

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### **April Regular Session**

April 23, 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*

April 23, 2020

Regular Session @ 6:00 p.m.

### **Executive Board**

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

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

### **Agenda**

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

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

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



**Executive Board Minutes**  
**April 23, 2020**

**MINUTES TO BE APPROVED AT THE MAY REGULAR SESSION**

**The Executive Board meeting was remote.**

## **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.

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## 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 Donna James. 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

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There were no parents that shared during Citizen Communication at the April Executive Board Regular Session.

## 3.0 Reports

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### 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:
    - 6<sup>th</sup> Grade: 99%
    - 7<sup>th</sup> Grade: 99%
    - 8<sup>th</sup> Grade: 99%
    - 9<sup>th</sup> Grade: 80%
    - 10<sup>th</sup> Grade: 91%
    - 11<sup>th</sup> Grade: 81%
    - 12<sup>th</sup> 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

### 4.0 2020-2021 School Budget Plan

#### 4.1 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 5<sup>th</sup> 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, HS Teacher
- 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

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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 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.



# Appendix



## 1.0 March Minutes

### Executive Board Minutes March 19, 2020

#### 1.0 Opening of the Meeting

#### 1.1 Call to Order

The meeting was called to order at 7:02 p.m.

#### 1.2 Roll Call

##### ***Executive Board Members Present***

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

##### ***Staff Present***

Rebecca Teeples, Executive Director

#### 1.3 Pledge of Allegiance

#### 1.4 Mission Statement

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

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## 1.5 Adoption of Agenda

A motion was made by Sherry Bartmann and seconded by Carolyn Mader to amend the March 19, 2020 Regular Session agenda, striking 4.1 and 5.2 through 5.6, with Items for Action to list the following amended agenda:

- 5.1 Emergency Action
- 5.2 Unified School Improvement Plans
- 5.3 Executive Board Elections
- 5.4 Cancellation of Annual Parent Membership Meeting

Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, nay. The motion passed.

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## 1.6 Adoption of the Minutes

A motion to approve the minutes for the February 27, 2020 Regular Session was made by Kevin Albertsen 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.

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## 2.0 Citizen Communication

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There was one parent that shared citizen communication at the March Executive Board Regular Session. Mr. Thompson asked for clarification on what a Unified Improvement Plan was for schools.

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## 3.0 Reports

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### 3.1 Executive Director's Report

#### *Work in Our Schools*

- **System Wide**
  - **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**
    - **VEX Robotics:** The Colorado State VEX Robotics Championship was very exciting! The best 24 High School Robotics teams competed to win the

Championship and the coveted chance to represent the State of Colorado at VEX Worlds. All three of our WCA teams participated at the State Tournament. Team Only Temporary finished 2nd at the end of the qualifying rounds with a record of 6 wins and 1 loss. Team Controlled Chaos finished fourth with a record of 5 wins and 2 losses. Team Phynix finished 11th with a record of 4 wins and 3 losses. Team Only Temporary went the rest of the tournament undefeated to become the Colorado state champions! Team Only Temporary qualified to represent Colorado and Windsor Charter Academy in the pinnacle of the World's Largest Robotics Competition, VEX Worlds in Louisville, Kentucky, April 22nd - 25th. They will compete alongside 720 robots and teams from over 40 different countries around the world! Congratulations to all our teams competing at State and we wish you luck at the U.S. Open and World Competition.

- **Elementary News Team:** Our 5th grade GATE students have been learning about broadcast journalism and the production pipeline for producing a news broadcast. They researched their stories, wrote out their scripts and using our new PadCaster News Studio set up they successfully filmed, edited and produced their very first WCA News Show.
- **Entrepreneurship:** Our high school entrepreneurship class students submitted copies of their business plans to the newly founded Illumination fund through OtterCares during 1st semester. Our student efforts and hard work were recognized with a \$500 donation towards our entrepreneurship class to support future student entrepreneurial projects!
- **Staff Professional Development:** The OtterCares foundation donated \$1,500 towards supporting staff attendance for the International Society of Technology Education (ISTE) conference this summer. This donation will allow us to send additional staff members to the conference this summer. The ISTE conference is held every year and serves as a forum for exploring and exchanging ideas about education technology, meaningful technology integration in the classroom, and innovative teaching strategies with educators from around the world.
- **Communications & Marketing**
  - **Summer Programs:** We haven't reached spring break but we are in full swing preparing for our summer programs! Registration is now open for VEX Robotics Summer Camp, WCA Summer Camp, and our Summer Institute.
  - **2020-2021 School Year:** In addition to preparing for our summer programs, we are ramping up for the next school year. This includes reaching out to our new kindergarten parents about testing, updating our handbooks, and uploading next year's calendars, supply lists, and fees to our website.
  - **Clubs and Processes:** Sara Sanders and Sara Ibarra are working closely to improve our systems, procedures, and advisor training for our clubs and after-school activities. Although this year we have seen much improvement in our practices, we are refining our process for online registration, medical delegation, and ensuring our club advisors and coaches can more easily engage with our school. There is more to come on this important initiative.
- **Elementary School**
  - The elementary school staff worked together to create action items to address priorities identified through our stakeholder surveys and

collaborated to create action items to address the priority performance challenges identified in our UIP.

- Third grade students presented their Totem Pole projects and fifth grade students attended the Greeley Philharmonic. Fifth grade students shared their science experiments with families and peers.
- **Middle School**
  - The middle school is excited to have launched Sources of Strength. Along with staff and student training, we have had two meetings to kickoff this dynamic opportunity. Student leaders are excited to help propel the program further.
  - The administrative team is currently finalizing teacher observations. Along with the observations, we are also completing RANDA uploads. End of year evaluations for all staff will soon be underway.
  - The administrative team completed AVID quarterly walkthroughs with a focus on critical reading. It was fantastic to see teachers engaging in and supporting students with not only critical reading but other AVID strategies as well.
  - The middle school girls' basketball team finished the regular season in 2nd place! They participated in the gold bracket.
- **High School**
  - The High School welcomed ten OtterBox employees in our building for their Otter Cares day. They did mock interviews with all of our sophomores as well as projects and presentations in some of our STEM electives!
  - Two of our students (Nathan O and Blaine A) attended All State Choir.
  - The administrative team did our quarterly AVID walkthroughs to observe Critical Reading or Collaborative Study Groups in the classroom.
  - Hannah Mancina attended the Aims Advisory Council for school leaders to learn about latest information on concurrent enrollment as well as share practices with other administrators.
  - The HS team finalized the action plan based upon our SAC stakeholder surveys.
  - Several of HS winter athletic teams hosted their end of season banquets.
  - The HS engineering class attended the KidWind competition and placed 2<sup>nd</sup> based on a windmill that they had designed and built.

### **Executive Board Calendar**

<b>CALENDAR PREVIEW OF THE MONTH AHEAD</b>			
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
March 20 <sup>th</sup> –27 <sup>th</sup>		Spring Break	All Schools
April 6 <sup>th</sup>	8:30 a.m.	3rd-5th Grade Honor Roll Assembly	Elementary School
April 16 <sup>th</sup>	5:30 p.m.	Talent Show	Elementary School
April 18 <sup>th</sup>	7:00 p.m.	Prom	Off Campus
April 22 <sup>nd</sup>	8:15 a.m.	Kindergarten Core Knowledge Continent Celebration	Elementary School

### **3.2 Executive Board Reports**

**John Feyen, Executive Board President**

Mr. Feyen attended the February WCA Board meeting, the March RE-4 District Meeting, and met with the Executive Director to plan the March meeting.

**Carolyn Mader, Executive Board Vice-President**

Mrs. Mader attended the February board meeting and work session. She also was present for the SAC meeting in which the committee reviewed the stakeholder plan and UIPs. Carolyn Mader also attended a high school girls' soccer game.

**Donna James, Executive Board Treasurer**

Ms. James attended the Finance Committee meeting. She also attended the performances of Seven Brides for Seven Brothers. As always the cast, crew and director did an incredible job.

**Kevin Albertsen, Executive Board Secretary**

Mr. Albertsen attended February's Executive Board Meeting and Coffee with Leadership.

**Sherry Bartmann, Executive Board Member**

Mrs. Bartmann attended the February Board Meeting and Coffee with Leadership. She also attended the middle school basketball games, including 8th grade Recognition Night. She is a scorekeeper for middle school games. The middle school girls are currently #1 in the League (11-1 record for regular season play) and headed into the playoffs this week following an 11-game winning streak. Mrs. Bartmann chaperoned the HS cooking class field trip to Colorado Premium Meats and also attended the WCA theater production of Seven Brides for Seven Brothers.

