

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

April Regular Session
April 28, 2021

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

April 28, 2022
Regular Session @ 6:00 p.m.

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE MAY 2022 REGULAR SESSION

Executive Board Minutes April 28, 2021

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:04 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Kelly Sielbach, Director of Middle School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

The motion was made to approve the April 28, 2022 Regular Session agenda by Carolyn Mader and seconded by Donna James. Carolyn Mader amended the motion to with add an agenda item for a change in date for the May 2022 Regular Session to May 11, 2022. Donna James seconded the motion.

Members voted the following (the agenda and the change in date for the May 2022 Regular Session): Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the March 31, 2022 Regular Session Regular Session by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 0 stakeholders spoke during Citizen Communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Instructional Coaching

Our two Instructional Coaches have had a busy year coaching teachers on how to best implement research-based instructional practices in order to increase engagement and overall student achievement. Over the course of the year, the coaches have delivered professional development modules focused on AVID and Teach Like a Champion techniques, led two book studies on inquiry and participation ratio, and have met one-on-one in formal coaching cycles with almost every teacher in our K-12 system.

To be effective in their role, our Instructional Coaches participate in ongoing professional development focused on the art of coaching. They have completed 8 days of Cognitive Coaching training and will also complete a 2-day Instructional Coaching Summit. Coaches are instrumental in increasing teacher effectiveness as they engage in planning and reflecting conversations focused on a student-centered goal. Beginning in May, the coaches will switch their focus to planning and preparing high-quality professional development during WCA's Summer Institute and will attend AVID Summer Institute in June, alongside four administrators and fifteen teachers.

Fundraising Initiatives:

Windsor Charter Academy uses our Firebird Funder to raise money for various causes. This year, we have raised money for the following initiatives:

- Firebird Fun Run: In March, our Firebird Fun Run Fundraising Campaign began at our elementary school! As of April 7th, we have raised almost \$44, 579!
- VEX Robotics: VEX Robotics raised money to attend their national and international competition. To date, they have raised \$765 via our Firebird Funder.
- Cheer Competition Mats: Our middle and high school cheer team is raising money to purchase competition mats. As of April 7th, the team has raised \$1,260. using our Firebird Funder.
- MuAlphaTheta Math League: MuAlphaTheta has hosted a variety of fundraisers, including Valentine's Day sales, etc. As of April 7th, they have raised \$110 using our Firebird Funder.

Other initiatives:

- Share the Light Scholarship: We are currently raising funds for our Share the Light Scholarship to award to deserving high school seniors.
- Parking Spot Auction: In late April we will launch this year's Parking Spot Auction in order to raise more funds for the school.
- Banner Sponsorships: We have several banner sponsors that have donated money or in-kind services to our school, including Whatever It Takes Fitness, run.Windsor, DJ Design Services, Allstate Insurance, etc.

Board Elections: This month, we have worked to finalize our candidate materials, sent out parent communication about the candidates, the election process, and the Parent Town Hall meeting. Additional reminders about the voting process will be sent out in the coming weeks.

EMPOWER Program: Our Communications Manager was accepted to participate in this year's EMPOWER program hosted by Weld RE-4. This group is composed of community leaders and parent stakeholders across the district. Each month, the group meets at various locations across the district to learn more about each department or district function (governance, finance, facilities, curriculum, etc.). The topic of the first meeting was charter schools. Dr. Teeples was in attendance to answer the group's questions about charter schools. Sara Sanders will represent Windsor Charter Academy at each of these monthly meetings for the next six months.

Elementary School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **CMAS Assessments:** Third through fifth grade students are finishing up CMAS assessments in the areas of math, reading and 5th grade science. After their hard work, students will get to enjoy popcorn and movie parties with their classmates.
- **Author's Teas:** Kindergarten and second grade families were welcomed into classrooms to enjoy handwritten student stories. Students presented their masterpieces complete with illustrations and enjoyed tea and treats with their loved ones.
- **First Grade Field Trip:** After two years of restrictions while maneuvering through the pandemic, our students were fortunate to be able to load back up on the big yellow bus. First grade students traveled to the Museum of Nature and Science in Denver. Students and teachers were so excited for this great off-campus learning opportunity.
- **Firebird Fun Run Fund Drive:** Students at the elementary raised over their goal of \$60,000 toward artificial turf for the backyard. Run.Windsor helped to sponsor the race and supplied students with official run tags that kept track of student laps. A school-wide assembly will be held to celebrate our accomplishments at which time Mrs. Wilson will kiss a pig. Kona Ice will also be coming to the elementary to add to and conclude this fundraiser.
- **Arbor Day Celebration:** On Thursday, April 14th, kindergartners joined in celebrating Arbor Day. The Windsor Tree Board, Colorado Department of Forestry, and the Mayor of Windsor all came to tell students about the meaning of Arbor Day and to help the Elementary welcome and celebrate a brand new beautiful Redpointe maple tree in the back northwest corner of our school grounds.
- **Annual Stakeholder Surveys:** Elementary school teachers and the Building Leadership Team analyzed the data from the annual stakeholder surveys, identified celebrations, and created action items to address priority challenges.

Middle School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Girls Basketball:** WCA is proud of its Lady Firebirds! They have advanced to the playoffs, winning their first game.
- **Q3 Firebird Assembly:** During the Q3 Firebird Assembly, students nominated by their teachers were recognized for demonstrating the 8 Keys of Excellence. Representatives of our high school SLANT team taught middle school students positive cheers for athletic events. Grade levels competed in a game of knockout. As the grade level winner, 7th grade challenged the staff and maintained their winning status.
- **Annual Stakeholder Surveys:** Middle school teachers analyzed the data from the annual stakeholder surveys and created action items to address priority challenges.

High School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Science Curriculum Vendor Presentations:** The middle school and high school science teams participated in several curriculum vendor presentations this month as a part of our curriculum adoption process. They are now trying sample lessons and completing evaluations on each of the curricula in preparation for a recommendation to the committee next fall.

- **Theater Performance:** WCA's high school theater department's annual performance was *Anastacia*. This group of over twenty students put on a fantastic show. Thanks to several staff members for their work with these amazing students: Vanessa Peters-Leonard, Meggan Bilotte, Skye Montoya, and Greg Mulder.
- **Master Schedule:** WCA is finalizing its work on the master schedule for next year. This is a complex and important process that involves many staff members.
- **Service Area Waiver:** Colorado law states that institutes of higher learning cannot provide services to off-campus students outside of specific geographic areas. Traditionally, this has meant that WCA can only partner with Aims Community College. In order to expand its offerings for WCA students, WCA is working on a service area waiver from Aims Community College so that it can partner with Front Range Community College as well starting in the fall. WCA hopes to start this new partnership by transitioning our math department to FRCC.
- **PSAT/SAT Testing:** WCA completed state testing at our high school. The 9th graders took the PSAT 9, 10th graders the PSAT 10, and 11th graders the SAT. The high school should get their results back in June.
- **SAC Surveys:** High school teachers and our BLT analyzed the annual SAC survey data. They identified celebrations and challenges as well as several action steps to achieve goals around this data.
- **National History Day**
 Congratulations to Corianna J (10th) and Rheannon Z (10th). They both participated in National History Day this year. Corinna placed 1st in the Senior Paper category for her essay titled, "A Bridge Between Ideals: Betty Ford and the Equal Rights Amendment." Rheannon placed 3rd in the Senior Paper category for her essay titled, "Margaret Sanger and the Birth Control Debate." Congratulations to these hard-working students. They have now advanced to the state competition for a chance to compete at the national competition.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
April 29 th	8:15 a.m.	Coffee with Leadership	MS Media Center
May 11 th	4:00 p.m.	Finance Committee	HS Conference Room
May 11 th	6:00 p.m.	Executive Board Meeting	HS Commons
May 12 th	7:00 p.m.	HS Graduation	HS Gym
August 3 rd	8:15 a.m.	Back-to-School Kickoff	HS Gymnasium

3.2 Executive Board Reports

- Sherry Bartmann: Sherry Bartmann attended Coffee with Leadership last month. Sherry attended soccer. She also went on a field trip to the zoom with 10th graders. Sherry also attended this month's Weld RE-4 Board April board meeting. She also updated the Board on the work of the Election Committee.
- Jenny Ojala: Jenny Ojala attended the district board meeting in April.
- Carolyn Mader: Carolyn Mader reminded the Board about the upcoming parent seminar. On May 3rd Carolyn will host a WCA webinar on the concerns for pornography.
- Elaine Hungenberg: Elaine Hungenberg attended Author's Tea at the elementary school.
- Donna James: Donna James attended the performance "Anastasia." She was so impressed by the level of talent. She thanked the Student Council President for her work and her attendance at the Board meetings. Donna was also able to attend last month's Coffee with Leadership, as well as the new boys' volleyball games. The students have shown strong sportsmanship and have grown in skill.

4.0 Items for Information

4.1 Annual Stakeholder Survey Results

Results from the annual stakeholder surveys were shared. Celebrations and priority challenges based on parent, teacher, and student surveys were discussed.

4.2 Calendar Waiver for Charter Contract

The District approved a waiver for Windsor Charter Academy that grants autonomy in building its annual calendar for the school year. Windsor Charter Academy must meet state requirements for seat hours.

