

Crown Pointe Academy of Westminster
BAAC Meeting Minutes
Wednesday, October 8, 2025
Location: CPA Library
Time: 4:30 PM

1. Administrative and Informational Matters

- A. Welcome: Paula Worley called the meeting to order at 4:34 p.m.
- B. Roll Call: By sign in. Present: Mikayla Martinez, Kerlyn Montiel, Norma Browner, Trent Rossiter, Michelle Kline, Dawn Baird, Kala Koehn, Jen Pilbeam, Liann Holmes, Ben Silver, Paula Worley, Katie O'Connor, Marcia Roe, Keith Ouweneel, Erin Keyes, Jason Chesser, Sandi MacGregor, Bonnie Hughes
 - i. Guest: Kristine Wille-Matney
- C. Agenda Approval: Ben Silver motioned to approve the agenda. Liann Holmes seconded the motion. Motion passed.
- D. Approve Previous Meeting Minutes – September 10, 2025: Norma Browner motioned to approve the September minutes. Mikayla Martinez seconded the motion. Motion passed.
- E. Director's Report: Keith Ouweneel provided an update on current events at CPA. We had a student enrollment of 455 on October Count, which is 5 students below projections. The grade with the fewest students is kindergarten, which currently only has 43 students. As the development adjacent to the school starts to have occupants, CPA may consider taking students even though we are past the October 1st deadline in order to get students enrolled for the 26-27 school year. Mr. Ouweneel also presented our current grants update. CPA has been awarded approximately \$1.8 million in grant funding. We are seeking at least an additional \$200,000 in order to reach our \$2 million goal. We have a proposal into the Buell Foundation and have also reached back out to the Daniels Fund. Last, Kristine Wille-Matney provided an update on the building project.

2. Old Business

- A. Bylaws: Trent Rossiter gave feedback regarding the CPA BAAC bylaws and specific parent, staff, and community membership and ensuring that the requirements of the bylaws are met. Dawn Baird motioned to approve the bylaws with no changes. Mikayla Martinez seconded the motion. Motion passed.
- B. UIP: Erin Keyes presented a high level overview of CPA's 25-26 Unified Improvement Plan. Our Student Performance Priorities for this year include math achievement and growth, writing and written expression, improving growth for students with disabilities (IEPs and 504s), and student attendance.

3. New Business

- A. Data Submissions: Erin Keyes provided an update on data submissions with funding implications—specifically October Count (all students) and December Count (students with IEPs).

B. The parent, student, and staff surveys were distributed for review and discussion at the November meeting.

Dawn Baird motioned to adjourn. Jen Pilbeam seconded the motion. Motion passed.
Adjournment at 5:39 p.m.

Prepared and submitted by: Erin Keys, BAAC Member

A handwritten signature in dark ink, reading "Erin Keys", with a long horizontal flourish extending to the right.