

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

June Regular Session
June 17, 2021

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

June 17, 2021
Regular Session @ 6:00 p.m.

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE AUGUST 2021 REGULAR SESSION

**Executive Board Minutes
June 17, 2021**

1.0 Opening of the Meeting

1.1 Call to Order

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

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board Vice-President

Donna James, Executive Board Treasurer

Elaine Hungenberg, Executive Board Secretary

Jenny Ojala, Executive Board Member

Carolyn Mader, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

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

1.6 Adoption of the Minutes

A motion to approve the minutes for the May 27, 2021 Regular Session was made by Carolyn Mader and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

A remote message was shared from 1 anonymous parent during citizen communication at the Executive Board Regular Session. The parent spoke against Critical Race Theory being taught in our schools and relayed a classroom experience that had happened during the school year that supported Critical Race Theory.

3.0 Reports

3.1 Executive Director's Report

End-of-Year Report

As the school year comes to a close, it's helpful to reflect on the many celebrations that have occurred over the course of the year. The following is important data:

- Parents were satisfied with the quality of education that their children received.
 - ES: 97%
 - MS: 94%
 - HS: 94%
- Parents felt that our schools were a safe place to learn.
 - ES: 97%
 - MS: 96%
 - HS: 92%
- 100% of high school senior students graduated with a high school degree.
- 82% of graduates passed at least one college course.
- 42% of graduates completed the requirements for an associate degree.
- Many of WCA teachers have master's degrees, preparing them to be highly-skilled educators.
 - ES: 39%
 - MS: 48%
 - HS: 60%
- Most of WCA teachers have taught for 3 or more years.
 - ES: 72%

- MS: 76%
- HS: 76%
- There was a high percentage of teacher retention.
 - ES: 95%
 - MS: 95%
 - HS: 87%
 - Of the 84 teachers at WCA schools, teacher attrition occurred for the following reasons:
 - 4 teachers were non-renewed.
 - 1 teacher resigned to return to school for a graduate degree.
 - 1 teacher resigned for personal reasons, but will stay on as a substitute teacher with greater flexibility.
- To support teachers in refining instructional skills, our instructional coaches worked with teachers throughout the school year.
 - Elementary School Data
 - *Quantitative Data*
 - 90% of the teachers participated in formal coaching cycles.
 - 100% of K-3 teachers and interventionists participated in coaching cycles focused on scientifically-based reading instruction.
 - 100% of teachers received informal coaching (i.e. consulting, drop-ins with feedback).
 - 3 book studies were offered to K-12 teachers and 35 teachers participated.
 - 93% of teachers believed that instructional coaching highly impacted their professional growth.
 - 92% of teachers agreed that the feedback provided from the Instructional Coach was valuable and impacted their teaching practices.
 - *Qualitative Data: Instructional Coach Survey Comments*
 - As a 9th year teacher, I am so proud to say that there is always something I take away from professional development offered by the Instructional Coach and coaching sessions! I can only imagine that new teachers would rank her sessions as very impactful!!
 - I learned a lot from having the Instructional Coach model lessons in my classroom or watching me teach lessons and providing me with feedback on things I was doing well and ways that I could improve. She was also great in helping me brainstorm ideas about how to best meet the needs of specific students in my classroom.
 - Instructional coaching is a great experience to be reflective and set reachable goals and feel accomplished at the end of the coaching cycle.
 - Middle and High School Data
 - *Quantitative Data*
 - 83% of HS/MS teachers participated in coaching cycles.
 - 141 total coaching cycles were completed.

- 100% of teachers received informal coaching (i.e. consulting, drop-ins with feedback).
- 3 book studies were offered to K-12 teachers and 35 teachers participated.
- 88% of teachers believed that instructional coaching impacted their professional growth.
- 93% of teachers strongly agreed that the feedback provided from the Instructional Coach was valuable and impacted their teaching practices.
- *Qualitative Data: Instructional Coach Survey Comments*
 - I learned SO much through instructional coaching. I was overwhelmed at first by the many tasks required of a teacher, but coaching enabled me to focus on important aspects of instruction. I learned so many strategies that made a tremendous difference in my class.
 - It was great talking things through with the Instructional Coach. Especially being new to the school, she was helpful in pointing me in the right direction and assisting with expectations.
 - Instructional Coaching was an awesome, non-evaluative experience all year long. I didn't know what to expect but I came to really look forward to having the Instructional Coach come in each time to observe, gather data, then let me reflect on what trends I saw and help to set a meaningful goal. It was highly beneficial!
- School leaders have made goals for next year. Professional development, professional goals, and professional learning communities will align all work to support these goals for the 2021-2022 school year.

	Goal #1	Goal #2	Goal #3
Elementary School	ELA Academic Achievement ≥ 90th Percentile	Math Academic Achievement ≥ 85th Percentile	Math Academic Growth ≥ 50th Percentile
Middle School	ELA Academic Growth ≥ 56th Percentile	Math Academic Growth ≥ 45th Percentile	Student to Student Respect ≥ 57%
High School	Students That Drop Out < 0.5%	ELA Academic Achievement ≥ 514.6 for PSAT ≥ 514.1 for SAT	Math Academic Achievement ≥ 486.3 for PSAT ≥ 525.3 for SAT

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location

August 4 th	9:00 a.m.	Back-to-School Kickoff	HS Gymnasium
August 26 th	6:00 p.m.	Executive Board Regular Session	HS Commons

4.0 Items for Information

4.1 Bond Advocacy Support

5.0 Items for Action

5.1 2020-2021 Supplemental Budget

A motion was made to approve the 2020-2021 supplemental budget by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.2 New Teacher Salary Placement Matrix

A motion was made to approve the New Teacher Salary Placement Matrix by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

For items 5.3 to 5.5, the Executive Board reviewed various job line items to understand the rationale for salary ranges.

