

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

August Regular Session

August 27, 2020

**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*

August 27, 2020

Regular Session @ 6:00 p.m.

Executive Board

John Feyen, President
Carolyn Mader, Vice President
Donna James, Treasurer
Kevin Albertsen, Secretary
Sherry Bartmann, Member
Carolyn Mader, Member
Jim Zacheis, 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 Agenda
August 27, 2020**

MINUTES TO BE APPROVED AT THE SEPTEMBER REGULAR SESSION

Regular Session: 6:00 p.m.

1.0 Opening of Meeting

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Mission Statement
- 1.5 Adoption of Agenda
- 1.6 Approval of Minutes
July 20, 2020 Special Session

2.0 Citizen Communication

This is an opportunity to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to five minutes. Any person desiring to speak during this time should complete a comment card provided on the table near the entrance or from the Executive Board Secretary.

3.0 Reports

- 3.1 Executive Director Report
- 3.2 Executive Board Reports

4.0 Items for Information

- 4.1 2020 Executive Board Elections Planning
- 4.2 Windsor Charter Online Academy

5.0 Items for Action

- 5.1 2020 Executive Board Elections
- 5.2 Bylaws Revisions to Articles 1, 2, 5 & 11
- 5.3 AC Non-Discrimination/Equal Opportunity, First Read
- 5.4 AC-E-1 Non-Discrimination/Equal Opportunity, First Read
- 5.5 AC-E-2 Non-Discrimination/Equal Opportunity, First Read
- 5.6 AC-R-1 Non-Discrimination/Equal Opportunity, First Read

- 5.7 EBBA Prevention of Disease/Infection Transmission, First Read
- 5.8 EBBA-R Prevention of Disease/Infection Transmission-Regulation, First Read
- 5.9 JBB Sexual Harassment, First Read
- 5.10 KI Visitors to School, First Read

6.0 Consent Agenda

- 6.1 Personnel
- 6.2 Financials

7.0 Executive Session

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

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

8.0 Adjournment



**Executive Board Minutes
August 27, 2020**

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
Carolyn Mader, Executive Board Vice-President
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Jenny Ojala, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

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

A motion was made by Sherry Bartmann and seconded by Jenny Ojala to approve the August 2020 Regular Session agenda, adding item 4.3 Policy JICA Dress Code.

Members voted the following: Albertsen, aye; Bartmann, 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 July 20, 2020 Special Session was made by Kevin Albertsen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were not any parents that shared citizen communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Enrollment

Currently there are 1510 students that are enrolled at Windsor Charter Academy Schools. This year's budget was based on 1450 students.

Online Learners

Our elementary school has 110 students (14.2%) that are enrolled in our online learning programs. Our middle school has 70 online learning students (18.3%). Our high school has 34 online learning students (9.7%). Overall, 14.2% of our students are in online learning programs for the first quarter of instruction.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
September 1st	2:00 p.m.	Strategic Plan Review Committee	Zoom
September 9th	3:45 p.m.	Student & School Safety Committee	Zoom
September 17th	3:30 p.m.	Finance Committee	Zoom

3.2 Executive Board Reports

Executive board members shared their gratitude for the teachers and leadership that have worked hard to support students as they returned to in-person, hybrid, and online learning.

4.0 Items for Information

4.1 2020 Executive Board Elections Planning

4.2 Windsor Charter Online Academy

5.0 Items for Action

5.1 2020 Executive Board Elections

A motion was made to approve October 28th for in-person voting and October 21st through 28th as the window for online voting as dates for the 2020 Executive Board Elections. Members elected would serve a 2 ½ year term. The motion was made by Sherry Bartmann and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

John Feyen relinquished his role as the presiding Chair to Carolyn Mader, Executive Board Vice-President.

5.2 Bylaws Revisions to Articles 1, 2, 5 & 11

A motion was made to table the revisions of Articles 1, 2, 5 & 11 until the September Regular Session by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

John Feyen resumed his role as the presiding Chair.

5.3 AC Non-Discrimination/Equal Opportunity, First Read

A motion was made to approve Policy AC Non-Discrimination/Equal Opportunity on first read by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.4 AC-E-1 Non-Discrimination/Equal Opportunity, First Read

A motion was made to approve File AC-E-1 Non-Discrimination/Equal Opportunity on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.5 AC-E-2 Non-Discrimination/Equal Opportunity, First Read

A motion was made to approve File AC-E-2 Non-Discrimination/Equal Opportunity on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the

following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.6 AC-R-1 Non-Discrimination/Equal Opportunity, First Read

A motion was made to approve File AC-R-1 Non-Discrimination/Equal Opportunity on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.7 EBBA Prevention of Disease/Infection Transmission, First Read

A motion was made to approve Policy EBBA Prevention of Disease/Infection Transmission on first read by Sherry Bartmann and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.8 EBBA-R Prevention of Disease/Infection Transmission-Regulation, First Read

A motion was made to approve Policy EBBA-R Prevention of Disease/Infection Transmission-Regulation on first read by Kevin Albertsen and seconded by Jenny Ojala. Both board members withdrew their motions. Sherry Bartmann made a motion to table the policy until the September Regular Session. Jenny Ojala seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.9 JBB Sexual Harassment, First Read

A motion was made to approve Policy JBB Sexual Harassment on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.10 KI Visitors to School, First Read

A motion was made to approve Policy KI Visitors to School on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Ricky Wagner, Director of Facilities Management
- Rachel Messersmith, ES Teacher
- Melissa Gonzalez, ES Teacher
- Erin Silver, ES Teacher
- Christina Werner, ES Paraprofessional
- Stacie Kelly, MS Paraprofessional
- Brecklyn Yackey, MS Paraprofessional
- Andrea Burroughs, HS Paraprofessional

Resignations/Non-Renewals/Terminations

- Michael Painter, Director of Facilities Management

6.2 Financials

- May Financials
- July Financials

A motion to approve the Consent Agenda was made by Sherry Bartmann and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

7.0 Executive Session

There was no Executive Session at the August 2020 Executive Board meeting.

8.0 Adjournment

A motion to adjourn the August 27, 2020 Regular Session was made by Sherry Bartmann and seconded Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 8:31 p.m.



Appendix



1.0 July Executive Board Minutes

Executive Board Minutes July 16, 2020

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:00 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Carolyn Mader, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Jenny Ojala, Executive Board Member
Jim Zacheis, 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

A motion was made to approve the July 16, 2020 Regular Session agenda, adding item 4.3 Waiver of Policy JHCA-R Open Campus, by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the June 17, 2020 Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

No parents that spoke during Citizen Communication.

3.0 Items for Information

3.1 Summer Preparations

4.0 Items for Action

4.1 2020 Bond Resolutions

A motion was made to approve a financing resolution for the 2020 Plan of Finance, move the 2017 bonds into the Moral Obligation Program, authorize a reimbursement resolution, and to approve authorization for the Director of Finance & HR, SarahGennie Colazio to sign on behalf of the Executive Board by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

4.2 2020-2021 Calendar: Cares Act Funding

A motion was made to approve the 2020-2021 amended by Sherry Bartmann and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

4.3 Waiver of Policy JHCA-R, Open Campus

A motion was made to approve a one-year waiver to Policy JHCA-R, Open Campus, allowing freshman open campus rights for the 2020-2021 school year. Open campus rights would only be an option for freshman of parents that opted in to this waived policy. The motion was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, nay; Mader, nay; Ojala, aye; Zacheis, nay; Feyen, aye. The motion passes.

5.0 Executive Session

There was no Executive Session at the July 2020 Executive Board meeting.

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.

6.0 Adjournment

A motion to adjourn the July 16, 2020 Regular Session was made by Jim Zacheis and seconded Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 6:30 p.m.

Executive Board Minutes July 20, 2020

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:10 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Carolyn Mader, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Jim Zacheis, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
Kelly Seilbach, Director of Elementary School Education
Jeremy Schriener, Director of Middle School Education
Hannah Mancina, Director of High School Education
Courtney Stone, Director of Curriculum, Instruction & Innovation
Sara Ibarra, School Nurse
Sara Sanders, Communications Manager

1.3 Pledge of Allegiance

1.4 Mission Statement

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1.5 Adoption of Agenda

A motion was made to approve the July 20, 2020 Regular Session agenda by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Items for Information

2.1 Learning in August

3.0 Adjournment

A motion to adjourn the July 20, 2020 Regular Session was made by Carolyn Mader and seconded Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 7:08 p.m.



2.0 Bylaws

**BYLAWS OF
WINDSOR CHARTER ACADEMY**

BOARD RESOLUTION APPROVING REVISION AND AMENDMENTS OF BYLAWS

WHEREAS, the Bylaws of the Windsor Charter Academy were certified and duly revised and adopted by the action of the Windsor Charter Academy Executive Board on or about September 27, 2012 (the “Bylaws”), and

WHEREAS, it is deemed desirable and in the best interest of the Windsor Charter Academy that the following actions be taken by the Executive Board of the Windsor Charter Academy pursuant to this resolution,

NOW THEREFORE, BE IT RESOLVED that, pursuant to applicable laws, the undersigned, hereby consent to approve and adopt the following:

REVISION OF BYLAWS

RESOLVED FURTHER, that the Bylaws of the Windsor Charter Academy and any revisions thereto approved before now are hereby revised, amended and replaced in their entirety and shall be superseded by the following:

**ARTICLE 1
OFFICES**

SECTION 1. PRINCIPAL PLACE OF BUSINESS

The [principal][RT1] office of Windsor Charter Academy (herein referred to as “the Academy”) is located at: 680 Academy Court, 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 680 Academy Court, 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 nor an employee of the Academy.