5.0 Items for Action

5.1 2022-2023 Annual Budget, Second Read

A motion to approve the annual budget for the 2022-2023 school year on second read was made by Jenny Ojala and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

6.1.A Appointments

- 6.1.A.1 Eric Anderson: MS Track Assistant Coach
- 6.1.A.2 Michael Ball: HS Boys' Basketball Assistant Coach
- 6.1.A.3 Wendy Carrico: Paraprofessional
- 6.1.A.4 Eliana Duhon: Food Services Assistant
- 6.1.A.5 Samantha Harvey: Food Services Assistant
- 6.1.A.6 Steven Hill: PE Teacher
- 6.1.A.7 Pearson Kraus: Certified Substitute Teacher
- 6.1.A.8 Christopher O'Neal: PE Teacher
- 6.1.A.9 Karson Rice: Food Services Assistant
- 6.1.A.10 Claire Richardson: Cooking Club Advisor

6.1.B Terminations/Resignations

- 6.1.B.1 Heather Duhon: Certified Substitute Teacher
- 6.1.B.2 Chase Popp: PE Teacher
- 6.1.B.3 Devon Rosson: PE Teacher

6.2 Job Descriptions

- 6.2.A Food Services Kitchen Manager
- 6.2.B Food Services Assistant
- 6.2.C Food Services Baker/Prep Cook

6.3 First Read Policies

- 6.3.A GCC Employee Leave

6.4 Second Read Policies

- 6.4.A GCIE Professional Development

6.5 Financials

- 6.5.A March Financials
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Sherry Bartmann requested that Policy GCC Employee Leave be pulled from the Consent Agenda. A motion was made to pull Policy GCC Employee Leave from the Consent Agenda, moving the policy from 6.3A to 7.1. A motion was made to approve the amended Consent Agenda was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

7.0 Executive Board-Pulled Consent Agenda Items

7.1 Policy GCC Employee Leave, First Read

Discussion occurred on the changes in the policy based on new legislation that requires employee payout for unused leave. Points of discussion centered on the length of time that could be rolled over and the amount paid out per day. The Executive Board asked for additional information to make a greater informed decision.

A motion to table Policy GCC Employee Leave on first read was made by Jenny Ojala and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

There was no Executive Session for the April 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:

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

10.0 Adjournment

A motion to adjourn the April 2022 Regular Session was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The Executive Board meeting ended at 8:15 a.m.



Appendix



1.0 March 31, 2022 Executive Board Regular Session Minutes

Executive Board Minutes March 31, 2021

1.1 Call to Order

The meeting was called to order at 6:05 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Hannah Mancina, Director of High School Education
Kelly Sielbach, Director of Middle School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

The motion was made to approve the March 31, 2022 Regular Session agenda by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the February 24, 2022 Regular Session Regular Session was made by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 8 stakeholders spoke during Citizen Communication at the Executive Board Regular Session.

- Sarah Drips: letter to school board from staff; support for changes to the dress code
- Quentin Churchill: support for changes to the dress code; would like to show that students have a voice in changing the dress code; we have earned it with the work we put into
- Traise Espinosa: support for the changes to the dress code; would love to be able to express ourselves in our own way
- Bella Read and Lynnsie Dodson: support for the changes in the dress code; the reason for the changes sexism in the dress code but there is more to it than that (body image, mental health); active activism- we need to step up and be the change; dress code is outdated
- Hailey Conmay: support for the changes in the dress code; challenge to find clothing that fits me; sexism in the dress code; we are doing adult things in school so we should be treated as adults with the dress codes
- Mia Dellanini: support for the changes in the dress code; parents and students should have choice; challenging to dress code students- damages the relationships that we are working to build with the students
- Eliana Duhon: support for the changes in the dress code; hair color will not be distracting; it will help build relationships and communication; challenging to find clothing that fits
- Elle Priest: support for the changes in the dress code; hair color helps me feel great about myself

3.0 Reports

3.1 Executive Director's Report

WCA Summer Institute: Windsor Charter Academy is offering a unique professional development opportunity through our 8th annual Summer Institute. Summer Institute is an opportunity for teachers to take professional development courses at a minimal cost that can be used towards licensure renewal hours, horizontal advancement, and more importantly, learning and professional growth.

The format of Summer Institute has been modified this year to prepare for the implementation of our newly adopted English Language Arts curricula. Three days will be dedicated to Curriculum Deep Dives, which will include a standards overview, unit pacing, and assessment planning. One day of training will be devoted to a robust line up of offerings, including incorporating AVID and Teach Like a Champion strategies into instruction and using technology in the classroom. Sessions will be facilitated by one of our very own teacher leaders, instructional coaches, or administrators.

Board Elections: This month, we have worked to finalize our election timeline, send out parent communication to solicit candidates for the election committee and Board candidates, and schedule our Parent Town Hall and other election-related events. More communication will be sent out in the coming weeks as we send out candidate spotlights.

Spring Planning: We have several events coming up this spring that require communication planning. Communications for the Firebird Fun Run, CMAS testing schedule, Summer Institute, summer sports camps, and Parking Spot Auctions are all being planned and scheduled!

Elementary School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **5th Grade Science Fair:** In mid-February, our fifth-grade students worked hard to create innovative science fair experiments and projects. Students presented their projects to peers and parents.

- **Family Dance Night:** PTC sponsored a very well attended 80's -themed dance night for elementary families in late February. Students and parents got their groove on and enjoyed great music and glow sticks.
- **National Read Across America Day:** Students celebrated Dr. Seuss's birthday and Read Across America Day at the beginning of March by dressing like their favorite book character and having the opportunity to meet up with their cross-grade level Key Buddy to read books together.
- **Student Council Outreach and Leadership Conference:** Fifth grade student council members attended their 2022 Leadership Conference themed "Let's Make a Difference!" by traveling to the Weld County Food Bank in early March. Students worked hard to bag over 2,000 pounds of celery. Students were then able to attend a conference with the Town of Windsor mayor, Paul Rennemeyer and wrote commitment statements on how they planned to make a difference at school, home, and in the community.
- **Administrator Professional Development:** Jessica Wilson and Terra Moore participated with the other educational leaders for a 2-day training on Professional Learning Communities. Jessica Wilson, Terra Moore, and Chrissy Jones also continued their training in Cognitive Coaching and are close to completing this 8-day training.

Middle School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **AVID Quarterly Walk-Through:** Administration and teacher leaders participated in AVID Walk-Throughs at the middle school. Teachers prepared WICORized lessons with a focus on collaboration. Teachers were observed applying strategies learned in the January all staff AVID professional development.
- **Administrator Professional Development:** Kelly Seilbach and Valerie Perciante participated with the other educational leaders for a 2-day training on Professional Learning Communities.
- **Spring Concerts:** The music department hosted a wonderful night of music this month. We have so much appreciation for Mrs. Frazee, Mr. Montoya, and Mrs. Leistikow for all of their hard work on developing strong music programs at WCA.

High School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Shadow Week:** During the last week of February, our high school launched a "shadow week." The purpose of this week was to give many people an opportunity to observe the daily routines of multiple stakeholders in our school community and experience various aspects of our school from different perspectives. The goal was to use these experiences to inform future decisions about school goals and professional development as well as provide opportunities to support positive school culture. We had teachers shadowing students, administrators shadowing teachers, administrators shadowing paras, and parents shadowing students. The following parents, staff and students participated in Shadow Week: Lara Holt, Brad Otto, Shirley Davis, Kami Anderson, Orheta Rice, Tymen Henry, Janessa Robbins, Cash Carson, Gia Sharma, Hannah Mancina, Mia Dellanini, Theresa Tickler, Lindsay Yost, Josie Ringlein and Serena Seneca.
- **Winter Sports Wrap Up:** Both our girls' and boys' varsity basketball teams won the Foothills Conference championship to end the season! This is the new conference that Ms. Yost helped to create it as part of our application to CHSAA and the schools in the conference are a mix of 2A and 3A teams. We are proud of the work that our teams have put in to take first place!
- **Spring Extracurricular Activities:** We are excited to bring two new activities to WCA high school students this spring: eSports and boys volleyball. We have full teams even in the first year of launching these programs. It is exciting that we can offer new opportunities for students to find a space to belong at our high school!

- **Spring Concerts:** Our music department hosted a wonderful night of music this month. We have so much appreciation for Mrs. Frazee, Mr. Montoya, and Mrs. Leistikow for all of their hard work on developing strong music programs at WCA!
- **Hiring:** We are done hiring for the two open positions we have for next year: concurrent history and concurrent math. We are excited to bring on Claudio Innocenti and Liliana Trejo to our Firebird family!
- **Administrator Professional Development:** Hannah Mancina and Mia Dellanini participated with the other educational leaders for a 2-day training on Professional Learning Communities. Mia Dellanini and Lindsay Yost also continued their training in Cognitive Coaching and are close to completing this 8-day training.

