

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

April Regular Session

April 22, 2021

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

April 22, 2021
Regular Session @ 6:00 p.m.

Executive Board

John Feyen, President
Sherry Bartmann, Vice President
Donna James, Treasurer
Elaine Hungenberg, Secretary
Carolyn Mader, Member
Jenny Ojala, Member

The Executive Board would like to welcome all WCA community members, citizens, and staff. The meeting time is dedicated to the mission and vision of Windsor Charter Academy. There is an opportunity during Member, Citizen and Staff Communications to address the Executive Board. Discussions of agenda items during the course of the meeting are limited to the board members unless otherwise requested by a board member.

Agenda

- 1.0 Opening of the Meeting**
- 2.0 Citizen Communication**
- 3.0 Reports**
- 4.0 Items for Information**
- 5.0 Items for Action**
- 6.0 Consent Agenda**
- 7.0 Executive Session**
- 8.0 Adjournment**

VISION STATEMENT

Where students are educated, empowered, and equipped to reach their highest potential.

MISSION STATEMENT

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.



**Executive Board Minutes
April 22, 2021**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:04 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President (6:05 p.m.)

Sherry Bartmann, Executive Board Vice-President

Donna James, Executive Board Treasurer (6:12 p.m.)

Elaine Hungenberg, Executive Board Secretary

Jenny Ojala, Executive Board Member

Carolyn Mader, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

The motion was made to approve the April 2022 Regular Session agenda by Elaine Hungenberg and seconded by John Feyen. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the March 25, 2021 Regular Session was made by John Feyen and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were not any community members that spoke during citizen communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

System-Wide Work

Donations

Windsor Charter Academy received a \$4,000 donation from a community stakeholder and \$3,190 from parents participating in the King Soopers program. From these donations, WCA will be able to purchase 4 of the 8 vape sensors needed for the middle and high school (\$4,380), as well as books for the elementary and middle school libraries (\$2810).

Facilities

The Facilities Department spent time over Spring Break working on a number of important work orders, systematic cleaning, training and special tasks. In addition to completing routine work orders, the maintenance staff worked on burnt out parking lot lights and lift only accessible lights inside our facilities. The custodial team performed detailed cleaning of the schools and refinished the backstage floor at the elementary school. Custodial Supervisor Stephanie Loeffler led a great training on the process in order to get ready for summer time floor care. The department is beginning to wrap up work with IMS on our HVAC RTU insurance work.

Health Services

Over the course of the year, a significant amount of work has occurred to ensure health and safety. All Staff that work with students have been CPR and

First Aid certified. Middle and high school teacher advisors, as well as middle school peer leaders received training in Sources of Strength.

Documentation and compliance for immunizations, as outlined by State Board of Health rule 6 CCR 1009-2. C.R.S. 25-4-902, has been a focus for the health offices. Vision and hearing screenings were completed for all state mandated grade levels. To this date, our school nurse and staff have screened and tracked over 2,000 symptomatic students and staff members to ensure compliance with return to school guidelines, tracked over 825 pending COVID tests/COVID exposures, and have contact traced, implemented, and managed 43 quarantines for positive COVID test.

AVID Implementation

The Educational Leadership team has focused their attention on the implementation of AVID instructional strategies for inquiry and collaboration. Two goals across our K-12 campuses have been made that support teachers with how to embed these strategies into their daily instruction. By the end of the 2021-2022 school year, 100% of teachers will develop AVID inquiry-based instructional strategies and AVID teaching practices that foster collaboration to engage students. To accomplish these goals, administration has focused their attention on creating a professional development plan that centers around AVID instructional strategies, conducting walkthroughs and classroom observations with feedback tied to AVID, and creating a K-12 AVID articulation plan that outlines criteria for success for inquiry-based instruction and collaboration.

BSN Relationship

WCA is excited to announce that we have been working with BSN to expand our offerings for branded Firebird wear, particularly for athletics. Sports uniforms, sport-specific spirit clothing, and embroidered products will all be a part of our new online store. We are in the process of finalizing the designs and brands offered and will promote the store as soon as it is ready.

Board Elections

Our Election Committee is working with our board candidates and have trained each candidate the process and expectations. The new Board Elections process is working smoothly. In the coming weeks we will be highlighting each Board candidate in email communication to parents.

Athletics Department Website

This year, our Athletic Director implemented two software programs, VNN and 8 to18, to bolster on digital capabilities for athletics. Through trial and error, we have determined that 8 to18 seems to be the better, more reliable, software program. Sara Sanders is in the process of transitioning all of our athletic information to the 8to18 website. We should be ready to launch our fall sports seasons with seamless online capabilities.

Elementary School

Celebrating End-of-Year Activities

Elementary staff have been planning for many end-of-year activities that we missed last year. We are excited for our upcoming Field Day, 5th Grade Continuation, Yearbook Signing with Popsicles, CMAS Celebration, and Meet the Teacher.

Bike Safety Unit

Students are absolutely loving the Bike Safety Unit in PE. We had an overwhelmingly positive participation rate resulting in approximately 500 bikes that have been brought to school.

Literacy Adoption Committee

The Literacy Adoption Committee is in the process of using sample lessons from each curriculum to see how students learn using these programs.

Middle School

Literacy Adoption Committee

The Literacy Adoption Committee is in the process of using sample lessons from each curriculum to see how students learn using these programs.

CMAS Testing

Middle school students completed Colorado Measures of Academic Success. Students in 6th grade had an opportunity to demonstrate their knowledge and skill in math. Students in 7th grade had an opportunity to demonstrate their knowledge and skill in English Language Arts. Students in 8th grade had an opportunity to demonstrate their knowledge and skill in math and science.

End-of-Year Celebrations

Middle school administration and staff are planning end of the year celebrations including: band and choir concerts, 8th grade bar-b-que, 8th grade dance, 8th grade continuation, Firebird Fest and the annual talent show.

Athletics

Middle school athletics are in the middle of boys soccer and girls basketball. Our middle school cheer team has received some tremendous mentoring from our high school cheerleaders.

High School

Scholarship

WCA was proud to congratulate James Culp on being awarded \$166,000 ROTC scholarship.

Senior Class Meeting and Graduation Planning

High school leadership met with all of our seniors to discuss the end of year activities. WCA is planning to continue many of our traditions this year including the senior breakfast and a traditional graduation ceremony.

Interviews

High school leadership has been interviewing for several new teaching positions for next year including many new concurrent enrollment professors because of our growing enrollment in concurrent courses.

English Curriculum

The high school English team completed the vendor presentations and met with the middle school team to narrow down our choices. The teams followed up with the vendors with additional questions and the team is using sample lessons from each curriculum to see how students learn using these programs.

Testing Updates

Over 100 students took the math and English Accuplacer exam earlier this month as a prerequisite for several concurrent enrollment courses. The Accuplacer is also a way that students can meet the new state graduation requirement. Most of the 9th-11th graders also took the PSAT 9, PSAT 10, or SAT.

Athletics & Activities

Our Vex Robotics team placed 2nd in their state tournament! Also, our season C is in full swing with boys' soccer and girls' volleyball. The current statistics are:

- Varsity Girls' Volleyball: 4-5
- JV Girls Volleyball: 7-3
- Varsity Boys' Soccer: 3-3
- JV Boys' Soccer: 1-3

Most of their schedules are with CHSAA member schools so they are competing with some bigger, more established programs and doing well.

The CHSAA Legislative Council meeting is Wednesday, May 5th. During that meeting, the council will have an opportunity to vote on the approval of the CLOC committee report where WCA and the Foothills league received a unanimous vote for new school membership and new league establishment.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
April 23 rd	8:15 a.m.	Coffee with Leadership	HS Patio
May 7 th	12:00 p.m.	AVID Walkthrough	ES
May 10 th	3:45 p.m.	School Accountability Committee	Zoom
May 12 th	7:00 a.m.	Senior Breakfast	MSSH Gymnasium
May 13 th	7:00 p.m.	HS Graduation	MSSH Gymnasium
May 27 th	6:00 p.m.	Executive Board Meeting	HS Commons
???	???	Executive Board Retreat	HS Commons
August 4 th	9:00 a.m.	Back-to-School Kickoff	HS Gymnasium

3.2 Executive Board Reports

4.0 Items for Information

4.1 Self-Insured Models

4.2 Financial Reserves & Covenants

4.3 Executive Board Candidate Speeches

5.0 Items for Action

5.1 Strategic Plan

A motion was made to approve revisions to language on the strategic plan by Donna James and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.2 2020 Track Athletic Fees

A motion was made to approve a fee change from \$100 to \$75 for the 2020 MS Track season by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.3 2021-2022 Operational Budget, Second Read

A motion was made to approve 2021-2022 budget on second read by John Feyen and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.4 June Executive Board Meeting

A motion was made to move the June Executive Board meeting to June 17th by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.5 Executive Board Vacancies

A motion was made to table a decision on the Executive Board vacancy until the May 2021 Board meeting by John Feyen and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

6.1.A Appointments

6.1.A.1 Asia McGinnis: MS Paraprofessional

6.1.A.2 Buck Ramming: MS Girls' Basketball Assistant Coach

6.2 First Read Policies

6.2.A Policy ADF School Wellness

6.2.B Policy ADF-R School Wellness—Regulation

6.2.C Policy EHC Safeguarding Personal Identifying Information

6.3 Second Read Policies

6.3.A Policy IKF Graduation Requirements

6.3.B Policy JLF-R Reporting Child Abuse/Child Protection—Regulation

6.3.C Policy BDFA Finance Committee

6.4 Financials

6.4.A March Financials

A motion to approve the Consent Agenda was made by Jenny Ojala and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

There was an Executive Session at the April 2021 Executive Board meeting. Sherry Bartmann made a motion a to go into Executive Session and XXX seconded the motion based on the following:

Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)

Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)

Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

The Executive Board was entered an Executive Session at 11:28 p.m. The Executive Board exited Executive Session at 11:41 p.m.

10.0 Adjournment

A motion to adjourn the April 22, 20221 Regular Session was made by John Feyen and seconded by Elaine Hungenbert. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 12:01 p.m.



Appendix



1.0 March 2021 Executive Board Regular Session Minutes

1.1 Call to Order

The meeting was called to order at 6:01 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Sherry Bartmann, Executive Board Vice-President
Donna James, Executive Board Treasurer
Elaine Hungenberg, Executive Board Secretary

Staff Present

Kelly Seilbach, Director of Elementary Education
SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

The motion was made to approve the March 2021 Regular Session agenda by Sherry Bartmann and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the February 25, 2021 Regular Session was made by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

A motion to approve the minutes for the March 11, 2021 Special Session was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 4 parents that spoke during citizen communication at the Executive Board Regular Session. The following summarizes the topics that the parent stakeholders addressed:

- Tina Toman: Mrs. Toman reminded the Board that by filling open board positions short-term, it is easier for the Board to make quorum, necessary to govern.
- Sean Standridge: Mr. Standridge stated that when the Board fills the open board positions, it is beneficial to have a stakeholder fill the position through the election process, rather than through a longer-term Board appointment.
- Aaron Smith: Mr. Smith cautioned the Board in filling open positions through appointments, rather than through the election process.
- Caroline Mader: Mrs. Mader shared her past experience on the Board.

3.0 Reports

3.1 Executive Director's Report *System-Wide Work*

Summer Institute

WCA will be hosting its 7th annual Summer Institute from June 1st to June 4th. Summer Institute is an opportunity for teachers to take professional development courses at a minimal cost that can be used towards licensure renewal hours, horizontal advancement, and more importantly, learning and professional growth. WCA has a robust line up of offerings, including Culturally & Linguistically Diverse Education, incorporating AVID strategies into instruction, using technology in the classroom, and supporting the social and emotional well-being of students. Each session will be facilitated by one of our very own teacher leaders, instructional coaches, counselors or administrators. Registration

opened on February 23rd for internal participants and will open to other schools in northern Colorado on March 15th.

Board Elections

The next round of Executive Board elections is underway! The Election Committee has reconvened and they are well on their way to planning for this year's election cycle.

Sora Reading App

In cooperation with Clearview Library District and Overdrive, our Sora online reading platform is almost ready to be launched! Sora books will be available to teachers and students who have a WCA email address. Weld RE-4 recently rolled out this program to their district. More to come on this exciting opportunity for our community!

Traffic Delineators

The Facilities Management Department and Security Department worked to install delineators for our entrance and exit at the middle and high school in an effort to provide a cleaner and clear demarcation of lanes and access for stakeholder traffic.

Elementary School

Literacy Adoption Committee

A committee of 15 teachers and administrators are in the process of reviewing literacy curricula for adoption in the 2022-23 school year. The following curricula are being reviewed: Core Knowledge Language Arts, Houghton Mifflin Into Reading, McGraw Hill Wonders, McGraw Hill Open Court and Collaborative Literacy. The committee will make their final recommendation to the Education Committee in the fall of 2021.