5.3 Classified Exempt Salary Schedule

A motion was made to approve the Classified Exempt Salary Schedule by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.4 Classified Hourly Salary Schedule

A motion was made to approve the Classified Hourly Salary Schedule by Carolyn Mader and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

Donna James, Board member, left the meeting.

5.5 Leadership Salary Schedule

A motion was made to approve the Leadership Hourly Salary Schedule, with an amended schedule that included a range for school nurse of \$59,200 to \$96,200 by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following:

Hungenberg, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.6 Start and End Times for School Days

No motion was made. The school start and end times will remain the same as in past years for the upcoming school year. The Board discussed advantages and disadvantages of the proposed ten-minute earlier start time.

5.7 Bylaw Revisions

A motion was made to table Bylaws discussions by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

- 6.1.A Appointments
 - 6.1.A.1 Yolanda Mendoza: Facilities Staff
 - 6.1.A.2 Heather Roys: Substitute Teacher
- 6.1.B Terminations/Resignations
 - 6.1.B.1 Stacie Kelly: MS Paraprofessional
 - 6.1.B.2 Anthony Ugarte: Facilities Staff
 - 6.1.B.3 Justin Rice: HS Boys Basketball Assistant Coach

6.2 Job Description

- 6.2.A Athletic Coach

6.3 First Read Policies

- 6.3.A Policy GCBA New Teacher Salary Placement
- 6.3.B Policy IK Grading

6.4 Second Read Policies

- 6.4.A Policy BGC Policy Appraisal
- 6.4.B Policy BDB Executive Board Officers

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

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

There was an Executive Session at the June 2021 Executive Board meeting. Carolyn Mader made a motion to go into Executive Session and Jenny Ojala seconded the motion based on the following:

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

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

The Executive Board was entered an Executive Session at 9:13 p.m. The Executive Board exited Executive Session at 9:37 p.m.

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

1. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
2. Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
3. 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)
4. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
5. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
6. 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)
7. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
8. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

10.0 Adjournment

A motion to adjourn the June 17, 2021 Regular Session was made by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 9:38 p.m.



Appendix

1.0 May 2021 Executive Board Regular Session Minutes

1.1 Call to Order

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

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

The motion was made to approve the May 2022 Regular Session agenda by Donna James and seconded by Carolyn Mader. Donna James amended the motion to include adding the May Special Session minutes to 1.6. Jenny Ojala seconded the motion. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

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

2.0 Citizen Communication

There was 1 community member, Aaron Smith, that spoke during citizen communication at the Executive Board Regular Session. He shared his thoughts on areas of improvement for the next Executive Board election to increase voter engagement. He shared that some parents shared that they didn't receive an email about the election, their email was in their spam folder, or that they didn't have the time to vote.

3.0 Reports

3.1 Executive Director's Report

System-Wide Work

Induction Program

As the year comes to a close, so does our 20-21 Induction Program. The program assists new educators in transitioning to the culture, expectations, and Core Knowledge and early college curricula at Windsor Charter Academy. The program strengthens the educator's understanding of the Colorado Academic Standards, research-based instructional practices, and the teacher quality standards. This year, the Instructional Coaches and assigned mentors supported 20 educators with an initial licensure and 9 highly-qualified teachers with opportunities for professional development and coaching to promote teacher effectiveness and foster a positive classroom environment.

Elementary School

End-of-Year Celebrations

The end of the year is a busy time in schools. We are so thankful that we were able to continue with the many traditions that we hold near and dear to our hearts! The elementary school students celebrated the accomplishments of graduating seniors as the class of 2021 paraded through our halls. Our 5th grade students were welcomed by middle school students during the annual school-wide assembly. Parents were invited to Field Day which marked the first school-wide event that included families this year. Our 5th grade students were able to gather together for Fifth Grade Continuation. Families cheered students on during the car parade. Students were able to meet their teachers for the 2021-2022 school year.

Middle School

End-of-Year Celebrations

The middle school has been actively engaged in a wide range of end-of-the-year celebrations. The National Junior Honor Society inducted 30 new members to the Phoenix Chapter. The middle school celebrated "Career Week." During advisory, students participated in mini-lessons on careers. Our middle school spring athletics teams have had successful seasons.

High School

End-of-Year Celebrations

For the first time ever, the high school hosted internship interviews. Students had the opportunity to interview with local companies for internships in areas that they were interested in. This time of year is always bittersweet. A beautiful graduation ceremony celebrated all 58 senior graduates. Lastly, Michael Pientka, received the Colorado School of Mines Medal of Achievement in Math and Science. This honor is given to 11th grade students from across the United States who have demonstrated a high level of learning and achievement in the math and science areas

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
June 10 th	5:30 p.m.	Executive Board Retreat	HS Commons
June 17 th	6:00 p.m.	Executive Board Regular Session	HS Commons
August 4 th	9:00 a.m.	Back-to-School Kickoff	HS Gymnasium

3.2 Executive Board Reports

4.0 Items for Information

4.3 Executive Board Election

Sherry Bartmann, Board liaison, gave statistics on the 2021 Executive Board elections. 1563 parents and guardians received a unique link to vote, based on emails listed in Infinite Campus. After the original email to parents and guardians, five more emails were sent to parents that hadn't voted, reminding them to vote. 998 parents opened their email, but only 288 voted. 520 parents never opened their email. 20 parents had their email bounce back because their mail boxes were full, and 25 parents opted out in Survey Monkey and did not receive an invitation to vote. It took less than 1 minute to vote.

The Election Committee met to review its process and brought forward recommendations for the Executive Board to consider that included more marketing about the elections for 2022.

5.0 Items for Action

5.1 Elementary School Principal Appointment

5.2 Elementary School Assistant Principal Appointment

5.3 Elementary School Dean of Students Appointment

The Executive Director summarized the interview process for the elementary school leadership. The committee that interviewed for the elementary school principal included 8 teachers, 2 parents, and the Executive Director. The interview committee for the assistant principal and dean of students consisted of 4 teachers and the Executive Director. The new leadership team will participate in yearlong professional development to prepare them for their new positions.

