

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

February Regular Session

February 28, 2019

Elementary School

*680 Academy Ct.
Windsor, CO 80550*

Middle & Early College High School

*810 Automation Dr.
Windsor, CO 80550*

February 28, 2019

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.



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**Executive Board Agenda
February 28, 2019**

Work Session: 5:30 p.m.

- 1.0 Training Requirements for Temporary Security**
- 2.0 SAC Priority Challenges for Executive Board**
- 3.0 Election Committee Process**

Regular Session: 7:00 p.m.

1.0 Opening of Meeting

- 1.1** Call to Order
- 1.2** Roll Call
- 1.3** Pledge of Allegiance
- 1.4** Mission Statement
- 1.5** Adoption of Agenda
- 1.6** Approval of Minutes

January 24, 2019 Regular Session
February 20, 2019 Special Session

2.0 Citizen Communication

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

3.0 Reports

- Executive Director's Report
- Executive Board Reports

4.0 Items for Information

- Executive Board Message of Gratitude
- Training Requirements for Temporary Security
- April Spring Membership Planning

5.0 Items for Action

- Policy EEAEAA Drug and Alcohol Testing for School Transportation Vehicle Operators, First Read
- Policy EEAEAA Drug and Alcohol Testing for School Transportation Vehicle Operators—Regulation, First Read
- Policy JICEC Student Distribution of Non-Curricular Materials, First Read
- Policy ECAF-R Use of Video and Audio Monitoring—Regulation, First Read

6.0 Consent Agenda

- Personnel
- Second Read Policies
- Financials

7.0 Executive Session

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

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the District's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the District'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

MINUTES TO BE APPROVED AT THE MARCH REGULAR SESSION



**Executive Board Minutes
January 24, 2019**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:06 p.m.

1.2 Roll Call

Executive Board Members Present

Sam Penn, Executive Board President
John Feyen, Executive Board Vice-President
Carolyn Mader, Executive Board Member (Called in remotely)
Jenny Ojala, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
Kelly Seilbach, Director of Elementary Education

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 February 28, 2019 Regular Session agenda was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the January 24, 2019 Regular Session minutes and the February 20, 2019 Special Session minutes was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 2 parents and 1 student were present at the February Executive Board Regular Session. A sixth-grade student, Rize S., spoke to the Executive Board. He shared his recommendation to the school administration to highlight student work in the newsletters. Tina Toman shared her concerns around the schools promoting CHSAA in decisions that shaped the decision for the auditorium and gymnasium on the facilities plan.

3.0 Reports

3.1 Executive Director's Report

Enrollment & Student Data Services Support

- 14 new students enrolled at WCA at the beginning of the 2nd semester—1 elementary student, 6 middle school students, and 7 high school students.
- The open enrollment window opened and our lottery began mid-January. WCA enrolled 175 new students for the 2019-2020 school year.
- As new students register, leadership is recording how prospective parents have heard about our schools to determine successful avenues for marketing enrollment.
- Course registration has occurred for current 5th through 11th graders for next year's middle and high school programs, with 2019-2020 courses uploaded into IC.
- Clubs, teams, and student organizations have been added into IC. This allows for advisors, coaches, and mentors to use proper avenues for communication with students.
- 2019-2020 enrollment projections currently show a 7.9% increase, with 1374 students. Due to upcoming external school developments, we recognize that this enrollment is not accurate. Our 2019-2020 budget reflects a more conservative approach, based on 95% of actual enrollment, with projections of 1,305 students. Past years, we based a budget on 97% of actual enrollment. Additionally, past years showed an 11 to 12% increase in enrollment; we project a growth of 3.9% based on external variables.

Fund Development

- We recently received a safety grant for our schools for \$79,126 from the Colorado Division of Homeland Security and Emergency Management. The grant will cover the following:
 - Property Parameter Fencing: \$50,000
 - Front Entrance Buzzer/Camera for Elementary School: \$5,455.00
 - Push to Exit Timer system for HS entryway - \$2,534.00
 - 8 additional cameras with wiring and install for 12 total cameras for the elementary school (includes a 32-channel network video recorder): \$9,581.00
 - 8 Additional cameras with wiring and install for the MS/HS: \$3,232.00
 - 11 additional handheld radios: \$4,950.00

Excellence in Innovation

- The network fire wall for our schools was upgraded due to the limit on the number of clients being reached. This new fire wall will provide sustainable network access for a heavier load of clients as our schools continue to grow.

Excellence in Instruction

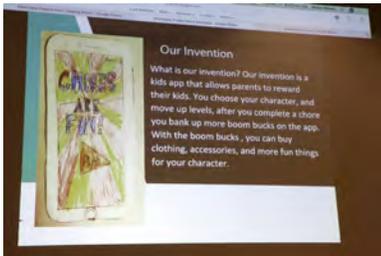
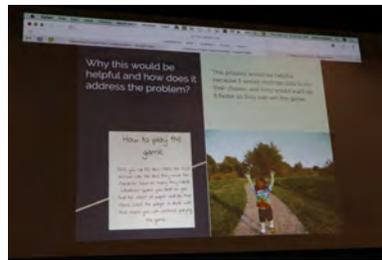
- Professional development on the SMARTboard software and BreakoutEDU was provided for all elementary and MS/HS staff as a part of the ongoing introduction to technology and high-tech professional development series being offered this year.
- As our programs grow and develop, our middle and high school have seen increased applications for programs such as AVID and National Honor Society.
- 5th grade students recently participated in our annual science fair. Students posed questions about a topic of interest and sought out answers using the scientific process.
- 5th grade students will participate in a Changing Bodies class that will be held the first week in March. Mr. Gallie will be working with our nurse, Mrs. Ibarra. Mr. Gallie will be teaching the boys this year and will be an asset in this role given his science background. WCA will have a parent information night prior to the class so that parents have the opportunity to ask questions and discuss content with Mrs. Ibarra and Mr. Gallie.
- Mrs. Ibarra and Mr. Wagner are working on becoming certified to teach CPR/First Aid. This will allow WCA to certify our staff members for a fraction of the cost. All teachers and staff that work with students are certified every two years at WCA.

Excellence in Leadership

- The administration and teaching staff have worked collaboratively to develop action steps based on the parent SAC survey results and priority challenges identified by the School Accountability Committee.
- Administration is currently meeting with each classroom teacher and supports staff member for mid-year reviews. During these meetings, staff members discuss their teaching practices, job performance and progress towards their professional goals.

Excellence in Climate and Culture

- Otterbox volunteers participated in multiple activities at the elementary school as a part of their Closed2Open volunteer day.
- Students have been learning about entrepreneurship and philanthropy during their innovation lab classes. 4th and 5th grade students presented business pitch ideas at an all school assembly on February 21st. The winning team was selected by Otterbox volunteers and awarded \$100 to donate to a charity of their choice.
- Over the last few weeks the elementary school library received some updates. New carpet was installed and the walls were painted to create a fresh look. The bookshelves were also rearranged and the fiction books were updated to a bookstore model to better facilitate the checkout process and encourage a love of reading for all students! We were fortunate to have the help from Otterbox volunteers to help make this transformation a reality.



- Our elementary PTC brought Love and Logic to our schools. Dr. Fay from Love and Logic spoke to several hundred parents as a keynote speaker on February 5th.
- The middle school and high school peer-counselor is up and running. Peer counselors act as leaders and mentors to help students work through some of the stresses which are commonly faced in the adolescent years.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
March 1 st	8:15 a.m.	Coffee with Leadership	MSHS Media Center
March 1 st	All Day	ES Read Across America Day	ES Classrooms
March 2 nd	8 to 4 p.m.	MS/HS Solo and Ensemble Festival	MSHS Building
March 5 th	6:30 p.m.	MSHS Choir/Orchestra Concert	MSHS Gym
March 7 th	9 to 2:15 p.m.	3 rd Grade Native American Day	ES 3 rd Grade Classrooms
March 7 th	6:30 p.m.	MSHS Band Concert	MSHS Gym
March 8 th		NO SCHOOL-Teacher PD Day	

March 14 th & 15 th	7:00 p.m.	HS Musical	ES Stage/Gym
March 16 th	2 p.m. & 7 p.m.	HS Musical	ES Stage/Gym
March 18 th	7:00 p.m.	Weld Re-4 District Board Meeting	District Office
March 22 nd	8:30 a.m.	ES Honor Roll Assembly	ES Gym
March 22 nd	6 to 9 p.m.	MS Dance	MSSH Gym
March 28 th	5:30 to 6:30 p.m.	Kindergarten Music Program and Art Show	ES Gym
March 28 th	6:30 to 7:15 p.m.	1 st and 2 nd Grade Music Program and Art Show	ES Gym
March 28 th	5:30/7:00 p.m.	Executive Board Work Session/Board Meeting – Plan for April Parent Membership Meeting	HS Commons
CALENDAR PREVIEW OF THE YEAR AHEAD			
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	HS Commons
April 13 th		WCA Annual Spring Gala	The Ranch Event Center
May 16 th	7:00 p.m.	Early College HS Graduation Ceremony	MSSH Gym/Commons

3.2 Executive Board Reports

3.2.1 Samuel Penn

Mr. Penn facilitated the Special Session that focused on WCA's long-term facilities master plan on February 20th. He has also continued to establish details and planning for the February 27th Regular Session, including board professional development and planning for the work session to discuss a Board action plan based on annual stakeholder survey data. Mr. Penn will assist Mrs. Mader in kicking off the 2019 Election Committee and planning as well as finalize details regarding the ED evaluation process. Sam will also continue to work with the ED to finalize the annual charter renewal following completion of contract details.

3.2.2 John Feyen

Mr. Feyen attended the Special Session on the long-term facilities master plan for WCA.

3.2.3 Donna James

Mrs. James attended the Special Session on the long-term facilities master plan for WCA, as well as the monthly Finance Committee. This month's Finance Committee reviewed financials for November and January, as well as reviewing the 2019-2020 draft budget.

3.2.4 Kevin Albertsen

Mr. Albertsen attended Coffee with Leadership on January 25th. He was a member of the Long-Term Facilities Master Planning Committee and attended meetings on January 30th, February 4th and February 12th. He also attended the Special Session on the long-term facilities master plan for WCA. Mr. Albertsen will be hosting a WCA High School Engineering class tour of Snaptron on Feb 26th.

3.2.5 Sherry Bartmann

Mrs. Bartmann attended Coffee with Leadership following the last Board meeting. She has been participating on the Long-Term Facilities Master Planning Committee, the School and Student Safety Committee, as well as the Gala Planning Committee. She attended the Special Session Board Meeting in February. Mrs. Bartmann attends high school and middle school games and volunteers at the middle school girls' basketball games.

3.2.6 Carolyn Mader

Mrs. Mader attended numerous girl basketball games. She also attended the Special Session on February 20th. Carolyn reminded parent stakeholders that the upcoming Election Committee that will be handle this year's board election will commence in the near future. If interested in joining, please email carolyn.mader@windsorcharteracademy.org.

3.2.7 Jenny Ojala

Mrs. Ojala attended the Special Session on the long-term facilities master plan for WCA. Mrs. Ojala attended the School Accountability Committee Meetings on February 11 and 25, where the committee reviewed the middle school/high school student surveys and the elementary staff surveys. The SAC continues its work on the annual survey analysis, determining celebrations and priority challenges for the schools.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

Kevin Albertsen: Mr. Albertsen shared his gratitude for Mrs. Holt and Mr. Crompton and the time they gave to our students at the regional MathCounts competition on February 16th at CSU. Their coaching skills helped our students successfully compete against 20 schools in northern Colorado. Hayden B., Emmit K., Aiden L. and Sean H. earned 4th place team overall. Three of our students, Kendall A., Sean H., and Emmit K. are advancing to state on March 23rd.



4.2 Training Requirements for Temporary Security

4.3 April Membership Meeting Planning

5.0 Items for Action

5.1 Policy EEAEAA Drug and Alcohol Testing for School Transportation Vehicle Operators, First Read

A motion was made to approve Policy EEAEAA Drug and Alcohol Testing for School Transportation Vehicle Operators on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.2 Policy EEAEAA-R Drug and Alcohol Testing for School Transportation Vehicle Operators—Regulation, First Read

A motion was made to approve Policy EEAEAA-R Drug and Alcohol Testing for School Transportation Vehicle Operators—Regulation on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.3 Policy ECAF Use of Video and Audio Monitoring, First Read

A motion was made to approve Policy ECAF Use of Video and Audio Monitoring on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.4 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, First Read

A motion was made to approve Policy ECAF-R Use of Video and Audio Monitoring—Regulation on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion was made to add an additional item to the agenda, 5.5 April Parent Membership Meeting by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.5 April Parent Membership Meeting

A motion was made to change the April Parent Membership Meeting from April 11th to 18th by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Non-Renewals/Resignations

- Jules Nash: Paraprofessional
 - Erin Townsend: Paraprofessional
 - Annalise Mecham: Director of Community Relations
 - Flora Tobanche: Custodian
-

6.2 Second Read Policies

- Policy JICE Student Communications
 - Policy JICEA School-Related Student Publications
 - Policy JICEC Student Distribution of Non-Curricular Materials
-

6.3 Financials

- November Financials
 - January Financials
 - 2019-2020 Budget Preview
-

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

7.0 Executive Session

There was no Executive Session at the February Regular Session.

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 February 28, 2019 Regular Session by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 7:55 p.m.



Appendix



1.0 January Regular Session Minutes

Executive Board Minutes January 24, 2019

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:04 p.m.

1.2 Roll Call

Executive Board Members Present

Sam Penn, Executive Board President
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
Kelly Seilbach, Director of Elementary Education
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 amend and approve the January 24, 2019 Regular Session agenda, adding items—4.2 Facilities Master Plan, 5.6 Facilities Master Plan and 6.2 Financials, was made by John Feyen 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.

1.6 Adoption of the Minutes

A motion to approve the December 13, 2018 Regular Session minutes 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; Penn, aye. The motion passed unanimously.

A motion to approve the January 17, 2019 Special Session minutes 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.

2.0 Citizen Communication

There were 2 parents present at the January Executive Board Regular Session. No parents spoke at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Fund Development

- \$15,525 was raised during our first end-of-year giving campaign. Monies raised benefit our classroom teachers.