End of 3rd Quarter in Person Learning Celebration

The elementary school staff celebrated the end of 3rd quarter in-person learning by thanking our students and staff for being so "Dino-mite!" The elementary school was visited by 4 dancing dinosaurs who greeted students and families during drop-off and pick-up.

Middle School

Literacy Adoption Committee

A committee of 5 teachers and administrators are in the process of reviewing literacy curricula for adoption in the 2022-23 school year. The following curricula are being reviewed: Houghton Mifflin Into Literature, McGraw Hill StudySync and Savvas myPerspectives. The committee will make their final recommendation to the Education Committee in the fall of 2021.

Celebrating 4th Quarter in Person Learning

The middle school staff celebrated the end of 3rd quarter and beginning 4th quarter with 5-day in-person learning with a Firebird Spirit Day. Students and staff members had the opportunity to show their Windsor Charter Academy pride by wearing spirit wear, green, and blue.

Success in Supporting Students

The middle school met its goal for students earning As, Bs, and Cs in all their classes for 3rd quarter. The staff worked hard to support students mastering content, holding students accountable for their learning and helping students persevere. Teachers met with students on Wednesdays, after school, and strategically during WIN/advisory time.

Spirit Week and Firebird Strong Day

The middle school students who form the advisory council have a great spirit week planned including a bracket competition, penny-war fundraiser, spirit week and the finale “Firebird Strong Day” focused on the importance of having grit.

High School

Literacy Adoption Committee

A committee of 4 teachers and administrators are in the process of reviewing literacy curricula for adoption in the 2022-23 school year. The following curricula are being reviewed: Houghton Mifflin Into Literature, McGraw Hill StudySync and Savvas myPerspectives. The committee will make their final recommendation to the Education Committee in the fall of 2021.

Athletics

WCA’s high school athletics “season B” is wrapping up! The boys JV and varsity basketball teams made it to the FRCAA finals! As the county restrictions lightened, during the last few weeks of the season, WCA was also able to adapt our procedures with spectators, increasing the opportunity to have more fans that included students. “Season C” of sports with girls’ volleyball and boys’ soccer has now begun.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
April 12th	3:45 p.m.	Student & School Safety Committee	Zoom
April 15th	3:30 p.m.	Finance Committee	Zoom
April 15 th	7:00 p.m.	District Board Meeting	District Building
April 25 th	6:00 p.m.	Executive Board Meeting	HS Commons

3.2 Executive Board Reports

4.0 Items for Information

4.4 Executive Board Vacancies

7.0 Items for Action

7.1 Executive Board Appointments

A motion was made to appoint Carolyn Mader to fill the position of former Board member Kevin Albertsen by Sherry Bartmann and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

7.2 2021-2022 Operational Budget, First Read

A motion was made to approve 2021-2022 budget on first read by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, abstain; Feyen, aye. The motion passed.

7.3 Policy BDFA Finance Committee, First Read

A motion was made to approve Policy BDFA Finance Committee on first read by Donna James and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, abstain; Feyen, aye. The motion passed.

7.4 Bylaw Revisions

A motion was made to table 5.4 Bylaw Revisions by Elaine Hungenberg and seconded by Donna James. Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

8.0 Consent Agenda

8.1 Personnel

8.1.A Appointments

- 8.1.A.1 Winston Montano, Technology Assistant
- 8.1.A.2 Nancy Rutherford, Certified Substitute Teacher
- 8.1.A.3 Landon Smith, HS Assistant Soccer Coach

8.1.B Terminations

- 8.1.B.1 Donovan Rants, Technology Assistant
- 8.1.B.2 Brecklyn Yackey, Paraprofessional

8.2 First Read Policies

- 8.2.A Policy IKF Graduation Requirements
- 8.2.B Policy JLF-R Reporting Child Abuse/Child Protection—Regulation

8.3 Second Read Policies

- 8.3.A Policy AC-E-2 Non-Discrimination/Equal Opportunity Complaint Form
- 8.3.B Policy GBI Criminal History Record Information
- 8.3.C Policy GCE/GCF-R Professional Staff Recruiting/Hiring
- 8.3.D Policy GDE/GDF-R Support Staff Recruiting/Hiring
- 8.3.E Policy GCIE Professional Development

8.4 Financials

8.4.A February Financials

Policy GCBA New Teacher Salary Placement was taken out of the Consent Agenda and added as item 8.1.

A motion to approve the Consent Agenda was made by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

8.1 Policy GCBA New Teacher Salary Placement

A motion to approve Policy GCBA New Teacher Salary Placement with revisions, striking the paragraph about teachers who have previously taught at WCA by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James (not present), aye; Mader, abstain; Feyen, aye. The motion passed.

9.0 Executive Session

There was an Executive Session at the March 2021 Executive Board meeting. Sherry Bartmann made a motion to go into Executive Session based on the following citation:

Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)

Elaine Hungenberg seconded the motion. The Executive Board entered Executive Session at 11:05 p.m. and exited Executive Session at 11:35 p.m.

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:

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

10.0 Adjournment

A motion to adjourn the March 25, 20221 Regular Session was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 11:48 p.m.



2.0 Strategic Plan

Windsor

CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

The proposed changes are clarification to the language of the core values. The values also support the language of the vision and mission, emphasizing our focus on the potential of students and our focus on learning as staff and students as lifelong learners.

Current Language on Values WE VALUE...	Recommended Language on Values WE VALUE...
Learning: Educational philosophy	the unwavering belief in the potential of all students.
Our staff	the pursuit of excellence as lifelong learners.
And welcome our community	the investment in character development.
Character development	the power of positive relationships among staff, students, family and community.



3.0 Operational Budget

2021-2022 Budget Draft Summary

- **Revenue: Increase of 2% PPR**
 - Projected Student Enrollment at 96% of current enrolled population (an increase of 17 students over current population 1499 total)
 - Capital Construction revenue slightly decreased
 - Rental revenue from two consistent churches
 - Total Revenue lower than 20-21 due to COVID funding awarded PY

- **Expenses:**
 - Salaries & Benefits- increase of base salaries by 2%
 - Salaries increased 2% with FTE increases
 - Re-filled the prior cultural literacy position at ES
 - Added instructional FTE for student increases
 - 1 FTE at MS and 2 FTE at HS
 - Filled MS AD/Dean position
 - Included Horizontal Movement and Merit Pay estimates
 - Benefits increase based on salaries
 - Facilities/Property- decrease from PY due to moral ob savings
 - Other Purchased services- reduced overall to not paying for off campus AIMS classes
 - Educational Supplies- decrease for COVID expenses
 - Equipment- replacement of devices, overall decrease due to COVID expenditures

- **Reserves: \$168,587 surplus to reserves**
 - \$163,478 is the required 10% above debt service
 - \$5,109 surplus above required debt service amount

**Windsor Charter Academy
Budget**

5% decrease from
PY

2% PPR Increase

General Fund	<u>Amended 2020-2021</u>	<u>2021-2022</u>	96.00%	Notes
PPR Base	\$ 7,653.34	\$ 7,806.41	2.00%	
FTE	1482.5	1499.5	1.15%	
			% of Total Rev	Per student
PPR	\$ 11,346,077	\$ 11,705,863	87.46%	\$ 7,806.41
Mill Levy 2007	\$ 90,000	\$ 90,000	0.67%	\$ 60.02
Mill Levy 2016	\$ 462,614	\$ 462,614	3.46%	\$ 308.51
Rural Schools Funding	\$ -	\$ -	0.00%	\$ -
Kindergarten Tuition	\$ -	\$ -	0.00%	\$ -
Interest	\$ 20,000	\$ 20,000	0.15%	\$ 13.34
Student Fees	\$ 84,503	\$ 77,375	0.58%	\$ 51.60
Building Rental	\$ 18,000	\$ 36,000	0.27%	\$ 24.01
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 68,000	\$ 50,000	0.37%	\$ 33.34
Other (CC cash back, collections)	\$ 3,152	\$ 3,231	0.02%	\$ 2.15
Capital Construction	\$ 403,668	\$ 442,358	3.31%	\$ 295.00
Food Service Revenue	\$ 449,378	\$ 460,000	3.44%	\$ 306.76
O&G revenue from Building Corp	\$ 10,000	\$ 10,000	0.07%	\$ 6.67
Title II Grant Revenue	\$ 15,100	\$ 15,000	0.11%	\$ 10.00
Title IV Grant Revenue	\$ 4,165	\$ 4,000	0.03%	\$ 2.67
COVID REVENUE		\$ -	0.00%	\$ -
insurance rev	\$ 145,000	\$ -	0.00%	\$ -
ESSER Funds	\$ 30,000	\$ -	0.00%	\$ -
READ Act Grant Revenue	\$ 8,000	\$ 8,000	0.06%	\$ 5.34
CDE Expansion Grant Revenue	\$ -	\$ -	0.00%	\$ -
Total Revenues	\$ 13,157,656	\$ 13,384,441	100.00%	\$ 8,925.82
Use of Reserves/COVID Carryover	\$ 497,921			
Total Revenues and Reserves	\$ 13,655,577	\$ 13,384,441		

Current rate is \$301 per student, assumed \$295 per student for 21-22

Based on FS Director projections for full year

Based on State Allocation to District

Based on State Allocation to District

Will know more in the next 30 days

Based on State Allocation to District

Expenditures					
Salaries & Benefits				% of rev	Per student
					Based on increase in FTE and 2% raise to all staff, includes HM estimate and Merit Pay
Salaries	\$ 5,774,080	\$ 6,171,559		46.11%	\$ 4,115.69
Bonus	\$ -	\$ -		0.00%	\$ -
Food Service Salaries	\$ 174,780	\$ 177,103		1.32%	\$ 118.11
Substitutes Salaries	\$ 90,125	\$ 91,928		0.69%	\$ 61.30
Extra Duty/Stipends Salaries	\$ 73,000	\$ 87,000		0.65%	\$ 58.02
					increased based on stipends
Salaries Total	\$ 6,111,985	\$ 6,527,590		48.77%	\$ 4,353.12
Food Svc Health Benefits, medicare, PERA	\$ 68,229	\$ 73,005		0.55%	\$ 48.69
					12% increase projected due to increased enrollment and costs rising
Benefits	\$ 871,637	\$ 976,233		7.29%	\$ 651.03
Medicare	\$ 86,089	\$ 92,082		0.69%	\$ 61.41
Sick Bank	\$ 17,000	\$ 17,000		0.13%	\$ 11.34
					In house STD policy 150 days
PERA	\$ 1,244,429	\$ 1,330,805		9.94%	\$ 887.49
					20.90%
Benefits Total	\$ 2,287,384	\$ 2,489,125		18.60%	\$ 1,659.95
	\$ 0				
Purchased & Technical Services					
Prof Services-Background checks, interpreter	\$ 10,000	\$ 10,000		0.07%	\$ 6.67
Accounting Software/Payroll	\$ 31,269	\$ 31,894		0.24%	\$ 21.27
					2% increase
Audit/990 Prep	\$ 6,750	\$ 7,000		0.05%	\$ 4.67
Legal	\$ 12,120	\$ 12,362		0.09%	\$ 8.24
Purchased & Technical Services Total	\$ 60,139	\$ 61,257		0.46%	\$ 40.85
Facilities & Property Services					
Natural Gas/Electricity	\$ 114,000	\$ 117,420		0.88%	\$ 78.31
					3% increase
Water/Sewer	\$ 26,348	\$ 26,875		0.20%	\$ 17.92
					2% increase
Trash	\$ 9,000	\$ 9,180		0.07%	\$ 6.12
					2% increase
Facility Repairs & Maintenance	\$ 122,000	\$ 114,250		0.85%	\$ 76.19
					based on Facilities Director budget
Repair HVAC	\$ 170,500	\$ -			prior year insurance
Bldg Lease Payments	\$ 1,627,763	\$ 1,634,778		12.21%	\$ 1,090.20
					Bond Debt Service schedule
Storage unit lease	\$ 600	\$ 600		0.00%	\$ 0.40
Facilities & Property Services Total	\$ 2,070,211	\$ 1,903,103		14.22%	\$ 1,269.14

