MINUTES
WINDSOR CHARTER ACADEMY
EXECUTIVE BOARD MEETING – REGULAR SESSION
Weld County School District RE-4
680 Academy Court, Windsor, Colorado 80550
Thursday, February 27, 2014– 6:30 P.M

VISION STATEMENT: "Where students are educated, empowered, and equipped to reach their highest potential."

MISSION STATEMENT: Windsor Charter Academy provides a challenging academic program based on the Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future. ***The WCA Board would like to welcome all Members and Staff in attendance. Discussions are limited to the board members unless otherwise requested. Your input is appreciated during Citizen and Staff Communications. Please fill out an information card prior to the start of the meeting.***

1.0 Opening (6:30 – 6:35) Meeting called to order at 6:37pm
1.1 Roll Call: Present: Heather Kenney, Wayne Plechaty, Laura Wining, Courtney Guck, John Feyen, Rebecca Teeples
1.2 Pledge of Allegiance
1.3 Mission Statement
1.4 Adoption of Agenda: Move 7.8 to after staff communication
Laura requested to add 7.9 Minutes

AGENDA
WINDSOR CHARTER ACADEMY
EXECUTIVE BOARD MEETING – SPECIAL SESSION
Weld County School District RE-4
680 Academy Court, Windsor, Colorado 80550
Thursday, January 30, 2014 – 6:00 P.M

VISION STATEMENT: "Where students are educated, empowered, and equipped to reach their highest potential."

MISSION STATEMENT: Windsor Charter Academy provides a challenging academic program based on the Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future. ***The WCA Board would like to welcome all Members and Staff in attendance. Discussions are limited to the board members unless otherwise requested. Your input is appreciated during Citizen and Staff Communications. Please fill out an information card prior to the start of the meeting.***

1.0 Opening (6:00 – 6:33)
1.1 Roll Call: John Bartmann, Wayne Plechaty, John Feyen, Courtney Guck, Heather Kenney, Laura Wining
1.2 Pledge of Allegiance
1.3 Mission Statement
2.0 Tax form 990 (6:33 – 7:00)
2.1 Tax form 990 - Anna
3.0 Executive Session (7:00)
A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:
· Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. §24-6-402(4)(a)
· Conduct conferences with the School's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
· Discuss matters which are required to be kept confidential by federal or state law, rules or

regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S.

§24-6-402(4)(c)

· Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)

· Conduct discussions regarding the School's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)

· Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussion desires the discussion occur in open meeting, the discussion must be held in open meeting, C.R.S. §24-6-402(4)(f)

· To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)

· Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S.§24-6-402(4)(h)

4.0 Adjourn (7:00)

AGENDA
WINDSOR CHARTER ACADEMY
EXECUTIVE BOARD MEETING – **SPECIAL SESSION**
Weld County School District RE-4
680 Academy Court, Windsor, Colorado 80550

Wednesday, February 12, 2014 – 3:30 P.M

VISION STATEMENT: "Where students are educated, empowered, and equipped to reach their highest potential."
MISSION STATEMENT: Windsor Charter Academy provides a challenging academic program based on the Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future. ***The WCA Board would like to welcome all Members and Staff in attendance. Discussions are limited to the board members unless otherwise requested. Your input is appreciated during Citizen and Staff Communications. Please fill out an information card prior to the start of the meeting.***

1.0 Opening (3:30 – 3:35)
- **1.1 Roll Call**
- **1.2 Pledge of Allegiance**
- **1.3 Mission Statement**

2.0 Charter Contract Renewal (3:35 – 4:20)

3.0 Executive Session (3:30)
A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. §24-6-402(4)(a)
- Conduct conferences with the School's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the School's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussion desires the discussion occur in open meeting, the discussion must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S.§24-6-402(4)(h)

4.0 Adjourn (4:20)

Roll call for Feb 12, 2014 special session: John Bartman, Heather Kenney, Laura Wining, Wayne Plechaty

Motion to accept agenda as amended: Heather Kenney, Seconded by Wayne Plechaty

1.5 Approval of the Minutes

Special Session January 30th

Motion to approve by Heather Kenney 2nd by Wayne Plechaty motion carries

Special Session Feb12, 2014

Motion to approve by Laura Wining 2nd by Heather Kenney motion carries

2.0 Committee Reports (6:35 - 7:00)

2.1 Accountability: Seyboldt

Wednesday February 12, 7pm

Attendance: Kim Seyboldt, Becky Teeples, Lara Holt, Tina McCartney

- Reviewed each UIP goal with new testing data from January
- Students with needs are being targeted and discussed with teachers
- Data is showing positive trends from fall to winter. Math showed the most growth. Positive growth across the board at WCA.

2.2 PR & Marketing: Wining

Minutes for January meeting,
January 31st, 2014 3:30-4:30pm
Attendees: Laura Wining-Board Representative, Rebecca Teeples-WCA Principal, Carolyn Mader

- New Events:
  - Discussion regarding weather related changes to school. Decision that PR and Marketing members will post updates on Facebook as they become available to parents from the district.
  - Still working on getting our new logo broken down into pieces and in various sizes from Red Rocket to use for further advertising plans such as license plate covers and bumper stickers.
  - Discussed development of Rack Cards to place with realtors in the area about our school. Decision that we need new PR images to use for this project. Carolyn and Laura will come to school on February 3rd and take pictures of selected students per Mrs. Teeples, of various WCA students to use for marketing purposes in the future.
  - Discussed upcoming press releases that will be needed for increased kindergarten and 2nd grade classes.
  - Discussed publicizing in the Water Valley Life magazine. Noted increased home development in this area and a large market of 800 homes that would receive the magazine. Decision to run the same Rack cards ad; once it has been developed in a 1/8th size add that will cost $90 per month out of the PR budget. Discussed other ways to advertise in the water valley life magazine that would be free of cost and have a larger article about our school in the future as well.
- Follow-Up:
  - Carolyn and Laura will take pictures at WCA on Monday Feb. 3rd for future marketing use.
  - Carolyn will follow up with Red Rocket and get the final version of the logo to use for the development of the Rack cards and Water valley life ad.
  - Carolyn will work on development of the rack card logo.
  - Carolyn and Laura will work together to post daily on the Facebook page. Laura will be responsible for posting updates on the girls basketball home games and Carolyn will work on posting the coffee with the board on Fridays and the weekly newsletter as it becomes available.

Minutes for February meeting,
February 26th, 2014 3:30-4:30pm
Attendees: Laura Wining-Board Representative, Rebecca Teeples-WCA Principal, Carolyn Mader, Heather Kenney

- New Events:
  - Discussion of the Enrollment signs that Heather had developed. Mail N Copy developed 5 signs and one realtor sign after quotes from them and digipix. Spent $250 for all signs. Plan to use on our school property and have parents volunteer to place additional signs in their personal yards for additional advertising.
  - Discussion of Butter Braid fundraiser flyer developed by PTC and Carolyn will work on getting flyer into a PDF to post on Facebook.
  - Left a message with the Water Valley Master association about Easter egg hunt and us becoming a sponsor.
  - Discussed needing to work on marketing to community businesses for banners in the gym. Heather will touch base with Tracy Scheer about how to move forward based on existing community donations.
  - Spirit gear discussion. Plan for PTC to work on development of pencils, water bottles, and backpacks for incentive prizes for Butter Braids. Will get quotes and send to PR and plan to jointly work on purchase.
  - Rack cards distributed by Heather to D.R. Horton(water valley), Rick Baker (Remax realtor) the Windsor Recreation Center, and at PVH and PVH parking garage. Laura will post at the Windsor Gym; Carolyn will post at the Library, and at the indoor edge facility.
  - Discussed new request form for PR & Marketing needs that will be implemented soon.
- Follow-Up:
  - Laura will follow up with Anna to see if we have a Rack Card holder available to hang up in the middle school hallway for visitors to our school.
  - Heather will check into cost of an electric sign for potentially the front and back of our school to improve ease

of use for our staff and also increase parent communication.
    - Heather will check into the cost of a billboard for advertising.
    - Heather will follow Cheryl Hoytra at water valley life and get some dates to meet about monthly advertising