A motion was made to approve 5.1 Jessica Wilson as the new elementary principal; 5.2 Terra Moore as the assistant principal; and 5.3 Chrissy Jones as dean of students by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.4 2020-2021 Supplemental Budget

The Executive Board had further questions on the supplemental budget. A motion was made to table the 2020-2021 supplemental budget by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

Donna James left the Regular Session at 8:16 p.m.

5.5 New Teacher Salary Placement

While the Executive Board was happy with the recommendation of a new teacher salary placement matrix that started 1st year teachers with a bachelor degree at 90% of the District's salary schedule (a strategic plan goal), the Board asked to have additional work on the matrix that included additional years for placement (up to 10 years) and step % increase that was greater than 2%. A motion was made to table the New Teacher Salary Placement matrix by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.6 Moral Obligation Refinance Process Authorization

A motion was made to authorize Windsor Charter Academy to apply for the moral obligation program by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.7 Bylaw Revisions

A motion was made to table revisions on the Bylaws by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

6.1.1 Terminations/Resignations

- 6.1.1.1 Annie Birgenheier: Food Service Substitute Worker
- 6.1.1.2 Lee Birgenheier: Food Service Substitute Worker
- 6.1.1.3 Ryan Koehler: HS Cross Country Coach
- 6.1.1.4 Alithea Mooney: Food Service Substitute Worker

6.2 First Read Policies

- 6.2.1** Policy BGC Policy Appraisal
- 6.2.2** Policy BDB Executive Board Officers

6.3 Second Read Policies

- 6.3.1** Policy ADF School Wellness
- 6.3.2** Policy ADF-R School Wellness—Regulation
- 6.3.3** Policy EHC Safeguarding Personal Identifying Information

6.4 Bids

- 6.4.1** Outdoor Walk-in Freezer for Food Services
- 6.4.2** Loading Ramp Expansion

6.5 Job Descriptions

- 6.5.1 Athletic Director
- 6.5.2 Site Kitchen Manager
- 6.5.3 Multi-Site Food Services Manager

6.6 Financials

- 6.6.1** April Financials

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

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

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

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

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)

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

The Executive Board entered the Executive Session at 8:57 p.m. The Executive Board exited Executive Session at 10:39 p.m.

10.0 Adjournment

Carolyn Mader made a motion to adjourn the May 2021 Regular Session and Elaine Hungenberg seconded the motion. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 10:39 p.m.



2.0 2020-2021 Supplemental Budget

Supplemental Budget 2021-2022

The CO Financial Policies and Procedures committee sets guidelines for both Districts and Charter School budgeting practices. State statute outlines that a budget may be amended before January 31st of each year and that if additional funding is received, a board may adopt a "supplemental budget" where expenditures may not exceed the amount of additional revenue received, to be adopted by June 30th of each year.

WCA was awarded ESSER II funds in March of 2021, as well as ESSER III funds in late April. WCA followed FPP guidelines, bringing a supplemental budget to the Board before June 30th of 2020, in order to reflect the revenue and expenditures that would be used.

ESSER (Elementary and Secondary School Emergency Relief) funds are a restricted use grant allocation from the government. Allowable uses are: personnel for increased instructional time, technology, educational materials, facility supplies for health and safety, student and staff supports, communications & family engagement, professional development, and indirect and admin costs. The tight restrictions from the first CRF funding was relaxed more for ESSER use, in that the funds could be used for items in the operational budget, as long as those items fall within the allowable uses.

ESSER I- use through 9/30/22

- \$28,997 awarded fall of 2020
- Purchased ES and MS Chromebooks

ESSER II- use through 9/30/22

- \$111,851 awarded spring of 2021
- Allocated to:
 - Elementary, middle and high summer school programs (stipends/benefits/supplies)
 - iPads for the elementary school
 - COVID online learning stipends/benefits for teachers for quarter 3 and 4
 - Chromebooks, reducing technology costs in operational budget

ESSER III- use through 9/30/2023- provision that 20% of funds must be used to recover lost learning due to COVID.

- \$251,202 awarded
- Allocated to:
 - Lost learning: Support for music programs for MS and HS for 21-22
 - Lost learning: Academic support stipends for ES and HS for 32 weeks in 21-22 and 22-23
 - Lost learning: MS literacy Interventionist salary and benefits for 21-22 and 22-23
 - Technology for HS Chromebooks previously in operational budget

Windsor Charter Academy Budget	5% decrease from PY		Notes
General Fund	2020-2021	Supplemental	
		2020-2021	
PPR Base	\$ 7,653.34		
FTE	1482.5		
PPR	\$ 11,346,077		
Mill Levy 2007	\$ 90,000		
Mill Levy 2016	\$ 462,614		
Interest	\$ 20,000		
Student Fees	\$ 84,503		
Building Rental	\$ 18,000		
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 68,000		
Other (CC cash back, collections)	\$ 3,152		
Capital Construction	\$ 403,668		
Food Service Revenue	\$ 449,378		
O&G revenue from Building Corp	\$ 10,000		
Title II Grant Revenue	\$ 15,100		
Title IV Grant Revenue	\$ 4,165		
Insurance Claim	\$ 145,000		
ESSER Funds	\$ 30,000	\$ 111,851	Esser II funding
READ Act Grant Revenue	\$ 8,000		
Total Revenues	\$ 13,157,656	\$ 111,851	
Use of Reserves/COVID Carryover	\$ 497,921		
Total Revenues and Reserves	\$ 13,655,577	\$ 111,851	
Expenditures			
Salaries & Benefits			
Salaries	\$ 5,774,080		
Food Service Salaries	\$ 174,780		
Substitutes Salaries	\$ 90,125		
Extra Duty/Stipends Salaries	\$ 73,000		
Salaries Total	\$ 6,111,985		
Food Svc Health Benefits, medicare, PERA	\$ 68,229		
Benefits	\$ 871,637		
Medicare	\$ 86,089		
Sick Bank/Short Term Disability	\$ 17,000		
PERA	\$ 1,244,429		
Benefits Total	\$ 2,287,384		
Purchased & Technical Services			
Prof Services-Background checks, interpreter	\$ 10,000		