No employee’s spouse will be eligible to serve on the Board. No former employee or the spouse of a former employee shall serve on the Board for a minimum of twenty-four (24) months from the last date the employee worked for the Academy.

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

SECTION 2. QUALIFICATIONS

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 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 shall hold office until the end of the July Board meeting following an election or appointment of new members in the year in which such member's term terminates.

- (a) In the event there is not an election, the existing Board members shall appoint additional Board member(s) when practical.
- (b) Each Board term is for a period of three (3) years. Board members may serve a maximum of three (3) terms.
- (c) Board members that are/were appointed to the Board to fill a vacant seat may complete the appointed term of the Board member he/she is replacing (herein referred to as a "Partial Term"). Such Partial Term shall not count as a full term. However, if multiple Partial Terms are served by a Board member, every two (2) Partial Terms shall be the equivalent of one (1) full term and shall then be included in such member's maximum period of service.

If just cause is presented to the Board, any Board member may be voted off by a simple majority of the entire Board[RT2].

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 Article 3, section 17 of these Bylaws.

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

Regular Board meetings shall be held at the Academy [RT3] unless otherwise provided by the Board or at such other place as may be designated by resolution of the Board.

SECTION 8. REGULAR MEETINGS

Regular meetings of the Board shall be held on the fourth (4th) Thursday of each month at 6:30 PM, unless such day falls on a school holiday or a conflicting event occurs, in which case, the Regular meeting shall be rescheduled at a mutually agreed upon day and time and posted in the 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.

If notice of a Special Session Meeting is given to the Academy Membership and the public, all powers, duties, authorities, and voting rights shall apply to such Special Session Meeting as they apply to Regular Session Meetings.

If notice of a Special Session Meeting is not given to the Academy Membership, the Board shall not make final policy decision, 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. However, the Board may meet to discuss, plan, work, and perform other duties on behalf of the school, the students, and Academy Membership.

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) Regular Meetings: No notice need be given of any Regular meeting of the Board[RT4].
- (b) Special Session Meetings: At least twenty-four (24) hours prior notice shall be given by the Secretary of the Board to each Board member of each special meeting of the Board. Such notice may be oral, written, by telephone, e-mail, or text and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.
- (c) Waiver of Notice: Whenever any notice of a meeting is required to be given to any Board member of the Academy under provisions of the Articles of Incorporation, these Bylaws, the Academy Charter, or the laws of this state, a waiver of notice in writing signed by the Board member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.
- (d) Acceptable forms of communication between Board members include, but are not limited to, oral, written, first class mail, e-mail, text, facsimiles and telephone. All communications are considered non-confidential.

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.

(Intentionally Left Blank)

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 in writing to the President of the Board a minimum of twenty-four (24) hours 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 written disclosures shall be attached to 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.
- (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

- (d) 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.
- (e) 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

- (f) 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

- (g) 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.
- (h) 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.
- (i) 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.
- (j) 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:

- (k) The gift has no more than token value.
- (l) It is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together.
- (m) The exchange is lawful and in accordance with the educational industry's ethical practice and/or standards.
- (n) The gift could not be construed by an impartial observer as a bribe, pay off or improper and/or illegal payment.
- (o) 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][RT5]

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 Executive Session requires a 2/3 vote of the Board. However, the Board shall not make final policy decision, 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. 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 to the Academy School Accountability Committee (“SAC”). In the absence of a SAC, consultation from an outside mediator shall be sought by the Board to address the grievance. The Board must acknowledge and consider the recommendations of the SAC or the mediator before taking further action. However, the Board is not bound by said recommendations when taking action.

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. NONLIABILITY 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:
 - (1) 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;
 - (2) 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
 - (3) 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. 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 extended absence.

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.

At least one (1) polling place for all Academy elections shall be at the principal [RT6] offices of the Academy and shall be open from 7:00 a.m. through 7:00 p.m. Any Academy member with at least one (1) child enrolled and attending shall be eligible to vote in any regular or special election. Absentee and/or electronic voting may be used at the sole discretion of the Board. In the event the Board authorizes such voting procedures, the details of 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 five (5) members 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 who desires to be considered for election as a member of the Board shall file a written statement (a standard form may be provided) indicating such desire with the Election Committee no less than thirty (30) days prior to the election. Information provided to the Election Committee shall consist of no less than the candidates name and number of children attending the Academy.

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.

Any community-at-large individual who desires to be considered for election as a member of the Board shall file a written statement (a standard form may be provided) indicating such desire with the Election Committee no less than thirty (30) days prior to the election. Information provided to the Election Committee shall consist of no less than the candidate's name and address.

All newly elected Board members shall attend the May, June and July Board meetings following the election, at which time, they will become educated in the current state of the school. The official change in office will occur at the end of the July Board meeting following the election. Failure to attend the May, June and July Board meetings shall result in removal from the Board.

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 shall 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.

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 member 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. Any vacancy appointment shall retain the Board seat until the vacated position's term is completed.

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. He/She shall perform all duties incident to his/her 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, he/she 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. He/she 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.

SECTION 11. ABSENCE OF BOARD MEMBER(S)

A replacement Board member may be appointed by a majority vote of the Board, should an elected Board member require an extended absence.

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 Colorado Charter School Institute 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.

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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 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.

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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 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 the Board.
- (b) Initiate and vote for removal of members of the Board.

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[RT7].

SECTION 5. NONLIABILITY OF MEMBERS

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

SECTION 6. NONTRANSFERABILITY 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 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.

ARTICLE 14 MEETINGS OF ACADEMY MEMBERS

SECTION 1. PLACE OF MEETINGS

Meetings of Academy members shall be held at the principal office of the Academy or at such other place or places as may be designated from time to time by resolution of the Board.

SECTION 2. BIENNIAL ACADEMY MEMBERSHIP MEETINGS

There shall be a biennial Meeting of Academy Members which shall be held in the months of April and November of each year, with at least five (5) days written public notice.

The April Academy Membership Meeting shall also be held for the purpose of allowing Board member candidates the opportunity to speak to the Academy Membership prior to the election of Board members and other business as may come before the meeting.

SECTION 3. SPECIAL MEETINGS OF ACADEMY MEMBERS

Special meetings of the Academy members shall be called by the Board, the President of the Board, or by the person(s) specifically authorized under the laws of this state to call special meetings of the Academy members.

SECTION 4. NOTICE OF MEETINGS

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, notice of a Biannual Academy Membership Meetings or Special Meeting of Academy members shall state the place, day and hour of the meeting and shall state the purpose or purposes for which the meeting is called and shall be posted no less than five (5) days prior to the meeting. The notice of any Meeting of Academy Members at which Board members are to be elected shall also state the names of all those who are nominees or candidates for election to the Board at the time notice is given.

SECTION 5. CONDUCT OF MEETINGS

Meetings of Academy members shall be presided over by the President of the Board, the Vice President of the Board or, other Board member(s). The Secretary of the Board shall act as Secretary of all meetings of Academy members, provided that, in his/her absence, the President of the Board shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by the appropriate Board member; as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, 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 Academy Membership policies pertaining to its own operating procedures, the meeting shall be governed by the rules prescribed in *Robert’s Rules of Order, Newly Revised*.

IN WITNESS WHEREOF, these Revisions to the original Bylaws and amendments to the Bylaws were read, reviewed and adopted on this 27th day of July 2017.

By: _____
Bradley D Coldiron, President

By: _____
Samual Penn, Vice President

By: _____
Donna James, Secretary

By: _____
Jackie Compton, Treasurer

By: _____
Carolyn Mader, Member

By: _____
Jenny Ojala, Member

By: _____
Paige Adams, Member



3.0 First Read Policies



NON-DISCRIMINATION / EQUAL OPPORTUNITY

Windsor Charter Academy is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The School is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, **marital status**, national origin, religion, ancestry, and other categories protected by law. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public ~~may shall~~ be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any **Windsor Charter Academy** program or activity on the basis of **disability, race, creed, color, sex, sexual orientation, marital status**, national origin, ~~ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability~~ **ancestry, or need for special education services.** or other status protected by law. Discrimination against employees and applicants for employment based on age, and genetic information, **and conditions related to pregnancy or childbirth** is also prohibited in accordance with state and/or federal law.

For purposes of this policy, these terms have the following meanings:

- **“Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.**
- **“Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.**
- **“Sexual Orientation” means a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person’s perception thereof.**

This policy and **supporting** regulation ~~shall will~~ be used to address all concerns regarding discrimination and harassment. ~~except those~~ **Alleged conduct** regarding **sex-based discrimination and** sexual harassment ~~which are addressed in policies GBAA and JBB.~~ **will follow the complaint and investigation procedures specific to this conduct.**

In keeping with these statements, the following ~~shall be~~ **are** objectives of Windsor Charter Academy:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
- ~~3.2.~~ To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
- ~~5.3.~~ To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- ~~7.4.~~ To utilize educational experiences to build each individual's pride in the community in which ~~he or she lives~~ **they live.**
- ~~9.5.~~ To initiate a process of reviewing all policies and practices of ~~this~~ **Windsor Charter Academy** in order to achieve the objectives of this policy to the greatest extent possible.
- ~~11.6.~~ To investigate and resolve promptly any complaints of discrimination and harassment.
- ~~13.7.~~ To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of **Windsor Charter Academy** policy.