Next Meeting: Wednesday March 26th, 4:30pm-5:30pm

2.3 Technology: Teeples

- *Who is the Board Liaison for Technology?* - John Feyen will be board liaison for this committee moving forward.
- The technology committee met on February 12th. Looking at next year's budget a conservative prediction of $20,000 will be designated to address some of the technology concerns. Additional money has been budgeted for a part-time technology coordinator
- PTC has designated $3,000 this semester to purchase middle school laptops. Chromebooks are a possible purchase.
- Projectors and document cameras have been installed in the classrooms.
- All teachers and staff will switch over to gmail accounts by the end of May.
- Each staff meeting between March and May will begin meeting in the computer lab. There will be mini professional development segments to teach staff about the available tools with Google.
- Google accounts have been created for 5th graders during 2nd semester. Permission slips were sent home.
- Discussion revolved around upcoming online standardized testing for CMAS, grades 4, 5, 7, and 8.

2.4 Education: Guck

Shared singapore math research done by Courtney. Reviewed math data that will be shared later in the meeting. Got dates set for final meetings.

2.5 PTC: Kenney

PTC Officer Meeting Minutes
February 18, 2014
4:30-5:30pm
Present: Jenny Whittington, Roberta Eckdahl, Rebecca Teeples, Heather Kenney

- Spring Fundraisers
    - ButterBraids: March 3-17th
        - For Building Safety - Steel doors
        - Provide info to PR - Jenny
        - Posters, flyers
        - Send packet home
        - Post on Marque
        - Individual prizes - Order 4inprint.com (Request PR and marketing to assist with cost - To promote school and provided rewards and incentives)
            - Over 5 (Lanyard),
            - 10 Picnic outside and drawstring bag with WCA logo
            - 20 Roll up fleece blanket with Logo ($6-9),
            - 50 WCA Spirit pack (Spirit T- shirt, water bottle in a drawstring bag)
        - Class Prize
            - Teachers - $25 gift card
            - Class - Pizza Party at end of day
    - Subway - Hold (Orheta not present to provide information)
    - ARC Truck
- For Building Safety - Steel Doors
- Provide information to PR and Marketing
    - April 11-18th Truck will be in south parking lot
    - April 12th Parent Work day
    - April 12 and 13th: Donation drop- off 9am - 4pm
    - Volunteer spots for 2 hour intervals to support drop off times

- Walk-a thon meeting February- Becky, Troy and Tracey Scheer meet to discuss planning for next year
- Supper with Santa - Need to schedule planning meeting in April
- Volunteer Coordination: Need to meet with key stakeholder to understand how to best accomplish this for next year- March.
- February PTC Meeting - Please review February Newsletter and/or talk to Administrator with specific questions regarding building safety.
    - PTC to request Safety committee to put together Frequently Asked Questions and answers regarding building safety
    - PTC Education - Include in March Newsletter - Jenny to provide info to Mrs. Teeples
    - Staff Appreciation Request form - Mrs. Teeples to send out to teachers in Google documents
    - Next PTC meeting - February 28th Bingo night
- Action Items
    - Provide PR and Marketing Fundraising Info and support

- Jenny Butter braids
- Heather ARC Truck

- Communication to parents regarding last PTC meeting featuring Safety committee recommendations - See above
- Arrange planning meetings for annual events - Jenny
- Discuss Volunteer coordination stakeholders and plan - Next PTC officer meeting
- Provide PTC Purpose and goals for March Newsletter - Jenny
- Requests out for parent volunteers with knowledge and skill in Grant Writing to contact PTC.

2.6 Finance: Plechaty

Tuesday, February 18, 2014 at 6:30 p.m.
Members Present: Rebecca Teeples, Anna Knudson, Dean Moyer, Tim Effinger, and Kellie Janke
Members Absent: Wayne Plechaty (unable to call in)

- UPDATE:No updates on January Finance Minutes were given.
- **SOLAR PANEL REPORT:**
  - Alex Blackmer from The Atmosphere Conservancy attended the meeting to present the proposal for the Solar PV System for the school. According to Alex, the school has the capability of saving utility costs on approximately 50% of its electrical usage through using solar panels. The remaining electrical usage could not be generated through solar panels so the school would be paying Xcel Energy for the other cost.
  - Total system cost would be approximately $267,042, and the solar panels would last anywhere from 20-25 years.
  - Alex stated that WCA could also integrate the solar panel system into the school to provide educational programs for students to learn about solar power. Tim asked if Atmosphere Conservancy could provide materials or training for teachers.
  - WCA has three options to purchase the solar system:
    - School purchases the system outright and controls the installation and maintenance of the equipment. WCA can take advantage of any solar rebates which are offered, but not the tax incentives because the school is a non-profit.
    - Finance the purchase and installation through a solar power purchase agreement (PPA) with the investor Solaris Energy, Inc. for a period of 20 years. Solaris would basically maintain the ownership and operation of the system and also receive all local and federal solar rebates, tax incentives, and depreciation over this time period. In exchange for the free solar system, WCA pays Solaris (sells electricity back to the school) for every solar kilowatt-hour of the energy produced for 20 years which normally would be less than the rate Xcel is charging the school. After 20 years, WCA would have the option to purchase the system at fair market value (not very costly because it is hardly worth anything) or have it removed at the developer's expense.
    - Finance the purchase and installation through a PPA with Solaris Energy, Inc. for a period of 10 years. As stated above, Solaris would receive all of the tax benefits and solar rebates for a 10 year period, and WCA would pay them for the energy produced for 10 years. After 10 years, WCA would have the option to purchase the system for $110,050 and receive any possible solar rebates. The energy generated through the panels would be free since we own the system.
  - Alex presented the net annual savings figures over the a 10 and 20 year time period; however, he noticed the average KWh/year solar production figures shown were incorrect. The numbers were undervalued so we would receive a higher savings than reported. He said he would correct the numbers and provide an updated analysis to Tim at a later date. He spot checked the numbers and found that we would save approximately $1,609 on average per year for the next 20 years.
  - Alex stated that the construction time for the solar panels would only take around four months; however, there is a massive amount of financial paperwork to go through and sign before construction which will add many more months to the process.
  - If school uses a PPA, the investing company would cover the cost of insurance and maintenance until we buy it.
  - Kellie asked how the PPA would work if the school did not own the building. Alex stated that he did not realize we didn't own the building, so we probably would need approval from the owners or authority.
  - Anna asked about how the school would handle roof maintenance. Alex stated that if the roof is young, the solar blocks can be picked up and disconnected because they're not screwed down. Wind should also not be a factor because the panels are at a low angle, and they're very heavy. Alex stated that atmosphere Conservancy would use an engineer to do an evaluation of the roof before installing anything.
  - Kellie asked if there were any other up-front costs associated with the purchase. Alex stated that there would be a $500 application fee payable to Xcel which would be non-refundable if we decided to not purchase the solar system. If we did build the system, the $500 fee would be credited back to use.
  - Kellie asked if there was a degradation factor for the solar panels. Alex stated he would find the per year % rate and report back to us.
  - Alex asked what the school's process for approval was like. Anna stated that we would first need an updated savings report with correct figures. We would then discuss at the March meeting and possibly have Alex come to another meeting to answer questions. Once questions are answered, it would be presented to the board.
- **FINANCIAL REPORT:**
  - Dean asked if WCA's charter was approved by the school district. Rebecca stated that it has been approved