Math Challenge Student Presentations: Group of 5 HS completed a 14-hour math challenge and placed in the top 6% in the country

NHS Report: We will have 24 new members inducted this year. Members are also planning many community service activities (Stone Soup, Marshall Fire drive, SAT tutoring, etc)

Student Council Report: Planning prom and running a weekly free dress fundraiser

Reunification Simulation: Involved the entire school and learned many lessons

MS Student Presentation: Suggested some changes to the dress code; collected 216 names in support of the changes

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
April 1 st	8:15 a.m.	Coffee with Leadership	MS Media Center
April 8 th	All day	ES Fun Run	ES West Parking Lot
April 18 th	3:45 p.m.	SAC	HS Conference Room
April 20 th	4:00 p.m.	Finance Committee	HS Conference Room
April 28 th	6:00 p.m.	Executive Board Meeting	HS Commons
April 29 th	8:15 a.m.	Coffee with Leadership	MS Media Center

3.3 Executive Board Reports

- 3.3.1 Bartmann:** Sherry Bartmann attended Coffee with Leadership, participated in Election Committee work, attended athletic games, cheer performance, and a reunification exercise.
- 3.3.2 James:** Donna James participated in the work of the Finance Committee.
- 3.3.3 Mader:** Carolyn Mader attended soccer games and is preparing for a parent seminar in May.
- 3.3.4 Ojala:** Jenny Ojala attended Coffee with Leadership.

4.0 Items for Information

4.3 Executive Board Election Candidates

The Election Committee chair gave an update on the Election Committee process. There were 4 initial applicants but one withdrew. The current candidates are Holly Stephens, Adrienne Jacobs, and Jenny Ojala. The Election Committee requested a review at the end to ensure that specific timelines are followed. The candidates gave speeches and were recorded. The videos will be placed on the website next week. Upcoming election dates are:

- Town Hall: April 5th @ 6:00 p.m. via Zoom
- Election Begins: April 28th

- Voting End: May 2nd

4.4 Calendar Waiver for Charter Contract

Currently our charter outlines that our calendar must have the same start/end/break dates as the district. Elaine Hungenberg did not recommend WCA move forward with a waiver. The remaining Board members encouraged Dr. Teeples to move forward and explore options for a waiver.

5.0 Items for Action

5.1 VEX Robotics Out-of-State Trip

A motion to approve the VEX Robotics travel for world competition in Dallas, TX was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.2 2022-2023 Annual Budget, First Read

The budget was created on a conservative 3% increase based on 96% of projected student enrollment.

A motion to approve the annual budget on first read was made by Jenny Ojala and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.3 2020 990 Form

Sarah Gennie Colazio, Director of Finance gave a summary of the 990 form.

A motion to approve the 2020 990 Form was made by Carolyn Mader and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.4 Policy JICA Dress Code, Second Read

The Executive Board reviewed the recommendations from the high school. Clarity in language was added between first and second read.

A motion to approve Policy JICA Dress Code on second read was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

- 6.1.1 Appointments
 - 6.1.1.1 Naomi Allman: Food Services
 - 6.1.1.2 Adelaide Britton: AVID Tutor
 - 6.1.1.3 Alexandria Burmeister: Substitute Teacher
 - 6.1.1.4 Shaily DeHaven: Food Services
 - 6.1.1.5 Paula Mickelson: MS Cheer Assistant Coach
 - 6.1.1.6 Todd Miller: Substitute Teacher
 - 6.1.1.7 Angelica Montes Tapia: AVID Tutor
 - 6.1.1.8 Megan Southam: AVID Tutor
 - 6.1.1.9 Jennifer Usher: ES Teacher
 - 6.1.1.10 Briel Watkins: AVID Tutor
 - 6.1.1.11 Christina Wells: MS Girls Basketball Assistant Coach
 - 6.1.1.12 James Zacheis: Substitute Teacher

- 6.1.2 Terminations/Resignations
 - 6.1.2.1 Mandy Clark: Food Services
 - 6.1.2.2 Linda Dewald: ES Office Manager
 - 6.1.2.3 Phillip Grizzle: MS Boys' Basketball Coach
 - 6.1.2.4 Jon Reynolds: Food Services Director

6.2 First Read Policies

- 6.2.1 GCIE Professional Development

6.3 Financials

- 6.3.1 February Financials

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

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

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:

9. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
10. 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)
11. 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)
12. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
13. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
14. 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)
15. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
16. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

A motion was made to enter into Executive Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The Executive Board entered Executive Session at 9:25 p.m.

10.0 Adjournment



2.0 Job Descriptions



JOB DESCRIPTION

Kitchen Manager

Food Services Program

Windsor Charter Academy is committed to creating tasty and nutritious whole food meals with a farm-to-school model across all campuses. We believe that scratch-made food can change a person's life. The Kitchen Manager works with the Director of Food Services to implement this program vision. All meals fall within the guidelines of the National School Lunch Program.

Job Summary

Responsible for planning, preparing, and serving a full range of food for school meals under minimal direct supervision. Assist with all aspects of planning, training, production and service of meals including cooking, line setup, replenishment, and operating a point-of-sale system including cash collection. Maintain recipes, menus, and production records within the TITAN School Solutions software. Comply with Health Department standards, all safety procedures, departmental policies and procedures, and all applicable state and federal regulations. Work with the Director of Food Services to develop recipes and continually improve upon food quality. Collaborate with the Director of Food Services to develop processes to ensure high quality food preparation.

Essential Duties and Responsibilities

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

Description of Job Tasks

Demonstrate a commitment to:

- Prepare scratch-made food of the highest quality.
- Collaborate with the Director of Food Services:
 - To continually develop scratch-made recipes and improve food quality.
 - To interview, hire, and train new staff.
 - To properly manage special dietary needs and allergies for all students.
 - To reconcile monthly inventories, budgets, and claims tracking.
- Prepare and implement:
 - Breakfast recipes, menus, and meals for students.
 - Lunch recipes, menus, and meals for students.
- Ensure training occurs for all kitchen staff on:
 - Point-of-sale system including preparation and processing of accurate payments, day-end reports and money deposits; verify correct amount of change in cash box daily.
 - All food safety and sanitation standards.
 - Cleaning protocols for each site.
- Develops daily work schedules, working within the parameters of assigned kitchen labor hours and employees assigned hours.
- Complete employee evaluations of cooks and cashiers.

- Maintain the following:
 - Monthly budgets.
 - Claims tracking with Colorado Department of Education.
 - Compliance with Health Department standards, including high standards of sanitation and safety. Adhere to state, federal and department guidelines, safety procedures, departmental policies and regulations.
- Adhere to, implement, and train from HACCP standards.
- Clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Properly maintain equipment. Empty trash containers.
- Receive, check-in, and store food and equipment from warehouse and vendors. Date and label food for storage.
- Perform inventories as scheduled. Work with Kitchen Leads to coordinate food and supply orders for both kitchens.
- Assist with meal preparation by cooking, pre-portioning, and set up serving lines, condiment stands, and a fruit and vegetable bar. Prepare food items according to recipes and menus. Control food and kitchen waste. Maintain daily production records accurately.
- Ensure that proper portion sizes and nutritional guidelines are being met per the Colorado Department of Education nutritional standards.
- Follow standardized recipes accurately.
- Maintain a growth mindset and actively seek opportunities to improve through personal and professional development.
- Provide quality customer service and communicate positively to students, staff, and guests.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- High school diploma or equivalent
- 5 years of cooking experience
- 2 years of large-scale cooking or catering experience
- Knowledge of health and safety rules and regulations with the ability to maintain production records and records of safety and sanitation
- Colorado Dept of Education Child Nutrition experience preferable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- ServSafe knowledge highly desirable
- CPR/First Aid Certification required or obtained within 30 days of hire

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Excellent oral and written communication skills
 - Excellent conflict resolution skills
 - Computational skills for kitchen applications (conversions, yields, scaling)
- Be detail oriented.
- Maintain confidentiality in all aspects of the job.
- Build positive relationships with students, parents/guardians, staff, and community members.
- Have a positive teamwork mindset; cooperate with all staff members.
- Manage multiple priorities, able to handle unexpected situations appropriately and gracefully, willingly accept additional responsibility, assume a leadership role in changing situations.
- Manage multiple tasks with frequent interruptions.
- Demonstrate a professional attitude, be open to training and feedback, and seek knowledge to improve job performance.
- Maintain honesty and integrity in all aspects of the job.
- Adhere to attendance requirements, including regular and punctual employee presence
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds..
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate

administrator

Materials and Equipment Operating Knowledge

- Personal computers, point-of-sale systems, and media equipment
- Grill, range, oven, steamer, tilt skillet, hot holding box, mixers, immersion blender, knife skills
- Proficiency with email and communication tools

Physical Requirements & Working Conditions

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

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

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

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

Negotiate		X		
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JOB DESCRIPTION

Food Service Assistant

Food Services Program

Windsor Charter Academy is committed to creating tasty and nutritious whole food meals with a farm-to-school model across all campuses. We believe that scratch-made food can change a person's life. All meals fall within the guidelines of the National School Lunch Program.

Job Summary

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

Essential Duties and Responsibilities

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

Description of Job Tasks

- Assist with meal preparation by cooking, pre-portioning, setting up serving lines, condiment stands, and fruit and vegetable bar. Prepare food items according to recipes and menus. Control food and kitchen waste. Maintain daily production records accurately.
- Serve food and provide customer service and communication to students, staff and community.
- Clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Properly maintain equipment.
- Empty trash containers and operate dishwasher.
- Operate point-of-sale system including preparation and processing of accurate payments, day-end reports and money deposits; verify correct amount of change in cash box daily.
- Kindly and clearly communicate with students and staff about low and negative account balances.
- Communicate all negative account balances with Kitchen Manager on a daily basis.
- Properly receive, check-in and store food and equipment from warehouse and vendors. Maintain, date, and label food storage. Perform inventories as scheduled and assist Kitchen Manager with food and supply orders.
- Maintain compliance with Health Department standards, including high standards of sanitation and safety. Adhere to state, federal, and department guidelines, safety procedures, departmental policies and regulations, and HACCP standards.
- Foster a positive environment for other food service employees so that they can do their best work to serve our students.
- Maintain a growth mindset and actively seek opportunities to improve through personal and professional development.
- Cross-train in other tasks and in other areas of the kitchen.