**Jenny Ojala, Executive Board Member**

Last month, Mrs. Ojala attended the February Regular Board Session. She continued her work in helping with second grade math classes.

**Jim Zacheis, Executive Board Member**

Mr. Zacheis attended the Executive Board meeting on the 27th and the Finance Committee meeting on March 19th. On March 4th he attended the 5th grade field trip to see the Greely Philharmonic Symphony at the Union Colony in Greely.

## **6.0 Items for Action**

### **6.1 Emergency Action**

A motion was made to declare a state of emergency at Windsor Charter Academy, given that an epidemic has threatened the health and/or safety of its students and employees and has threatened to disrupt the normal educational process. This motion was based on Policy BBAC. The motion was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, nay; Zacheis, nay; Feyen, nay. The motion passed .

### **5.2 Unified Improvement Plans for Schools**

A motion was made to approve the unified improvement plans for the schools at Windsor Charter Academy by Jenny Ojala 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.

### **5.3 Executive Board Elections**

A motion was made to delay the 2020 Executive Board elections until October 2020, with new members begin seated in January 2021 by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, abstain; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

### **5.4 Cancellation of Annual Parent Membership Meeting**

A motion was made to cancel the annual Parent Membership Meeting for the 2019-2020 school year by Sherry Bartmann 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.

## **6.0 Consent Agenda**

### **6.1 Personnel**

#### ***Appointments for 2019-2020***

- Meghan Kershaw, ES Counselor
- Stephanie Loeffler, Facilities Member

#### ***Appointments for 2020-2021***

- Veronica Adams, ES Teacher
- Mia Dellanini, HS Assistant Principal
- Kasey Denton, ES Teacher
- Chelsee Farrell, ES Teacher
- Teegan Hite, ES Teacher
- Kristi Sullivan, ES Teacher
- Katie Walker, ES Teacher

#### ***Resignations/Non-Renewals/Terminations***

- Dani Barger, ES Teacher
- Ashley Cooper, ES Teacher
- Rebecca Diener, HS Counselor
- Katie Demetriades, ES Teacher
- Eric Dudley, MS/HS Dean/Athletic Director
- Jamie Goodrich, ES Counselor
- Elizabeth Jones, Tech Assistant
- Karen Kent, ES Teacher
- Robert Lighthall, MS/HS Teacher
- Caroline Talbot, MS Teacher

## 6.2 2<sup>nd</sup> Read Policies

- Policy BC-R School Board Member Financial Disclosure
- Policy BEC Executive Sessions/Open Meetings
- Policy BEDA Notification of Board Meetings
- Policy JF-E Admission and Denial of Admission
- Policy KDB Public's Right to Know/Freedom of Information
- Policy KDE Crisis Management
- Policy KFA Public Conduct on Windsor Charter Academy Property

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A motion to approve the Consent Agenda 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.

## 7.0 Executive Session

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

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

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

## 8.0 Adjournment

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A motion to adjourn the March 19, 2020 Regular Session was made by Donna James and seconded Jim Zacheis. 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 8:04 p.m.



**2.0 2020 Annual Stakeholder Plan**

# Windsor

## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### 2019-2020 ANNUAL STAKEHOLDER PLAN

#### ANNUAL PARENT SURVEY RESULTS

Promoting excellence in student learning is at the heart of everything we do at Windsor Charter Academy. Our mission provides students with challenging academics that promotes academic excellence, character development, and enthusiasm for lifelong learning. Parent input is critical in the process of schoolwide improvement.

#### LAST YEAR'S PARENT PRIORITY CHALLENGES

Last year, three priority challenges were selected for each school based on data. Below are the selected challenges and the data trend over multiple years. Work in these areas will continue with the Executive Board and Administration.

#1	EXECUTIVE BOARD WORK	
<b>Goal</b>	<b>Board Communication</b> Parent satisfaction on effective Executive Board communication and engagement in the mission and vision of the school will increase 5% in one year as measured by data from the annual parent survey: <ul style="list-style-type: none"> <li>Elementary School 76%</li> <li>Middle School 72%</li> <li>High School 72%</li> </ul>	<b>Parent Participation as Stakeholders</b> Parent utilization of opportunities to attend Board committees and meetings and/or vote during elections to guide change will increase 5% in one year as measured by data from the annual parent survey: <ul style="list-style-type: none"> <li>Elementary School 45%</li> <li>Middle School 45%</li> <li>High School 45%</li> </ul>
<b>Outcome</b>	The goals were not met. This year's survey data reflected the following: <ul style="list-style-type: none"> <li>Elementary School 73%</li> <li>Middle School 67%</li> <li>High School 67%</li> </ul>	While data at the elementary school increased, the goals were not met. This year's survey data reflected the following: <ul style="list-style-type: none"> <li>Elementary School 48%</li> <li>Middle School 38%</li> <li>High School 34%</li> </ul>
#2	ELEMENTARY SCHOOL ENRICHMENT OPPORTUNITIES	
<b>Goal</b>	Elementary school parent satisfaction on student opportunities for extracurricular activities will increase from 71% to 74% in one year, as measured by the annual WCA parent stakeholder survey.	
<b>Outcome</b>	Parent survey data increased and the goal was met with a 10% increase.	
#3	MIDDLE & HIGH SCHOOL EMOTIONAL & BEHAVIOR SUPPORT	
<b>Goal</b>	<b>Emotional Support</b> Middle and high school parent satisfaction on appropriate emotional support for students will increase from 71% to 75% in one year, as measured by the annual parent survey.	<b>Behavior Support</b> Middle and high school parent satisfaction on appropriate behavioral support for students will increase from 70% to 74% in one year, as measured by the annual parent survey.
<b>Outcome</b>	While middle school data increased, neither the middle or high school goals were met. <ul style="list-style-type: none"> <li>Middle School 73%</li> <li>High School 70%</li> </ul>	Both goals were met. Middle school data increased by 10%. High school data increased by 14%. <ul style="list-style-type: none"> <li>Middle School 77%</li> <li>High School 80%</li> </ul>

## 2019-2020 PARENT CELEBRATIONS

There were many celebrations on data gathered from this year's parent surveys. From the many celebrations—from safe schools to quality of education, the School Accountability selected three celebrations to highlight.

ELEMENTARY SCHOOL PARENTS	
#1	98% of parents feel that the school is a safe and secure building.
#2	Parents feel that the school has strong communication strategies as evident in the following: <ul style="list-style-type: none"> <li>• 99% feel that student benchmark assessment data that measures growth is shared three times throughout the school year.</li> <li>• 94% feel that the school principal communicates about important school events and policies.</li> <li>• 92% feel that their child's teacher communicates in a timely manner.</li> </ul>
#3	Parents feel that the school has a strong culture & climate as evident in the following: <ul style="list-style-type: none"> <li>• 97% feel that there are many opportunities for parent involvement school-wide.</li> <li>• 93% feel that their child's teacher creates a positive school environment.</li> <li>• 92% feel that their child's teacher provides opportunities to volunteer in the classroom.</li> <li>• 91% feel that the school celebrates positive behavior and academic performance of students.</li> <li>• 90% feel that the school principal creates a positive school environment.</li> </ul>

MIDDLE SCHOOL PARENTS	
#1	89% of parents feel that the school is a safe and secure building.
#2	Parents feel that the school has strong communication strategies as evident in the following: <ul style="list-style-type: none"> <li>• 88% feel that the school principal communicates about important school events and policies.</li> <li>• 88% feel that student benchmark assessment data that measures growth is shared three times throughout the school year.</li> <li>• 86% feel that their child's teacher communicates in a timely manner.</li> <li>• 86% feel that communication with their child's teacher is open, honest, thoughtful and welcome.</li> </ul>
#3	Parents feel that the school has a strong culture & climate as evident in the following: <ul style="list-style-type: none"> <li>• 88% feel that the school principal is respectful and professional.</li> <li>• 84% feel that the school principal is highly visible throughout the school.</li> <li>• 84% feel that the school principal creates a positive school environment.</li> <li>• 84% feel that their child's teacher creates a positive school environment.</li> <li>• 84% are satisfied with their family's experience at the school.</li> <li>• 83% would recommend Windsor Charter Academy Middle School to family and friends.</li> <li>• 80% feel that the school celebrates positive behavior and academic performance of students.</li> </ul>

HIGH SCHOOL PARENTS	
#1	87% of parents feel that the school is a safe and secure building.
#2	Parents feel that the school has strong communication strategies as evident in the following: <ul style="list-style-type: none"> <li>• 94% feel that the school principal communicates about important school events and policies.</li> <li>• 94% feel that the school principal is approachable when parents have concerns or comments.</li> <li>• 83% feel that student benchmark assessment data that measures growth is shared three times throughout the school year.</li> <li>• 80% feel that their child's teacher communicates in a timely manner.</li> </ul>
#3	Parents feel that the school has a strong culture & climate as evident in the following: <ul style="list-style-type: none"> <li>• 96% feel that the school principal is respectful and professional.</li> <li>• 89% feel that the school principal is highly visible through the school.</li> <li>• 89% feel that the school principal creates a positive school environment.</li> <li>• 85% feel that the school provides many opportunities for parental involvement.</li> <li>• 83% are satisfied with their family's experience at the school.</li> </ul>

## 2019-2020 PARENT PRIORITY CHALLENGES

Based on survey data, the School Accountability Committee selected three priority performance challenges. From these challenges, goals and primary actions were created to address the challenge.