Accounting Software/Payroll	\$	31,269	
Audit/990 Prep	\$	6,750	
Legal	\$	12,120	
Purchased & Technical Services Total	\$	60,139	
Facilities & Property Services			
Natural Gas/Electricity	\$	114,000	
Water/Sewer	\$	26,348	
Trash	\$	9,000	
Facility Repairs & Maintenance	\$	122,000	
Repair HVAC	\$	170,500	
Bldg Lease Payments	\$	1,627,763	
Storage unit lease	\$	600	
Facilities & Property Services Total	\$	2,070,211	
General Fund	Approved Budget 2020-2021 6.17.20		
Other Purchased Services			
Printing/Binding	\$	1,500	
Special Ed District Charge	\$	776,046	
AIMS Fees	\$	36,000	
Professional Development/ Avid	\$	29,100	
Board PD	\$	-	
Security Budget	\$	7,500	
Title II Grant Expenses (Prof Dev)	\$	15,100	
Title IV Grant Expenses	\$	4,165	
District Admin Charges	\$	226,922	
Infinite Campus	\$	13,780	
Property/Liability Insurance	\$	86,886	
SUTA	\$	17,812	
Worker's Comp Insurance	\$	38,031	
Food Service Expenses	\$	206,369	
(Tech) Copier Lease	\$	81,792	
Tech Support	\$	1,210	
Tech Repair/Maintenance	\$	6,300	
Tech Software/Licensing	\$	47,615	
Facilities Fire/Intercom/Security Maint	\$	3,978	
Tech Internet/Phone/Comm	\$	64,897	
Marketing Enrollment	\$	16,000	
Other Purchased Services Total	\$	1,681,002	\$ -
Educational Supplies & Materials			
Curriculum/ Online License renewals	\$	199,500	
Assessments/Testing- (AR, Renaissance, AIMS v	\$	27,245	
Summer School Credit Recovery	\$	1,000	
General/Office Supplies	\$	28,000	
Paper	\$	12,021	
Dues & Fees	\$	10,800	
PE Uniforms	\$	2,000	

Health Supplies	\$	8,424	
Teacher Classroom Budgets	\$	9,000	
School Event Budgets	\$	10,740	
Facility Supplies	\$	33,200	
Facility on call and interns	\$	4,600	
PTC	\$	5,000	
Anniversary Gifts			
Exec Dir/Staff Culture	\$	7,500	
ESSER Expenditures	\$	30,000	\$ 111,851
			Summerschool, ES, MS, HS, Online learning COVID teacher stipends, 105 student chromebooks
COVID EXPENSES	\$	497,921	
Educational Supplies & Materials Total	\$	886,951	\$ 111,851
Equipment			
Tech Equipment	\$	217,903	
Facilities Equipment	\$	1,000	
Facilities Furniture	\$	23,400	
Total Property/Equipment	\$	242,303	
General Fund			
		2020-2021	
Other			
Bank Fees	\$	17,170	
Trustee Fees	\$	9,000	
Auto Expenses	\$	2,000	
Fundraising expenses (bingo, gala,	\$	68,000	
Other Total	\$	96,170	
Total Expenditures	\$	13,436,146	\$ 111,851
Net Surplus/Deficit	\$	219,431	\$ 219,431



3.0 New Teacher Salary Placement



New Teacher Salary Placement Matrix 2021-2022

Years Exp.	BA/BS	BA/BS +10	BA/BS + 20	BA/BS + 30	BA/BS + 40 or MA	BA/BS+50 MA +10	MA +20	MA +30	MA +40	MA +50
0	\$36,000	\$37,080	\$38,192	\$39,338	\$40,518	\$41,734	\$42,986	\$44,275	\$45,604	\$46,972
1	\$36,810	\$37,914	\$39,052	\$40,223	\$41,430	\$42,673	\$43,953	\$45,272	\$46,630	\$48,029
2	\$37,638	\$38,767	\$39,930	\$41,128	\$42,362	\$43,633	\$44,942	\$46,290	\$47,679	\$49,109
3	\$38,485	\$39,640	\$40,829	\$42,054	\$43,315	\$44,615	\$45,953	\$47,332	\$48,752	\$50,214
4	\$39,351	\$40,532	\$41,747	\$43,000	\$44,290	\$45,619	\$46,987	\$48,397	\$49,849	\$51,344
5	\$40,236	\$41,443	\$42,687	\$43,967	\$45,286	\$46,645	\$48,044	\$49,486	\$50,970	\$52,499
6	\$41,142	\$42,376	\$43,647	\$44,957	\$46,305	\$47,695	\$49,125	\$50,599	\$52,117	\$53,681
7	\$42,067	\$43,329	\$44,629	\$45,968	\$47,347	\$48,768	\$50,231	\$51,738	\$53,290	\$54,888
8	\$43,014	\$44,304	\$45,633	\$47,002	\$48,413	\$49,865	\$51,361	\$52,902	\$54,489	\$56,123
9	\$43,982	\$45,301	\$46,660	\$48,060	\$49,502	\$50,987	\$52,516	\$54,092	\$55,715	\$57,386
10	\$44,971	\$46,320	\$47,710	\$49,141	\$50,616	\$52,134	\$53,698	\$55,309	\$56,968	\$58,677



Years represent full-time K-12 teaching.



Maximum experience accepted for initial placement is 10 years.