and added that the district does not have the capability of capping our enrollment. The additional tracks of kids at the elementary level can be added without their approval.
    - Anna stated that the school must make the $24,000 transfer to the capital construction fund, but any monies transferred in excess in the building fund will be returned to us at the end of the year.
    - Currently, we have 442 students which is 10 FTEs below our projected 452 FTEs. This year, we have 402.9 FTE.
- **RENTAL RATES:**
    - Need to update rental form to reflect total cost of renting the facility which will also include custodial rates. The form does not take the custodial rates into account so the renter understands their total cost.
- **ACTION ITEMS:**
    - Anna wanted to verify Alex's kWh usage rates for Xcel on the reports he provided to the committee to Xcel's bills. The numbers on his report seemed much lower than Anna remembered.
    - Tim has followed up with a few companies regarding electronic payroll. They are sending a sample of the electronic sites. Will follow-up at a later time.

2.7 Building Operations: Bartmann

WINDSOR CHARTER ACADEMY

BUILDING COMMITTEE REPORT

Tuesday, February 11, 2014 at 2:00 p.m. – Windsor Charter Academy

A meeting of the Building Committee was held on Tuesday, February 11, 2014 held at Windsor Charter Academy.

Members Present: John Bartmann, Anna Knudson, Brad Hiett, Kevin Albertsen

Members Absent: None

Call to Order:

John Bartmann called the meeting to order at 2:00 p.m.

Crack Seal Bid Update

- John Bartmann contacted the city and determined that it is not the school's responsibility to maintain the pull up area. Kevin is planning on getting a revised quote that removes the pull up from the cost. Kevin will also get Rabine Sealcoat to add the cost of new line striping for both the south and west lots. This project will be scheduled for late spring or summer.

Backyard Downspouts

- Upon getting the underground drain unclogged it was determined by the committee that the addition of heat tape in the spouts may not be needed. Anna will monitor the spouts to ensure the water is flowing freely. The accumulation of water out on the field due to melting snow and ice has become more of a concern during the winter months. The committee has decided that this issue will be discussed in future meetings.

Finishing Out the Cabinets, Painting, and Carpet

- The building Committee will meet at 4:00pm in March to do a walkthrough of the building. We will identify wh rooms still need paint, carpet, cabinets, or other necessary repairs.

HVAC Repairs

Bruce Douglas is in the process of getting us a new quote for HVAC repairs.

Right Turn Only Sign

- John has been in touch with the city about the possibility of putting a school zone sign out front that would also act as a right turn only sign during drop off and pick up. He said the city is looking into this possibility. Kevin wanted to know why we do not have any school zone signs in our area, more importantly at the intersection of Garden and HW257, as we have a lot of students walking to and from school in that area. John will update the committee of any progress.

West Gate Issues

- Anna will call Dean Contracting to get a quote on the installation of a heavy duty post that will act as a barrier for our playground gate. The gate was repaired again this week, and has been repaired a few times in the past

due to heavy trucks pulling in and out of the area.

ACTION ITEMS for committee to work over next month:

- **Kevin- Get revised quote for the crack seal.**
- **Anna –Get new quote for the HVAC repairs and a quote from Front Range Roofing for the replacement of the damaged metal coping. Dean Contracting will also be contacted for a quote on the post installation.**

ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at 2:45 p.m.

Submitted by Anna Knudson

3.0 Citizen and Staff Communications (7:00 - 7:25) - present Lisa Easton, Shannon Silk, Anne Boward

None

4.0 Principals Report (7:25 - 7:40)

4.1 Principal Report

- **Big Picture Overview**

Immediate Focus February	Near Future Focus March	Future Focus April
Finalize and Submit WCA Mentor Program to CDE	3rd – 8th Grade TCAP Assessments	CMAS Assessments
TCAP Proctor Training	3rd – 8th Grade TCAP Completed Assessment Booklet Prep and Submission	Final Evaluation Meetings with All Teachers
TCAP Scheduling	CMAS Scheduling for Grades 4, 5, 7, 8	Finalization of MS Registration / PR & Marketing Plan to Promote Registration
3rd Grade TCAP Reading Assessments	Teacher Contracts	ARC Truck: School-Wide Cleanup
3rd Grade TCAP Reading Completed Assessment Booklet Prep and Submission	Update 2014-2015 Staff Handbook and Submit for 1st Read at March Board Meeting	Begin Preparations for New Kindergarten & 2nd Grade Classroom
Update Activity Stipend Schedule and Submit for 1st Read for February's Board Meeting	Update 2014-2015 Parent Handbook and Submit for 1st Read at March Board Meeting	Grade-Level School Supply Lists for 2014-2015 Approved & Updated on the Website
2014-2015 Enrollment	Teacher Recruiting Fair	Finalization of Prospective Kindergarten Meeting in April
MS Electives for 2013-2014 School Year Due—Create Written Summaries for Upcoming Registration	Set Date for MS Registration in May; Begin Work on MS Registration	Plan for Kindergarten Roundup in August; Information to Be Shared in Parent Meeting in May
Liberty Commons Core Knowledge Conference	Teacher Book Study Begins	Plan Professional Development for August "Back to School"
Colorado League of Charter Schools Conference	Schedule & Prepare for Prospective Kindergarten Parent Meeting in April	Hire Teachers for 2014-2015 School Year
2014-2015 School-Wide Schedule	Schedule Kindergarten Roundup for August	Finalize Mentors for New Teacher Hires
2nd Observations with Teachers and Feedback	Create Parameters for Instructional Coaches and Finalize Plan	Finalize Plan for Instructional Coaches for 2014-2015 School Year