#1	EXECUTIVE BOARD WORK																									
<p><b>Goal</b></p>	<p><b>Board Communication</b> Parent satisfaction on effective Executive Board communication and engagement in the mission and vision of the school will increase by 5%:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">2019</th> <th style="text-align: center;">2020</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ES</td> <td style="text-align: center;">73%</td> <td style="text-align: center;">77%</td> </tr> <tr> <td style="text-align: center;">MS</td> <td style="text-align: center;">67%</td> <td style="text-align: center;">70%</td> </tr> <tr> <td style="text-align: center;">HS</td> <td style="text-align: center;">67%</td> <td style="text-align: center;">70%</td> </tr> </tbody> </table>		2019	2020	ES	73%	77%	MS	67%	70%	HS	67%	70%	<p><b>Parent Participation as Stakeholders</b> Parent utilization of opportunities to attend Board committees and meetings and/or vote during elections to guide change will increase by 5%:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">2019</th> <th style="text-align: center;">2020</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ES</td> <td style="text-align: center;">48%</td> <td style="text-align: center;">51%</td> </tr> <tr> <td style="text-align: center;">MS</td> <td style="text-align: center;">38%</td> <td style="text-align: center;">40%</td> </tr> <tr> <td style="text-align: center;">HS</td> <td style="text-align: center;">34%</td> <td style="text-align: center;">36%</td> </tr> </tbody> </table>		2019	2020	ES	48%	51%	MS	38%	40%	HS	34%	36%
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<p><b>Primary Actions</b></p>	<ol style="list-style-type: none"> <li>1. Board President &amp; Secretary will meet with Executive Director and Communications Manager to determine drip campaigns for elections and bi-annual parent membership meetings.</li> <li>2. Quarterly newsletter that addresses the work of the Board and the Board committees. The Secretary will work with committee liaisons and the Executive Director and Communications Manager to create the newsletter.</li> <li>3. Board members will increase participation at school events &amp; activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Board President &amp; Secretary will meet with Executive Director and Communications Manager to determine drip campaigns for elections and bi-annual parent membership meetings.</li> <li>2. Consistent reminder that participation in Board events (Board meetings, committees and elections) serves as double volunteer time.</li> <li>3. Board members will increase participation at school events &amp; activities.</li> </ol>																								
#2	ELEMENTARY SCHOOL WORK																									
<p><b>Goal</b></p>	<p><b>Emotional Support</b> 75% of parents feel that appropriate emotional support is provided. Parent satisfaction would increase by 5% from 75% to 79%.</p>	<p><b>Behavioral Support</b> 80% of parents feel that appropriate behavioral support is provided. Parent satisfaction would increase by 5% from 80% to 84%.</p>																								
<p><b>Primary Actions</b></p>	<ol style="list-style-type: none"> <li>1. The school counselor will provide support for students' emotional needs that implements the following supports for students: Lunch bunch focused on needs-based groups, small groups focusing on social skills, and one on one support for students with the most significant emotional needs.</li> <li>2. The school counselor will teach one lesson in each classroom per quarter focused on the 8 Keys of Excellence. The school counselor will provide teachers with resources for teaching the 8 Keys of Excellence.</li> <li>3. The school counselor will provide professional development opportunities for staff focused on best practices for providing emotional support to students (i.e. student coping skills, bullying, Love and Logic, Zones of Regulation, de-escalation and cyber bullying etc.)</li> <li>4. Teachers will encourage self-regulation strategies in the classroom using a variety of tools as appropriate. The school counselor will provide resources and professional development for teachers as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. The staff will create a building-wide Love and Logic philosophy of discipline. This will serve as a guide for all disciplinary interventions. The agreed upon school-wide principles will be posted in every classroom and shared with parents.</li> <li>2. All new staff will be provided with Love and Logic training.</li> <li>3. The dean of students will continue to provide support in creating student behavior charts that are communicated in a timely manner all relevant staff members and parents.</li> <li>4. Administration and teachers will work together to create balanced classrooms in grades K-5. Incoming kindergarten students will be assessed in the spring of 2020 in order to create balanced classrooms.</li> <li>5. The dean of students will serve as a resource for teachers as they work on developing classroom management strategies designed to prevent behaviors and address them if they do arise.</li> </ol>																								

	5. The school counselor will provide opportunities for mentoring for students with social/emotional needs.	
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#3	MIDDLE SCHOOL WORK	
<b>Goal</b>	<b>Emotional Support</b> 73% of parents feel that appropriate emotional support is provided. Parent satisfaction would increase by 5% from 73% to 77%.	<b>Teacher-Student Relationships</b> 69% of parents feel that their child's teachers know their child and helps them to reach their highest potential. Parent satisfaction would increase by 5% from 69% to 73%.
<b>Action Item</b>	<ol style="list-style-type: none"> <li>1. A newsletter section will be designated that outlines available resources that support mental health and educates parents and students on understanding positive behaviors relations.</li> <li>2. Administration will continue to support and publicize the parent safety information nights</li> <li>3. The tradition of annual Safety Day will become a quarterly event for 2.5 hours. In addition, other safety-related activities will address emotional support consistently throughout the year. The frequency will increase awareness and embed the culture more deeply into the school.</li> <li>4. Administration will implement and train students and staff in Sources of Strength to support emotional health from a proactive and positive approach led by students and facilitated by trained adults.</li> <li>5. Student team-building activities will               <ol style="list-style-type: none"> <li>a. Utilize the first two days of school for testing and team building of the grade level.</li> <li>b. Create advisory competition activities</li> </ol> </li> <li>6. Administration and teachers will increase leadership and service activities for students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administration and teachers will each develop a professional growth plan goal specific to proactively build relationships with students and families and helping students reach their highest potential.</li> <li>2. The tradition of annual Safety Day will become a quarterly event for 2.5 hours. In addition, other safety-related activities will address emotional support consistently throughout the year. The frequency will increase awareness and embed the culture more deeply into the school.</li> <li>3. Administration will implement and train students and staff in Sources of Strength to support emotional health from a proactive and positive approach led by students and facilitated by trained adults.</li> <li>4. Student team-building activities will               <ol style="list-style-type: none"> <li>a. Utilize the first two days of school for testing and team building of the grade level.</li> <li>b. Create advisory competition activities</li> </ol> </li> <li>5. Administration and teachers will increase leadership and service activities for students.</li> </ol>

#4	HIGH SCHOOL WORK	
<b>Goal</b>	<b>Teacher Communication</b> 70% of parents feel that their child's teachers communicate about their child's academic progress through Infinite Campus and during parent/teacher conferences. Parent satisfaction would increase by 5% from 70% to 74%.	<b>Teacher-Student Relationships</b> 59% of parents feel that their child's teachers know their child and helps them to reach their highest potential. Parent satisfaction would increase by 5% from 59% to 62%.
<b>Action Plan</b>	<ol style="list-style-type: none"> <li>1. Teachers will set a goal for a number of proactive phone calls and emails to parents each month.</li> <li>2. Teachers will update their gradebooks weekly to accurately reflect due dates and work turned in.</li> <li>3. Teachers will respond to emails and voicemails within 48 business hours.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers will set a goal for a number of proactive phone calls and emails to parents each semester.</li> <li>2. The Sources of Strength Committee will plan at least four activities during the year that involves teachers and students getting to know each other during class time.</li> <li>3. Teachers will utilize advisory activities to get to know students and communicate with parents about their students.</li> </ol>

# ANNUAL STUDENT SURVEY RESULTS

Promoting excellence in student learning is at the heart of everything we do at Windsor Charter Academy. Our mission provides students with challenging academics that promotes academic excellence, character development, and enthusiasm for lifelong learning. All middle and high school students participated in our annual survey. Student input is critical in the process of schoolwide improvement.

## LAST YEAR'S STUDENT PRIORITY CHALLENGES

Last year, three priority challenges were selected for each school based on data. Below are the selected challenges and the data trend over multiple years. Last year was the first year that students completed a survey. In one year, each of these priority challenges showed growth. Work in these areas will continue with the Administration.