Excellence in Innovation

- 17 additional Wireless Access Points were installed between the Elementary and MS/HS buildings to distribute the wireless client load and increase bandwidth for classroom devices.

- We received a \$7,500 grant from OtterCare Foundation from the Innovation Station Fund. To cultivate a relationship with OtterCare, WCA will be working with OtterCare employees on Feb 22nd for our Project Heart assembly at the elementary school. The assembly will focus on entrepreneurial philanthropy, something that is important to the OtterCare Foundation.

Excellence in Instruction

- All teachers participated in professional development on the 2020 Colorado Academic Standards.

Excellence in Culture and Climate

- The facilities were deep-cleaned and touch up painting occurred throughout the facilities in preparation for the return of students and for our January Prospective Parent Nights. The middle and high school gym floor was refinished.
- The Scholastic BOGO Book Fair did \$6,800 in sales this year, which more than tripled our sales from last year. The profits from this event will go towards purchasing new books for our libraries and will increase the percentage we are able to earn back on our spring book fair sales to 70%.
- The middle school and high school administration and counseling staff have been training students as peer-counselors. Peer-counselors will act as leaders and mentors to help students work through some of the stresses which are commonly faced in the adolescent years.

Excellence in Leadership

- We had three successful Prospective Parent Nights. We had 86 families attend the night at the elementary school. 83 families attended the middle school night and 42 families attend the early college high school night. While a majority of the attendees were current WCA families, 20% of the families were new to our WCA community at our middle and high school nights.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
January 26 th	8:15 a.m.	Coffee with Leadership	MS Media Center
February 4 th	3:45 p.m.	School Accountability Committee	ES Library
February 5 th	6:00 p.m.	Parenting with Love & Logic Community Event	MSSH Gym
February 7 th	3:45 p.m.	Student & School Safety Committee	ES Library
February 8 th		5 th Grade Science Fair	ES Classrooms
February 8 th	1:30 p.m.	2 nd Grade Asian Celebration	ES Classrooms
February 11 th	3:45 p.m.	School Accountability Committee	ES Library
February 21 st	3:30 p.m.	Finance Committee	HS Conference Room
February 25 th	3:45 p.m.	School Accountability Committee	ES Library
CALENDAR PREVIEW OF THE YEAR AHEAD			
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 to secure details for the Executive Board Special Session hosted January 17th regarding specific policies and the facilities master plan. Preparation has also begun for the Board's annual assessment to be held January 24th during the scheduled work session/professional development. Mr. Penn attended the recent MS Prospective Parent Night and is working to schedule Board participation during the March 1st Read Across America Day.

3.2.2 Donna James

Mrs. James attended both performances of "Elf Jr." performed by the middle school theater class. All the students did a fantastic job! As always, Mr. Lighthall and his crew did an outstanding job. Mrs. James also attended the high school girls' basketball games, the finance committee meetings, Coffee with Leadership and the meeting with Mr. Brown to discuss options for the gym.

3.2.3 Kevin Albertsen

Mr. Albertsen attended the December Coffee with Leadership where the Board received great parent feedback about possible facilities changes. He also met with members to complete a MS/HS building walk to brainstorm possible options for our master facilities plan on December 19th. Kevin Albertsen attended the January Special Session and volunteered to be on the Facilities Master Plan Committee.

3.2.4 Sherry Bartmann

Mrs. Bartmann attended Coffee with Leadership following the last Board meeting. She attended the Special Session Board Meeting in January. Mrs. Bartmann attended and volunteered at the middle school girls' basketball games. The Student and School Safety Committee did not meet this month. Sherry Bartmann volunteered to be on the Facilities Master Plan Committee.

3.2.5 Jenny Ojala

In December, Mrs. Ojala attended Coffee with Leadership, as well as a meeting to discuss possible gymnasium addition options. She reviewed the elementary parent surveys in preparation for the SAC meeting on January 14th to begin compiling the celebrations and challenges for the 2018-2019 surveys.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

- **Jenny Ojala:** Mrs. Ojala was able to watch the first two games for the middle school girls' basketball A, B and C teams. The girls have won all games so far. Great work, girls and coaches!

4.2 Facilities Master Plan

5.0 Items for Action

5.1 2018-2019 Amended Budget

A motion was made to approve the 2018-2019 amended budget 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.

5.2 Policy JICE Student Communications, First Read

A motion was made to approve Policy JICE Student Communications on first read 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.

5.3 Policy JICEA School-Related Student Publications, First Read

A motion was made to approve Policy JICEA School-Related Student Publications on first read by John Feyen and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.4 Policy JICEC Student-Distribution of Non-Curricular Materials, First Read

A motion was made to approve Policy JICEC Student-Distribution of Non-Curricular Materials on first read 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.

5.5 Carpet Replacement of the Elementary School Library

A motion was made to approve the bid placed by Skip's Carpet Service, Inc. for carpet replacement of the elementary school library by Jenny Ojala 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.

5.6 Facilities Master Plan

A motion was made to table the Facilities Master Plan until a Special Session on February 20th 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.

Items 5.7 and 5.8 were pulled from the Consent Agenda and added as Items for Action.

5.7 Policy GBEBD Employee Communications, Second Read

A motion was made to approve Policy GBEBD Employee Communication on second read by Jenny Ojala 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.

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

A motion was made to approve Policy GBEEA Use of Social Media for School-Related Purposes on second read 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.

7.0 Consent Agenda

6.1 Personnel

Appointments

- Sara Sanders: Communications Manager
- Alyssa Franklin: MSHS Teacher
- Vanessa Leonard: MSHS Teacher
- Barbara Trujillo: MSHS Teacher

Non-Renewals/Resignations

- Brandon Stone: MSHS Teacher
- Ashley Read: MSHS Teacher
- Waneen White: MSHS Teacher

6.2 Financials

- December Financials

A motion was made to approve the Consent Agenda 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.

Donna James withdrew her motion on approval of the Consent Agenda.

A motion to pull second read policies from the consent agenda was made by Jenny Ojala and was seconded by Donna James. The motion passed unanimously.

A motion to approve the amended consent agenda was made by Donna James and seconded by Jenny Ojala. The motion passed unanimously. The policies were moved to items 5.7 and 5.8 as items for action.

7.0 Executive Session

No Executive Session occurred.

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 January 24, 2019 Regular Session 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. The meeting adjourned at 8:10 p.m.



2.0 February Special Session Minutes

January 17, 2019

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:15 p.m.

1.2 Roll Call

Executive Board Members Present

Sam Penn, Executive Board President

John Feyen, Executive Board Vice-President (John Feyen arrived at 6:40 p.m.)

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

SarahGennie Colazio, Director of Finance/HR

Kelly Seilbach, Director of Elementary Education

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 January 17, 2019 Special Session agenda was made by John Feyen and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

Six parents and staff were present at the board meeting. No parents spoke during the Citizen Communication.

3.0 Items for Information

3.1 Facilities Master Plan

4.0 Items for Action

4.1 Facilities Master Plan

A motion was made to approve the facilities plan as recommended by the Facilities Planning Committee by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.0 Executive Session

There was no executive session.

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

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the District's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the District'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)

6.0 Adjournment

A motion to adjourn the January Special Session 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. The meeting adjourned at 7:08 p.m.



3.0 First Read Policies



DRUG AND ALCOHOL TESTING FOR SCHOOL TRANSPORTATION VEHICLE OPERATORS

In accordance with federal law and regulations, ~~the district~~ **Windsor Charter Academy** shall be responsible for implementing a drug and alcohol testing program for school bus drivers. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by bus drivers.

Prohibited Conduct

Drivers shall be prohibited from any alcohol misuse that could affect performance on the job including use on the job, use during the four hours before driving, having prohibited concentrations of alcohol in their systems while driving and use during eight hours following an accident. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect his or her ability to safely operate a motor vehicle.

Required Testing

Drivers shall be subject to pre-employment/pre-duty drug testing and to reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath-testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

Pre-employment drug testing shall be administered to an applicant offered a position in the ~~district~~ **Windsor Charter Academy** prior to the first time the driver performs any safety-sensitive function for **Windsor Charter Academy**~~the district~~.

Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions, which includes just before or just after the employee performs the safety-related function. Controlled substances

testing may be performed at any time while the driver is at work.

An employee covered by the federal regulations may not refuse to take a required test.

Consequences if Testing Indicates Drug or Alcohol Misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with the federal regulations. Before a driver is reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results.

A driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty.

The **Executive** Board retains the authority consistent with state and federal law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affects the employee's qualifications for and performance of his or her job.

Windsor Charter Academy The district is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable district **Windsor Charter Academy** policies and negotiated agreements.

Record Retention

Windsor Charter Academy The district shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the **Windsor Charter Academy** district may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver shall be entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver only as expressly authorized by the terms of the driver's request.

Other Provisions

Windsor Charter Academy The district shall take steps to ensure that supervisors

Policy EEAEA

receive proper training to administer the drug and alcohol testing program and that employees receive the notifications required by federal regulations.

Windsor Charter Academy Executive Board
Adopted: March 2019

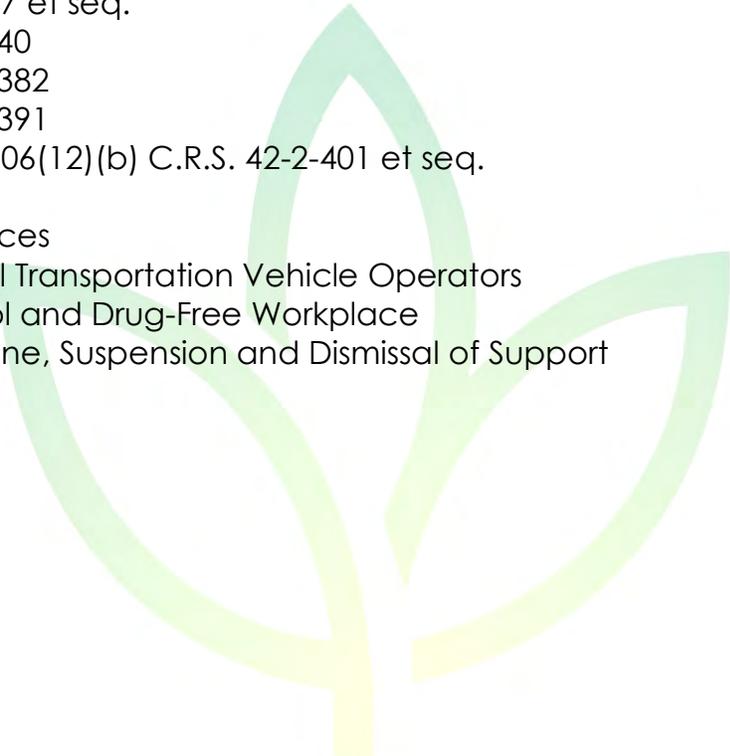
Weld Re-4 Board
Adopted: July 1995
January 2019

Legal References

49 U.S.C. §2717 et seq.
49 C.F.R. Part 40
49 C.F.R. Part 382
49 C.F.R. Part 391
C.R.S. 25-1.5-106(12)(b) C.R.S. 42-2-401 et seq.

Cross References

EEAEA, School Transportation Vehicle Operators
GBEC, Alcohol and Drug-Free Workplace
GDQD Discipline, Suspension and Dismissal of Support
Staff





DRUG AND ALCOHOL TESTING FOR SCHOOL TRANSPORTATION VEHICLE OPERATORS—REGULATION

School bus drivers who operate a motor vehicle requiring a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

These ~~district~~ **Windsor Charter Academy's** regulations reflect several requirements of the federal drug testing regulations, but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in federal regulation. **Windsor Charter Academy's** ~~District~~ personnel will adhere to the detailed provisions of federal regulation in administering the ~~district's~~ **its** drug and alcohol program.

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opioids, phencyclidine (PCP) and amphetamines (including methamphetamines). The term "opioids" includes hydrocodone, hydromorphone, oxycodone, oxymorphone, opium, opiate, or an opium derivative such as morphine, codeine or heroin.

Pre-Employment Drug Tests

Drug tests will be administered before a driver performs any safety-sensitive functions for **Windsor Charter Academy** ~~the district~~.

The tests will be required of an applicant only after the position has been offered. Employment with **Windsor Charter Academy** ~~the district~~ is conditional upon the applicant receiving a negative drug test result.

An employee may be exempt from the pre-employment drug test if the employee has participated in a drug testing program within 30 days prior to the application for employment and while participating in that program either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that **Windsor Charter Academy** ~~the district~~ has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests will be conducted as soon after an accident as practicable on any driver who:

1. Was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life.
2. Where any person involved in the accident required immediate medical attention away from the scene and the driver received a citation under state or local law for a moving traffic violation arising from the accident.
3. Where the vehicle required towing from the scene and the driver received a citation for a moving violation.
4. **Where the circumstances of the accident give rise to reasonable concern by Windsor Charter Academy that use of alcohol or controlled substances may have contributed to the accident.**

No driver involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours after the accident, **Windsor Charter Academy** ~~the district~~ will prepare and maintain records explaining why the test was not conducted.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by **Windsor Charter Academy** ~~the district~~. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Before any driver operates a commercial motor vehicle, **Windsor Charter Academy** ~~the district~~ will provide post-accident procedures that will make it possible to comply with post-accident testing requirements.

Random Tests

Tests will be conducted on a random basis at unannounced times throughout the year. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Random tests for drugs do not have to be conducted in immediate time proximity to performing safety sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen.

Drivers will be selected by a scientifically valid random process, and each driver

Policy EEAEA-R

will have an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing will be in accordance with federal regulations.

Reasonable Suspicion Tests

Tests must be conducted when a properly trained supervisor or district official ~~the~~ **Director of Facilities Management** has reasonable suspicion that the driver has violated the district's **Windsor Charter Academy's** alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of chronic and withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, **Windsor Charter Academy** ~~the district~~ will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours.

An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A ~~supervisor or district~~ **school** official who makes a finding of reasonable suspicion also must make a written record of his observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Tests

A drug or alcohol test will be conducted when a driver who has violated **Windsor Charter Academy's** ~~the district's~~ drug or alcohol prohibition returns to performing safety sensitive duties.