- Attend all required departmental trainings.
- Arrive to work on time.
- Perform other duties as assigned.

Education and Related Work Experience

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

Licenses, Registrations or Certifications

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

Technical Skills, Knowledge & Abilities

- Possess the following:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Customer service and public relations skills
 - Critical thinking and problem-solving skills
- Count money and make change accurately.
- Operate a point-of-sale system with efficiency and accuracy.
- Possess skills in food preparation, service, and efficiency.
- Work various shift times, including early mornings.
- Maintain confidentiality in all aspects of the job.
- Manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
- Promote and follow Executive Board policies.
- Adhere to attendance requirements, including regular and punctual employee presence.
- Maintain honesty and integrity in all aspects of the job.
- Work independently and manage time effectively.
- Participate and work in a team environment.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Operate a computerized security system.

Materials and Equipment Operating Knowledge

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

Physical Requirements & Working Conditions

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

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

Physical Requirements & Working Conditions

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

Physical Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

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

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

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

Vision Demands: All Required	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Close Vision (clear at 20 inches or less)				X
Distance Vision (clear at 20 feet or more)				X
Color vision (ability to identify and distinguish colors)				X
Peripheral vision				X
Depth perception				X
Ability to adjust focus				X



JOB DESCRIPTION

Baker/Prep Cook

Food Services Program

Windsor Charter Academy is committed to creating tasty and nutritious whole food meals with a farm-to-school model across all campuses. We believe that scratch-made food can change a person's life. All meals fall within the guidelines of the National School Lunch Program.

Job Summary

Responsible for planning, preparing, and serving a full range of food for school meals under minimal direct supervision. Assist with all aspects of planning, production and service of meals including cooking, line setup, replenishment, and operating point-of-sale system including cash collection. Clean all food preparation and service areas, label, date and store leftover food. Comply with Health Department standards, all safety procedures, departmental policies and procedures, and all applicable state and federal regulations.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Demonstrate a commitment to:
 - Bake and prepare scratch-made food of the highest quality.
 - Follow standardized recipes accurately.
 - Assist with meal preparation by cooking, pre-portioning, and set up serving lines, condiment stands, and a fruit and vegetable bar. Prepare food items according to recipes and menus. Control food and kitchen waste. Maintain daily production records accurately.
 - Clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Properly maintain equipment. Empty trash containers.
 - Receive, check-in, and store food and equipment from warehouse and vendors. Date and label food for storage.
 - Perform inventories as scheduled and assist Kitchen Manager with food and supply orders.
 - Maintain compliance with Health Department standards, including high standards of sanitation and safety. Adhere to state, federal and department guidelines, safety procedures, departmental policies and regulations, and HACCP standards.
 - Foster a positive environment for other food service employees so that they can do their best work to serve our students.
 - Maintain a growth mindset and actively seek opportunities to improve through personal and professional development.
 - Cross-train in other areas of kitchen tasks.
 - Attend all required departmental trainings.
 - Attend work and arrive in a timely manner.
 - Perform other duties as assigned.

Education and Related Work Experience

- High school diploma or equivalent
- 5 years of cooking experience
- 2 years of large-scale cooking or catering experience
- Knowledge of health and safety rules and regulations with the ability to maintain production records and records of safety and sanitation

Licenses, Registrations or Certifications

- Criminal background check required for hire
- ServSafe knowledge highly desirable

Technical Skills, Knowledge & Abilities

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

Materials and Equipment Operating Knowledge

- Personal computers, point-of-sale systems, and media equipment
- Basic operating knowledge of and experience with oven, steamer, dishwasher, and other kitchen equipment
- Proficiency with email and communication tools

Physical Requirements & Working Conditions

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

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

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

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



3.0 First Read Policies



EMPLOYEE LEAVE

1. Jury Duty

Staff shall be granted leave with full pay when called to jury duty, under the condition that employee shall turn over to the School **Windsor Charter Academy** their jury duty fees, but not their mileage or transportation allowance.

2. Bereavement Leave

Staff members eligible for benefits shall be allowed up to five (5) days' leave with full pay per death for immediate and extended family members.

Immediate and extended family is defined as spouse, children, parents, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister, brother-in-law, sister-in-law, daughter-in-law and son-in-law. Said leave is not cumulative. Any portion of a day, up to and including one (1) full day with pay shall be allowed for death of a close friend or other relative/person not identified above. An employee may request additional leave not to exceed five (5) days. Such additional bereavement leave must be approved in advance by the Executive Director and such additional days shall be deducted from the employee's PTO leave account if available. If not, pay shall be deducted at the employee's current daily contract rate, whether or not a substitute is hired.

3. Paid Time Off (PTO) Leave

PTO leave allows continuation of full base pay plus benefits when an eligible staff member is required to be absent from work. PTO hours are awarded up front on the date of hire, or the first employment day each year.

PTO Leave Schedule for Full-Time Employees

Contract Days	PTO Leave
≤ 190	10 days
191-210	11 days
211-239	12 days
≥ 240	13 days

Part-time employees will be awarded PTO at the rate of one (1) hours per thirty (30) hours of work, up to a maximum of forty-eight (48) hours per employment year.

Unused PTO leave may be accumulated to the maximum of thirty (30) days for each employee **that was hired and worked at Windsor Charter Academy prior to the 2022-2023 school year. Unused PTO leave may be accumulated to the maximum of twenty (20) days for each new Windsor Charter Academy employee hired to begin the work for the 2022-2023 school year and beyond.** ~~Any part or all of unused PTO leave which~~ may be used during any given year, after the current year allocation has been used. Days of PTO leave may be used without losing salary up to the maximum days of entitlement.

When PTO leave is exhausted, the deduction for an approved absence will be based on the employee's current daily contract rate.

When PTO leave days exceeds four (4) consecutive working days in relation to a specific illness, a written report from the attending physician must be filed with the Executive Director confirming the need for additional days off the job for recovery because of abnormal and involuntary complications, so long as such documentation can be obtained in reasonable time and without added expense, otherwise the employee's signed certification may be requested. When the need for sick and safety leave is foreseeable, employees should make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements.

PTO may be used for the following "sick and safety leave" reasons, including other personal purposes not listed below.

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care or treatment related to such illness, injury or condition; or needs to obtain preventive medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care.

- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

During a Public Health Emergency, upon the date a public health emergency is declared a full-time employee will be granted up to 80 hours of paid sick leave, including any existing accrued sick time. Part-time employees will be granted the amount they are scheduled to work in a two-week time frame, including any existing accrued sick time. The following are additional allowable reasons qualifying as "sick and safety leave" during a public health emergency:

- Employee need to self-isolate and care for oneself because of a diagnosis or experiencing the symptoms of a communicable illness connected to the cause of the public health emergency or to care for a family member who has to self-isolate for those reasons.
- To see preventative care for, or medical diagnosis, care, or treatment for symptoms of a communicable illness that is the cause of the public health emergency or to care for a family member for those reasons.
- When a public official, health authority of employer (of the employee or the employee's family member) determined the employee's or employee's family member's presence on the job or in the community would jeopardize the health of others because of the individual's' exposure to- or exhibiting symptoms of- the communicable illness that is the cause of the public health emergency (whether diagnosed or not).
- Care of a child or other family member when the individual's child care provider is unable due to a public health emergency, or if the child's or family member's school or place of care is closed by a public health emergency (including if it is physically closed but providing remote instruction).
- An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

After the four-week period following a public health emergency, any remaining public health emergency leave time will be removed from the employee's leave total.

In the event that state or federal orders supersede these provisions, such orders will govern if warranted. This policy and any accompanying regulations should be read and understood in conjunction with the entirety of the Colorado Healthy Families and Workplaces Act. Any definitions, requirements, or details of the CHFVA shall supersede this policy.

If PTO leave is to be used for a serious health condition, the birth or care of a newly-born child, the placement for adoption or foster care of a child, or to care for a covered military service member, certification will be required pursuant to the School's FMLA policy. Accumulated PTO leave must be used concurrently as part of the staff member's FMLA leave upon physician certification.

Accumulated PTO leave balances must be used concurrently with parental leave.

If employment is terminated before the employment agreement has been fulfilled, an adjustment will be made to PTO on a prorated basis based on the days scheduled versus the days worked. Accumulated PTO will not be paid **at the daily certified substitute teacher rate** upon termination of employment.

~~The School~~ **Windsor Charter Academy** will retain records for each employee for a two-year period, documenting hours worked, paid sick leave accrued, and paid sick leave used. ~~The School~~ **Windsor Charter Academy** will provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental public health emergency leave. Information may be requested once per month or when the need for paid sick leave arises.