#1	MIDDLE & HIGH SCHOOL WORK																																						
<b>Goal</b>	<p><b>Balance Between School &amp; Home</b> Middle and high school students' perception of school-life balance will increase by 5% in one year, as measured by the annual student survey. Long-term, students' perception of school-life balance will increase to 70% by the 2022-2023 student survey.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Year</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>43%</td> <td>43%</td> </tr> <tr> <td>2018-2019</td> <td>52%</td> <td>52%</td> </tr> </tbody> </table>	Year	MS	HS	2017-2018	43%	43%	2018-2019	52%	52%	<p><b>Students Feel That Their Opinions &amp; Thoughts Are Respected by Staff</b> Middle and high school students' perception on feeling their opinions and thoughts are respected by staff will increase by 5% in one year as measured by data from the annual student survey:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: right;"><i>2018-2019 Data</i></th> </tr> <tr> <th>Value</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td>Staff Value Student Opinions &amp; Thoughts</td> <td>54%</td> <td>54%</td> </tr> <tr> <td>Comfortable Sharing Problems &amp; Concerns w/ Administrator or Teacher</td> <td>43%</td> <td>43%</td> </tr> </tbody> </table>	<i>2018-2019 Data</i>			Value	MS	HS	Staff Value Student Opinions & Thoughts	54%	54%	Comfortable Sharing Problems & Concerns w/ Administrator or Teacher	43%	43%	<p><b>Peer Interactions</b> Middle and high school students' perception on peer interactions will increase by 5% in one year as measured by data from the annual student survey:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: right;"><i>2018-2019 Data</i></th> </tr> <tr> <th>Value</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td>Peers Treat Each Other w/ Respect</td> <td>38%</td> <td>38%</td> </tr> <tr> <td>Peers Help Each Other, Regardless of Being Friends</td> <td>41%</td> <td>41%</td> </tr> </tbody> </table>	<i>2018-2019 Data</i>			Value	MS	HS	Peers Treat Each Other w/ Respect	38%	38%	Peers Help Each Other, Regardless of Being Friends	41%	41%			
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<b>Outcome</b>	<p>The data decreased and the goal was not met. This year's survey data reflected the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Year</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>43%</td> <td>43%</td> </tr> <tr> <td>2018-2019</td> <td>52%</td> <td>52%</td> </tr> <tr> <td>2019-2020</td> <td>49%</td> <td>40%</td> </tr> </tbody> </table>	Year	MS	HS	2017-2018	43%	43%	2018-2019	52%	52%	2019-2020	49%	40%	<p>With the exception of high school students sharing concerns with an administrator or teacher, the data decreased or was static and goals were not met. This year's survey data reflected the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: right;"><i>2019-2020 Data</i></th> </tr> <tr> <th>Value</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td>Staff Value Student Opinions &amp; Thoughts</td> <td>52%</td> <td>54%</td> </tr> <tr> <td>Comfortable Sharing Problems &amp; Concerns w/ Administrator or Teacher</td> <td>43%</td> <td>49%</td> </tr> </tbody> </table>	<i>2019-2020 Data</i>			Value	MS	HS	Staff Value Student Opinions & Thoughts	52%	54%	Comfortable Sharing Problems & Concerns w/ Administrator or Teacher	43%	49%	<p>The data decreased at the middle school and the goal was not met. The data increased at the high school and the goal was met. This year's survey data reflected the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: right;"><i>2019-2020 Data</i></th> </tr> <tr> <th>Value</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td>Peers Treat Each Other w/ Respect</td> <td>30%</td> <td>47%</td> </tr> <tr> <td>Peers Help Each Other, Regardless of Being Friends</td> <td>33%</td> <td>48%</td> </tr> </tbody> </table>	<i>2019-2020 Data</i>			Value	MS	HS	Peers Treat Each Other w/ Respect	30%	47%	Peers Help Each Other, Regardless of Being Friends	33%	48%
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## 2019-2020 STUDENT CELEBRATIONS

There were many celebrations on data gathered from this year's student surveys. From the many celebrations—from relationships to the learning environment of our middle and high school, the School Accountability selected three celebrations to highlight.

MIDDLE SCHOOL STUDENTS WERE EXTREMELY SATISFIED OR SATISFIED	
#1	<p><b>Relationships</b></p> <ul style="list-style-type: none"> <li>97% of students have one good friend at school.</li> <li>91% of students feel that they show respect to their teachers.</li> <li>86% of students feel that their teachers know them by name.</li> </ul>
#2	<b>Engagement, Empowerment, and Education</b>

	<ul style="list-style-type: none"> <li>• 86% of students care about learning and receiving a quality education.</li> <li>• 82% of students feel that they participate regularly in class.</li> </ul>
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**HIGH SCHOOL STUDENTS WERE EXTREMELY SATISFIED OR SATISFIED**

#1	<b>Relationships</b> <ul style="list-style-type: none"> <li>• 98% of students have one good friend at school.</li> <li>• 95% of students feel that their principal, Mrs. Mancina, models respectful behavior.</li> <li>• 95% of students feel that they show respect to their teachers.</li> <li>• 92% of students feel that teachers know them by name.</li> </ul>
#2	<b>Engagement, Empowerment, and Education</b> <ul style="list-style-type: none"> <li>• 95% of students care about learning and receiving a quality education.</li> <li>• 88% of students have a growth mindset and believe that they can improve their skills and understanding in all subject areas.</li> <li>• 84% of students feel that their teachers believe in them and that their individual ability to improve their skills and understanding in all subject areas.</li> <li>• 81% of students participate regularly in class.</li> <li>• 80% of students have a desire to learn.</li> </ul>
#3	<b>Physical and Emotional Safety</b> <ul style="list-style-type: none"> <li>• 93% of students feel physically safe in classes.</li> <li>• 91% of students feel physically safe outside classes.</li> </ul>

**2019-2020 STUDENT PRIORITY CHALLENGES**

Based on survey data, the School Accountability Committee selected three priority performance challenges. From these challenges, goals and primary actions were created to address the challenge.

#1	<b>MIDDLE SCHOOL WORK</b>	
<b>Goal</b>	<b>Social &amp; Emotional Support</b> 22% of students feel that it is hard to pay attention in class because they worry about problems outside of school. Student satisfaction would decrease by 5% from 22% to 20%.  30% of students feel that students at the middle school help one another even if they are not friends. Student satisfaction would increase by 5% from 30% to 32%.  33% of students feel that students at the middle school treat each other with respect. Student satisfaction would increase by 5% from 33% to 35%.	<b>Academic Support</b> 31% of students often need extra help with their school work. Student satisfaction would decrease by 5% from 31% to 29%.
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. The tradition of annual Safety Day will become a quarterly event for 2.5 hours. In addition, other safety-related activities will address emotional support consistently throughout the year. The frequency will increase awareness and embed the culture more deeply into the school.</li> <li>2. Administration will implement and train students and staff in Sources of Strength to support emotional health from a proactive and positive approach led by students and facilitated by trained adults.</li> <li>3. Student team-building activities will               <ol style="list-style-type: none"> <li>a. Utilize the first two days of school for testing and team building of the grade level.</li> <li>b. Create advisory competition activities</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. An addition of WIN (What I Need), time will be implemented as part of advisory.</li> <li>2. Administration and teachers will implement targeted interventions based on student needs in English Language Arts and mathematics.</li> <li>3. Students will have opportunities to begin homework/practice work in classes and during study hall portion of advisory.</li> </ol>

	4. Administration and teachers will increase leadership and service activities for students.	
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#2	HIGH SCHOOL WORK	
<b>Goal</b>	<p><b>Social &amp; Emotional Support</b></p> <p>28% of students feel that it is hard to pay attention in class because they worry about problems outside of school. Student satisfaction would decrease by 5% from 28% to 26%.</p> <p>47% of students feel that students at the high school treat each other with respect. Student satisfaction would increase by 5% from 47% to 50%.</p> <p>48% of students feel that students at the high school help one another even if they are not friends. Student satisfaction would increase by 5% from 48% to 51%.</p>	<p><b>Academic Support</b></p> <p>33% of students often need extra help with their school work. Student satisfaction would decrease by 5% from 33% to 31%.</p>
<b>Action Plan</b>	<ol style="list-style-type: none"> <li>1. Teachers will implement AVID Collaborative Study Groups within their instruction at least once a quarter.</li> <li>2. The Sources of Strength Committee will plan at least one campaign within the first quarter focused on speaking with good purpose and treating others with respect.</li> <li>3. Teacher leaders and administrators will investigate Habits of Mind character education program for possible future implementation.</li> <li>4. Teachers will create a survey to gain a deeper understanding of where and how they are feeling disrespected (online, hallways, classrooms)</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers will post office hours outside of door.</li> <li>2. Teachers will create a shared document of the teacher office hours and tutoring opportunities.</li> </ol>

# ANNUAL TEACHER SURVEY RESULTS

Promoting excellence in student learning is at the heart of everything we do at Windsor Charter Academy. Our mission provides students with challenging academics that promotes academic excellence, character development, and enthusiasm for lifelong learning. All teaching staff participated in our annual survey. Teacher input is critical in the process of schoolwide improvement.

