

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

May Regular Session

May 28, 2020

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

May 28, 2020

Work Session @ 6:00 p.m.
Regular Session @ 7:00 p.m.

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



**Executive Board Minutes
May 28, 2020**

The Executive Board meeting was remote.

- 1.0 2020-2021 Budget**
- 2.0 2020-2021 Learning Models**

1.0 Opening of the Meeting

- 1.1 Call to Order**
The meeting was called to order at 7:01 p.m.

- 1.2 Roll Call**
Executive Board Members Present
John Feyen, Executive Board President
Carolyn Mader, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Jenny Ojala, Executive Board Member
Jim Zacheis, Executive Board Member

Staff Present
Rebecca Teeples, Executive Director

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- 1.3 Pledge of Allegiance**

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- 1.4 Mission Statement**
Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school

curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

A motion was made to approve the May 28, 2020 Regular Session agenda by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the April 23, 2020 Regular Session was made by Sherry Bartmann and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

Pamela Lauer spoke during Citizen Communication at the May Executive Board Regular Session. She encouraged school leaders to consider the needs of first responders and health care when determining schedules based on COVID.

3.0 Reports

3.1 Executive Director's Report

Work in Our Schools

- **Student Enrollment:** Current student enrollment for the 2020-2021 school year is 1494. This is a 12% increase in student enrollment from the 2019-2020 school year.
- **Innovation & Technology**
 - **STEM Graduation Distinction:** The class of 2020 was the first class with students who met the requirements for our STEM distinction program. We had three students who graduated with this honor, Micah G., Cameron C., and James B.. These students completed the requirements by earning credit for classes and participating in extracurricular activities within the areas of Science, Technology, Engineering and Math. Each student also completed a capstone project that highlighted their work and reflected on their experience over the course of their time at WCA.
 - **Graduation Live Stream:** A live stream of the Class of 2020 Graduation Ceremony was broadcasted on the WCA YouTube channel at 7:00 p.m. on Thursday, May 21st.
- **Elementary School**

- What does great look like? Over the course of the last 9 1/2 weeks our teachers have gone above and beyond to not only create fun and engaging remote learning opportunities, but they have touched the lives of our students and families by showing them how much they care. Our teachers have attended drive by birthday parties, delivered birthday cards to students, mailed cards to each student and gone house to house to deliver end of year gifts. One kindergarten teacher traveled from Windsor to Loveland, Johnstown, Greeley and Nunn to deliver presents to her students. That is what great looks like! Our Firebird community is stronger than ever. We have never been prouder of our teachers!
- **Middle School**
 - Administration has worked collaboratively to complete interviews and hired new teachers.
 - Teachers have conducted programming which allows students with varied needs and home circumstances to participate in remote learning. Students and staff are participating in end of the year traditions and celebrations including 8th Grade Continuation, middle school talent show and grade-level celebrations.
 - Administration and staff have continued to plan for launch of 2020-2021 school year including plans for purposeful use of Advisory / WIN block which will include; study hall, academic supports, AVID schoolwide lessons, 8 Keys lessons, grade check, planner check, monthly Firebird afternoons and team building.
 - Administration has created plans for student and staff pick-up and drop-off of resources and materials from the building.
- **High School**
 - Continued remote learning and averaged about 90% attendance in our virtual class meetings.
 - Created an engagement process and utilized our paraprofessionals to support students who were falling behind on their work.
 - Completed interviews and hired new history and innovation teacher.
 - Completed curriculum adoption rubrics and standards analysis to begin the adoption process with the math and social studies team. Additionally, we formed a character education program committee that is also reviewing different programs to bring to the education committee next year.
 - Completed the 2020-2021 master schedule.
 - Began transitioning our new athletic director into WCA.
 - Drafted our 2020-2021 AVID Goals with our newly formed high school site team.
 - Inducted new members into our National Honor Society and held elections for our 2020-2021 NHS officers.
 - Organized an “adopt a senior” program. With over 100 volunteers, we were able to have two people adopt every graduating senior and deliver personalized baskets to celebrate them.
 - Personally delivered 43 cap & gowns to our graduating seniors' homes.

- 29 WCA seniors graduated with their associate of arts or associate of science degree from Aims Community College on May 8th. Many more were close to graduating and only have a few classes to take to earn their degrees!
- Presented our WCA high school students with certificates to honor their achievements in many areas in a remote convocation ceremony.
- Graduated all 50 seniors in a special individual graduation ceremony on May 14th. Their parents presented them with a diploma as their name was called and they were able to walk across the stage in their cap and gown. Staff cheered them on as they pulled up on Firebird Way and many people documented the occasion with video and photographs that was used to put together a virtual graduation ceremony.
- Presented three students with our new Share the Light scholarship: Savannah T, Jesse K, and Lauren K. We also honored our Key Bearer (voted on by the senior class), Duncan W., with the John Bartmann Memorial Scholarship.

3.0 Items for Information

4.1 2020 Graduation

5.0 Items for Action

5.1 Date Change of June Board Meeting

A motion was made to change the June Board meeting to June 18, 2020 and was then amended to June 17, 2020 by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 Policy IKF Graduation Requirements

A motion was made to approve Policy IKF Graduation Requirements by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.3 Policy JQ Student Fees, Fines, and Charges

A motion was made to approve Policy JQ Student Fees, Fines, and Charges by Donna James and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.4 Policy IJ Instructional Resources and Materials

A motion was made to approve Policy IJ Instructional Resources and Materials by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen,

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

5.5 Policy KEC Public Concerns/Complaints About Instructional Resources

A motion was made to approve Policy KEC Public Concerns/Complaints About Instructional Resources by Sherry Bartmann and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments for 2020-2021

- Christopher Rivera, HS Teacher
- Hannah Ryan, ES Teacher

Resignations/Non-Renewals/Terminations

- Irene Nissen, Director of Innovation
- Jeff Lorimer, HS Teacher

6.2 Job Descriptions

- Director of Finance
- Director of Food Services
- Director of Elementary School Education
- Director of Middle School Education
- Director of High School Education
- Business Manager
- School Nurse
- Technology Assistant
- Food Services Assistant
- Media Assistant

6.3 Financials

- April 2020

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

7.0 Executive Session

John Feyen made a motion to enter into Executive Session, citing 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)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)

Jenny Ojala seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The Executive Board left the Regular Session at 7:34 p.m.. The Executive Session ended at 8:16 p.m. and re-entered the Regular Session at 8:23 p.m.

8.0 Adjournment

A motion to adjourn the May 28, 2020 Regular Session was made by Donna James and seconded Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 8:24 p.m.



Appendix



1.0 April Minutes

1.0 Opening of the Meeting

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

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made to approve the April 23, 2020 Regular Session agenda by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the March 19, 2020 Regular Session was made by Kevin Albertsen and seconded by XXX. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were no parents that shared citizen communication at the April Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Work in Our Schools

- **Student Enrollment:** Student enrollment for the 2019-2020 school year is 1335. Projected enrollment for the 2020-2021 school year is 1444. This month's lottery for the 2020-2021 school year has 1438 student enrolled. Our 2020-2021 budget reflects a more conservative approach, based on 95% of projected enrollment for the upcoming school year, with projections of 1,372 students.
- **Innovation & Technology:** The collective efforts of the technology team, teachers, and administration made remote learning happen for 1,300 students! Windsor Charter Academy can celebrate the fact that, through our collective team effort, we built an online school, in 10 days, with no additional software or technology costs. Our Firebird community has much to celebrate and be proud of! Students started online classes on April 6th. Best practices for Zoom-conferencing use to ensure student safety were in place on April 6th, leading to a smooth transition. Students are able to access learning resources remotely and Google Classroom is being used for grades 2-12 to share additional resources as needed. Over 700 Chromebooks were deployed to students to assist with remote learning. Multiple distribution days were held and communicated to parents. The technology team is providing technology

support for staff, students and families during remote learning through email, online zoom sessions and phone support.

- **Communications & Marketing**

- **Teacher Webpages:** Every teacher at Windsor Charter Academy now has a teacher webpage. Over the course of the last few weeks, we built teacher webpages and embedded Google documents that can be easily managed and edited by each teacher. Grade-levels and departments have shared documents across their pages so they can share their collective news. Teachers also have their own Zoom account linked to their "virtual classroom". All staff were trained on how to use these documents and we provided online resources to help parents access their teacher page. Each counselor also has their own webpage. Students can make a counseling appointment directly on their counselors webpage.
- **Signature Lines:** All staff members now have an appropriately branded Windsor Charter Academy signature line. Board members have signature lines too!

