



Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

December Regular Session

December 13, 2018

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle & Early
College High School**

*810 Automation Dr.
Windsor, CO 80550*



December 13, 2018

Work Session @ 5:30 p.m.
Regular Session @ 7:00 p.m.

Executive Board

Samual Penn, President
John Feyen, Vice President
Donna James, Treasurer
Kevin Albertsen, Secretary
Sherry Bartmann, Member
Carolyn Mader, Member
Jenny Ojala, Member

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



TO BE APPROVED AT THE JANUARY REGULAR SESSION

**Executive Board Minutes
December 13, 2018**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:03 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
Jamie Zink, Executive Administrative Assistant

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 to approve the December 13, 2018 Regular Session agenda was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the November 29, 2018 Regular Session minutes was made by Donna James and seconded by Kevin Albertson. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 9 parents present at the December Executive Board Regular Session. There were no parents that spoke at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Preparations for the 2019-2020 School Year

- Enrollment for siblings has begun for the 2019-2020 school year. 44 siblings have been enrolled in kindergarten spots.
- Open Enrollment is right around the corner. Our lottery begins on January 15th.
- On December 7th, our 2019-2020 school year will be activated in Infinite Campus. Our leadership team will start working on the master schedule, calendars, adding new electives and courses so students can start requesting classes for next year.

Fund Development

- Our year-end giving campaign began on #GivingTuesday. This year's campaign focuses on teacher enrichment. All teachers have filled out their wish list for items in their classrooms. Our goal is to raise \$20,000 by Dec 31st. All monies raised will go to fulfill the items on the teacher's wish list. The #GivingTuesday kickoff raised over \$10,000 for our teachers.
- A significant amount of marketing work has occurred to support Open Enrollment. An advertisement is running in the Loveland Metrolux movie theater. It will run until January 3rd on all screens. Two advertisements have been placed in The Best of Greeley magazine. Additionally, on Dec 27th, a postcard campaign will occur. Windsor Charter Academy will be sending 5,400 postcards to families in Greeley, Johnstown, Windsor and Severance to recruit for our Prospective Parent Nights in January. Lastly, two new large outdoor banners

that will hang on the HS basketball fence have been ordered that state that we are a tuition-free public school.

- The Executive Director and Director of Communications are meeting with Great Western next week to talk about the needs of Windsor Charter Academy.
- Two grants have been submitted to OtterCare Foundation and Kinder Morgan. The Grant Writing Committee expect to hear from the organizations within the next few weeks.

Excellence in Innovation

- A parent information meeting for the Disney Youth Program alternative spring break for STEM education was held on December 12th.
- An entrepreneurship and philanthropy assembly for elementary school students is being planned in conjunction with the OtterCares Foundation for February 21st.
- During Innovation Lab, elementary students have experience virtual reality experiences tied to their Core Knowledge units of study. For example, first grade students viewed Ancient Egypt and third grade students viewed Ancient Rome.

Excellence in Instruction

- Elementary and MS/HS staff received professional development on multimedia text sets and hyperdocs during the high-tech professional development series on November 16th and 27th.
- As of date, Windsor Charter Academy has mailed out 56 official transcripts to colleges for our current seniors.
- The elementary school AVID Site Team is planning their first Parent Showcase in January.

Excellence in Culture and Climate

- The elementary school Sunshine Committee has started a monthly Sunshine Cart, where teachers can order a treat and drink that will be delivered by parent volunteers.
- Our annual staff holiday party was held on December 5th at the Hibatchi Grill. It was well-attended by staff from elementary, middle and high school.
- Academic teams, athletic teams, and school-sponsored clubs have been added in IC to track student participation. This also supports advisor and coaches as they communicate with their students using IC.
- The fourth annual middle school and high school Safety Day occurred on November 30th. The focus for this year was situational awareness and mindfulness. Students and staff provided great feedback.
- The facilities department have worked hard to address the needs of our buildings. The facilities staff deep cleaned are schools over Thanksgiving Break and are preparing for various projects and tasks, such as mid-year touch up painting during the winter break.
- The Scholastic BOGO book fair took place on December 6th and 7th in conjunction with Sweets with Santa. Proceeds will help purchase new books for our school libraries.
- A proposal for the School Access for Emergency Response (SAFER) Grant Program was submitted in conjunction with the Weld-RE 4 School District. If funds are awarded, interoperable communication hardware, software, equipment maintenance, and training will be purchased to allow for seamless communications between existing school communications systems and first responder communications systems.

Excellence in Leadership

- The second quarterly Innovation Leadership Academy meeting was held on December 6th. Participants shared their takeaways from the Google EdTech Summit they attended in November and will be creating a professional development presentation to be shared with all staff at an upcoming staff meeting.
- Both elementary and middle/high school administration are conducting ongoing walkthrough observations focused the teacher effectiveness rubric and the AVID site team goals.
- Administration attended professional development regarding truancy provided by Weld RE-4's truancy officer.
- Jeremy Schriener was invited to attend the AVID National Conference as one of 10 principals in Colorado that are part of the Colorado AVID Principal Leadership Collaborative.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
December 10 th	7:30 p.m.	District Board Meeting	District Building
December 14 th and 15 th	7:00 p.m.	MS Musical	ES Stage
December 19 th		Christmas Lunch: 1 st , 3 rd , 5 th and W/F Kindergarten	ES Cafeteria
December 20 th	K: 2-3:00 p.m. 1: 2-3:00 p.m. 2: 2:15-3:00 p.m. 3: 2-3:00 p.m. 4: 12:50-2:15 p.m. 5: 12:30-1:30 p.m.	ES Winter Holiday Parties	ES Classrooms
December 20 th	8:30 to 11:30 a.m.	5 th Grade Math Fair	
January 8 th	3:30 p.m.	Elementary PTC Meeting	ES Classroom D
January 8 th	5:15 p.m.	ES Prospective Parent Information Night	ES Gymnasium
January 9 th	5:00 p.m.	MS Prospective Parent Information Night	Various MS Locations
January 10 th	5:00 p.m.	HS Prospective Parent Information Night	Various HS Locations
January 24 th	8:30 to 10:30 a.m.	1 st Grade Mexico Celebration	1 st Grade Classrooms
January 24 th and 25 th		MS Science Fair	Room 208 & 211
January 24 th	5:30 p.m.	Executive Board Meeting	HS Commons
CALENDAR PREVIEW OF THE YEAR AHEAD			
January 24 th		Annual Board Self-Assessment @ Board Meeting	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	
April 13 th		WCA Annual Spring Gala	The Ranch Event Center

3.2 Executive Board Reports

3.2.1 Samuel Penn

Mr. Penn has been working with the Executive Director as she guides WCA through the charter renewal application process with Weld RE-4. Sam has also worked to draft the December agenda, followed up on the development of the ED performance evaluation process and 2019 board election preparations.

3.2.2 John Feyen

Mr. Feyen had the opportunity to chaperone the high school dance on Saturday, December 1st.

3.2.3 Donna James

Mrs. James attended the Finance Committee meeting, Coffee with Leadership and several girl's high school basketball games.

3.2.4 Kevin Albertsen

Mr. Albertsen serves as a coach for one of our elementary school Lego Robotics teams. Students participated in their first Lego League Jr. Expo on Saturday. He enjoyed helping students learn and grow as they strengthen STEM skills. Mr. Albertsen also attended the middle school band concert on December 6th. He was also able to attend the 3rd through 5th grade art show and book fair. Mr. Albertsen also attended the Education Committee this month.

3.2.5 Sherry Bartmann

Mrs. Bartmann chaperoned the high school field trip to Walker Mowers in Timnath. In addition, she attended middle and high school basketball games, the book fair, Sweets with Santa and the middle school production of Elf, the musical. Mrs. Bartmann also represented WCA at the Windsor Chamber of Commerce Christmas party as well as Community Coffee with the Mayor. The WCA Safety Committee did not meet this month.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

4.1.1 Kevin Albertsen: Mr. Albertsen wanted to thank fellow elementary school Lego Robotics team coaches for their work with students—Julie Owen, Carl Debo, Brad Coldiron and Kris Winkler. Mr. Albertsen also wanted to thank Kirsten Keenan and Irene Nissen for their support of the robotics teams. Windsor Charter Academy Lego Robotics teams participated in their first Lego League Jr. Expo on Saturday. Students did a remarkable job and enjoyed learning!



4.1.2 John Feyen: Mr. Feyen wanted to thank the Student Council for their work in ensuring that the high school dance was inviting. The decorations were beautiful. Mr. Feyen also wanted to thank the administration, Mr. Schriener and Mrs. Perciante, and our security officer, Mr. Mason, for their professional and welcoming interaction with the Windsor Police Department during the high school dance on December 1st.



5.0 Items for Action

5.1 Assurances for Financial Accreditation

Windsor Charter Academy complies with all financial and budget rules, regulations and financial reporting requirements as outlined by legislation (Section 22-30.5-112(7), C.R.S.). Windsor Charter Academy has substantial and good-faith compliance with the a) School District Budget Law, b) Financial Policies and Procedures Act, c) Public School Financial Transparency Act, and d) accounting and reporting.