Employees whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol may not return to duty in a safety sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and **Windsor Charter Academy's** ~~district~~ standards.

Follow-up Tests

A driver who violates **Windsor Charter Academy's** ~~the district's~~ drug or alcohol

prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver will receive copies of any records pertaining to the driver's use of drugs or alcohol, including any records pertaining to personal drug or alcohol tests. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of **Windsor Charter Academy's** ~~the district's~~ policy and regulations for meeting these requirements. Representatives of employee organizations will be notified of the availability of this information. The information will identify:

1. The person designated by **Windsor Charter Academy's** ~~the district~~ to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.

Policy EEAEAA-R

10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

Each driver must sign a statement certifying receipt of a copy of the above materials.

Windsor Charter Academy The district will inform drivers before drug and alcohol tests are performed.

Windsor Charter Academy School The district will notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application.

Windsor Charter Academy The district will notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. **Windsor Charter Academy** The district also will tell the driver which controlled substances were verified as positive.

Drivers will inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect the ability to safely operate a commercial motor vehicle.

Enforcement

Any driver who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions.

A driver who in any other way violates **Windsor Charter Academy** district prohibitions related to drugs and alcohol will receive from **Windsor Charter Academy** the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in

which the professional has a financial interest except under circumstances allowed by law.

Before the driver is returned to safety-sensitive duties, if at all, **Windsor Charter Academy** ~~the district~~ must ensure that the employee:

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.
4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

Windsor Charter Academy Executive Board
Adopted: March 2019

Weld Re-4 Board
Adopted: July 1995



USE OF VIDEO AND AUDIO MONITORING

The **Executive** Board of Education recognizes that maintaining the safety and security of students, staff and ~~district~~**school** property is best implemented with a multi-faceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the **Executive** Board.

Video surveillance may be utilized in and around schools, on ~~district~~**school** property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable law pertaining to such use. ~~The district~~**Windsor Charter Academy Schools** also shall comply with applicable law related to maintaining video recordings.

The ~~superintendent~~**Executive Director** or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Exclusions

Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy ~~and shall not be permitted except as provided by state law~~. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

Windsor Charter Academy Executive Board
Adopted: March 2019

Weld Re-4 Board
Adopted: February 2019

Legal References

Policy ECAF

20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974)

34 C.F.R. §99.1 et seq. (FERPA regulations)

C.R.S. 24-72-113 (limit on retention of passive surveillance records)

Cross References

GBEB, Staff Conduct (And Responsibilities)

JIC, Student Conduct, and subcodes

JK, Student Discipline, and subcodes

JRA/JRC, Student Records/Release of Information on Students





USE OF VIDEO AND AUDIO MONITORING—REGULATION

Placement and Notification

1. Video surveillance equipment may be installed in and around schools, school buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the Executive Director.
2. Equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video recording equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video surveillance equipment shall not be located in an administrative office or in the schools' ~~or district's central security office.~~
5. Video monitors shall not be located in an area that enables public viewing.
6. Conduct and comments in publicly accessible places on **school district** property (i.e. school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.
7. ~~The district~~**Windsor Charter Academy** shall notify students, staff and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the ~~district's~~**school buildings.**
8. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the ~~building principal or designee~~**Director of Innovation or designee.** The use of video surveillance equipment on school vehicles **also** shall be supervised and controlled by the ~~Director of Transportation~~**Director of Innovation or designee.** ~~The use of video surveillance equipment at sites other than schools or school vehicles will be supervised and controlled by the Enterprise Technology Manager.~~
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action.

Disciplinary action shall be consistent with applicable **Executive** Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.

3. The ~~superintendent or designee~~**Head of School Security** will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, **Executive** Board policies and/or school rules.

Storage & Security

1. ~~The district~~**Windsor Charter Academy** shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the video surveillance system from hackers, unauthorized users and unauthorized use.
2. Video recordings will be stored for a minimum of 10 calendar days after the initial recording. If the ~~designated district administrator and/or designee~~**Head of School Security** knows no reason for continued storage, such recordings ~~will~~**may** be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and **Executive** Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. ~~All storage devices that have been used will be numbered and dated.~~ Access to the storage devices will be limited to authorized ~~district~~ personnel.
5. Video recordings held by ~~the district~~**Windsor Charter Academy** as student education records and/or personnel records shall be maintained in accordance with applicable law and **Executive** Board policy.

Viewing Requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or ~~district~~**school** officials with a direct interest in the recording as authorized by the designated ~~district~~ administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.

Policy ECAF-R

2. Written requests for viewing ~~may~~ **must** be made to the designated ~~district~~ administrator within 5 business days of the date of recording.
3. Approval or denial for viewing will be made within 5 business days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within 3 business days of the approval of the request.
5. Actual viewing will be permitted only at ~~district~~ **school** sites ~~including a school building or district administrative office~~, unless otherwise required by law.
6. All viewing will include the designated ~~district~~ administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
8. Recordings will remain the property of ~~the district~~ **Windsor Charter Academy** and may be reproduced only in accordance with applicable law and **Executive** Board policy.

Windsor Charter Academy Executive Board
Adopted: March 2019

Weld Re-4 Board
Adopted: February 2019

Legal References

20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974)
34 C.F.R. §99.1 et seq. (FERPA regulations)
C.R.S. 24-72-113 (limit on retention of passive surveillance records)

Cross References

GBEB Staff Conduct and Responsibilities
JIC Student Conduct and subcodes
JK Student Discipline and subcodes
JRA/JRC Student Records/Release of Information on Students



4.0 Second Read Policies



STUDENT COMMUNICATIONS

This policy concerns communications made by Windsor Charter Academy students with respect to their enrollment at the School.

Purpose

Windsor Charter Academy recognizes the importance of technology and social networks as effective forms of communication and mediums for e-learning. When used appropriately, these tools can enhance a student's ability to communicate and access educational resources.

The purpose of this policy is to provide guidance and expectations for Windsor Charter Academy students regarding the creation and use of electronic tools to communicate. Electronic and social media tools include, but are not limited to: websites, text messages, instant messages, blogs, online bulletin boards, video and photo sharing sites, wikis, social networks, and virtual worlds.

Expectations of Students

Online activity, including personal online activity, is public and therefore a reflection of a Windsor Charter Academy student. Students are encouraged to exercise good judgment, common sense, and maintain appropriate behavior. Inappropriate online behavior that involves Windsor Charter Academy staff or other students should be immediately communicated to Windsor Charter Academy Administration.

All students at Windsor Charter Academy are responsible for the materials they publish online. Any conduct that negatively reflects upon Windsor Charter Academy or consists of inappropriate behavior on the part of the student may result in disciplinary action. Inappropriate behavior is defined as "any activity that harms students, staff, or the extended Windsor Charter Academy community; compromises any student's reputation; or is illegal."

Student Use of School Technologies

Communications made by Windsor Charter Academy students in their official capacity as students representing the school have official consequences. For

Policy JICE

this reason, students must ensure that such communications are accurate; demonstrate sound judgment; and are consistent with the school's mission, educational values, policies, and initiatives. Constructive criticism, both privately and publicly, is welcome; however, harsh or continuous disparagement is discouraged. Material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity shall be subject to discipline.

Accordingly, the substance and medium of communications made by Windsor Charter Academy students pursuant to the duties and/or responsibilities of their role as students, as agreed to in the student code of conduct, shall comply with governing law; Board of Education policies; Executive Board policies, regulations, and administrative guidelines and procedures. Windsor Charter Academy students who fail or refuse to comply with this requirement shall be subject to discipline.

Personal Use

Windsor Charter Academy students are responsible for communications they make on their own time outside of the school day. Such communications include those made in person, those that are written, those via telephone or via audio/video streaming over the Internet, and those via other forms of technology such as social media or texting.

Windsor Charter Academy students should be aware that privacy settings cannot prevent people classified as "friends" on personal social networking sites from downloading and sharing general postings that are made on the Internet. Students should be aware that social media: (a) significantly increases the number of people who may receive the communication; (b) may allow the communication to be forwarded to people and/or re-posted on sites that were neither intended nor contemplated by the student making the original communication; and (c) may not allow the communication to be deleted at every location where it has been sent, posted, forwarded and/or reposted. Students are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level and maintain strong due diligence when associating themselves with outside organizations.

If the consequence of such communication cause harm, hurt or embarrassment to Windsor Charter Academy students or employees, or interfere with the school's regular operations, the student can be subject to discipline. Examples of such communication include but are not limited to the following:

- Communications that undermine supervisory authority.

Policy JICE

- Communications that harm student relationships and/or cause school discord.
- Communications that harm positive and effective relationships with the school's students, staff, parents and/or community.
- Communications that disclose confidential information regarding any Windsor Charter Academy students, staff members, alumni, or that disclose confidential information related to Windsor Charter Academy operations.
- Communications that state or suggest that they are being made by or on behalf of Windsor Charter Academy, or that misrepresent the position of Windsor Charter Academy on any matter.
- Communications that use Windsor Charter Academy's name, logo, mascot, slogans, and/or social media handle without written authorization.
- Communications that involve illegal activity.
- Communications that may reasonably be viewed as a true threat to physically injure or otherwise harm a person, or to unlawfully damage or destroy property.

Permissions

Acceptable Use

Windsor Charter Academy Administration shall approve technologies suitable for use by students for school-related activities. Prior to utilizing social media tools for school use, students must complete the approval process form.

Copyright and Fair Use

Copyright and fair use laws must be adhered to at all times. Trademarks such as logos, slogans, and other digital content such as art, music, or photographs may require permission. It is the responsibility of the student to seek permission to use trademarked content. Windsor Charter Academy Administration must approve use of the Windsor Charter Academy's name, logo, mascot, slogan, and/or social media handle.

Official Online Presence

Windsor Charter Academy Administration is responsible for creating the school's "official" online presence. Any student who wishes to create an "official" online presence representing a group associated with Windsor Charter Academy must first obtain approval from Windsor Charter Academy Administration. The student is also responsible for making annual notification of the continued use of the communication tool to Administration. Students are also prohibited from creating an "official" online presence for a school-sponsored group. If students

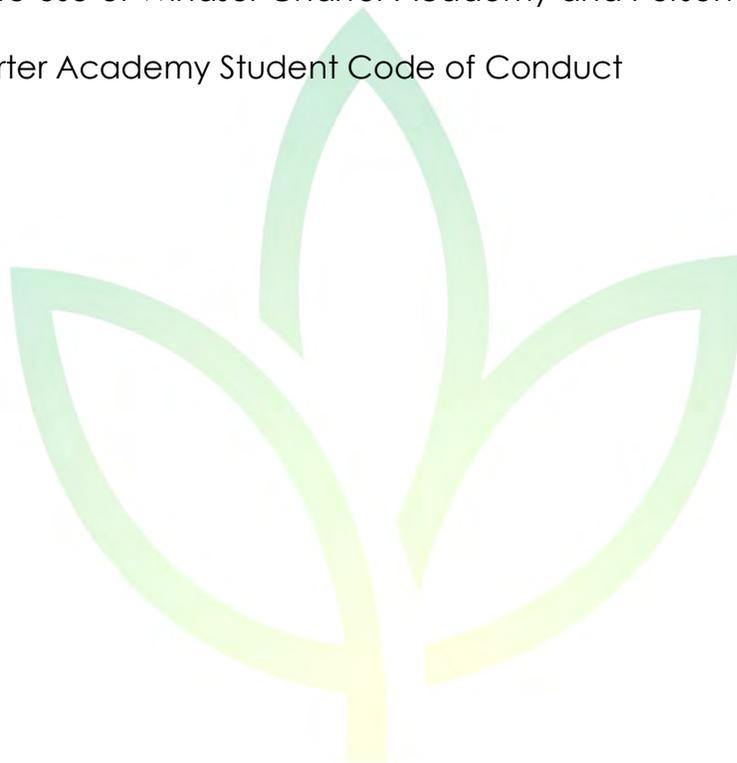
Policy JICE

choose to work with an employee, who is designated as a “group sponsor,” the employee is responsible for all content published online for the group.

Windsor Charter Academy Executive Board
Adopted: February 2019

Legal Reference
C.R.S. 24-34-402.5

Cross Reference
JS Appropriate Use of Windsor Charter Academy and Personal Technology by
Students
Windsor Charter Academy Student Code of Conduct





SCHOOL-RELATED STUDENT PUBLICATIONS

The Executive Board encourages students to express their views in school-sponsored publications, whether they be written, printed or electronic, while observing rules for responsible journalism and complying with this policy, as well as state and federal law. To protect the rights of all members of the school community and to support Windsor Charter Academy's educational mission and purposes, students are prohibited from publishing expression which:

- Is false or obscene.
- Is libelous, slanderous or defamatory under state law.
- Presents a clear and present danger of the commission of unlawful acts.
- Violates school rules or material and substantial disruption of the orderly operation of the school.
- Violates the privacy rights of others.
- Threatens violence to property or persons.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy, its accompanying regulation and applicable state and federal law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

Policy JICEA

Revised: October 2018
February 2019

Legal Reference
C.R.S. 22-1-120
C.R.S. 22-1-123 (5) (e) C.R.S. 22-32-110 (1)(r)





STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS

To understand constitutional values such as the right to free speech, students must not only study such principles, but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's need to maintain an orderly and safe school environment which respects the rights of all Windsor Charter Academy staff and students.

Students may distribute noncurricular materials in accordance with this policy, its accompanying regulation and applicable state and federal law.

Prohibited Distribution

Students shall not distribute any non-curricular or school-sanctioned materials that bear the Windsor Charter Academy name, logo, or mascot or reference any Windsor Charter Academy students or staff without prior approval. Students shall not distribute any materials that in themselves or in the manner they are distributed:

- Create or threaten to create a substantial disruption or material interference with the normal operation of the school, school activity or event.
- Advocate or encourage unlawful conduct or conduct that violates Executive Board policy, including but not limited to the Executive Board's policies prohibiting unlawful discrimination, harassment and bullying.
- Cause or threaten to cause injury to persons or property.
- Are obscene, defamatory or violate any person's privacy rights.

Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and /or expulsion.