General Fund	Approved Budget 2020-2021 6.17.20	2021-2022		Per student
Other Purchased Services				
Printing/Binding	\$ 1,500	\$ 1,500	0.01%	\$ 1.00
Special Ed District Charge	\$ 776,046	\$ 799,327	5.97%	\$ 533.06 Contracted with District
AIMS Fees	\$ 36,000	\$ 10,000	0.07%	\$ 6.67 WCA no longer pays for off campus classes.
Professional Development/ Avid	\$ 29,100	\$ 29,100	0.22%	\$ 19.41
Board PD	\$ -	\$ 1,500	0.01%	\$ 1.00
Security PD/Training	\$ 7,500	\$ 7,500	0.06%	\$ 5.00
Title II Grant Expenses (Prof Dev)	\$ 15,100	\$ 15,000	0.11%	\$ 10.00 Based on State Allocation to District
Title IV Grant Expenses	\$ 4,165	\$ 4,000		\$ 2.67 Based on State Allocation to District
District Admin Charges	\$ 226,922	\$ 234,117	1.75%	\$ 156.13 2% of PPR per contract with District
Infinite Campus	\$ 13,780	\$ 15,776	0.12%	\$ 10.52 per student rate
Property/Liability Insurance	\$ 86,886	\$ 89,493	0.67%	\$ 59.68 3% increase
SUTA	\$ 17,812	\$ 19,051	0.14%	\$ 12.71
Worker's Comp Insurance	\$ 38,031	\$ 39,933	0.30%	\$ 26.63 5% increase
Food Service Expenses	\$ 206,369	\$ 179,197	1.34%	\$ 119.50
(Tech) Copier Lease	\$ 81,792	\$ 74,292	0.56%	\$ 49.54 based on Director of C, I, I budget
Tech Leases	\$ -	\$ -	0.00%	\$ - based on Director of C, I, I budget
Tech Support	\$ 1,210	\$ 1,210	0.01%	\$ 0.81 based on Director of C, I, I budget
Tech Repair/Maintenance	\$ 6,300	\$ 6,250	0.05%	\$ 4.17 based on Director of C, I, I budget
Tech Software/Licensing	\$ 47,615	\$ 46,622	0.35%	\$ 31.09 based on Director of C, I, I budget
Media Center	\$ -	\$ -	0.00%	\$ -
Tech Prof Dev	\$ -	\$ -		\$ - based on Director of C, I, I budget
Facilities Fire/Intercom/Security Maint	\$ 3,978	\$ 6,500	0.05%	\$ 4.33
Tech Internet/Phone/Comm	\$ 64,897	\$ 52,140	0.39%	\$ 34.77 based on Director of C, I, I budget
Advertising	\$ 16,000	\$ 16,000	0.12%	\$ 10.67
Other Purchased Services Total	\$ 1,681,002	\$ 1,648,508	12.32%	\$ 1,099.36
Educational Supplies & Materials				
Curriculum/ Online License renewals	\$ 199,500	\$ 165,000	1.23%	\$ 110.04 Curriculum Budget
AIMS web)	\$ 27,245	\$ 27,517	0.21%	\$ 18.35 Curriculum Budget
Summer School Credit Recovery	\$ 1,000	\$ -		
General/Office Supplies	\$ 28,000	\$ 25,000	0.19%	\$ 16.67
Paper	\$ 12,021	\$ 12,863	0.10%	\$ 8.58
Student Supplies/planners	\$ -	\$ -		\$ -
Sunshine Supplies	\$ -	\$ -	0.00%	\$ -
Dues & Fees	\$ 10,800	\$ 18,000	0.13%	\$ 12.00 Helpcounter
PE Uniforms	\$ 2,000	\$ 1,500	0.01%	\$ 1.00
Organic Garden Supplies	\$ -	\$ -	0.00%	\$ -
Health Supplies	\$ 8,424	\$ 8,424	0.06%	\$ 5.62
Teacher Classroom Budgets	\$ 9,000	\$ 18,000	0.13%	\$ 12.00 approx \$200 per teacher
School Event Budgets	\$ 10,740	\$ 11,277	0.08%	\$ 7.52 graduation, staff/student culture
Facility Supplies/ athletic field	\$ 33,200	\$ 34,000	0.25%	\$ 22.67
Facility on call and interns	\$ 4,600	\$ 4,950	0.04%	\$ 3.30
Booster Groups	\$ 5,000	\$ 9,000	0.07%	\$ 6.00 ES, MS and HS PTC
Student Loan Repayment Fund	\$ -	\$ -	0.00%	\$ -
Anniversary Gifts	\$ -	\$ 2,600	0.02%	\$ 1.73 5, 10, 15 year anniversary gifts (lifetime guarantee knives from Cutco)
Exec Dir/Staff Culture	\$ 7,500	\$ 7,500	0.06%	\$ 5.00
ESSER Expenditures	\$ 30,000	\$ -		
COVID EXPENSES	\$ 497,921	\$ -	0.00%	\$ - Goes away for 21-22
Educational Supplies & Materials Total	\$ 886,951	\$ 345,631	2.58%	\$ 230.49

Equipment					
Tech Equipment	\$ 217,903	\$ 165,400	1.24%	\$ 110.30	based on Director of C, I, I budget
Title IV Equipment			0.00%	\$ -	
Facilities Equipment	\$ 1,000	\$ 1,000	0.01%	\$ 0.67	
Equipment/ Furniture	\$ 23,400	\$ 3,000	0.02%	\$ 2.00	
Total Property/Equipment	\$ 242,303	\$ 169,400	1.27%	\$ 112.97	
General Fund	2020-2021	2021-2022			
Other					
Bank Fees	\$ 17,170	\$ 10,000	0.07%	\$ 6.67	CC processing fees, IC, stripe
Trustee Fees	\$ 9,000	\$ 9,180	0.07%		Bond Trustee required fees
COVID TECH	\$ -	\$ -	0.00%		
Auto Expenses	\$ 2,000	\$ 2,060	0.02%	\$ 1.37	annual expenses for busses
Fundraising expenses(bingo, gala,	\$ 68,000	\$ 50,000	0.37%	\$ 33.34	Fundraising expenses exist IF money is raised
Future Facility Planning Costs	\$ -	\$ -	0.00%	\$ -	
Other Total	\$ 96,170	\$ 71,240	0.53%	\$ 47.51	
Total expenditures	\$ 13,436,146	\$ 13,215,854	98.74%	\$ 8,813.39	
Carryover of COVID FUNDS					
Net Surplus/Deficit	\$ 219,431	\$ 168,587			
Required Surplus for DS Coverage	\$ 162,776	\$ 163,478			Per Bond Docs, required to have 10% of DS as surplus. IC recommends \$25,000 minimum over DS surplus
Surplus over DS requirement	\$ 56,655	\$ 5,109			
General Fund Balance- Beginning	\$ 3,641,834	\$ 3,861,265			
Appropriation	\$ -	\$ -			
Net surplus/Deficit	\$ 219,431	\$ 168,587			
Fund balance- ending	\$ 3,861,265	\$ 4,029,852			
# Ending Fund Balance Detail					
Unrestricted Fund Balance	\$ 3,516,265	\$ 3,682,420			
TABOR Reserves	\$ 345,000	\$ 347,432			3% of annual expenses less debt service
Total Projected Ending FB	\$ 3,861,265	\$ 4,029,852			
Total Revenues	\$ 13,655,577	\$ 13,384,441			
Total Expenditures less DS and one time	\$ 11,280,462	\$ 11,581,076			
Net avail for Debt Service	\$ 2,375,115	\$ 1,803,365			
Projected Debt Service	\$ 1,627,763	\$ 1,634,778			
Net Surplus	\$ 747,352	\$ 168,587			
Bond Covenant Requirement to maintain 1.10 X debt service	\$ 1,790,540	\$ 1,798,256			
Actual Ratio	113.48%	110.31%			Credit Rating (Moody's) would like to see 2x DS coverage ratio to maintain investment grade rating
Actual Surplus plus Debt Svc	\$ 1,847,194	\$ 1,803,365			
Diff Over/(under)	\$56,655	\$ 5,109			
Required Surplus to maintain DS coverage	\$ 162,776	\$ 163,478			
Daily operating expenses less capital outlay and debt service	\$ 32,351.73	\$ 31,729			
Days cash on hand incl TABOR restr.	119.35	127.0			



4.0 Bylaw Revisions



Windsor

CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS
BYLAWS OF WINDSOR CHARTER ACADEMY

ARTICLE 1 OFFICES

SECTION 1. PRINCIPAL PLACE OF BUSINESS

The principal office of Windsor Charter Academy (herein referred to as "the Academy") is located at: 810 Automation Dr., Windsor, Colorado 80550.

SECTION 2. CHANGE OF ADDRESS

The designation of the Academy's principal office may be changed by resolution. The Executive Board may change the principal office from one location to another by posting the changed address and effective date at the 810 Automation Dr., Windsor, Colorado 80550, or any subsequent fixed address. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

SECTION 3. OTHER OFFICES

The Academy may also have offices or facilities at such other places, within the State of Colorado, as its business and activities may require, and as the Executive Board may designate.

ARTICLE 2 NONPROFIT PURPOSES

SECTION 1. IRS SECTION 501(c)(3) PURPOSES

The Academy is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Academy's purpose is to provide a K-12 education to its enrolled students.

SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES

The specific objectives and purposes of the Academy shall be:

- A. To maintain a regularly enrolled student body with an established curriculum and a full-time faculty.
- B. To offer an innovative educational program of academic excellence.
- C. To promote parental involvement in the Academy.

- D. To have the normal functions, operations, programs, and pursuits incidental to a fully recognized and operational nonprofit center of learning and education.

ARTICLE 3 EXECUTIVE BOARD

SECTION 1. NUMBER

The Academy Executive Board shall consist of at least five (5) Board members and no more than seven (7) Board members and collectively they shall be known as the Executive Board (for the purposes of this document they shall be referred to as "the Board").

The Board shall consist of at least five (5) Academy members from the Academy Membership. (See Article 13, Academy Membership Provisions) and up to two (2) community-at-large members; who are neither an Academy member.

SECTION 2. QUALIFICATIONS

No employee's spouse, child, sibling, and/or parent/guardian will be eligible to serve on the Board. No current employee will be eligible to serve on the Board. No former employee or the spouse, child, sibling, and/or parent/guardian of a former employee, nor an employee of another entity who is assigned to the Academy as a function of their employment or their spouse, child, sibling, and/or parent/guardian shall serve on the Board for a minimum of twenty-four (24) months from the last date of employment with, or assignment to the Academy.

Only one (1) Academy member per family may serve on the Board at any one time.

Board members shall be of the age of majority in this state.

SECTION 3. POWERS

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation, these Bylaws and the Academy Charter relating to action required or permitted to be taken or approved by the members of the Academy, the activities and affairs of the Academy shall be conducted and all corporate powers shall be exercised by or under the direction of the Board.

SECTION 4. DUTIES

The Board shall govern for the purpose of implementing the philosophy, vision, mission, goals and objectives for the Academy as a charter school, as described in the Charter Contract. The Board's responsibilities shall include but are not limited to:

- A. Establishing Academy policy, staff requirements and long-range planning.
- B. Making necessary organizational appointments, including the final approval of all staff hiring and termination, with input from the Academy Executive Director.
- C. Adopting and overseeing the Windsor Charter Academy's budget and finances.
- D. Reviewing and approving contracts for goods and services over the set limit for the Executive Director.

- E. Preparing or causing to be prepared all documents and reports required to meet Federal, State and local requirements.
- F. Negotiating with the Windsor School District or any other outside party for future needs.
- G. Acting as liaison between the Academy and the community-at-large.
- H. Performing any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws.
- I. Supervising or causing to be supervised, all officers, agents and employees of the Academy to assure that their duties are performed properly.
- J. Meeting at such times and places as required by these Bylaws.
- K. Registering their addresses with the Secretary of the Board for notices of meetings communicated to them at such addresses which shall be valid notice thereof.

SECTION 5. TERM OF OFFICE

Each Board member, except for instances detailed within these Bylaws, shall hold office until the end of July of the year their term ends.

- A. In the event there is a vacancy on the Board between election periods, the existing Board members may appoint individuals to fulfill the duties for the remaining term of office created by the vacancy.
- B. Each Board term is for a period of three (3) years.

SECTION 6. COMPENSATION

Board members shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

SECTION 7. PLACE OF MEETING

Board meetings shall be held at the Academy unless otherwise provided by the Board or at such other places as may be designated by posted agenda as required by Colorado Revised Statutes.

SECTION 8. MEETINGS

Regular meetings of the Board shall be held monthly at the time designated on the posted agenda.

SECTION 9. SPECIAL SESSION MEETINGS

Special Sessions of the Board may be called by the President of the Board, the Secretary of the Board, by any two (2) Board members, or, if different, by the persons specifically authorized under the laws of this state to call a Special Session of the Board. Such meetings shall be held at the Academy or, if different, at the place designated by the person or persons calling the special meeting.

SECTION 10. NOTICE OF MEETINGS

Unless otherwise provided by the Articles of Incorporation, these Bylaws, provisions of law, or the Academy Charter, the following provisions shall govern the giving of notice for meetings of the Board:

- A. All meetings of the Board will be noticed to the public, at a minimum, in accordance with Colorado Revised Statute (CRS) 24-6-402.
- B. All Board members shall be notified of all meetings of the Board.
- C. Acceptable forms of communication between Board members include, but are not limited to, oral, written, first class mail, e-mail, text, facsimiles, ~~and~~ telephone, social media, and video-conferencing platforms. All communications are considered non-confidential, except when provided by law.