## LAST YEAR'S TEACHER PRIORITY CHALLENGES

Last year, three priority challenges were selected for each school based on data. Below are the selected challenges and the data trend over multiple years. Work in these areas will continue with the Administration.

#1	ELEMENTARY SCHOOL WORK						
<b>Goal</b>	<b>Work-Life Balance</b> Elementary teachers' perception of work/life balance will increase 5% from 57% to 60% in one year, as measured by the annual teacher survey.	<b>Voice in Decision Making</b> Elementary staff's perception of utilizing their opportunities in having their voice heard in shaping decisions will increase 5% from 65% to 69% in one year, as measured by the annual teacher survey.	<b>Positive School Culture</b> Elementary staff's perception of a positive work environment, mutual respect, and positive, supportive relationships will remain a strength, with scores above 90%.				
<b>Outcome</b>	The data increased by 18% and the goal was met. This year's survey data reflected the following:	The data increased by 17% and the goal was met. This year's survey data reflected the following:	The goal was met for four of the five areas of school culture. This year's survey data reflected the following:				
	<i>2018-2019 Data</i>	<i>2018-2019 Data</i>	<i>2018-2019 Data</i>				
	Morale Among Staff	55%	Administrative Support in Dealing with Difficult Situations w/ Parents	58%	Opportunities to Have Voice	78%	
	Work-Life Balance	68%	Administrative Support in Dealing with Difficult Situations w/ Students	73%	Utilization of Opportunities to Have Voice Heard	73%	
	Individual Morale	70%	Approachability w/ Administration (Qualitative Data)	***	Enhanced Communication w/ Administration (Qualitative Data)	***	
	Job Satisfaction & Fulfillment	75%					
	<i>2019-2020 Data</i>	<i>2019-2020 Data</i>	<i>2019-2020 Data</i>				
	Morale Among Staff	85%	Administrative Support in Dealing with Difficult Situations w/ Parents	95%	Opportunities to Have Voice	90%	
	Work-Life Balance	70%	Administrative Support in Dealing with Difficult Situations w/ Students	90%	Utilization of Opportunities to Have Voice Heard	90%	
	Individual Morale	100%					
	Job Satisfaction & Fulfillment	85%					

#2	MIDDLE SCHOOL WORK						
<b>Goal</b>	<b>Morale &amp; Job Satisfaction</b> Data of teachers' perception of morale and job satisfaction will increase by 5% in the categories below in one year, as measured by the annual staff survey.	<b>Support in Difficult Situations</b> Data of teachers' perception of administrative support in difficult situations will increase 5% in the categories below in one year, as measured by the annual staff survey.	<b>Enhanced Communication Between Administration &amp; Staff</b> Data of teachers' perception of positive administrative communication will increase 5% in the categories below in one year, as measured by the annual staff survey.				
	<i>2018-2019 Data</i>	<i>2018-2019 Data</i>	<i>2018-2019 Data</i>				
	Morale Among Staff	55%	Administrative Support in Dealing with Difficult Situations w/ Parents	58%	Opportunities to Have Voice	78%	
	Work-Life Balance	68%	Administrative Support in Dealing with Difficult Situations w/ Students	73%	Utilization of Opportunities to Have Voice Heard	73%	
	Individual Morale	70%	Approachability w/ Administration (Qualitative Data)	***	Enhanced Communication w/ Administration (Qualitative Data)	***	
	Job Satisfaction & Fulfillment	75%					
	<i>2019-2020 Data</i>	<i>2019-2020 Data</i>	<i>2019-2020 Data</i>				
	Morale Among Staff	85%	Administrative Support in Dealing with Difficult Situations w/ Parents	95%	Opportunities to Have Voice	90%	
	Work-Life Balance	70%	Administrative Support in Dealing with Difficult Situations w/ Students	90%	Utilization of Opportunities to Have Voice Heard	90%	
	Individual Morale	100%					
	Job Satisfaction & Fulfillment	85%					

		Approachability w/ Administration	90%	Enhanced Communication w/ Administration	70%
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#3		HIGH SCHOOL WORK																						
<b>Goal</b>	<b>Morale &amp; Job Satisfaction</b> Data of teachers' perception of morale and job satisfaction will increase by 5% in the categories below in one year, as measured by the annual staff survey.	<b>Support in Difficult Situations</b> Data of teachers' perception of administrative support in difficult situations will increase 5% in the categories below in one year, as measured by the annual staff survey.	<b>Enhanced Communication Between Administration &amp; Staff</b> Data of teachers' perception of positive administrative communication will increase 5% in the categories below in one year, as measured by the annual staff survey.																					
	<i>2018-2019 Data</i>	<i>2018-2019 Data</i>	<i>2018-2019 Data</i>																					
	<table border="1"> <tr><td>Morale Among Staff</td><td>55%</td></tr> <tr><td>Work-Life Balance</td><td>68%</td></tr> <tr><td>Individual Morale</td><td>70%</td></tr> <tr><td>Job Satisfaction &amp; Fulfillment</td><td>75%</td></tr> </table>	Morale Among Staff	55%	Work-Life Balance	68%	Individual Morale	70%	Job Satisfaction & Fulfillment	75%	<table border="1"> <tr><td>Administrative Support in Dealing with Difficult Situations w/ Parents</td><td>58%</td></tr> <tr><td>Administrative Support in Dealing with Difficult Situations w/ Students</td><td>73%</td></tr> <tr><td>Approachability w/ Administration (Qualitative Data)</td><td>***</td></tr> </table>	Administrative Support in Dealing with Difficult Situations w/ Parents	58%	Administrative Support in Dealing with Difficult Situations w/ Students	73%	Approachability w/ Administration (Qualitative Data)	***	<table border="1"> <tr><td>Opportunities to Have Voice</td><td>78%</td></tr> <tr><td>Utilization of Opportunities to Have Voice Heard</td><td>73%</td></tr> <tr><td>Enhanced Communication w/ Administration (Qualitative Data)</td><td>***</td></tr> </table>			Opportunities to Have Voice	78%	Utilization of Opportunities to Have Voice Heard	73%	Enhanced Communication w/ Administration (Qualitative Data)
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Opportunities to Have Voice	78%																							
Utilization of Opportunities to Have Voice Heard	73%																							
Enhanced Communication w/ Administration (Qualitative Data)	***																							
<b>Outcome</b>	The data increased by 18% and the goal was met. This year's survey data reflected the following:	The data increased by 17% and the goal was met. This year's survey data reflected the following:	The goal was met for four of the five areas of school culture. This year's survey data reflected the following:																					
	<i>2019-2020 Data</i>	<i>2019-2020 Data</i>	<i>2019-2020 Data</i>																					
	<table border="1"> <tr><td>Morale Among Staff</td><td>72%</td></tr> <tr><td>Work-Life Balance</td><td>64%</td></tr> <tr><td>Individual Morale</td><td>92%</td></tr> <tr><td>Job Satisfaction &amp; Fulfillment</td><td>92%</td></tr> </table>	Morale Among Staff	72%	Work-Life Balance	64%	Individual Morale	92%	Job Satisfaction & Fulfillment	92%	<table border="1"> <tr><td>Administrative Support in Dealing with Difficult Situations w/ Parents</td><td>96%</td></tr> <tr><td>Administrative Support in Dealing with Difficult Situations w/ Students</td><td>96%</td></tr> <tr><td>Approachability w/ Administration</td><td>100%</td></tr> </table>	Administrative Support in Dealing with Difficult Situations w/ Parents	96%	Administrative Support in Dealing with Difficult Situations w/ Students	96%	Approachability w/ Administration	100%	<table border="1"> <tr><td>Opportunities to Have Voice</td><td>96%</td></tr> <tr><td>Utilization of Opportunities to Have Voice Heard</td><td>76%</td></tr> <tr><td>Enhanced Communication w/ Administration</td><td>96%</td></tr> </table>			Opportunities to Have Voice	96%	Utilization of Opportunities to Have Voice Heard	76%	Enhanced Communication w/ Administration
Morale Among Staff	72%																							
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Opportunities to Have Voice	96%																							
Utilization of Opportunities to Have Voice Heard	76%																							
Enhanced Communication w/ Administration	96%																							

## 2019-2020 TEACHER CELEBRATIONS

There were many celebrations on data gathered from this year's teacher surveys. From the many celebrations—from relationships to the learning environment of our elementary school, the School Accountability selected three celebrations to highlight.