- **Food Services**

- At the beginning of February, Jon Reynolds submitted an application to the CDE to become our own School Food Authority. Last week that application was approved. WCA will no longer be working with Pinnacle School Food Authority at the end of this school year. This allows Food Services more control over our data and systems while giving us the freedom to select a point of sale software that better suits our needs. Food Services is currently collecting bids from three different school food software companies.
- WCA food services is starting its 5th week of Emergency Feeding operations. In March Jon and his team distributed a total of 1,430 meals each of breakfast and lunch. So far in April they have distributed 1,241. On average they are distributing 130 meal packs every day. Through our emergency feeding efforts, WCA is able to provide a vital service to the community while also maintaining some revenue through federal reimbursements for those meals.

- **Facilities:** A social distancing work plan was created for the facilities team. The team has completed many projects, including mold inspection at the elementary school, Chromebook distribution support, landscaping, exterior maintenance, and an overhaul of the elementary school art room ready. The team has also worked on bus inspections, elevator

- **Elementary School**

- Elementary school staff designed a supplemental learning plan designed to encourage students to participate in meaningful learning opportunities and keep them engaged in our school community.
- Each week, teachers from each grade level will provide three menus for students. The learning menu will include a variety of activities for students to choose from across the content areas, such as reading, writing, math, science, and social studies. The second menu will include "Specials" activities for students to choose from that support learning in art, music, physical education, technology & innovation, and cultural literacy.

Additionally, students will be encouraged to participate in ten to fifteen minutes of physical activity three times a day. Students will find there is a balance between activities that require technology and those activities that do not. Students in kindergarten and first grade will use SeeSaw and students in grades two through five will utilize Google Classroom for some of their activities.

- Every day teachers post a morning message and conduct weekly live classroom meetings.
- Paraprofessionals and support staff have created a multitude of learning videos to engage our students including: read alouds, crafts tutorials, games and fun movement activities.
- **Middle School & High School**
 - Middle and high school students were engaged throughout the week at each grade level, participating in Zoom meetings and completing classroom assignments:
 - 6th Grade: 99%
 - 7th Grade: 99%
 - 8th Grade: 99%
 - 9th Grade: 80%
 - 10th Grade: 91%
 - 11th Grade: 81%
 - 12th Grade: 98%
 - MS Administration has worked collaboratively to complete interviews for and hired new history and music teachers.
 - MS Administration and staff have continued to plan for launch of 2020-2021 school year including plans for purposeful use of Advisory / WIN block which will include; study hall, academic supports, AVID schoolwide lessons, 8 Keys lessons, grade check, planner check, monthly Firebird afternoons and team building.
 - HS Administration completed interviews and hired new assistant principal, athletic director/dean of students, counselor, Spanish teacher, and English teacher.
 - Transitioned school to remote learning due to school closures.
 - Collaborated with the district on options for all students (general education and special education) for remote learning.
 - Developed two choices for students: continue with graded courses or transition to pass/fail courses.
 - Created high school remote learning class meeting schedule to give students and teachers opportunities to continue learning together.
 - Redesigned how to utilize our paras and office staff to support teachers and students in remote learning options.
 - Provided professional development for all staff on new teacher webpages, Zoom, Google Classroom, and video recording.
 - Teams supported one another in revising curriculum maps and unit plans to best meet the new needs of our students.
 - Counseling staff researched and developed new ways to check in with the mental health needs of our students.

- Advising staff quickly adapted to a new system of meeting with students while ensuring they are on track to graduate with their associates degree and register for fall courses at Aims.

4.0 Items for Information

3.1 2020-2021 School Budget Plan

3.2 Policy BBAC State of Emergency

The Executive Board President, John Feyen, updated the Executive Board and parents on last month's declaration of a state of emergency. This authority is granted to school district superintendents. Based on this information, last month's motion based on Policy BBAC State of Emergency is null.

5.0 Items for Action

5.1 2020-2021 Enrollment

A motion was made to complete Windsor Charter Academy's organic growth plan in one year, rather than two years, by adding one additional class to 5th grade. The motion was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

A motion was made to increase student enrollment by adding 2 students to each elementary school class, from 24 to 26. Each elementary grade level would have 130 students. Currently our middle school grades have 135 students, with an average of 27 students per class. The motion was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 Annual Stakeholder Plan

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

6.0 Consent Agenda

6.1 Personnel

Appointments for 2020-2021

- John Bentz
- Katy Burkhart, ES Teacher
- Catherine Fuller, MS Teacher
- Michael Holt, MS & HS Teacher
- Courtney Larson, ES Teacher
- Sarah McCarty, ES Teacher
- Skye Montoya, MS & HS Teacher
- Chase Popp, MS & HS Teacher
- Jennifer Przedpelski, HS Teacher
- Serena Seneca, HS Counselor
- Maria Sharp, MS Teacher
- Melissa Wooster, ES Teacher
- Lindsay Yost, MS & HS Dean/ HS Athletic Director

Resignations/Non-Renewals/Terminations

- Vanessa Pace, Custodian

6.2 Financials

- February 2020
- March 2020

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

7.0 Executive Session

Carolyn Mader made a motion to enter into Executive Session based on the following citations:

- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss 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)

Jim Zacheis seconded the motion. The Executive Board left the Regular Session at 7:41 p.m.

8.0 Adjournment

The Executive Board entered the Regular Session at 9:56 p.m.

A motion to adjourn the April 23, 2020 Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 10:26 p.m.



JOB DESCRIPTION

Director of Food Services

Summary

Responsible for the school's food service program, including food service operations, food safety, nutritional standards, kitchen infrastructure improvements, and department warehouse oversight. Promote the National School Lunch and Breakfast Program. Maintain compliance with all federal, state, and local regulations. Supervise personnel in warehouse, kitchen, and administrative functions. Manage budgets for all funds associated with food service. Monitor the required system of accountability for the Free and Reduced-Price School Meal Program. Maintain collaborative efforts with local organizations to provide community nutrition support.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. 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 these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Responsible for the school's food service program, including food service operations, food safety, nutritional standards, kitchen infrastructure improvements, and department warehouse oversight.
- Ensure compliance with Executive Board and school policies and applicable regulations.
- Manage budgets for all funds associated with food service operations. Make estimates for projecting budget needs, including: cost of food and non-food items, labor expenses, and new or replacement equipment, equipment repair, food and meal prices, and other expenditures and revenues generated by the department.
- Oversee food service personnel in the areas of food production, inventory management, sanitation procedures, work schedules, accounting software systems, point-of-sale and cash collection systems, safety record keeping, purchasing, bids for food and non-food items, proper handling and use of commercial food, United States Department of Agriculture commodities, and non-food items and equipment.
- Maintain compliance with all federal, state, and local regulations and standards, including United States Department of Agriculture (USDA), Colorado Department of Education (CDE), and Weld County Department of Public Health and Environment.
- Develop and maintain guidelines, establish objectives, and set standards for all operations related to food service.
- Oversee professionals responsible for recipe and menu development, culinary skills, and nutrient analysis.

- Promote the National School Lunch and Breakfast Program to students, staff, and the community. Provide nutrition education to the students, staff, and the community. Respond to departmental inquiries and address concerns from parents and the community.
- Hire, train, mentor, coach, and conduct evaluations of personnel. Mediate conflict resolution and implement disciplinary actions as necessary. Provide and/or coordinate staff training and professional development.
- Monitor Free and Reduced-Price School Meal applications and the required system of accountability through CDE. Assist local, state, and federal auditors as needed when the operation is reviewed.
- Actively participate in:
 - Department, team, school meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Bachelor's degree in management or food and nutrition services required; master's degree preferred
- Five years or more of related experience and experience managing multiple locations required; prior school food service experience preferred
- Equivalent combination of education and experience will be evaluated

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Licensed Registered Dietician preferred
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Ability to manage large-scale cooking operations involving decentralized facilities and delivery services.
- Experience in personnel management, budget development and funds management, conflict resolution, organization and planning, specification writing, procurement, marketing, menu planning, nutrient analysis, data analysis, information systems management, and food service design for new and remodeled kitchen facilities.
- Extensive communication, supervision, training, and public relations skills.
- Knowledge of USDA, CDE, and Weld County Department of Public Health and Environment regulations.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to develop intricate budgets and perform detailed analysis of budgets.
- Maintain confidentiality in all aspects of the job.
- Promote and follow Executive Board policies, school processes, and procedures.
- 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.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Operating knowledge of point-of-sale systems, student information systems, vendor ordering systems, and financial systems.
 - Operating knowledge of kitchen equipment and warehouse equipment.
 - Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
 - Typical educational/instructional technology equipment and programs
 - Typical office equipment
-

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 these 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			



2.0 First Read Policies

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
GRADUATION REQUIREMENTS

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

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

Minimum Units of Credit Needed to Graduate

All students must complete the necessary credit requirements outlined in the graduation requirements below to participate in the graduation ceremony. Credits shall be granted for grades of D and above. The exception to this requirement shall be “social graduations” for certain students with disabilities. Foreign exchange students are not eligible for an authorized diploma from Windsor Charter Academy.