- **Student Enrollment**
  - Kindergarten:
    - Full-Time: 20

        - Full-Time: 18/2
        - Part-Time: 20
        - Part-Time: 20
        - (8 on waiting list)
    - First Grade: 57 / 3 Wait List
    - Second Grade: 69 / 2 Offers
    - Third Grade: 56/ 1 Wait List
    - Fourth Grade: 50 / 1 Offer
    - Fifth Grade: 58
    - Sixth Grade: 51/ 1 Offer
    - Seventh Grade: 45/ 1 Offer
    - Eighth Grade: 32
    - Total FTEs: 456
- **Core Knowledge Colorado Network Conference at Liberty Commons**
    - The first annual Core Knowledge Colorado Network Conference was held in Fort Collins' Liberty Commons on February 7th. WCA administrator and one Core Knowledge coordinator, Michelle Ammirati, attended. Hundreds of Core Knowledge educators attended. Around 20 administrators and assistant principals / instructional coaches attended.
    - Each year, the conference will rotate from the north side to the south side. Next year it will be held in February in Highlands Ranch at Skyview Academy.
    - A keynote speaker, content classes, and roundtables were held7 throughout the day.
- **State Charter Annual Conference**
    - The charter conference was well attended. In attendance were administrators, business managers, and board members from charter schools across the state. As of the conference date, there are 200 charter school campuses serving 97,000 students. WCA had two representatives--administrator, Becky Teeples, and business manager, Anna Knudson
        - The administrator attended the following workshops:
            - *Reaching Boys and Teaching Girls: Effective Strategies for Teaching with the Brain in Mind*
            - *Leading Change*
            - *Principals as Instructional Leaders: Setting UIP Growth Goals for Advanced Learners*
            - *To Replicate or Expand Your School and How*
                - Expansion is growing your school in grades or size with matriculation from one campus to another—typically under one charter and/ or one administration.
                - Sub-grants are given to schools that meet eligibility requirements and meet a minimum standard of quality-based criteria.
                - Grants range from $196.500—$215,000 per year---3 years at the same grant gift—up to $645,000 over a 3 year period
                - Year 2 and 3 of funding are contingent upon a renewal proposal and good standing in meeting program requirements. The money has to go towards technology, curriculum, and/or administrative support to implement.
                - Eligible the year before or year of the school's opening
                - Tier 1 Applicants (fall)—charter application submitted before CCSP application submission
                - For Tier II Applicants (winter)—you must have a signed charter contract by the application date.
                    - Separate staff
                    - Separate facility
                    - Separate lottery—this means that existing school does not need to follow the lottery process—only the new expansion
                        - Once the grant money window is done, lottery guidelines are not required to be the same.
                - Eligibility: One-Time, Significant Expansion
                - Can apply the year before or year of the implementation of the expansion
                - Increase in student count by more than 50% or by at least 2 grade levels over the course of the grant.
                - No grant funds can be used to benefit previous grade levels
                - School Performance Framework must be a performance rating for 3 year
                - No separate lottery needed. Students can automatically matriculate from lower grades
                - It does not matter if this is under one charter or two charters.
                - Why replicate or expand?
                    - More grant sources available for schools with proven track record
                    - Potential long-run cost savings through scaling-up
                    - More high-quality school places for more kids
                    - Help more students with your successful model
                - Future questions--Gina Schlieman, Charter School Program and Grant Manager
                    - schlieman_g@cde.state.co.us
                    - 303-866-6790
            - *Board Work that Matters: Developing Structures for Accountability, the UIP, and Key Performance Indicators*

- Board reflection on the following areas should occur frequently:

Areas	4	3	2	1
Accountabilities ● UIP—scripted by state, updated annually, evaluate monthly…should review three times a year with board at minimum ● Strategic Plan and KPIs (Key Performance Indicators)—scripted by board based on needs ● A key performance is designed to measure your progress—i.e. % of students that graduated—the metrix used ● Financial Transparencies				
Organizational Structure ● Org chart / reporting structure ● Board internal structure (officers, liaisons, etc.) ● Standing committees ● Delegation of work				
Operational Structure ● Board calendar / Time management ● Agenda setting ● Financial report				
Evaluation Practices ● Administrator annual evaluation ● Board annual evaluation ● Intermittent board evaluation / reflection on practices ● Reactivity to evaluation results				

    - Level 4: Developed and fully implemented on an ongoing and sustained basis
    - Level 3: Developed and generally implemented throughout the school
    - Level 2: In development and/or partially implemented
    - Level 1: Initial development and/or minimal implementation
- The business manager attended the following workshops:
    - *Facility Funding Guidance with CDE*
    - *Leading Change*
    - *Every Board Can Fundraise*
        - Key functions of effective boards
            - Watchdog – Maintain a positive standing in community
            - Planning – Strategic plan
            - Governance – Key policies and procedures
            - Executive Review
            - Financial Management – Watching the budget
            - Fundraising
        - What does a fundraising committee do?
            - Works with staff to establish a fundraising plan
            - Monitor efforts to be sure ethical practices are in place.
            - Ensures that donors are acknowledged appropriately.
            - Makes sure fundraising efforts are cost effective
            - Fundraising committees do not take sole responsibility for raising money. All board members are expected to be involved in fundraising in some way, shape, or form.
            - Some boards are taking away the committee
        - Why don't boards fundraise?
            - They don't possess a clear understanding of what fundraising is.
            - They weren't recruited with the expectation that they would fundraise.
            - They are uncomfortable or inexperienced with asking for money.
            - They don't know exactly what they're supposed to do.
            - They aren't provided with the support and tools they need to succeed.
        - Basics of Fundraising
            - Gifts come primarily from individuals. 80% of all non-profit donations come from small individual donations
            - It takes money to make money
            - A small number of donors contribute the most money.

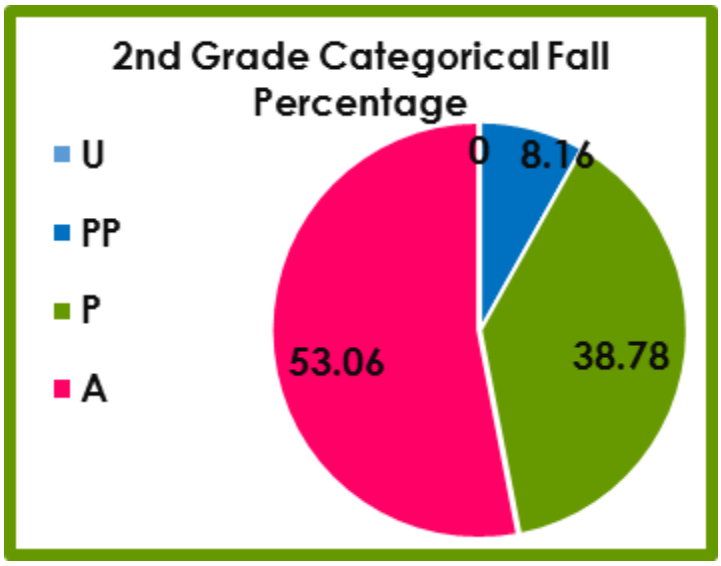
        - Publicity and Marketing do not raise gifts.
        - Special events and grants are only one component of a successful fundraising program.
        - Building a fundraising program takes time and patience.
    - Setting the Board's Expectations Around Fundraising
        - Bring the board to consensus that fundraising is a board responsibility.
        - Engage in direct honest conversations with your board.
        - Ensure strong leadership within the existing board.
        - Make sure fundraising is emphasized in your board recruitment strategy.
        - Create an orientation program for board members.
        - Colorado School Finance Overview and Update
- *The Cautionary Tale: Being Strategic when Entering into Lease Negotiations*
    - Upfront R.E. Planning and Strategy
    - Solid Business Plan
    - Understanding of Plan Thresholds
    - Working relationships with qualified advisors
    - Timing – This may take longer than anticipated
    - Flexibility – Lease terms, location and rental rate considerations
    - Lack of Market Knowledge – Get true "market" transaction
    - Exit Strategy – Good and bad scenarios should be covered
    - Infrastructure / Code Review – Specialized, non-standard use
    - Ongoing Relationship with Landlord – Not a one-time deal
    - GOAL: 15-20% of Operating Budget spent on Facility Cost
    - Professional Service Firms – Support decision making by partnering with experts
    - 3rd Party Providers – Level the playing field
    - Use Colorado League of Charter Schools