~~The School~~ **Windsor Charter Academy** will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee's or an employee's family member's health information as a condition of providing paid sick leave. Any health or safety information possessed by ~~the School~~ **Windsor Charter Academy** regarding an employee

or employee's family member will be maintained on a separate form and in a separate file from other personnel information; be treated as confidential medical records; and not be disclosed except to the affected employee or with the express permission of the affected employee.

Use of PTO for a reason qualifying as sick and safety leave will not be counted as an "absence" that may result in termination or any other kind of adverse action. An employee will not be required to find a substitute or job coverage when taking paid leave for a reason qualifying as sick and safety leave. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick leave (up to a maximum of 48 hours) that the employee had accrued but not used during the employee's previous employment.

4. Parental Leave of Absence

Parental leave of absence is available to all full-time personnel. Parental leave may be taken to provide care for a newly born, adopted or foster-placed child.

Parental leave of absences are unpaid and intended to supplement leave available under the Family and Medical Leave Act (FMLA). Accumulated PTO leave must be used concurrently with parental leave of absence.

Parental leave of absence may be granted for a maximum of one school year; however, return date shall be designated as the beginning of a semester.

When a staff member returns to duty from a parental leave of absence of one year or less, the employee will be reassigned to their previous position. Salary, position and unused accrued PTO leave earned prior to the leave of absence shall be retained. Staff employment status as defined in CRS 22-63- 101 will not be altered as a result of this leave.

A staff member requesting parental leave shall submit a written request to the Executive Director at least 30 calendar days prior to the commencement of the leave. The request shall be accompanied by a physician's statement giving the expected date of delivery.

The beginning date and length of parental leave shall be determined by the employee and his/her supervisor, subject to approval by the Executive Director.

An employee whose parental leave extends over the summer months and who expects to return for the opening of school shall notify ~~the School~~ **Windsor Charter Academy** of ~~his/her~~ **their** intent to return by April 1 preceding the ensuing school year.

5. Professional Leave

Professional leave by the definition of this policy shall apply to staff who plan to be absent from their regular duties to attend educational conventions, conferences, clinics, seminars, or other activities related to their duties or responsibilities.

Application to attend any of the above-mentioned activities shall be initiated by discussion with the Executive Director, taking in to consideration the following:

1. Will the experience be worthwhile to the employee and subsequently enhance or improve education within ~~the School~~ **Windsor Charter Academy**?
2. Is a satisfactory substitute available to assume the duties of the employee while they are on professional leave? Have adequate plans been made by the employee to ensure that the substitute is able to carry on a qualified program of instruction?
3. The applicant shall outline a summary of expenses to be borne by ~~the School~~ **Windsor Charter Academy**, including the number of days a substitute will be required.
4. The application shall be finalized in writing and submitted in advance of required registration deadlines to obtain administrative approval. This means that the application shall have been made to the Executive Director sufficiently in advance of the required registration date to obtain approval as may be required by Executive Board policy.

Approval or rejection of the application shall be made by the Finance Director with an administrative recommendation. The Finance Director will consult with the Executive Director prior to approving or rejecting the recommendation.

Appropriate reports shall be made to the Executive Board from time to time by the Executive Director about the number of leaves approved for

staff as well as the purpose and cost of each activity.

6. Worker's Compensation Benefits

Employees temporarily absent from work and unable to perform their duties as a result of a work-related injury for which they are eligible for worker's compensation benefits, will be paid their full salary (until the individual employee's PTO leave is exhausted) less the amount of any worker's compensation payment benefits, or awards made for temporary disabilities due to said injury, during the period of such temporary absence from the date of said injury. If the employee is entitled to any PTO leave benefits from ~~the School~~ **Windsor Charter Academy** in addition to that employee's salary, the amount of the additional PTO leave benefits shall also be reduced by the amount of any worker's compensation received by the employee. Employees receiving worker's compensation benefits are not eligible to use PTO leave bank time.

The Executive Board shall have the right to have such employee examined by a physician designated by the Board to assist in determining the length of time the employee is temporarily unable to perform duties, and that the disability is attributable to the injury involved.

7. Family and Medical Leave

Eligible staff are entitled to unpaid leave under the Federal Family Medical Leave Act (FMLA). The conditions for such leave are outlined in School Policy GBGF.

Windsor Charter Academy Executive
Board Adopted: May 2001
August 2007
September 2009
June 2010
February 2016
December 2020
May 2022

Legal References

Family and Medical Leave Act of 1993 and Implementing Regulations

Cross References
GBGF Family Medical Leave



4.0 Second Read Policies



Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
PROFESSIONAL DEVELOPMENT

Credit Hours

Teachers and other eligible personnel will have an opportunity to increase their salary by earning professional development credit.

The following credits are eligible for salary advancement.

1. Credit hours from a college and/or university.
Up to two credit hours for supervision of a student teacher that is a semester in length; up to one credit for supervision of a practicum teacher. Supervision of a student teacher that is shared with one or more teachers shall have the credit hours prorated based on the number of supervising teachers during the semester.
2. Credit hours from professional development course offerings provided by Windsor Charter Academy.
3. Credit hours from professional development course offerings provided by external organizations that are approved in advance by the Director of Curriculum, Instruction, and Innovation.
Up to two credit hours of experiential learning (i.e. study abroad programs) can be applied for every 10 credits that are earned within three years of application for salary advancement. Credit hours are determined by the number of hours in experiential learning and not time for travel. Experiential learning must be specific to the content that the individual teaches.

Fifteen contact hours of professional development equals 1.0 credit. Course offerings eligible for credit approval must meet a minimum threshold of 0.25 credits.

Approval of Credits

A teacher must submit a request to advance on an official form as provided for this purpose. The official form for salary advancement must be completed by

March 31st for the next school year.

The Director of Curriculum, Instruction, and Innovation shall review the request for advancement and make a determination on relevant credit hours submitted for licensure. Professional development course offerings must have relevance to the appropriate CDE Professional Licensure Standards and for the content that the individual teaches. In the case where the applicant disagrees with the decision of accepted credit hours, the Executive Director shall cause a review team to review the request for advancement. The review team shall consist of the Executive Director, Director of Curriculum, Instruction & Innovation, Director of Finance & HR, one Board Member, and one teacher. If, in the opinion of the review team, credits are not deemed sufficient with regard to relevance to appropriate licensure standards, the team may deny such credits toward advancement. If the review team finds in favor of the individual making the request, the credits shall count toward advancement. The findings of the team shall be final. In the case where a majority of the members of the review team cannot reach a decision, the team shall refer the decision to the Executive Board President and the decision of the Executive Board President shall be final.

Official transcripts and/or evidence of successful completion must be submitted to the Executive Director or designee no later than September 1st of the current school year.

Pay Increases

Advancement granted in March shall be paid on the next contracted school year and be evident in the September payroll.

Other Considerations

Teachers that are hired with a bachelor's or an advanced degree, but are not certified teachers, may wish to complete an alternative licensing program. Credit hours from professional development course offerings provided by external organizations for alternative licensing must be approved in advance by the Director of Curriculum, Instruction, and Innovation to be considered for horizontal movement.

Once a bachelor's degree or master's degree is obtained, hours for salary advancement must be earned after the date the degree was granted.

Credit for advancement shall not be granted for course work or other professional development activities completed more than seven (7) years prior to the date of the request for advancement.

Windsor Charter Academy Executive Board
September 2007
February 2016
November 2017
March 2021
April 2022





5.0 Financials

Committee

Sara Bakula, Member
Donna James, Board Treasurer
Rebecca Teeples, Executive Director
SarahGennie Colazio, Finance Director

Paige Adams, Member
Matt Meuli, Member
Jim Zacheis, Member

Lauren Miller, Business Manager~ attends as a resource to the Finance Committee

Agenda 4.20.22

Meeting Called to order at 4:02pm

1. Review March 2022 financials
 - a. Review Rev & Exp detail
 - i. Food Service detail
 - ii. Fundraising detail
 - b. Review Balance Sheet
 - c. Review Student Fund financials
 - d. Review Check-Debit Register
 - e. Review CC Statement
 - f. Motion to approve March financials by Donna, second by Matt, motion passes unanimously.
2. Review 2022-2023 Proposed Budget
 - a. Motion to approve the 2022-2023 Proposed budget by Donna, second by Jim, motion passes unanimously.
3. New Chairperson- need to appoint at April Meeting – will research if the Treasurer can also be committee chair
4. Next Meeting **Wednesday May 11th, 4:00pm**