Policy JICEC

School equipment and supplies shall not be used for publication of such material.

Windsor Charter Academy Executive Board
Revised: October 2018
February 2019

Weld Re-4 Board Adopted:
September 2018

Legal Reference

Tinker v. Des Moines Independent Community School District, 393 W.S. 503
Taylor v. Roswell Independent School District, 713 F.3d 25 (10th Cir. 2013)
Kowalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011), cert. den., 132
S. Ct. 1095 (2012)
Colorado Constitution, Article 9 Section 5
C.R.S. 22-1-120
C.R.S. 22-32-110 (1)(r)

Cross Reference

JICEA School-Related Student Publications
JK Student Discipline and Sub Codes
KHC Distribution/Posting of Non-Curricular Materials



5.0 Financials



Committee

Paige Adams, Chair

Donna James, Board Treasurer

Rebecca Teeples, Executive Director

SarahGennie Colazio, Finance Director

Sara Bakula, Committee Member

Matt Meuli, Committee Member

Levi Burkhart, Committee Member

Lauren Miller, Business Manager

Agenda 2.21.19

Meeting Called to order at 3:31pm

1. Reviewed November 2018 and January 2019 Financials, Balance Sheet, Rev & Exp, Food Service, Student Fund
 - a. **Motion to approve November 2018 and January 2019 Financials by Sara, second by Levi, motion passes unanimously.**
2. Reviewed 19-20 Proposed Budget- First Draft
 - a. Will submit to Board for first read
3. Make recommendation to Board to move Bank Accounts to 1stBank (orange)
4. Update on Capital Campaign/ Facility Plan- every month
 - a. Discuss result of Board decision for facility expansion meeting on 2/20/19
5. Next Meeting – Thursday March 21st, 3:30pm

Meeting Adjourned at 4:30pm



Month by Month Plan

- a. October- Final Audit
- b. November- Amended 18-19 Budget
- c. December – initial draft 19-20 budget
 - i. Review final amended 18-19 budget for Board
 - ii. Facilities 5 yr plan review
- d. January- review draft 19-20 budget
 - i. Review of long term budget (5 year)
- e. February 1st read on 19-20 budget
- f. March- 2nd read on 19-20 budget
 - i. Possible amended 18-19 budget
- g. April
- h. May
 - i. Presentation by Financial Advisors
 - 1. Choice Advisors- Matt O'Meara
 - 2. Specialized Public Finance- Paul Jasin/Patti Glock
- i. June
- j. July meeting canceled each year



Financial Highlights 1.31.19

As of January 31, 2019, we are 7 months through the year, revenues and expenditures should be approximately 58.33% of budget

- **Total GF Revenue is \$6,795,651 (60.12%)**
 - Interest Revenue from COLOTRUST of \$11,646
 - Transfer from Building Corp- NOT Revenue
 - At expected for this time of year

- **Total GF Expenses are \$5,980,616 (53.81%)**
 - Our "front loaded items", such as curriculum, online subscriptions, technology license, insurance, and software purchases are complete.
 - At expected for this time of year

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,626,388
 - Health Insurance Checking Balance: \$577,592
 - COLOTRUST Investment Balance: \$1,511,616
 - SF Checking Account Balance: \$ 167,778

- **As of 1/31/19~ Days Cash on Hand: 122**

See next page for Proposed 2019-2020 Budget Summary

- **Recommendations**
 - Finance Committee reviewed November and January financials and recommends Board approval
 - November Financials were not included in the last meeting, so completed in the February meeting
 - The Finance Committee recommends changing our bank to 1stBank in Windsor, to access better interest rates for current cash accounts held in checking accounts, as well as better cash back returns for purchase cards used. Our current bank has higher fees and non-existent interest rates in checking accounts. The FC believes our best option is 1stBank and would like to begin the process to transition by June 30th, 2019. There are no fees or penalties at the current location. Please see the attached proposal.



2019-2020 Proposed Budget Summary

Overview

REVENUE:

- PPR Revenue anticipated to increase by 2%
- Enrollment budgeted at 95% of currently enrolled students
- This gives us a very conservative budget as we anticipate other schools opening in the area
- Loss of \$186,000 in Rural School funding due to overall District growth
- Total Revenue increase from 18-19 year of \$419,292

EXPENDITURES

- Salaries and Benefits increased due to the staffing increase at each school, based on a per pupil ratio calculation for admin, teaching, paraprofessionals and security
- Lease payment on the facility increased per the mortgage agreement in the bond financing as planned (for overall facility:revenue ratios, we are at 17% of budget for facility costs which is well within best practice/industry ranges.)
- Total expenditures increased by \$419,500

NET EFFECT:

- Our projected surplus for the year is \$188,950, which is just above our required surplus for Debt Service Coverage calculations

The Finance Committee will review the proposed 19-20 Budget again at the March meeting and make a recommendation for Board approval at that time.

Rev and Exp as of 1.31.19

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Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget	
1300	Tuition	138,295.00	213,900.00	75,605.00	64.65	
1500	Earnings on Investments	11,646.89	212.00	(11,434.89)	5,493.82	
1700	Pupil Activities	72,296.00	86,497.20	14,201.20	83.58	
1900	Other Revenue from Local Sources	266,571.97	524,673.87	258,101.90	50.81	
3000	Revenue from State Sources	217,192.43	343,799.62	126,607.19	63.17	
3900	Other Revenue From State Sources	46,111.24	30,191.00	(15,920.24)	152.73	
5200	Interfund Transfers	188,499.51	10,000.00	(178,499.51)	1,885.00	
5600	Direct Allocations	5,855,037.79	10,093,979.84	4,238,942.05	58.01	
I	Revenue	<u>6,795,650.83</u>	<u>11,303,253.53</u>	<u>4,507,602.70</u>	<u>60.12</u>	* Account Type
0100	Salaries	2,699,556.68	5,138,751.00	2,439,194.32	52.53	
0200	Employee Benefits	961,850.01	1,951,335.62	989,485.61	49.29	
0300	Purchased Professional and Technical Services	27,799.25	46,596.00	18,796.75	59.66	
0400	Purchased Property Services	928,256.28	1,831,708.00	903,451.72	50.68	
0500	Other Purchased Services	886,810.14	1,439,022.04	552,211.90	61.63	
0600	Supplies	273,256.49	389,219.00	115,962.51	70.21	
0700	Property	131,138.14	168,763.00	37,624.86	77.71	
0800	Other Objects	71,948.91	148,700.00	76,751.09	48.39	
X	Expense	<u>5,980,615.90</u>	<u>11,114,094.66</u>	<u>5,133,478.76</u>	<u>53.81</u>	* Account Type
11	Charter School	<u>(815,034.93)</u>	<u>(189,158.87)</u>	<u>625,876.06</u>	<u>430.87</u>	Fund

Rev and Exp as of 1.31.19

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget	
1900	Other Revenue from Local Sources	258,043.67	250,010.00	(8,033.67)	103.21	
I	Revenue	<u>258,043.67</u>	<u>250,010.00</u>	<u>(8,033.67)</u>	<u>103.21</u>	* Account Type
0600	Supplies	99,224.67	227,194.00	127,969.33	43.67	
0868	Overhead Costs	0.00	58,000.00	58,000.00	0.00	
X	Expense	<u>99,224.67</u>	<u>285,194.00</u>	<u>185,969.33</u>	<u>34.79</u>	* Account Type
23	Pupil Activity Fund	<u>(158,819.00)</u>	<u>35,184.00</u>	<u>194,003.00</u>	<u>-451.40</u>	Fund

Rev and Exp as of 1.31.19

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	20,026.44	21,000.00	973.56	95.36	
1900	Other Revenue from Local Sources	754,180.23	1,543,406.00	789,225.77	48.86	
2000	Revenue from Intermediate Sources	20,271.62	13,000.00	(7,271.62)	155.94	
I	Revenue	<u>794,478.29</u>	<u>1,577,406.00</u>	<u>782,927.71</u>	<u>50.37</u>	* Account Type
0700	Property	0.00	350,000.00	350,000.00	0.00	
0800	Other Objects	635,327.18	1,448,403.00	813,075.82	43.86	
0900	Other Uses of Funds	188,499.51	95,000.00	(93,499.51)	198.42	
X	Expense	<u>823,826.69</u>	<u>1,893,403.00</u>	<u>1,069,576.31</u>	<u>43.51</u>	* Account Type
61	Building Corporation	<u>29,348.40</u>	<u>315,997.00</u>	<u>286,648.60</u>	<u>9.29</u>	Fund
	Report Total:	<u>944,505.53</u>	<u>(162,022.13)</u>	<u>(1,106,527.66)</u>	<u>-582.95</u>	

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Bingo Checking Acct		550.11	0.00	550.11	11-950-00-0000-8101-000-0000
	General Fund Checking		1,531,866.58	94,521.56	1,626,388.14	11-950-00-0000-8102-000-0000
	Health Insurance Checking		637,282.88	(59,690.50)	577,592.38	11-950-00-0000-8102-000-0000
	COLOTRUST Account		1,508,328.78	3,318.11	1,511,646.89	11-950-00-0000-8102-000-0000-9665
	MSSH Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	CDE Grants Receivable		0.61	0.00	0.61	11-950-00-0000-8141-000-0000
	COBRA Receivable		(614.22)	0.00	(614.22)	11-950-00-0000-8153-000-0000
	Accounts Receivable GF		0.00	0.00	0.00	11-950-00-0000-8153-000-0000
	Prepaid Expenses		8,395.37	0.00	8,395.37	11-950-00-0000-8181-000-0000
	Prepaid Insurance		5,344.15	0.00	5,344.15	11-950-00-0000-8182-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets		<u>3,691,605.82</u>	<u>38,149.17</u>	<u>3,729,754.99</u>	* Account Class
Liabilities						
	18-19 Kinder Tuition Deposits		(21,415.00)	0.00	(21,415.00)	11-901-00-0000-7481-000-0000-9393
	19-20 Kinder Tuition Deposits		(7,360.00)	(12,800.00)	(20,160.00)	11-901-00-0000-7481-000-0000-9393
	Accounts Payable		(71,013.42)	36,554.02	(34,459.40)	11-950-00-0000-7421-000-0000
	Accrued Salaries		(99.90)	0.00	(99.90)	11-950-00-0000-7461-000-0000
	GARNISHMENT		(830.16)	0.00	(830.16)	11-950-00-0000-7471-000-0000
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Tax Liabilities		(0.01)	0.00	(0.01)	11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab		(46,404.48)	(14,813.64)	(61,218.12)	11-950-05-0000-7471-000-0000
	401K/457 Liab		1,169.94	0.00	1,169.94	11-950-06-0000-7471-000-0000
7400	Liabilities		<u>(146,753.03)</u>	<u>8,940.38</u>	<u>(137,812.65)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(284,000.00)	0.00	(284,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(2,479,167.89)	0.00	(2,479,167.89)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(13,739.52)	0.00	(13,739.52)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(767,945.38)	(47,089.55)	(815,034.93)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(3,544,852.79)</u>	<u>(47,089.55)</u>	<u>(3,591,942.34)</u>	* Account Class
11	Charter School		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Activity Account Checking	153,706.31	14,071.86	167,778.17	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>153,706.31</u>	<u>14,071.86</u>	<u>167,778.17</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(4,082.00)	(397.50)	(4,479.50)	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(3,834.08)	(645.56)	(4,479.64)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(7,916.08)</u>	<u>(1,043.06)</u>	<u>(8,959.14)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	(8,853.17)	0.00	(8,853.17)	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(145,790.20)	(13,028.80)	(158,819.00)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(145,790.23)</u>	<u>(13,028.80)</u>	<u>(158,819.03)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

Printed: 2/22/2019 11:32 AM
Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
	Description					
Current Assets						
		Def Loss on Refunding-2016	309,212.59	0.00	309,212.59	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	311,297.47	73,517.72	384,815.19	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,235,853.31	2,364.82	1,238,218.13	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	57,535.38	10,996.73	68,532.11	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	28,115.38	8.53	28,123.91	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>1,942,014.13</u>	<u>86,887.80</u>	<u>2,028,901.93</u>	* Account Class
Fixed Assets						
		Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
		Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
		Bldg Corp Building & Imp MSHS	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
		Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(1,973,604.71)	0.00	(1,973,604.71)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>23,275,079.26</u>	<u>0.00</u>	<u>23,275,079.26</u>	* Account Class
Liabilities						
		Bldg Corp Premium on Bonds	(218,459.08)	0.00	(218,459.08)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(4,133,706.83)	0.00	(4,133,706.83)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(28,678,144.08)</u>	<u>0.00</u>	<u>(28,678,144.08)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	3,344,814.49	0.00	3,344,814.49	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	116,236.20	(86,887.80)	29,348.40	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>3,461,050.69</u>	<u>(86,887.80)</u>	<u>3,374,162.89</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

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Windsor Charter Academy
Check Date: 1/1/2019 to 1/31/2019