Annual Notice

Windsor Charter Academy ~~shall~~**will** issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered **by Windsor Charter Academy** without regard to **disability**, race, **creed**, color, sex ~~(which includes marital status)~~, sexual orientation, **marital status**, religion, national origin, ancestry, ~~creed, disability~~ or any other status protected by law **need for special education**. With respect to employment practices, **Windsor Charter Academy** ~~shall~~**will** also issue written notice that it does not discriminate on the basis of age ~~or~~, genetic information, **or conditions related to pregnancy or childbirth**. The announcement ~~shall~~**will** also include the title, address, email address, and telephone number of the person(s) designated to coordinate Title IX Section 504 and ADA compliance activities.

The notice ~~shall~~**will** be disseminated to persons with limited English language skills in the person's own language. It ~~shall~~**will** also be made available to persons who are visually or hearing impaired.

The notice ~~shall~~**will** appear on a continuing basis in all **Windsor Charter Academy** media containing general information, including: teachers' guides, school publications, the **Windsor Charter Academy's** website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Harassment Is Prohibited

Harassment based on a person's **disability**, race, **creed**, color, **sex**, **sexual orientation**, **marital status**, national origin, ~~ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or other protected status,~~ **ancestry, or need for special education services** is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of **Windsor Charter Academy** facilities and programs. All such harassment, by **Windsor Charter Academy** employees, students and third parties, is strictly prohibited.

All **Windsor Charter Academy** employees and students share the responsibility to ensure that harassment does not occur at **Windsor Charter Academy**, on **its** property, at any school- sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any curricular or non-curricular activity or event.

~~For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or other protected status that:~~

- ~~1. Results in physical, emotional or mental harm, or damage to property~~
- ~~2. Is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment~~
- ~~3. Substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB for students) will apply to complaints alleging sexual harassment.~~

Harassing conduct may take many forms, including, but not limited to:

- ~~1. Verbal acts and name calling;~~
- ~~2. Graphic depictions and written statements, which may include use of cell phones or the Internet; and~~
- ~~3. Other conduct that may be physically threatening, harmful or humiliating.~~

Reporting Discrimination and Harassment

Any student who believes ~~he or she~~ **they have** ~~has been a victim-target~~ of **unlawful** discrimination or harassment in violation **as defined by Windsor Charter Academy policy and supporting regulations**, or who has witnessed such discrimination or harassment, ~~shall~~ **will** immediately report it to an administrator, counselor, teacher or the **Windsor Charter Academy's** compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes ~~he or she has been~~ **they have been** a ~~victim-target~~ of discrimination or harassment, or who has witnessed such discrimination or harassment, ~~shall~~ **will** file a complaint with either an immediate supervisor or the **Windsor Charter Academy's** compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall ~~will~~ be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

Charter Action

All Windsor Charter Academy employees who witness discrimination or harassment ~~shall~~ **will** take prompt and effective action to stop it, as prescribed by ~~Windsor the~~ **Windsor Charter Academy**.

The **Windsor Charter Academy** ~~shall~~ **will** take appropriate action to promptly and impartially investigate allegations of discrimination and harassment **investigate allegations of discrimination and harassment promptly and impartially**, to end such behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, ~~the~~

Windsor Charter Academy ~~shall~~**will** take interim measures during the investigation to protect against further discrimination, harassment or retaliation.

To the extent possible, all reports of discrimination or harassment will be kept confidential.- Students or employees who knowingly file false complaints or give false statements in an investigation ~~shall~~**will** be subject to discipline, up to and including suspension/expulsion for students and termination of employment. -No student, employee or member of the public ~~shall~~**will** be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of discrimination or harassment are occurring in particular **Windsor Charter Academy** settings or activities, ~~the Windsor Charter Academy~~ ~~shall~~**will** implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment ~~in violation of Charter policy~~ ~~shall~~**will** be disciplined according to applicable **Windsor Charter Academy** policies, and ~~the Windsor Charter Academy~~ ~~shall~~**will** take reasonable action to restore lost educational or employment opportunities ~~to the individual(s) caused by the discrimination or harassment~~ **target(s)**.

In cases involving potential criminal conduct, **Windsor Charter Academy** **will** determine whether appropriate law enforcement officials should be notified.

Notice and Training

To reduce discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all Charter and **its** departments. -The policy and complaint process ~~shall~~**must** be **prominently posted on the Windsor Charter Academy's website, be** referenced in student and employee handbooks and **made** otherwise available to all students, staff and members of the public through electronic or hard- copy distribution. **Training materials regarding sex-based discrimination and sexual harassment are available to the public on the district's website.**

Students and **Windsor Charter Academy** Charter employees ~~shall~~**will** receive periodic training related to recognizing and preventing discrimination and harassment. **Windsor Charter Academy** employees ~~shall~~**must** receive additional training related to handling reports of discrimination and harassment. -The training will include, but not be limited to:

- Awareness of groups protected under state and federal law and/or targeted groups.
- How to recognize and react to discrimination and harassment.
- Proven harassment prevention strategies.

Windsor Charter Academy Executive Board
Adopted: March 2016

Legal References

20 U.S.C. §1681 (Title VII, Education Amendments of 1972)
20 U.S.C. §1701-1758 (Equal Employment Opportunity Act of 1972)
29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. §12101 et seq. (Title II of the Americans with Disabilities Act)
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
34 C.F.R. Parts 100, 104, 106 and 110
C.R.S. §2-4-401(13.5) (definition of sexual orientation)
C.R.S. §18-9-121 (bias-motivated crimes)
C.R.S. §22-32-109(1)(II) (Board duty to adopt written policies prohibiting discrimination)
~~C.R.S. §22-32-110(1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyles)~~
C.R.S. §24-34-301(7) (definition of sexual orientation)
C.R.S. §24-34-301 et seq. (Colorado Civil Rights Division)
C.R.S. §24-34-401 et seq. (discriminatory or unfair employment practices)
C.R.S. §24-34-601 (discrimination in places of public accommodation)
C.R.S. §24-34-602 (penalty and civil liability for discrimination)

Cross References

AC-R Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-E-1 Nondiscrimination/Equal Opportunity Notice
AC-E-2 Nondiscrimination/Equal Opportunity (Complaint Form)
GBA Open Hiring/Equal Employment Opportunity
GBAA Sexual Harassment
JB Equal Educational Opportunities
JBB Sexual Harassment



**NON-DISCRIMINATION / EQUAL OPPORTUNITY
(Notice of Non-Discrimination and Designation of Compliance Officer)**

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, ~~Weld RE-4 School District~~ **Windsor Charter Academy** does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, ~~marital~~ **marital** status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public.

For student-related inquiries:

Executive Director
810 Automation Dr., Windsor, CO 80550
970.833.5190
rebecca.teeples@windsorcharteracademy.org

For employment-related inquiries:

Director of Finance & HR
810 Automation Dr., Windsor, CO 80550
970.833.5190
Sarahgennie.colazio@windsorcharteracademy.org

Outside Agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII

(employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Windsor Charter Academy Executive Board
Adopted: September 2020





**NON-DISCRIMINATION / EQUAL OPPORTUNITY
Complaint Form**

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

____ Please check here for allegations of sex-based discrimination and or sexual harassment. (Note: Investigator will use investigation procedures consistent with allegations of sex-based discrimination and or sexual harassment).

Summary of alleged discrimination or harassment:

Name(s) of individual(s) who allegedly engaged the discrimination or harassment:

Date(s) alleged discrimination/harassment occurred:

Name(s) of witness(es) to alleged discrimination/harassment:

If others were affected by the alleged discrimination/harassment, please give their names:

Your suggestions regarding resolving the complaint: _____

Please provide any additional information or documentation relevant to this complaint (attach additional pages as necessary).

Signature of Complainant

Date

Signature of person receiving complaint

Date

Windsor Charter Academy Executive Board



Windsor CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

HANDLING BODY FLUIDS

Windsor Charter Academy personnel ~~shall~~ **must** be advised of routine procedures to follow in handling body fluids. These procedures ~~shall~~ **must** provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures ~~shall~~ **must** be standard health and safety practices. No distinction ~~shall~~ **must** be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The administration ~~shall~~ **must** develop in consultation with medical personnel regulations to be distributed to all staff on a regular basis. Training and appropriate supplies ~~shall~~ **must** be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out, special emphasis ~~shall~~ **must** be placed in those areas of school operation that potentially present a greater need for these precautions.

Windsor Charter Academy Executive Board
Adopted: November 2017
September 2020

Legal References

6 CCR 1010-6 (Department of Public Health and Environment rules governing schools)

Cross References

GBGA Staff Health
JLCC Communicable/Infectious Diseases

Updated: September 2020



Policy EBBA-R



PREVENTION OF DISEASE/INFECTION TRANSMISSION-REGULATION

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices ~~shall~~ **must** be followed by all Windsor Charter Academy personnel in all situations involving potential contact with any body fluids and substances:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
 - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
 - b. Cuts and sores on your skin should be routinely covered to avoid infection.
 - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well **with soap and water**, paying particular attention to areas around and under fingernails and between fingers **and scrubbing hands for at least 20 seconds**.

Policy EBBA-R

4. Clean up as soon as possible after any skin contact with any body fluid or substance.
 - a. Wash skin with soap and water.
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.
 - d. Contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

Although **COVID-19/Coronoavirus** HIV (human immuno-deficiency virus)/AIDS (acquired immune deficiency syndrome) has received a great deal of attention, there are **several** other ~~diseases more communicable~~ **diseases** than HIV/AIDS of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

1. **COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.**
 2. **Personal prevention practices, such as handwashing, staying home when sick, and environmental cleaning and disinfection are encouraged to reduce the spread of COVID-19.**
 3. **Cloth face coverings are meant to protect others in case the wearer is unknowingly infected by asymptomatic and are most essential in times when physical distancing is difficult.**
1. It is extremely difficult to be infected with HIV/AIDS. Exposure of blood to intact skin is a highly unlikely way of being infected with HIV/AIDS.
 2. HIV/AIDS is transmitted by getting blood, semen or vaginal secretions into the bloodstream of a non-infected person.