A motion was made by Donna James and seconded by Jenny Ojala to approve assurances for financial accreditation for Windsor Charter Academy. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.2 2019-2020 Student Fees

The motion to approve the 2019-2020 student fees was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, nay; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion carries 5 to 1.

5.3 Middle School and High School Directors of Education

It is the recommendation that with the change from one middle/high school to two secondary schools—middle school and high school, that the following directors of education (school principals) be approved—Jeremy Schriener as Director of Middle School Education and Hannah Mancina as Director of High School Education.

A motion to approve Jeremy Schriener as Director of Middle School Education and Hannah Mancina as Director of High School Education was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, nay; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion carries 5 to 1.

5.4 Facilities Master Plan

It is recommended that the Executive Board approve a master plan with the following additions:

- Gymnasium on the lot on Diamond Valley Dr. and Logistics Dr.
- Auditorium on the lot on 810 Automation Dr.

This plan would not require additional land acquisition. Firebird Way and the soccer field would be redesigned to address the construction of the auditorium, when built.

The motion to approve the facilities plan as outlined was made by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, nay; Bartmann, nay; Feyen, aye; James, aye; Mader, nay; Ojala, nay. The motion did not pass.

5.5 Education Committee Recommendations

The Education Committee reviewed several English Language Arts resources to support the high school program. They recommend the following resources be approved by the Executive Board:

- Understanding Comics: The Invisible Art by Scott McCloud
- Maus II by Art Spiegelman
- Her Story (Video Game)

The motion to approve the English language arts resources as recommended by the Education Committee was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.6 Policy GBEB Staff Conduct, First Read

The motion to approve Policy GBEB Staff Conduct on first read was made by Kevin Albertson and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.7 Policy GBEB-R-2 Staff Conduct and Responsibilities, First Read

The motion to approve Policy GBEB-R-W Staff Conduct and Responsibilities on first read was made by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.8 Policy KDBA Parent Notification of Employee Criminal Charges, First Read

The motion to approve Policy KDBA Parent Notification of Employee Criminal Charges on first read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.9 Policy GBEEA Use of Social Media for School-Related Purposes, Second Read

The motion to pull policy GBEEA, Use of Social Media for School-Related Purposes from the Consent Agenda was made by Carolyn Mader and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

The motion to amend policy GBEEA, Use of Social Media for School-Related Purposes was made by Carolyn Mader and seconded by Jenny Ojala. The sentence “Staff shall not engage in conduct that adversely affects their capacity to serve as a role model for students or their ability to work effectively with Windsor Charter Academy staff, parents, and students” was moved to fall under the category of Inappropriate Use. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Elizabeth Scott-Janda: HS Teacher
- Ryan Koehler: MS & HS Teacher
- Justin Steele: HS Teacher

Non-Renewals/Resignations

- No non-renewals and resignations at this time.

6.2 Second Read Policies

- Policy GBGA Staff Health and Safety
- Policy GBGA-R Staff Health Regulation
- Policy GBGB Staff Personal Security and Safety
- Policy JICA Dress Code

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

7.0 Executive Session

An Executive Session did not occur.

An Executive Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Executive 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 Executive Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Executive Board may hold an executive session to:

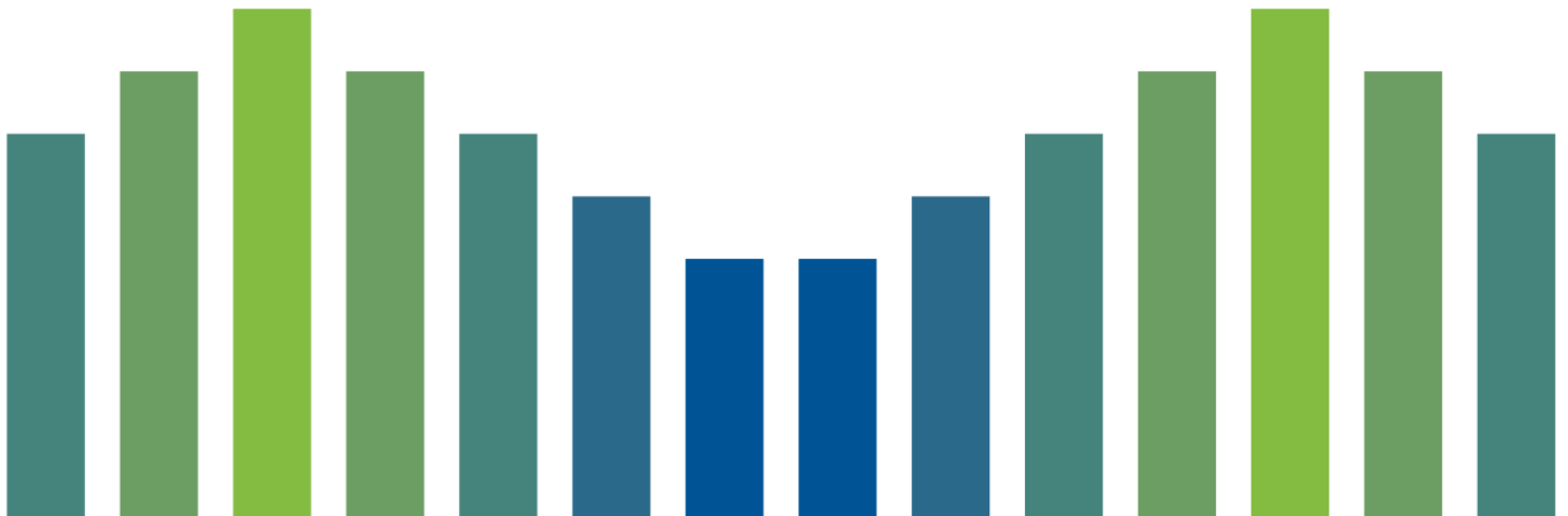
- Conduct discussions regarding the purchase, acquisition, lease, transfer, or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the Schools' attorney for receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential 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

A motion was made to adjourn the December 13, 2018 Regular Session was made by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously. The meeting adjourned at 9:01 p.m..



Appendix





1.0 November Regular Session Minutes

Executive Board Minutes November 29, 2018

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 5:36 p.m.

1.2 Roll Call

Executive Board Members Present

Samual Penn, Executive Board President

John Feyen, Executive Board Vice-President

Donna James, Executive Board Treasurer

Kevin Albertsen, Executive Board Secretary (called via phone at 5:42 p.m.)

Sherry Bartmann, Executive Board Member

Carolyn Mader, Executive Board Member

Jenny Ojala, Executive Board Member (arrived at 5:44 p.m.)

Staff Present

Rebecca Teeples, Executive Director

SarahGennie Casado, 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 to approve the amended November 29, 2018 Regular Session agenda, moving the consent agenda after 5.0 Items for Action, was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the October 25, 2018 Regular Session minutes was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Executive Session

A motion was made to enter an Executive Session based on the following citations:

- Conduct conferences with the Schools' attorney for receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

The motion was made by John Feyen and seconded by Sherry Bartmann. Both Executive Director, Rebecca Teeple, and Director of Finance/HR, Sarah Gennie Casado, were invited to join the Executive Board in Executive Session. The Executive Board entered the Executive Session at 5:42 p.m.

An Executive Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Executive 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 Executive Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Executive 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 Schools' attorney for 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)

The Executive Board exited Executive Session at 6:53 p.m. A short break occurred and the Executive Board re-entered their Regular Session at 7:05 p.m.

3.0 Citizen Communication

There were one parent present at the November Executive Board Regular Session. No parents spoke at the Executive Board Regular Session.

4.0 Reports

4.1 Executive Director's Report

Excellence in Innovation

- Middle school and high school students have fun participating in the final STEM Halloween activity in October. Students were engaged in solving an interactive BreakoutEdu box challenge where they had to apply critical thinking, teamwork and problem-solving skills to solve multiple puzzles during their lunch hour.
- All students at the middle school and early college high school will be participating in an Hour of Code activity on December 7th. Over 7 million job openings in the U.S. each year are in occupations—including art and design—that value coding skills, however 60 percent of schools in the U.S. do not teach computer science. Hour of Code exposes students to the concepts of computer science and problem solving as a part of a worldwide event. This is a great opportunity to spark an interest in coding and computer science within our

students as we continue to grow our STEM elective and enrichment programming.

- Donor database (Bloomerang) is up and running with past donation information and any donor communication. This database will be used for our year end campaign and any fundraising moving forward.
- A year-end campaign will run during the month of December. Monies raised will be used to purchase items from teacher wish lists.
- A large effort has been made to increase WCA's marketing for enrollment and Parent Prospective Nights in January. We are in the final stages of the publications and marketing to target enrollment for prospective parents for the 2019-2020 school year. Some marketing efforts include a movie advertisement, a postcard campaign that will be sent in late December, two ads in *The Best of Greeley* magazine, large outside banners on the high school basketball fence and a revamp of the WCA website. Branding has been a focus as the style guide process includes clearly outlined school colors and crisp, clear logos. This work will support future marketing efforts for publications.

