



August Regular Session


August 23, 2018

Elementary School

*680 Academy Ct.
Windsor, CO 80550*

Middle & Early College High School

*810 Automation Dr.
Windsor, CO 80550*



August 23, 2018

Work Session @ 5:30 p.m.
Regular Session @ 6:30 p.m.

Executive Board

Samual Penn, President
John Feyen, Vice President
Donna James, Treasurer
Kevin Albertsen, Secretary
Sherry Bartmann, Member
Carolyn Mader, Member
Jenny Ojala, Member

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



AUGUST REGULAR SESSION MINUTES TO BE APPROVED AT THE SEPTEMBER REGULAR SESSION.

**Executive Board Minutes
August 23, 2018**

Work Session: 5:30 p.m.

- 1.0 Process for Audio Recordings of Meetings**
- 2.0 Review of Executive Director Evaluation Process**
- 3.0 Executive Board Professional Development Plan**
- 4.0 Exit Surveys Discussion**

1.0 Opening of the Meeting

- 1.1 Call to Order**
The meeting was called to order at 6:40 p.m.

- 1.2 Roll Call**
Executive Board Members Present
Samual Penn, Executive Board President
John Feyen, Executive Board Vice-President
Donna James, Executive Board Treasurer (Absent)
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Jenny Ojala, Executive Board Member

Staff Present
Rebecca Teeple, Executive Director
Jamie Zink, Executive Director Administrative Assistant

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to approve the August 23, 2018 Regular Session agenda with an addition of item 5.6 Cancellation of September 13, 2018 Work Session was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the July 26, 2018 Regular Session minutes was made by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 8 parents present at the August Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Excellence in Innovation

- The Food Services Department ordered new point of sale systems for our cafeterias. Our new touch screen monitors will help our cashiers get students through the line quicker. Our new pin pads have the capability to scan

barcode stickers which will greatly increase line speeds at the MS/HS once implemented.

- All elementary teachers received an iPad this year along with a tablet stage that allows these devices to be utilized as a high definition document camera as well as a device to showcase student work on classroom displays. These devices include multiple applications to enhance classroom instruction and engage students in their classrooms.
- A set of 10 iPads was deployed to all elementary specials and kindergarten classrooms for student engagement and instruction.
- The downstairs computer lab at the elementary was transformed into an innovation lab over the summer. This new space allows for a more flexible, hands on learning environment with multiple resources to support 21st century learning skills. Students will have access to a 3D printer, a floor to ceiling LEGO wall, die-cut printers, augmented and virtual reality kits to support immersive learning opportunities, BreakoutEDU kits for collaborative and problem-solving exercises, iPads with interactive tangibles that support math, literacy and creative thinking skills, multiple coding and robotics resources and creative thinking and collaborative learning tools.
- A professional license for Pear Deck has been deployed for all staff. Pear Deck facilitates student engagement through real time formative assessments, interactive questioning and real time constructive feedback.
- GoGuardian Classroom Management has been deployed for all 2nd-12th grade students. This software provides teachers with an effective tool for real-time monitoring of student activity on Chrome devices as well as offering multiple services that facilitate learning in the classroom through controlled internet usage, classroom management resources and efficient deployment of web resources to multiple students.
- GoGuardian Admin has been configured for all high school chromebook devices. This service allows for a more detailed monitoring and filtering process with real time alerts for concerning search terms. This service also allows for off-campus filtering the keep our students safe at all times.
- The media and technology team has been working to deploy a new asset management tracking system for all textbooks and technology devices at the middle and early college high school. During the month of July and August over 15 hours of training was completed and over 6,000 textbooks and student Chromebook devices were inventoried and processed through this new system.

Excellence in Instruction

- The CMAS School Performance Level summaries were given to schools throughout Colorado. The summary data outlines individual school performance data in comparison to its district and to the state. Summary data is outlined in Appendix 2.0.
- A new professional development program the 2018-2019 "Be the Change" professional development program that encourages learning throughout the year. The "Be the Change" program is designed to provide many opportunities for educators to learn and grow base on differentiated needs and desires. The professional development offerings will be available throughout the year to foster innovation and creativity in teaching. Windsor Charter Academy will send

2-3 teachers that earn the most points in the "Be the Change" program to Philadelphia for the June 2019 ISTE annual conference.