SECTION 11. QUORUM FOR MEETINGS

A quorum shall consist of a majority of the members of the Board. Except as otherwise provided under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, no business shall be considered by the Board at any meeting at which a quorum is not present, and the only motion which the President of the Board shall entertain at such meeting is a motion to adjourn. Minutes shall be taken at such meetings.

SECTION 12. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the Board members present at a meeting duly held at which a quorum is present, is an act of the entire Board, unless the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board. Each Board member shall have one (1) vote except when a tie vote results, in which case the President of the Board's vote shall be counted twice.

SECTION 13. ATTENDANCE

Attendance at Board meetings is mandatory. If a member must miss a meeting due to extenuating circumstances, he/she must give the President or Secretary of the Board advanced notice, if possible. Failure to follow this procedure may be grounds for removal from the Board. Missing three (3) meetings in six (6) consecutive months may result in removal from the Board.

SECTION 14. CONDUCT OF MEETINGS

Meetings of the Board shall be presided over by the President of the Board or, in his/her absence, the Vice President of the Board or, in the absence of each of these persons, by a person chosen by a majority of the Board members present at the meeting. The Secretary of the Board shall act as secretary of all meetings of the Board, provided that, in his/her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

The President of the Board shall govern meetings, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, the Academy Charter, or with provisions of law. The conduct of the meetings shall be in accordance with established parliamentary procedure. Except as otherwise specified by state law or by Board policies pertaining to its own operating procedures, the Board shall be governed by the rules prescribed in *Robert's Rules of Order, Newly Revised*. NOTE: Under Robert's Rules, these parliamentary rules of order may be suspended by a majority vote.

SECTION 15. CONFLICT OF INTEREST

Members of the Board hold a position of trust, created in the interest of the common good and for the benefit of the Academy. It is the intent of this Section to maintain public confidence and prevent the use of public office for private gain. Board members shall disclose any known or potential conflicts of

interest to the President of the Board prior to the time set for voting on any such transaction and shall not vote on the matter or attempt to influence the decisions of other Board members in voting on the matter. The disclosures shall be included in the Minutes of the meeting in which Board action will occur relating to the matter disclosed. Failure by a Board member to bring notice of a potential conflict of interest to the attention of the Board in this manner may constitute just cause for removal of the member from the Board.

The following activities have the potential to create actual conflicts of interest, or raise the appearance of a conflict:

- A. Any term of paid consulting to the Academy.
- B. Decision-making role/responsibility in other organizations relevant to the Academy, its Board, its membership, etc.
- C. Position on publicly visible advisory bodies, even if no decision-making authority is involved.

Duty to Abstain

- A. No Board member shall vote on any matter in which he/she has a material and direct financial interest that will be affected by the outcome of the vote.
- B. In the event of such an abstention, the abstaining Board member shall state the reason for the abstention, which shall be noted in the minutes.

Request for Disclosures by Board Members and Officers

- A. When requested by the Board, each Board member and/or Officer shall promptly submit a statement to the Board setting forth all business and other affiliations, which relate in any way to the business and other affiliations of the Academy. This will be requested not less than once every year.

Procedures for Addressing a Conflict of Interest

- A. A Board member with a potential conflict of interest in a transaction or arrangement is not precluded from making a presentation to the Board or committee regarding the transaction or arrangement. However, before the Board or committee discusses and votes on the transaction or arrangement, the interested person must leave the meeting.
- B. Where a matter has been referred to the Board and they have concluded that a conflict of interest exists, the President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.
- C. After exercising due diligence, the Board may determine whether the Academy can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board may determine by a majority vote of the disinterested Board member(s) whether the transaction, contract, or arrangement is in the Academy's best interest and for its own benefit and whether it is fair and reasonable to the Academy, and may make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

Rules About Gifts

Board members may accept gifts as a result of their involvement with the Academy in the following circumstances:

- A. The gift has no more than token value.
- B. It is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together.
- C. The exchange is lawful and in accordance with the educational industry's ethical practice and/or standards.
- D. The gift could not be construed by an impartial observer as a bribe, pay off or improper and/or illegal payment.
- E. No member may use the Academy property to make a gift, charitable donation or political contribution to anyone on behalf of the Academy. Any gift must have the authorization/approval of the Board or Board designee.

SECTION 16. EXECUTIVE SESSION

All Regular and Special Session meetings of the Board shall be open to the Academy Membership and the public, except that at any Regular or Special Session, the Board may proceed into Executive Session upon the affirmation vote of the quorum present, and as provided by these Bylaws, the Academy Charter and the laws of this state.

The motion requesting the Executive Session shall state the statutory reason for the Executive Session along with the statutory citation and the nature of the matter to be discussed. A motion to enter into the Executive Session requires a 2/3 vote of the Board. However, the Board shall not make final policy decisions, nor shall any resolution, rule, regulation, or formal action or any final action approving a contract or calling for the payment of money be adopted or approved during an Executive Session.

Matters discussed during an Executive Session shall remain private and confidential among those attending the session and may not be disclosed, discussed or otherwise revealed outside the Executive Session. Disclosure of said discussion shall be just cause for a Board member to be removed from office.

The Secretary of the Board shall ensure that the Executive Session is audio-recorded (unless statutory exceptions apply) and the recording kept on file for ninety (90) days after which it shall be destroyed. Only those persons invited by the Board may be present during any Executive Session.

An Executive Session is closed to the public for the purpose of discussing business of a sensitive or confidential nature and may only be called for a purpose as provided by C.R.S. §24-6-402(4) and/or as otherwise permitted by the laws of this state.

SECTION 17. VACANCIES

Vacancies on the Board may exist due to the death, resignation or removal of any Board member. Any Board member may resign effective upon giving written notice to the President of the Board, the Secretary of the Board, or the Board, unless the notice specifies a later time for the effectiveness of such resignation.

No Board member may resign if the Academy would then be left without a duly elected Board member or Board members in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this state.

Removal by Action of the Board

Board members may be removed from office, with just cause as permitted by and in accordance with these Bylaws and the laws of this state. Any Board member being considered for removal shall have prior notice of the concerns of the Board and have an opportunity to address those concerns. A Board member considered for removal has the right of grievance through an outside mediator. The Board must acknowledge and consider the recommendations of the mediator before taking further action. However, the Board is not bound by said recommendations when taking action. If just cause is presented to the Board, any Board member may be voted off by a super majority of the entire Board.

Removal by Action of the Academy Membership

The Academy Membership has the right to remove any Board member by submitting a petition to the Board that states the nature of the grievance. This petition must contain the valid names and signatures of at least 51% of the Academy Membership. The petition process shall be initiated when the Board is presented with a petition stating the Board member's name, the reason for removal, the name(s) of the person(s) responsible for the petition. Once the Board has received the petition, those person(s) responsible for the petition shall have the following sixty (60) days in which to collect the required signatures. Upon expiration of the sixty (60) days the petition and the signatures of 51% of the Academy Membership shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. No one Board member shall face a petition for removal more than once within any twelve (12) month period. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. If, after the petition is discussed at the Board meeting and is not withdrawn by petitioner, the Board shall appoint a new Board member pursuant to this section.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws, the Academy Charter or provisions of law, vacancies left by a Board member shall be appointed by the Board to fulfill the remainder of the vacated position's term. Each Board member shall have an equal vote and shall be given seven (7) days advance notice of any meeting at which an appointment vote will be taken.

SECTION 18. NON-LIABILITY OF BOARD MEMBERS

The Board members shall not be personally liable for the debts, liabilities, or other obligations of the Academy.

SECTION 19. INDEMNIFICATION BY ACADEMY OF BOARD MEMBERS AND OFFICERS

- A. **Indemnification by the Academy.** The Academy shall indemnify any person who was or is an involuntary party or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Academy) by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of the Academy or is or was serving, at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise, against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by he/she in connection with such action, suit, or proceeding, if he/she acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Academy and, with respect to any criminal action or proceeding had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere

or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in the best interest of the Academy and, with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

- B. **No Indemnification Upon Negligence or Misconduct.** The Academy shall indemnify any person who was or is a party defendant or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Academy to procure a judgment in its favor by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise against expenses (including attorney fees) actually and reasonably incurred by him/her in connection with the defense or settlement or such action or suit if he/she acted in good faith and a manner he/she reasonably believed to be in the best interest of the Academy; but no indemnification shall be made in respect to any claim, issue, or matter as to which such person has been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Academy unless and only to the extent that the court in which such action or suit was brought determines upon application that despite the adjudication such person is fairly and reasonably entitled to indemnification for such expenses which such court deems proper.
- C. **Indemnification Upon Successful Defense.** To the extent that a Board member, employee, fiduciary or agent of the Academy has been successful on the merits in defense of any action, suit or proceeding referred to in Sections (a) or (b) above or in defense of any claim, issue, or matter therein, he/she shall be indemnified against expenses (including attorney fees) actually and reasonably incurred by him/her in connection therewith.
- D. **Determination by the Board.** Any indemnification under this Bylaw (unless ordered by a court) shall be made by the Academy only as authorized in a specific case upon determination that indemnification of the director, officer, employee, fiduciary or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth in Sections (a) or (b) above. Such determination shall be made by the Board by a majority vote of a quorum consisting of Board member(s) who were not parties to such action, suit, or proceeding, or if such a quorum is not obtainable, or, even if obtainable, if a quorum of disinterested Board members so directs, by independent legal counsel in written opinion.
- E. **Payment in Advance.** The Academy may pay for or reimburse the reasonable expenses incurred by a Board member, fiduciary, employee or agent who is a party to a proceeding in advance of final disposition of the proceeding if:
 - a. The party seeking indemnification furnishes to the Academy a written affirmation demonstrating a good faith belief that the party has met the standard of conduct described in Sections (a) and (b) above;
 - b. The party seeking indemnification furnishes to the Academy a written undertaking, executed personally or on the party's behalf, to repay the advance if it is ultimately determined that the party did not meet the standard of conduct; and
 - c. Determination is made that the facts then known to those making the determination would not preclude indemnification under these Bylaws.
- F. **Inurement for the Benefit of Heirs.** That the indemnification provided by these Bylaws shall not be deemed exclusive of any other rights to which those indemnified may be entitled to under any other Bylaw, agreement, vote of members or disinterested directors, or otherwise any procedure provided for by any of the foregoing, both as to action in his/her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Board member, officer, employee, fiduciary or agent and shall inure to the benefit of heirs, executors, and administrators of such a person.

- G. **Insurance.** The Academy shall purchase and maintain insurance on behalf of any person who is or was a Board member, officer, employee, fiduciary or agent of the Academy or who is or was serving at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust, or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the Academy would have the power to indemnify him/her against such liability under provisions of these Bylaws.

SECTION 20. INSURANCE FOR AGENTS

Except as may be otherwise provided under provisions of law, the Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Academy (including a Board member, employee or other agent of the Academy) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Academy would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, and in accordance with budgetary constraints.

SECTION 21. EXTENDED ABSENCE OF BOARD MEMBER

A replacement Board member may be appointed by a majority vote of the Board, for the duration of the absence, should any Board member require an absence of more than three months.

ARTICLE 4 ELECTIONS

SECTION 1. REGULAR AND SPECIAL ELECTIONS

A regular election shall be held annually in the spring semester with thirty (30) days written public notice. The regular election may be held for the purpose of electing Academy members and community-at-large individuals to the Board.

The Board may hold a special election by resolution with at least thirty (30) days written public notice in advance of such special election. The resolution shall set forth the purpose of such election.

Any Academy member with at least one (1) child enrolled and attending shall be eligible to vote in any regular or special election.

Electronic voting will ensure access to voting by all members of the Academy, which is a primary consideration of the Board. The details of all voting such procedures will be set forth in the written public notice.

SECTION 2. ELECTION COMMITTEE

Votes shall be tallied by the Election Committee in accordance with established policies. The Election Committee shall consist of members, preferably 3 or greater, appointed by the Board. The Election Committee shall also have the power to answer all questions relating to the conduct of the Academy elections.

SECTION 3. CANDIDATES FOR OFFICE

Any Academy member or community-at-large individual who desires to be considered for election as a member of the Board shall complete a WCA Board application, indicating such desire with the Election Committee no less than six (6) full weeks prior to the election.

A candidate for an Academy member seat on the Board must have attended a minimum of two (2) Board meetings in the year of their intended candidacy or volunteered for a minimum of thirty-five (35) hours within the twelve (12) months prior to their candidacy. Candidate requirements must be verified and approved by the Election Committee. Additionally, the committee reserves the right to disqualify a candidate based on the results of a criminal background check.

SECTION 4. REQUIREMENTS OF NEWLY ELECTED AND APPOINTED BOARD MEMBERS

All newly elected Board members must complete the minimum training requirements within sixty (60) days of being elected and prior to service on the Board. Failure to complete the minimum training within the sixty (60) days may result in removal from the Board.

Minimum training requirements shall be established and reviewed annually by the Board and published no less than thirty (30) days prior to an election.