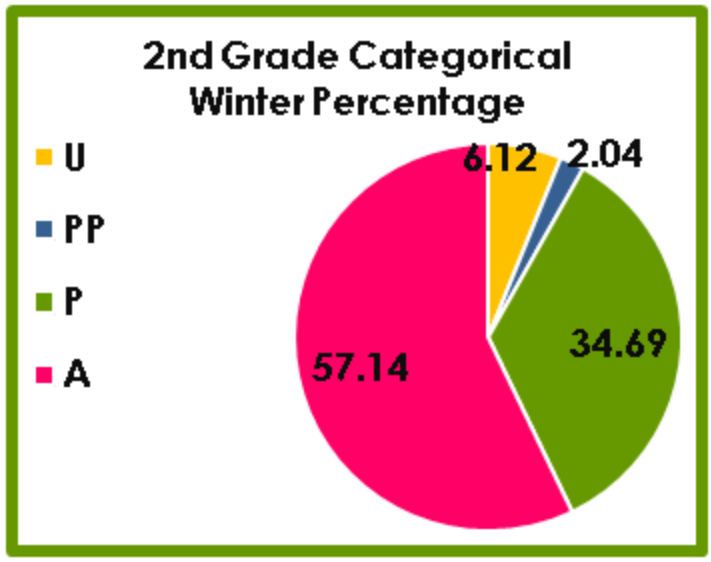
- **Possible Next Steps for a High School**
    - Grant money available for this year for a College Prep High School that would be opened fall of 2015-2016 school year
    - First steps if board had common goal of high school
        - Grant process--work would begin late spring with full focus from August to October's deadline submission
        - 2 committees
            - Expansion Committee
                - Grant money would cover some of the money required for curriculum and technology
                - Lease options:
                    - Business owner Masoud S. Shrazzi owns building located on 840 Diamond Valley.
                        - Owner shared various options
                            - Build a building with our specs on the lot east of his building and lease it to us
                            - Modular options on east lot
                            - Possible lease of east section of existing building
            - Charter Committee
                - Charter acceptance can occur after the process of grant submission for Tier 1 applicants

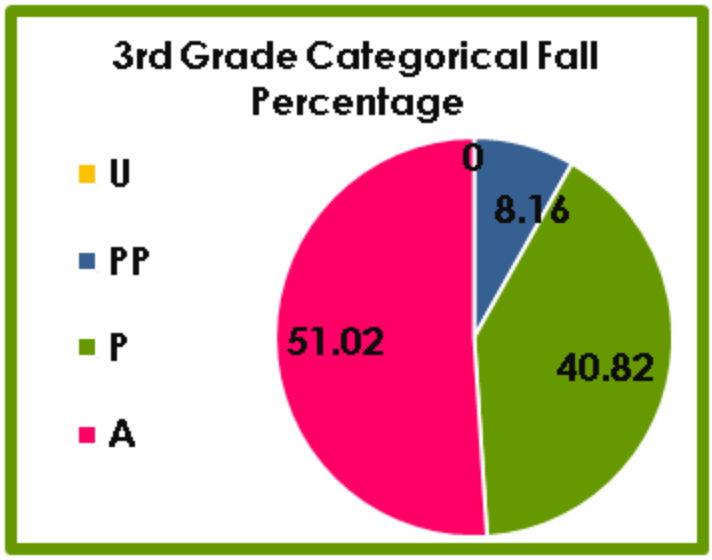
Committee will consist of John B, Becky, Heather and John F and Laura W, Courtney and Kim as needed. Lisa Easton will share with middle school that we would like to have additional help on the committee. Date will be determined for first meeting later.

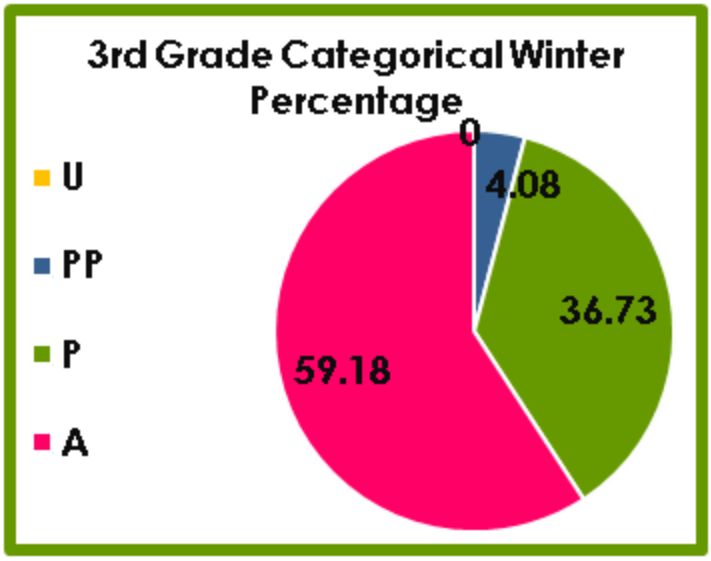
- **Review of Unified School Improvement Plan Goals**

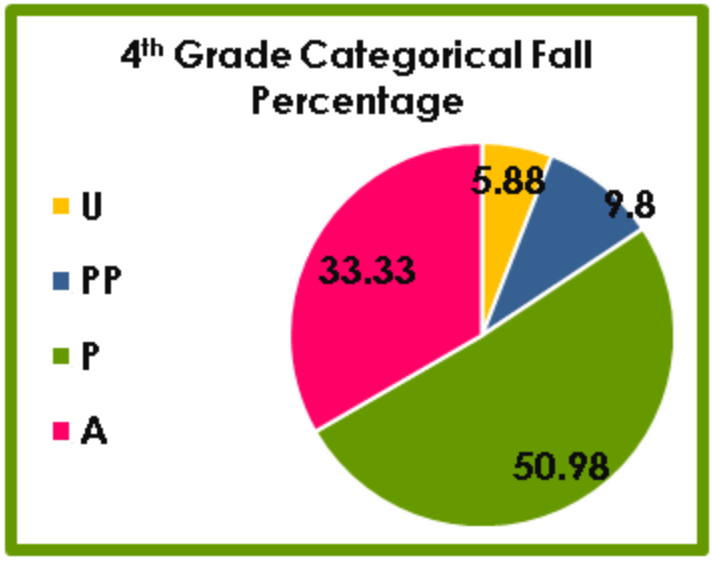
    - Major Improvement Strategy #1: Elementary math data will meet or exceed the student median growth percentile of state, as measured by TCAP.