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Policy EBBA-R

3. Other body substances (saliva, tears, urine or feces) have extremely small, if any, levels of virus.
4. There have been no documented cases of HIV/AIDS transmitted by mouth-to-mouth resuscitation.
5. HIV is easily destroyed by common disinfectants.

TRANSMISSION CONCERNS-BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

Organism of Concern	Organism of Concern	Transmission
Blood <ul style="list-style-type: none"> • Cuts/abrasions • Nose bleeds • Menses • Contaminated needle 	<ul style="list-style-type: none"> • Hepatitis B Virus • HIV/AIDS • Cytomegalovirus 	<ul style="list-style-type: none"> • Bloodstream Inoculation Through Cuts and Abrasions on Hands • Direct Blood Stream Inoculation
*Feces <ul style="list-style-type: none"> • Incontinence 	<ul style="list-style-type: none"> • Hepatitis A Virus • Salmonella Bacteria • Shigella Bacteria • C. Difficile 	<ul style="list-style-type: none"> • Oral Inoculation from Contaminated Hands
*Respiratory Secretions <ul style="list-style-type: none"> • Saliva • Nasal discharge 	<ul style="list-style-type: none"> • Common Cold Virus • Influenza Virus • **Epstein-Barr Virus • COVID-19 Coronavirus 	<ul style="list-style-type: none"> • Oral Inoculation from Contaminated Hands
*Vomitus	<ul style="list-style-type: none"> • Gastrointestinal Viruses • (e.g., Norwalk Virus) 	<ul style="list-style-type: none"> • Oral Inoculation from Contaminated Hands
*Urine <ul style="list-style-type: none"> • Incontinence 	<ul style="list-style-type: none"> • **Cytomegalovirus 	<ul style="list-style-type: none"> • Bloodstream Inoculation Through Cuts and Abrasions on Hands
Semen/Vaginal Fluids	<ul style="list-style-type: none"> • Hepatitis B Virus • HIV/AIDS • Gonococcus Bacteria 	<ul style="list-style-type: none"> • Sexual Contact (intercourse)

*There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine and feces.

**These agents cause mononucleosis-like illness.

Policy EBBA-R

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that result from the performance of an employee's duties.

Windsor Charter Academy Executive Board
Adopted: October 2019
September 2020



Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
SEXUAL HARASSMENT

The Executive Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the **Executive** Board's policy concerning unlawful discrimination and harassment.

Windsor Charter Academy's Commitment

Windsor ~~The~~ Charter **Academy** is committed to maintaining a learning environment that is free from sexual harassment. It ~~is shall be~~ a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

~~The~~ **Windsor** Charter **Academy** shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual Harassment Prohibited

~~Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:~~

- ~~1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.~~
- ~~2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.~~
- ~~3. Such conduct is sufficiently severe, persistent or pervasive such that it limits~~

~~a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.~~

~~Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.~~

~~Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Sexual harassment as defined above may include, but is not limited to:~~

- ~~1. Sex-oriented verbal "kidding," abuse or harassment~~
- ~~2. Pressure for sexual activity~~
- ~~3. Repeated remarks to a person with sexual implications~~
- ~~4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another~~
- ~~5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns~~
- ~~6. Sexual violence~~

Sexual Harassment Defined

Pursuant to Title IX of the Education Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);**
- 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or**
- 3. Sexual assault, dating violence, domestic violence, or stalking**

Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

Reporting, Investigation and Sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint, through the **Windsor Charter Academy's** complaint and compliance process **addressing sex-based discrimination**. All reports and indications from students, **Windsor Charter Academy** employees and third parties shall **must** be forwarded

to the ~~compliance officer~~ **Title IX Coordinator**.

Windsor Charter Academy will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports shall ~~shall~~ **must** remain confidential to the extent possible as long as doing so **is in accordance with applicable law and policy and** does not preclude the **Windsor Charter Academy** from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual ~~sexual~~ **Windsor Charter Academy will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated. from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in an investigation.**

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Board policy.

Notice and Training

~~Notice~~ **To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy shall be circulated and complaint procedures in the Windsor Charter Academy schools and departments. and incorporated. The policy and complaint procedures must be referenced in all student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.**

All students and **Windsor Charter Academy** employees shall ~~shall~~ **will** receive periodic training related to recognizing and preventing sexual harassment. **Windsor Charter Academy** employees shall ~~shall~~ **will** receive additional periodic training related to handling reports of sexual harassment. **Training material are available to the public on the Windsor Charter Academy's website.**

Windsor Charter Academy Executive Board
Adopted: March 2016
September 2020

Legal References
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)





Windsor CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

VISITORS TO THE SCHOOL

Windsor Charter Academy will make reasonable efforts to accommodate requests to visit its schools, yet also recognizes concerns for the welfare of students. Therefore, Windsor Charter Academy limits visitors to:

1. Parents/guardians of current students.
2. Other family members or family friends that are listed on the student summary page of Infinite Campus of current students
3. Board members and other persons invited by Windsor Charter Academy for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors ~~shall~~**will** report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name tags to wear identifying themselves as visitors; and (3) be accompanied by a school employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons ~~may~~**shall** not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on consideration of student and/or staff **health**, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Legal References

C.R.S. 18-9-109
C.R.S. 18-9-110
C.R.S. 18-9-112
C.R.S. 18-9-117
C.R.S. 18-12-105.5
C.R.S. 22-32-109.1

Cross References

ADC Tobacco-Free Schools
ECA/ECAB Security/Access to Buildings
KFA Public Conduct on Property





4.0 Financials



Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director

SarahGennie Colazio, Finance Director

James Zacheis –Board Member

Paige Adams, Member- absent

Matt Meuli, Member- absent

Levi Burkhart, Member

Lauren Miller, Business Manager

Agenda 7/16/20- by Zoom Video Conferencing

Meeting called to order at 3:01pm

1. Reviewed May 2020 Financials
 - a. **Motion to approve May 2020 financials by Sara, second by Donna, passes unanimously**
 - b. Recommended to Board for approval
2. Next Meeting – Thursday August 20th, 3:30pm

Meeting adjourned at 3:32 pm

Rev and Exp as of 5.31.20

Printed: 7/9/2020 4:56 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	36,766.32	24,000.00	(12,766.32)	153.19	
1700	Pupil Activities	74,004.80	93,420.00	19,415.20	79.22	
1900	Other Revenue from Local Sources	379,076.72	534,368.00	155,291.28	70.94	
3000	Revenue from State Sources	308,504.84	357,107.00	48,602.16	86.39	
3900	Other Revenue From State Sources	604,394.22	562,045.00	(42,349.22)	107.53	
5200	Interfund Transfers	0.00	184,250.00	184,250.00	0.00	
5600	Direct Allocations	10,458,269.18	11,366,426.00	908,156.82	92.01	
I	Revenue	11,861,016.08	13,121,616.00	1,260,599.92	90.39	* Account Type
0100	Salaries	4,880,352.23	5,785,439.50	905,087.27	84.36	
0200	Employee Benefits	1,845,097.50	2,156,153.00	311,055.50	85.57	
0300	Purchased Professional and Technical Services	49,243.79	60,613.00	11,369.21	81.24	
0400	Purchased Property Services	1,855,212.05	2,079,404.00	224,191.95	89.22	
0500	Other Purchased Services	1,482,313.35	1,483,509.00	1,195.65	99.92	
0600	Supplies	242,371.60	321,606.00	79,234.40	75.36	
0700	Property	151,138.89	164,706.00	13,567.11	91.76	
0800	Other Objects	240,770.80	328,210.00	87,439.20	73.36	
X	Expense	10,746,500.21	12,916,385.50	2,169,885.29	83.20	* Account Type
11	Charter School	(1,114,515.87)	(205,230.50)	909,285.37	543.06	Fund

Rev and Exp as of 5.31.20

Printed: 7/9/2020 4:56 PM
Windsor Charter Academy

Pupil Activity Fund 23

Account Type	Description	Revenue	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	Account Type
1900	Other Revenue from Local Sources		348,460.37	0.00	(348,460.37)	0.00	
I	Revenue		348,460.37	0.00	(348,460.37)	0.00	*
0600	Supplies		164,880.07	340,762.88	175,882.81	48.39	
0868	Overhead Costs		0.00	80,000.00	80,000.00	0.00	
X	Expense		164,880.07	420,762.88	255,882.81	39.19	*
23	Pupil Activity Fund		(183,580.30)	420,762.88	604,343.18	-43.63	Fund

Rev and Exp as of 5.31.20

Printed: 7/9/2020 4:56 PM
Windsor Charter Academy

Building Corporation 61

Account Type	Description	Revenue	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
Source of Revenue/Objec	1500	Earnings on Investments					
1500	Earnings on Investments		24,708.54	25,000.00	291.46	98.83	
1900	Other Revenue from Local Sources		1,652,569.55	1,806,638.00	154,068.45	91.47	
2000	Revenue from Intermediate Sources		13,645.60	14,500.00	854.40	94.11	
1	Revenue		1,690,923.69	1,846,138.00	155,214.31	91.59	* Account Type
0700	Property		0.00	700,000.00	700,000.00	0.00	
0800	Other Objects		1,179,042.68	1,401,678.00	222,635.32	84.12	
0900	Other Uses of Funds		431,665.19	456,196.00	24,530.81	94.62	
X	Expense		1,610,707.87	2,557,874.00	947,166.13	62.97	* Account Type
61	Building Corporation		(80,215.82)	711,736.00	791,951.82	-11.27	Fund
	Report Total:		1,378,311.99	(927,268.38)	(2,305,580.37)	-148.64	