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

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

A diploma shall consist of the minimum requirements necessary to graduate from Windsor Charter Academy. Any exception to these requirements must be

approved by the student's counselor, the principal, the Executive Director and should align with a student's individual career and academic plan.

College and Career-Prepared Demonstration of Competency Needed to Graduate

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

English* Minimum Scores	Math* Minimum Scores
470 on Evidence-Based Reading and Writing on English for SAT	500 on Math for SAT
18 on English for ACT	19 on Math for ACT
70 on Sentence Skills or 62 on Reading Comprehension for Classic Accuplacer	61 on Elementary Algebra Classic for Accuplacer
241 on Reading Comprehension OR 236 on Writing for Next Generation Accuplacer	255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS) for Next Generation Accuplacer
C or higher on Concurrent Enrollment Dual Credit Course at the for ENG 122 Level or Above	C or higher for Concurrent Enrollment Course at the MAT 121 College Algebra Level or Above
2 on Language and Composition or Literature and Composition for Advanced Placement	2 on AP Statistics, AP Calculus AB or AP Calculus BC for Advanced Placement
Bronze level (3) on English for ACT Work Keys Graphic Literacy and Workplace Documents	Bronze level (3) on Math for ACT Work Keys Applied Mathematics
31 for English on the AFQT for an ASVAB	31 on Math on the AFQT for an ASVAB

College Preparation

If students wish to pursue admission to a four-year college or university, higher scores than the minimum to graduate may be a component of admission to institutes of higher education. The requirements of admission at any college or

university being considered should be researched for specifics. Recommended scores are below.

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

Students on Individualized Education Plans

For students eligible for special education and who have an active Individualized Education Plan (IEP), the IEP may be used to outline and provide for appropriate course substitutions to supplant or replace current graduation requirements with alternate course options. These course alternatives must directly align with the student's IEP and documented postsecondary goals and must be approved by both the school principal and the Executive Director. Students whose IEP may supplant required graduation requirements may still earn a diploma if they are able to demonstrate minimum competency measures by meeting one or more of the assessment thresholds listed above. Students requiring curricular modifications may earn a diploma if able to demonstrate minimum proficiencies outlined by this policy and/or the Colorado Department of Education.

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

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

(WEST) program and have district transition related goals necessary to obtain the postsecondary goals outlined in the IEP.

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

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

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

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

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

Windsor Charter Academy Executive Board
Adopted: December 2016
December 2017
April 2018
November 2018
May 2019
June 2020



STUDENT FEES, FINES AND CHARGES

There shall be no instructional fees, except those approved by the **Executive Board of Education**. Books shall be provided on a loan basis; no rental fee will be assessed for textbooks and workbooks used in the classroom for reference, except those approved by the **Executive Board of Education**.

Windsor Charter Academy will pay for coursework for students that are participating in concurrent enrollment coursework from a college or university that earn a C or higher. If a student earns a D+ or lower, the family/guardian is responsible to cover the cost of the course.

However, students shall be assessed fines for lost, damaged, or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, the replacement cost of the book will be charged. Fines may be charged for student parking violations according to a schedule that is approved by the **Executive Board of Education**.

No student shall be charged a shop, crafts, or art class fee, except as approved by the **Executive Board of Education**. Teachers shall determine a basic course for each class which can be completed with materials furnished by the school. However, students shall be required to pay for materials that go into shop, crafts, or art projects that are above the basic requirements for the course and are to be retained by the student.

Fees for the use of items such as choral robes, band uniforms and school-owned instruments shall be approved by the **Executive Board** upon the recommendation of the Executive Director.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs and transportation costs on field trips.

Waiver of Fees

All fees, fines and charges for textbooks and expendable supplies and materials required for classes within the academic portion of the educational program and any transportation fee shall be waived for indigent students. All fees for textbooks, expendable supplies and materials, and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by C.R.S. 22-32-138 (1)(h).

The **Executive** Board shall review and approve a fee schedule from time to time, except that the **Executive** Board will act on a revised fee schedule when a new fee is proposed or an existing fee is requested to be modified. Fee schedules shall outline the fees that are reasonably necessary for and reasonably related to the actual cost of textbooks or expendable supplies. Such schedule of fees is available to the public upon request. The schedule of fees shall indicate which fees are voluntary in nature.

Windsor Charter Academy Executive Board
Adopted: July 2016
March 2020

Legal References

C.R.S. 22-32-109 (1)(u)
C.R.S. 22-32-110 (1)(o)
C.R.S. 22-32-110 (1)(ii)
C.R.S. 22-32-113 (5)
C.R.S. 22-32-117
C.R.S. 22-32-118
C.R.S. **22-32-138 (1)(h).**
C.R.S. 22-32-138 (7)
C.R.S. 22-45-104



INSTRUCTIONAL RESOURCES AND MATERIALS

As the governing body of Windsor Charter Academy, the Executive Board is legally responsible for the selection of instructional materials, **including textbooks and associated classroom materials and library media materials, and has established procedures pertaining to the selection process.** Since the Executive Board is a policymaking body, it delegates to **the Executive Director and the professional staff employed by the Windsor Charter Academy the responsibility and authority for evaluating, selecting, and discarding instructional materials in accordance with this policy.** professional personnel of the School the authority for the selection of instructional and library materials in accordance with the policy below.

Materials for school classrooms and school libraries shall be selected by the appropriate professional personnel in consultation with the administration, faculty, and students. Final decision on purchase shall rest with the principal or his designee, subject to adoption by the Executive Board. Students and parents may be asked to serve on special committees.

The Executive Board believes that it is the responsibility of the School:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- To provide a background of information which will enable students to make intelligent judgements in their daily lives;
- To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of analytical reading and thinking;
- To provide materials representative of the many religions and ethnic and cultural groups, showing their contributions to our American heritage.

The above principles, adapted from the School Library Bill of Rights, shall serve as a guide in the selection of all instructional and library materials.

Policy KEC deals with the procedure for questions that anyone may have about materials.

Instructional materials shall be selected by the district's Windsor Charter Academy's appropriate professional staff in consultation with the administration, teachers and students. Final decision on purchase shall rest with the superintendent- Executive Board or designee, subject to approval by the Executive Board. All instructional resources and materials shall be aligned with the district's- Windsor Charter Academy's academic standards, meet the district's- Windsor Charter Academy's educational objectives, and be appropriate for the grade level.

All textbooks, associated classroom materials, library media materials and other instructional resources and materials shall be available for inspection by students' parents/guardians.

Windsor Charter Academy Executive Board
Adopted: April 2010
April 2020

Legal References

C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-110 (1)(r)
C.R.S. 22-54-105 (1)

Cross References

DB Annual Budget
IMB Teaching about Controversial/Sensitive Issues
KEC Public Concerns/Complaints about Instructional Resources



PUBLIC CONCERNS/COMPLAINTS ABOUT KEC INSTRUCTIONAL RESOURCES

The Board, though it is ultimately responsible for all curriculum and instructional materials, including library books, recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the district's educational philosophy and goals.

The Board has approved principles governing the selection of all instructional materials including library books, and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

The Executive Board has approved principles governing the selection of all instructional materials including textbooks and associated classroom materials and library media materials, and has established policies pertaining to the selection process. However, the Executive Board wishes to amplify its principles on the selection of instructional materials that present controversial topics or that may be challenged for other reasons.

Instructional material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Executive Board policies regarding these areas shall be as follows:

- Religion—factual, unbiased material on all major religions has a place in school libraries
- Ideologies—libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students, or various ideologies or philosophies which exert or have exerted a strong force, either favorably or

unfavorably, in government, current events, politics, education, and other phases of life

- Profanity/obscenity—materials shall be subjected to a test of literary merit ~~and reality~~ by media specialists and teachers who will take into consideration the maturity of students and the standards of the community

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Executive Board recognizes the right of an individual parent to request that ~~their~~ his own child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Executive Board had adopted.
2. The Executive Board shall not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which ~~he~~ that person will document ~~his~~ the criticism.
 - b. Following receipt of the formal complaint, the ~~superintendent~~ **Executive Director** shall provide for a reevaluation of the material in question.
 - c. The reevaluation shall be based on the points offered above, as well as the principles governing the selection of all instructional materials. Additionally, the Executive Board wishes to emphasize that:
 - A book shall not be excluded because of the writer's race or nationality or his/**her** political or religious views. **Materials shall not be excluded because of the writer's race, color, creed, sex, sexual orientation, religion, national origin/ancestry, marital status, disability, political views, or other status protected by law. Books and other materials shall strive to provide diversity of appeal and perspectives.**

- The value of any book or other material shall be judged as a whole, taking into account the purpose of the material, rather than individual, isolated expressions or incidents in the work.
- d. The ~~superintendent~~ **Executive Director** or ~~their~~ **his** designee shall review the complaint and reevaluation, and shall render a decision in the matter. Should the solution be unsatisfactory, to the complainant, he may appeal the decision to the Executive Board.