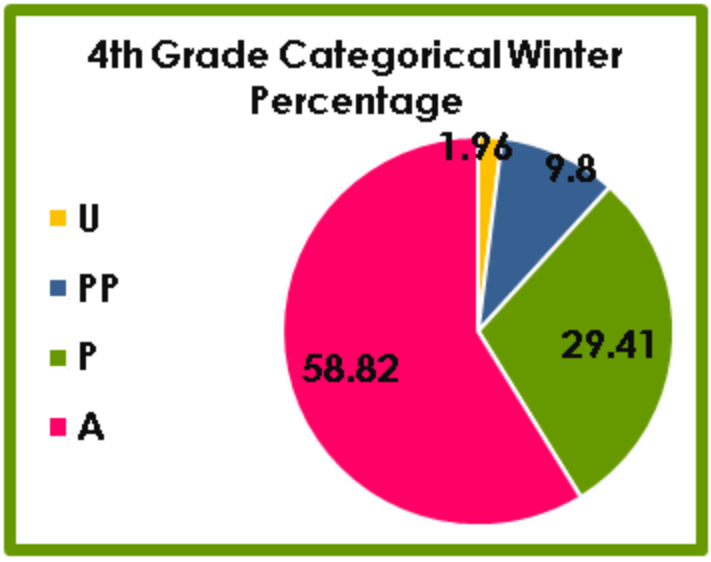

2nd Grade Categorical Fall Percentage
U
PP
P
A
0
8.16
38.78
53.06

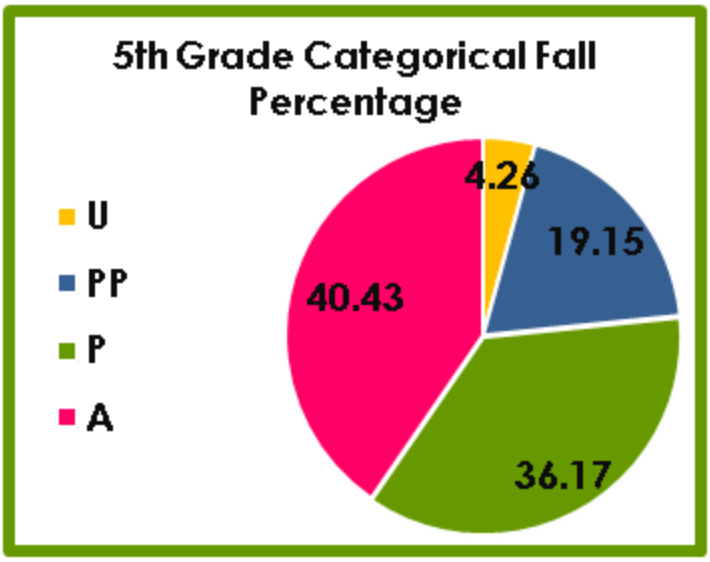

2nd Grade Categorical Winter Percentage
U
PP
P
A
6.12
2.04
34.69
57.14

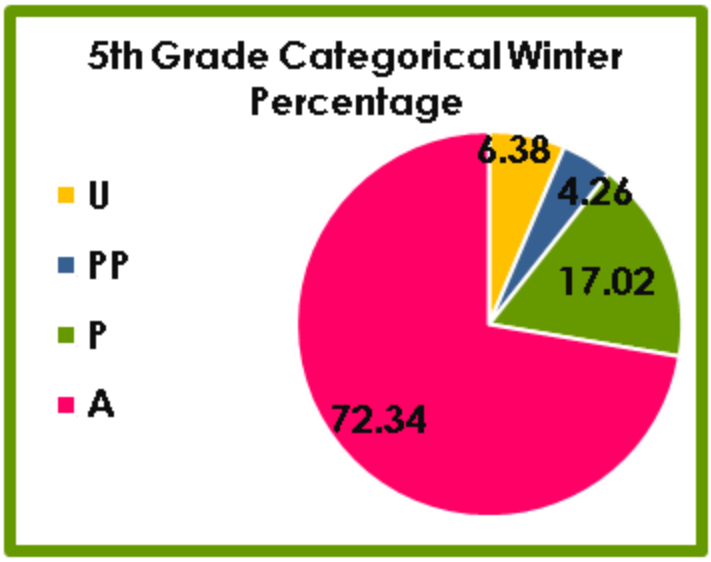

3rd Grade Categorical Fall Percentage
U
PP
P
A
0
8.16
40.82
51.02


3rd Grade Categorical Winter Percentage
U
PP
P
A
0
4.08
36.73
59.18


4th Grade Categorical Fall Percentage
U
PP
P
A
5.88
9.8
33.33
50.98


4th Grade Categorical Winter Percentage
U
PP
P
A
1.96
9.8
29.41
58.82





5.0 Business Report (7:40 -8:30)

5.1 Financials: Knudson

Business Manager's Report Anna Knudson
February 27, 2014

YTD Financials

- Being 60% through the fiscal year, our general fund account balances are within appropriate ranges with an average 40% balance remaining.
- There have been expenses to the activity account in regards to field trips that are slightly higher than expected. These expenses have generally been in the time paid out to each bus driver. Management will be adding more driver time to field trips to help balance out those costs. Our activity account has a current balance of $18,699.
- Fundraising has a current balance of $39,700. We have seen a significant increase in fundraising income this year. Management has noticed an increase in employers matching volunteer time with payouts. This is most likely due to more parent involvement within the school and the higher emphasis on fundraising.
- There are additional spreadsheets added to the financials. These include the Insurance Reserve, Capital Reserve, Internal Service Fund, and Grants. These spreadsheets will help give a bigger picture of our current position and how the transfers from our general fund are handled.

Recommended Approvals

January 2014 Financial Statements
Motion to approve by John Feyen 2nd by Laura Wining Motion carries

2014-15 Recommended Approvals

2014-15 Professional Salary Schedule
Motion to approve by Laura 2nd by John Feyen motion carries
2014-15 Certified Salary Schedule
Motion to approve by John 2nd by Courtney motion carries
2014-15 Classified Salary Schedule
Motion to approve by John 2nd by Laura motion carries
2014-15 Stipend/Activity Salary Schedule
Motion to approve by John 2nd by Courtney motion carries
2014-15 Building Rental Rates
Motion to approve by John Feyen 2nd by Courtney motion carries

Financial Outlook and Planning

- First read of the 2014-15 budget will be in March.
- Our financial transparency will now include investment information. Although the district holds and reports most of our investments, it was recommended that we post investment reports received from UMB. The financial transparency has been updated with this required information.

Other Items

- Last month the WCA librarian provided information on her current job duties and how those duties compare to other jobs in the area. Her letter to administration and supporting information are provided in the packet. It is the recommendation of management

that the board discuss the information provided and how it may apply to the 2014-15 school year.

6.0 Old Business (8:30 - 8:45)

7.0 New Business (8:45 - 9:00)

7.1 Consent Agenda

- **Principal Leave:**
  - Becky Teeples
    - ½ Day of Sick Leave: 1/28/14
    - 1 Personal Day: 2/14/14
    - 1 Professional Development Day
      - State Core Knowledge Networking Conference: 2/7/14
    - 3 School Business Days
      - Colorado League of Charter School Technology Conference: 1/17/14
      - Colorado League of Charter School State Conference: 2/20/14, 2/21/14
- **Re-Activated Coaches**
  - Pagan, Shawn, Head Girls Soccer Coach
  - Lilly, Matthew, Head Track Coach
  - Crompton, Richard, Assistant Track Coach

Motion to approve by Laura Wining 2nd by John Feyen motion carries

7.2 2nd Read on Policy JF

Policy JF: Student Admissions to Windsor Charter Academy

Windsor Charter Academy (WCA) is a K-8 public school and must admit all students regardless of race, gender, class, disability, national origin, or religion, as required by federal, state, and local laws and as there is space available in the grade. Enrollment at WCA shall not exceed seven hundred and twenty student (720) students for kindergarten through the eighth Grade. Enrollment in any single grade shall not exceed ninety (90) students and enrollment in any single class shall not exceed Thirty (30) students. A child who is a resident of the School District must have attained the age of five on or before August 15 for kindergarten enrollment or the age of six on or before August 15 for first grade enrollment. Resident students may not circumvent the minimum age requirements by enrolling outside the School District and seeking to transfer during the school year.

Any child who becomes a resident of the District after the beginning of the school year and seeks admission into kindergarten or first grade by way of a transfer from another school district with a later cut off date for age may be enrolled upon determination by the School that the child meets the School requirements for admission. These requirements may include consideration of the student's age, the reason for the transfer, the length of time the student had attended school in the other district, the success of the student to date, teacher observations and referrals, and such other factors as the School may consider to be relevant to making a placement decision. A non-resident seeking admission by transferring from another school district shall present or provide for the receipt of records of attendance, grade placement, and academic achievement.

Homeless students shall be enrolled in the District's schools in accordance with applicable laws and District policies.