Meeting adjourned at 4:41pm

Windsor Charter Academy Budget

Approved
Amended Budget
2021-2022

Projected 2022-
2023

General Fund	<u>2021-2022</u>	<u>2022-2023</u>	<u>Change</u>
PPR Base	\$ 8,395.71	\$ 8,647.59	3% PPR incre
FTE	1501.5	1504.3	
PPR	\$ 12,606,165	\$ 13,008,736	\$ 402,571
Mill Levy 2007	\$ 90,000	\$ 90,000	\$ -
Mill Levy 2016	\$ 462,614	\$ 462,614	\$ -
Interest	\$ 10,000	\$ 10,000	\$ -
Student Fees	\$ 77,375	\$ 81,233	\$ 3,858
Building Rental	\$ 70,000	\$ 64,000	\$ (6,000)
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 50,000	\$ 55,000	\$ 5,000
Other (CC cash back, collections)	\$ 109,231	\$ 3,280	\$ (105,951)
Capital Construction	\$ 444,402	\$ 431,740	\$ (12,662)
Food Service Revenue	\$ 799,000	\$ 799,000	\$ -
O&G revenue from Building Corp	\$ 10,000	\$ 10,000	\$ -
Title II Grant Revenue	\$ 15,000	\$ 15,000	\$ -
Title IV Grant Revenue	\$ 4,000	\$ 4,000	\$ -
Insurance Claim	\$ -	\$ -	\$ -
ESSER Funds	\$ 167,504	\$ 83,699	\$ (83,805)
READ Act Grant Revenue	\$ 15,882	\$ 14,000	\$ (1,882)
Total Revenues	\$ 14,931,173	\$ 15,132,302	\$ 201,129
Use of Reserves/COVID Carryover			
Total Revenues and Reserves	\$ 14,931,173	\$ 15,132,302	\$ 201,129
Expenditures			
Salaries & Benefits			
Salaries	\$ 6,772,743	\$ 7,023,092	\$ 250,349
ESSER Salaries & Stipends	\$ 76,608	\$ 53,648	\$ (22,960)
Food Service Salaries	\$ 201,473	\$ 233,517	\$ 32,044
Substitutes Salaries	\$ 151,928	\$ 135,000	\$ (16,928)
Extra Duty/Stipends Salaries	\$ 87,000	\$ 87,000	\$ -

	Salaries Total	\$ 7,289,753	\$ 7,532,257	\$ 242,505
Food Svc Health Benefits, medicare, PERA	\$	89,634	\$ 107,892	\$ 18,258
Benefits	\$	1,088,502	\$ 1,142,927	\$ 54,425
Medicare	\$	101,416	\$ 105,054	\$ 3,638
Sick Bank/Short Term Disability	\$	17,000	\$ 17,850	\$ 850
ESSER benefits (PERA, medicare, suta, health)	\$	33,063	\$ 23,151	\$ (9,912)
FAMLI Contribution			\$ 16,948	\$ 16,948
PERA	\$	1,465,439	\$ 1,514,224	\$ 48,785
	Benefits Total	\$ 2,795,054	\$ 2,928,046	\$ 132,992
Purchased & Technical Services				
Prof Services-Background checks, , interpreter	\$	10,000	\$ 8,200	\$ (1,800)
College Consulting	\$	20,000	\$ 10,000	\$ (10,000)
Accounting Software/Payroll	\$	31,894	\$ 38,000	\$ 6,106
Audit/990 Prep	\$	7,000	\$ 7,000	\$ -
Legal	\$	12,362	\$ 12,609	\$ 247
	Purchased & Technical Services Total	\$ 81,256	\$ 75,809	\$ (5,447)
Facilities & Property Services				
Gas	\$	117,420	\$ 120,943	\$ 3,523
Electricity				\$ -
Water/Sewer	\$	26,875	\$ 27,681	\$ 806
Trash	\$	9,180	\$ 9,455	\$ 275
Facility Repairs & Maintenance	\$	121,361	\$ 121,361	\$ -
Repair HVAC	\$	43,000	\$ -	\$ (43,000)
Bldg Lease Payments	\$	1,485,213	\$ 1,426,810	\$ (58,403)
Storage unit lease	\$	600	\$ 600	\$ -
	Facilities & Property Services Total	\$ 1,803,649	\$ 1,706,850	\$ (96,799)
General Fund		2021-2022	2022-2023	
Other Purchased Services				
Printing/Binding	\$	-	\$ -	\$ -
Special Ed District Charge	\$	842,000	\$ 854,739	\$ 12,739
AIMS Fees	\$	10,000	\$ 15,000	\$ 5,000
Professional Development/ Avid	\$	29,100	\$ 29,537	\$ 436

Board PD	\$ 800	\$ 500	\$ (300)
Security Dept	\$ 1,300	\$ 1,300	\$ -
Title II Grant Exp Prof Dev	\$ 15,000	\$ 15,000	\$ -
Title IV Grant Expenses	\$ 2,279	\$ 4,000	\$ 1,721
District Admin Charges	\$ 252,123	\$ 260,175	\$ 8,051
Infinite Campus	\$ 15,776	\$ 16,021	\$ 245
Property/Liability Insurance	\$ 89,493	\$ 95,758	\$ 6,265
SUTA	\$ 19,051	\$ 14,490	\$ (4,561)
Worker's Comp Insurance	\$ 39,933	\$ 41,930	\$ 1,997
Food Service Expenses	\$ 484,893	\$ 437,591	\$ (47,302)
ESSER Apex	\$ 6,900	\$ 6,900	\$ -
(Tech) Copier Lease	\$ 69,292	\$ 73,962	\$ 4,670
Tech Support	\$ 1,210	\$ 1,210	\$ -
Tech Repair/Maintenance	\$ 6,250	\$ 5,700	\$ (550)
Tech Software/Licensing	\$ 46,622	\$ 47,921	\$ 1,299
Facilities Fire/Intercom/Security Maint	\$ 6,500	\$ 6,630	\$ 130
Tech Internet/Phone/Comm	\$ 66,697	\$ 70,840	\$ 4,143
Marketing Enrollment/Job Adv	\$ 19,000	\$ 22,880	\$ 3,880
Other Purchased Services Total	\$ 2,024,219	\$ 2,022,083	\$ (2,136)
Educational Supplies & Materials			
Curriculum/ Online License renewals	\$ 159,110	\$ 173,030	\$ 13,920
Assessments/Testing- (AR, Renaissance, AIM)	\$ 33,407	\$ 39,939	\$ 6,532
Summer School Credit Recovery	\$ -	\$ 1,500	\$ 1,500
General/Office Supplies	\$ 22,759	\$ 23,214	\$ 455
Media Center Supplies	\$ 2,241	\$ 2,200	\$ (41)
Security Supplies/Software	\$ 6,200	\$ 6,200	\$ -
Paper	\$ 12,862	\$ 13,119	\$ 257
Dues & Fees	\$ 18,000	\$ 22,000	\$ 4,000
PE Uniforms	\$ 1,500	\$ -	\$ (1,500)
Health Supplies	\$ 6,000	\$ 5,600	\$ (400)
Teacher Classroom Budgets	\$ 9,000	\$ 9,180	\$ 180
School Event Budgets	\$ 17,424	\$ 17,772	\$ 348
ESSER Facility Supplies	\$ 15,000	\$ -	\$ (15,000)
Facility Supplies	\$ 34,000	\$ 35,000	\$ 1,000
Title IV Supplies	\$ 1,721	\$ -	\$ (1,721)
Facility on call and interns	\$ 4,950	\$ 4,950	\$ -
PTC	\$ 9,000	\$ 7,500	\$ (1,500)
Anniversary Gifts	\$ 2,600	\$ 1,000	\$ (1,600)
Exec Dir/Staff Culture	\$ 10,000	\$ 5,000	\$ (5,000)
ESSER Expenditures	\$ -	\$ -	\$ -

Air Quality Grant	\$ 63,000	\$ -	\$ (63,000)
COVID EXPENSES	\$ -	\$ -	\$ -
Educational Supplies & Materials Total	\$ 428,774	\$ 367,205	\$ (61,569)
Equipment			
Tech Equipment	\$ 155,843	\$ 222,070	\$ 66,227
ESSER Tech Equipment	\$ 35,933	\$ -	\$ (35,933)
Facilities Equipment	\$ 36,000	\$ 1,000	\$ (35,000)
Facilities Furniture	\$ 14,900	\$ 10,000	\$ (4,900)
Total Property/Equipment	\$ 242,676	\$ 233,070	\$ (9,606)
General Fund			
	2021-2022	2022-2023	
Other			
Bank Fees	\$ 10,000	\$ 10,100	\$ 100
Facility planning costs			\$ -
Trustee Fees	\$ 17,295	\$ 12,000	\$ (5,295)
Auto Expenses	\$ 2,061	\$ 2,061	\$ -
walkathon)	\$ 40,000	\$ 55,000	\$ 15,000
Athletics Deficit	\$ 17,000	\$ -	\$ (17,000)
Other Total	\$ 86,356	\$ 79,161	\$ (7,195)
Total Expenditures	\$ 14,751,737	\$ 14,944,481	\$ 192,744
Net Surplus/Deficit	\$ 179,436	\$ 187,821	\$ 8,385
Required Surplus for DS Coverage	\$ 155,100	\$ 142,681	
Surplus over DS requirement	\$ 24,336	\$ 45,140	
<i>General Fund Balance- Beginning</i>	\$ 4,527,679	\$ 4,049,355	
<i>Appropriation</i>	\$ -	\$ -	
<i>Net Surplus/Deficit</i>	\$ 179,436	\$ 187,821	
Fund Balance- Ending	\$ 4,049,355	\$ 4,237,176	
Ending Fund Balance Detail			
<i>Unrestricted Fund Balance</i>	\$ 3,670,537	\$ 4,049,355	
<i>TABOR Reserves</i>	\$ 378,818	\$ 405,530	
Total Projected Ending FB	\$ 4,049,355	\$ 4,454,885	
Total Revenues	\$ 14,450,135	\$ 15,132,302	
Total Expenditures less DS and one time	\$ 12,627,267	\$ 13,517,671	
Net avail for Debt Service	\$ 1,822,868	\$ 1,614,631	
Projected Debt Service	\$ 1,634,778	\$ 1,426,810	