- In order to support the implementation of AVID Elementary school-wide, 14 teachers and administration attended AVID Summer Institute in Denver to learn more about instructional strategies that engage students in learning.
- New teachers received four additional days of professional development to foster greater support, foster an enthusiasm for the Windsor Charter Academy community, and ultimately ensure success. In prior years, new teachers had 2 additional days of professional development training. Professional development addressed the curriculum of our schools, grade-level standards, and character education. New teachers also reviewed our schools' Induction program that is required for new teachers with provisional licenses.
- Sara Ibarra, the registered nurse and consultant for Windsor Charter Academy Schools, worked with one of the head nursing professors at UNC to incorporate health education in our classrooms. Defining education needs at each grade level, UNC Nursing Students will be responsible for researching the topic and presenting age-appropriate health education at the elementary, middle and high school. The presentation assignment will be built into the UNC curriculum for their community health/pediatric rotations. This will allow critical health information to be presented to our students in a fun/compelling way, as well as provide UNC a campus and student population to develop the skills of their nursing students.

Excellence in Culture and Climate

- 160 staff and Executive Board participated in our annual Back-to-School celebration at the Colorado Readiness Center to launch this year's theme—"Be the Change."
- All elementary staff had the opportunity to participate in a back-to-school kick off with the Creatology Trilogy by Peter H. Reynolds as a way to illustrate how Growth Mindset impacts student and adult learning. Staff worked in collaborative teams to make connects to our WCA vision and mission and the implementation of AVID Elementary schoolwide. They also participated in Energy Bus training, which is based on cultivating a positive growth mindset. Staff members were invited and attended a Back to School Fiesta off-site to cultivate relationships.
- Both schools held Back to School Nights that were well attended by our WCA families.
- All staff at Windsor Charter Academy were trained on ALICE, an active shooter response training. All educators were trained and certified in CPR.
- Our registered nurse is developing education that targets motivational interviewing for the health offices. This professional development will support health aides as they converse with students in a way that draws out issues and concerns. Through motivational interviewing, health aides will be able to obtain comprehensive details on the purpose of the student visit in a supportive and welcoming way that creates a comfortable and safe environment for students in the health offices.

- New audio equipment has been purchased and installed for the elementary school gymnasium and stage that will enhance the audio capabilities of the facility for presentations and performances.
- All high school students have been assigned a staff advisor / mentor. This fosters relationships as staff advisors check in monthly with each student.

Excellence in Leadership

- The Director of Community Relations, Annalise Mecham has been actively working with MPW Strategies on our capital campaign and long-term fundraising plan. Gathering WCA's past fundraising materials including fundraising strategic plan, donor data, promotional materials, prospect analysis and overall objectives, the capital campaign efforts are focused on creating a cohesive and effective fundraising plan that will incorporate the capital campaign, annual fund, gala and sponsorships. Part of this process is to create a donor database that will be used for all future fundraising activities. In addition, Annalise is working on major giving plan and creating a stewardship plan for prospective major gift donors.
- Middle school and high school administration are focused on developing greater leadership capacity. About 1/3 of the teachers are in a formal leadership role either as a team or department lead.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
August 28 th	5:00—5:45 p.m. 6:00—6:45 p.m.	ES Parent Curriculum & Technology Orientation Night	Elementary School
September 13 th	5:30 p.m.	Executive Board Work Session	Elementary School Library
September 14 th	7:00 a.m.	Donuts for Dad	Elementary School
September 17 th	7:30 p.m.	Weld Re-4 District Board Meeting	District Building
September 27 th	5:30/6:30 p.m.	Executive Board Work/Regular Session	Elementary School Library
September 28 th	8:15 a.m.	Coffee with Leadership	MS/HS Library
CALENDAR PREVIEW OF THE YEAR AHEAD			
October 25 th		Regular Session: Plan for November Parent Membership Meeting	
November 8 th	6:00 p.m.	Fall Parent Membership Meeting	
November 15 th		Regular Session (Date Changed): Review of Completed Financial Audit	
December 13 th		Regular Session (No Work Session in December): Approval of Registration & Other Fees	
January 24 th		Annual Board Self-Assessment 1 st Read on Salary & Stipend Schedules	

