGregor, and Bart Skidmore.
3. Public Comments: None
4. Agenda Approval:  
Tatiana Lozano motioned to approve the agenda. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.
5. Approval of previous Board meeting minutes:  
Bill Marrs motioned to approve the January 10, 2024 Board minutes. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.  
Cindy McNeal motioned to approve the January 12, 2024 Board minutes. Michelle Kline seconded the motion. Motion passed. Votes: AYES 5; NAYS 0; ABSTAINED 1 (Bill Marrs).

REPORTS:

1. Financial Report
  - a. Monthly Budget Report: Bart Skidmore reviewed the January financials, noting an additional \$1000.00/student is expected in FY25 because of the Mill Levy Equalization revenue. FY24 looks to be a "break even budget".
2. Executive Director:
  - a. Monthly Report (included with Board packet): Keith Oweneel noted Bart Skidmore presented at the Administration Mentoring Conference. Keith Oweneel stated he will be meeting with Peter Droege from the Daniels Fund. Applying for grants will begin in the fall. The goal is to obtain grant funds in the \$2.5MIL range.
  - b. Land Loan Update: Keith Oweneel reported the closing for the land loan is scheduled for February 27th.
  - c. Construction Update: Keith Oweneel stated the invoice for the geotech report is estimated to be \$17K to \$18K. The Acoustic Survey Evaluation on the building design and spaces will be in the \$10K to \$15K range. Keith Oweneel noted the ODP comments regarding the drainage is due to the City of Westminster on Friday.
3. Principal:
  - a. Assessment Updates: Erin Keyes reported MOY MAP and WIDA testing has been completed. The school is now gearing up for CMAS testing, which will begin in April.
4. Assistant Principal:
  - a. Jason Chessser reviewed the Discipline Report with the Board, noting a large increase in suspensions from last year at this time, however it's only three students.

## BOARD BUSINESS:

### 1. Old Business:

- a. Michelle Kline motioned to approve the 2nd Reading of the Medication Administration Policy and the 2nd Reading of the Bylaws. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.
- b. Michelle Kline motioned to approve the 1st Reading of the Non-discrimination Policy. Tatiana Lozano seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.
- c. Articles of Incorporation: Tabled. Michelle Kline reached out to CSI for guidance. Keith Oweneel will reach out to the school's attorney for further counsel.
- d. Executive Director's Letter and Evaluation Process: Dawn Baird reported she did not receive any parent responses. Dawn Baird will meet with Keith Oweneel to review the Board's evaluation.
- e. Strategic Planning Retreat: Keith Oweneel confirmed that consultant John Brendza is scheduled to join the retreat, on April 6th, from 10:00 a.m. to 2 p.m. Location is TBD.

### 2. New Business:

- a. Michelle Kline motioned to approve the 2024-2025 and 2025-2026 School Calendars. Tatiana Lozano second the motion. Motion passed. Votes: AYES 6; NAYS 0.
- b. Review/Revise Policies:
  - i. Grievance Policy: Reviewed. No revisions made.
  - ii. Board Election Process: Tabled for further review.
  - iii. Board Job Responsibilities: Tabled for further review.
  - iv. Board of Directors Code of Conduct Policy: Tabled for further review.

## ADJOURNMENT:

Tatiana Lozano moved to adjourn. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0. Adjournment at 7:48 p.m.

Prepared By: Sandi MacGregor, Executive Secretary

Reviewed By: Michelle Kline, Board Secretary