Excellence in Instruction

- Elementary and MS/HS staff received professional development on Google basics to increase their productivity and proficiency with utilizing the Google Suite for Education tools as a part of the Intro to Technology professional development program.
- Four elementary and MS/HS teachers attended the Google EdTech Summit over the weekend of November 3rd and 4th. These teachers received 12 hours of professional development centered around Google based programs, resources and tools to encourage innovative teaching strategies and student engagement in their classrooms. These teachers will be presenting their learning outcome at the next Innovation Leadership Academy meeting and upcoming staff meetings in December and January.
- Administration is conducting ongoing walkthrough observations focused on the teacher effectiveness rubric and the AVID site team goals.

Excellence in Culture and Climate

- The fourth annual middle school and high school Safety Day will occur on November 30th. The focus for this year is situational awareness and mindfulness.
- The Parent Technology Education Night on October 22nd was well attended. Over 25 parents received a presentation on "How to Parent in a Digital World" from the WCA technology and innovation department. WCA parents also participated in a panel discussion to address questions and concerns from the WCA community with regard to cyber safety, parental controls for devices at home and media use and screen time best practices.
- Veteran's Day assemblies were well-attended at both schools. Our students did a remarkable job in welcoming, performing and showing gratitude for the sacrifices of our veterans.
- Our elementary students are recognizing one another for following the 8 Keys of Excellence through our student driven Key Notes. Each morning several students come to the office to recognize their peers.

Excellence in Leadership

- Counseling staff has trained leadership on updated threat and risk assessment protocols.
- MS/HS administration has met with each team lead to determine elective course offerings and curriculum needs for the 2019-2020 school year.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
November 30 th	All Day	MS/HS Safety Day	MS/HS Building
December 1 st		Charter Renewal Contract Due to District	
December 1 st	7:00 to 10:00 p.m.	HS Dance	MS/HS Gym & Commons
December 4 th	6:30 p.m.	MS Music Department Concert	MS/HS Gym
December 6 th	5:30 p.m.	4 th and 5 th Grade Colorado/Choir Program	ES Gym
December 6 th	6:30 p.m.	HS Music Department Concert	MS/HS Gym
December 6 th	3:30 to 6:30 p.m.	3 rd Through 5 th Grade Art Show	ES Hallways
December 6 th	3:30 to 6:30 p.m.	BOGO Scholastic Book Fair	ES Classroom D
December 7 th	3:30 to 8:00 p.m.	3 rd Through 5 th Grade Art Show	ES Hallways
December 7 th	3:30 to 8:00 p.m.	BOGO Scholastic Book Fair	ES Classroom D
December 7 th	5:00 to 8:00 p.m.	Sweets with Santa	ES Gym, Café, Library
December 13 th	7:00 p.m.	Regular Session (No Work Session in December): Approval of Registration & Other Fees	HS Commons
December 14 th and 15 th	7:00 p.m.	MS Musical	ES Stage
December 19 th		Christmas Lunch: 1 st , 3 rd , 5 th and W/F Kindergarten	ES Cafeteria
December 20 th		ES Winter Holiday Parties	ES Classrooms
CALENDAR PREVIEW OF THE YEAR AHEAD			
January 24 th		Annual Board Self-Assessment	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	
April 13 th		WCA Annual Spring Gala	The Ranch Event Center

4.2 Executive Board Reports

4.2.1 Samuel Penn

This past month Mr. Penn was able to facilitate the annual Fall Parent Membership meeting on Thursday, November 8th. The meeting allowed stakeholders and board members the opportunity to interact and address pressing questions for the Board about a variety of policy, finance and governance topics. Additional efforts this month emphasized review of the charter school application renewal, first and second read policies and agenda development.

4.2.2 John Feyen

Mr. Feyen attended the School Accountability Committee meeting on November 5th, and the annual Fall Parent Membership meeting on November 8th.

4.2.3 Donna James

Mrs. James and her family participated in the trunk or treat event. Additionally, Mrs. James attended the annual Fall Parent Membership meeting and the MSHS Veteran's Day celebration. Mrs. James commended the students for the superb job of honoring

our veterans at the assembly. She also attended the performance of *The Importance of Being Earnest*. Mrs. James also attended the Finance Committee meetings.

4.2.4 Kevin Albertsen

Mr. Albertsen attended trunk or treat and the elementary Veteran's Day assembly. He also participated in the work of the Education Committee as well as the annual Fall Parent Membership meeting. Mr. Albertsen shared that all three elementary Lego Robotics teams would be competing on December 1st.

4.2.5 Sherry Bartmann

Mrs. Bartmann attended Coffee with Leadership following last month's Board meeting. In addition, she has attended WCA high school basketball, the annual Fall Parent Membership meeting, and a fantastic WCA high school production of *The Importance of Being Earnest!* Mrs. Bartmann also spent a great deal of time supporting the efforts of the haunted house and hosted a trunk at the trunk or treat activity. Mrs. Bartmann is the board Liaison to the Student and School Safety Committee, which met again for their quarterly meeting in November. The Safety Committee has worked to prioritize top projects that will address issues or opportunities for improvement at both campuses. Mrs. Bartmann also sits on the subcommittee for Dropoff/Pickup Safety which met twice this month. Mrs. Bartmann also attends community conversations with Windsor Town Board members events as they are offered (similar to WCA Coffee with Leadership).

4.2.6 Carolyn Mader

Mrs. Mader attended trunk or treat and the haunted house events. Mrs. Mader also attended Coffee with Leadership. She was at the annual Fall Parent Membership meeting, which was held at the beginning of the month. Mrs. Mader also attended a strategic plan review meeting with committee members, reviewing potential revisions and alignment to the current strategic plan.

4.2.7 Jenny Ojala

This month, Mrs. Ojala attended a School Accountability Committee meeting, as well as two Strategic Plan Review Committee meetings. The SAC continued its work on fine-tuning the parent, student and staff surveys. The Strategic Plan Review Subcommittee worked to ensure the goals delineated in the Plan were up-to-date, determining which goals have already been met and setting new goals, if needed. Mrs. Ojala also participated in the annual Fall Parent Membership meeting. Mrs. Ojala was also able to attend trunk or treat at the middle/high school, the elementary school Halloween parade, as well as the Veteran's Day assembly.

5.0 Items for Information

5.1 Executive Board Message of Gratitude

Mrs. James would like to recognize the efforts of Sarah Brown, our middle school PTC president, for organizing the event, and Mr. Lighthall and all his volunteers who spent

countless hours on the haunted house. The tear-down of the haunted house was incredible to watch.

5.2 Facilities Planning

5.3 Three Schools—Elementary School, Middle School and High School

5.4 2018-2019 Amended Budget

6.0 Consent Agenda

6.1 Personnel

Appointments

- Jenna Oliver, HS Teacher
- Vanessa Pace, Custodian
- Shiloh Morado

Non-Renewals/Resignations

- Jorge Tena, Custodian

6.2 Second Read Policies

- Policy IKF: Graduation Requirements
- Policy JHCA-R: Closed/Open Campus

6.3 Financial Report

October Financials

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

7.0 Items for Action

7.1 High School Disney Youth Education STEM Trip

The motion to approve the high school Disney Youth Education STEM trip was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.2 Communications Manager Position

A motion to approve the Communications Manager position was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion to approve the job description for Communications Manager was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.3 Education Committee Recommendations

The motion to approve Envisions 2020 math program as recommended by the Education Committee was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

The Education Committee reviewed several English Language Arts resources to support the high school program. They recommend the following resources be approved by the Executive Board:

- Of Mice and Men by John Steinbeck
- Lord of the Flies by William Golding
- American Born Chinese by Gene Luen Yang
- MacBeth: The Graphic Novel by William Shakespeare

The motion to approve the English language arts resources as recommended by the Education Committee was made by Carolyn Mader and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.4 Middle School Organic Growth

The motion to approve continued organic growth of our middle school was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.5 Middle & High School Marquis

The motion to table the middle and high school marquis indefinitely was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.6 Exit Interviews

The motion to approve continued work on exit interviews was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, nay; James, nay; Mader, aye; Ojala, aye; Penn, nay. The motion passed 4 to 3.

7.7 Three Schools—Elementary School, Middle School and High School

The motion to approve the movement from two schools to three schools, moving from an elementary school and a middle/high school to an elementary school, middle school and high school was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, nay; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed 6:1.

7.8 Renewal of Weld Re-4 Charter Contract

A motion to approve the renewal of the Weld Re-4 charter contract was made by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.9 Parent, Staff & Student Surveys Review

A motion to approve the survey questions as outlined in the links below for the next two years that were recommended by the School Accountability Committee for parents, staff and students was made by John Feyen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.10 Policy GBGA Staff Health and Safety, First Read

The motion to approve Policy GBGA Staff Health and Safety on first read was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.11 Policy GBGA-R Staff Health, First Read

The motion to approve Policy GBGA-R Staff Health on first read was made by XXX and seconded by XXX. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.12 Policy GBGB Staff Personal Security and Safety, First Read

The motion to approve Policy GBGB Staff Personal Security and Safety on first read was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.13 Policy GBEEA Use of Social Media for School-Related Purposes, First Read

The motion to approve Policy GBEEA Use of Social Media for School-Related Purposes on first read was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.14 Policy JICA Dress Code, First Read

The motion to approve Policy JICA Dress Code on first read was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen,

aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

8.0 Adjournment

A motion was made to adjourn the November 29, 2018 Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 10:26 p.m..