4.0 Salary Schedules



Administrator and Professional Schedule
2021-2022 School Year

Position	Min	Max
Executive Director of Education	\$ 107,372	\$ 174,171
Director of Finance and Human Resources	\$ 94,086	\$ 135,392
Director of Curriculum, Instruction & Innovation	\$ 94,086	\$ 135,392
Directors of Education	\$ 80,258	\$ 115,494
Director of Facilities Management	\$ 69,334	\$ 99,773
Assistant Principal	\$ 69,334	\$ 99,773
Athletic Director	\$ 69,334	\$ 99,773
Dean of Students	\$ 60,234	\$ 86,679
Director of Food Services	\$ 57,011	\$ 82,039
Instructional Coach	\$ 51,875	\$ 70,000



Classified Exempt Salary Schedule
2021-2022 School Year

Position	Min	Max
Technology Manager	\$ 71,982	\$ 103,584
Business Manager	\$ 61,872	\$ 89,035
Fundraising Manager	\$ 51,133	\$ 73,581
Student Data Services Manager	\$ 39,793	\$ 60,590
Counselor	\$ 36,000	\$ 73,829
Communications Manager	\$ 36,000	\$ 52,106
School Security	\$ 34,000	\$ 54,000



Classified Hourly Schedule
2021-2022 School Year

Position	Min	Max
Multi-Site Kitchen Manager	\$ 25.06	\$ 36.06
Kitchen Manager	\$ 20.00	\$ 31.00
Custodial Supervisor	\$ 19.38	\$ 26.44
Academic Advisor	\$ 18.59	\$ 32.05
Technology Assistant	\$ 16.30	\$ 19.89
Administrative Assistant	\$ 15.69	\$ 22.95
Maintenance Technician	\$ 15.59	\$ 25.09
Lead Custodian	\$ 14.45	\$ 20.79
Registrar Assistant	\$ 13.83	\$ 22.10
Receptionist	\$ 13.83	\$ 22.10
Media Assistant	\$ 13.50	\$ 20.11
Health Aide	\$ 13.21	\$ 20.27
Custodian	\$ 13.00	\$ 18.12
Instructional Paraprofessional	\$ 12.32	\$ 20.11
Instructional Paraprofessional w/ Sub License	\$ 13.75	\$ 20.11
Food Service Server/Cashier	\$ 12.32	\$ 16.35



5.0 Bylaw Revisions



Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
BYLAWS OF WINDSOR CHARTER ACADEMY

**ARTICLE 1
OFFICES**

SECTION 1. PRINCIPAL PLACE OF BUSINESS

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

SECTION 2. CHANGE OF ADDRESS

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

SECTION 3. OTHER OFFICES

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

**ARTICLE 2
NONPROFIT PURPOSES**

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

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

SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES

The specific objectives and purposes of the Academy shall be:

- A. To maintain a regularly enrolled student body with an established curriculum and a full-time faculty.
- B. To offer an innovative educational program of academic excellence.

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

ARTICLE 3 EXECUTIVE BOARD

SECTION 1. NUMBER

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

The Board shall consist of at least five (5) Academy members from the Academy Membership. (See Article 13, Academy Membership Provisions) and up to two (2) community-at-large members; who are neither an Academy member, an employee of the Academy, or an employee of another entity who is assigned to the Academy as a function of their employment.

SECTION 2. QUALIFICATIONS

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

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

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

SECTION 3. POWERS

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

SECTION 4. DUTIES

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

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

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

SECTION 5. TERM OF OFFICE

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

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

SECTION 6. COMPENSATION

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

SECTION 7. PLACE OF MEETING

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

SECTION 8. MEETINGS

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

SECTION 9. SPECIAL SESSION MEETINGS

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

SECTION 10. NOTICE OF MEETINGS

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

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

SECTION 11. QUORUM FOR MEETINGS

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

SECTION 12. MAJORITY ACTION AS BOARD ACTION

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

SECTION 13. ATTENDANCE

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

SECTION 14. CONDUCT OF MEETINGS

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

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

SECTION 15. CONFLICT OF INTEREST

Members of the Board hold a position of trust, created in the interest of the common good and for the benefit of the Academy. It is the intent of this Section to maintain public confidence and prevent the

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

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

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

Duty to Abstain

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

Request for Disclosures by Board Members and Officers

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

Procedures for Addressing a Conflict of Interest

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

Rules About Gifts

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

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

SECTION 16. EXECUTIVE SESSION

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

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

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

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

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

SECTION 17. VACANCIES

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

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

Removal by Action of the Board

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

Removal by Action of the Academy Membership

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

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

SECTION 18. NON-LIABILITY OF BOARD MEMBERS

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

SECTION 19. INDEMNIFICATION BY ACADEMY OF BOARD MEMBERS AND OFFICERS

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

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

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

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

SECTION 20. INSURANCE FOR AGENTS

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

SECTION 21. EXTENDED ABSENCE OF BOARD MEMBER

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

ARTICLE 4 ELECTIONS

SECTION 1. REGULAR AND SPECIAL ELECTIONS

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

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

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

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

SECTION 2. ELECTION COMMITTEE

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

SECTION 3. CANDIDATES FOR OFFICE

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

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

SECTION 4. REQUIREMENTS OF NEWLY ELECTED AND APPOINTED BOARD MEMBERS

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

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

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

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

ARTICLE 5 OFFICERS AND DUTIES

SECTION 1. DESIGNATION OF OFFICERS

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

SECTION 2. QUALIFICATIONS

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

SECTION 3. ELECTION AND TERM OF OFFICE

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

SECTION 4. REMOVAL AND RESIGNATION

The Board may remove any officer, with cause, at any time. Any officer may resign at any time with written notice to the Board or to the President or Secretary of the Board. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5. VACANCIES

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

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

SECTION 6. DUTIES OF PRESIDENT

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

SECTION 7. DUTIES OF VICE PRESIDENT

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

SECTION 8. DUTIES OF SECRETARY

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

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

SECTION 9. DUTIES OF TREASURER

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

SECTION 10. COMPENSATION

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

ARTICLE 6 COMMITTEES

SECTION 1. COMMITTEES

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

SECTION 2. MEETINGS AND ACTION OF COMMITTEES

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

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

ARTICLE 7 RELATIONSHIP OF EXECUTIVE BOARD TO ACADEMY EMPLOYEES

SECTION 1. EXECUTIVE DIRECTOR

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

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

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

SECTION 2. HUMAN RESOURCES

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

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

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

SECTION 1. EXECUTION OF INSTRUMENTS

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

SECTION 2. CHECKS AND NOTES

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

SECTION 3. DEPOSITS

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

SECTION 4. GIFTS TO THE ACADEMY

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

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

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The Academy shall keep at its principal office:

- A. Minutes of all meetings of the Board, committees and of all Meetings of the Academy Members, indicating the time and place of holding such meetings, whether Regular or Special, and the names of those present and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

- C. A copy of the Academy's Articles of Incorporation, Charter and Bylaws as amended to date, which shall be open to inspection at reasonable times during office hours.