All newly appointed Board members must complete the minimum training requirements that are currently in effect at the time of appointment within sixty (60) days of being appointed by the Board. Failure to complete the minimum training within the sixty (60) days shall result in removal from the Board.

All newly elected Board members may participate in the discussions at the Board meetings following their election; however, they shall not count towards quorum and they cannot vote until they are seated.

ARTICLE 5 OFFICERS AND DUTIES

SECTION 1. DESIGNATION OF OFFICERS

The officers of the Academy shall be a President, a Vice President, a Secretary and a Treasurer.

SECTION 2. QUALIFICATIONS

Any Board member may serve as an officer of the Academy.

SECTION 3. ELECTION AND TERM OF OFFICE

The Board shall elect officers by secret ballot annually at the first meeting of each new Board. Each officer shall hold office until he/she resigns, is removed, or is otherwise disqualified to serve, or until his/her successor shall be elected and qualified, whichever occurs first.

SECTION 4. REMOVAL AND RESIGNATION

The Board may remove any officer, with cause, at any time. Any officer may resign at any time with written notice to the Board or to the President or Secretary of the Board. Any such resignation shall take

effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any Board officer shall be filled as outlined in Article 3 section 17 of these Bylaws.

In the event of a vacancy in any office other than that of President of the Board, such vacancy may be filled temporarily by appointment by the President of the Board until such time as the Board shall fill the vacancy, by majority vote. Any vacancy appointment shall retain the officer's position until the period of vacancy ends.

SECTION 6. DUTIES OF PRESIDENT

The President of the Board shall, subject to the control of the Board, supervise, or cause to be supervised, and control the business affairs of the Academy and the activities of the officers. They shall perform all duties incident to their office and such other duties as may be required by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, or which may be prescribed from time to time by the Board. The President of the Board shall preside at all meetings of the Board and, at all meetings of the Academy Membership. Except as otherwise expressly provided by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, they shall, in the name of the Academy, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board.

SECTION 7. DUTIES OF VICE PRESIDENT

The Vice President of the Board shall perform all the duties of the President of the Board, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President of the Board. The Vice President of the Board shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, or as may be prescribed by the Board.

SECTION 8. DUTIES OF SECRETARY

The Secretary of the Board shall certify and keep at the principal office of the Academy the original, or a copy, of these Bylaws as amended or otherwise altered to date.

The Secretary of the Board shall maintain at the principal office of the Academy, or at such other place as the Board may determine, a book of minutes of all meetings of the Board members, meetings of committees and Meetings of the Academy Members, recording therein the time and place of holding, whether Regular or Special, the names of those present or represented at the meeting, and the proceedings thereof. They shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. Such records may be kept in digital format.

SECTION 9. DUTIES OF TREASURER

The Treasurer of the Board shall ensure the proper accounting of financial records and work with the Finance Director in ensuring that the Academy is aligned with state expectations for transparency, accuracy and accountability pursuant to Colorado law.

SECTION 10. COMPENSATION

Board members shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

ARTICLE 6 COMMITTEES

SECTION 1. COMMITTEES

The Academy shall have committees designated by resolution of the Board. These committees may consist of persons who are Academy members, Academy staff and invited community-at-large individuals and may also be members of the Board. Board members shall have committee voting privileges and may act in an advisory capacity.

SECTION 2. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be governed by the Board, which may also adopt rules and regulations pertaining to the conduct of meetings and committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

Committees are advisory to the Board. Committees do not have decision-making authority and the Board may not delegate decision-making authority to a committee. Committees are charged with gathering and analyzing information, reaching consensus on recommendations, and then make recommendations to the Board which then may enable the Board to make thoughtful and strategic decisions.

ARTICLE 7 RELATIONSHIP OF EXECUTIVE BOARD TO ACADEMY EMPLOYEES

SECTION 1. EXECUTIVE DIRECTOR

The Executive Director shall serve as the official representative of the Academy to the community and as the chief administrator of the Academy over all aspects of the operations of the Academy, as well as for such other services and duties as shall be assigned by the Board.

The Executive Director shall be appointed by the Board and may be removed by a vote of the majority of the Board, with or without cause, whenever in the judgment of the Board, the best interests of the Academy is served by such action. Any contract or agreement entered into by the Board with the Executive Director contrary to the provisions of this Article or any other provision of these Bylaws shall be deemed null and void.

The Board of Directors is solely responsible for evaluating the performance of the Executive Director at the minimum of once per year.

SECTION 2. HUMAN RESOURCES

All Human Resource matters shall be addressed by the Executive Director, including but not limited to, all matters pertaining to the areas of Employee Investigations, Employee Benefits, HR Related training staff, and other topics of interest as determined by the Executive Director.

All Human Resource matters pertaining directly to the Executive Director shall be brought to the attention of the President and Secretary of the Board.

**ARTICLE 8
EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

SECTION 1. EXECUTION OF INSTRUMENTS

The Board, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Academy to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Academy, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Academy by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, no more than four (4) signatures will be on file with the bank. Two (2) signatures will be required per check written.

SECTION 3. DEPOSITS

All funds of the Academy shall be deposited expeditiously to the credit of the Academy in such banks, trust companies, or other depositories as the Board may select.

SECTION 4. GIFTS TO THE ACADEMY

The Board may accept on behalf of the Academy any contribution, gift, bequest, or devise for the nonprofit purposes of the Academy.

**ARTICLE 9
CORPORATE RECORDS, REPORTS AND SEAL**

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The Academy shall keep at its principal office:

- A. Minutes of all meetings of the Board, committees and of all Meetings of the Academy Members, indicating the time and place of holding such meetings, whether Regular or Special, and the names of those present and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- C. A copy of the Academy's Articles of Incorporation, Charter and Bylaws as amended to date, which shall be open to inspection at reasonable times during office hours.

SECTION 2. CORPORATE SEAL

The Board may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Academy. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. BOARD MEMBERS' INSPECTION RIGHTS

Every Board member shall have the right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Academy and shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter and provisions of law.

SECTION 4. ACADEMY MEMBERS' INSPECTION RIGHTS

Each Academy member shall have the following inspection rights, for a purpose reasonable related to such person's interest as an Academy member:

- A. To inspect and copy, upon written demand on the Secretary of the Board, the record of all Academy members' names, addresses and voting rights, at reasonable times, which demand shall state the purpose for which the inspection rights are requested.
- B. To obtain from the Secretary of the Board, upon written demand on, and payment of a reasonable charge to, the Secretary of the Board, a list of the names, addresses and voting rights of those Academy members entitled to vote for the election of Board members as of the most recent record date for which the list has been compiled or as of the date specified by the Academy member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The Academy Membership list shall be made within a reasonable time after the demand is received by the Secretary of the Board or after the date specified therein as of which the list is to be compiled.
- C. To inspect at any reasonable time the books, applicable records, or minutes of proceedings of the members or of the Board or committees of the Board, upon written demand on the Secretary of the Board by the member, for a purpose reasonably related to such person's interests as a member.
- D. Academy members shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter, and provisions of law.

SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts. The Academy shall maintain the right to charge a reasonable copying cost.

SECTION 6. DISTRIBUTION OF RECORDS

Such distribution of any of the aforementioned records shall be made in accordance with all applicable provisions of the laws of this state.

SECTION 7. ANNUAL REPORT

The Board shall cause an annual report required under law to be prepared and available to the members.

ARTICLE 10
IRS 501(c)(3) TAX EXEMPTION PROVISIONS

SECTION 1. LIMITATIONS ON ACTIVITIES

No substantial part of the activities of the Academy shall be the carrying on of propaganda, or otherwise attempting to influence legislation [except as otherwise provided by Section 501(h) of the Internal Revenue Code], and the Academy shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, the Academy shall not carry on any activities not permitted to be carried on (a) by an Academy exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an Academy, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of the Academy shall inure to the benefit of, or be distributed to, its Academy members, Board members or trustees, officers, or other private persons, except that the Academy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Academy.

SECTION 3. DISTRIBUTION OF ASSETS

Upon the dissolution of the Academy, any assets remaining after payment, or the provision for payment, of all debts and liabilities of the Academy, shall be distributed to the Windsor School District RE-4, or to another state or local governmental entity or instrumentality thereof.

SECTION 4. PRIVATE FOUNDATION REQUIREMENTS AND RESTRICTIONS

In any taxable year in which the Academy is a private foundation as described in Section 509(a) of the Internal Revenue Code, the Academy 1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; 2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; 3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; 4) shall not make any investments in such manner as to subject the Academy to tax under Section 4944 of the Internal Revenue Code; and 5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

ARTICLE 11
AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

The Board of the Academy may alter, amend, repeal or add new Bylaws, except as may otherwise be specified under provisions of law.

- A. Any Bylaw changes must be posted for a thirty (30) day period prior to any changes taking effect.
- B. The Academy Membership has the right to appeal the altered, amended, repealed, or new Bylaws. The appeal process shall be initiated when the Board is presented with a petition that states the nature of the grievance and the suggested remedy. Once the Board has received the petition, those person(s) responsible for the petition shall have the following sixty (60) days in which to collect the required signatures. Upon expiration of the sixty (60) days the petition and the signatures shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. No petition may be filed for the same reason more than once within any twelve (12) month period of time.
- C. The submitted petition must contain the valid names and signatures of at least 51% of the Academy Membership.
- D. The submitted petition shall only require the Board to re-evaluate the protested provision(s) and shall not require the Board to take any further action whatsoever.
- E. Bylaw changes shall be approved by a majority vote of the entire Board.

ARTICLE 12 CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Academy, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding. All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of the Academy filed with an office of this state and used to establish the legal existence of the Academy.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

ARTICLE 13 ACADEMY MEMBERSHIP PROVISIONS

SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS

The Academy shall have only one (1) class of Academy members. No Academy member shall hold more than one (1) membership in the Academy. All memberships shall have the same rights, privileges, restrictions and conditions. Membership rights include, but are not limited to, the right to:

- A. Vote for the election of members of the Board.
- B. Initiate and vote for removal of members of the Board.
- C. Appeal Bylaws.

SECTION 2. QUALIFICATIONS OF MEMBERS

The qualifications for membership in the Academy are as follows:

- A. Academy Membership is defined as those biological parents or legal guardians who have at least one (1) child enrolled and attending the Academy. This does not include parents or legal guardians who have children on waiting lists.
- B. Board members will be included in the Academy Membership whether they have children attending the Academy or not.

SECTION 3. TUITION, DUES AND FEES

The Academy is a public school and therefore shall not have tuition or dues associated with membership to the Academy or that would restrict any child from attending, as long as there is room available and the Academy can meet the educational needs of the child. In the event that an educational program is not fully funded via state or federal funding, the Academy reserves the right, at the sole discretion of the Board, to charge tuition for said program.

The Academy shall have the authority to enact mandatory fees for materials, field trips, speakers, events, and supplies used for the express purpose of student education and the effective operation of the Academy.

SECTION 4. NUMBER OF MEMBERS

The number of Academy members is limited to a maximum of two (2) Academy members per family or child, whichever is least .

SECTION 5. NON-LIABILITY OF MEMBERS

A member of the Academy is not, as such, personally liable for the debts, liabilities, or obligations of the Academy.

SECTION 6. NON-TRANSFERABILITY OF ACADEMY MEMBERSHIPS

No member may transfer a membership. All rights of membership cease upon the member's death. In the event of a member's death, the Academy Membership will transfer to the child's or children's legal guardian.

SECTION 7. TERMINATION OF ACADEMY MEMBERSHIP

The membership of an Academy member shall terminate upon the occurrence of any of the following events:

- A. Upon written notice of such termination of enrollment of a child or children by a parent or legal guardian to the Academy, delivered to the Academy personally or by mail. Such membership to terminate upon the date of delivery or postmark date.
- B. By failure of the child or children to attend the Academy during the first five (5) scheduled school days of the school year without written permission from the Executive Director.

IN WITNESS WHEREOF, these Revisions to the original Bylaws and amendments to the Bylaws were read, reviewed and adopted on this 21st day of February 2021.

John Feyen, President

Sherry Bartmann, Vice President

Donna James, Treasurer

Elaine Hungenberg, Secretary

Carolyn Mader, Member

Jenny Ojala, Member



5.0 First Read Policies



Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
SCHOOL WELLNESS

The Executive Board promotes a healthy learning environment by supporting student wellness, evidence-based nutrition recommendations, mental health, and regular physical activity. Schools prioritize the health status of students by facilitating learning around balanced nutrition and consistent physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals have a greater propensity to learn in the classroom.

Windsor Charter Academy will maintain a system-wide Wellness Committee. The Wellness Committee will serve as a resource to schools in supporting school wellness.

The Executive Board adopts the following goals to support a healthy learning environment:

Goal 1 Windsor Charter Academy will provide a learning environment for developing and practicing lifelong wellness behaviors.

Windsor Charter Academy will provide a learning environment for developing and practicing lifelong wellness behaviors.