Balance Sheet

Printed: 6/26/2020 3:08 PM
Windsor Charter Academy

Charter School 11		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Account Class	Description	8100	Current Assets		
Current Assets					
	Bingo Checking Acct	551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK	713,972.37	594,276.89	1,308,249.26	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank	471,295.38	(50,086.21)	421,209.17	11-950-00-0000-8102-000-0000
	Savings 1stBANK	651,274.14	25.88	651,300.02	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC	100,012.39	2.38	100,014.77	11-950-00-0000-8102-000-0000-9393
	COLOTRUST Account	2,167,200.33	1,328.97	2,168,529.30	11-950-00-0000-8102-000-0000-9665
	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
	Prepaid Expenses	14,121.78	0.00	14,121.78	11-950-00-0000-8181-000-0000
	Prepaid Insurance	7,176.96	0.00	7,176.96	11-950-00-0000-8182-000-0000
	Food Service Petty Cash	133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets	4,126,056.02	545,547.91	4,671,603.93	* Account Class
Liabilities					
	Accounts Payable	(12,473.49)	(3,449.48)	(15,922.97)	11-950-00-0000-7421-000-0000
	GARNISHMENT	1,365.06	(583.33)	781.73	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue	(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9665
	Rental Deposits Liability	(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Tax Liabilities	0.03	0.00	0.03	11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab	(131,244.01)	(12,146.46)	(143,390.47)	11-950-05-0000-7471-000-0000
	Unearned Rev Liab	0.00	0.00	0.00	11-950-31-0000-7421-000-0000
7400	Liabilities	(148,828.98)	(16,179.27)	(165,008.25)	* Account Class
Reserved Co Dept of Ed use only.					
	Tabor Reserve	(321,500.00)	0.00	(321,500.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(3,009,358.72)	0.00	(3,009,358.72)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepaids	(13,739.52)	0.00	(13,739.52)	11-950-00-0000-6770-000-0000
	Committed Fund Balance	(47,481.57)	0.00	(47,481.57)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(585,147.23)	(529,368.64)	(1,114,515.87)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(3,977,227.04)	(529,368.64)	(4,506,595.68)	* Account Class
11	Charter School	0.00	0.00	0.00	Fund

Balance Sheet

Printed: 6/26/2020 3:08 PM
Windsor Charter Academy

Pupil Activity Fund 23		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Account Class	Description				
Current Assets					
8100	Current Assets				
	SF Checking 1stBank	188,550.38	(6,812.08)	181,738.30	23-950-00-0000-8100-000-0000
8100	Current Assets	188,550.38	(6,812.08)	181,738.30	* Account Class
Liabilities					
	Bus Liab Due to GF	(4,667.00)	4,667.00	0.00	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable	2,125.18	(283.18)	1,842.00	23-950-00-0000-7421-000-0000
7400	Liabilities	(2,541.82)	4,383.82	1,842.00	* Account Class
Reserved Co Dept of Ed use only.					
	Activity Net Income/Loss	(186,008.56)	2,428.26	(183,580.30)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(186,008.56)	2,428.26	(183,580.30)	* Account Class
23	Pupil Activity Fund	0.00	0.00	0.00	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Account Class	Description	8100	Current Assets	8100	Current Assets
Current Assets					
	Def Loss on Refunding-2016	268,550.09	0.00	268,550.09	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016	174,142.70	72,603.31	246,746.01	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016	1,239,499.29	537.41	1,240,036.70	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016	247,819.21	29,807.94	277,627.15	61-950-65-0000-8105-000-0000
	Bldg Corp Interest Fund-2017	27,318.95	(67.58)	27,251.37	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2017	24,593.41	741.02	25,334.43	61-950-65-0000-8105-000-0000
8100	Current Assets	1,981,923.65	103,622.10	2,085,545.75	* 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	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
	Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM	(2,465,570.61)	0.00	(2,465,570.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets	22,783,113.36	0.00	22,783,113.36	* Account Class
Liabilities					
	Due to WCA Gen Fund	(47,647.23)	0.00	(47,647.23)	61-950-00-0000-7402-000-0000
	Bldg Corp Premium on Bonds	(210,926.01)	0.00	(210,926.01)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017	(4,109,266.83)	0.00	(4,109,266.83)	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	(28,693,818.24)	0.00	(28,693,818.24)	* Account Class
Reserved Co Dept of Ed use only.					
	Bldg Corp Unreserved Fund Bal	3,905,374.95	0.00	3,905,374.95	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss	23,406.28	(103,622.10)	(80,215.82)	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	3,928,781.23	(103,622.10)	3,825,159.13	* Account Class
61	Building Corporation	0.00	0.00	0.00	Fund
	Report Total:	0.00	0.00	0.00	

A/P Check Register

Printed: 6/26/2020 3:41 PM
 Windsor Charter Academy
 Check Date: 5/1/2020 to 5/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total	
21054	Renaissance Learning Inc	9135	05/14/2020	356	(405.00)	0.00	(405.00)	
			Void by FD on 5/14/2020					
21245	Shred-it USA	9148	05/27/2020	488	(241.56)	0.00	(241.56)	
			Void by FD on 5/27/2020					
21015	Comcast Cable	6	05/07/2020	840	1,065.64	0.00	1,065.64	
217633	Diversified Underground Inc.	6	05/07/2020	841	605.00	0.00	605.00	
21140	EON Office	6	05/07/2020	842	10.27	0.00	10.27	
21254	Gallegos Sanitation Inc	6	05/07/2020	843	191.74	0.00	191.74	
21639	KIEFER, AIME	4	05/07/2020	844	500.00	0.00	500.00	
21092	Lincoln National Life Insurance	6	05/07/2020	845	1,275.37	0.00	1,275.37	
217993	Miller Farmer Law LLC	4	05/07/2020	846	1,209.50	0.00	1,209.50	
21498	Purchase Power Pitney Bowes	6	05/07/2020	847	136.98	0.00	136.98	
21622	Schmidt, Alaina	6	05/07/2020	848	204.00	0.00	204.00	
218045	Schmidt, Serena	4	05/07/2020	849	750.00	0.00	750.00	
21061	Security and Sound Design Inc	6	05/07/2020	850	360.00	0.00	360.00	
21681	Snappy Holdings LLC	6	05/07/2020	851	13.80	0.00	13.80	
217892	T-Mobile	6	05/07/2020	852	167.16	0.00	167.16	
217638	UNCC	6	05/07/2020	853	87.91	0.00	87.91	
21078	Waste Management	6	05/07/2020	854	216.98	0.00	216.98	
218136	Watson, Anne	6	05/07/2020	855	325.00	0.00	325.00	
218606	Acheson, Christy	14	05/14/2020	856	46.75	0.00	46.75	
21552	Airgas USA LLC	13	05/14/2020	857	34.94	0.00	34.94	
21015	Comcast Cable	13	05/14/2020	858	2,995.03	0.00	2,995.03	
217633	Diversified Underground Inc.	14	05/14/2020	859	320.00	0.00	320.00	
21136	Home Depot Pro	13	05/14/2020	860	293.11	0.00	293.11	
218678	Hurd, Aubrey	14	05/14/2020	861	200.00	0.00	200.00	
21273	Dean Foods Company	13	05/14/2020	862	1,250.32	0.00	1,250.32	
21054	Renaissance Learning Inc	8135	05/14/2020	863	405.00	0.00	405.00	
21079	Wells Fargo Financial Leasing	13	05/14/2020	864	4,102.05	0.00	4,102.05	
218535	FirstBank	8	05/14/2020	865	417.54	0.00	417.54	
21080	Ace Hardware WCA	21	05/21/2020	866	127.64	0.00	127.64	
21353	Aims Community College	21	05/21/2020	867	62,310.00	0.00	62,310.00	
218163	Albertsen, Kevin	21	05/21/2020	868	150.00	0.00	150.00	
218551	Coldiron Consulting LLC	21	05/21/2020	869	150.00	0.00	150.00	
217885	Duhn, Amy	21	05/21/2020	870	201.00	0.00	201.00	
21136	Home Depot Pro	19	05/21/2020	871	353.42	0.00	353.42	
218282	Lifeguard CRA, LLC	18	05/21/2020	872	1,220.00	0.00	1,220.00	
218675	Mitchell's Flooring and Design	20	05/21/2020	873	7,441.23	0.00	7,441.23	
218570	Owen, Julie	21	05/21/2020	874	150.00	0.00	150.00	
218686	Pagan, Sierra	21	05/21/2020	875	260.00	0.00	260.00	
218655	Playful Healing	18	05/21/2020	876	780.00	0.00	780.00	
21150	School Outfitters	20	05/21/2020	877	5,755.06	0.00	5,755.06	
218529	Shaw, Hannah	21	05/21/2020	878	150.00	0.00	150.00	
218130	Stanislav, Diana	19	05/21/2020	879	1,168.75	0.00	1,168.75	
21072	Town of Windsor	19	05/21/2020	880	787.65	0.00	787.65	
21120	Weld RE-4 School District	19	05/21/2020	881	16.85	0.00	16.85	
218162	Winkler, Kristopher	21	05/21/2020	882	150.00	0.00	150.00	
218140	Zink, Jamie	21	05/21/2020	883	41.10	0.00	41.10	
21323	Carol Vaughan Designs Architecture LLC	26	05/26/2020	884	1,040.00	0.00	1,040.00	
21457	Colorado Educational and Cultural	26	05/26/2020	885	5,000.00	0.00	5,000.00	
21659	AED Everywhere Inc.	27	05/28/2020	886	89.00	0.00	89.00	
218383	Brown Property Services LLC	27	05/28/2020	887	1,035.00	0.00	1,035.00	
21012	CenturyLink	27	05/28/2020	888	125.82	0.00	125.82	
21136	Home Depot Pro	27	05/28/2020	889	34.63	0.00	34.63	
21093	Security Benefit	27	05/28/2020	890	1,131.52	0.00	1,131.52	
21245	Shred-it USA	27	05/28/2020	891	241.56	0.00	241.56	

