

Crown Pointe Academy of Westminster
BAAC Meeting Minutes
Wednesday, November 12, 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: Jason Chesser, Erin Keyes, Keith Ouweneel, Paula Worley, Jen Pilbeam, Kerlyn Montiel, Trent Rossiter, Michelle Kline, Mikayla Martinez, Kala Koehn, Katie O'Connor, Bonnie Hughes, Dawn Baird, Marcia Roe
- C. Agenda Approval: Kerlyn Montiel motioned to approve the agenda. Trent Rossiter seconded the motion. Motion passed.
- D. Approve Previous Meeting Minutes – October 8, 2025: Bonnie Hughes motioned to approve the October minutes. Dawn Baird seconded the motion. Motion passed.
- E. Director's Report: Keith Ouweneel provided an update on current events at CPA. The school recently welcomed a group called Eye Love Care to provide eye exams and glasses for students for free. 204 students were screened and 84 students received glasses. With concerns over SNAP funding, our breakfast and lunch numbers have increased to nearly 260 breakfasts and lunches served daily. CPA is currently hosting our annual food drive, and boxes will be available to CPA families as needed. CPA staff are planning to host a family information night on December 4th and include information about literacy and math games as well as online safety. Lastly, the front office staff is gearing up for the enrollment lottery which will take place in March, 2026.

2. Old Business

- A. CSI BAAC Guidance: Trent Rossiter gave feedback regarding the guidance on the CSI website regarding BAAC membership. A suggestion was made to advertise all school committees to a higher extent during registration and Back to School. Keith Ouweneel and Erin Keyes stated that they would reach out to CSI's Accountability Coordinator, Jessica Welch, for input and to ensure compliance with a report at the January meeting.
- B. Chat Bot: Trent Rossiter requested the opportunity to preview a CPA Chat Bot during the January BAAC meeting.
- C. Surveys: Comments regarding specific questions were added to the parent survey comment boxes for modification. Dawn Baird will make the changes and re-present the parent survey at the January or February meeting. As there is no December meeting, the student and staff surveys will be moved to the January and February meetings as needed for finalization and approval.

Dawn Baird motioned to adjourn. Jen Pilbeam seconded the motion. Motion passed. Adjournment at 5:32 p.m.

Prepared and submitted by: Erin Keys, BAAC Member