The school environment will be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to proper nutrition and regular physical activity. Such learning environment will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity.

Goal 2 Windsor Charter Academy will support and promote proper dietary habits contributing to students' health status and academic performance.

Windsor Charter Academy will support and promote proper dietary habits contributing to students' health status and academic performance.

Foods and beverages offerings available on school grounds and at school-sponsored activities will meet or exceed nutrition standards. Windsor Charter Academy will comply with any state and federal rules or regulations regarding competitive food service and the service of Foods of Minimal Nutritional Value, as defined by the USDA.

Goal 3 Windsor Charter Academy will provide more opportunities for students to engage in physical activity.

Windsor Charter Academy will provide more opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Schools should not provide substitutions for quality physical education. Physical activity will be included in a school's education program from elementary school through high school. Physical activity should include regular instructional physical education, in accordance with academic standards, and may include, but need not be limited to exercise programs, fitness breaks, recess, field trips that include physical activity and classroom activities that include physical activity.

Goal 4 Windsor Charter Academy will support and promote staff and student's mental health needs.

Windsor Charter Academy will support and promote staff and students' mental health needs.

Windsor Charter Academy Executive Board
Adopted: May 2021

Legal References

Section 204 of P.L. 111-296(Healthy, Hunger-Free Kids Act)
C.R.S. 22-32-134.5 (healthy beverages requirement)
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)
C.R.S. 22-32-136.3 (trans fat ban)
C.R.S. 22-32-136.5(3)(a) and (b) (physical activity requirement)
1 CCR 301-79 (State Board of Education – healthy beverages rules)

Cross References
EF Food Service Program
EFEA Nutritious Food Choices





Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
SCHOOL WELLNESS—REGULATION

The Executive Board promotes a healthy learning environment by supporting student wellness, evidence-based nutrition recommendations, mental health, and regular physical activity. Schools prioritize the health status of students by facilitating learning around balanced nutrition and consistent physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals have a greater propensity to learn in the classroom.

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The school environment will be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to proper nutrition and regular physical activity. Such learning environment will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity.

The goal of providing a comprehensive learning environment shall be accomplished by:

- Active promotion of the importance of healthy eating, mental health, and physical activity to students, parents, school /staff, and the community at school registration, parent-teacher meetings, open houses, staff in-services, etc.

- The availability of virtual nutrition and culinary educational lessons for students to complete with the assistance of a teacher, family or community member.
- The availability of nutrition and physical activity educational resources for parents to promote student wellness. Including information about healthful foods and beverages to provide to their child and to bring to school activities and events. These educational opportunities may include, but not be limited to, education provided in the form of handouts, articles and information provided in school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.
- All activities and educational materials shall be promoted and supported by evidence-based resources and practices

Goal 2 Windsor Charter Academy will support and promote proper dietary habits contributing to students' health status and academic performance.

Windsor Charter Academy will support and promote proper dietary habits contributing to students' health status and academic performance.

Foods and beverages offerings available on school grounds and at school-sponsored activities will meet or exceed nutrition standards. Windsor Charter Academy will comply with any state and federal rules or regulations regarding competitive food service and the service of Foods of Minimal Nutritional Value, as defined by the USDA.

The goal of supporting and promoting proper dietary habits shall be accomplished by:

- Only USDA Smart Snacks in school regulation and the Department of Education nutrition guidelines may be sold or advertised during school hours.
- A restriction on using food as a discipline or reward. Non-food-based incentives will be made available to each school as rewards.
- A list of Smart Snacks shall be made available to teachers, administrators and parent/teacher association.
- A requirement that at any school function (parties, celebrations, receptions, festivals, sporting events, etc.) at least 50% of food choices be comprised of healthy Smart Snack options and be made available to all students.

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The goal of providing more opportunities for students to engage in physical activity shall be accomplished by:

- Students shall have the opportunity to participate in physical education programs that comply with Colorado state standards.
- Physical education teachers shall be properly endorsed and highly qualified to teach physical education in accordance with Colorado Department of Education standards.
- An encouragement that schools follow the recommendations of the Shape America standards, which guide students through a process that enables them to achieve a high personal level of fitness.
- An encouragement that secondary schools administer a health-related fitness assessment to students to help students determine their own level of fitness and create their own fitness goals and plans.
- Schools shall provide health-promotion activities and incentives for students, parents and staff that encourage lifelong wellness behaviors, including physical activity, nutrition, and mental health for all students through opportunities such as speakers, recreational demonstrations, walking clubs, etc.

Goal 4 Windsor Charter Academy will support and promote staff and student's mental health needs.

Policy ADF-R

Windsor Charter Academy will support and promote staff and students' mental health needs.

The goal of supporting and promoting staff and students' mental health needs shall be accomplished by:

- Staff shall have the opportunity to receive mental health training and suicide prevention training.
- School counselors shall be provided with professional development opportunities to further improve the understanding of mental health and trauma within the student population.
- Staff shall have the opportunity to receive professional development training on integrating Social Emotional Learning (SEL) into the classrooms.

Implementation and Review

To help ensure each school's compliance with and implementation of this policy's goals, the Executive Board designates the School Nurse as Windsor Charter Academy's wellness policy coordinator. The School Nurse will lead the Wellness Committee that will periodically review policy and may recommend policy revisions in accordance with federal law. The Wellness Committee will meet on a quarterly basis.

Windsor Charter Academy Executive Board
Adopted: May 2021

Legal References

Section 204 of P.L. 111-296 (Healthy, Hunger-Free Kids Act)
C.R.S. 22-32-134.5 (healthy beverages requirement)
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)
C.R.S. 22-32-136.3 (trans fat ban)
C.R.S. 22-32-136.5(3)(a) and (b) (physical activity requirement)
1 CCR 301-79 (State Board of Education – healthy beverages rules)

Cross References

EF Food Service Program
EFEA Nutritious Food Choices



SAFEGUARDING PERSONAL IDENTIFYING INFORMATION

The Executive Board is committed to protecting the confidentiality of personal identifying information (PII) obtained, created and/or maintained by Windsor Charter Academy. The Executive Board directs Windsor Charter Academy to safeguard PII in accordance with this policy, other Executive Board policies concerning the creation, use, storage or destruction of PII, and applicable law.

Windsor Charter Academy shall implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure or destruction. Windsor Charter Academy shall require third parties that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure or destruction.

Windsor Charter Academy shall ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as that term is defined by state law, Windsor Charter Academy shall conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's office and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

Windsor Charter Academy Executive Board
Adopted: May 2021

Legal References

C.R.S. 24-73-101 et seq.

Cross References

EGAEA Electronic Communication

JRA/JRC Student Records/Release of Information Concerning Students

JRCB Privacy and Protection of Confidential Student Information





6.0 Second Read Policies

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
GRADUATION REQUIREMENTS

Windsor Charter Academy Executive Board establishes the following graduation requirements for Windsor Charter Academy. These requirements are formed to meet the many demands of a literate society. These requirements are established after consideration of many factors. Some of the contributing factors are:

- Providing students with the necessary preparation and credits to enter a post-secondary institution and fulfilling the requirements that these institutions may have relative to admissions requirements.
- Meeting K-12 educational standards as measured by state accreditation mandates.

Minimum Units of Credit Needed to Graduate

All students must complete the necessary credit requirements outlined in the graduation requirements below to participate in the graduation ceremony. Courses taken outside of the district will be evaluated to determine if credit will be granted. Any exception should align with the student's official Individual Career and Academic Plan (ICAP). Credits shall be granted for grades of D and above. The exception to this requirement shall be "social graduations" for certain students with disabilities. Foreign exchange students are not eligible for an authorized diploma from Windsor Charter Academy.

To be awarded a diploma, a student enrolled at Windsor Charter Academy Early College High School must earn a minimum of 26 credits that include the following:

- Math—3 credits
- English—4 credits
- History/Social Sciences—3.5 credits
- Science—3.0 credits
- Physical Education/Health—1.0 credits
- ICAP—2.0 credits
- Electives—9.5 credits

A diploma shall consist of the minimum requirements necessary to graduate from Windsor Charter Academy. Any exception to these requirements must be approved by the student's counselor, the principal, the Executive Director and should align with a student's individual career and academic plan.

College and Career-Prepared Demonstration of Competency Needed to Graduate

Additionally, beginning with the class of 2021, all students in Colorado must meet additional minimum requirements to graduate from high school and demonstrate college and career readiness. To graduate, students must obtain one passing score in English and one passing score in math from one of the options below.

NOTE: In July 2020, the State Board of Education voted to provide flexibility for graduation requirements for the Class of 2021. The requirements that include passing proficiency scores below will be delayed but plan to be implemented with the Class of 2022.

English* Minimum Scores	Math* Minimum Scores
470 on Evidence-Based Reading and Writing on SAT	500 on Math for SAT
18 on English for ACT	19 on Math for ACT
241 on Reading Comprehension OR 236 on Writing Next Generation Accuplacer	255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS) Next Generation Accuplacer
C or higher on Dual Credit Course for ENG 121 Level or Above	C or higher for Dual Credit Course at the MAT 120 Level or Above
2 on Language and Composition or Literature and Composition for Advanced Placement	2 on AP Statistics, AP Calculus AB or AP Calculus BC
Bronze level (3) on ACT Work Keys Graphic Literacy and Workplace Documents	Bronze level (3) on Math for ACT Work Keys Applied Mathematics
31 on the AFQT for ASVAB	31 on Math on the AFQT for ASVAB

College Preparation

If students wish to pursue admission to a four-year college or university, higher scores than the minimum to graduate may be a component of admission to institutes of higher education. The requirements of admission at any college or university being considered should be researched for specifics. Recommended scores are below.

- College Readiness Benchmarks on SAT
 - 480 in Evidence-Based Reading and Writing
 - 530 in Math
- College Readiness Benchmarks on ACT
 - 18 in English
 - 22 in Math
- College Readiness Cut Scores for Accuplacer
 - 80 in Reading Comprehension
 - 95 in Sentence Skills
 - 85 in Elementary Algebra
- Advanced Placement Scores for College Credit
 - 3 or Higher
- AVAB
 - 50 in AFQT

Students on Individualized Education Plans

Students whose IEP may supplant required graduation requirements may still earn a diploma if they are able to demonstrate minimum competency measures by meeting one or more of the assessment thresholds listed above. Students requiring curricular modifications may earn a diploma if able to demonstrate minimum proficiencies outlined by this policy and/or the Colorado Department of Education.

Special Education students who are eligible to participate in social graduations are those who:

- Have a current Individualized Education Plan (IEP).
- Have a commensurate number of credits (currently 26) required by the Windsor Charter Academy Executive Board for graduation (These need NOT be the same required courses needed for a diploma).
- After obtaining their 26 credits, will continue to receive special education services in the district's 18-21 Windsor Exceptional Students Transitioning (WEST) program and have district transition related goals necessary to obtain the postsecondary goals outlined in the IEP.

- Are ready and need community based part-time transition focused special education services.

Those students who are NOT eligible for social graduation are those who:

- Have less than 26 total credits.
- Are younger than 17 years of age as of September 1st of the active school year.
- Have 26 credits but whose needs require continuation at the high school instead of a part-time community-based setting in order to receive Free Appropriate Education (FAPE).

Special education students participating in a social graduation shall receive a certificate of transition at the commencement ceremony in lieu of a diploma or certificate of completion. Once a student is no longer eligible to receive special education services (e.g., the student has reached the age of twenty-one), the student shall be issued either a diploma if the district diploma requirements as outlined above have been met or a certificate of completion if the district diploma requirements have not been met.

Students are encouraged to begin planning during their high school years so they will be adequately prepared for postsecondary opportunities upon graduation. The Colorado Commission on Higher Education (CCHE) is required to provide information about postsecondary education opportunities including admission requirements for institutions of higher education in Colorado to the parents/guardians of eighth grade students. Prior to a student's enrollment in ninth grade courses, Windsor Charter Academy will make information available to the parents/guardians of eighth grade students concerning the courses the Windsor Charter Academy offers that meet the CCHE admission requirements.

Windsor Charter Academy Executive Board

Adopted: December 2016

December 2017

April 2018

November 2018

May 2019

June 2020

April 2021



REPORTING CHILD ABUSE / CHILD PROTECTION—REGULATION

1. Definition of Abuse or Neglect

Child abuse or neglect is defined in law as “an act or omission which seriously threatens the health or welfare of a child.” Specifically, this refers to:

- a. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at a variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- b. Any case in which a child is subject to unlawful sexual behavior as defined in state law.
- c. Any case in which a child is in need of services because the child's parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
- d. Any case in which a child is subjected to emotional abuse which means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development.
- e. Any case in which, in the presence of a child, or on the premises where a child is found, or where a child resides, a controlled substance, as defined in Colo. Rev. Stat. §18-18-102(5), is manufactured or attempted to be manufactured.
- f. Any act or omission described as neglect in state law as follows:
 - i. A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
 - ii. The child lacks proper parental care through the action or

- omissions of the parent, guardian or legal custodian.
- iii. The child's environment is injurious to his or her welfare.
 - iv. A parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being.
 - v. The child is homeless, without proper care or not domiciled with his or her parent, guardian or legal custodian through no fault of such parent, guardian or legal custodian.
 - vi. The child has run away from home or is otherwise beyond the control of his or her parent, guardian or legal custodian.
 - vii. A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

2. Reporting Requirements

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact to the appropriate department of social services, local law enforcement agency or through the statewide child abuse reporting hotline system. The employee must follow any oral report with a written report sent to the appropriate agency.