ELEMENTARY SCHOOL TEACHERS	
#1	100% feel that the school is a safe and secure building.
#2	Teachers feel that there is a positive work environment as evident in the following: <ul style="list-style-type: none"> <li>• 100% feel motivated to do good work.</li> <li>• 98% feel that administration creates a positive work environment.</li> <li>• 97% feel satisfied and fulfilled in their job.</li> <li>• 95% feel that their individual morale at school is high.</li> <li>• 95% feel valued as an employee.</li> </ul>
#3	Teachers feel that there are positive, supportive relationships as evident in the following: <ul style="list-style-type: none"> <li>• 100% feel that there is a good working relationship between teachers and office staff.</li> <li>• 100% feel that their principal communicates about important events and policies.</li> <li>• 100% feel that their principal enforces school rules and policies.</li> <li>• 99% feel that administration is respectful.</li> <li>• 97% feel that their principal is approachable when they share a concern or a comment.</li> <li>• 97% are happy with their working relationships with other staff.</li> <li>• 97% feel that administration supports them in difficult situations w/ parents.</li> <li>• 95% feel that administration supports them in difficult situations w/ students.</li> <li>• 95% feel that students are respectful of them.</li> </ul>

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MIDDLE SCHOOL TEACHERS	
#1	100% feel that the school is a safe and secure building.
#2	Teachers feel that there is a positive work environment as evident in the following: <ul style="list-style-type: none"> <li>• 100% feel motivated to do good work.</li> <li>• 100% feel that their individual morale at school is high.</li> <li>• 90% feel valued as an employee.</li> <li>• 90% feel that there are sufficient opportunities to have their voice heard.</li> <li>• 90% utilize these opportunities to have their voice heard.</li> <li>• 90% feel that their principal is approachable when they share a concern or a comment.</li> <li>• 90% feel that administration creates a positive work environment.</li> </ul>
#3	Teachers feel that there are positive, supportive relationships as evident in the following: <ul style="list-style-type: none"> <li>• 100% feel that their principal is highly visible throughout the school.</li> <li>• 100% are happy with their working relationships with other staff.</li> <li>• 95% feel that administration support their professional growth.</li> <li>• 95% feel that administration is respectful.</li> <li>• 95% feel that there is a good working relationship between teachers and office staff.</li> <li>• 95% feel that their principal enforces school rules and policies.</li> <li>• 95% feel that administration supports them in difficult situations w/ parents.</li> <li>• 90% feel that administration supports them in difficult situations w/ students.</li> <li>• 90% feel that their principal is approachable when they share a concern or a comment.</li> </ul>

HIGH SCHOOL TEACHERS	
#1	100% feel that the school is a safe and secure building.
#2	Teachers feel that there is a positive work environment as evident in the following: <ul style="list-style-type: none"> <li>• 100% feel that administration support their professional growth.</li> <li>• 100% feel motivated to do good work.</li> <li>• 96% feel that there are sufficient opportunities to have their voice heard.</li> <li>• 96% feel valued as an employee.</li> <li>• 92% feel that their individual morale at school is high.</li> <li>• 92% feel satisfied and fulfilled in their job.</li> <li>• 92% feel that administration creates a positive work environment.</li> </ul>
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## 2019-2020 TEACHER PRIORITY CHALLENGES

Based on survey data, the School Accountability Committee selected three priority performance challenges. From these challenges, goals and primary actions were created to address the challenge.

#1	ELEMENTARY SCHOOL WORK	
<b>Goal</b>	<p><b>Respectful Relationships</b> 86% of teachers feel that parents are respectful of them. Teacher satisfaction would increase by 5% from 86% to 91%.</p>	<p><b>Professional Growth</b> 89% of teachers feel that their school administration support their professional growth. Teacher satisfaction would increase by 5% from 89% to 94%.</p>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Teachers will continue to keep the WCA tradition of unplugging during the weekends and holidays, honoring the 48-hour rule for responding to emails.</li> <li>2. Administration will offer an incentive for families who attend Parent Information Night. This will ensure that communication occurs between parents and teachers on important procedures and expectations, as well as an increased understanding of the curriculum that supports state standards.</li> <li>3. Administration will share clear expectation for parent-teacher conferences that include a common agenda that honors everyone's time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administration will continue to provide opportunities for teachers to attend AVID professional development.</li> <li>2. Administration will continue to offer professional development opportunities throughout the year and at Summer Institute.</li> <li>3. Administration will provide opportunities for teachers to work on vertical teams to understand the progressions that occurs with the Colorado Academic Standards.</li> <li>4. Teachers will complete structured peer observations each semester.</li> <li>5. Administration will provide opportunities for specials teachers to attend content-specific professional development.</li> </ol>

#2	MIDDLE SCHOOL WORK	
<b>Goal</b>	<p><b>Respectful Relationships</b> 75% of teachers feel that parents are respectful of them. Teacher satisfaction would increase by 5% from 75% to 79%.</p> <p>80% of teachers feel that parents are respectful of them. Teacher satisfaction would increase by 5% from 80% to 84%.</p>	<p><b>Enhanced Communications Between Administration &amp; Teachers</b> 70% of teachers feel that their principal communicates about important school events and policies. Teacher satisfaction would increase by 5% from 70% to 74%.</p>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Teachers will each develop a professional growth plan goal specific to proactively build relationships with students and families and helping students reach their highest potential.</li> <li>2. Teachers will receive continued training on Love and Logic and Cy Wakeman.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administration will begin conversations with attempt to determine what type of support staff are seeking. Teachers will communicate what type of support / conversation they are seeking to have (to inform, to receive consulting, to seek coaching, to seek collaboration, etc). Administration will attempt to empower teachers to find solutions and build skills in effectively handling difficult situations.</li> <li>2. Administration will communicate results of discipline issues to the staff that made the discipline referral to administration. Staff will approach administration with questions regarding discipline outcome if additional clarity regarding the situation is desired.</li> <li>3. Administration and teachers will adhere to the 48-hour email guidelines.</li> <li>4. Teacher Council and Building Leadership Team will be held regularly throughout the year. The meetings will be planned at the beginning of the school year and the</li> </ol>

		<p>calendar of scheduled meetings will be shared with teachers.</p> <ol style="list-style-type: none"> <li>5. Administration will outline and delineate leadership roles and responsibilities for clear communication.</li> <li>6. Administration will conduct one-on-one meetings with new staff to support teacher growth.</li> <li>7. Administration will have dedicated "office hours" time, which creates opportunities for staff to discuss a variety of topics.</li> </ol>
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#3	HIGH SCHOOL WORK	
<b>Goal</b>	<p><b>Positive Morale</b> While 92% of teachers feel that their personal morale at school is high, 72% feel that morale among staff is high. This data on morale would increase by 5% from 72% to 76%.</p>	<p><b>Communication</b> 76% of teachers utilize opportunities to have their voice heard through teacher councils, one-on-one meetings, and committees. This data on communications would increase by 5% from 76% to 80%.</p>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Administration will continue organizing staff lunches and staff team-building activities, with alternate days of meetings and lunches so that part-time staff can be included.</li> <li>2. Teachers and administration will use inclusive language that supports a culture where each teacher is a WCA teacher, rather than high school versus college-level course teachers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administration will schedule quarterly teacher councils.</li> <li>2. Administration will provide increased opportunities for part-time staff to participate in leadership opportunities.</li> </ol>



## **3.0 Financials**

# Rev and Exp as of 3.31.20

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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		33,402.34	24,000.00	(9,402.34)	139.18	
1700	Pupil Activities		68,599.80	93,420.00	24,820.20	73.43	
1900	Other Revenue from Local Sources		350,599.95	534,368.00	183,768.05	65.61	
3000	Revenue from State Sources		246,727.42	357,107.00	110,379.58	69.09	
3900	Other Revenue From State Sources		50,064.17	25,300.00	(24,764.17)	197.88	
5200	Interfund Transfers		0.00	184,250.00	184,250.00	0.00	
5600	Direct Allocations		8,580,327.12	11,366,426.00	2,786,098.88	75.49	
I	Revenue		<u>9,329,720.80</u>	<u>12,584,871.00</u>	<u>3,255,150.20</u>	<u>74.13</u>	* Account Type
0100	Salaries		3,953,139.51	5,785,439.50	1,832,299.99	68.33	
0200	Employee Benefits		1,509,616.62	2,156,153.00	646,536.38	70.01	
0300	Purchased Professional and Technical Services		45,071.56	60,613.00	15,541.44	74.36	
0400	Purchased Property Services		1,526,625.36	2,085,154.00	558,528.64	73.21	
0500	Other Purchased Services		1,231,411.21	1,483,509.00	252,097.79	83.01	
0600	Supplies		239,017.52	326,506.00	87,488.48	73.20	
0700	Property		156,546.91	154,056.00	(2,490.91)	101.62	
0800	Other Objects		222,217.14	324,710.00	102,492.86	68.44	
X	Expense		<u>8,883,645.83</u>	<u>12,376,140.50</u>	<u>3,492,494.67</u>	<u>71.78</u>	* Account Type
11	Charter School		<u>(446,074.97)</u>	<u>(208,730.50)</u>	<u>237,344.47</u>	<u>213.71</u>	Fund