February 21 st		Regular Session (No Work Session in February): 2 nd Read on Salary & Stipend Schedules	
February 28 th —March 1 st		Colorado League of Charter Schools Conference	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	

3.2 Executive Board Reports

Our Executive Board worked over the summer to prepare for the upcoming school year. During the July Regular Session, members elected the Board presidency for the 2018-2019 school year and discussed board member roles on the board committees. Committee information was sent out to the parent stakeholders in preparation for committee work that guides future Board decisions. Board members were able to attend the Back to School Nights at the elementary and middle/high school and are looking forward to another great year.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

- 4.1.1 Irene Nissen, Director of Innovation—John Feyen shared his gratitude for her hard work and dedication as she prepared for a smooth transition of technology for staff, students and parents as they prepared for back to school.
- 4.1.2 Rebecca Teeple, Executive Director—Sam Penn shared his thankfulness for her preparations for back to school kick off celebration and support of staff and families as they returned to school.
- 4.1.3 Lara Holt, HS Math Teacher—Kevin Albertsen expressed his gratitude for her dedication to students and sharing her love for math and learning. This was evident in her summer work and travels with students as they embraced lifelong learning.

4.2 School Security Officer Update

4.3 2018-2019 Board Committee Liaisons

4.4 Executive Board Professional Development Plan

5.0 Items for Action

5.1 Policy GCHA/GCHB Mentor Teacher / Administrators, First Read

The motion to approve Policy GCHA/GCHB Mentor Teacher / Administrators on first read was made by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.2 Policy GCHC Professional Staff Induction Program, First Read

The motion to approve Policy GCHC Professional Staff Induction Program on first read was made by John Feyen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.3 Policy BEDH Citizen Participation, First Read

The motion to approve Policy BEDH Citizen Participation on first read was made by Carolyn Mader and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.4 Policy KDB Public's Right to Know/Freedom of Information, First Read

The motion to approve Policy KDB Public's Right to Know/Freedom of Information on first read was made by Sherry Bartmann and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.5 Policy JDL-R Administering Medication to Students, First Read

The motion to approve Policy JDL-R Administering Medication to Students on first read was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.6 Cancellation of September 13, 2018 Work Session

The motion to approve the cancellation of the September 13, 2018 Work Session was made by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Cody Mason: School Security Officer
- Ashley Read: MS/HS Teacher
- Annie Bergenheier: Food Services Server