In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

If a child is in immediate danger, the employee should call 911. "Immediate" refers to abuse that occurs in the employee's presence or has just occurred. The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original

concern.

3. Contents of the Report

The following information should be included to the extent possible in the initial report:

- a. Name, age, address, sex and race of the child.
- b. Name and address of the child's parents, guardians and/or persons with whom the student lives.
- c. Name and address of the person, if known, believed responsible for the suspected abuse or neglect.
- d. The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings—all with dates as appropriate.
- e. The family composition, if known.
- f. Any action taken by the person making the report.
- g. Any other information that might be helpful in establishing the cause of the injuries or the condition observed. It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the school official or employee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:
 - i. School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.
 - ii. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
 - iii. All efforts must be made to avoid duplicate or numerous interviews of the victim.

4. After Filling Reports

After the report is made to the agency, charter schools, and school staff members will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further

incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not engage in the following activities:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- c. Convey messages between the agency and the parents/guardian.

Authorized school personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

5. Guidelines for Consideration

- a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with their school leader. If the school leader is not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.

- b. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise a court order must be obtained to legally withhold a child from his or her parent or guardian.

Legal References

C.R.S 18-3-412.5 (1)(b) (definition on unlawful sexual behavior)





Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
FINANCE COMMITTEE

The Finance Committee is commissioned by and responsible to the Executive Board for the purpose of assisting, advising and making recommendations to the Executive Board with respect to its short-term and long-term financial and budget goals for the Windsor Charter Academy. It has the responsibility for working with the Executive Director and the Finance Director to create the upcoming fiscal year budget, present the budget recommendations to the Executive Board, and monitor the implementation of the approved budget on a consistent basis. It has a vested interest in ensuring that the Windsor Charter Academy is operated in an efficient, effective, orderly and fiscally-prudent manner.

The Finance Committee will consist of no more than ~~seven~~ **eight voting** members. Said Finance Committee shall serve in an advisory capacity only, whose purpose shall be to assist, advise, and make recommendations to the Executive Board on a periodic basis with respect to the Windsor Charter Academy's short-term and long-term financial and budget goals, and for any other purpose that shall from time to time be adopted by the Executive Board.

The Executive Board will appoint the Executive Board Treasurer and one additional board member to serve on the Finance Committee in a voting capacity. All other Executive Board members are welcome to attend and participate in Finance Committee meetings at any time in a non-voting capacity. The Finance Committee shall be comprised of the Executive Director, the Director of Finance & HR, the Executive Board Treasurer, **and an Executive Board member.** ~~and up to four additional~~ **parents of the Academy membership or community-at-large members will be appointed by the Executive Board Treasurer to also serve on the Finance Committee.** ~~that may include an additional Executive Board member, parents of the Academy Membership, or community at large members appointed by the Executive Board Treasurer.~~ Committee members shall continue to hold their respective offices until their qualified successors have been appointed. All Finance

Policy BDFA

Committee members shall have a strong background in accounting and finance.

The duties of the Finance Committee shall include, but not be limited to, advising, counseling, assisting, and making recommendations to the Board on the following matters or any other matters that the Board may from time to time adopt or charge:

1. Budget and fiscal advice and forecasting for implementation of Academy's budget.
2. Review various funding mechanisms, including state and federal aid and grants and alternative, private or innovative funding opportunities.
3. Recommend criteria for fiscal accountability.
4. Review and advise on impact of state legislation affecting the financial health of the Academy.
5. Work with the Board and Facilities Committee to propose a 5-year capital plan.

Windsor Charter Academy Executive Board
Adopted: September 2016
April 2021



7.0 Financials

Financial Highlights March 2021 and Projected Budget 2021-2022

As of March 31, 2021, we are 9 months through the year, revenues and expenditures should be approximately 75% of budget

- **Total GF Revenue is \$10,673,282 (77.53%)**
 - Interest Revenue from COLOTRUST of \$3,056 (lower due to interest rates)
 - Revenue is at expected for this time of year

- **Total GF Expenses are \$9,511,224 (70.29%)**
 - Supplies (curriculum, assessments, liability insurance, etc- are frontloaded)
 - Expenses are at expected for this time of year

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,811,868
 - Health Insurance Checking Balance: \$272,447
 - COLOTRUST Investment Balance: \$2,172,359
 - FirstBank Savings: \$ 751,612
 - SF Checking Account Balance: \$ 198,158

- **As of 3/31/21~ Days Cash on Hand: 154.8**

- **Check-Debit Register Notes (Reviewed monthly in detail by FC)**
 - Checks in the 1000 range are general fund
 - Checks in the 10111 range are actual medical costs
 - Checks in the 90000 range are student fund
 - Issuances beginning with a date (22821111) are auto pays or debits
 - American Fidelity, UMR, Delta, Lincoln, Eyemed, OptumRX are benefit related
 - CBIZ, PERA, Voya, Security Benefit represent payroll items
 - WCA is on a fully self-insured medical plan participating in a group charter captive that limits overall liability. This has saved us an average of \$100K per year over the past 3 years in medical costs.

Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Executive Director

SarahGennie Colazio, Finance Director

Paige Adams, Member

Matt Meuli, Member-absent

Levi Burkhart, Member

Elaine Hungenburg- Board Member

Lauren Miller, Business Manager~ attends as a resource to the Finance Committee

Agenda 4.15.21

Meeting called to order at 3:30 pm

- Reviewed March 2021 financials
 - a. Review Rev & Exp Detail, Food Service detail and Fundraising detail
 - b. Review Balance Sheet
 - c. Review Student Fund financials
 - d. Review Check-Debit Register
 - e. Review March CC Statement
 - f. Review Financial Summary to Board
 - g. **Motion to approve March 2021 Financials by Levi, second by Paige, motion passes unanimously**

- Reviewed 2021-2022 Proposed Budget
 - a. **Motion to recommend 2021-2022 Budget to Board by Sara, second by Levi , motion passes unanimously**

- Next Meeting – May 12th, 3:30pm

Meeting adjourned at 4:55 pm

Rev and Exp as of 3.31.21

Printed: 4/12/2021 3:53 PM
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	3,207.83	20,000.00	16,792.17	16.04	
1700	Pupil Activities	78,419.00	84,502.00	6,083.00	92.80	
1900	Other Revenue from Local Sources	206,435.80	606,151.00	399,715.20	34.06	
3900	Other Revenue From State Sources	1,136,379.73	1,148,083.08	11,703.35	98.98	
5200	Interfund Transfers	0.00	10,000.00	10,000.00	0.00	
5600	Direct Allocations	9,248,839.53	11,898,691.00	2,649,851.47	77.73	
I	Revenue	<u>10,673,281.89</u>	<u>13,767,427.08</u>	<u>3,094,145.19</u>	<u>77.53</u>	* Account Type
0100	Salaries	4,197,347.41	6,111,985.00	1,914,637.59	68.67	
0200	Employee Benefits	1,641,108.92	2,287,384.00	646,275.08	71.75	
0300	Purchased Professional and Technical Services	38,260.55	60,139.00	21,878.45	63.62	
0400	Purchased Property Services	1,405,155.77	2,060,311.00	655,155.23	68.20	
0500	Other Purchased Services	1,361,178.75	1,686,029.08	324,850.33	80.73	
0600	Supplies	787,877.84	992,901.64	205,023.80	79.35	
0700	Property	27,088.91	242,303.00	215,214.09	11.18	
0800	Other Objects	53,206.18	89,817.00	36,610.82	59.24	
X	Expense	<u>9,511,224.33</u>	<u>13,530,869.72</u>	<u>4,019,645.39</u>	<u>70.29</u>	* Account Type
11	Charter School	<u>(1,162,057.56)</u>	<u>(236,557.36)</u>	<u>925,500.20</u>	<u>491.24</u>	Fund

Rev and Exp as of 3.31.21

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900	Other Revenue from Local Sources	311,083.55	0.00	(311,083.55)	0.00	
I	Revenue	<u>311,083.55</u>	<u>0.00</u>	<u>(311,083.55)</u>	<u>0.00</u>	* Account Type
0600	Supplies	124,767.58	335,684.00	210,916.42	37.17	
0868	Overhead Costs	0.00	40,000.00	40,000.00	0.00	
X	Expense	<u>124,767.58</u>	<u>375,684.00</u>	<u>250,916.42</u>	<u>33.21</u>	* Account Type
23	Pupil Activity Fund	<u>(186,315.97)</u>	<u>375,684.00</u>	<u>561,999.97</u>	<u>-49.59</u>	Fund

Rev and Exp as of 3.31.21

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	2,471.59	30,500.00	28,028.41	8.10	
1900	Other Revenue from Local Sources	1,075,570.66	1,543,406.00	467,835.34	69.69	
2000	Revenue from Intermediate Sources	5,707.02	14,500.00	8,792.98	39.36	
I	Revenue	<u>1,083,749.27</u>	<u>1,588,406.00</u>	<u>504,656.73</u>	<u>68.23</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	852,944.70	1,401,678.00	548,733.30	60.85	
0900	Other Uses of Funds	25,270.00	408,360.00	383,090.00	6.19	
X	Expense	<u>878,214.70</u>	<u>2,357,874.00</u>	<u>1,479,659.30</u>	<u>37.25</u>	* Account Type
61	Building Corporation	<u>(205,534.57)</u>	<u>769,468.00</u>	<u>975,002.57</u>	<u>-26.71</u>	Fund
	Report Total:	<u>1,553,908.10</u>	<u>(908,594.64)</u>	<u>(2,462,502.74)</u>	<u>-171.02</u>	

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		1,196,707.01	615,160.92	1,811,867.93	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		336,646.48	(64,199.59)	272,446.89	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,172,239.31	119.55	2,172,358.86	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		651,543.64	29.46	651,573.10	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,037.23	2.71	100,039.94	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets		4,458,176.34	551,113.05	5,009,289.39	* Account Class
Liabilities						
	Accounts Payable		(40,402.56)	7,533.22	(32,869.34)	11-950-00-0000-7421-000-0000
	Accrued Salaries		250.00	(700.00)	(450.00)	11-950-00-0000-7461-000-0000
	GARNISHMENT		2,333.36	(583.33)	1,750.03	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9393
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	PERA & Life Liab		121.50	(50.00)	71.50	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		(155,179.44)	(12,244.06)	(167,423.50)	11-950-05-0000-7471-000-0000
7400	Liabilities		(199,353.71)	(6,044.17)	(205,397.88)	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(345,000.00)	0.00	(345,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,294,283.93)	0.00	(3,294,283.93)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(2,550.02)	0.00	(2,550.02)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(616,988.68)	(545,068.88)	(1,162,057.56)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		(4,258,822.63)	(545,068.88)	(4,803,891.51)	* Account Class
11	Charter School		0.00	0.00	0.00	Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		SF Checking 1stBank	194,811.84	3,345.87	198,157.71	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>194,811.84</u>	<u>3,345.87</u>	<u>198,157.71</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(1,721.00)	(1,755.00)	(3,476.00)	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(3,926.12)	(7,044.62)	(10,970.74)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(5,647.12)</u>	<u>(8,799.62)</u>	<u>(14,446.74)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	2,605.00	0.00	2,605.00	23-901-00-0000-6760-000-0000
		Activity Net Income/Loss	(191,769.72)	5,453.75	(186,315.97)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(189,164.72)</u>	<u>5,453.75</u>	<u>(183,710.97)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Def Loss on Refunding-2016		287,887.59	0.00	287,887.59	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016		442,154.01	0.00	442,154.01	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016		1,227,676.15	0.00	1,227,676.15	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016		188,344.61	0.00	188,344.61	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2020		1,389,127.45	0.00	1,389,127.45	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		243,466.29	0.00	243,466.29	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Bond Reserve Fund		66.49	0.00	66.49	61-950-67-0000-8105-000-0000
8100	Current Assets		<u>3,778,722.59</u>	<u>0.00</u>	<u>3,778,722.59</u>	* Account Class
Fixed Assets						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(2,958,439.61)	0.00	(2,958,439.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>22,320,244.36</u>	<u>0.00</u>	<u>22,320,244.36</u>	* Account Class
Liabilities						
	Bldg Corp Premium on Bonds		(203,393.00)	0.00	(203,393.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(19,440,743.60)	0.00	(19,440,743.60)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017		(9,681,460.00)	0.00	(9,681,460.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(29,640,281.60)</u>	<u>0.00</u>	<u>(29,640,281.60)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal		3,746,849.22	0.00	3,746,849.22	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		(205,534.57)	0.00	(205,534.57)	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>3,541,314.65</u>	<u>0.00</u>	<u>3,541,314.65</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