In summary, the Executive Board assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/**guardians** with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. ~~On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.~~

Windsor Charter Academy Executive Board
Adopted: April 2020

Cross References
IJ Instructional Resources and Materials



3.0 Job Descriptions



JOB DESCRIPTION

Director of Finance and Human Resources

Summary

Responsible for the financial/fiscal stability of Windsor Charter Academy. These duties include: financial reporting to all stakeholders, keeping and maintaining all financial databases, supporting all financial aspects of fundraising and grant writing.

Coordinate and support the recruitment, employment, retention, staffing, evaluation, and performance management for employees, along with Directors of Education. Plan, implement, review, and evaluate human resources policies, programs, practices, and procedures. Oversee employee evaluation and performance management process and advise principals, directors, and managers on performance management and evaluation. Design, implement, and supervise various programs, including: recruitment and retention, staffing, employee relations, compensation, and diversity initiatives related to employees.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. 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 these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Maintain accounting records for Windsor Charter Academy's various funds:
 - General Fund
 - Capital Reserve Fund
 - Insurance Reserve Fund
 - Capital Reserve Fund
 - Debt Service Fund
 - Federal Funds
 - Enterprise Funds
 - Building Fund
 - Trust/Agency Funds
- Manage the general ledger, balance accounts, process month-end closing items, code and process cash receipts, and maintain accounts receivables.
- Ensure an efficient flow of financial information to the Executive Board, administration, staff, and Weld RE-4 School District.
- Attend regular and special meetings of the Executive Board, as required.
- Guide the Executive Board on budget/finance motions required to be passed in order to be in compliance with the district, state, and federal regulations.

- Work with administration and Executive Board in the budget development process. Provide accurate figures and input necessary for budget development and communication with employees. Prepare formal budget document for Executive Board approval.
- Ensure that the Weld RE-4 School District receives a preliminary budget by March 15th of each year.
- Maintain and modify the pro forma model and balance sheet over a three to five-year period.
- Ensure financial compliance with all district, state and federal requirements.
- Coordinate the school's annual independent audit report, including: providing audit documents, proofing the report, preparing the of management discussion and analysis section, and presenting of final report to the Executive Board.
- Provide administration with weekly or bi-weekly updates of issues involving business services.
- Assist the Executive Board and administration with setting annual goals.
- Ensure the completion of the school's annual fixed asset inventory.
- Approve all purchase orders and review each for proper coding, proper approvals, and proper processing.
- Maintain capital reserve and insurance reserve project and claim files. Review activity with approved budget.
- Work with administration, staff, and volunteers to pursue grant opportunities.
- Maintain accounting records of bond accounts held with trustees. Provide all documents and information as required by bond agreements.
- Create building use contracts, invoice, and collect as necessary.
- Maintain a complete and systematic set of records of all financial transactions of all agency and 501c3 fund accounts.
- Maintain an accurate petty cash fund and ledger for the school.
- Maintain accurate leave balance records for all employees and communicate with employees as necessary.
- Deposit all cash receipts and post deposits to all bank accounts.
 - Assign, review or check work products of other staff that may be assigned to accounting or bookkeeping functions of the school to ensure conformance to policies and procedures. Evaluate and manage those assigned personnel.
- Conduct bidding and purchasing procedures as needed.
- Call sub-contractors for repairs as needed, monitoring repair/replacement trust account.
- Serve as a member of Windsor Charter Academy's Leadership Team and attend meetings as required.
- Serve on the Building Corporation Board of Directors and act as Registered Agent for the Corporation.
- Serve as representative of Windsor Charter Academy at various conferences and network meetings.
- Employee Relations:
 - Conduct employee investigations, provide reports and make recommendations for appropriate disciplinary action.
 - Serve as a resource on employment law, discipline, and discharge issues; implement school district, state, and federal statutes, policies, and regulations related to human resources.
 - Serve as a resource to principals, hiring managers, and department directors on employment law, performance issues, and employee relations.
- Recruitment and Staffing:
 - Coordinate the recruitment, selection, and retention of employees.
 - Facilitate and coordinate the staffing process for employees.
 - Monitor internal and external diversity trends, develop and implement best practices for recruitment, retention, and support of a diverse and culturally responsive workforce.
 - Ensure proper licensure for new and continuing educators and district compliance with state and federal statutes related to educators.
 - Ensure employees are compliant with district, state, and federal requirements.
- Salary and Compensation:
 - Conduct salary survey research.
 - Design, create, update, and maintain district salary and stipend schedules.
 - Administer employee incentive programs such as licensed employee lane changes and tuition reimbursement programs.
 - Collaborate with the payroll department on employee pay issues, new hire pay rates, pay rate changes, and new position set-up.
 - Supervise the distribution of employment contracts and/or notices of assignment.
- Evaluation Process:

- Administer, track, communicate, and provide training for evaluation systems.
- Actively participate in:
 - Department, team, high school meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Bachelor's degree in finance or accounting required; Master's degree preferred
- Three years of finance and human resources management experience is required
- Experience in K-12 education finance environment is preferred
- Equivalent combination of education and experience will be evaluated.

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred.

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain up-to-date knowledge of:
 - employment laws and general human resources practices.
 - Colorado Teacher Licensure requirements.
 - federal regulations/mandates related to employment in education.
 - compensation analysis, systems, and structures.
 - financial management and analysis, administrative practices, operating policies and procedures regarding K-12 funding
- Diffuse and manage volatile and stressful situations.
- Develop intricate budgets and perform detailed analysis of budgets.
- Maintain confidentiality in all aspects of the job.
- Promote and follow Executive Board policies, school processes, and procedures.
- 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.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment.
 - Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
 - Typical educational/instructional technology equipment and programs
 - Typical office equipment
-

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 these 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	



JOB DESCRIPTION

Director of Elementary School Education

Summary

Responsible for the safety and well-being of students, for assuring excellence in academic and co-curricular programs, for curriculum development and supervision, for faculty evaluation and professional development, for planning and administering the school budget, and for cultivating positive and mutually beneficial relationships with the school community, students, parents, faculty, staff, and the district.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. 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 these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Direct building-level curriculum and instruction for the purpose of increasing student achievement. Possess knowledge of current research in curriculum, instruction, and assessment.
- Hire, discipline, terminate, direct and assign work, train, and evaluate staff.
- Supervise, assess and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher-developed assessments.
- Evaluate and supervise school personnel for the purpose of monitoring performance. Provide professional growth opportunities to staff through professional development.
- Establish and foster an adult learning environment by maximizing collaboration and adult learning to improve instruction, providing teachers with materials, inspiring innovative teaching methods, and creating a sense of community.
- Possess intermediate to advanced knowledge or ability to develop, monitor, and evaluate curriculum, discipline plans, and supervision/safety plans.
- Evaluate and analyze data, and have knowledge of curriculum and instruction, budgeting and accounting, special education laws, and master agreement/labor relations.
- Advocate for the students, staff, and school for the purpose of encouraging and promoting community involvement and outreach.
- Develop and manage budgets based on documented program needs, student enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control.
- Facilitate communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment.
- Assist in the maintenance of the crisis management plan and school safety requirements.

- Develop, coordinate, and supervise school programs in collaboration with school staff and/or outside agencies.
- Collaborate with teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes in team and school-based meetings and discussions.
- Actively participate in:
 - Department, team, and school meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Master's degree with successful completion of principal licensure program required.
- Three to five years of teaching experience at the elementary level and one additional year of experience in discipline, attendance and supervision (dean/administrative experience) preferred.