Students transferring from home instruction programs or unaccredited private schools shall present, in addition to the above, other information regarding the student's level of achievement which the School may request to ensure that proper placement occurs. Home instruction transferees will be expected to meet specified assessment procedures and conditions. In providing for admission of home school children, the School may not enroll any child on a less than part-time basis. To be considered for admission on a part-time basis, a home instruction child must enroll in a minimum of two course periods if at the middle school level and in a minimum of 90 minutes per day if at the elementary school level. At the elementary level, enrollment must be in blocks of not less than 30 minutes each. Lunch periods and recess periods shall not qualify in meeting the minimum enrollment time required.

Children applying for admission to WCA must comply with state health rules and with School requests for documentation of residency and parent/guardian information. The School may deny admission to a student who has a physical condition or disease which would cause the attendance of the child at school to be harmful to the welfare of other students.

The School may deny admission to a student who has been expelled from another school district during the preceding 12 months or who has engaged in behavior in another school district during the preceding 12 month which is detrimental to the welfare or safety of other students or school personnel.

Children applying for admission to the School shall comply with any request from the School for information related to disciplinary actions taken against the student or behavior of the student that is detrimental to the safety and welfare of other students or school personnel in the school district(s) in which the student was previously enrolled in the past 12 months. The School may revoke admission to a student if the student fails to disclose or misrepresents such information and the School learns of such information after the student has been admitted.

Unless otherwise determined in a specific case the Executive Board delegates the authority to deny or revoke admission to the principal,, provided the principal reports the action taken and the reasons therefore at the next regular Board meeting.

Students who are denied admission or whose admission is revoked shall be entitled to a hearing, in accordance with School policies.

Motion to approve by John Feyen 2nd by Laura Wining motion carries

7.3 Review of Insurance Policy per EI Policy

District policy INSURANCE EI

Fire, lightning and gas explosion insurance, under the Public and Institutional Property Clause, shall be carried on all buildings and contents owned by the School District. Insurance covering fire and liability for bodily injury and property damage shall be provided for the transportation equipment. A general liability policy, which protects the District, the members of the Board of Education, and its employees against suit shall be carried by the District. Workmen's Compensation Insurance shall be provided by the district at district expense. This insurance covers all employees of the district against accidents on school property arising out of employment. It includes medical, surgical, and hospital expenses and loss of time from duties in accordance with current workman's comp law. The School District shall insure all musical instruments owned loss and damage. By the district against Annually, the Board of Education shall review the insurance in force and determine whether the amounts or the provisions of the policies are to be changed. Revised: August 1986 November 1994

7.4 How to Recognize Families Who Donate

Table to next month. Dollar amount to be determined.

7.5 1st Read on Salary Schedule

7.6 1st Read on Stipend Schedule

Job Title	Stipend	Job Description
K-2 Lead Teacher	**$500**	• **Attends monthly leadership meetings** • **Shares important information with grade-level teachers from meetings** • **Represents team in sharing concerns during monthly meetings** • **Facilitates and follows through with K-2 assignment to provide bi-monthly blog write-ups with pictures** • **Touches base with each teacher in K-2 team bi-monthly**
3-5 Lead Teacher	**$500**	• **Attends monthly leadership meetings** • **Shares important information with grade-level teachers from meetings** • **Represents team in sharing concerns during monthly meetings** • **Facilitates and follows through with 3-5 assignment to provide bi-monthly blog write-ups with pictures** • **Touches base with each teacher in 3-5 team bi-monthly**
MS Lead Teacher	**$1000**	• **Attends monthly leadership meetings** • **Shares important information with grade-level teachers from meetings** • **Represents team in sharing concerns during monthly meetings** • **Facilitates and follows through with 6-8 assignment to provide bi-monthly blog write-ups with pictures** • **Fosters communication with middle school teachers when student concerns arise** • **Organizes additional meetings for RtI or PLCs when needed**
Core Knowledge Coordinator	**$1000**	• **Organizes professional development for staff during professional development days** • **Attends annual Colorado Network Core Knowledge Conference** • **Coordinates school-wide goals of Core Knowledge work** • **Communicates and seeks needed clarification at national organizational level**
Math Instructional Coach for Grades K-8	**$3000**	• **Organizes professional development for staff during professional development days** • **Analyzes math benchmark data and success in standards mastery** • **Works with teachers in understanding data** • **Classroom observations and peer-teaching** • **Works with teachers to set personal instructional goals and**

		action steps to strengthen instruction ● **A substitute teacher will be provided for 3 days—August, January, and May—to analyze benchmark data** ● **A substitute teacher will be provided for 9 days for coach to visit classrooms, peers teach, set goals, etc. These days will be once a month from August to April.**
Writing Instructional Coach for Grades K-3	**$1500**	● **Organizes professional development for staff during professional development days** ● **Work with writing coach for grades 4-8 to create unified school effort in strengthening writing instruction** ● **Organize quarterly writing assessments with common prompts, rubrics, and grading practices** ● **Provide resources for teachers to strengthen Step Up to Writing focus** ● **Classroom observations and peer teaching** ● **Works with teachers to set personal instructional goals and action steps to strengthen instruction** ● **A substitute teacher will be provided for 9 half days (totaling 4.5 days) for coach to visit classrooms, peers teach, set goals, etc. These days will be once a month from August to April.**
Writing Instructional Coach for Grades 4-8	**$1500**	● **Organizes professional development for staff during professional development days** ● **Work with writing coach for grades K-3 to create unified school effort in strengthening writing instruction** ● **Organize quarterly writing assessments with common prompts, rubrics, and grading practices** ● **Provide resources for teachers to strengthen Step Up to Writing focus** ● **Classroom observations and peer teaching** ● **Works with teachers to set personal instructional goals and action steps to strengthen instruction** ● **A substitute teacher will be provided for 9 half days (totaling 4.5 days) for coach to visit classrooms, peers teach, set goals, etc. These days will be once a month from August to April.**
Mentor Teacher	**$600**	● **Meet with new teacher once a month to review upcoming events and assessments, and concerns** ● **Touch base with new teacher once a week to support day to day needs** ● **Observe new teacher twice during first semester and once during second semester** ● **Give feedback following observations** ● **Provide resources to support instruction when needed**
6th Grade / 8th Grade Advisors for Overnight Trips	**$150**	● **Support students and their safety during overnight trips**
Athletic Director	**$5000**	● **Attend NCIL athletic meetings** ● **Create and communicate sports schedules** ● **Prepare for home games** ● **Host information meetings with parents before each sport season** ● **Hire coaches** ● **Communicate changes to parents** ● **Ensure paperwork for insurance and physicals are up to date** ● **Public relations support—provide write-ups and pictures of team games for website and blog** ● **Public relations support—update section on bulletin board with current pictures of games and athletes**
Girls' Volleyball Head Coach	**$500**	● **Provide scheduled practices for athletes** ● **Coach athletes and provide opportunities for athletic growth** ● **Attend games and provide support and positive coaching**