A/P Check Register

Printed: 6/26/2020 3:41 PM
 Windsor Charter Academy
 Check Date: 5/1/2020 to 5/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21681	Snappy Holdings LLC	27	05/28/2020	892	13.80	0.00	13.80
218338	Save your Sole Foot and Ankle	3	05/04/2020	10208	35.26	0.00	35.26
218208	OptumRX	3	05/11/2020	10209	2,619.25	0.00	2,619.25
218374	Swedish Medical Center	3	05/29/2020	10210	1,535.24	0.00	1,535.24
218654	Bariatric and Lifestyle Medicine	3	05/29/2020	10211	119.96	0.00	119.96
217689	Hawkins, Micki	6	05/07/2020	90280	1,000.00	0.00	1,000.00
218048	Hawkins, Ryan	6	05/07/2020	90281	1,000.00	0.00	1,000.00
21616	Jostens	6	05/07/2020	90282	415.50	0.00	415.50
218016	Bumble Bee Parking Lot Striping	13	05/14/2020	90283	225.00	0.00	225.00
21179	Digi Pix Signs	14	05/14/2020	90284	199.33	0.00	199.33
21183	Elite Awards and Trophies	13	05/14/2020	90285	289.00	0.00	289.00
218382	Gerrard, Meagan	14	05/14/2020	90286	600.00	0.00	600.00
21616	Jostens	13	05/14/2020	90287	499.11	0.00	499.11
218363	K&W Printing, Inc.	8	05/14/2020	90288	500.00	0.00	500.00
21567	Reedesign Concepts, LLC	13	05/14/2020	90289	966.40	0.00	966.40
218685	Bird, Bruce	21	05/21/2020	90290	300.00	0.00	300.00
218682	Kelley, Jesse	19	05/21/2020	90291	500.00	0.00	500.00
218683	Knutson, Lauren	19	05/21/2020	90292	500.00	0.00	500.00
218680	Marcott, Jalaine	19	05/21/2020	90293	10.00	0.00	10.00
218681	Thompson, Savannah	19	05/21/2020	90294	500.00	0.00	500.00
21120	Weld RE-4 School District	19	05/21/2020	90295	563.37	0.00	563.37
218684	Wotowey, Duncan	19	05/21/2020	90296	500.00	0.00	500.00
218656	Acheson, Rick and Christy	27	05/28/2020	90297	600.00	0.00	600.00
218689	Alexander, Troy and Caren	27	05/28/2020	90298	600.00	0.00	600.00
218688	Bauer, Michelle	27	05/28/2020	90299	600.00	0.00	600.00
218045	Schmidt, Serena	27	05/28/2020	90300	131.00	0.00	131.00
217951	Western Awards and Recognition	27	05/28/2020	90301	1,533.22	0.00	1,533.22
21286	Voya Financial	27	05/31/2020	53120111	1,259.67	0.00	1,259.67
21088	American Fidelity	27	05/31/2020	53120222	185.00	0.00	185.00
21088	American Fidelity	27	05/31/2020	53120333	2,022.97	0.00	2,022.97
21459	CBIZ	27	05/31/2020	53120555	362,571.58	0.00	362,571.58
21459	CBIZ	27	05/31/2020	53120666	56,440.73	0.00	56,440.73
21084	PERA	27	05/31/2020	53120777	135,101.62	0.00	135,101.62
21286	Voya Financial	27	05/31/2020	53120999	1,500.00	0.00	1,500.00
218205	Delta Dental of Colorado	7	05/01/2020	050120115	5,059.24	0.00	5,059.24
217847	US Foods Inc.	4	05/06/2020	050620881	50.22	0.00	50.22
218207	UMR Health	3	05/07/2020	050720362	37,695.08	0.00	37,695.08
217847	US Foods Inc.	4	05/07/2020	050720881	1,673.03	0.00	1,673.03
218208	OptumRX	3	05/08/2020	050820929	352.54	0.00	352.54
217847	US Foods Inc.	4	05/14/2020	051420881	2,501.12	0.00	2,501.12
21156	Xcel Energy	6	05/14/2020	051420888	5,830.65	0.00	5,830.65
218208	OptumRX	3	05/15/2020	051520487	8,129.07	0.00	8,129.07
218208	OptumRX	3	05/18/2020	051820594	1,760.41	0.00	1,760.41
217847	US Foods Inc.	4	05/19/2020	051920881	59.64	0.00	59.64
217847	US Foods Inc.	4	05/21/2020	052120881	2,014.80	0.00	2,014.80
218208	OptumRX	3	05/26/2020	052620631	704.62	0.00	704.62
217847	US Foods Inc.	4	05/28/2020	052820881	1,678.29	0.00	1,678.29
218208	OptumRX	3	05/29/2020	052920888	719.02	0.00	719.02
21088	American Fidelity	27	05/31/2020	531201212	4,779.55	0.00	4,779.55
21088	American Fidelity	3	05/31/2020	531201214	60.00	0.00	60.00
21088	American Fidelity	27	05/31/2020	531201313	11,907.28	0.00	11,907.28
Report Total					\$766,859.33	\$0.00	\$766,859.33



Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director

SarahGennie Colazio, Finance Director

James Zacheis –Board Member

Paige Adams, Member-

Matt Meuli, Member-

Levi Burkhart, Member

Lauren Miller, Business Manager

Agenda 8/20/20- by Zoom Video Conferencing

Meeting called to order at 3:31pm

1. Reviewed June 2020 unaudited financials
2. Reviewed July 2020 financials
 - a. **Motion to Approved July 2020 Financials by Sara, second by Paige, motion passes unanimously**
3. Discussed Bond Closing
4. Next Meeting – Thursday Sept 17th, 3:30pm

Meeting adjourned at 4:20 pm

Rev and Exp as of 7.31.20

Printed: 8/20/2020 6:53 PM
Windsor Charter Academy

Charter School 11		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	Account Type
Account Type	Description					
1300	Tuition	0.00	0.00	0.00	0.00	
1500	Earnings on Investments	747.91	20,000.00	19,252.09	3.74	
1700	Pupil Activities	240.00	82,627.00	82,387.00	0.29	
1900	Other Revenue from Local Sources	4,168.96	437,289.00	433,120.04	0.95	
3000	Revenue from State Sources	0.00	355,152.00	355,152.00	0.00	
3900	Other Revenue From State Sources	0.00	339,643.08	339,643.08	0.00	
5200	Interfund Transfers	0.00	10,000.00	10,000.00	0.00	
5600	Direct Allocations	968,164.40	11,612,275.00	10,644,110.60	8.34	
I	Revenue	973,321.27	12,856,986.08	11,883,664.81	7.57	* Account Type
0100	Salaries	133,514.61	5,903,033.00	5,769,518.39	2.26	
0200	Employee Benefits	214,503.08	2,193,402.00	1,978,898.92	9.78	
0300	Purchased Professional and Technical Services	4,270.62	51,870.00	47,599.38	8.23	
0400	Purchased Property Services	161,169.10	2,123,313.00	1,962,143.90	7.59	
0500	Other Purchased Services	134,199.73	1,570,835.00	1,436,635.27	8.54	
0600	Supplies	148,471.66	348,120.00	199,648.34	42.65	
0700	Property	7,344.00	87,091.00	79,747.00	8.43	
0800	Other Objects	1,646.69	88,170.00	86,523.31	1.87	
0900	Other Uses of Funds	0.00	0.00	0.00	0.00	
X	Expense	1,058,307.78	12,465,834.00	11,407,526.22	8.49	* Account Type
11	Charter School	84,986.51	(391,152.08)	(476,138.59)	-21.73	Fund

Rev and Exp as of 7.31.20

Printed: 8/20/2020 6:53 PM
Windsor Charter Academy

Food Service Fund 21									
Account Type	X	Expense							
Source of Revenue/Objec	0200	Employee Benefits							
Description			Y.T.D. Activity	Current Budget	Budget Balance	% of Budget			
0200		Employee Benefits	0.00	0.00	0.00	0.00			
X		Expense	0.00	0.00	0.00	0.00	*	Account Type	
21		Food Service Fund	0.00	0.00	0.00	0.00		Fund	

Rev and Exp as of 7.31.20

Printed: 8/20/2020 6:53 PM
Windsor Charter Academy

Pupil Activity Fund 23		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
Account Type	Description					
1700	Pupil Activities	0.00	0.00	0.00	0.00	
1900	Other Revenue from Local Sources	194,416.35	0.00	(194,416.35)	0.00	
1	Revenue	194,416.35	0.00	(194,416.35)	0.00	* Account Type
0600	Supplies	42,475.84	266,350.00	223,874.16	15.95	
0868	Overhead Costs	0.00	40,000.00	40,000.00	0.00	
X	Expense	42,475.84	306,350.00	263,874.16	13.87	* Account Type
23	Pupil Activity Fund	(151,940.51)	306,350.00	458,290.51	-49.60	Fund