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado principal license with appropriate endorsements required
- CPR and first aid training will be required at hire
- Adminstrating medication in a school setting training required

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Promote and follow Board policies, school processes and procedures.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- 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.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
- Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
- Typical educational/instructional technology equipment and programs
- Typical office equipment

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	



JOB DESCRIPTION

Director of Middle School Education

Summary

Responsible for the safety and well-being of students, for assuring excellence in academic and co-curricular programs, for curriculum development and supervision, for faculty evaluation and professional development, for planning and administering the school budget, and for cultivating positive and mutually beneficial relationships with the school community, students, parents, faculty, staff, and the district.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. 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 these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Direct building-level curriculum and instruction for the purpose of increasing student achievement. Possess knowledgeable of current research in curriculum, instruction, and assessment.
- Hire, discipline, terminate, direct and assign work, train, and evaluate staff. Supervise, assess and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher-developed assessments.
- Evaluate and supervise school personnel for the purpose of monitoring performance. Provide professional growth opportunities to staff through professional development.
- Establish and foster an adult learning environment by maximizing collaboration and adult learning to improve instruction, providing teachers with materials, inspiring innovative teaching methods, and creating a sense of community. Possess intermediate to advanced knowledge or ability to develop, monitor, and evaluate curriculum, discipline plans and supervision/safety plans.
- Evaluate and analyze data, and have knowledge of curriculum and instruction, budgeting and accounting, special education laws and master agreement/labor relations.
- Advocate for the students, staff, and school for the purpose of encouraging and promoting community involvement and outreach.
- Develop and manage budgets based on documented program needs, student enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control.
- Facilitate communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment.
- Assist in the maintenance of the crisis management plan and school safety requirements.

- Develop, coordinate, and supervise school programs in collaboration with school staff and/or outside agencies.
- Collaborate with teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes in team and school-based meetings and discussions.
- Actively participate in:
 - Department, team, and school meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Master's degree with successful completion of principal licensure program required.
- Three to five years of teaching experience at the elementary level and one additional year of experience in discipline, attendance and supervision (dean/administrative experience) preferred.

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado principal license with appropriate endorsements required
- CPR and first aid training will be required at hire
- Adminstrating medication in a school setting training required

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Promote and follow Board policies, school processes and procedures.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- 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.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
- Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
- Typical educational/instructional technology equipment and programs
- Typical office equipment

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	



JOB DESCRIPTION

Director of High School Education

Summary

Manage a large comprehensive high school comprised of a variety of academic, concurrent enrollment, activity, and athletic programs. Serve as an educational leader who promotes the success of all students by facilitating the development, articulation, and implementation of a clear vision of learning that is shared and supported by the school community. Manage human resources to ensure an orderly work and learning environment. Ensure safety of students and staff.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. 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 these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Direct building-level curriculum and instruction for the purpose of increasing student achievement. Possess knowledge of current research in curriculum, instruction, and assessment.
- Hire, discipline, terminate, direct and assign work, train, and evaluate staff.
- Supervise, assess and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher-developed assessments.
- Evaluate and supervise school personnel for the purpose of monitoring performance. Provide professional growth opportunities to staff through professional development.
- Establish and foster an adult learning environment by maximizing collaboration and adult learning to improve instruction, providing teachers with materials, inspiring innovative teaching methods, and creating a sense of community. Possess intermediate to advanced knowledge or ability to develop, monitor and evaluate curriculum, discipline plans and supervision/safety plans.
- Evaluate and analyze data, and have knowledge of curriculum and instruction, budgeting and accounting, special education laws and master agreement/labor relations.
- Advocate for the students, staff, and school for the purpose of encouraging and promoting community involvement and outreach.
- Develop and manage budgets based on documented program needs, student enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control.
- Facilitate communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment.
- Assist in the maintenance of the crisis management plan and school safety requirements.

- Develop, coordinate, and supervise school programs in collaboration with school staff and/or outside agencies.
- Collaborate with teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes and in team and school-based meetings and discussions.
- Actively participate in:
 - Department, team, school meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Master's degree with successful completion of principal licensure program required.
- Three to five years of teaching experience at the elementary level and one additional year of experience in discipline, attendance and supervision (dean/administrative experience) preferred.

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado principal license with appropriate endorsements required
- CPR and first aid training will be required at hire
- Adminstrating medication in a school setting training required

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Promote and follow Board policies, school processes and procedures
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- 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.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
- Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
- Typical educational/instructional technology equipment and programs
- Typical office equipment

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	



JOB DESCRIPTION

Business Manager

Summary

Responsible for providing internal financial management to ensure maintenance of processes that support the vision and mission of the school, administrative team, Finance Director, Executive Director, and Board.

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 these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Maintain comprehensive knowledge of the school's mission and programs to promote external partnerships that strengthen programs and initiatives.
- Maintain comprehensive knowledge of the school's mission and programs to promote fundraising initiatives.
- Work with the Finance Director to create and manage internal control processes.
- Order necessary supplies or equipment for schools to run effectively.
- Manage business office processes and procedures to ensure financial controls are properly followed.
- Provide direction to office and teaching staff on financial processes.
- Maintain financial transaction files, including vendor files, contractor records, contracts for services, and insurance files.
- Verify cash collected by school secretaries/employees, complete deposit forms, enter data into accounting system, and make deposits to bank accounts with required documentation.
- Provide monthly reconciliation detail of the student fund account to each teacher having accounts within that fund.
- Review, reconcile, and report on activity within the student fund accounts on a monthly basis. Review, reconciliation and reporting of activity within the student fund accounts.
- Receive and verify purchase requisitions, and create purchase orders to be approved by the appropriate authority.
- Match invoices and receiving slips with purchase orders, scan and enter into accounting system, submit checks for approval, print, and mail checks.
- Track and record all school revenue and expenditure transactions, including budgetary and purchase approval processes.
- Process payables weekly.
- Verify that all payments in accounting system have the proper supporting documentation per audit standards.

- Assist Finance Director with monthly bank reconciliations.
- Reconcile monthly health benefits.
- Assist Finance Director with monthly payroll processing and reconciliation.
- Assist Finance Director with quarterly 941 reconciliations.
- Maintain accounts payable and receivable filing system (both paper and electronic. Scan all documentation and enter it into the school accounting system.
- Maintains debit/credit card checkout logs and usage.
- Assists the Finance Director in the annual audit.
- Maintain all human resource records and employment transactions.
- Assist Finance Director with HR employee file maintenance and documentation.
- Work with Finance Director to create systematic HR process.
- Maintain accurate records and process transactions for all employee deduction elections; maintain accurate records on employee benefit elections to assure proper deductions are processed.
- Issue W-9 form to all new vendors, log collection, and maintain file for W-9 responses.
- Maintain employee payroll and personnel data for compensation and benefits and update as necessary; respond to authorized parties on employee compensation and benefits; respond to employees regarding compensation and benefits.
- Issue annual open enrollment announcements, enrollment applications, and submit changes to carriers. Make follow-up calls/emails to providers -to address errors or corrections.
- Assist employees to resolve problems with their benefit program by providing them with contact information and other resources.
- Issue employee annual and period notices relevant to HIPPA.
- Work with the Finance Director to ensure that all needed personnel file information, certifications, salary and benefit information, contracts, employment letters, attendance, leave requests, sick and vacation time, and all contract and board commitments are properly maintained and administered.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Bachelor's degree required
- Two years of accounting experience required
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire
- Adminstrating medication in a school setting training required

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Communicate with students, parents/guardians, staff, and community members.
- Be a part of and work with a team.
- Possess strong technical skills, including experience in managing and manipulating databases and spreadsheets.
- Be highly organized and execution-oriented (experience managing many moving parts and consistently delivering on time).
- Exhibit acute attention to the smallest detail to ensure smooth, predictable, and effective outcomes.

- Demonstrate strong communication skills, written and oral. Be able to communicate technical information and requirements (e.g., how to manage account details) to a non-technical person (e.g., teacher).
- Be highly proficient with MS Excel, MS Word, and MS PowerPoint
- Take initiative. Have the ability to take instruction well, but not wait for it.
- Place a high value on delivering quality internal and external customer service.
- Work in a fast-paced, high-performing, and sometimes unpredictable environment.
- 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.
- Work independently and manage time effectively.
- Diffuse and manage volatile and stressful situations.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, PowerPoint, Excel, Adobe, and other software
 - Typical office equipment
-

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	



JOB DESCRIPTION

School Nurse

Summary

Responsible for delivering health care and services in schools and providing other services to allow students to remain in school.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. 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 these essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Provide health care, perform health assessments, administer medications, and provide first aid and intervention for acute illness and emergencies.
- Manage communicable disease outbreaks in schools in collaboration with Weld County and State of Colorado health officials.
- Provide health and safety education and/or counseling for families and children to support student attendance at school. Ensure that the health department and other community services are accessible to families.
- Direct and supervise health technicians to follow procedures regarding immunizations, staff notification of health problems, health care action plans, vision and hearing screenings, and other health care procedures.
- Provide professional development for school staff on treatment of student health problems, universal precautions, and growth and development curriculum.
- Maintain records regarding immunizations, chronological history of physical and mental health conditions, and health status of students with the assurance of privacy and confidentiality.
- Collaborate with:
 - Special education team to develop health plans and provide consultation and support to staff working with students with special needs.
 - Teachers, support personnel, administrators, and colleagues to improve student outcomes.
 - Colleagues in team and school-based meetings and discussions.
- Actively participate in:
 - Department, team, school meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Bachelor's degree in nursing required.
- Experience in public health and/or pediatric health preferred.