2.0 2019-2020 Student Fees



Club and Elective Fees



Elementary School

- **Increase**
 - ES Art increased in fees from \$15 to \$40 to align with other after-school clubs.

ELEMENTARY SCHOOL GENERAL FEES	
Registration	
Registration	\$60
AVID for Grades 3-5	\$35
Clubs	
Band	\$40
Choir	\$40
Art	\$40
Lego Robotics	\$75
Intramurals	
Basketball	\$25
Soccer	\$25
Track	\$25
Volleyball	\$25

Middle School

- **Increase**
 - Choir increased from \$15 to \$20
 - Symphonic Band increased in fees from \$15 to \$30.
 - Jazz Combo increased in fees from \$15 to \$30.
 - Props & Scenery increased in fees from \$0 to \$25
- **Decrease**
 - Debate decreased in fees from \$10 to \$0

- Book Club decreased in fees from \$30 to \$0
- Introduction to Computer Science decreased in fees from \$15 to \$0.
- Exploring Agriculture decreased in fees from \$15 to \$0.
- Theater decreased in fees from \$30 to \$25.
- Introduction to Painting decreased in fees from \$25 to \$20.
- Digital Photography decreased in fees from \$30 to \$20.
- Kitchen Chemistry decreased from \$15 to \$5.
- **New MS elective courses were added. Some of the courses that require elective fees are:**
 - 3D Printing: \$15
 - Musical: \$35
 - Digital Textiles: \$20
- **Important note:**
 - Both Theater and Props & Scenery have a fee due to the cost of the play scripts and license for the play.

MIDDLE SCHOOL GENERAL FEES	
Registration	
Registration	\$60
Clubs	
General	\$25
Lego Robotics	\$50
Athletics	
Per Sport	\$100**
*\$25 insurance policies are optional for student technology rentals.	
**Maximum of \$200 for sports.	

MIDDLE SCHOOL ELECTIVE FEES		
Course #	Course Name	Fee per Term
ELE 01	Creative Writing	\$0
ELE 03	Literacy Lab 6	\$0
ELE 04	Literacy Lab 7	\$0
ELE 05	Literacy Lab 8	\$0
ELE 08	Debate	\$0
ELE 09	Book Club	\$0
ELE 10	Math Lab 6	\$0
ELE 11	Math Lab 7	\$0
ELE 12	Algebra Lab	\$0
ELE 13	The Millionaire Next Door	\$0
ELE 19	Journalism	\$0
ELE 20	Introduction to Computer Science	\$0
ELE 30	Exploring Agriculture	\$0
ELE 31	Beginning LEGO Robotics	\$15
ELE 32	Minecraft	\$5
ELE 35	Yearbook Staff	\$0
ELE 37	Kitchen Chemistry	\$5
ELE 38	Household Engineering	\$15
ELE 39	Advanced LEGO Robotics	\$15
ELE 40	Concert Band	\$30
ELE 41	Choir	\$20
ELE 42	Theater	\$25
ELE 44	Symphonic Band	\$30
ELE 45	Jazz Combo	\$30
ELE 46	Orchestra	\$30
ELE 50	DIY Crafts	\$25

ELE 52	Props & Scenery	\$25
ELE 53	3D Art	\$20
ELE 54	Intro to Painting	\$20
ELE 55	Digital Photography	\$20
ELE 56	Film Studies	\$0
ELE 57	Introduction to Drawing	\$20
ELE 60	Introduction to Team Sports	\$0
ELE 61	Ultimate Frisbee	\$0
ELE 62	Yoga	\$0
ELE 63	Individual Sports	\$0
ELE 64	Dance	\$0
ELE 68	The Game of Life	\$0
ELE 71	Problem Solving & Games	\$0
ELE 72	Study Hall	\$0
ELE 74	Elementary Teacher's Aide	\$0
ELE 76	AVID College Prep 6	\$0
ELE 77	AVID College Prep 7	\$0
ELE 78	AVID College Prep 8	\$0
ELE 80	Student Council	\$0
ELE 81	Peer Tutoring	\$0
ELE 82	Yearbook Editor	\$0
TBD	3D Printing	\$15
TBD	Musical	\$35
TBD	Digital Journalism	\$0
TBD	Digital Textiles	\$20
TBD	Computer Science Discoveries I	\$0
TBD	Computer Science Discoveries II	\$0
TBD	Circuits I	\$0
TBD	Circuits II	\$0
TBD	Study Skills	\$0
TBD	Project Hearts	\$0
TBD	Strategy & Invasion Games	\$0

High School

- **Increase**
 - Filmmaking increased in fees from \$0 to \$10.
 - Ceramics & Sculpture increased in fees from \$20 to \$25.
 - Orchestra increased in fees from \$20 to \$30.
 - Jazz Combo increased in fees from \$0 to \$30.
- **Decrease**
 - Painting I decreased in fees from \$30 to \$20.
 - Photography decreased in fees from \$25 to \$20.
 - Intro to Police Academy decreased in fees from \$50 to \$20.
 - Public Speaking decreased in fees from \$25 to \$0.
 - Computer Science Principles I decreased in fees from \$30 to \$0.
- **New or reinstated HS elective courses were added. Some of the courses that require elective fees are:**
 - Painting II: \$20
 - Esthetics: \$15
 - Cooking: \$30
 - Outdoor Adventure & Survival: \$20
 - Robotics: \$15

HIGH SCHOOL GENERAL FEES

Registration	
Registration	\$60
Estimated Cost for Aims College Administrative Fee per Semester	\$25
HS Technology Rental*	\$75
Clubs	
General	\$25
HS Vex Robotics	\$200
Athletics	
Per Sport	\$100**
Activity Athletic Pass	
HS Student Athletic Pass	\$15
HS Parent Athletic Pass	\$15
*\$25 insurance policies are optional for student technology rentals.	
**Maximum of \$200 for sports.	

HIGH SCHOOL CLASS & ELECTIVE FEES

Course #	Course Name	Fee Per Semester
AID 01	Teacher Aide	\$0
ART 01	Painting I	\$20
ART 02	Painting II	\$20
ART 03	Drawing I	\$20
ART 04	Drawing II	\$20
ART 05	Ceramics & Sculpture I	\$25
ART 07	Photography	\$20
BUS 01	Personal Finance	\$0
BUS 02	Introduction to Business	\$0
BUS 03	Introduction to Marketing	\$0
BUS 04	Entrepreneurship	\$0
CAR 01	Intro to Police Academy	\$20
CAR 02	Esthetics	\$15
CAR 03	Digital Journalism	\$0
CAR 04	Research & Publication	\$0
CAR 05	Cooking	\$30
CHE 101	Chemistry	\$30
COM 115	Public Speaking	\$0
EGR 01	Introduction to Engineering	\$30
EGR 03	Engineering Concept & Design	\$30
EGR 04	Race Engineering	\$0
ENG 02	Creative Writing	\$0
ENG 03	Literacy Lab	\$0
ENG 06	Graphic Novels	\$10
ENG 07	Yearbook	\$0
ENG 08	Exploring Shakespeare	\$0
ENV 01	Environment Science	\$30
HIS 02	Sociology	\$0
HIS 03	History of Rock and Roll	\$0
HIS 04	Current Events	\$0
LEA 01	Student Council	\$0
LEA 02	AVID Tutor	\$0
LEA 04	9-10 AVID	\$0
MAT 01-04	Math Lab	\$0
MUS 01	Symphonic Band	\$30

MUS 03	Mixed Choir	\$20
MUS 05	Orchestra	\$30
MUS 06	Jazz Combo	\$30
MUS 07	Guitar I	\$0
MUS 08	Guitar II	\$0
MUS 120	Music Appreciation	\$0
PE 01	Yoga	\$0
PE 02	Get Fit	\$25
PE 03	Team Sports	\$0
PE 04	Individual Sports	\$0
PE 05	Outdoor Adventure & Survival	\$20
PE 06	Health & Wellness	\$0
PE 07	Dance	\$0
SCI 04	Genetics	\$25
SCI 05	Human Anatomy and Physiology	\$15
SPA 25	Spanish I	\$0
SPA 50	Spanish II	\$0
SPA 75	Spanish III	\$0
SPA 100	Spanish IV	\$0
STU 01	Study Hall	\$10
TEC 02	Filmmaking	\$10
TEC 03	Computer Science Principles I	\$0
TEC 04	Computer Science Principles II	\$0
TEC 05	Robotics	\$15
TEC 10	Technology Internship	\$0
TEC 11	Innovation Lab (STEM Capstone)	\$0
THE 01	Theatre Arts	\$15



3.0 First Read Policies



STAFF CONDUCT AND RESPONSIBILITIES

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the ~~Weld Re-4 District~~ **Windsor Charter Academy**.

As representatives of Windsor Charter Academy and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of Windsor Charter Academy and shall maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of Conduct

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Executive Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

Child Abuse

All employees of Windsor Charter Academy who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The Executive Director is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is an employee of Windsor Charter Academy. Such information shall remain confidential except that the Executive Director shall notify the Colorado Department of Education of the child abuse investigation.