# Rev and Exp as of 3.31.20

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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	343,150.73	0.00	(343,150.73)	0.00	
I	Revenue	<u>343,150.73</u>	<u>0.00</u>	<u>(343,150.73)</u>	<u>0.00</u>	* Account Type
0600	Supplies	146,212.16	313,982.88	167,770.72	46.57	
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00	
X	Expense	<u>146,212.16</u>	<u>393,982.88</u>	<u>247,770.72</u>	<u>37.11</u>	* Account Type
23	Pupil Activity Fund	<u>(196,938.57)</u>	<u>393,982.88</u>	<u>590,921.45</u>	<u>-49.99</u>	Fund

# Rev and Exp as of 3.31.20

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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	22,624.24	30,500.00	7,875.76	74.18	
1900	Other Revenue from Local Sources	1,344,962.96	1,543,406.00	198,443.04	87.14	
2000	Revenue from Intermediate Sources	12,233.48	24,000.00	11,766.52	50.97	
I	Revenue	<u>1,379,820.68</u>	<u>1,597,906.00</u>	<u>218,085.32</u>	<u>86.35</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	1,124,288.89	1,448,403.00	324,114.11	77.62	
0900	Other Uses of Funds	382,705.19	95,000.00	(287,705.19)	402.85	
X	Expense	<u>1,506,994.08</u>	<u>2,043,403.00</u>	<u>536,408.92</u>	<u>73.75</u>	* Account Type
61	Building Corporation	<u>127,173.40</u>	<u>445,497.00</u>	<u>318,323.60</u>	<u>28.55</u>	Fund
	Report Total:	<u>515,840.14</u>	<u>(630,749.38)</u>	<u>(1,146,589.52)</u>	<u>-81.78</u>	

# Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		514,064.29	66,545.26	580,609.55	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		589,765.01	(66,376.59)	523,388.42	11-950-00-0000-8102-000-0000
	Savings 1stBANK		750,989.38	257.99	751,247.37	11-950-00-0000-8102-000-0000-9393
	COLOTRUST Account		2,162,553.86	2,678.88	2,165,232.74	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
	CDE Grants Receivable		0.61	(0.61)	0.00	11-950-00-0000-8141-000-0000
	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
<b>8100</b>	<b>Current Assets</b>		<u>4,039,674.56</u>	<u>3,104.93</u>	<u>4,042,779.49</u>	* Account Class
<b>Liabilities</b>						
	19-20 Kinder Tuition Deposits		(4,260.00)	4,260.00	0.00	11-901-00-0000-7481-000-0000-9393
	Accounts Payable		(28,001.22)	(40,983.11)	(68,984.33)	11-950-00-0000-7421-000-0000
	Accrued Salaries		(11,018.61)	(145.55)	(11,164.16)	11-950-00-0000-7461-000-0000
	GARNISHMENT		2,531.72	(583.33)	1,948.39	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		(106,308.26)	(13,639.81)	(119,948.07)	11-950-05-0000-7471-000-0000
	Unearned Rev Liab		0.00	0.00	0.00	11-950-31-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(153,532.91)</u>	<u>(51,091.80)</u>	<u>(204,624.71)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	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		(494,061.84)	47,986.87	(446,074.97)	11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(3,886,141.65)</u>	<u>47,986.87</u>	<u>(3,838,154.78)</u>	* Account Class
<b>11</b>	<b>Charter School</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	SF Checking 1stBank		220,675.20	(4,492.15)	216,183.05	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>220,675.20</u>	<u>(4,492.15)</u>	<u>216,183.05</u>	* Account Class
<b>Liabilities</b>						
	Bus Liab Due to GF		(4,087.00)	(580.00)	(4,667.00)	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable		(11,202.97)	(3,374.51)	(14,577.48)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(15,289.97)</u>	<u>(3,954.51)</u>	<u>(19,244.48)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Elem Activity Acct Fund Balanc		8,843.14	(8,843.14)	0.00	23-901-00-0000-6760-000-0000
	MSHS Activity Acct Fund Balanc		(8,853.14)	8,853.14	0.00	23-950-00-0000-6760-000-0000
	Fund Balance		10.00	(10.00)	0.00	23-950-00-0000-6770-000-0000
	Activity Net Income/Loss		(205,385.23)	8,446.66	(196,938.57)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(205,385.23)</u>	<u>8,446.66</u>	<u>(196,938.57)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 4/13/2020 9:10 AM  
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
<b>Current Assets</b>					
	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	464,120.47	(362,584.49)	101,535.98	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016	1,237,285.98	1,300.18	1,238,586.16	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016	187,065.57	30,542.26	217,607.83	61-950-65-0000-8105-000-0000
	Bldg Corp Interest Fund-2017	27,445.99	(60.89)	27,385.10	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2017	24,484.67	6.70	24,491.37	61-950-65-0000-8105-000-0000
<b>8100</b>	<b>Current Assets</b>	<u>2,208,952.77</u>	<u>(330,796.24)</u>	<u>1,878,156.53</u>	* Account Class
<b>Fixed Assets</b>					
	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
<b>8200</b>	<b>Fixed Assets</b>	<u>22,783,113.36</u>	<u>0.00</u>	<u>22,783,113.36</u>	* Account Class
<b>Liabilities</b>					
	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
<b>7400</b>	<b>Liabilities</b>	<u>(28,693,818.24)</u>	<u>0.00</u>	<u>(28,693,818.24)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>					
	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	(203,622.84)	330,796.24	127,173.40	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>	<u>3,701,752.11</u>	<u>330,796.24</u>	<u>4,032,548.35</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