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado Special Services license with appropriate endorsements in nursing, or necessary credentials to obtain required a Colorado Special Services license.
- Current Colorado nursing license required
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Promote and follow Board policies, school processes and procedures.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- 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.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
 - Typical educational/instructional technology equipment and programs
 - Typical office equipment
-

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			



JOB DESCRIPTION

Technology Assistant

Summary

Responsible for maintaining media and technology programming in the school. Assist in the management and circulation of textbooks, laptops and equipment. Maintain the order and functionality of technology department. Work closely with staff to support educational objectives. Manage the copiers and repair coordination with the copier companies.

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.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity
 - Include and engage families in the student's education
 - Support all Windsor Charter Academy policies, procedures, and expectations
 - Provide personal and professional excellence
- Assist in monitoring activities and maintaining a clean environment in the MS/HS Media Center, computer labs, collaboration rooms and TV studio
- Support the daily operations of Media Center programming and education for the MS/HS and Elementary Media Centers
- Manage data uploads and integration for student textbooks and software databases (including Active Directory, G Suite, and Follet)
- Manage student account creation, password resets and clean up
- Provide general troubleshooting and support for school technology devices for staff and students
- Report technology issues and concerns to Technology / Media Manager
- Assist with the maintenance and implementation of school-owned technology equipment and devices
- Manage daily announcements for scrolling displays
- Troubleshoot issues and make service calls for Xerox machines and printers
- Provide webpage support and updates as needed
- Attend work and arrive in a timely manner
- Perform other duties as assigned

Education and Related Work Experience

- Associates Degree or higher preferred
- Two to three years of related experience in school or other applicable technology
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- 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.
- Work independently and manage time effectively.
- Diffuse and manage volatile and stressful situations.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, PowerPoint, Excel, Adobe, and other software
 - Typical office equipment
-

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	



JOB DESCRIPTION

Food Service Staff Member

Summary

Responsible for preparing and serving a full range of food for school meals under minimal direct supervision. Assist with all aspects of production and delivery of meals, including: cooking meals, setting up the serving line, replenishing food, and operating a point-of-sale system, and collecting cash. Clean all food preparation and service areas. Properly label, date, and store leftover food. Comply with Health Department standards, all safety procedures, departmental policies and procedures, and all applicable state and federal regulations. Display exceptional customer service skills.

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 these essential functions.

Description of Job Tasks

- Assist with meal preparation by cooking, pre-portioning, setting up serving lines, condiment stands, and fruit and vegetable bar. Prepare food items according to recipes and menus. Control food and kitchen waste. Maintain daily production records accurately.
- Serve food, provide customer service, and communicate with students, staff and community in a professional manner.
- Clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Properly maintain equipment. Empty trash containers.
- Operate point-of-sale system, including: preparing and processing accurate payments, day-end reports, and money deposits. Verify correct amount of change in cash box daily.
- Properly receive, check-in, and store food and equipment from warehouses and vendors. Properly store, date, and label food. Perform inventories as scheduled and assist Kitchen Manager with food and supply orders.
- Maintain compliance with Health Department standards, including high standards of sanitation and safety. Adhere to state, federal, and department guidelines, safety procedures, departmental policies and regulations.
- Attend all required departmental trainings.
- Arrive to work on time.
- Perform other duties as assigned.

Education and Related Work Experience

- High school diploma or equivalent required
- One year of related experience preferred in an institutional food service setting
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Customer service and public relations skills
 - Critical thinking and problem-solving skills
- Possess the ability to count money and make change.
- Maintain knowledge and skills to properly prepare food, work to prepare and serve food in an efficient manner.
- Work various shift times, including early mornings.
- Maintain confidentiality in all aspects of the job.
- Manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
- Promote and follow Executive Board policies.
- Adhere to attendance requirements, including regular and punctual employee presence.
- Maintain honesty and integrity in all aspects of the job.
- Work independently and manage time effectively.
- Participate and work in a team environment.
- 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.
- Operate a computerized security system.

Materials and Equipment Operating Knowledge

- Operating knowledge of and experience with personal computers and peripherals
- Ability to use a calculator and learn the point-of-sale accounting system
- Basic operating knowledge of and experience with oven, steamer, dishwasher, and other kitchen equipment

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.

- Required to carry and respond to cell phone during assigned shift.
- Responsible for assisting with the supervision and overseeing the well-being of students in common areas.

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

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			

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold or extreme heat (non-weather)		X		
Risk of electrical shock		X		



JOB DESCRIPTION

Media Assistant

Summary

Responsible for maintaining library and media programming in the school. Assist in the management and circulation of library materials, laptops and equipment. Maintain the order and functionality of the library and media center. Work closely with staff to support educational objectives. Manage the materials check-in and check-out process, and communicate with parents about late fines and lost books, and any fees owed on such materials.

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:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Assist in monitoring activities and maintaining a clean environment in the library/media center.
- Supervise and assist students in the library/media center by demonstrating library skills, assisting in research and location of materials, training on the use of on-line resources and library automation systems, checking in/out materials and/or equipment.
- Use the library automation system to circulate and find materials, manage book check out, notify students and parents of overdue materials, and create reports.
- Complete and reconcile inventory of print and non-print materials and equipment.
- Support the daily operations of programming and education for the school media center.
- Upload and integrate data for student textbooks using software databases, including: G Suite and Follet.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Associates Degree or higher preferred
- Two to three years of related experience in a school library
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- 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.
- Work independently and manage time effectively.
- Diffuse and manage volatile and stressful situations.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, PowerPoint, Excel, Adobe, and other software
 - Typical office equipment
-

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	



4.0 Financials

Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director

SarahGennie Colazio, Finance Director

James Zacheis –Board Member

Paige Adams, Member

Matt Meuli, Member

Levi Burkhart, Member

Lauren Miller, Business Manager

Agenda 5.21.20- by Zoom Video Conferencing

Meeting called to order at 3:33 pm

1. Reviewed April financials, Revenue and Expenditures, Balance Sheet, check register and credit card statements
 - a. **Motion to approve April Financials by Donna, second by Sara, passes unanimously**
2. Reviewed possible Budget scenarios- brief update on PPR and relief funding
3. Next Meeting – Thursday June 11th, 3:30pm

Meeting adjourned at 4:25 pm

Rev and Exp as of 4.30.20

Printed: 5/19/2020 2:06 PM
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	35,409.09	24,000.00	(11,409.09)	147.54	
1700	Pupil Activities	73,224.80	93,420.00	20,195.20	78.38	
1900	Other Revenue from Local Sources	345,899.20	534,368.00	188,468.80	64.73	
3000	Revenue from State Sources	308,504.84	357,107.00	48,602.16	86.39	
3900	Other Revenue From State Sources	67,648.78	25,300.00	(42,348.78)	267.39	
5200	Interfund Transfers	0.00	184,250.00	184,250.00	0.00	
5600	Direct Allocations	9,519,298.15	11,366,426.00	1,847,127.85	83.75	
I	Revenue	<u>10,349,984.86</u>	<u>12,584,871.00</u>	<u>2,234,886.14</u>	<u>82.24</u>	* Account Type
0100	Salaries	4,404,053.35	5,785,439.50	1,381,386.15	76.12	
0200	Employee Benefits	1,674,566.69	2,156,153.00	481,586.31	77.66	
0300	Purchased Professional and Technical Services	49,045.79	60,613.00	11,567.21	80.92	
0400	Purchased Property Services	1,694,757.59	2,090,604.00	395,846.41	81.07	
0500	Other Purchased Services	1,328,727.37	1,483,509.00	154,781.63	89.57	
0600	Supplies	239,881.29	326,506.00	86,624.71	73.47	
0700	Property	151,096.91	148,606.00	(2,490.91)	101.68	
0800	Other Objects	222,708.64	324,710.00	102,001.36	68.59	
X	Expense	<u>9,764,837.63</u>	<u>12,376,140.50</u>	<u>2,611,302.87</u>	<u>78.90</u>	* Account Type
11	Charter School	<u>(585,147.23)</u>	<u>(208,730.50)</u>	<u>376,416.73</u>	<u>280.34</u>	Fund