Rev and Exp as of 7.31.20

Printed: 8/20/2020 6:53 PM
Windsor Charter Academy

Building Corporation 61		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
Account Type	Description					
1500	Earnings on Investments	398.04	30,500.00	30,101.96	1.31	
1900	Other Revenue from Local Sources	153,997.44	1,543,406.00	1,389,408.56	9.98	
2000	Revenue from Intermediate Sources	102.47	14,500.00	14,397.53	0.71	
3100	Categorical Revenue	0.00	0.00	0.00	0.00	
5200	Interfund Transfers	0.00	0.00	0.00	0.00	
1	Revenue	154,497.95	1,588,406.00	1,433,908.05	9.73	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	27,108.09	1,401,678.00	1,374,569.91	1.93	
0900	Other Uses of Funds	25,270.00	456,196.00	430,926.00	5.54	
X	Expense	52,378.09	2,357,874.00	2,305,495.91	2.22	* Account Type
61	Building Corporation	(102,119.86)	769,468.00	871,587.86	-13.27	Fund
	Report Total:	169,073.86	(684,665.92)	(853,739.78)	-24.69	

Balance Sheet

Printed: 8/17/2020 11:55 AM
Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets	Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Description						
Current Assets						
Bingo Checking Acct		551.11	0.00	551.11		11-950-00-0000-8101-000-0000
General Fund Checking 1stBANK		1,249,458.28	(60,555.26)	1,188,903.02		11-950-00-0000-8102-000-0000
Health Insurance Checking 1stBank		346,324.07	(177,286.70)	169,037.37		11-950-00-0000-8102-000-0000
Savings 1stBANK		651,328.57	27.66	651,356.23		11-950-00-0000-8102-000-0000-9393
Savings 1stBANK- CC		100,017.40	2.55	100,019.95		11-950-00-0000-8102-000-0000-9393
COLOTRUST Account		2,169,418.10	717.70	2,170,135.80		11-950-00-0000-8102-000-0000-9665
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
Receivable from Building Corp		44,802.99	(44,802.99)	0.00		11-950-00-0000-8132-000-0000
Accounts Receivable GF		215,226.00	(36,343.28)	178,882.72		11-950-00-0000-8153-000-0000
Prepaid Expenses		16,671.78	(2,550.00)	14,121.78		11-950-00-0000-8181-000-0000
Prepaid Insurance		7,176.96	0.00	7,176.96		11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00		11-950-31-0000-8103-000-0000
8100 Current Assets		4,801,426.82	(320,790.32)	4,480,636.50		* Account Class
Liabilities						
Accounts Payable		(124,148.39)	(181,631.55)	(305,779.94)		11-950-00-0000-7421-000-0000
Accrued Salaries		(349,715.87)	349,715.87	0.00		11-950-00-0000-7461-000-0000
GARNISHMENT		198.40	(583.33)	(384.93)		11-950-00-0000-7471-000-0000
Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)		11-950-00-0000-7482-000-0000-9665
Rental Deposits Liability		(800.00)	0.00	(800.00)		11-950-00-0000-7491-000-0000
Accounts Payable to District		(20,590.00)	0.00	(20,590.00)		11-950-01-0000-7411-000-0000
Tax Liabilities		(79,210.61)	79,210.60	(0.01)		11-950-01-0000-7471-000-0000
Health/Dental/Vision Liab		(60,430.45)	(12,167.45)	(72,597.90)		11-950-05-0000-7471-000-0000
401K/457 Liab		0.00	1,259.67	1,259.67		11-950-06-0000-7471-000-0000
Unearned Rev Liab		(497,920.64)	0.00	(497,920.64)		11-950-31-0000-7421-000-0000
7400 Liabilities		(1,138,294.13)	235,803.81	(902,490.32)		* Account Class
Reserved Co Dept of Ed use only.						
Tabor Reserve		(321,500.00)	0.00	(321,500.00)		11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(2,840,108.72)	(440,302.88)	(3,280,411.60)		11-950-00-0000-6770-000-0000
Non Spendable FB- Prepaids		(13,739.52)	0.00	(13,739.52)		11-950-00-0000-6770-000-0000
Committed Fund Balance		(47,481.57)	0.00	(47,481.57)		11-950-00-0000-6770-000-0000
Gen Fund Net Income/Loss		(440,302.88)	525,289.39	84,986.51		11-950-00-0000-6775-000-0000
6100 Reserved Co Dept of Ed use only.		(3,663,132.69)	84,986.51	(3,578,146.18)		* 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		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Account Class	Description				
Current Assets					
8100	Current Assets				
	SF Checking 1stBank	195,929.35	(38,275.88)	157,653.47	23-950-00-0000-8100-000-0000
8100	Current Assets	195,929.35	(38,275.88)	157,653.47	* Account Class
Liabilities					
7400	Liabilities				
	MSHS Activity Accts Payable	(1,931.80)	(6,386.16)	(8,317.96)	23-950-00-0000-7421-000-0000
7400	Liabilities	(1,931.80)	(6,386.16)	(8,317.96)	* Account Class
Reserved Co Dept of Ed use only.					
	MSHS Activity Acct Fund Balance	0.00	2,605.00	2,605.00	23-950-00-0000-6760-000-0000
	Activity Net Income/Loss	(193,997.55)	42,057.04	(151,940.51)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(193,997.55)	44,662.04	(149,335.51)	* Account Class
23	Pupil Activity Fund	0.00	0.00	0.00	Fund

Balance Sheet

Printed: 8/17/2020 11:55 AM
Windsor Charter Academy

Building Corporation 61		Y.T.D. Bal.Fwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Account Class	Description	8100	Current Assets	8100	Current Assets
Current Assets					
	Def Loss on Refunding-2016	268,550.09	0.00	268,550.09	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016	319,348.95	43,331.19	362,680.14	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016	1,240,424.07	266.61	1,240,690.68	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016	307,068.11	13,929.39	320,997.50	61-950-65-0000-8105-000-0000
	Bldg Corp Interest Fund-2017	27,182.49	(144.75)	27,037.74	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2017	25,336.20	(65.57)	25,270.63	61-950-65-0000-8105-000-0000
8100	Current Assets	2,187,909.91	57,316.87	2,245,226.78	* 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	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
	Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8232-000-0000
	Bldg Corp Accum Depr ELEM	(2,465,570.61)	0.00	(2,465,570.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets	22,783,113.36	0.00	22,783,113.36	* Account Class
Liabilities					
	Due to WCA Gen Fund	(47,647.23)	44,802.99	(2,844.24)	61-950-00-0000-7402-000-0000
	Bldg Corp Accounts Payable	(44,802.99)	0.00	(44,802.99)	61-950-00-0000-7421-000-0000
	Bldg Corp Premium on Bonds	(210,926.01)	0.00	(210,926.01)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017	(4,109,266.83)	0.00	(4,109,266.83)	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	(28,738,621.23)	44,802.99	(28,693,818.24)	* Account Class
Reserved Co Dept of Ed use only.					
	Bldg Corp Unreserved Fund Bal	3,905,374.95	(137,776.99)	3,767,597.96	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss	(137,776.99)	35,657.13	(102,119.86)	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	3,767,597.96	(102,119.86)	3,665,478.10	* Account Class
61	Building Corporation	0.00	0.00	0.00	Fund
	Report Total:	0.00	0.00	0.00	

