

Crown Pointe Academy of Westminster
Academy Board Meeting Minutes
December 10, 2025
6:00 p.m.
CPA Library

ADMINISTRATIVE AND INFORMATIONAL MATTERS:

1. Call to Order: Meeting was called to order at 6:01 p.m. by Michelle Kline, Board President.
2. Roll Call: Michelle Kline, Cindy McNeal, Dawn Baird, Anne Martinez, Gabe Sandoval, and Bill Marrs.
Quorum for the Board was met.
Staff/Administration present: Keith Ouweneel, Erin Keyes, Jason Chesser, Sandi MacGregor, and Bart Skidmore.
3. Public Comment: None.
4. Agenda Approval:
Dawn Baird motioned to approve the agenda as submitted. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.
5. Approval of Previous Meeting Minutes from 11/12/25 Board Meeting:
Cindy McNeal motioned to approve the November minutes. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 6; NAYS 0.

REPORTS:

1. Financial:

- a. Monthly Report: Bart Skidmore reviewed November financials; Update made to PPR. Total salaries and benefits at 36.5% of budget. Purchase Services at 37% of budget. Revenue for food service is still lagging. Grants continue to be drawn down including the CSP grant for applicable labor and benefits. Bart Skidmore stated tax returns for CPA have been filed with the IRS and posted to the schools website. Bart Skidmore also reviewed the Revised Appropriating Resolution 2025/2026 Fund Expenditure Budgets noting approval does not need to be completed until January.

Tatiana Enrriquez joined the meeting at 6:10 p.m.

2. Executive Director:

- a. Monthly Report: Director's Report included in Board packet.
- b. Project Update: Kristine Willie-Matney informed the board no significant changes from her October update. Expenses approximately \$30K under budget. Some of the rough-ins have been signed off. Doorframes are on site. Cameras are on site for security and Roche receives notifications. Krisitne Willie-Matney stated she will be back in February or March with another update on the progress. Keith Ouweneel noted the Overlook Apartments have several units completed. Rents are income-based and all buildings/units should be fully completed by the end of summer.
- c. Grants Update: Keith Ouweneel reported CPA has reapplied for a grant with the Buell Foundation for \$200K. A second grant with the Daniels Fund for \$75K has been submitted. Erin Keyes applied for a facility grant for \$65K.

3. Principal:

- a. Assessment Update: Erin Keyes reported MOY MAP ELA testing for grades K-8 and DIBELS testing for grades K-5 started last week. MAP testing for math and science will take place in January, along with WIDA testing for approximately 130 students.
- b. School Activities Update: Erin Keyes reported Family Night was held on December 4th. The Winter Band Concert was last night. The Ugly Sweater Bingo/Loteria event is taking place on Friday, December 12th from 5-7 p.m. All school Sing-a-long and Christmas parties will be Friday, December 19th.

4. Assistant Principal:

- a. Discipline Report: Included in Board packet. Jason Chesser reported minor discipline is down compared to last year. No suspensions for November. Continuing to work with families on improving attendance.
- b. School Safety Update: Jason Chesser reported a fire drill was conducted in November. A second Lock Down drill will be conducted in the Spring.

BOARD BUSINESS:

1. Old Business

- a. Policy Review/Revisions-2nd Reading
 - i. Fingerprint Based CHRI Policy
 - ii. Immunization Policy
 - iii. Hiring Policy

Cindy McNeal motioned to approve the 2nd Reading of the Fingerprint Policy, Immunization Policy, and the Hiring Policy. Gabe Sandoval seconded the motion. Motion passed. Votes: AYES 7; NAYS 0.
- b. Board Expertise and Experience Surveys: Each Board Member has completed.
- c. Board Self-Evaluation: Tabled. Board Members to complete at the January meeting.

2. New Business

- a. Policy Review/Revisions–1st Reading
 - i. Internet Safety Policy
 - ii. Nutritional Beverage Policy
 - iii. Parent/Guardian Involvement Policy
 - iv. Preschool Enrollment Policy

Cindy McNeal motioned to approve the 1st Reading of the Internet Safety Policy, Nutritional Beverage Policy, Parent/Guardian Involvement Policy and Preschool Enrollment Policy. Tatiana Enrriquez seconded the motion. Motion passed. Votes: AYES 7; NAYS 0.
- b. Executive Director Eval/Letter Process and Timeline: Executive Director’s Evaluation Letter to parents will be included on Monday, December 15th email blast. The deadline for parents to submit feedback is January 12, 2026.

3. Executive Session

- a. C.R.S. §24-6-402(4)(f): Personnel matters and C.R.S. §24-6-402(4)(e): Determining contract negotiation strategies, specifically regarding the Executive Director’s employment terms.
At 7:55 p.m., Dawn Baird motioned to move into Executive Session to include all Board Members and Keith Ouweneel. Cindy McNeal seconded the motion. Motion passed. Votes: AYES 7; NAYS 0.

Dawn Baird motioned to move out of Executive Session at 8:36 p.m. Tatiana Enrriquez seconded the motion. Motion passed. Votes: AYES 7; NAYS 0.

ADJOURNMENT:

Bill Marrs motioned to adjourn the meeting at 8:37 p.m. Anne Martinez seconded the motion. Motion passed. Votes AYES 7; NAYS 0.

Prepared by: Sandi MacGregor, Executive Secretary

Reviewed by: Tatiana Enrriquez, Board Secretary

Two blue ink signatures are present. The first signature on the left is a stylized, cursive signature. The second signature on the right is a more complex, cursive signature with a large loop.