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21638	Ammirati, Michelle	2	01/07/2019	6022	500.00	0.00	500.00
217926	ANISIMOW, ALYSSA	2	01/07/2019	6023	250.00	0.00	250.00
21388	Archer, Kiki	2	01/07/2019	6024	500.00	0.00	500.00
218088	Barnes, Nicole	2	01/07/2019	6025	500.00	0.00	500.00
218083	Barrett, Chantelle	2	01/07/2019	6026	250.00	0.00	250.00
217918	BELMONT, ANTHONY	2	01/07/2019	6027	250.00	0.00	250.00
218026	BERG, TAMIE	2	01/07/2019	6028	500.00	0.00	500.00
218089	Berube, Danton	2	01/07/2019	6029	500.00	0.00	500.00
218081	Blankenbaker, Katie	2	01/07/2019	6030	500.00	0.00	500.00
217836	Blohm, Gracie	2	01/07/2019	6031	250.00	0.00	250.00
218090	Boyles, Haley	2	01/07/2019	6032	500.00	0.00	500.00
218091	Bratton, Heather	2	01/07/2019	6033	500.00	0.00	500.00
21686	Colazio, SarahGennie	2	01/07/2019	6034	500.00	0.00	500.00
218092	Cooper, Ashley	2	01/07/2019	6035	500.00	0.00	500.00
218093	Crompton, Richard	2	01/07/2019	6036	500.00	0.00	500.00
218094	Cross, Carrie	2	01/07/2019	6037	500.00	0.00	500.00
217801	Davies, Ruth	2	01/07/2019	6038	500.00	0.00	500.00
217927	DERRERA, JOHNNIE	2	01/07/2019	6039	250.00	0.00	250.00
218095	Dewald, Linda	2	01/07/2019	6040	250.00	0.00	250.00
218096	Douglas, Tracie	2	01/07/2019	6041	250.00	0.00	250.00
218097	Drips, Sarah	2	01/07/2019	6042	500.00	0.00	500.00
218098	Easter, Shawna	2	01/07/2019	6043	250.00	0.00	250.00
218099	Einspahr, Sharon	2	01/07/2019	6044	250.00	0.00	250.00
218100	Ellis, Dawn	2	01/07/2019	6045	500.00	0.00	500.00
218101	Fagler, Tammy	2	01/07/2019	6046	250.00	0.00	250.00
218102	Ferraro, Roni	2	01/07/2019	6047	250.00	0.00	250.00
218103	Fisher, Connie	2	01/07/2019	6048	250.00	0.00	250.00
217605	Frazee, Shari	2	01/07/2019	6049	500.00	0.00	500.00
218142	Gallie, Keith	2	01/07/2019	6050	500.00	0.00	500.00
218104	Gasper, Stephanie	2	01/07/2019	6051	250.00	0.00	250.00
217980	Heimann, Susan	2	01/07/2019	6052	250.00	0.00	250.00
21217	HOAG, HOLLY S	2	01/07/2019	6053	250.00	0.00	250.00
217606	Holt, Lara	2	01/07/2019	6054	500.00	0.00	500.00
218105	Hoover, Kelley	2	01/07/2019	6055	500.00	0.00	500.00
217818	IBARRA, SARA	2	01/07/2019	6056	500.00	0.00	500.00
218106	Jacobs, Kristin	2	01/07/2019	6057	250.00	0.00	250.00
218108	Jones, Christine	2	01/07/2019	6058	500.00	0.00	500.00
218107	Jones, Renee	2	01/07/2019	6059	250.00	0.00	250.00
218109	Keenan, Kirsten	2	01/07/2019	6060	500.00	0.00	500.00
218110	Kingsley, AnnE	2	01/07/2019	6061	500.00	0.00	500.00
21474	Koehler, Erica	2	01/07/2019	6062	500.00	0.00	500.00
218111	Koessl, Deena	2	01/07/2019	6063	500.00	0.00	500.00
21460	Koperski, Robyn	2	01/07/2019	6064	500.00	0.00	500.00
218112	Krum, Julie	2	01/07/2019	6065	250.00	0.00	250.00
21385	Lighthall, Robert	2	01/07/2019	6066	500.00	0.00	500.00
218113	LITTLE, JULIANN	2	01/07/2019	6067	250.00	0.00	250.00
218114	Lorimer, Jeffrey	2	01/07/2019	6068	500.00	0.00	500.00
218082	Mancina, Hannah	2	01/07/2019	6069	500.00	0.00	500.00
218115	McConnell, Teal	2	01/07/2019	6070	500.00	0.00	500.00
218116	Miller, Jamie	2	01/07/2019	6071	250.00	0.00	250.00
217764	MILLER, LAUREN	2	01/07/2019	6072	500.00	0.00	500.00
217978	MODESTO, AMPELIA	2	01/07/2019	6073	250.00	0.00	250.00
21219	MOORE, TERRA N	2	01/07/2019	6074	500.00	0.00	500.00
218117	Myers, Traisha	2	01/07/2019	6075	500.00	0.00	500.00
21396	Nash, Julie	2	01/07/2019	6076	250.00	0.00	250.00
217770	Nissen, Irene	2	01/07/2019	6077	500.00	0.00	500.00
218118	Nolting, Lindsay	2	01/07/2019	6078	500.00	0.00	500.00

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218119	Ocasio, Alicia	2	01/07/2019	6079	500.00	0.00	500.00
218120	Perciante, Valerie	2	01/07/2019	6080	500.00	0.00	500.00
217776	PREECE, RACHEL ELIZABETH	2	01/07/2019	6081	500.00	0.00	500.00
21218	REYNOLDS, JONATHAN L	2	01/07/2019	6082	500.00	0.00	500.00
218121	Ridout, Paula	2	01/07/2019	6083	250.00	0.00	250.00
217967	Rosson, Devon	2	01/07/2019	6084	500.00	0.00	500.00
218122	Santy, Jeremy	2	01/07/2019	6085	500.00	0.00	500.00
218123	Sauer, Gabrielle	2	01/07/2019	6086	500.00	0.00	500.00
21450	Scholand, Leanne	2	01/07/2019	6087	250.00	0.00	250.00
21582	Schriner, Jeremy	2	01/07/2019	6088	500.00	0.00	500.00
218124	Schwindt, Tara	2	01/07/2019	6089	250.00	0.00	250.00
217775	Seiffert, Sarah	2	01/07/2019	6090	500.00	0.00	500.00
218125	Seilbach, Kelly	2	01/07/2019	6091	500.00	0.00	500.00
21714	Seyboldt, Kimberly	2	01/07/2019	6092	500.00	0.00	500.00
218126	Shaffer, Melanie	2	01/07/2019	6093	500.00	0.00	500.00
21379	Shaler, Angie	2	01/07/2019	6094	500.00	0.00	500.00
218127	Sheridan, Marie	2	01/07/2019	6095	500.00	0.00	500.00
218128	SHOEMATE, LINDA	2	01/07/2019	6096	250.00	0.00	250.00
218129	SHUTTERS, LISA	2	01/07/2019	6097	250.00	0.00	250.00
21299	SILK, SHANNON D	2	01/07/2019	6098	500.00	0.00	500.00
21695	Smith, Melinda	2	01/07/2019	6099	500.00	0.00	500.00
217607	Sommerfeld, Amber	2	01/07/2019	6100	500.00	0.00	500.00
218130	STANISLAV, DIANA	2	01/07/2019	6101	500.00	0.00	500.00
218131	Steenburgen, Jolene	2	01/07/2019	6102	500.00	0.00	500.00
218085	Stone, Courtney	2	01/07/2019	6103	500.00	0.00	500.00
21590	Teeples, Rebecca	2	01/07/2019	6104	500.00	0.00	500.00
217979	Thomsen, Micki	2	01/07/2019	6105	250.00	0.00	250.00
218133	Tickler, Theresa	2	01/07/2019	6106	250.00	0.00	250.00
218134	Tippetts, Brittany	2	01/07/2019	6107	250.00	0.00	250.00
217981	Tobanche, Flora	2	01/07/2019	6108	250.00	0.00	250.00
217690	Townsend, Erin	2	01/07/2019	6109	250.00	0.00	250.00
218135	UNRUH, JENNIFER	2	01/07/2019	6110	500.00	0.00	500.00
217774	UNRUH, MICHAEL	2	01/07/2019	6111	500.00	0.00	500.00
217907	Vazquez, Danielle	2	01/07/2019	6112	500.00	0.00	500.00
218019	Wagner, Ricky	2	01/07/2019	6113	500.00	0.00	500.00
218136	Watson, Anne	2	01/07/2019	6114	500.00	0.00	500.00
218137	Weisgerber, Larissa	2	01/07/2019	6115	500.00	0.00	500.00
218138	Wilson, Jessica	2	01/07/2019	6116	500.00	0.00	500.00
218139	Winder, Samantha	2	01/07/2019	6117	500.00	0.00	500.00
21220	WRENN, JENNIFER L	2	01/07/2019	6118	500.00	0.00	500.00
218140	Zink, Jamie	2	01/07/2019	6119	250.00	0.00	250.00
21080	Ace Hardware WCA	9	01/10/2019	6120	416.99	0.00	416.99
218169	BOYES, HEATH	2	01/10/2019	6121	1,215.00	0.00	1,215.00
21015	Comcast Cable	9	01/10/2019	6122	982.55	0.00	982.55
217633	Diversified Underground Inc.	9	01/10/2019	6123	300.00	0.00	300.00
21140	EON Office	9	01/10/2019	6124	238.20	0.00	238.20
218235	Fair, Kathryn	9	01/10/2019	6125	100.00	0.00	100.00
217680	Fisher Science Education	9	01/10/2019	6126	184.94	0.00	184.94
21254	Gallegos Sanitation Inc	9	01/10/2019	6127	394.14	0.00	394.14
21269	JW Pepper	9	01/10/2019	6128	15.00	0.00	15.00
21131	Knowledge Bound	9	01/10/2019	6129	96.65	0.00	96.65
21038	Lewan and Associates	9	01/10/2019	6130	18,092.81	0.00	18,092.81
21092	Lincoln National Life Insurance	9	01/10/2019	6131	1,220.75	0.00	1,220.75
217792	Manweiler Hardware Inc.	9	01/10/2019	6132	43.92	0.00	43.92
21273	Meadow Gold - Greeley	9	01/10/2019	6133	405.23	0.00	405.23
217993	Miller Farmer Law LLC	9	01/10/2019	6134	1,763.00	0.00	1,763.00
218149	Olson, David	9	01/10/2019	6135	136.50	0.00	136.50

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21177	Pinnacle	2	01/10/2019	6136	5,390.08	0.00	5,390.08
21136	Supply Works	9	01/10/2019	6137	463.76	0.00	463.76
217892	T-Mobile	9	01/10/2019	6138	84.24	0.00	84.24
217638	UNCC	9	01/10/2019	6139	5.80	0.00	5.80
21078	Waste Management	9	01/10/2019	6140	446.58	0.00	446.58
21120	Weld RE-4 School District	9	01/10/2019	6141	676.70	0.00	676.70
21079	Wells Fargo Financial Leasing	9	01/10/2019	6142	3,026.41	0.00	3,026.41
218010	Windsor Severance Fire Rescue	9	01/10/2019	6143	708.00	0.00	708.00
217845	Wright Specialty Insurance Agency LLC	2	01/10/2019	6144	7,125.24	0.00	7,125.24
21059	School Health Supply	9	01/10/2019	6145	1,347.54	0.00	1,347.54
21093	Security Benefit	2	01/10/2019	6146	1,558.15	0.00	1,558.15
21245	Absolute Shredding	16	01/17/2019	6147	110.00	0.00	110.00
21577	Apple, Inc.	16	01/17/2019	6148	8,490.00	0.00	8,490.00
218195	Bimbo Bakeries USA	16	01/17/2019	6149	136.00	0.00	136.00
21009	Brooms N More Inc	16	01/17/2019	6150	422.65	0.00	422.65
218228	Choice Advisors LLC	11	01/17/2019	6151	500.00	0.00	500.00
21015	Comcast Cable	16	01/17/2019	6152	2,200.00	0.00	2,200.00
21175	Counter Trade	16	01/17/2019	6153	3,585.60	0.00	3,585.60
21183	Elite Awards and Trophies	16	01/17/2019	6154	33.25	0.00	33.25
218202	Fidelity Security Life Insurance Co.	16	01/17/2019	6155	730.09	0.00	730.09
217851	Independent Interpreters of Northern CO LLC	16	01/17/2019	6156	300.00	0.00	300.00
21588	Indulge Chocolate Shop	16	01/17/2019	6157	24.00	0.00	24.00
21743	John Cutler & Associates	11	01/17/2019	6158	1,000.00	0.00	1,000.00
21038	Lewan and Associates	16	01/17/2019	6159	114.95	0.00	114.95
217599	Machol & Johannes, LLC	11	01/17/2019	6160	445.19	0.00	445.19
21499	Mead, Mandy	16	01/17/2019	6161	550.00	0.00	550.00
21045	National CineMedia LLC	16	01/17/2019	6162	2,700.00	0.00	2,700.00
21061	Security and Sound Design Inc	16	01/17/2019	6163	1,112.85	0.00	1,112.85
21681	Snappy Holdings LLC	16	01/17/2019	6164	13.80	0.00	13.80
21072	Town of Windsor	16	01/17/2019	6165	972.37	0.00	972.37
21076	University of Northern Colorado	16	01/17/2019	6166	642.92	0.00	642.92
21319	Elan	11	01/17/2019	6167	20,140.36	0.00	20,140.36
21080	Ace Hardware WCA	23	01/24/2019	6168	214.55	0.00	214.55
218195	Bimbo Bakeries USA	23	01/24/2019	6169	53.55	0.00	53.55
21457	Colorado Educational and Cultural	22	01/24/2019	6170	4,222.00	0.00	4,222.00
21140	EON Office	23	01/24/2019	6171	51.40	0.00	51.40
21038	Lewan and Associates	23	01/24/2019	6172	1,146.53	0.00	1,146.53
217599	Machol & Johannes, LLC	22	01/24/2019	6173	445.19	0.00	445.19
217829	Oztek Commerical Services	23	01/24/2019	6174	466.90	0.00	466.90
21260	Royal T Rooter Service Inc	23	01/24/2019	6175	90.00	0.00	90.00
21136	Supply Works	23	01/24/2019	6176	773.54	0.00	773.54
217917	Air Experts Inc.	31	01/31/2019	6177	381.40	0.00	381.40
21389	Arlun	31	01/31/2019	6178	1,820.00	0.00	1,820.00
218081	Blankenbaker, Katie	29	01/31/2019	6179	73.08	0.00	73.08
21009	Brooms N More Inc	29	01/31/2019	6180	255.50	0.00	255.50
218249	Brown, Michael and Cassie	29	01/31/2019	6181	48.00	0.00	48.00
21012	CenturyLink	29	01/31/2019	6182	118.08	0.00	118.08
21686	Colazio, SarahGennie	29	01/31/2019	6183	75.05	0.00	75.05
21183	Elite Awards and Trophies	29	01/31/2019	6184	16.50	0.00	16.50
21140	EON Office	29	01/31/2019	6185	1,520.94	0.00	1,520.94
217680	Fisher Science Education	30	01/31/2019	6186	10.50	0.00	10.50
217851	Independent Interpreters of Northern CO LLC	29	01/31/2019	6187	320.00	0.00	320.00
218248	Peak to Peak Charter School	29	01/31/2019	6188	175.00	0.00	175.00
21177	Pinnacle	29	01/31/2019	6189	5,266.00	0.00	5,266.00
21498	Purchase Power Pitney Bowes	30	01/31/2019	6190	201.00	0.00	201.00