SECTION 2. CORPORATE SEAL

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

SECTION 3. BOARD MEMBERS' INSPECTION RIGHTS

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

SECTION 4. ACADEMY MEMBERS' INSPECTION RIGHTS

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

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

SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS

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

SECTION 6. DISTRIBUTION OF RECORDS

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

SECTION 7. ANNUAL REPORT

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

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

SECTION 1. LIMITATIONS ON ACTIVITIES

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

SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT

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

SECTION 3. DISTRIBUTION OF ASSETS

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

SECTION 4. PRIVATE FOUNDATION REQUIREMENTS AND RESTRICTIONS

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

ARTICLE 11 AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

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

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

ARTICLE 12 CONSTRUCTION AND TERMS

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

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

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

ARTICLE 13 ACADEMY MEMBERSHIP PROVISIONS

SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS

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

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

SECTION 2. QUALIFICATIONS OF MEMBERS

The qualifications for membership in the Academy are as follows:

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

SECTION 3. TUITION, DUES AND FEES

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

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

SECTION 4. NUMBER OF MEMBERS

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

SECTION 5. NON-LIABILITY OF MEMBERS

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

SECTION 6. NON-TRANSFERABILITY OF ACADEMY MEMBERSHIPS

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

SECTION 7. TERMINATION OF ACADEMY MEMBERSHIP

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

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

IN WITNESS WHEREOF, these Revisions to the original Bylaws and amendments to the Bylaws were read, reviewed and adopted on this 27th day of March 2021.



6.0 Job Descriptions



JOB DESCRIPTION

Athletic Coach

Summary

Works with the Athletic Director and Assistant Coaches to train athletes and teams for success in their various athletic endeavors.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Work with and under the direction of the school's Athletic Director for all things pertaining to their sport to meet coaching expectations utilizing the Coaches Portal for resources.
 - Act as a positive ambassador for Windsor Charter Academy by maintaining appropriate conduct during practices, games, and other activities. Speak positively about our programs and work to solve problems collaboratively.
 - Foster school spirit by supporting the school and other athletic activities.
- Adhere to WCA processes.
 - Responsible for all keys, medical kits, uniforms, and other equipment issued to the team.
 - There is a \$75 replacement fee if keys are lost.
 - Uniforms that are lost will be charged to the student.
 - Equipment loss will be deducted from the team's annual equipment budget.
 - Follow the procedures outlined in the Athlete Handbook for eligibility.
 - Follow all school policies and complete other duties as outlined in the Coach's Handbook.
 - Complete the necessary paperwork to be on the Approved Drivers List and all required and necessary training for WCA and CHSAA.
 - Attend athletic department professionals development and training throughout the school year.
- Organize and manage all aspects of games and other contests.
 - Organize and plan tryout processes and cut determinations for their sport in accordance with the Athletic Director.
 - Ensure the proper completion of physical examinations before a student participates.
 - Organize all practice plans for the season.
 - Complete the bus request for transportation arrangements of athletes for away contests and communicate with front office staff and other schools front office staff for early release times.
 - Maintain an emergency contact list manifest for all away games documenting those athletes traveling to and from the event on the bus.
 - Manage game day activities for the team.
 - Manage scorebook, game day sports equipment, and supervision.
 - Work with the Athletic Director and other coaches of their sport to sponsor athletic camps in the summer, submitting summer camp plans by the end of January to the Athletic Director.

- Plan, organize and communicate out-of-season workouts, meetings, open gyms, camps, and skills clinics as appropriate to their sport.
- Work with the Athletic Director to recruit, hire, train, and evaluate assistant coaches and volunteer coaches for their program.
- Assign duties and responsibilities to assistant coaches with the approval of the Athletic Director.
- Set up all scouting trips and meetings with assistant coaches.
- Collaborate with the Athletic Director for additional fundraising opportunities. Coaches must follow the WCA procedures for planning a fundraising or other events.
 - Fundraising ideas must have a funding purpose consistent with the team's annual budget.
 - Fundraising should be service-oriented.
 - Coaches will submit information to the Athletic Director for approval. The Athletic Director will follow the internal processes for fundraising for final approval.
- Work with the Athletic Director to plan the senior night, end-of-season banquet, and awards.
- Demonstrate strong communication skills as outlined:
 - Communicate with athletes and parents regularly on schedules, expectations, and team goals using school-adopted platform as the primary source of communication.
 - Communicate with the Athletic Director about disciplinary issues, season updates, public relations needs, vertical and horizontal alignment between programs, supervision of assistant/volunteer coaches, facility needs, injury reports, scouting and recruitment, and parent and/or athlete concerns.
 - Communicate with athletes and parents post-secondary athletic opportunities.
 - Complete written reports of critical incidents to the Athletic Director within 24 hours.
 - Update information for Firebird Word each Monday by 10:00 a.m. during the season.
 - Report scores to MaxPreps (HS) and send a text to the Athletic Director (HS & MS) through the group text.
- Shows strong financial stewardship through the following:
 - Budget for individual sports needs based upon the annual budget, that include expenditures such as end-of-season banquets, awards, senior nights, extra equipment, summer team camps, and other items.
 - Submit purchase order requests to the Athletic Director.