Net Surplus	\$	188,090	\$	187,821
Bond Covenant Requirement to maintain 1.10 X debt service	\$	1,798,256	\$	1,569,490
Actual Ratio		111.51%		113.16%
Actual Surplus plus Debt Svc	\$	1,822,868	\$	1,614,631
Diff Over/(under)	\$	24,612	\$	45,140
Required Surplus to maintain DS coverage	\$	163,478	\$	142,681
Daily operating expenses less capital outlay and debt service	\$	34,595	\$	37,035
Projected days cash on hand incl TABOR restr.		139.0		149.0

Rev and Exp as of 3.31.22

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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	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	1,128.83	472.01	10,000.00	8,871.17	11.29	
1700 Pupil Activities	78,063.00	672.00	77,375.00	(688.00)	100.89	
1900 Other Revenue from Local Sources	195,202.72	27,031.16	166,731.00	(28,471.72)	117.08	
3900 Other Revenue From State Sources	887,493.36	160,588.38	1,508,288.00	620,794.64	58.84	
5200 Interfund Transfers	0.00	0.00	10,000.00	10,000.00	0.00	
5600 Direct Allocations	10,130,445.64	1,298,681.41	13,271,603.11	3,141,157.47	76.33	
I Revenue	11,292,333.55	1,487,444.96	15,043,997.11	3,751,663.56	75.06	* Account Type
0100 Salaries	5,046,700.56	620,976.57	7,289,753.24	2,243,052.68	69.23	
0200 Employee Benefits	1,982,645.89	88,128.69	2,795,052.97	812,407.08	70.93	
0300 Purchased Professional and Technical Services	59,777.98	5,832.54	78,256.00	18,478.02	76.39	
0400 Purchased Property Services	1,218,707.46	135,760.41	1,683,669.00	464,961.54	72.38	
0500 Other Purchased Services	1,562,546.16	158,946.11	1,998,067.21	435,521.05	78.20	
0600 Supplies	450,895.59	38,786.04	682,905.79	232,010.20	66.03	
0700 Property	5,227.32	1,922.98	250,539.21	245,311.89	2.09	
0800 Other Objects	27,092.78	1,261.72	69,357.00	42,264.22	39.06	
0900 Other Uses of Funds	0.00	0.00	17,000.00	17,000.00	0.00	
X Expense	10,353,593.74	1,051,615.06	14,864,600.42	4,511,006.68	69.65	* Account Type
11 Charter School	(938,739.81)	(435,829.90)	(179,396.69)	759,343.12	523.28	Fund

Rev and Exp as of 3.31.22

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900 Other Revenue from Local Sources	379,454.00	21,395.23	0.00	(379,454.00)	0.00	
I Revenue	379,454.00	21,395.23	0.00	(379,454.00)	0.00	* Account Type
0600 Supplies	137,352.03	19,000.20	318,453.89	181,101.86	43.13	
0868 Overhead Costs	0.00	0.00	0.00	0.00	0.00	
X Expense	137,352.03	19,000.20	318,453.89	181,101.86	43.13	* Account Type
23 Pupil Activity Fund	<u>(242,101.97)</u>	<u>(2,395.03)</u>	318,453.89	560,555.86	-76.02	Fund

Rev and Exp as of 3.31.22

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	1,272.43	531.62	15,000.00	13,727.57	8.48	
1900 Other Revenue from Local Sources	1,095,959.95	121,783.34	1,634,778.00	538,818.05	67.04	
2000 Revenue from Intermediate Sources	9,117.93	1,062.41	10,000.00	882.07	91.18	
I Revenue	1,106,350.31	123,377.37	1,659,778.00	553,427.69	66.66	* Account Type
0700 Property	0.00	0.00	525,000.00	525,000.00	0.00	
0800 Other Objects	1,947,887.64	453,975.55	2,044,778.00	96,890.36	95.26	
0900 Other Uses of Funds	0.00	0.00	0.00	0.00	0.00	
X Expense	1,947,896.45	453,975.55	2,619,778.00	671,881.55	74.35	* Account Type
61 Building Corporation	841,546.14	330,598.18	960,000.00	118,453.86	87.66	Fund
Report Total:	339,295.64	107,626.75	(1,099,057.20)	(1,438,352.84)	-30.87	

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity		State Account Number
Current Assets						
	Bingo Checking Acct	551.11	0.00	551.11		11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK	1,780,514.09	406,378.33	2,186,892.42		11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank	526,168.98	(69,345.06)	456,823.92		11-950-00-0000-8102-000-0000
	COLOTRUST Account	2,173,245.62	465.62	2,173,711.24		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK	651,674.17	5.54	651,679.71		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC	100,052.29	0.85	100,053.14		11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash	82.21	0.00	82.21		11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash	18.56	0.00	18.56		11-950-00-0000-8103-000-0000
	Accounts Receivable from Dist	0.00	0.00	0.00		11-950-00-0000-8141-000-0000
	Food Service Petty Cash	133.00	0.00	133.00		11-950-31-0000-8103-000-0000
8100	Current Assets	5,232,440.03	337,505.28	5,569,945.31		* Account Class
Liabilities						
	Accounts Payable	(23,301.71)	(38,132.73)	(61,434.44)		11-950-00-0000-7421-000-0000
	Accrued Salaries	0.00	467.39	467.39		11-950-00-0000-7461-000-0000
	Rental Deposits Liability	(800.00)	0.00	(800.00)		11-950-00-0000-7461-000-0000
	GARNISHMENT	2,233.40	(483.33)	1,750.07		11-950-00-0000-7471-000-0000
	Deferred Grant Revenue	(5,308.57)	2,257.50	(3,051.07)		11-950-00-0000-7482-000-0000-9393
	PERA & Life Liab	0.16	0.00	0.16		11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab	(133,009.83)	133,009.83	0.00		11-950-05-0000-7471-000-0000
	401K/457 Liab	(1,205.96)	1,205.96	0.00		11-950-06-0000-7471-000-0000
	Unearned Rev Liab- Food Service	(41,217.68)	0.00	(41,217.68)		11-950-31-0000-7482-000-0000
7400	Liabilities	(202,610.19)	98,324.62	(104,285.57)		* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve	(395,000.00)	0.00	(395,000.00)		11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(4,131,919.93)	0.00	(4,131,919.93)		11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(502,909.91)	(435,829.90)	(938,739.81)		11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(5,029,829.84)	(435,829.90)	(5,465,659.74)		* Account Class
11	Charter School	0.00	0.00	0.00		Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		SF Checking 1stBank	240,150.55	11,512.64	251,663.19	23-950-00-0000-8100-000-0000
		SF Checking Arbiter Athletic	4,381.29	(491.14)	3,890.15	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>244,531.84</u>	<u>11,021.50</u>	<u>255,553.34</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(580.00)	(296.50)	(876.50)	23-950-00-0000-7400-000-0000
		MSSH Activity Accts Payable	(4,244.90)	(8,329.97)	(12,574.87)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(4,824.90)</u>	<u>(8,626.47)</u>	<u>(13,451.37)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Activity Net Income/Loss	(239,706.94)	(2,395.03)	(242,101.97)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(239,706.94)</u>	<u>(2,395.03)</u>	<u>(242,101.97)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Bldg Corp Reserve Fund-2020		1,388,514.84	285.76	1,388,800.60	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		206,251.45	(171,747.25)	34,504.20	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021		969,009.42	199.40	969,208.82	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021		279,427.66	(196,931.86)	82,495.80	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021		150,837.23	37,595.77	188,433.00	61-950-65-0000-8105-000-0000-9393
8100	Current Assets		<u>2,994,040.60</u>	<u>(330,598.18)</u>	<u>2,663,442.42</u>	* Account Class
Fixed Assets						
	Bldg Corp Gain on 2021 Refunding		(367,750.60)	0.00	(367,750.60)	61-950-00-0000-8200-000-0000
	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		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(3,439,189.61)	0.00	(3,439,189.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>21,471,743.76</u>	<u>0.00</u>	<u>21,471,743.76</u>	* Account Class
Liabilities						
	Bldg Corp Premium on Bonds		(3,728,147.40)	0.00	(3,728,147.40)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(25,628,318.29)	0.00	(25,628,318.29)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(29,671,150.69)</u>	<u>0.00</u>	<u>(29,671,150.69)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal		4,694,418.37	0.00	4,694,418.37	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		510,947.96	330,598.18	841,546.14	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>5,205,366.33</u>	<u>330,598.18</u>	<u>5,535,964.51</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