Possession of Deadly Weapons

The provisions of the Executive Board's policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of Windsor Charter Academy. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/Misdemeanor Convictions

If, subsequent to beginning employment with Windsor Charter Academy, Windsor Charter Academy has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor

Policy GBEB

traffic offense or infraction, Windsor Charter Academy shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, Windsor Charter Academy shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information. Non-licensed employees shall be terminated if the results of the fingerprint-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.

Unlawful Behavior Involving Children

The Executive Board may make an inquiry with the Department of Education concerning whether any current employee of Windsor Charter Academy has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Notification Concerning Arrests

~~District Windsor Charter Academy~~ employees shall notify the ~~district~~ Windsor Charter Academy when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation. ~~The District Windsor Charter Academy~~ shall notify students' parents/guardians when employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Personnel Addressing Health Care Treatment for Behavior Issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or

from the student's parent/guardian. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

Windsor Charter Academy Executive Board

Adopted: September 2017

Revised: January 2019

Weld Re-4

Adopted: August 2017

Revised: November 2018

Legal References:

C.R.S. 18-12-105.5

C.R.S. 18-12-214 (3)(b)

C.R.S. 19-3-308 (5.7)

C.R.S. 22-32-109 (1)(ee)

C.R.S. 22-32-109.1 (8)

C.R.S. 22-32-109.7

C.R.S. 22-32-109.8 (6)

C.R.S. 22-32-109.9

C.R.S. 22-32-110 (1)(k)

C.R.S. 24-18-104

C.R.S. 24-18-109

C.R.S. 24-18-110

Cross References:

JLC, Student Health Services and Records

JLDAC, Screening/Testing of Students

JLF, Reporting Child Abuse/Child Protection

KDBA Parent Notification of Employee Criminal Charges

KFA, Public Conduct on District Property



STAFF CONDUCT AND RESPONSIBILITIES (~~and Responsibilities~~)

Notice Upon Arrest for Specific Criminal Offenses

An employee's criminal misconduct may constitute a violation of Board policy. Such criminal misconduct may also necessitate disciplinary action against the employee and require ~~the district~~ **Windsor Charter Academy** to notify students' parents/guardians of the employee's criminal charges in accordance with state law.

In an effort to keep ~~the district~~ **Windsor Charter Academy** apprised in a timely manner of potentially concerning behavior by its employees, and employee who is arrested for any of the following criminal offenses shall provide written notice to the ~~superintendent~~ **Executive Director** or designee. Such notice shall be provided prior to reporting to duty in ~~the district~~ **at Windsor Charter Academy** and no later than five days after the employee's arrest.

The required notice applies to the following criminal offenses:

1. Felony child abuse, as specified in C.R.S. 18-6-401.
2. A crime of violence, as defined in C.R.S. 18-1.3406(2), except second degree assault, unless the victim is a child.
3. A felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9).
4. Felony domestic violence, as defined in C.R.S. 18-6-800.3.
5. Felony indecent exposure, as described in C.R.S. 18-7-302.
6. A level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 *et seq.*

Disciplinary Action and ~~P~~arental ~~N~~otification

Upon receiving notification of an employee's arrest for one or more of the above listed criminal offenses, ~~the district~~ **Windsor Charter Academy** may conduct further investigation as it deems necessary and/or refer the matter to the Colorado Department of Education. Disciplinary action, including dismissal, may be taken against the employee as deemed appropriate by ~~the district~~ **Windsor Charter Academy**, in accordance with applicable law and Board policy.

The district **Windsor Charter Academy** may also notify students' parents/guardian when an employee is charged with any of the above listed criminal offenses, in accordance with state law and applicable Board policy.

Windsor Charter Academy Executive Board
Adopted: January 2019

Weld Re-4
Adopted: November 2018



PARENT NOTIFICATION OF EMPLOYEE CRIMINAL CHARGES

The ~~district~~ **Windsor Charter Academy** shall notify students' parents when a ~~district~~ **Windsor Charter Academy** employee or former ~~district~~ **Windsor Charter Academy** employee is charged with a specific criminal offense, as required by state law and in accordance with this policy.

Definitions

For purposes of this policy, the following definitions shall apply:

1. "Employee" shall mean a person currently employed by ~~the district~~ **Windsor Charter Academy** or formerly employed by ~~the district~~ **Windsor Charter Academy** at any time within twelve months prior to the person being charged with a specific criminal offense and whose work requires or required the employee to be in contact with students or whose work area gives or gave the employee access to students.
2. Parents shall mean a student's biological or adoptive parents or a student's legal guardian or legal custodian.
3. "School day" shall mean a day on which student instruction occurs at the school and school is in session. When school is not in session (e.g. summer break), "school day" shall mean business day and shall not include a Saturday, Sunday or legal holiday.
4. "Specific criminal offense" shall mean:
 - a. Felony child abuse, as specified in C.R.S. 18-6-401.
 - b. A crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child.
 - c. A felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-02(9).
 - d. Felony domestic violence, as defined in C.R.S. 18-6-800.3.
 - e. Felony indecent exposure, as described in C.R.S. 18-7-302.
 - f. A level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.

Parent Notification

Policy KDBA

The ~~district~~ **Windsor Charter Academy** shall notify parents within two school days after the employee's preliminary hearing for a specific criminal offense is held, waived or deemed waived by the employee. If the specific criminal offense is not eligible for preliminary hearing, ~~the district~~ **Windsor Charter Academy** shall notify parents within two school days after the date on which the employee is charged with a specific criminal offense. If ~~the district~~ **Windsor Charter Academy** cannot determine whether a preliminary hearing will be held or has been held or waived, ~~the district~~ **Windsor Charter Academy** shall notify parents within two school days of learning that the employee has been charged with a specific criminal offense.

The notification shall be to those parents of students:

1. Enrolled in the school in which the employee is employed or was employed at the time of the alleged specific criminal offense.
2. With whom ~~the district~~ **Windsor Charter Academy** has reason to believe the employee may have had contact as part of his or her ~~district~~ **Windsor Charter Academy** employment.

Alternatively, ~~the district~~ **Windsor Charter Academy** may provide the parent notification required by this policy upon learning of the employee's arrest for a specific criminal offense from the Colorado Bureau of Investigation.

Within two school days after ~~the district~~ **Windsor Charter Academy** confirms the disposition of the charge against the employee for a specific criminal offense, ~~the district~~ **Windsor Charter Academy** shall notify parents of such disposition using the same notification method used in the initial notice to parents.

If a delay in parent notification is requested by the appropriate law enforcement agency, ~~the district~~ **Windsor Charter Academy** shall delay notification to parents until the request is withdrawn.

Windsor Charter Academy Executive Board
Adopted: January 2019

Weld Re-4
Adopted: November 2018

Legal References:

C.R.S. 22-1-130 (parent notification of employee criminal charges)
C.R.S. 22-2-119 (4)(b) (district notification of employee arrests)

Policy KDBA

Cross References:

ADD Safe Schools

GBEB Staff Conduct and Responsibilities





4.0 Second Read Policies



STAFF HEALTH (Medical Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, ~~the Executive Board~~ **Windsor Charter Academy** shall seek to ensure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, ~~the Executive Board~~ **Windsor Charter Academy** may require medical examinations of its employees or applicants for employment. The School shall pay for all such medical examinations. Results of such examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine Medical Examinations

Subsequent to a conditional offer of employment and prior to commencement of work, the Windsor Charter Academy may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The Windsor Charter Academy may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by the Windsor Charter Academy.

School transportation vehicle operators shall be required to have a medical examination once every two years in accordance with applicable state and federal law.

Special Examinations

~~The Executive Board~~ **Windsor Charter Academy** recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with the ability to perform required duties or there is an unacceptable risk to the health and safety of the employee or others, the district shall take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

~~The Executive Board~~ **Windsor Charter Academy** may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with the employee's ability to perform required duties or which may pose an unacceptable risk to the health, safety or welfare of the employee or others. Windsor Charter Academy shall select the medical professional to conduct such examination and shall pay the costs associated with such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation, or medical evidence establishes that the employee's condition poses a significant risk to the health, safety, or welfare of the employee or others, the school district may suspend and/or terminate the employee in accordance with applicable policies and regulations and applicable law.

Readily-Transmitted Communicable Diseases

An employee with an acute, common communicable disease shall not report to work during the period when contagious/infectious. Windsor Charter Academy reserves the right to require a physician's statement prior to the employee's return to work.

An employee diagnosed with serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

Confidentiality

In all instances, Windsor Charter Academy personnel shall respect the individual's right to privacy and treat any information regarding the medical condition or medical history of an employee or applicant as confidential information. The Executive Director shall develop procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Windsor Charter Academy Executive Board
Adopted: December 2018

Weld Re-4 Board
Adopted: March 1988
November 2013
October 2018

Policy GBGA

Legal References:

29 U.S.C. 794 (1983)

42 U.S.C. 12101 et seq.

49 C.F.R. 391-43

C.R.S. 8-2-118

C.R.S. 22-32-110 (1)(k)

C.R.S. 22-63-301

C.R.S. 24-34-401 et seq.