# A/P Check Register

Printed: 4/13/2020 10:24 AM  
Windsor Charter Academy  
Check Date: 3/1/2020 to 3/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21007	Barefoot Farms Landscaping Inc.	4	03/06/2020	748	163.50	0.00	163.50
21015	Comcast Cable	4	03/06/2020	749	1,087.65	0.00	1,087.65
21140	EON Office	5	03/06/2020	750	3,405.55	0.00	3,405.55
21254	Gallegos Sanitation Inc	3	03/06/2020	751	284.41	0.00	284.41
21136	Home Depot Pro	4	03/06/2020	752	337.96	0.00	337.96
217851	Independent Interpreters of Northern CO LLC	3	03/06/2020	753	260.00	0.00	260.00
21092	Lincoln National Life Insurance	3	03/06/2020	754	1,286.87	0.00	1,286.87
218149	Olson, David	3	03/06/2020	755	441.00	0.00	441.00
217892	T-Mobile	4	03/06/2020	756	84.03	0.00	84.03
217638	UNCC	3	03/06/2020	757	2.98	0.00	2.98
21078	Waste Management	5	03/06/2020	758	727.77	0.00	727.77
218647	Sanchez, Seriah	10	03/10/2020	759	145.48	0.00	145.48
21552	Airgas USA LLC	11	03/12/2020	760	34.00	0.00	34.00
21352	Best Buy Business Advantage	11	03/12/2020	761	846.44	0.00	846.44
218195	Bimbo Bakeries USA	10	03/12/2020	762	187.50	0.00	187.50
21009	Brooms N More Inc	11	03/12/2020	763	660.33	0.00	660.33
21015	Comcast Cable	11	03/12/2020	764	2,995.03	0.00	2,995.03
218275	East Isles RE EC-21 Berkley Life	10	03/12/2020	765	51,701.00	0.00	51,701.00
21140	EON Office	11	03/12/2020	766	36.86	0.00	36.86
21136	Home Depot Pro	11	03/12/2020	767	819.40	0.00	819.40
21269	JW Pepper	11	03/12/2020	768	29.49	0.00	29.49
21109	Mail N Copy	11	03/12/2020	769	420.00	0.00	420.00
218635	Music & the Arts	11	03/12/2020	770	104.00	0.00	104.00
21098	Staples Advantage	11	03/12/2020	771	33.48	0.00	33.48
21120	Weld RE-4 School District	10	03/12/2020	772	41.50	0.00	41.50
21079	Wells Fargo Financial Leasing	11	03/12/2020	773	3,730.04	0.00	3,730.04
218535	FirstBank	10	03/12/2020	775	9,778.71	0.00	9,778.71
21319	Elan	9	03/12/2020	776	724.67	0.00	724.67
21080	Ace Hardware WCA	18	03/18/2020	777	140.34	0.00	140.34
21577	Apple, Inc.	18	03/18/2020	778	494.95	0.00	494.95
21140	EON Office	18	03/18/2020	779	25.79	0.00	25.79
218609	Guzman, Rosalinda	18	03/18/2020	780	240.00	0.00	240.00
218204	Helzer, Jay	18	03/18/2020	781	750.00	0.00	750.00
21273	Meadow Gold - Greeley	18	03/18/2020	783	1,692.51	0.00	1,692.51
218149	Olson, David	18	03/18/2020	784	252.00	0.00	252.00
21245	Shred-it USA	18	03/18/2020	785	241.56	0.00	241.56
21072	Town of Windsor	18	03/18/2020	786	1,338.67	0.00	1,338.67
218654	Bariatric and Lifestyle Medicine	3	03/02/2020	10186	254.36	0.00	254.36
218207	UMR Health	3	03/02/2020	10187	12.00	0.00	12.00
218207	UMR Health	3	03/02/2020	10188	702.00	0.00	702.00
218208	OptumRX	3	03/09/2020	10189	4,867.86	0.00	4,867.86
218487	Radiology Imaging Associates	3	03/09/2020	10190	157.35	0.00	157.35
218406	Labcorp Denver	3	03/16/2020	10191	10.65	0.00	10.65
218374	Swedish Medical Center	3	03/20/2020	10192	1,575.48	0.00	1,575.48
218208	OptumRX	3	03/23/2020	10193	3,098.03	0.00	3,098.03
218654	Bariatric and Lifestyle Medicine	3	03/23/2020	10194	119.96	0.00	119.96
218374	Swedish Medical Center	3	03/23/2020	10195	1,460.38	0.00	1,460.38
218488	Horizon Laboratory LLC	3	03/23/2020	10196	5.38	0.00	5.38
218375	Carepoint Neurosurgery PLLC	3	03/23/2020	10197	164.64	0.00	164.64
218379	Banner Hospital Based Physicians	3	03/23/2020	10198	141.60	0.00	141.60
218379	Banner Hospital Based Physicians	3	03/30/2020	10199	257.57	0.00	257.57
218487	Radiology Imaging Associates	3	03/30/2020	10200	157.35	0.00	157.35
218207	UMR Health	3	03/30/2020	10201	36.00	0.00	36.00
21433	Anderson, James	4	03/06/2020	90222	75.00	0.00	75.00
218646	Brink, Gerald	4	03/06/2020	90223	75.00	0.00	75.00
218268	College Entrance Examination Board	4	03/06/2020	90224	255.00	0.00	255.00

# A/P Check Register

Printed: 4/13/2020 10:24 AM  
 Windsor Charter Academy  
 Check Date: 3/1/2020 to 3/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21183	Elite Awards and Trophies	4	03/06/2020	90225	68.00	0.00	68.00
21213	Emil Ewing	4	03/06/2020	90226	75.00	0.00	75.00
218363	K&W Printing, Inc.	27	03/06/2020	90227	325.50	0.00	325.50
218009	Latchaw, Robert	5	03/06/2020	90228	150.00	0.00	150.00
218645	NSPE Northern Colorado	20	03/06/2020	90229	90.00	0.00	90.00
21382	Pioneer Press	4	03/06/2020	90230	72.00	0.00	72.00
218270	Schulze, Jon	4	03/06/2020	90231	75.00	0.00	75.00
218643	Severance Middle School	27	03/06/2020	90232	5.00	0.00	5.00
21120	Weld RE-4 School District	4	03/06/2020	90233	1,015.29	0.00	1,015.29
217669	Children's Hospital Colorado	10	03/12/2020	90234	626.00	0.00	626.00
21124	Dick Blick Art Materials	11	03/12/2020	90235	76.10	0.00	76.10
218363	K&W Printing, Inc.	11	03/12/2020	90236	211.20	0.00	211.20
217749	Weapons of Choice	10	03/12/2020	90237	196.42	0.00	196.42
218535	FirstBank	10	03/12/2020	90238	9,133.57	0.00	9,133.57
21120	Weld RE-4 School District	10	03/12/2020	90239	151.72	0.00	151.72
21080	Ace Hardware WCA	18	03/18/2020	90240	881.48	0.00	881.48
21382	Pioneer Press	18	03/18/2020	90241	589.00	0.00	589.00
218590	Ruch, Richard	18	03/18/2020	90242	37.50	0.00	37.50
218649	Trujillo, Gary	18	03/18/2020	90243	37.50	0.00	37.50
21286	Voya Financial	8	03/31/2020	33120111	1,209.67	0.00	1,209.67
21088	American Fidelity	8	03/31/2020	33120222	185.00	0.00	185.00
21088	American Fidelity	8	03/31/2020	33120333	2,069.87	0.00	2,069.87
21459	CBIZ	8	03/31/2020	33120555	371,016.58	0.00	371,016.58
21459	CBIZ	8	03/31/2020	33120666	51,629.71	0.00	51,629.71
21084	PERA	8	03/31/2020	33120777	136,565.74	0.00	136,565.74
21286	Voya Financial	8	03/31/2020	33120999	1,500.00	0.00	1,500.00
218205	Delta Dental of Colorado	3	03/01/2020	030120115	6,933.54	0.00	6,933.54
217847	US Foods Inc.	2	03/03/2020	030320881	68.02	0.00	68.02
217847	US Foods Inc.	2	03/04/2020	030420881	2,572.15	0.00	2,572.15
218208	OptumRX	3	03/06/2020	030620030	914.76	0.00	914.76
218207	UMR Health	3	03/01/2020	030620362	40,836.66	0.00	40,836.66
217847	US Foods Inc.	2	03/11/2020	031120881	3,837.98	0.00	3,837.98
217847	US Foods Inc.	2	03/12/2020	031220881	99.98	0.00	99.98
218208	OptumRX	3	03/13/2020	031320030	4,414.49	0.00	4,414.49
21156	Xcel Energy	4	03/16/2020	031620888	11,412.54	0.00	11,412.54
217847	US Foods Inc.	2	03/18/2020	031820881	3,501.34	0.00	3,501.34
218208	OptumRX	3	03/20/2020	032020031	1,370.54	0.00	1,370.54
217847	US Foods Inc.	2	03/25/2020	032520881	3,589.99	0.00	3,589.99
218208	OptumRX	3	03/27/2020	032720032	4,786.70	0.00	4,786.70
217847	US Foods Inc.	2	03/27/2020	032720881	176.49	0.00	176.49
218208	OptumRX	3	03/31/2020	033120033	2,076.32	0.00	2,076.32
21088	American Fidelity	8	03/31/2020	331201212	4,930.55	0.00	4,930.55
21088	American Fidelity	8	03/31/2020	331201313	12,216.56	0.00	12,216.56
217847	US Foods Inc.	2	03/31/2020	033120881	68.02	0.00	68.02
218601	Zelis	3	03/13/2020	313200309	355.03	0.00	355.03
218601	Zelis	3	03/27/2020	327200323	59.15	0.00	59.15
218601	Zelis	3	03/31/2020	331200330	795.85	0.00	795.85
<b>Report Total</b>					<b>\$781,980.59</b>	<b>\$0.00</b>	<b>\$781,980.59</b>



**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

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**Agenda 4.14.20- by Zoom Video Conferencing**

**Meeting called to order at 3:30 pm**

1. Reviewed March financials, Revenue and Expenditures, Balance Sheet, check register and credit card statements
  - a. **Motion to approve March Financials by Sara, second by Levi, passes unanimously**
2. Reviewed possible 20-21 Budget scenarios
  - a. FC recommendations and notes
    - i. Protect days' cash on hand for investment grade rating, so we can continue with refinance plan even if PPR reduces.
    - ii. Student counts- 4<sup>th</sup> and 5<sup>th</sup> grade are already 26 students per class. Only K-3 are 24 students per class as transition to 5 tracks occurred
    - iii. Adjusting enrollment and finishing organic growth allows us to protect our program and staffing priorities.
3. Next Meeting – Thursday May 21st, 3:30pm

**Meeting adjourned at 4:42pm**