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21061	Security and Sound Design Inc	31	01/31/2019	6191	1,292.85	0.00	1,292.85
21093	Security Benefit	28	01/31/2019	6192	1,533.28	0.00	1,533.28
217892	T-Mobile	30	01/31/2019	6193	84.30	0.00	84.30
217933	Homeward Alliance	9	01/10/2019	9672	130.00	0.00	130.00
21718	Robotics Education & Competition Foundation	9	01/10/2019	9673	100.00	0.00	100.00
21612	Robotmesh.com	9	01/10/2019	9674	163.79	0.00	163.79
21120	Weld RE-4 School District	9	01/10/2019	9675	340.28	0.00	340.28
21381	Costume Castle	16	01/17/2019	9676	100.00	0.00	100.00
21740	Dreith, Gregory	16	01/17/2019	9677	75.00	0.00	75.00
218036	GoJo Sports of Greeley	16	01/17/2019	9678	633.00	0.00	633.00
217667	Lochard, John	16	01/17/2019	9679	75.00	0.00	75.00
21319	Elan	11	01/17/2019	9680	3,330.01	0.00	3,330.01
218182	Boomer Music Company	23	01/24/2019	9681	247.10	0.00	247.10
21706	Burts Logo Apparel	23	01/24/2019	9682	668.00	0.00	668.00
21124	Dick Blick Art Materials	23	01/24/2019	9683	1,099.89	0.00	1,099.89
218246	DOUGLAS, CONNOR	23	01/24/2019	9684	161.24	0.00	161.24
217977	Feed My Starving Children	18	01/24/2019	9685	1,000.00	0.00	1,000.00
21038	Lewan and Associates	23	01/24/2019	9686	379.00	0.00	379.00
21396	Nash, Julie	23	01/24/2019	9687	161.24	0.00	161.24
218245	Nicoletti, Peter	23	01/24/2019	9688	75.00	0.00	75.00
21382	Pioneer Press	23	01/24/2019	9689	84.50	0.00	84.50
21467	Tipton, Jeffrey	23	01/24/2019	9690	75.00	0.00	75.00
218249	Brown, Michael and Cassie	29	01/31/2019	9691	54.00	0.00	54.00
218252	DeBarris, Matthew	30	01/31/2019	9692	167.00	0.00	167.00
218246	DOUGLAS, CONNOR	29	01/31/2019	9693	192.56	0.00	192.56
21612	Robotmesh.com	30	01/31/2019	9694	602.31	0.00	602.31
217740	Tucker, Wendi	29	01/31/2019	9695	161.24	0.00	161.24
21383	Welch, Dwayne	30	01/31/2019	9696	167.00	0.00	167.00
218208	OptumRX	4	01/02/2019	10009	3,195.24	0.00	3,195.24
218208	OptumRX	4	01/15/2019	10010	1,963.98	0.00	1,963.98
218207	UMR Health	4	01/31/2019	10014	38.29	0.00	38.29
21286	Voya Financial	28	01/30/2019	13119111	1,126.24	0.00	1,126.24
21088	American Fidelity	28	01/31/2019	13119222	874.60	0.00	874.60
21088	American Fidelity	4	01/31/2019	13119333	805.83	0.00	805.83
21459	CBIZ	4	01/31/2019	13119444	2,324.50	0.00	2,324.50
21459	CBIZ	4	01/31/2019	13119555	320,163.75	0.00	320,163.75
21459	CBIZ	4	01/31/2019	13119666	43,008.71	0.00	43,008.71
21084	PERA	4	01/31/2019	13119777	111,553.03	0.00	111,553.03
21233	TEXAS LIFE	28	01/30/2019	13119888	282.50	0.00	282.50
21286	Voya Financial	28	01/30/2019	13119999	1,500.00	0.00	1,500.00
218205	Delta Dental of Colorado	4	01/02/2019	01021910	5,047.35	0.00	5,047.35
217847	US Foods Inc.	4	01/02/2019	01021910	3,440.99	0.00	3,440.99
218207	UMR Health	4	01/04/2019	01041901	2,618.77	0.00	2,618.77
21687	Vanco Payment Solutions	4	01/07/2019	01071900	150.00	0.00	150.00
217847	US Foods Inc.	4	01/09/2019	01091919	2,250.30	0.00	2,250.30
218207	UMR Health	4	01/11/2019	01111901	1,156.99	0.00	1,156.99
218207	UMR Health	4	01/16/2019	01161936	35,791.45	0.00	35,791.45
21156	Xcel Energy	9	01/16/2019	01161988	11,375.12	0.00	11,375.12
218207	UMR Health	4	01/18/2019	01181901	45.00	0.00	45.00
218207	UMR Health	4	01/18/2019	01181901	1,411.69	0.00	1,411.69
218207	UMR Health	4	01/28/2019	01281901	2,950.47	0.00	2,950.47
218207	UMR Health	4	01/28/2019	01281901	10,518.62	0.00	10,518.62
217847	US Foods Inc.	4	01/30/2019	01301919	3,612.28	0.00	3,612.28
21088	American Fidelity	28	01/30/2019	13119121	2,533.85	0.00	2,533.85
21088	American Fidelity	28	01/30/2019	13119131	9,020.68	0.00	9,020.68
Report Total					\$741,069.74	\$0.00	\$741,069.74

Windsor Charter Academy Budget

	<u>2018-2019</u> <u>Amended</u> <u>Budget</u> <u>approved</u> <u>1.24.19</u>			<u>2019-2020</u> <u>Proposed</u> <u>Budget</u>	
General Fund		100.00%			95.00%
PPR Base	\$ 7,730	6.20%		\$ 7,884.87	2.00%
FTE	\$ 1,210	11.84%		1257.4	3.90%
		% of Total Rev	Per student		% of Total Rev Per student
PPR	\$ 9,355,006	82.76%	\$ 7,730.26	\$ 9,914,587	84.58% \$ 1,257.42
Mill Levy 2007	\$ 90,000	0.80%	\$ 74.37	\$ 90,000	0.77% \$ 11.41
Mill Levy 2016	\$ 462,614	4.09%	\$ 382.27	\$ 462,614	3.95% \$ 58.67
Rural Schools Funding	\$ 186,360	1.65%	\$ 153.99	\$ -	0.00% \$ -
Kindergarten Tuition	\$ 213,900	1.89%	\$ 176.75	\$ 220,800	1.88% \$ 28.00
Interest	\$ 200	0.00%	\$ 0.17	\$ 24,000	0.20% \$ 3.04
Student Fees	\$ 86,498	0.77%	\$ 71.47	\$ 93,368	0.80% \$ 11.84
Building Rental	\$ 32,640	0.29%	\$ 26.97	\$ 33,293	0.28% \$ 4.22
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 130,000	1.15%	\$ 107.42	\$ 135,000	1.15% \$ 17.12
Other (lost books, fines, etc)	\$ 3,000	0.03%	\$ 2.48	\$ 3,075	0.03% \$ 0.39
Capital Construction	\$ 343,800	3.04%	\$ 284.09	\$ 357,107	3.05% \$ 45.29
Food Service Revenue	\$ 359,044	3.18%	\$ 296.69	\$ 360,000	3.07% \$ 45.66
O&G revenue from Building Corp	\$ 10,000	0.09%	\$ 8.26	\$ 15,000	0.13% \$ 1.90
Title II Grant Revenue	\$ 13,500	0.12%	\$ 11.16	\$ 4,700	0.04% \$ 0.60
Title IV Grant Revenue	\$ 2,500	0.02%	\$ 2.07	\$ -	0.00% \$ -
READ Act Grant Revenue	\$ 14,191	0.13%	\$ 11.73	\$ 9,000	0.08% \$ 1.14
CDE Expansion Grant Revenue	\$ -	0.00%	\$ -	\$ -	0.00% \$ -
Total Revenues	\$ 11,303,253	100.00%	\$ 9,340.14	\$ 11,722,544	100.00% \$ 1,486.71
op/Reimbursement/Txfr from Building Corp					
Total Revenues and Reserves	\$ 11,303,253			\$ 11,722,544	\$ 419,292
Expenditures					
Salaries Total	\$ 5,138,751	45.46%	\$ 4,246.27	\$ 5,360,941	45.73% \$ 679.90
Benefits Total	\$ 1,952,503	17.27%	\$ 1,613.40	\$ 2,075,855	17.71% \$ 1,623.08
Total Purchased Professional Services	\$ 46,595	0.41%	\$ 38.50	\$ 46,936	0.40% \$ 5.95
Total Facilities/Property	\$ 1,831,646	16.20%	\$ 1,513.53	\$ 2,078,760	17.73% \$ 263.56
Total Other Purchased Services	\$ 1,281,149	11.33%	\$ 1,058.64	\$ 1,267,375	10.81% \$ 160.74
Total Supplies	\$ 551,087	4.88%	\$ 455.38	\$ 474,348	4.05% \$ 60.16
Total Property/Equipment	\$ 166,263	1.47%	\$ 137.39	\$ 78,000	0.67% \$ 9.89
Total Other	\$ 146,100	1.29%	\$ 120.73	\$ 151,381	1.29% \$ 19.20
Total Expenditures	\$ 11,114,095	98.33%	\$ 9,183.84	\$ 11,533,594	98.39% \$ 2,142.58
Net Surplus/Deficit	\$ 189,158		\$ 156.31	\$ 188,950	\$ 419,500
Required Surplus for DS Coverage	\$ 154,340	\$ 34,818		\$ 180,024	\$ 8,926
General Fund Balance- Beginning	\$ 2,776,911			\$ 2,966,069	
Appropriation	\$ -			\$ -	
Net Surplus/Deficit	\$ 189,158			\$ 188,950	
Fund Balance- Ending	\$ 2,966,069			\$ 3,155,019	
## Ending Fund Balance Detail					
Unrestricted Fund Balance	\$ 2,682,069			\$ 2,863,019	
TABOR Reserves	\$ 284,000			\$ 292,001	
Total Projected Ending FB	\$ 2,966,069			\$ 3,155,019	
Total Revenues	\$ 11,303,253			\$ 11,722,544	
Total Expenditures less DS and one tim	\$ 9,570,692			\$ 9,733,351	
Net avail for Debt Service	\$ 1,732,561			\$ 1,989,193	
Projected Debt Service	\$ 1,543,403			\$ 1,800,243	
Net Surplus	\$ 189,158			\$ 188,950	
Bond Covenant Requirement to maintain 1.10 X debt service	\$ 1,697,743			\$ 1,980,268	
Actual Ratio	112.26%			110.50%	
Actual Surplus plus Debt Svc	\$ 1,732,561			\$ 1,989,193	
Diff Over/(under)	\$ 34,818			\$ 8,926	
Required Surplus to maintain DS coverage	\$ 154,340			\$ 180,024	

Windsor



CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS

PRESENTED BY



banking for good

NORTHERN COLORADO MARKET
CHRIS MELSON - ASSISTANT VICE PRESIDENT



November 28, 2018

Windsor Charter Academy
810 Automation Drive
Windsor, CO 80550

Dear Windsor Charter Academy:

Thank you for this opportunity to cultivate a relationship with Windsor Charter Academy. We offer outstanding customer service, convenient branch locations, and an account and product portfolio developed to meet your needs.

FirstBank has been providing full-service banking for over 55 years and has grown into a \$18 billion organization with over 110 locations. The key to our success is found in our ability to combine superior customer service; a friendly, small-bank feel; local, senior decision-making; and a forward-thinking, technologically proficient product-development center. We were founded on conservative, risk-averse banking principles and have maintained that approach through the years, allowing us to realize a strong financial position, even through difficult times. We are committed to continuing to use our strengths and experiences to offer services and solutions that are unmatched by other banks.

The enclosed presentation includes high-level information regarding our business products and services. We would be pleased to perform an analysis of your accounts in order to determine the best pricing structure to suit your needs. This analysis would include a clear comparison of fees between FirstBank and your current financial institution.

I look forward to further discussing these proposed solutions and building a relationship with Windsor Charter Academy. Thank you in advance for your time and consideration. Should you have questions regarding this information, please contact me directly at 970.350.5260.

Sincerely,

Chris Melson - Assistant Vice President
FirstBank Northern Colorado Market
1510 Main Street
Windsor, CO 80550
Chris.Melson@efirstbank.com



Combined Account Analysis

Volume	Product	Rate	Total
Account Activity Charges			
2	Monthly Maintenance Fee	\$ 12.00	\$ 24.00
120	Debits: Checks/Paper (Ledger)	\$ 0.20	\$ 24.00
20	Debits: ACH	\$ 0.15	\$ 3.00
20	Credits: Deposit Slips/Paper (Ledger)	\$ 0.30	\$ 6.00
90	Credits: ACH	\$ 0.20	\$ 18.00
50	Deposited Items: alle items included in a deposit	\$ 0.10	\$ 5.00
254	Deposited Items: returned unpaid (chargebacks)	\$ 12.00	\$ 24.00
1	Incoming Wires	\$ 10.00	\$ 10.00
Internet Cash Management (ICM) Service Charges			
1	ICM Base Fee	\$ 10.00	\$ 10.00
1	Combined Account Analysis	\$ 20.00	\$ 20.00

Total Service Charges	\$ 144.00
Less Earnings Credit (.25% on \$1,529,640.00)	\$ 314.31
Net Activity Charge after Earnings Credit	\$ 0.00

In this analysis scenario we used both a conservative volume and collected balance to reflect the Net Activity Charge.