C.R.S. 25-4-101 et seq.

1 CCR 301-26 Rules 4204-R-5.00

CROSS REFS.:

EBBA Handling Body Fluids

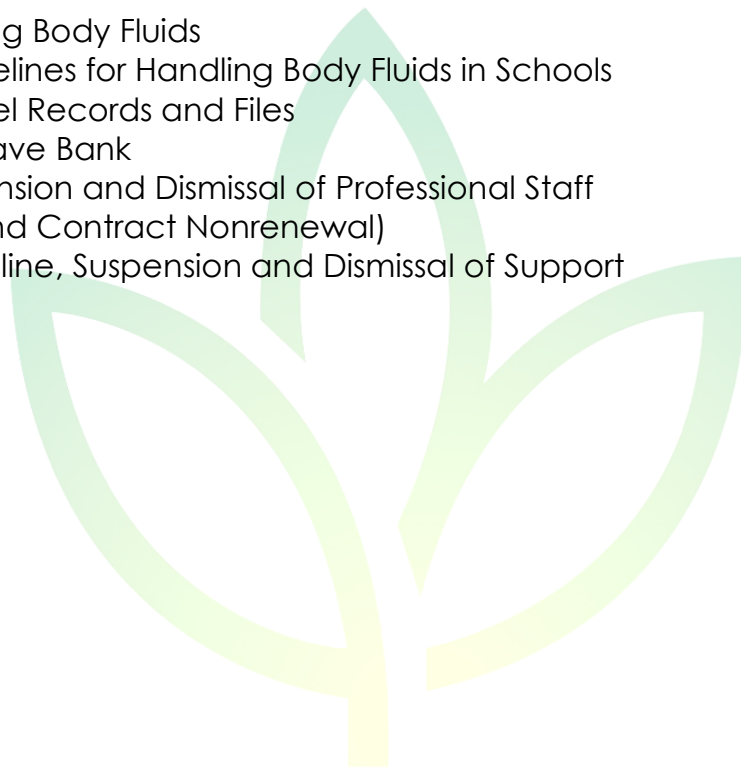
EBBA-R Guidelines for Handling Body Fluids in Schools

GBJ Personnel Records and Files

GBM Sick Leave Bank

GCQF Suspension and Dismissal of Professional Staff
members (and Contract Nonrenewal)

GDQD Discipline, Suspension and Dismissal of Support
Staff





STAFF PERSONAL SECURITY AND SAFETY

Offenses Against School Employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school grounds.

1. The teacher or employee shall file a written complaint with the building Director of Education, the Executive Director's office and the Executive Board.
2. The building Director of Education shall, after receipt of the complaint and proof deemed adequate by the Director of Education, suspend the student for three days in accordance with established procedures.
3. The Executive Director shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The Executive Director or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Communication of Disciplinary Information to Teachers/Counselors

The building Director of Education or designee shall communicate discipline information concerning any student enrolled in Windsor Charter Academy to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Windsor Charter Academy Executive Board
Adopted: December 2018

Weld Re-4
Adopted: December 1990
Revised: September 1996
October 2018

Legal References
C.R.S. 22-32-109.1 (3)
C.R.S. 22-32-109.1 (9)
C.R.S. 22-32-126 (5)(a)

Cross References
JK Student Discipline
JKD/JKE Suspension/Expulsion of Students



STAFF HEALTH

The following procedures shall be followed whenever a school official has reasonable cause to suspect that a staff member is seriously ill and the illness is affecting the employee's ability to perform job responsibilities or poses an unacceptable risk to the health and safety of the employee or others. Reasonable cause may exist in but not be limited to situations where the employee's health is observed to be deteriorating to the point of interfering with the performance of duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such illness.

The Director of Finance and HR will be the staff member responsible for coordinating Windsor Charter Academy's effort to evaluate the employment status of an employee in accordance with these procedures.

It is improper for any employee, with knowledge or reasonable grounds to suspect that he/she is infected with a communicable disease, to willfully expose or infect another with such disease, or to knowingly perform an act or engage in conduct, which exposes or infects another person with such disease.

Any staff member infected with HIV is encouraged to report this fact directly to the school officer.

If a supervisor has been informed or has reasonable cause to believe that an employee has an illness which is interfering with job performance or posing an unacceptable health risk to the employee or others, the supervisor shall notify the Director of Finance/HR as soon as possible. The Director shall confer individually with the supervisor and the staff member to assess the situation.

When an employee is determined to be unfit for continued duty because it has been determined that the employee is incapable of performing the essential functions of the position or poses a direct threat to the health or safety of himself/herself or others, the employee will be entitled to use any accumulated sick leave in accordance with Executive Board policies.

When an employee has exhausted all sick leave and other applicable leave options and is deemed unfit to resume duties, employment may be terminated

through the employee's resignation, retirement, or dismissal in accordance with applicable Executive Board policies and applicable law.

Confidentiality

All information gained by Windsor Charter Academy through the application of the accompanying policy and these procedures, shall be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

Windsor Charter Academy Executive Board
Adopted: December 2018

Weld Re-4 Board
Adopted: October 2018



USE OF SOCIAL MEDIA FOR SCHOOL-RELATED PURPOSES

The Executive Board acknowledges that social media has become an important means of communication with potential pedagogical value if used appropriately. This policy sets forth guidelines for the use of social media for school-related purposes in Windsor Charter Academy schools and is in addition to the guidelines set forth in Executive Board Policies GBEE and JS regarding the acceptable use of Windsor Charter Academy and personal technology.

Definitions

"Social medium" and "social media" shall mean internet-based tool(s) for sharing and discussing information among users, and includes without limitation social networking, social bookmarking, and social news sites.

"Windsor Charter Academy Technology" shall mean Windsor Charter Academy's network, servers, computers, communication systems (i.e. email, VOIP, and audience response systems), hardware, software, operating systems, and an array of other emerging technologies.

Procedures

1. Approval: The use of all social media is subject to the following approval process.
 - A. Staff who desire to use social media for school-related purposes shall submit to the Director of Community Relations a written proposal that contains the following information:
 - The name of the social medium that will be used.
 - An explanation of the security measures (e.g. username logon, password protection) that the social medium offers.
 - A description of how the social medium will be used.
 - *When applicable*: The instructional standard(s) addressed by use of the social medium.
 - *When applicable*: The instructional purpose that use of the social

Policy GBEEA

medium will serve and a description of how use of the social medium will complement existing curricula.

- B. The Director of Community Relations may, in his or her discretion, approve, deny, or approve with modification the proposal; the supervisor's decision will be in writing. A denial of use of social media may be appealed to the Director of Community Relations within 5 days of the date of denial. The decision of the Director of Community Relations shall be final in all cases and the decision shall not be subject to Windsor Charter Academy's grievance procedures. If the proposal is approved or approved with modification, the staff member shall be responsible for implementing the proposal in accordance with the Terms of Use set forth below. The approval may be withdrawn at any time for any reason.
- C. Approved proposals for the use of social media shall be resubmitted annually for review.

2. Terms of Use

- A. Staff whose social media proposals receive approval, are subject to the following terms of use:
- Content on the approved social media site shall at all times comply with Windsor Charter Academy social media policies, procedures, and regulations, as well as with applicable state and federal law.
 - Students shall be required to obtain written permission from their parent/guardian to participate in social media activity. Staff shall only allow students who have submitted such written permission to participate in school approved social media sites.
 - Staff is responsible for posting all social media content of approved social media sites and shall remove content that violates Windsor Charter Academy policies, procedures or regulations, or state or federal law. Any inappropriate use of approved social media sites shall be reported to the school administration.
 - School administrators shall be granted access to approved social media sites and may monitor the sites for compliance with Windsor Charter Academy policy.

Personal Use of Social Media

Staff shall not use Windsor Charter Academy time or Windsor Charter Academy

Policy GBEEA

Technology for personal use of social media. Staff shall not engage in conduct that adversely affects their capacity to serve as a role model for students or their ability to work effectively with Windsor Charter Academy staff, parents, and students.

Inappropriate Use

Violations of this policy may be considered inappropriate use of technology and User-access and User-use may be suspended, limited or denied at any time. Employee users who use Windsor Charter Academy Technology in an inappropriate manner and who are found to be in violation of this policy may be subject to additional disciplinary action according to other Executive Board policies or state and federal statutes. Violation of this policy may also be cause for referral to outside agencies for additional investigation.

Windsor Charter Academy Executive Board

Adopted: March 2011

Revised: April 2018

December 2018

Cross References

GBEE Appropriate Use of Windsor Charter Academy and Personal Technology by Non-Student Stakeholders

JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students

Policy GBEEA

PERMISSION TO USE SOCIAL MEDIA FOR INSTRUCTIONAL PURPOSES

Student Name: _____ Grade: _____

Windsor Charter Academy-Approved Social Media Site(s):

I hereby give my permission for my student to use Windsor Charter Academy-approved social media sites listed herein. I hereby release and hold harmless Windsor Charter Academy, its board members, officer, agents, employees, and teachers from any and all liability, claims, demands, actions, or causes of action whatsoever arising from my student's use of Windsor Charter Academy-approved social media sites. My student and I hereby acknowledge that use of Windsor Charter Academy-approved social media site must comply with Windsor Charter Academy policies, procedures, and regulations, as well as with applicable federal and state law.