Rev and Exp as of 4.30.20

Printed: 5/19/2020 2:06 PM
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900	Other Revenue from Local Sources	342,997.73	0.00	(342,997.73)	0.00	
I	Revenue	<u>342,997.73</u>	<u>0.00</u>	<u>(342,997.73)</u>	<u>0.00</u>	* Account Type
0600	Supplies	156,989.17	321,762.88	164,773.71	48.79	
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00	
X	Expense	<u>156,989.17</u>	<u>401,762.88</u>	<u>244,773.71</u>	<u>39.08</u>	* Account Type
23	Pupil Activity Fund	<u>(186,008.56)</u>	<u>401,762.88</u>	<u>587,771.44</u>	<u>-46.30</u>	Fund

Rev and Exp as of 4.30.20

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	23,914.19	30,500.00	6,585.81	78.41	
1900	Other Revenue from Local Sources	1,498,430.60	1,543,406.00	44,975.40	97.09	
2000	Revenue from Intermediate Sources	13,113.72	24,000.00	10,886.28	54.64	
I	Revenue	<u>1,535,458.51</u>	<u>1,597,906.00</u>	<u>62,447.49</u>	<u>96.09</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	1,151,729.60	1,448,403.00	296,673.40	79.52	
0900	Other Uses of Funds	407,135.19	95,000.00	(312,135.19)	428.56	
X	Expense	<u>1,558,864.79</u>	<u>2,043,403.00</u>	<u>484,538.21</u>	<u>76.29</u>	* Account Type
61	Building Corporation	<u>23,406.28</u>	<u>445,497.00</u>	<u>422,090.72</u>	<u>5.25</u>	Fund
	Report Total:	<u>747,749.51</u>	<u>(638,529.38)</u>	<u>(1,386,278.89)</u>	<u>-117.10</u>	

Balance Sheet

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Windsor Charter Academy

Charter School 11

Account Class	8100	Current Assets	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
	Description					
Current Assets						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		580,609.55	133,362.82	713,972.37	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		523,388.42	(52,093.04)	471,295.38	11-950-00-0000-8102-000-0000
	Savings 1stBANK		751,247.37	(99,973.23)	651,274.14	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		0.00	100,012.39	100,012.39	11-950-00-0000-8102-000-0000-9393
	COLOTRUST Account		2,165,232.74	1,967.59	2,167,200.33	11-950-00-0000-8102-000-0000-9665
	MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Prepaid Expenses		14,121.78	0.00	14,121.78	11-950-00-0000-8181-000-0000
	Prepaid Insurance		7,176.96	0.00	7,176.96	11-950-00-0000-8182-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets		<u>4,042,779.49</u>	<u>83,276.53</u>	<u>4,126,056.02</u>	* Account Class
Liabilities						
	Accounts Payable		(68,984.33)	56,510.84	(12,473.49)	11-950-00-0000-7421-000-0000
	GARNISHMENT		1,948.39	(583.33)	1,365.06	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9665
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Tax Liabilities		0.03	0.00	0.03	11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab		(119,948.07)	(11,295.94)	(131,244.01)	11-950-05-0000-7471-000-0000
	Unearned Rev Liab		0.00	0.00	0.00	11-950-31-0000-7421-000-0000
7400	Liabilities		<u>(193,460.55)</u>	<u>44,631.57</u>	<u>(148,828.98)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(321,500.00)	0.00	(321,500.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,009,358.72)	0.00	(3,009,358.72)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(13,739.52)	0.00	(13,739.52)	11-950-00-0000-6770-000-0000
	Committed Fund Balance		(47,481.57)	0.00	(47,481.57)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(446,074.97)	(139,072.26)	(585,147.23)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(3,838,154.78)</u>	<u>(139,072.26)</u>	<u>(3,977,227.04)</u>	* Account Class
11	Charter School		<u>11,164.16</u>	<u>(11,164.16)</u>	<u>0.00</u>	Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		SF Checking 1stBank	216,183.05	(27,632.67)	188,550.38	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>216,183.05</u>	<u>(27,632.67)</u>	<u>188,550.38</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(4,667.00)	0.00	(4,667.00)	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(14,577.48)	16,702.66	2,125.18	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(19,244.48)</u>	<u>16,702.66</u>	<u>(2,541.82)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Activity Net Income/Loss	(196,938.57)	10,930.01	(186,008.56)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(196,938.57)</u>	<u>10,930.01</u>	<u>(186,008.56)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Def Loss on Refunding-2016	268,550.09	0.00	268,550.09	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	101,535.98	72,606.72	174,142.70	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,238,586.16	913.13	1,239,499.29	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	217,607.83	30,211.38	247,819.21	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	27,385.10	(66.15)	27,318.95	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2017	24,491.37	102.04	24,593.41	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>1,878,156.53</u>	<u>103,767.12</u>	<u>1,981,923.65</u>	* Account Class
Fixed Assets						
		Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
		Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
		Bldg Corp Building & Imp MSHS	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
		Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(2,465,570.61)	0.00	(2,465,570.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>22,783,113.36</u>	<u>0.00</u>	<u>22,783,113.36</u>	* Account Class
Liabilities						
		Due to WCA Gen Fund	(47,647.23)	0.00	(47,647.23)	61-950-00-0000-7402-000-0000
		Bldg Corp Premium on Bonds	(210,926.01)	0.00	(210,926.01)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(4,109,266.83)	0.00	(4,109,266.83)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(28,693,818.24)</u>	<u>0.00</u>	<u>(28,693,818.24)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	3,905,374.95	0.00	3,905,374.95	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	127,173.40	(103,767.12)	23,406.28	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>4,032,548.35</u>	<u>(103,767.12)</u>	<u>3,928,781.23</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u><u>11,164.16</u></u>	<u><u>(11,164.16)</u></u>	<u><u>0.00</u></u>	

A/P Check Register

Printed: 5/19/2020 2:25 PM
 Windsor Charter Academy
 Check Date: 4/1/2020 to 4/30/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218383	Brown Property Services LLC	31	04/03/2020	787	2,185.00	0.00	2,185.00
21087	Colorado Department of Revenue	31	04/03/2020	788	100.00	0.00	100.00
218571	Hungenberg, Elaine	31	04/03/2020	789	301.00	0.00	301.00
21038	Lewan and Associates	2	04/03/2020	790	5,050.31	0.00	5,050.31
21092	Lincoln National Life Insurance	2	04/03/2020	791	1,266.82	0.00	1,266.82
217993	Miller Farmer Law LLC	31	04/03/2020	792	2,131.00	0.00	2,131.00
218635	Music & the Arts	18	04/03/2020	793	51.10	0.00	51.10
218357		2	04/03/2020	794	291.85	0.00	291.85
21049	Pestrite Pest Management Svcs	31	04/03/2020	795	758.00	0.00	758.00
21177	Pinnacol	31	04/03/2020	796	8,747.60	0.00	8,747.60
218592	Riverside Assessments LLC	31	04/03/2020	797	1,301.52	0.00	1,301.52
21093	Security Benefit	31	04/03/2020	798	1,121.00	0.00	1,121.00
217638	UNCC	2	04/03/2020	799	55.13	0.00	55.13
218638	United Resource Systems, Inc	31	04/03/2020	800	651.68	0.00	651.68
21552	Airgas USA LLC	8	04/08/2020	801	35.88	0.00	35.88
21323	Carol Vaughan Designs Architecture LLC	8	04/08/2020	802	1,453.00	0.00	1,453.00
21012	CenturyLink	7	04/08/2020	803	126.39	0.00	126.39
21015	Comcast Cable	7	04/08/2020	804	1,087.65	0.00	1,087.65
217633	Diversified Underground Inc.	7	04/08/2020	805	25.00	0.00	25.00
21641	Fiske Electric Inc.	3	04/08/2020	806	246.12	0.00	246.12
21136	Home Depot Pro	7	04/08/2020	807	917.52	0.00	917.52
21038	Lewan and Associates	8	04/08/2020	808	1,355.46	0.00	1,355.46
217993	Miller Farmer Law LLC	8	04/08/2020	809	5,353.50	0.00	5,353.50
21198	OfficeScapes	8	04/08/2020	810	15,468.00	0.00	15,468.00
218655	Playful Healing	3	04/08/2020	811	1,755.00	0.00	1,755.00
21498	Purchase Power Pitney Bowes	7	04/08/2020	812	239.85	0.00	239.85
21622	Schmidt, Alaina	8	04/08/2020	813	309.00	0.00	309.00
21061	Security and Sound Design Inc	7	04/08/2020	814	37.50	0.00	37.50
21681	Snappy Holdings LLC	7	04/08/2020	815	13.80	0.00	13.80
21078	Waste Management	7	04/08/2020	816	84.37	0.00	84.37
21120	Weld RE-4 School District	3	04/08/2020	817	15.45	0.00	15.45
218535	FirstBank	8	04/08/2020	818	9,904.48	0.00	9,904.48
21353	Aims Community College	17	04/20/2020	819	594.00	0.00	594.00
218653	Century Environmental Hygiene LLC	17	04/20/2020	820	650.00	0.00	650.00
21038	Lewan and Associates	16	04/20/2020	821	568.00	0.00	568.00
218059	Note Flight	16	04/20/2020	822	116.15	0.00	116.15
21641	Fiske Electric Inc.	22	04/22/2020	823	600.00	0.00	600.00
21622	Schmidt, Alaina	22	04/22/2020	824	423.00	0.00	423.00
218383	Brown Property Services LLC	30	04/30/2020	825	402.50	0.00	402.50
21012	CenturyLink	29	04/30/2020	826	125.82	0.00	125.82
21015	Comcast Cable	29	04/30/2020	827	2,995.03	0.00	2,995.03
218673	Croft, Sandra	28	04/30/2020	828	113.65	0.00	113.65
21140	EON Office	29	04/30/2020	829	52.61	0.00	52.61
218674	Koester, Seth and Shannon	28	04/30/2020	830	36.50	0.00	36.50
21273	Meadow Gold - Greeley	29	04/30/2020	831	640.37	0.00	640.37
21177	Pinnacol	30	04/30/2020	832	512.47	0.00	512.47
218337	Rise, Matthew	22	04/30/2020	833	290.60	0.00	290.60
21093	Security Benefit	30	04/30/2020	834	1,090.64	0.00	1,090.64
218552	Sources of Strength	24	04/30/2020	835	750.00	0.00	750.00
217608	ThyssenKrupp Elevator Corp.	30	04/30/2020	836	743.62	0.00	743.62
21072	Town of Windsor	29	04/30/2020	837	1,322.86	0.00	1,322.86
218638	United Resource Systems, Inc	29	04/30/2020	838	300.08	0.00	300.08
21079	Wells Fargo Financial Leasing	29	04/30/2020	839	3,730.04	0.00	3,730.04
218208	OptumRX	6	04/06/2020	10202	6,390.20	0.00	6,390.20
218338	Save your Sole Foot and Ankle	6	04/22/2020	10203	185.17	0.00	185.17
218208	OptumRX	6	04/20/2020	10204	1,539.12	0.00	1,539.12