Boys' Soccer Head Coach	**$500**	● **Provide scheduled practices for athletes** ● **Coach athletes and provide opportunities for athletic growth** ● **Attend games and provide support and positive coaching**
Girls' Basketball Head Coach	**$500**	● **Provide scheduled practices for athletes** ● **Coach athletes and provide opportunities for athletic growth** ● **Attend games and provide support and positive coaching**
Boys' Basketball Head Coach	**$500**	● **Provide scheduled practices for athletes** ● **Coach athletes and provide opportunities for athletic growth** ● **Attend games and provide support and positive coaching**
Track Head Coach	**$500**	● **Provide scheduled practices for athletes** ● **Coach athletes and provide opportunities for athletic growth** ● **Attend games and provide support and positive coaching**
Organic Garden Coordinator* ***Stipend is covered by spring fundraiser**	**$1500**	● **Organize annual fundraiser to support our school garden** ● **Organize family sign-up for summer service hours working in garden** ● **Ensure that garden is maintained during summer months** ● **Promotes garden access school-wide to support science curriculum** ● **Researches and provides resources for teachers to build upon STEM beginnings**
Drama Club Director	**$700**	● **Selects the school musical and date** ● **Schedules times for auditions** ● **Selects students to perform roles** ● **Oversees the big picture of the performances—scenery, props, costumes** ● **Delegates specific responsibilities to assistants** ● **Provides rehearsal times** ● **Provides information to PR & Marketing for advertising and promoting the event**
Drama Club Assistant (1-2)	**$400**	● **Supports director in any needed area**
National Junior Honor Society	**$500**	● **Selection of new members** ● **Facilitate monthly meetings** ● **Foster opportunities for service, leadership, and encourage high levels of character**
Student Council	**$1000**	● **Selection of members** ● **Facilitate weekly meetings** ● **Foster opportunities for student leadership and student government**
Yearbook	**$500**	● **Select yearbook student staff** ● **Work with company to determine timelines and expectations** ● **Assign roles and responsibilities to students** ● **Completion of yearbook annual project** ● **Send to publishers** ● **Communicate with parents and students on dates and costs**
Stem Elective per Semester	**$500**	● **Strengthen existing or new STEM electives with additional hands-on experiences, differentiation, and inquiry-based practices** ● **Submit an outline of 20 hours of work needed for planning that is beyond typical planning. The 20 hours for the course covers one semester and can include preparation for experiments, research, etc. In addition to the stipend, 1 day per semester will be given for planning.**

7.7 Parent Membership Meeting for April

- **Date?** - April 8th at 6:30pm
- **Plan?** - Heather will ask Orheta Rice to head election committee. Laura will ask Kelly Janke to participate in election committee. Heather will also check with PTC.

7.8 4th Grade Core Knowledge History Curriculum--Student Textbooks

Anne Boward uses an additional curriculum to cover Colorado History. There are now 3 - 90 minute testing sessions that cover Colorado History. Typical 4th grade classes cover only Colorado History. Balancing with Core Knowledge is a lot and is tricky. what we currently have is not adequate. It doesn't align with Core Knowledge and doesn't meet Colorado standards. After research Anne found a new curriculum called COLORADO HISTORY. It is online and has lots of online tools but online only is hard to use. Her research showed that this curriculum bridged the gap between Core Knowledge and state standards. Also the technology piece is very helpful in teaching the kids. She has been using this curriculum for a year and has seen it be successful in her classroom.

Class text book set comes with audio, digital resource cd, english language learner guide, student and teacher guides and class access to website (after 1st year membership fee is ~ $150 per year). One classroom set will work because Anne teaches both classes of history. $49.95 x 30 = $1498.50

Decision needs to be made before May so purchase can happen in June. Meet in April and discuss again. Education committee will head this research.

7.9 Board Visit Day

- Module 30 shares that the board should have 2 board visits a year.
  Board will have an administrator guided visit through the school on April 28, 2014 from 9 - 11 am.

7.91 A Year at a Glance

Month	District Board Meeting Representative	Completed Board Modules	Action Items

March	**Bartman**	**Module 9-11**	• **Review strategic goals & UIP goals**
			• **2nd read on salary and stipend schedule**
			• **Teacher contracts distributed the week of March 24th**
			• **Finalize plan for Parent Membership Meeting in April**
			• **Appoint election committee**
			  ○ **Plan to share responsibilities**
			  ○ **Determine appropriate modules**
			  ○ **Set date for election, public speaking opportunities**

April	**Plechaty**	**Module 12-14**	• **Review strategic goals & UIP goals** • **1st read on annual budget** • **1st read on parent and staff handbooks** • **Signed teacher contracts are due the week of April 7th, 14 days after distribution** • **Host Parent Membership Meeting**
May	**Seyboldt**	**Module 15-17**	• **Review strategic goals & UIP goals** • **2nd read on annual budget—approve and send to the district** • **2nd read read on parent and staff handbooks** • **Set a data plan for Induction for new board members** • **Board elections**
June			• **Finalize plan Induction for new board members**
July	**Feyen**	**Module 21-23**	• **Review strategic goals & UIP goals** • **Review and revise crisis plan** • **Complete Induction for new board members**
August	**Guck**	**Module 24-26**	• **Review strategic goals & UIP goals** • **Administrator evaluation plan** • **Designate board meeting posting location**
September	**Wining**	**Module 27-29**	• **Review strategic goals & UIP goals**

			• Set date and plan for November's Parent Membership Meeting
October	**Bartmann**	**Module 30**	• Review strategic goals & UIP goals • Finalize plan for Parent Membership Meeting
November	**Kenney**		• Review strategic goals & UIP goals • Review of completed financial audit • Parent Membership Meeting
December	**Plechaty**		• Review strategic goals & UIP goals

2015 Calendar Year

January		**Module 5**	• Review strategic goals & UIP goals • Annual board assessment • Approve calendar and submit calendar to district
February	**Bartmann**	**Module 6-8**	• Review strategic goals & UIP goals • 1st read on salary and stipend schedule • Set date and plan for Parent Membership Meeting in April

7.92 Board Accountability for Professional Development through Training Modules

Modules	John Bartmann	Heather Kenney	John Feyen	Kim Seyboldt	Laura Wining	Courtney Guck	Becky Teeples
1: Self-Assessment							
2: Legal & Policy Issues							
3: Board Member Contact							
4: Structure & Responsibilities							
5: Holding Productive Meetings							
6: Promoting Vision & Mission							
7: Strategic Planning							
8. Special Education							
9. Board Financial Oversight							
10. Charter School Finance							
11. Policy Development							
12. Board Relationships							
13. Pitfalls to Avoid							
14. Charter School Waivers							
15. Data Driven Decisions							
16. Accountability & Assessment							

17. Sunshine Law							
18. Selecting, Reviewing, & Assessing							
19. Professional Development							
20. Renewal & Accreditation							
21. Grant Writing							
22. Communication							
23. Charter School Act							
24. Effective Committees							
25. Board Officer Responsibilities							
26. Parental Involvement							
27. Capital Improvement							
28. Fund Development Resources							
29. Needs Assessment							
30. Additional Best Practices							

7.93 Discussion about minutes

- Laura would like to see more specifics documented in minutes.
- Committee minutes need to be emailed to Linda so she can post on the website.

8.0 Strategic Monitoring

8.1 Current Strategic Plan Monitoring

8.2 Upcoming Strategic Plan Monitoring

9.0 Executive Session (9:00 - 10:00)

A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

- **Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property C.R.S. §24-6-402(4)(a)**
- **Conduct conferences with the School's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)**
- **Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S.§24-6-402(4)(c)**
- **Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)**
- **Conduct discussions regarding the School's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)**
- **Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussion desires the discussion occur in open meeting, the discussion must be held in open meeting, C.R.S. §24-6-402(4)(f)**
- **To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)**
- **Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S.§24-6-402(4)(h)**

10.0 Adoption February 27, 2014 minutes and Adjourn (10:00)

Motion to approve by John Feyen 2nd by Courtney motion carries

President John Bartman

Secretary Kimberly Seyboldt