- Amy Kilber: Food Services Back Up Server

Non-Renewals/Resignations

- Stephanie Mescher: MS/HS Teacher

6.2 Financial Report

July Financials

August Financials

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

7.0 Executive Session

There was no Executive Session

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

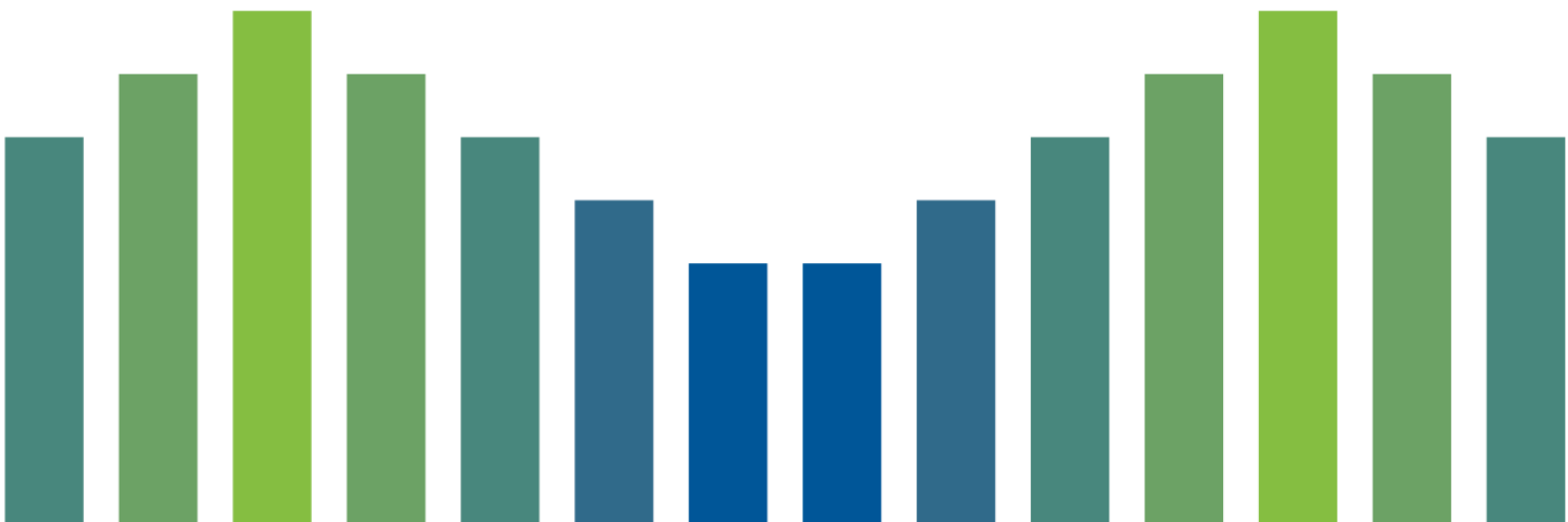
- Conduct discussions regarding the purchase, acquisition, lease, transfer, or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the Schools' attorney for receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential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

8.0 Adjournment

A motion was made to adjourn the August 23, 2018 Regular Session was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 7:20 p.m.



Appendix





1.0 July 23, 2018 Regular Session Minutes



Work Session: 5:30 p.m.

- 1.0 Review of 2nd Read Policies
- 2.0 Weld Re-4 Board Meeting Attendance

1.0 Opening of the Meeting

Call to Order

The meeting was called to order at 6:31 p.m.

Roll Call

Executive Board Members Present

Samual Penn, Executive Board President
Donna James, Executive Board Vice-President
Paige Adams, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Matthew Meuli, Executive Board Member
Jenny Ojala, Executive Board Member

Executive Board Members to Be Appointed Present

Kevin Albertsen, Executive Board Member Elect

Pledge of Allegiance

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.

Adoption of Agenda

A motion to approve the July 26, 2018 Regular Session agenda with the amendment to move items 4.1 and 4.2 to items 7.1 & 7.2, was made by Donna James and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

Adoption of the Minutes

A motion to approve the June 28, 2018 Regular Session minutes as outlined in Appendix 1.0 was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There was one parent present at the July board meeting. No parent spoke at the meeting.

3.0 Items for Information

3.1 Executive Board Messages of Gratitude

Matt Meuli and Paige Adams each expressed their gratitude for the opportunity to serve on the board.

3.2 2018-2019 Review

3.2.1 2018-2019 Executive Board Sessions

- August 23rd Regular Session (No Work Session in August)
- September 13th Work Session
- September 27th Regular Session
- October 11th Work Session
- October 25th Regular Session
- November 8th Fall Parent Membership Meeting
- November 15th Regular Session (No Work Session in November)
- December 13th Regular Session (No Work Session in December)
- January 10th Work Session
- January 24th Regular Session
- February 21st Regular Session (No Work Session Due to Conference)
- March 14th Work Session
- March 28th Regular Session
- April 11th Spring Parent Membership Meeting
- April 25th Regular Session (No Work Session in April)
- May 16th Regular Session (No Work Session in May)
- June 13th Board Retreat
- June 27th Regular Session (No Work Session in June)
- July 25th Regular Session (No Work Session in July)