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218654	Bariatric and Lifestyle Medicine	6	04/09/2020	10205	170.36	0.00	170.36
218634	UC Health Medical Group	6	04/09/2020	10206	7.28	0.00	7.28
218207	UMR Health	6	04/20/2020	10207	14.94	0.00	14.94
218651	Duhn, Eric and Amy	1	04/03/2020	90244	100.00	0.00	100.00
218652	Johnson, Richard and Tara	1	04/03/2020	90245	100.00	0.00	100.00
218363	K&W Printing, Inc.	31	04/03/2020	90246	1,658.70	0.00	1,658.70
217756	Colorado Mathematics League	3	04/08/2020	90247	384.80	0.00	384.80
218363	K&W Printing, Inc.	7	04/08/2020	90248	612.00	0.00	612.00
21120	Weld RE-4 School District	3	04/08/2020	90249	45.17	0.00	45.17
218535	FirstBank	8	04/08/2020	90250	11,876.81	0.00	11,876.81
218656	Acheson, Rick and Christy	14	04/20/2020	90251	50.00	0.00	50.00
218657	Allman, Sean and Laura	14	04/20/2020	90252	50.00	0.00	50.00
218658	Bashor, Justin and Timarie	14	04/20/2020	90253	50.00	0.00	50.00
218667	Brown, David and Dorinda	14	04/20/2020	90254	50.00	0.00	50.00
217721	BSN Sports	16	04/20/2020	90255	84.99	0.00	84.99
218542	Community Funded Enterprises Inc	16	04/20/2020	90256	146.75	0.00	146.75
218659	Davidson, Ron and Shannon	14	04/20/2020	90257	30.00	0.00	30.00
218660	Eppel, Quinn and Jessica	14	04/20/2020	90258	10.00	0.00	10.00
218661	Fisher, Jervis and Melissa	14	04/20/2020	90259	50.00	0.00	50.00
218668	Garrett, Cathleen	14	04/20/2020	90260	50.00	0.00	50.00
21580	Goodman, Bob	14	04/20/2020	90261	50.00	0.00	50.00
218662	Martinez, Sandra	14	04/20/2020	90262	46.00	0.00	46.00
218663	Moser, Lori	14	04/20/2020	90263	50.00	0.00	50.00
218664	Norris, Joshua and Heather	14	04/20/2020	90264	50.00	0.00	50.00
218665	Orwick, Jeffrey and Michelle	14	04/20/2020	90265	100.00	0.00	100.00
218666	Pfeiler, Michael and Erin	14	04/20/2020	90266	50.00	0.00	50.00
21583	Southam, Blaine	14	04/20/2020	90267	50.00	0.00	50.00
218670	Triou, Kanda	14	04/20/2020	90268	50.00	0.00	50.00
218669	Willenbrecht, Arie and Jennifer	14	04/20/2020	90269	50.00	0.00	50.00
218671	BigTeams LLC	22	04/30/2020	90270	1,020.00	0.00	1,020.00
218373	Brush High School	22	04/30/2020	90271	300.00	0.00	300.00
217721	BSN Sports	22	04/30/2020	90272	1,031.25	0.00	1,031.25
218519	Front Range Baptist Academy	22	04/30/2020	90273	550.00	0.00	550.00
218494	JONES, ELIZABETH	24	04/30/2020	90274	50.00	0.00	50.00
218363	K&W Printing, Inc.	22	04/30/2020	90275	512.40	0.00	512.40
21446	L berty Common High School	20	04/30/2020	90276	200.00	0.00	200.00
218567	Loveland Classical School	20	04/30/2020	90277	49.00	0.00	49.00
218196	Weld County School District 6	28	04/30/2020	90278	1,400.00	0.00	1,400.00
217837	Windsor Middle School	22	04/30/2020	90279	100.00	0.00	100.00
21286	Voya Financial	6	04/30/2020	43020111	1,209.67	0.00	1,209.67
21088	American Fidelity	6	04/30/2020	43020222	185.00	0.00	185.00
21088	American Fidelity	6	04/30/2020	43020333	2,022.97	0.00	2,022.97
21459	CBIZ	6	04/30/2020	43020444	2,052.73	0.00	2,052.73
21459	CBIZ	6	04/30/2020	43020555	351,846.39	0.00	351,846.39
21459	CBIZ	6	04/30/2020	43020666	50,177.83	0.00	50,177.83
21084	PERA	6	04/30/2020	43020777	129,934.17	0.00	129,934.17
21286	Voya Financial	6	04/30/2020	43020999	1,500.00	0.00	1,500.00
218205	Delta Dental of Colorado	2	04/01/2020	040120115	5,681.88	0.00	5,681.88
218207	UMR Health	6	04/01/2020	040120362	39,758.59	0.00	39,758.59
217847	US Foods Inc.	7	04/01/2020	040120881	3,706.83	0.00	3,706.83
217847	US Foods Inc.	7	04/02/2020	040220881	136.04	0.00	136.04
217847	US Foods Inc.	7	04/06/2020	040620881	1,021.90	0.00	1,021.90
218208	OptumRX	6	04/10/2020	041020129	673.51	0.00	673.51
21156	Xcel Energy	7	04/14/2020	041420888	9,310.92	0.00	9,310.92
218207	UMR Health	6	04/15/2020	041520390	1,216.98	0.00	1,216.98
218208	OptumRX	6	04/17/2020	041720736	1,303.13	0.00	1,303.13
217847	US Foods Inc.	7	04/20/2020	042020881	804.63	0.00	804.63

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218208	OptumRX	6	04/21/2020	042120518	364.03	0.00	364.03
217847	US Foods Inc.	7	04/22/2020	042220881	287.70	0.00	287.70
217847	US Foods Inc.	7	04/23/2020	042320881	944.36	0.00	944.36
218208	OptumRX	6	04/24/2020	042420321	469.73	0.00	469.73
21088	American Fidelity	6	04/30/2020	430201212	4,720.55	0.00	4,720.55
21088	American Fidelity	6	04/30/2020	430201313	12,061.92	0.00	12,061.92
218404	Stripe	6	04/30/2020	043020804	7,457.80	0.00	7,457.80
217847	US Foods Inc.	7	04/30/2020	043020881	2,025.60	0.00	2,025.60
Report Total					\$738,737.72	\$0.00	\$738,737.72