Parent/Guardian Signature: _____

Student Signature: _____



DRESS CODE

A student's appearance has an impact on his/her attitude, behavior, and learning. Students at Windsor Charter Academy (WCA) shall dress appropriately to show a high degree of personal respect and character. Student dress shall be a direct reflection of the level of character and respect representative of WCA. The guidelines set forth are meant to allow students the ability to wear clothing to WCA with a higher level of flexibility, while maintaining a high sense of personal respect for appearance and professionalism. Not all fashions worn outside the school are appropriate for WCA. At all times, Administration reserves the right to require students to modify their dress if clothing is deemed inappropriate, or is a distraction to learning. A student found in repeated violation of the dress code will be subject to review by his/her parents/guardians, the Administration and Executive Board as to appropriate disciplinary action. Suspension is a valid form of discipline for chronic dress code violations.

If at any time a student is not able to comply completely with the dress code due to medical needs, a written note from a physician is required. A conference with the student, guardian/parent, and teacher/principal will be held to determine the best way to honor the dress code and remain comfortable and healthy. If, at any time, a student is not able to comply completely with the dress code due to religious beliefs, a conference with the student, guardian/parent, and teacher/principal will be held to determine the best way to honor the dress code as well as the individual's religion. Administration, reserves the right to deem a student's attire a dress code violation.

Policy JICA

	Elementary	Middle	High
General Guidelines	<ul style="list-style-type: none"> • All clothing, jewelry and accessories must be modest and in good taste. • Clothing must conceal undergarments. • Wording or imagery must not convey messages that are sexual, racist, obscene or that are suggestive of gangs, drugs, tobacco, alcohol, violence or death. • Dresses are not to have bare midriffs or cling to the body. • Shorts, dresses, or skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress/shorts. • No backless, spaghetti strap, strapless, cold shoulder, or halter-type dresses or tops. • Dresses or tops with plunging necklines are not permitted. • Bottom garments must be worn at the waist and should not be saggy or baggy. • Bottom garments should not have holes or be frayed (except on free dress days). 		
Tops	<p><i>Solid colors: navy blue, light blue, green, white and grey, including heathered colors.</i></p> <ul style="list-style-type: none"> • Short or long-sleeved classic polo style shirt, turtlenecks, and mock turtlenecks. • Dress code compliant shirt must be worn under a sweatshirt, sweater, or sweater vest. • Oxfords and Peter Pan shirts must be solid white only. • Shirts must always be completely tucked in, except on free dress days. • Pre-approved WCA spirit clothing tops may be worn any day of the week. • Logos no larger than a credit card; one logo per top. • Hoods may not be worn inside the building. • Sweatshirts, hoodies, and zip-up fleeces are permitted anytime. 	<p><i>Colors: any solid color, Including heathered colors.</i></p> <ul style="list-style-type: none"> • Short or long-sleeved classic polo style shirt, button-down shirts with collars, turtlenecks, and mock turtlenecks. • Dress code compliant shirt must be worn under a sweatshirt, sweater or sweater vest. • Shirts must always be completely tucked in, except on free dress days. • Pre-approved WCA spirit clothing tops may be worn any day of the week. • Logos no larger than a credit card; one logo per top. • Hoods may not be worn inside the building. • Sweatshirts, hoodies, and zip-up fleeces are permitted anytime. 	<ul style="list-style-type: none"> • Shirt sleeves must have material beyond the shoulder seam and may not have holes, windows, be torn or ripped. • If a top is sheer, a top that meets dress code guidelines must be worn underneath • Hoods may not be worn in the building.

Policy JICA

Bottoms	Pants & Capris <i>Solid colors: navy blue, khaki, grey, and black.</i> <ul style="list-style-type: none"> No denim. No athletic wear. No pajamas. 	<i>Colors: navy blue, khaki, grey and black.</i> <ul style="list-style-type: none"> No denim. Leggings and tights are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule. No athletic wear except during PE. No pajamas. 	<ul style="list-style-type: none"> Leggings/tights are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule (cardigans can be worn if at fingertip length). No athletic wear except during PE. No pajamas.
	Skirts, Skorts & Shorts <i>Solid colors: navy blue, khaki, grey, black, or blue gold plaid from French Toast.</i>		
	Leggings <i>Solid colors: navy blue, grey, black, or white.</i> <ul style="list-style-type: none"> Leggings are not to be worn alone. They must be worn with skirts, dresses, or jumpers. 		
Jumpers, & Dresses	Polo Dresses <i>Solid colors: navy blue, light blue, green, white and grey.</i> Jumpers <i>Solid colors: navy blue, khaki or WCA blue gold plaid from French Toast.</i> <ul style="list-style-type: none"> No denim. 	Polo Dresses <i>Solid colors: any solid colors.</i> Jumpers <i>Solid colors: navy blue, khaki or WCA blue gold plaid from French Toast.</i> <ul style="list-style-type: none"> No denim 	<ul style="list-style-type: none"> Dresses or skirts that are sheer must have an under-layer that is not sheer and meets dress code guidelines for length.
Jackets & Outerwear	<ul style="list-style-type: none"> Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building. Jackets and outerwear should be labeled with student name. 	<ul style="list-style-type: none"> Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building. No personal blankets are allowed in the classrooms. 	<ul style="list-style-type: none"> Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building. No personal blankets are allowed in the classrooms.
Hair	<ul style="list-style-type: none"> Hair must be of a natural color. 	<ul style="list-style-type: none"> Must be of a natural color, including facial hair. 	<ul style="list-style-type: none"> Must be of a natural color, including facial hair.

Policy JICA

Shoes	<ul style="list-style-type: none"> No flip flops. No slippers, moccasins or shoes with wheels on the bottom. 	<ul style="list-style-type: none"> No flip flops, except for free dress day. No slippers, moccasins or shoes with wheels on the bottom. 	<ul style="list-style-type: none"> No flip flops, except for free dress day. No slippers, moccasins or shoes with wheels on the bottom.
Jewelry & Accessories	<ul style="list-style-type: none"> Piercing allowed only in the ears. Scarves are allowed. 	<ul style="list-style-type: none"> Piercing are allowed only on the ears. All other piercings must be removed during school hours and during school functions or replaced with a clear stud. No spikes or chains. Scarves are allowed. 	<ul style="list-style-type: none"> Piercing are allowed only on the ears. All other piercings must be removed during school hours and during school functions or replaced with a clear stud. No spikes or chains.
Formal Dress Uniform The formal dress uniform is mandatory for certain functions to be determined by WCA including special occasions, field trips, pictures, etc.	<ul style="list-style-type: none"> Tops: White oxford shirt, Peter Pan collar, long or short sleeve Bottoms: <ul style="list-style-type: none"> Navy blue pants, dress shorts, skirt or jumper. Skirts and jumpers may be blue gold plaid from French Toast. Leggings and tights must be blue or white. Approved tie or crossover tie—blue gold plaid from French Toast. Blue sweater vest, crew neck sweater, or cardigan (optional). 	<ul style="list-style-type: none"> Tops: White oxford shirt, Peter Pan collar, long or short sleeve Bottoms: navy blue, khaki, grey and black Approved tie or crossover tie—blue gold plaid from French Toast. Blue or white sweater vest, crew neck sweater, or cardigan (optional). 	
Jeans Day	<ul style="list-style-type: none"> Jeans may be worn on Friday for \$1.00 with the proceeds going to fund student activities. The last Friday of the month is "Free Jeans Day," students do not have to pay to wear jeans. 	<ul style="list-style-type: none"> Jeans may be worn on Friday for \$1.00 with the proceeds going to fund student activities. The last Friday of the month is "Free Jeans Day," students do not have to pay to wear jeans. 	