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 Windsor Charter Academy
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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218745	Youngdahl Behrends, Cynthia	9064	03/05/2021	1163	(49.50)	0.00	(49.50)
Void by FD on 3/5/2021							
21007	Barefoot Farms Landscaping Inc.	4	03/05/2021	1491	1,027.75	0.00	1,027.75
218836	Berg, Brett	2	03/05/2021	1492	97.40	0.00	97.40
21015	Comcast Cable	4	03/05/2021	1493	567.33	0.00	567.33
21254	Gallegos Sanitation Inc	4	03/05/2021	1494	301.51	0.00	301.51
218775	Hitz, Cameron	4	03/05/2021	1495	40.00	0.00	40.00
21136	Home Depot Pro	4	03/05/2021	1496	225.45	0.00	225.45
21092	Lincoln National Life Insurance	4	03/05/2021	1497	1,375.49	0.00	1,375.49
217993	Miller Farmer Law LLC	4	03/05/2021	1498	648.00	0.00	648.00
217978	MODESTO, AMPELIA	4	03/05/2021	1499	100.00	0.00	100.00
218610	My Office Etc.	4	03/05/2021	1500	720.30	0.00	720.30
218835	Rants, Donovan	9064	03/05/2021	1501	0.00	0.00	0.00
Void by FD on 3/5/2021							
218592	Riverside Assessments LLC	4	03/05/2021	1502	117.35	0.00	117.35
218759	Rupe, Caleb	4	03/05/2021	1503	160.00	0.00	160.00
21093	Security Benefit	4	03/05/2021	1504	1,164.96	0.00	1,164.96
217979	Thomsen, Micki	4	03/05/2021	1505	50.00	0.00	50.00
217608	ThyssenKrupp Elevator Corp.	5	03/05/2021	1506	768.01	0.00	768.01
217892	T-Mobile	4	03/05/2021	1507	27.82	0.00	27.82
217638	UNCC	4	03/05/2021	1508	3.96	0.00	3.96
21078	Waste Management	4	03/05/2021	1509	831.52	0.00	831.52
21120	Weld RE-4 School District	4	03/05/2021	1510	28.00	0.00	28.00
21552	Airgas USA LLC	11	03/12/2021	1511	33.06	0.00	33.06
21015	Comcast Cable	11	03/12/2021	1512	579.01	0.00	579.01
218817	InfoArmor, Inc.	4	03/12/2021	1513	71.80	0.00	71.80
21269	JW Pepper	11	03/12/2021	1514	39.98	0.00	39.98
21041	Manweiler Appliance Co Inc	12	03/12/2021	1515	55.38	0.00	55.38
218822	McCary, Erica	5	03/12/2021	1516	1,280.00	0.00	1,280.00
21681	Snappy Holdings LLC	11	03/12/2021	1517	13.80	0.00	13.80
217620	Teacher Synergy LLC	11	03/12/2021	1518	48.97	0.00	48.97
217748	The Lampo Group LLC	11	03/12/2021	1519	12,175.00	0.00	12,175.00
21120	Weld RE-4 School District	11	03/12/2021	1520	52.01	0.00	52.01
218535	FirstBank	8	03/12/2021	1521	11,486.03	0.00	11,486.03
21007	Barefoot Farms Landscaping Inc.	17	03/19/2021	1522	125.00	0.00	125.00
218765	Bashor, Kylee	17	03/19/2021	1523	264.00	0.00	264.00
218803	Bicknell, Aiden	17	03/19/2021	1524	240.00	0.00	240.00
218756	Bradford, Kealie	17	03/19/2021	1525	972.00	0.00	972.00
21009	Brooms N More Inc	17	03/19/2021	1526	316.52	0.00	316.52
218808	CobraHelp	19	03/19/2021	1527	28.00	0.00	28.00
218819	Cohen, Anahleigh	17	03/19/2021	1528	78.00	0.00	78.00
218818	Cohen, Chloe	17	03/19/2021	1529	216.00	0.00	216.00
21015	Comcast Cable	19	03/19/2021	1530	3,409.05	0.00	3,409.05
217633	Diversified Underground Inc.	17	03/19/2021	1531	225.00	0.00	225.00
21140	EON Office	19	03/19/2021	1532	1,242.68	0.00	1,242.68
21136	Home Depot Pro	17	03/19/2021	1533	2,009.79	0.00	2,009.79
218814	Jacobs, Nevaeh	17	03/19/2021	1534	156.00	0.00	156.00
21616	Jostens	18	03/19/2021	1535	519.88	0.00	519.88
21269	JW Pepper	19	03/19/2021	1536	558.46	0.00	558.46
21038	Lewan and Associates	17	03/19/2021	1537	395.95	0.00	395.95
21109	Mail N Copy	17	03/19/2021	1538	155.00	0.00	155.00
218822	McCary, Erica	17	03/19/2021	1539	240.00	0.00	240.00
21273	Meadow Gold Dairy- Englewood	17	03/19/2021	1540	3,050.39	0.00	3,050.39
218815	Schmidt, Tristan	17	03/19/2021	1541	258.00	0.00	258.00
21245	Shred-it USA	17	03/19/2021	1542	364.65	0.00	364.65
21072	Town of Windsor	19	03/19/2021	1543	1,186.62	0.00	1,186.62
21079	Wells Fargo Financial Leasing	19	03/19/2021	1544	3,730.04	0.00	3,730.04

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21080	Ace Hardware WCA	24	03/26/2021	1545	227.15	0.00	227.15
21012	CenturyLink	24	03/26/2021	1546	155.82	0.00	155.82
21175	Counter Trade	24	03/26/2021	1547	3,121.60	0.00	3,121.60
21179	Digi Pix Signs	24	03/26/2021	1548	241.00	0.00	241.00
21140	EON Office	24	03/26/2021	1549	255.05	0.00	255.05
21110	Follett School Solutions, Inc	24	03/26/2021	1550	1,106.05	0.00	1,106.05
21269	JW Pepper	24	03/26/2021	1551	109.46	0.00	109.46
218208	OptumRX	5	03/08/2021	10305	5,538.94	0.00	5,538.94
218208	OptumRX	5	03/08/2021	10306	4.00	0.00	4.00
218208	OptumRX	5	03/22/2021	10307	2,652.91	0.00	2,652.91
218208	OptumRX	5	03/22/2021	10308	6.60	0.00	6.60
218207	UMR Health	5	03/22/2021	10309	26.64	0.00	26.64
218207	UMR Health	5	03/29/2021	10310	57.00	0.00	57.00
218207	UMR Health	5	03/29/2021	10311	276.00	0.00	276.00
218537	Harmony Ambulatory Services	5	03/31/2021	10312	757.00	0.00	757.00
217644	Basart, Nikki	4	03/05/2021	90410	122.40	0.00	122.40
21124	Blick Art Materials	4	03/05/2021	90411	37.56	0.00	37.56
218837	Brigati, Nicholas	4	03/05/2021	90412	122.40	0.00	122.40
218285	Brown, Brett	4	03/05/2021	90413	130.00	0.00	130.00
21117	Carolina Biological	4	03/05/2021	90414	189.69	0.00	189.69
218830	Hogan, Ethan	4	03/05/2021	90415	80.00	0.00	80.00
218804	Johnson, Nicholas	4	03/05/2021	90416	120.00	0.00	120.00
218839	McCutchen, Marcus	4	03/05/2021	90417	15.00	0.00	15.00
218841	Meador, Kevin	4	03/05/2021	90418	108.12	0.00	108.12
21366	Misuraca, Marc	4	03/05/2021	90419	108.12	0.00	108.12
217937	Monson, Jeffrey	4	03/05/2021	90420	61.20	0.00	61.20
21730	Paul, Ryan	4	03/05/2021	90421	169.32	0.00	169.32
21718	Robotics Education & Competition Foundation	4	03/05/2021	90422	70.00	0.00	70.00
218838	Simpson, Robert	4	03/05/2021	90423	46.92	0.00	46.92
21124	Blick Art Materials	11	03/12/2021	90424	44.26	0.00	44.26
218828	Edward Ranum	11	03/12/2021	90425	150.00	0.00	150.00
218395	VEX Robotics	11	03/12/2021	90426	147.64	0.00	147.64
21120	Weld RE-4 School District	11	03/12/2021	90427	119.66	0.00	119.66
218535	FirstBank	8	03/12/2021	90428	2,640.39	0.00	2,640.39
21117	Carolina Biological	17	03/19/2021	90429	244.15	0.00	244.15
21119	Garretsons Sport Center	19	03/19/2021	90430	1,275.00	0.00	1,275.00
218827	Grogan, Sean	17	03/19/2021	90431	136.20	0.00	136.20
218642	McKinney, Shawn	17	03/19/2021	90432	136.20	0.00	136.20
218825	Bauerle, Lisa	24	03/26/2021	90433	30.00	0.00	30.00
218285	Brown, Brett	24	03/26/2021	90434	115.00	0.00	115.00
217721	BSN Sports	24	03/26/2021	90435	578.76	0.00	578.76
21179	Digi Pix Signs	24	03/26/2021	90436	241.00	0.00	241.00
218830	Hogan, Ethan	24	03/26/2021	90437	160.00	0.00	160.00
218804	Johnson, Nicholas	24	03/26/2021	90438	50.00	0.00	50.00
21269	JW Pepper	24	03/26/2021	90439	961.67	0.00	961.67
218363	K&W Printing, Inc.	24	03/26/2021	90440	173.60	0.00	173.60
21338	Kennis, Jeremy	24	03/26/2021	90441	122.40	0.00	122.40
218831	Lindenberg, Scott	24	03/26/2021	90442	244.80	0.00	244.80
218642	McKinney, Shawn	24	03/26/2021	90443	46.92	0.00	46.92
218841	Meador, Kevin	24	03/26/2021	90444	244.80	0.00	244.80
21366	Misuraca, Marc	24	03/26/2021	90445	122.40	0.00	122.40
217952	Packer, Charles	24	03/26/2021	90446	46.92	0.00	46.92
21718	Robotics Education & Competition Foundation	24	03/26/2021	90447	140.00	0.00	140.00
21337	Trimble, David	24	03/26/2021	90448	122.40	0.00	122.40
218846	Wright, Anyah	24	03/26/2021	90449	40.00	0.00	40.00

A/P Check Register

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21286	Voya Financial	6	03/31/2021	33121111	1,649.81	0.00	1,649.81
21088	American Fidelity	6	03/31/2021	33121222	692.50	0.00	692.50
21088	American Fidelity	6	03/31/2021	33121333	2,926.57	0.00	2,926.57
21459	CBIZ	6	03/31/2021	33121444	2,166.52	0.00	2,166.52
21459	CBIZ	6	03/31/2021	33121555	417,073.60	0.00	417,073.60
21459	CBIZ	6	03/31/2021	33121666	63,415.73	0.00	63,415.73
21084	PERA	6	03/31/2021	33121777	168,272.72	0.00	168,272.72
21286	Voya Financial	6	03/31/2021	33121999	2,498.99	0.00	2,498.99
218205	Delta Dental of Colorado	4	03/01/2021	030121115	5,804.16	0.00	5,804.16
218207	UMR Health	5	03/01/2021	030121362	43,272.65	0.00	43,272.65
218208	OptumRX	5	03/01/2021	030121713	179.05	0.00	179.05
217847	US Foods Inc.	5	03/02/2021	030221881	419.51	0.00	419.51
217847	US Foods Inc.	5	03/04/2021	030421881	4,268.99	0.00	4,268.99
218208	OptumRX	5	03/08/2021	030821179	1,493.65	0.00	1,493.65
217847	US Foods Inc.	5	03/11/2021	031121881	4,462.50	0.00	4,462.50
218208	OptumRX	5	03/15/2021	031521034	9,255.58	0.00	9,255.58
21156	Xcel Energy	4	03/17/2021	031721888	12,258.74	0.00	12,258.74
217847	US Foods Inc.	5	03/18/2021	031821881	6,710.95	0.00	6,710.95
218208	OptumRX	5	03/22/2021	032221688	4,084.68	0.00	4,084.68
217847	US Foods Inc.	5	03/25/2021	032521881	6,360.15	0.00	6,360.15
218208	OptumRX	5	03/29/2021	032921851	2,651.97	0.00	2,651.97
217847	US Foods Inc.	5	03/29/2021	032921881	609.47	0.00	609.47
218208	OptumRX	5	03/31/2021	033121038	2,149.89	0.00	2,149.89
21088	American Fidelity	6	03/31/2021	331211212	14,994.86	0.00	14,994.86
Report Totals					\$855,704.78	\$0.00	\$855,704.78