Education and Related Work Experience

- High school diploma or equivalent
- Coaching experience preferred.

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - Maintain confidentiality in all aspects of the job.
 - Communicate with students, parents/guardians, staff, and community members.
 - Be a part of and work with a team.
 - Manage multiple priorities.
 - Manage multiple tasks with frequent interruptions.
 - Maintain honesty and integrity in all aspects of the job.
 - Adhere to attendance requirements, including regular and punctual employee presence.
 - Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
 - Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
-

Physical Requirements & Working Conditions

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


Physical Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Close vision at 20 inches or less				X
Distance vision at 20 feet or more				X
Peripheral vision				X
Ability to adjust to focus				X

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	



7.0 First Read Policies

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
NEW TEACHER SALARY PLACEMENT

New teachers entering Windsor Charter Academy will be placed on the salary matrix according to their preparation classification, plus any credit for past experience according to the following matrix **at the column based on their education credit (degrees and hours attained) and the step equal to the teachers' years of teaching experience up to the maximum number of ten (10) years in accordance to the following matrix steps:**

No experience	Begin on Step 0-1 of salary matrix
One year of experience	Begin on Step 2-1 of salary matrix
Two years of experience	Begin on Step 3-2 of salary matrix
Three years of experience	Begin on Step 4-3 of salary matrix
Four years of experience	Begin on Step 5-4 of salary matrix
Five years of experience	Begin on Step 6-5 of salary matrix
Six years of experience	Begin on Step 7-6 of salary matrix
Seven years of experience	Begin on Step 8-7 of salary matrix
Eight years of experience	Begin on Step 8 of salary matrix
Nine years of experience	Begin on Step 9 of salary matrix
Ten years of experience	Begin on Step 10 of salary matrix

Teaching experience is defined as a full school year of teaching. Half years, substituting, and paraprofessional/teacher aide positions will not be recognized as a full school year of teaching experience.

The Director of Finance & HR shall evaluate past experience and verify appropriate educational status for the proper step and lane for placement on the salary matrix.

Notwithstanding the foregoing, hard-to-fill positions or positions requiring specialized skills will be granted an additional 2 years' experience credit. Upon Executive Director approval, another 3 years' experience credit may be granted. Hard to fill positions will be defined annually.

Windsor Charter Academy Executive Board
September 2007
February 2016
November 2017
March 2021
August 2021





Windsor

CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

GRADING

Windsor Charter Academy's vision is to create an academic environment "where students are educated, empowered, and equipped to reach their highest potential." We support our mission for students that "**achieve academic excellence through critical thinking, character development, and a love for lifelong learning.**" demonstrate mastery of academic building blocks necessary for a successful future."

Windsor Charter Academy Beliefs

The following beliefs guide teachers in supporting student learning:

1. All students are consistently held to high expectations that support the vision.
2. Grades are based on multiple and various assessments over time.
3. Grading practices yield grades that reflect student proficiency.
4. Grading practices are fair and support effective teaching and learning.

Guiding Premises

Teachers at Windsor Charter Academy are partners with students and families to help every student demonstrate proficiency in **mastery of the Core Knowledge and Colorado State Standards** course standards, benchmarks, and essential learning targets for Core Knowledge and Colorado State Standards for grades K-8 and Colorado State Standards for grades 9-12.

Gradebooks will reflect student proficiency in **mastery of** standards through a range of types of formative and summative assessments.

- Summative assessments measure what students know and can do at a point in time. Examples include end-of-unit tests and projects.
- Formative assessments are part of the instructional process to provide information needed to adjust teaching and learning while they are happening. Examples include practice assignments and quizzes.

Grade books will show a body of evidence to show a comprehensive picture of the level of student proficiency.

- Formative and summative assessments will comprise 80% of the quarter grade. The course final, if administered, should be approximately equal to a unit exam.
- Teachers will share with parents the ratio of formative/summative grades that determine the final grade.
- **No single assignment or assessment will account for more than 20% of the overall course grade for any grading period. College credit bearing courses are a possible exception to this.**
- Homework will comprise 20% of the quarter/semester grade.

Grading scales are reflected as follows:

Grading					
A+	96.5 to 100%	A	92.5 to 96.4%	A-	89.5 to 92.4%
B+	86.5 to 89.4%	B	82.5 to 86.4%	B-	79.5 to 82.4%
C+	76.5 to 79.4%	C	72.5 to 76.4%	C-	69.5 to 72.4%
D+	66.5 to 69.4%	D	62.5 to 66.4%	D-	59.5 to 62.4%

Grades on college transcripts and high school transcripts may be different for concurrent enrollment courses. High school transcripts will align with the Windsor Charter Academy scale. College transcripts will align with the college department policies and will be outlined in each individual course syllabus.

Non-GPA Weighted Grades

- Work ethic grades will reflect students work habits in the classroom, based on a work ethic rubric. Students will receive a work ethic grade for each class taken. Work ethic grades will not affect GPA.
- Math fluency grades reflect proficiency in a skill. This guides students and parents in understanding the needs for foundational skills. Math fluency grades will not affect GPA.

Weighted and Unweighted Grades

A cumulative GPA is calculated for all courses based on the number of credits received utilizing a 4.0 (unweighted) and 5.0 (weighted) scale. Weighted grades represent the higher-level work that occurs with honors and college courses. Windsor Charter Academy uses cumulative GPAs to determine class rank and graduation honors, eligibility for the National Honor Society, awarding of scholarships, and as part of the admission criteria for colleges. The GPA for

honors courses will be awarded an additional weighting of 0.5. The GPA for college courses will be awarded an additional weighting of 1.0.

- Unweighted courses are calculated on a 4.0 scale.
- Honors courses are calculated on a weighted 4.5 scale.
- College courses are calculated on a weighted 5.0 scale.

Work Habits Grade

Students will also receive a work habits grade based on participation and effort. This grade will not be part of a student GPA.