Policy JICA

	<ul style="list-style-type: none"> If the Friday coincides with a Free Dress day, there is no charge to wear jeans. Denim shorts and skirts are permitted. 	<ul style="list-style-type: none"> If the Friday coincides with a Free Dress day, there is no charge to wear jeans. Denim shorts and skirts are permitted. 	
Game Day		<ul style="list-style-type: none"> Participating athletes for school-sanctioned events may wear their team jerseys/team shirts on the day of their game. Pants, shorts, skirts, and skorts, must comply with dress code. 	
P.E. Classes		<ul style="list-style-type: none"> Students must wear WCA physical education shirts and athletic shorts/pants during PE classes. Students can wear athletic shorts/pants during athletic elective courses. Physical education uniforms may not be worn as WCA spirit wear. 	<ul style="list-style-type: none"> Students must wear WCA physical education shirts and athletic shorts/pants during PE classes. Students can wear athletic shorts/pants during athletic elective courses. Physical education uniforms may not be worn as WCA spirit wear.
Scouting & Military Uniforms	<ul style="list-style-type: none"> Students who are participating in scouting programs may wear their uniform on meeting days. 	<ul style="list-style-type: none"> Students who are participating in scouting programs may wear their uniform on meeting days. Students who are part of a military program may wear their military uniforms. 	<ul style="list-style-type: none"> Students who are participating in scouting programs may wear their uniform on meeting days. Students who are part of military programs may wear their military uniforms.
Casual Dances		<p>Clothing should be in good taste and appropriate for a casual event according to the standards below:</p> <ul style="list-style-type: none"> Clothing should follow the normal WCA High School Dress Code. Students may dress alternatively if there is a 	<p>Clothing should be in good taste and appropriate for a casual event according to the standards below:</p> <ul style="list-style-type: none"> Clothing should follow the normal WCA High School Dress Code. Students may dress alternatively if there is a

Policy JICA

		<p>specific dance theme but they must follow the guidelines outlined for the event as approved by Administration.</p>	<p>specific dance theme but they must follow the guidelines outlined for the event as approved by Administration.</p>
<p>Semi-Formal Dances</p>		<p>Dresses and suits should be in good taste and appropriate for a semi-formal event according to the standards below:</p> <ul style="list-style-type: none"> • Dress pants or khakis and button-up dress shirt with collar • Ties, jackets, vests, or suspenders are optional • Dresses and shirts may be more casual than for a formal dance but must also meet the standards outlined above in the formal dress standards. 	<p>Dresses and suits should be in good taste and appropriate for a semi-formal event according to the standards below:</p> <ul style="list-style-type: none"> • Dress pants or khakis and button-up dress shirt with collar • Ties, jackets, vests, or suspenders are optional • Dresses and shirts may be more casual than for a formal dance but must also meet the standards outlined above in the formal dress standards.
<p>Formal Dances</p>		<p>Formal dresses and suits should be in good taste and appropriate for a formal event according to the standards below.</p> <ul style="list-style-type: none"> • Tuxedos or suits including dress shirt and tie. Jackets are optional. • The shirt top must conceal cleavage and sides. • If shirt top is sheer, a top that meets dress code guidelines must be worn underneath. • Backless dresses may not be cut below the natural bra line. • All necklines must be modest and in good taste. Dresses with plunging necklines are not permitted. All necklines 	<p>Formal dresses and suits should be in good taste and appropriate for a formal event according to the standards below.</p> <ul style="list-style-type: none"> • Tuxedos or suits including dress shirt and tie. Jackets are optional. • Shirt, tops and blouses must conceal cleavage and sides. • If shirt top is sheer, a top that meets dress code guidelines must be worn underneath. • Dresses or shirts are not to have bare midriff; should not see skin when standing. Backless dresses may not be cut below the natural bra line. • All necklines must be modest

Policy JICA

		<p>must fully cover below the natural bra line (armpit to armpit).</p> <ul style="list-style-type: none">• Dresses may be spaghetti strap, strapless, cold shoulder, or halter-type if they meet the neckline requirement.• Dresses or tops with sheer panels, lacing, or cut-outs/ slits on any part of the bodice that reveal bare skin underneath (tear drop, slits, etc.) are not allowed.	<p>and in good taste. Dresses with plunging necklines are not permitted. All necklines must fully cover below the natural bra line (armpit to armpit).</p> <ul style="list-style-type: none">• Dresses may be spaghetti strap, strapless, cold shoulder, or halter-type if they meet the neckline requirement.• Dresses or tops with sheer panels, lacing, or cut-outs/ slits on any part of the bodice that reveal bare skin underneath (tear drop, slits, etc.) are not allowed.
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5.0 Financials



Committee

Paige Adams, Chair

Donna James, Board Treasurer

Rebecca Teeples, Executive Director

SarahGennie Casado, Finance Director

Sara Bakula, Committee Member

Matt Meuli, Committee Member

Levi Burkhart, Committee Member

Lauren Miller, Business Manager

Minutes 12.5.18

Meeting Called to order at 3:38 pm

1. Reviewed 18-19 Amended Budget- Second Draft
 - a. **Motion to table Amended 2018-2019 Budget until January meeting by Sara Bakula second by Matt Meuli. Motion passes unanimously**
2. Update on Capital Campaign plan- every month
 - a. Discussed possible facility/land acquisition and development costs vs. Long term financing plans
3. Next Meeting – Thursday January 17th, 3:30pm

Meeting Adjourned at 4:33



Overview

A charter school is required to comply will all of the state financial and budget rules, regulations and financial reporting requirements pursuant to Section 22-30.5-112(7), C.R.S. This form is required pursuant to Section 22-11-206(4), C.R.S. when an authorizer does not provide assurances for the charter school(s) within the authorizer’s FORM AFA2018 or to support compliance monitoring by the authorizer. The assurance form must be submitted certifying substantial and good-faith compliance with the a) School District Budget Law, b) Financial Policies and Procedures Act, c) Public School Financial Transparency Act, and d) accounting and reporting. The Colorado Department of Education monitors compliance by reviewing finance data pipeline submissions, audited financial statements, financial transparency websites, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided below as certified by those charged with governance.

Completion and submission

1. Open header and select entity from the drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. Note: select “N/A” when item is not applicable.
3. Complete an Attachment A for each “No” response.
4. Scan to PDF the completed and signed CHARTER FORM AFA2018 with, if applicable, an Attachment A for each “No” response.
5. Forms executed by a charter school should be submitted to the authorizer. Forms executed by an authorizer should be submitted to CDE with the following items as PDF files via email attachments to: schoolfinance@cde.state.co.us
 - a. FORM AFA2018 for the authorizer
 - b. Audited financial statements for year ended June 30, 2018 (including audit reports for charter schools, if applicable)
 - c. Grant Revenue Reconciliation Report from data pipeline with responses for all differences in column 9
 - d. Finance December Error Detail Report - Rollup from data pipeline with confirmation or responses for all warning edits

PART 1 - Assurances for Article 44 Budget Policy and Procedures required pursuant to Section 22-11-206(4)(a)(I), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
44-1	Adopt budget and an appropriation resolution	22-44-103(1) 22-44-107	The board of education adopted a budget and an appropriation resolution prior to June 30, 2017. If no, please address compliance with Section 22-44-104, C.R.S., in an Attachment A. <i>Note:</i> the appropriation resolution may by reference incorporate the budget as adopted.	Yes
44-2	Detail of budget	22-44-105(1)(c)	The budget for fiscal year 2017-18 itemizes expenditures by fund and by pupil.	Yes





Ref.	Description	C.R.S. Section	Assurance	Response
44-3	TABOR	22-44-105(1)(c.5)	The three percent emergency reserve required by TABOR has been properly reported using a) unrestricted general funds, b) cash fund emergency reserves, or c) a statutorily approved alternative.	Yes
44-4	Uniform summary sheet	22-44-105(1)(d.5)	The budget for fiscal year 2017-18 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund balance	22-44-105(1.5)(a)&(c)	For budgets that include the use of beginning fund balance, a resolution was adopted by the board specifically authorizing this use and stating the district's plan to ensure that use will not lead to an ongoing deficit.	Yes
44-6	Contingency reserve - operating reserve	22-44-106(2)	If applicable, the board of education adopted a board resolution committing fund balance, which is limited to 15% of total general fund budgeted expenditures, considered as a beginning general fund balance for the 2018-19 fiscal year and thereby unavailable for appropriation during the 2017-18 fiscal year.	N/A
44-7	Preparation of budget	22-44-108(1)(c)	A proposed budget for fiscal year 2017-18 was submitted to the board by May 31, 2017.	Yes
44-8	Notice of proposed budget	22-44-109	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-9	Adoption of budget	22-44-110(4)	The budget for fiscal year 2017-18 was adopted by the board by June 30, 2017.	Yes
44-10	Supplemental budget	22-44-110(5)	Modifications to the budget after January 31, 2018, were made through adoption of a supplemental budget by the board.	Yes
44-11	Interfund borrowing	22-44-113(1)	Interfund borrowings were repaid within 3 months of the fiscal year end.	N/A
44-12	Spending in excess of appropriations	22-44-115(1)	Spending did not exceed amounts appropriated for each fund.	Yes
44-13	Use of handbook and chart of accounts	22-44-204(3)	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-14	Financial transparency	22-44-304	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <i>Note:</i> Check the organization's website to ensure all required documents are posted and current.	Yes

PART 2 - Assurances for Article 45 Accounting and Reporting required pursuant to Section 22-11-206(4)(a)(II), C.R.S.





Ref.	Description	C.R.S. Section	Assurance	Response
45-1	Enterprise fund accounting	22-45-102(1)(a)	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	Yes
45-2	Generally Accepted Accounting Principles	22-45-102(1)(a)	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	22-45-102(1)(a) & (b)	The board required the preparation of financial reports that included at a minimum the information required by state law. The board reviewed the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	22-45-102(2)	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes

PART 3 - Optional disclosures

Accounting general ledger software information:

Company/vendor name: Specialized Data Systems

Company/vendor contact: Name: Sherrie Hendrickson Email: sherrie@schooloffice.com





PART 4 - Certification of assurances

I certify, to the best of my knowledge and belief, that the assurances provided in Parts 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

(printed name)

Date: _____

Superintendent/Executive Director (signature)

(printed name)

Date: _____

I certify that the board reviewed the assurances and approved the related responses.

President of the Board (signature)

(printed name)

Date: _____