Combined Account Analysis with Liquid Asset

Volume	Product	Rate	Total
Account Activity Charges			
2	Monthly Maintenance Fee	\$ 12.00	\$ 24.00
120	Debits: Checks/Paper (Ledger)	\$ 0.20	\$ 24.00
20	Debits: ACH	\$ 0.15	\$ 3.00
20	Credits: Deposit Slips/Paper (Ledger)	\$ 0.30	\$ 6.00
90	Credits: ACH	\$ 0.20	\$ 18.00
50	Deposited Items: all items included in a deposit	\$ 0.10	\$ 5.00
254	Deposited Items: returned unpaid (chargebacks)	\$ 12.00	\$ 24.00
1	Incoming Wires	\$ 10.00	\$ 10.00
Internet Cash Management (ICM) Service Charges			
1	ICM Base Fee	\$ 10.00	\$ 10.00
1	Combined Account Analysis	\$ 20.00	\$ 20.00

Total Service Charges	\$ 144.00
Less Earnings Credit (.25% on \$900,000.00)	\$184.93
Net Activity Charge after Earnings Credit	\$ 0.00

In this analysis scenario we used both a conservative volume and collected balance to reflect the Net Activity Charge. In this instance we calculated the Collected balance as if we moved \$700,000.00 into a FirstBank Liquid Asset savings account. As you can see, you are still paying \$0 in fees but would be earning \$9,508 in interest annually with FirstBanks current interest rates



About FirstBank - Stability, Strength, & Service



Headquartered in Lakewood, Colorado, FirstBank has been providing full service banking for 55 years. Since its initial bank charter was granted in 1963, FirstBank has grown into a highly successful organization with over 110 locations. We have more than 2,600 total officers and employees, and more than 100 of those officers and more than 744 of those employees have more than 10 years of experience with the company. We continue to provide our customers with innovative banking products, outstanding customer service, and local decision makers.

FirstBank is well-capitalized according to all regulatory guidelines. As of December 31, 2017, our total deposits were over \$15.8 billion and our total assets were over \$18 billion. We continue to experience solid growth in both assets and deposits. We do not originate, hold, or purchase subprime mortgage loans or securities. Continued focus on credit quality has enabled us to succeed in all economic cycles.

FirstBank serves over 600,000 customers across three states. We opened our doors to the residents of Palm Desert, California in 1985, and in 2007, expanded to Arizona. Today, Palm Desert, California has four locations and Arizona has 15 locations, with more branches planned. Our solid banking history and strong financial position enable us to meet the credit needs of customers and communities across several states. Please see us for all of your business banking needs.



Background and Customer Service Philosophy

FirstBank began in Lakewood, Colorado, in 1963, with a commitment to provide superior customer service and inspire employee loyalty. Our high level of commitment has been demonstrated by maintaining consistent ownership and management, growing organically, and investing in Colorado residents and businesses. While other institutions have purchased their way into the ever-growing Colorado market, at our employee-owned institution, we believe the well-being of the State of Colorado is vital to our success.

Other Banks have been purchased or sold, but we have remained consistent in name, ownership, and continuous growth!



We have become the second largest depository institution and largest locally owned bank in Colorado. We understand the importance of creating a customer experience that cannot be matched by other banks. Our mission to provide a small-bank feel combined with big-bank solutions inspires us to excel in the following areas:

Management

Our Officers are effective relationship managers and decision makers. They are local, accessible, and manage relationships with the support of technical and treasury management specialists. These empowered and united fronts ensure customers' needs are anticipated and addressed.

We believe reaching customers is not only a matter of providing convenient banking products and facilities, but also a commitment to employing reliable, responsive, empathetic, and skilled professionals who customize offerings to meet customers' needs.



Background and Customer Service Philosophy

Long-Term Vision

We are privately held. Most publicly-traded organizations must adhere to short-term public market demands. Our goal is to realize long-term success by consistently serving our customers and communities. Therefore, short-sighted strategies that have a negative impact on our customers are never employed.

Community Involvement and Contribution

We have been a community bank since our founding. Over the years, we have focused on consumer and business needs, offering a variety of banking products and services tailored to our customers. This same philosophy applies to our community service and charitable involvement. Since 2000, we have contributed more than \$57 million to charitable organizations in Colorado. In addition, we have devoted thousands of volunteer hours in the areas of education, affordable housing, and economic and community development.

Banking Solutions

Our product solutions are developed and supported by our Colorado-based employees. Unlike other banks that primarily rely on third parties to build and support their products, we use customers' wishes, needs, and ideas to build solutions that will serve them and enhance their organizations. Designing and developing our products and offering local support enables us to respond with efficient and effective resolutions.

Banking Access

We incorporate convenience in the design of banking services and placement of branch locations and ATMs. You may take advantage of our 24 Hour Telephone Banking, Online Services, and Treasury Management Departments, all located in Colorado and staffed with knowledgeable professionals. Our Online Banking products, developed in-house and with customer usability in mind, provide access to account information and support 24 hours a day. Desktop Teller is another Internet-based solution. It allows you to deposit checks into your business accounts using a special scanner and your PC, instead of visiting the bank. Desktop Teller extends the business day to 9:00 p.m. Mountain Time and helps you save the time and money it costs to transport deposits. Our network includes over 300 ATMs and over 110 branch and grocery store locations, all equipped with night depositories. In our continued goal to make banking convenient and funds accessible, we do not institute mid-day cut-off times on deposits. Additionally, our standard practice is to make deposited funds available to customers the next business day.



Business Continuity at FirstBank

FirstBank is committed to providing exceptional customer service. Our Business Continuity Program is centrally managed with employees specializing in developing, maintaining, and testing technical and business recovery plans, as well as managing crisis plans and teams for FirstBank. The Business Continuity Program, which follows all appropriate FFIEC guidelines, is also regularly reviewed by federal and state examiners.

The BC Program has three areas of focus: Crisis Management, Business Continuity Management, and IT Disaster Recovery:

Crisis Management focuses on unplanned incidents that threaten life, property, operations or the FirstBank brand. A critical part of managing a crisis is communicating incidents properly with our customers, employees, and vendors.

Business Continuity Management focuses on identifying potential threats and provides a framework for effective responses that safeguard the interests of our customers, employees and stakeholders.

IT Disaster Recovery focuses on the recovery of systems and applications. Data Center recoverability strategies, systems and applications are evaluated and updated continuously.

The Business Continuity Program is designed to:

- Identify and analyze risks.
- Create and maintain business continuity plans.
- Develop, maintain and test IT Disaster Recovery.
- Update and exercise the Crisis Management Plan.
- Train and exercise plans for employees.

Identify and Analyze Risks

The Business Impact Analysis (BIA) is conducted annually to identify and prioritize business processes into tiered levels.

The tiers identify which processes are the most critical to the operations of FirstBank. Several other risk assessments are updated annually, including Natural and Man-Made Hazards, Security and Fraud Risks, and Reputation.



Business Continuity at FirstBank

Create and Maintain Business Continuity Plans

Business Continuity Plans include critical safety procedures and checklists necessary to respond to incidents. Updated quarterly, these plans are structured according to risk assessments, the BIA, and key business priorities. They are designed to ensure:

- The safety of customers, employees, visitors and vendors.
- The safeguarding of property and equipment.
- Business continuance.
- Timely restoration of services.
- Protection of FirstBank's reputation and brand.
- The mitigation of financial impacts.

Develop, Maintain and Test IT Disaster Recovery

FirstBank maintains a secondary data center in a different state than its primary data center, and we replicate data from the primary to the secondary data center on a continuous basis. Disaster Recovery testing of applications and services is conducted at least once per year. Ongoing updates are made to the Disaster Recovery procedures as new services are released. We have workspace facilities for use by critical FirstBank staff in the event the primary facilities are not available.

Update and Exercise the Crisis Management Plan

Incidents are funneled through a 24/7/365 monitoring center and controlled by an Incident Command Center. The Incident Command Center ensures that detailed communication between incident teams, employees, customers, and vendors happens in a timely manner. For major incidents, the Incident Management Team will make decisions best suited for the situation using the pre-established Business Continuity plans. For external communication such as our FirstBank webpage, Facebook, and other social media, FirstBank has a detailed Crisis Communication Plan.

Training and Exercise

A wide variety of incident training exercises are used at FirstBank. Each exercise is analyzed for opportunities to improve the Business Continuity Program.

Training includes:

- New employee training
- Security Officer training
- New Officer training
- Supervisor training at each branch
- Annual incident exercise within each market and department
- Annual incident exercise for the Incident Management Team



Fraud Prevention Guide

Fraud Types

Recognizing different types of fraud can leave you better equipped to prevent it from happening

Check Fraud

Check fraud is a rampant and serious issue. Check altering continues to be the number one way to perform check fraud. Often times, thieves steal checks and alter them for monetary gain.

Account Takeover

Corporate account takeover is a type of fraud where thieves gain access to a business' finances to make unauthorized transactions, including transferring funds from the company, creating and adding new fake employees to payroll, and stealing sensitive customer information that may not be recoverable.

Impostor Fraud

Closely tied to account takeover, fraudsters steal contact information and act as individuals you know and trust in order to request payments or change payment instructions. This can be accomplished through email compromise, phishing, vishing, and smishing.

Fraud Prevention

There are many actions you can take to reduce the likelihood of fraud. Here's how you can get started.

FirstBank Tools

The Positive Pay service offers quick detection of fraudulent checks that are resented against account(s), allowing you to return them prior to final payment.

Setting up alerts through your online services will allow for improved monitoring of your account activity.

Operational Controls

There are ways to reduce the risk of fraud including:

Internal Controls

Create processes to ensure that all requests are valid and are verified.

Internal Controls

Create processes to ensure that all requests are valid and are verified.

Device Security

Always make sure the devices you use for banking are secure and regularly updated.

Look Carefully

Watch for suspicious email or website links, as they may try to install malware on your computer.



Fraud Prevention Guide

Self-Evaluation

Perform monthly, quarterly, semi-annual, and annual reviews on internal users and their account activity. Educate employees on best practices for fraud prevention.

FirstBank Resources

We're here to help! Below are a few of our fraud prevention solutions

Security Forum

FirstBank holds several security forums a year to address growing trends in fraud and steps to prevent fraud. Learn more about these fraud types and ways to better equip your business by attending our semi-annual forum. Contact us at (303)235-1378 or (855)426-1500, option 5 to learn more.

Treasury Management Department

The Treasury Management department is available Monday-Friday, 7AM-6PM to answer and questions you many have about fraud or other business issues. We can be reached at (303)235-1378 or (855)426-1500, option 5.

24 Hour Department

Outside of regular business hours, our 24 Hour department can be reached at (303)257-5000 or (800)964-3444

Branch Contact

For additional questions, please visit any of our locations. To find a branch near you, visit us at efirstbank.com.



Business Checking and Savings Accounts

Business Checking

FirstBank's Business Checking Accounts have no minimum balance requirement, a \$12 monthly maintenance fee, and no activity charges, provided you have fewer than 150 items per month. Items include all ACH debits and credits, paper debits and credits, and deposited items. The monthly maintenance fee can be waived by: (1) Maintaining a daily balance of \$1,000 or higher or (2) Maintaining \$20,000 in combined average balances for the same legal entity and cannot be combined with any other personal or business entity accounts.

Business Analyzed Checking (Greater than 150 Items)

FirstBank's Business Analyzed Checking Account, with more than 150 items a month, has no minimum daily balance but does incur activity charges. We provide a monthly account analysis statement detailing the per-item costs associated with this account. This account can take advantage of an earnings credit, based on your average monthly collected balance, to offset monthly charges.

Business Money Market Checking

FirstBank's interest-bearing Business Money Market Checking Account is available to any business. We provide a monthly account analysis statement detailing the per-item costs associated with this account.

Business Money Market Savings

FirstBank's Business Money Market Savings Account, with limited check writing capability, features competitive money market rates and unlimited in-person transactions. Within each statement cycle, you are allowed a total of six checks or electronic transactions (i.e., telephone transfers, Internet transfers, and/or pre-authorized withdrawals).

Business Liquid Asset

FirstBank's Business Liquid Asset Account, with limited check writing capability, takes advantage of high-yield interest rates competitive with Money Market Mutual Funds. In-person transactions are unlimited; however, within each statement cycle, you are allowed a total of six checks or electronic transactions (i.e., telephone transfers, Internet transfers, and/or pre-authorized withdrawals).

Business Regular Savings

FirstBank's Regular Business Savings Account is available to all types of businesses. It features a low minimum balance, allows unlimited in-person transactions, and earns a competitive rate.



Business Visa Credit Card

FirstBank's Visa Business Credit Card can help you manage business expenses and is designed to meet the needs of large and small businesses.



Simplify Purchases

- Pay for travel-related expenses such as car rental, hotel, entertainment and restaurant charges
- Make inventory and equipment purchases without having to establish credit with suppliers
- Control and track expenses.

Control Spending with Preset Limits

By setting a limit for each employee cardholder, you can control card usage and keep your expenses within budget.

Receive Management Reports

Reports include: Cardholder Spending Analysis, Annual Company Recaps, Transaction Activity by major merchant types (i.e. restaurants, airlines, etc.) and more. Examples of management reports are available upon request.

Enjoy ATM Access

Use your FirstBank Visa Credit Card at ATMs displaying our Cirrus logo or Visa logo throughout the U.S. and around the world.

Spend More...Earn More

Our tiered cash-back program offers higher rewards based on your annual purchases.

Spending Tier	Cash Back Rewards
\$0 - \$39,999.99	1.00%
\$40,000 - \$999,999.99	1.25%
\$1,000,000 - \$4,999,999.99	1.50%
\$5,000,000 and above	1.75%



Online Business Credit Card Management

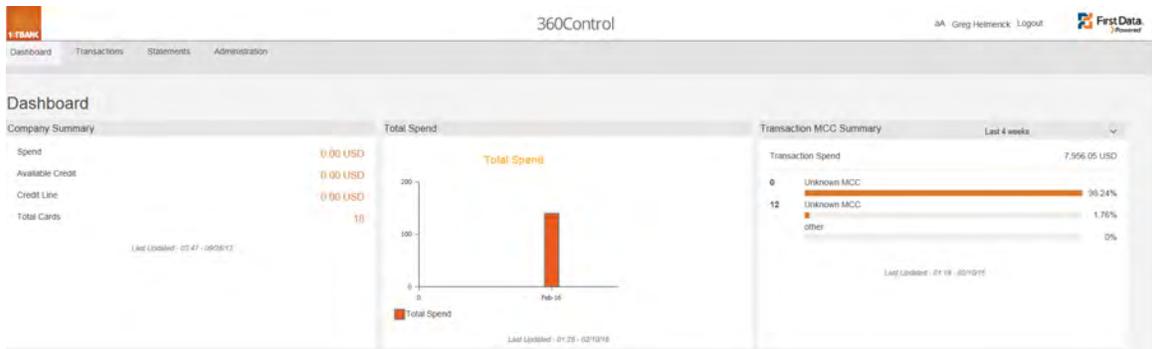
FirstBank offers a free online business credit card management tool called 360Control. This is a powerful resource designed to help you manage your FirstBank Business Credit Cards through a convenient online portal. With 360Control, you will enjoy complete card-management flexibility. 360Control allows you to assign administrative or user-level permissions to your employees, giving you multiple options for controlling access and functionality.