Work Habits Grading Rubric

Indicators	4 (A) Consistently Exceeds Expectations	3.5 (B+) Frequently Meets Expectations	3 (C) Sometimes Meets Expectations	2 (F) Rarely Meets Expectations
I AM PREPARED	I am consistently prepared. I am on time to class and am prepared at the start of the lesson. I consistently bring needed materials to class and am ready to work.	I am frequently prepared. I am on time to class and am prepared at the start of the lesson. I frequently bring needed materials to class and am ready to work.	I am sometimes prepared. I am sometimes tardy to class or not prepared at the start of the lesson. I sometimes bring needed materials to class and am ready to work.	I am rarely prepared. I am late to class often and am rarely prepared at the start of the lesson. I rarely bring needed materials to class and am ready to work.
I DEMONSTRATE POSITIVE CLASSROOM BEHAVIOR	I consistently stay focused on the task and what needs to be done. I am self-directed. I consistently have a positive attitude and demonstrate the 8 Keys of Excellence.	I frequently stay focused on the task and what needs to be done. I am self-directed. I frequently have a positive attitude and demonstrate the 8 Keys of Excellence.	I sometimes stay focused on the task and what needs to be done. I sometimes am self-directed. I sometimes have a positive attitude and demonstrate the 8 Keys of Excellence.	I rarely stay focused on the task and what needs to be done. I am rarely self-directed. I rarely have a positive attitude and demonstrate the 8 Keys of Excellence.
I PARTICIPATE	I consistently participate. I share information or ideas when	I frequently participate. I frequently share information or ideas when	I sometimes participate. I sometimes share information or ideas when	I rarely participate. I rarely share information or ideas when

Policy IK

	participating in discussions or groups. I am an effective collaborator.	participating in discussions or groups. I am often an effective collaborator.	participating in discussions or groups. I am sometimes an effective collaborator.	participating in discussions or groups. I rarely am an effective collaborator.
I AM PRODUCTIVE	I am consistently productive. I am punctual turning in assignments. I consistently utilize classroom time effectively.	I am frequently productive. I am punctual turning in assignments. I frequently utilize classroom time effectively.	I am sometimes productive. I am sometimes punctual turning in assignments. I sometimes utilize classroom time effectively.	I am rarely productive. I am rarely punctual turning in assignments. I rarely utilize classroom time effectively.

Classes Receiving Only Work Habits Grade

Classes that are not based on Core Knowledge standards or high school state standards will not receive a grade for the class. A work habits grade will be given on the report card. An example of a class that falls under this category would be study hall.

High School Academic Lettering

A student must have a weighted GPA of 3.9 or higher for both semesters of one school year to letter.

Honor Roll

Students at Windsor Charter Academy will receive academic recognition each quarter based on the following criteria:

Honor Roll					
Elementary Grades 3 through 5					
Honor	3.60—3.79	High Honor	3.80—4.00		
Middle & High School					
Honor	3.60—3.79	High Honor	3.80—3.94	Dean's List	3.95—4.00

Windsor Charter Academy Executive Board

Adopted: August 2015

July 2018

August 2021



8.0 Second Read Policies

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
POLICY REVIEW AND EVALUATION

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Executive Board action and administrative decision, the Executive Board will review its policies on a continuing basis. The Executive Director is given the continuing responsibility of calling to the Executive Board's attention all policies that are out of date or appear to need revision for other reasons.

The procedure for adopting a new policy, the revision of an existing policy or the deletion of an existing policy shall be:

1. The proposed policy and/or revisions shall be presented to the Executive Board as an action item and discussed at first reading.
2. The policy will then be voted on, with amendments if indicated, and approved or rejected by a majority vote of the members present.
3. If approved on first reading, the policy will then be brought forward at the next regularly scheduled board meeting.
4. Any revisions from the first reading will be indicated.
5. The policy will then be formally adopted and enforced after second reading.

Minor changes to the name of the policy, any additional legal or cross references to be added/deleted, or proofreading changes that do not change the language and or meaning of the policy may be made without formal board approval.

The Executive Board shall cause all revisions, additions, amendments, and/or deletions to be timely published on the charter website.

November 2009
January 2015
March 2017
June 2021



Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
EXECUTIVE BOARD OFFICERS

President and Vice President

The President of the Executive Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the President shall:

1. Preside at all meetings of the Executive Board.
2. Serve as the main point of contact between the Executive Board and the Executive Director.
3. Set the Board meeting agendas with input from Executive Board members.
4. Bring before the Executive Board such matters as in the President's judgment may require the attention of the Executive Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the Executive Director on crucial matters which may occur between Executive Board meetings.
7. Call special meetings of the Executive Board when necessary.
8. Coordinate the Executive Director's annual performance evaluation as a member of the Executive Director's Evaluation Committee.

In the absence of the President, the Vice President shall have and perform all of the powers and duties of the President.

Secretary

The secretary of the Executive Board shall perform the following duties:

1. Ensure that a record is kept of all business transacted by the Executive Board at either regular or special meetings.
2. Cause written notice to be given to each Executive Board member of all special meetings of the Board.
3. Perform such other duties as may be assigned by the Executive Board.

Treasurer

The Treasurer shall perform or cause to be performed the following duties:

1. Ensure the proper accounting of financial records and work with the finance director in ensuring that Windsor Charter Academy is aligned with state expectations for transparency, accuracy, and accountability pursuant to Colorado law
2. Serve as a member on the Finance Committee.
3. Report to the Executive Board on an accounting of financial records and the recommendations of the Finance Committee.
4. Perform such other duties as may be assigned by the Executive Board.

Windsor Charter Academy Executive Board

Adopted: May 2001

March 2017

June 2021

Legal References

C.R.S. § 22-32-104(3); § 22-32-105 (president and vice president)

C.R.S. § 22-32-104(4); § 22-32-106 (secretary)

C.R.S. § 11-10.5-111; § 22-32-104 (4); 22-32-107 (treasurer)