A/P Check Register

Printed: 8/17/2020 11:57 AM
 Windsor Charter Academy
 Check Date: 07/01/2020 to 7/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21140	EON Office	5	07/31/2020	000919	(0.20)	0.00	(0.20)
21124	Blick Art Materials	8	07/09/2020	925	277.15	0.00	277.15
21015	Comcast Cable	8	07/09/2020	926	548.02	0.00	548.02
218094	Cross, Carrie	8	07/09/2020	927	50.00	0.00	50.00
218144	Didax Inc.	8	07/09/2020	928	300.00	0.00	300.00
21179	Digi Pix Signs	8	07/09/2020	929	504.00	0.00	504.00
21140	EON Office	8	07/09/2020	930	880.80	0.00	880.80
218509	FRANKLIN, ALYSSA	8	07/09/2020	931	40.00	0.00	40.00
21282	Frontline Technologies Group LLC	8	07/09/2020	932	4,341.15	0.00	4,341.15
21254	Gallegos Sanitation Inc	8	07/09/2020	933	169.37	0.00	169.37
218609	Guzman, Rosalinda	9	07/09/2020	934	756.00	0.00	756.00
21136	Home Depot Pro	8	07/09/2020	935	7,198.06	0.00	7,198.06
218687	James, Reilly	9	07/09/2020	936	267.00	0.00	267.00
21615	Learning City	8	07/09/2020	937	994.50	0.00	994.50
218114	Lorimer, Jeffrey	8	07/09/2020	938	50.00	0.00	50.00
218675	Mitchell's Flooring and Design	8	07/09/2020	939	23,286.52	0.00	23,286.52
218707	Savvas Learning Company LLC	8	07/09/2020	940	701.52	0.00	701.52
21093	Security Benefit	8	07/09/2020	941	1,090.64	0.00	1,090.64
21066	Specialized Data Systems	8	07/09/2020	942	2,200.00	0.00	2,200.00
21078	Waste Management	8	07/09/2020	943	318.41	0.00	318.41
218535	FirstBank	7	07/09/2020	944	29,134.03	0.00	29,134.03
218702	Adams, Mirabelle	14	07/16/2020	945	981.00	0.00	981.00
21015	Comcast Cable	14	07/16/2020	946	2,995.03	0.00	2,995.03
21017	Core Knowledge Foundation	14	07/16/2020	947	1,198.18	0.00	1,198.18
21175	Counter Trade	14	07/16/2020	948	22,881.50	0.00	22,881.50
218144	Didax Inc.	14	07/16/2020	949	338.69	0.00	338.69
218172	Excel Scholastic Services LLC	14	07/16/2020	950	690.95	0.00	690.95
218535	FirstBank	14	07/16/2020	951	19,011.21	0.00	19,011.21
21136	Home Depot Pro	14	07/16/2020	952	1,719.11	0.00	1,719.11
21043	McGraw Hill Education	14	07/16/2020	953	3,395.87	0.00	3,395.87
217661	Palos Sports	15	07/16/2020	954	1,044.19	0.00	1,044.19
21049	Pestrite Pest Management Svcs	14	07/16/2020	955	89.00	0.00	89.00
218707	Savvas Learning Company LLC	15	07/16/2020	956	41,354.60	0.00	41,354.60
21125	School Specialty	14	07/16/2020	957	1,958.30	0.00	1,958.30
21072	Town of Windsor	15	07/16/2020	958	4,209.65	0.00	4,209.65
21120	Weld RE-4 School District	15	07/16/2020	959	35.67	0.00	35.67
21079	Wells Fargo Financial Leasing	14	07/16/2020	960	3,730.04	0.00	3,730.04
218709	██████████	█	██████████	█	██████████	█	██████████
21080	Ace Hardware WCA	16	07/23/2020	962	204.75	0.00	204.75
21552	Airgas USA LLC	21	07/23/2020	963	34.94	0.00	34.94
21012	CenturyLink	21	07/23/2020	964	138.72	0.00	138.72
218693	Goodheart-Willcox Publisher	21	07/23/2020	965	4,038.14	0.00	4,038.14
218609	Guzman, Rosalinda	21	07/23/2020	966	282.00	0.00	282.00
21136	Home Depot Pro	21	07/23/2020	967	1,298.62	0.00	1,298.62
21628	HUB International	17	07/23/2020	968	4,995.50	0.00	4,995.50
217993	Miller Farmer Law LLC	17	07/23/2020	969	2,501.00	0.00	2,501.00
21044	NASSP/NASC in U.S. funds	22	07/23/2020	970	770.00	0.00	770.00
21498	Purchase Power Pitney Bowes	21	07/23/2020	971	442.96	0.00	442.96
21245	Shred-it USA	16	07/23/2020	972	469.82	0.00	469.82
21681	Snappy Holdings LLC	22	07/23/2020	973	13.80	0.00	13.80
218552	Sources of Strength	21	07/23/2020	974	500.00	0.00	500.00
218708	Titan School Solutions	22	07/23/2020	975	9,365.00	0.00	9,365.00
217612	US Department of Treasury	17	07/23/2020	976	311.76	0.00	311.76
21591	Windsor Chamber of Commerce	22	07/23/2020	977	225.00	0.00	225.00
218106	Jacobs, Kristin	30	07/31/2020	978	39.90	0.00	39.90
21177	Pinnacol	30	07/31/2020	979	1,836.23	0.00	1,836.23
21093	Security Benefit	30	07/31/2020	980	1,105.44	0.00	1,105.44

A/P Check Register

Printed: 8/17/2020 11:57 AM
 Windsor Charter Academy
 Check Date: 07/01/2020 to 7/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218019	██████████ payroll- confidential	30	07/31/2020	981	██████████	0.00	██████████
21389	Arlun	1	07/01/2020	1134	5,600.00	0.00	5,600.00
21564	Avid Center HQ	1	07/01/2020	1135	5,304.00	0.00	5,304.00
218078	Bartmann, Shane	1	07/01/2020	1136	800.00	0.00	800.00
21352	Best Buy Business Advantage	1	07/01/2020	1137	455.14	0.00	455.14
21124	Blick Art Materials	1	07/01/2020	1138	873.00	0.00	873.00
218329	Bulk Bookstore	1	07/01/2020	1139	942.32	0.00	942.32
21117	Carolina Biological	1	07/01/2020	1140	491.86	0.00	491.86
21015	Comcast Cable	1	07/01/2020	1141	518.50	0.00	518.50
21140	EON Office	1	07/01/2020	1142	1,000.14	0.00	1,000.14
21115	Flinn Scientific, Inc	1	07/01/2020	1143	697.38	0.00	697.38
218077	JAMF Software LLC	1	07/01/2020	1144	7,425.00	0.00	7,425.00
21038	Lewan and Associates	1	07/01/2020	1145	182.39	0.00	182.39
21092	Lincoln National Life Insurance	1	07/01/2020	1146	1,242.86	0.00	1,242.86
21575	Northwest Evaluation Association	1	07/01/2020	1147	16,132.50	0.00	16,132.50
21198	OfficeScapes	1	07/01/2020	1148	10,455.56	0.00	10,455.56
218079	Pear Deck	1	07/01/2020	1149	2,675.00	0.00	2,675.00
21180	QuaverEd Inc.	1	07/01/2020	1150	1,680.00	0.00	1,680.00
21362	Read Naturally	1	07/01/2020	1151	690.00	0.00	690.00
218707	Savvas Learning Company LLC	1	07/01/2020	1152	11,073.55	0.00	11,073.55
21150	School Outfitters	1	07/01/2020	1153	325.14	0.00	325.14
218397	Seesaw	1	07/01/2020	1154	1,430.00	0.00	1,430.00
21098	Staples Advantage	1	07/01/2020	1155	131.50	0.00	131.50
217892	T-Mobile	1	07/01/2020	1156	83.13	0.00	83.13
21535	Voyager Sopris Learning	1	07/01/2020	1157	219.89	0.00	219.89
218347	WW Norton and Company	1	07/01/2020	1158	5,942.25	0.00	5,942.25
21083	Zaner Bloser Inc	1	07/01/2020	1159	63.71	0.00	63.71
21136	Home Depot Pro	1	07/01/2020	1160	3,882.88	0.00	3,882.88
218208	OptumRX	4	07/06/2020	10218	7,365.23	0.00	7,365.23
218654	Bariatric and Lifestyle Medicine	4	07/31/2020	10219	119.96	0.00	119.96
218208	OptumRX	4	07/20/2020	10220	7,098.75	0.00	7,098.75
218374	Swedish Medical Center	4	07/01/2020	10221	40,681.00	0.00	40,681.00
218338	Save your Sole Foot and Ankle	4	07/17/2020	10222	106.06	0.00	106.06
218715	Rebound Sports & Physical Therapy	4	07/23/2020	10223	70.00	0.00	70.00
21706	Burts Logo Apparel	8	07/09/2020	90307	1,077.00	0.00	1,077.00
218535	FirstBank	6	07/09/2020	90308	830.98	0.00	830.98
21175	Counter Trade	14	07/16/2020	90309	36,762.88	0.00	36,762.88
21120	Weld RE-4 School District	15	07/16/2020	90310	7.61	0.00	7.61
21616	Jostens	21	07/23/2020	90311	16.21	0.00	16.21
21286	Voya Financial	28	07/31/2020	73120111	1,500.00	0.00	1,500.00
21088	American Fidelity	28	07/31/2020	73120222	185.00	0.00	185.00
21088	American Fidelity	28	07/31/2020	73120333	1,983.07	0.00	1,983.07
21459	CBIZ	28	07/31/2020	73120444	2,065.62	0.00	2,065.62
21459	CBIZ	28	07/31/2020	73120555	354,717.48	0.00	354,717.48
21459	CBIZ	28	07/31/2020	073120666	55,250.11	0.00	55,250.11
21084	PERA	28	07/31/2020	73120777	141,271.44	0.00	141,271.44
21286	Voya Financial	28	07/31/2020	73120999	2,253.42	0.00	2,253.42
218205	Delta Dental of Colorado	8	07/01/2020	070120115	1,658.54	0.00	1,658.54
218207	UMR Health	4	07/09/2020	070920805	38,575.93	0.00	38,575.93
218208	OptumRX	4	07/10/2020	071020477	1,462.37	0.00	1,462.37
218601	Zelis	4	07/14/2020	071420130	48.06	0.00	48.06
21156	Xcel Energy	1	07/14/2020	071420888	6,115.63	0.00	6,115.63
21286	Voya Financial	4	07/16/2020	071620099	1,259.67	0.00	1,259.67
218208	OptumRX	4	07/17/2020	071720803	5,593.18	0.00	5,593.18
217847	US Foods Inc.	4	07/17/2020	071720887	42.31	0.00	42.31
218208	OptumRX	4	07/22/2020	072220268	7,334.26	0.00	7,334.26
218208	OptumRX	4	07/24/2020	072420297	56,830.17	0.00	56,830.17

A/P Check Register

Printed: 8/17/2020 11:57 AM
Windsor Charter Academy
Check Date: 07/01/2020 to 7/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21088	American Fidelity	28	07/31/2020	731201212	4,754.55	0.00	4,754.55
21088	American Fidelity	28	07/31/2020	731201313	11,752.64	0.00	11,752.64
218208	OptumRX	4	07/31/2020	073120600	13,105.88	0.00	13,105.88
218601	Zelis	4	07/31/2020	073120606	44.34	0.00	44.34
Report Total					<u>\$1,099,251.99</u>	<u>\$0.00</u>	<u>\$1,099,251.99</u>