Administrator Functions

- Manage online access for cardholders and users
- Schedule one-time or recurring payments
- Adjust cardholder limits
- Request new cards for employees
- Close, suspend, or re-open individual cardholder accounts
- Adjust individual credit limits
- Add individual cardholder accounts
- Assign Cost Allocation Codes to transactions
- Make payments

Administrator and User Functions

- View transactions
- View statements
- Dispute transactions
- Request a replacement card
- Attach scanned images of receipts
- Print activity for each billing cycle
- View pending transaction data



The screenshot shows the 'Transactions' page in 360Control. It includes a table with the following columns: TRANSACTION DATE, POST DATE, CARDHOLDER, CARD, MERCHANT, BILLING AMOUNT, TRANSACTION STATUS, NET AMOUNT, ORIGINAL AMOUNT, DISCOUNT, VAT AMOUNT, VAT RATE, and VAT C. The table lists several transactions, including finance charges, late fees, and payments.

TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	VAT AMOUNT	VAT RATE	VAT C
08/02/13	08/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	13.65 usd		13.65 usd	13.65 usd	0.00 usd	0.00 usd	0.00%	
09/02/13	09/02/13	360CONTROL DEMO COMPANY	*****0105	late fee	25.00 usd		25.00 usd	25.00 usd	0.00 usd	0.00 usd	0.00%	
09/02/13	09/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	13.65 usd		13.65 usd	13.65 usd	0.00 usd	0.00 usd	0.00%	
10/02/13	10/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	13.65 usd		13.65 usd	13.65 usd	0.00 usd	0.00 usd	0.00%	
10/22/13	10/22/13	360CONTROL DEMO COMPANY	*****0105	payment - thank you	-1,146.95 usd		-1,146.95 usd	-1,146.95 usd	0.00 usd	0.00 usd	0.00%	
11/05/13	11/05/13	360CONTROL DEMO COMPANY	*****0105	payment - thank you	-5.00 usd		-5.00 usd	-5.00 usd	0.00 usd	0.00 usd	0.00%	
12/02/13	12/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	45.99 usd		45.99 usd	45.99 usd	0.00 usd	0.00 usd	0.00%	
12/10/13	12/10/13	360CONTROL DEMO COMPANY	*****0105	payment - thank you	-100.00 usd		-100.00 usd	-100.00 usd	0.00 usd	0.00 usd	0.00%	
01/02/14	01/02/14	360CONTROL DEMO COMPANY	*****0105	late fee	25.00 usd		25.00 usd	25.00 usd	0.00 usd	0.00 usd	0.00%	
01/02/14	01/02/14	360CONTROL DEMO COMPANY	*****0105	finance charge	45.46 usd		45.46 usd	45.46 usd	0.00 usd	0.00 usd	0.00%	





Internet Cash Management

FirstBank's Internet Cash Management solution enables businesses to monitor and manage their FirstBank business accounts conveniently, effectively, and securely using a computer and the Internet. Internet Cash Management is user-friendly and offers the capability to set different access and permission levels for each user, and create account and activity reports.

Account Management

The Account Management Service allows the user to:

- View and print images of cleared checks
- View and print detailed account activity on FirstBank business accounts
- Account activity includes deposits, cleared checks, and check card transactions
- View, print, and save business account statements
- Search for specific transactions or ranges of transactions
- Establish email notifications when FirstBank business account balances go above or below a customer-determined dollar amount
- Download account activity using tab-delimited, comma-delimited, or BAI file formats

The screenshot displays the FirstBank Internet Cash Management interface. At the top, there is a navigation bar with links for 'My Profile', 'Administration', 'Contact Us', and 'Glossary', along with a 'Log Off' button. Below this is a secondary navigation bar with tabs for 'Home', 'Accounts', 'Bill Pay', 'Wires', 'ACH', and 'Reports'. Underneath, there are links for 'Information', 'Transfers', 'Downloads', 'eStatements', 'Balance Notifications', and 'Positive Pay'. The main content area is titled 'Account Summary' and includes a link to 'Customize List of Accounts' and a 'Printable Version' button. The interface is divided into two sections: 'Deposit Accounts (as of 12/05/05)' and 'Loan Accounts (as of 12/05/05)'. Each section contains a table with columns for 'Account Name', 'Account Number', 'Current Balance', and 'Available Balance'.

Account Name	Account Number	Current Balance	Available Balance
Checking	1234567891	\$10,345.67	\$10,345.67
Money Market Checking	1234534891	\$5,876.54	\$5,876.54
Savings	9876543254	\$34,567.98	\$34,567.98
Savings- Special	1234567891	\$10,345.67	\$10,345.67

Account Name	Account Number	Current Balance	Available Balance
Cash Reserve	348763542	\$0.00	\$5,000.00
Loan	1234567891	\$10,345.67	\$10,345.67
Line of Credit	9876543254	\$34,567.98	\$34,567.98



Community Service Report

FirstBank has been a community bank since our founding in Lakewood, Colorado, in 1963. Today, we have over 120 branches located throughout Colorado, Arizona and California.

Over the years, FirstBank has focused on consumer and small business needs, offering a variety of banking products and services tailored to our customers. This same philosophy applies to our community service and charitable involvement.

Charitable Giving

Since 2000, FirstBank has contributed more than \$57 million to charitable organizations in Colorado. In 2016, we contributed over \$4 million. Junior Achievement, YMCA, United Way and Community First Foundation are just a few of the many organizations receiving financial and volunteer support from FirstBank and our employees.

Employee Volunteer Programs

All FirstBank employees are encouraged to volunteer with the non-profit organizations of their choice.

Affordable Housing

In addition to stimulating the economies we serve through increased commercial lending and serving on many chambers of commerce, FirstBank has participated in many local affordable housing programs over the past decade.

Scholarship Programs

FirstBank and its officers fund the FirstBank Colorado Scholars program. This \$2.5 million endowment now provides scholarships exceeding \$122,000 per year at several universities, including the University of Colorado campuses among others. Since its inception, nearly 369 students have received more than \$1.8 million in financial aid through this endowment. FirstBank officers also fund the CSU Alumni Endowment Fund which has raised over \$415,000 in gifts.

Education Foundations

FirstBank also supports numerous local school districts and education foundations throughout Colorado.

Colorado Leadership Alliance

FirstBank helped establish and currently supports leadership education at eight major universities in Colorado. Students are selected for participation based on their high school academic and community service records.

Employee Educational Assistance

Company wide, we offer financial aid to employees and their children. FirstBank employees and their children have received thousands of dollars in educational assistance through this program.

Economic Development

FirstBank is active in economic development activities in all our market areas and supports our local Chambers of Commerce.



Thank You

FirstBank knows that you have many choices when it comes to choosing a bank. Other banks offer packaged solutions that may not fit all customers. FirstBank works directly with our customers to fully understand their needs and then builds packages to meet those needs. In this proposal, we have recommended multiple cash-management services that may benefit Windsor Charter Academy. We look forward to the opportunity to build a suite of services tailored specifically for you.

FirstBank sincerely appreciates your interest in our banking services. We strongly believe that our local roots, unparalleled customer service, and dedication to finding solutions that will help you focus on your organization—rather than your banking—would make us ideal partners.



Commercial Fee Schedule

Special Services

The bank will determine on a customer-by-customer basis the cost of any services requested or required by the customer that are in addition to the normal services provided for the type of account

ATM/Debit Card Fees

ATM Fee (FirstBank ATM)	Free
ATM Fee (Non-FirstBank ATM)	\$2.50 (ATM owner may charge additional fee)
FirstBank ATM/Visa Debit Card (per cardholder)	\$2.00 / card/ month

Overdraft Information & Fees

Non-Sufficient Funds Item Paid	\$34.00
Non-Sufficient Funds Item Returned	\$34.00
Maximum Number of Non-Sufficient Items per Business Day	5
Daily Overdraft Fee	\$5.00/business day charged after the 5th business day (retroactive to 1st day account was overdrawn)
Overdraft Fee Threshold	Charges less than \$5.00 will not incur Non-Sufficient Funds Item fee
Cash Reserve/Overdraft Protection	\$20.00 / year

FirstBank customers have several choices to help manage their accounts and avoid overdrafts. Please contact us at 1-800-964-3444 if you no longer want us to pay items that may overdraw your account. Customers can apply for a Cash Reserve, which is a line of credit that can be used for overdraft protection. In addition, Online Banking customers can enroll for free text message and email account balance alerts to receive notification of a low account balance. To enroll visit efirstbank.com. For Consumer accounts, you can link a Regular Savings account to your FirstBank checking account for overdraft protection. Funds may be automatically transferred from one account to another whenever you do not have adequate funds to pay checks or other debit items which are presented. Certain restrictions apply.

Internet Banking

Banking Information Only	\$10.00 / month Free with eStatements
Electronic Bill Payment	\$5.00 / month / authorized user
P2P Transfer	Free



Commercial Fee Schedule

Processing Policy

Posting Order (The order in which deposits and withdrawals are processed)

We process our transactions at the end of the business day in the following order:

- 1) Deposits
- 2) Wire Transfers, telephone transfers
- 3) ATM/Visa Debit Card transactions (chronologically)
- 4) Electronic Bill Payments
- 5) ACH (largest to smallest)
- 6) Checks (check number order)
- 7) All other items

Funds Availability Policy (When funds deposited into your account are available)

* Direct deposits, cash deposits, wire transfers available on the same business day

* General policy is to have up to \$500.00 of deposited checks available on the same business day; the rest of your deposit available on the next business day

*ATM and night drop deposits are treated the same as our general policy but have individual cut-off times

* If we delay the availability of funds, we will notify you and funds will generally be available no later than the 7th business day after the day of your deposit

Collection Items

Envelope Draft or Other Item Requiring Special Handling

\$15.00 (mail registration fees may also apply)

Foreign Collection Fee

\$75.00

Incoming and Outgoing Routine Collection Item

\$30.00 (routine items include checks, drafts, and coupons)

Desktop Teller

Desktop Teller Service (View Only)

Free

Desktop Teller Service (Medium-Speed Scanner)

\$55.00 / month

Desktop Teller Service (High-Speed Scanner)

\$75.00 / month

Desktop Teller Service (Customer's Scanner - Any Speed)

\$55.00 / month



Commercial Fee Schedule

Foreign Currency / Drafts / Checks

Conversion of Currency / Drafts / Checks	\$10.00 (collection or special handling fees may apply)
Purchasing Currency (Per Order)	\$20.00
Purchasing Draft (Per Draft)	\$30.00

Inactivity Fee

Checking Account	\$10.00 / month
Savings Account	\$20.00 / quarter

Internet Cash Management

Internet Cash Management Service - ICM Base Fee	\$10.00 / month per entity
ACH	\$30.00 / month & \$0.20 / transaction
Account Management	\$35.00 / month OR free with eStatements
Electronic Bill Payment	\$25.00 / month
Outgoing Wire - Domestic	\$25.00 / month & \$15.00 / wire
Outgoing Wire - Foreign	\$25.00 / month & \$30.00 / wire
Positive Pay	\$25.00 / month
Positive Pay Payee Name Matching	\$0.05 / check

Note: All monthly fees are per Tax ID Number

Statements with Item Images

Accounts with 1 to 150 items (includes Non-Profits)	\$2.00
Accounts with greater than 150 items (includes Non-Profits)	\$5.00
Club & Association Account	\$2.00
Money Market Checking Account	\$5.00

Wire Fees

Incoming Wire (Domestic or Foreign)	\$10.00
Outgoing Wire - Domestic	\$30.00
Outgoing Wire - Foreign	\$45.00
Outgoing Wire - Telephone Exception - Domestic	\$45.00
Outgoing Wire - Telephone Exception - Foreign	\$65.00



Commercial Fee Schedule

Additional Charges

Balancing Checkbook	\$25.00 / hour
Business Deposit Lock Bag	\$25.00
Cashier's Check	\$8.00
Check Cashing for Non-Customers	\$5.00 / Non-Customer
Check Printing	Prices vary by style and quantity
Copy of Check / Deposited Item	\$1.00
Copy of Visa Debit Card and Visa/MC Credit Card Sales Draft	\$5.00 (3 free per year)
Deposit at FirstBank ATM	\$1.00
Deposited Item Returned Unpaid	\$12.00*
Excess Cash/Coin Deposited (more than \$5,000)	0.10%
Filmwork	\$1.00 / copy & \$25.00 / hour
FirstBank Visa Debit Card Cash Advance Transaction	\$2.00 (at Non-FirstBank locations)
Garnishment, Levy, Subpoena (Not Including Filmwork)	\$150.00
Interim Statement	\$2.00
Interim Statement with Item Images	\$2.00 & \$35.00 / hour
International FirstBank Visa Debit Card / ATM Transaction	2.00% of US dollar transaction amount
Money Order	\$5.00
Non-Preprinted/Non-Machine-Readable Form	\$1.00 (first 5 free per statement cycle)
Notary Service for Non-Customers	\$5.00
Notification of Post-Dated Check	\$30.00
Replace Lost or Stolen ATM/Visa Debit Card	Free
Replace Lost or Stolen Visa/MC Credit Card	Free
Stop Payment - 6 Months	\$30.00
Stop Payment - 12 Months	\$45.00
Sweep Account Service	\$100.00 / month
Undeliverable Mail	\$5.00
Verification of Deposit	\$15.00

Dispute Resolution

If you have questions, please visit a FirstBank location or call us at 1-800-964-3444. Please refer to the Deposit Account Agreement for further detailed information governing our checking accounts.