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 Windsor Charter Academy
 Check Date: 3/1/2022 to 3/31/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21080	Ace Hardware WCA	2	03/03/2022	2366	747.25	0.00	747.25
21659	AED Everywhere Inc.	2	03/03/2022	2367	603.95	0.00	603.95
218195	Bimbo Bakeries USA	2	03/03/2022	2368	721.00	0.00	721.00
218859	Boyes, Lydia	2	03/03/2022	2369	62.40	0.00	62.40
21012	CenturyLink	2	03/03/2022	2370	169.68	0.00	169.68
21015	Comcast Cable	2	03/03/2022	2371	618.40	0.00	618.40
21140	EON Office	2	03/03/2022	2372	144.88	0.00	144.88
21269	JW Pepper	2	03/03/2022	2373	13.48	0.00	13.48
21092	Lincoln National Life Insurance	2	03/03/2022	2374	1,535.71	0.00	1,535.71
21048	Oriental Trading Company Inc	2	03/03/2022	2375	96.21	0.00	96.21
21498	Purchase Power Pitney Bowes	2	03/03/2022	2376	206.73	0.00	206.73
219041	run.Windsor Race Series LLC	2	03/03/2022	2377	964.00	0.00	964.00
217638	UNCC	2	03/03/2022	2378	48.10	0.00	48.10
219046	██████████ Confidential- Payroll	7	03/08/2022	2379	1,975.00	0.00	1,975.00
219045	Smith, Bridey	7	03/08/2022	2380	155.18	0.00	155.18
219003	Porter, Jennifer	10	03/10/2022	2381	467.39	0.00	467.39
21127	ACT, Inc	10	03/11/2022	2382	24.00	0.00	24.00
21009	Brooms N More Inc	10	03/11/2022	2383	902.67	0.00	902.67
21087	Colorado Department of Revenue	10	03/11/2022	2384	571.25	0.00	571.25
21015	Comcast Cable	10	03/11/2022	2385	640.88	0.00	640.88
21417	Courtney Stone	10	03/11/2022	2386	85.41	0.00	85.41
217633	Diversified Underground Inc.	10	03/11/2022	2387	1,455.00	0.00	1,455.00
21140	EON Office	10	03/11/2022	2388	38.30	0.00	38.30
218775	Hitz, Cameron	10	03/11/2022	2389	160.00	0.00	160.00
21136	Home Depot Pro	10	03/11/2022	2390	800.43	0.00	800.43
217818	IBARRA, SARA	10	03/11/2022	2391	57.33	0.00	57.33
218817	InfoArmor, Inc.	7	03/11/2022	2392	117.65	0.00	117.65
21616	Jostens	10	03/11/2022	2393	896.61	0.00	896.61
219047	Kuhl, Patricia	10	03/11/2022	2394	49.50	0.00	49.50
21109	Mail N Copy	10	03/11/2022	2395	699.00	0.00	699.00
219048	Maliszewski, Christy	10	03/11/2022	2396	243.25	0.00	243.25
219039	Mark A. Leachman P.C	10	03/11/2022	2397	100.00	0.00	100.00
217978	MODESTO, AMPELIA	10	03/11/2022	2398	80.00	0.00	80.00
218860	Sanchez Werner, Christina	10	03/11/2022	2399	62.40	0.00	62.40
21061	Security and Sound Design Inc	10	03/11/2022	2400	783.00	0.00	783.00
21093	Security Benefit	10	03/11/2022	2401	1,205.96	0.00	1,205.96
218862	Southern Exposure Landscape Management Inc	10	03/11/2022	2402	562.50	0.00	562.50
217979	Thomsen, Micki	10	03/11/2022	2403	180.00	0.00	180.00
217892	T-Mobile	10	03/11/2022	2404	55.92	0.00	55.92
217665	Total Fire Protection Inc.	10	03/11/2022	2405	455.00	0.00	455.00
21078	Waste Management	10	03/11/2022	2406	742.81	0.00	742.81
21120	Weld RE-4 School District	10	03/11/2022	2407	100.17	0.00	100.17
218535	FirstBank	8	03/11/2022	2408	13,787.72	0.00	13,787.72
21552	Airgas USA LLC	17	03/18/2022	2409	35.97	0.00	35.97
21140	EON Office	17	03/18/2022	2410	8.60	0.00	8.60
218952	Fitzpatrick, Shaun	17	03/18/2022	2411	90.79	0.00	90.79
219023	Kava Services LLC	17	03/18/2022	2412	2,837.00	0.00	2,837.00
21273	Meadow Gold Dairy- Englewood	17	03/18/2022	2413	2,697.84	0.00	2,697.84
218608	National Speaker and Sound	17	03/18/2022	2414	720.00	0.00	720.00
21061	Security and Sound Design Inc	17	03/18/2022	2415	415.00	0.00	415.00
21681	Snappy Holdings LLC	17	03/18/2022	2416	13.80	0.00	13.80
21245	Stericycle Inc.	17	03/18/2022	2417	220.00	0.00	220.00
21072	Town of Windsor	17	03/18/2022	2418	1,313.23	0.00	1,313.23
218953	Virtual College Counselors	17	03/18/2022	2419	2,000.00	0.00	2,000.00
21079	Wells Fargo Financial Leasing	17	03/18/2022	2420	4,102.05	0.00	4,102.05
219044	Eurotech Equipment Services Inc.	18	03/18/2022	2421	1,089.85	0.00	1,089.85

A/P Check Register

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 Windsor Charter Academy
 Check Date: 3/1/2022 to 3/31/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218208	OptumRX	4	03/07/2022	10553	6,308.28	0.00	6,308.28
218208	OptumRX	4	03/07/2022	10554	5.60	0.00	5.60
218208	OptumRX	4	03/21/2022	10555	6.60	0.00	6.60
218634	UC Health Medical Group	4	03/21/2022	10556	146.87	0.00	146.87
218634	UC Health Medical Group	4	03/21/2022	10557	5.29	0.00	5.29
218634	UC Health Medical Group	4	03/31/2022	10558	62.78	0.00	62.78
21183	Elite Awards and Trophies	2	03/03/2022	90707	150.75	0.00	150.75
218635	Music & the Arts	2	03/03/2022	90708	23.10	0.00	23.10
218828	Edward Ranum	10	03/11/2022	90709	160.00	0.00	160.00
217978	MODESTO, AMPELIA	10	03/11/2022	90710	40.00	0.00	40.00
219040	Play Versus Inc.	10	03/11/2022	90711	640.00	0.00	640.00
21120	Weld RE-4 School District	10	03/11/2022	90712	189.25	0.00	189.25
218535	FirstBank	8	03/11/2022	90713	3,841.80	0.00	3,841.80
21706	Burts Logo Apparel	17	03/18/2022	90714	162.50	0.00	162.50
21269	JW Pepper	17	03/18/2022	90715	91.99	0.00	91.99
21084	PERA	7	03/31/2022	33122111	1,819.31	0.00	1,819.31
21088	American Fidelity	7	03/31/2022	33122222	808.33	0.00	808.33
21088	American Fidelity	7	03/31/2022	33122333	3,554.84	0.00	3,554.84
21459	CBIZ	7	03/31/2022	33122444	2,707.74	0.00	2,707.74
21459	CBIZ	7	03/31/2022	33122555	471,828.67	0.00	471,828.67
21459	CBIZ	7	03/31/2022	33122666	70,686.14	0.00	70,686.14
21084	PERA	7	03/31/2022	33122777	194,386.05	0.00	194,386.05
21084	PERA	7	03/31/2022	33122999	2,872.26	0.00	2,872.26
218205	Delta Dental of Colorado	17	03/01/2022	030122115	6,345.99	0.00	6,345.99
218207	UMR Health	4	03/01/2022	030122362	49,905.16	0.00	49,905.16
217847	US Foods Inc.	4	03/02/2022	030222881	5,439.65	0.00	5,439.65
217847	US Foods Inc.	4	03/03/2022	030322881	105.20	0.00	105.20
217847	US Foods Inc.	4	03/04/2022	030422881	315.60	0.00	315.60
218208	OptumRX	4	03/07/2022	030722645	3,288.04	0.00	3,288.04
217847	US Foods Inc.	4	03/09/2022	030922881	4,534.76	0.00	4,534.76
217847	US Foods Inc.	4	03/11/2022	031122881	774.28	0.00	774.28
218208	OptumRX	4	03/14/2022	031422737	2,204.10	0.00	2,204.10
21229	CBI Online	4	03/15/2022	031522803	1,000.00	0.00	1,000.00
217847	US Foods Inc.	4	03/16/2022	031622881	5,985.75	0.00	5,985.75
21156	Xcel Energy	18	03/16/2022	031622888	15,197.06	0.00	15,197.06
217847	US Foods Inc.	4	03/17/2022	031722881	18.96	0.00	18.96
217847	US Foods Inc.	4	03/21/2022	032122881	433.17	0.00	433.17
218208	OptumRX	4	03/21/2022	032122894	2,511.69	0.00	2,511.69
217847	US Foods Inc.	4	03/22/2022	032222881	242.05	0.00	242.05
217847	US Foods Inc.	4	03/23/2022	032322881	5,872.06	0.00	5,872.06
217847	US Foods Inc.	4	03/25/2022	032522881	2,862.79	0.00	2,862.79
218208	OptumRX	4	03/28/2022	032822448	16,417.39	0.00	16,417.39
217847	US Foods Inc.	4	03/28/2022	032822881	66.69	0.00	66.69
217847	US Foods Inc.	4	03/30/2022	033022881	6,275.38	0.00	6,275.38
21088	American Fidelity	7	03/31/2022	331221212	14,384.51	0.00	14,384.51
21088	American Fidelity	7	03/31/2022	331221213	130.00	0.00	130.00
218208	OptumRX	4	03/31/2022	033122784	1,919.12	0.00	1,919.12
218535	FirstBank	4	03/31/2022	033122803	30.00	0.00	30.00
Report Totals					\$955,687.80	\$0.00	\$955,687.80