3.2.2 2018-2019 Calendar Preview

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
August 8 th	9:00 a.m.	3 rd Annual Back to School Kickoff	Colorado Readiness Center
August 13 th	5:00—6:45 p.m.	Elementary Back-to-School Night (K FT & W/F, 2,4)	Elementary School
August 13 th	2:30—6:30 p.m.	MS/HS Back-to-School Open House	Middle/High School
August 14 th	5:00—6:45 p.m.	Elementary Back-to-School Night (KT/TH,1,3,5)	Elementary School
August 15 th		First Day of School	Both Schools
August 16 th	3:00 p.m.	Finance Committee	High School Conference Room
August 20 th	7:00 p.m.	Weld Re-4 District Board Meeting	District Building
August 23 rd	5:30/6:30 p.m.	Regular Session Executive Board Meeting	TBD
CALENDAR PREVIEW OF THE YEAR AHEAD			
October 25 th		Regular Session: Plan for November Parent Membership Meeting	
November 8 th	6:00 p.m.	Fall Parent Membership Meeting	
November 15 th		Regular Session (Date Changed): Review of Completed Financial Audit	

December 13 th		Regular Session (No Work Session in December): Approval of Registration & Other Fees	
January 24 th		Annual Board Self-Assessment 1 st Read on Salary & Stipend Schedules	
February 21 st		Regular Session (No Work Session in February): 2 nd Read on Salary & Stipend Schedules	
February 28 th —March 1 st		Colorado League of Charter Schools Conference	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	

3.3 Recognition of Outgoing Board Members

3.4 2018-2019 Executive Board Committee Board Liaisons

4.0 Items for Action

4.1 2018-2019 Locations for Posting Board Agendas

The motion to approve 680 Academy Court, Windsor, CO 80550, and 810 Automation Drive, Windsor, CO 80550, as the locations for posting board agendas for the 2018-2019 school year was made by Jenny Ojala and seconded by Donna James.

Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

4.2 2018-2019 Locations for Executive Board Meetings

The motion to approve 680 Academy Court, Windsor, CO 80550 as the location for Executive Board meetings for the 2018-2019 school year was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, nay; Bartmann, nay; James, nay; Mader, nay; Meuli, abstain; Ojala, nay; Penn, nay. The motion did not pass.

A motion to approve 810 Automation Drive, Windsor, CO 80550, as the location for Executive Board meetings for the 2018-2019 school year was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

4.3 2018-2019 School Resource Officer Review

The motion to hire an armed security representative was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Adams, nay; Bartmann, aye; James, aye; Mader, aye; Meuli, nay; Ojala, aye; Penn, nay. The motion passed.

A motion to recall the motion previously made in agenda item 4.3, 2018-2018 School Resource Officer Review was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion to approve an unarmed security guard for the 2018-2019 school year was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, nay; Mader, aye; Meuli, nay; Ojala, aye; Penn, aye. The motion passed.

4.4 Review of Waiver for Policy IKF Graduation Requirements

The motion to approve a waiver for Policy IKF Graduation Requirements to be submitted to the Weld RE-4 School District for potential approval where the waiver may stay at the 1.0 credit request, however, PE electives offered by WCA shall increase to include an independent study option worth .5 credits was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.0 Consent Agenda

5.1 Personnel

Appointments

- Leticia Shifflet: MS/HS Teacher
- Stephanie Mescher: MS/HS Teacher
- Elizabeth Jones: Technology Assistant

Non-Renewals/Resignations

- Bonnie Emerick: MS/HS Teacher
- Roberto Munoz: MS/HS Teacher

5.2 Second Read Policies

- Policy JKA Use of Physical Discipline and Restraint
- Policy JKA-E-2 Procedures and Regulation Regarding the Use of Restraint or Seclusion
- Policy JKA-R Use of Physical Discipline and Restraint Regulation
- Policy JLC Student Health Services and Records
- Policy IK Grading

A motion was made to approve the Consent Agenda with amendments to the second read policies was made by Donna James and seconded by Carolyn Mader. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

6.0 Executive Session

A motion to enter Executive Session with the invitation for session attendance extended to board members elect Kevin Albertsen and John Feyen was made by Donna James based on the following citation: Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h). The motion was seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye.

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

The executive session began at 7:42 p.m. and ended at 8:36 p.m.

7.0 Board Transition

7.1 Appointment of Incoming Board Members

A motion to dismiss outgoing board members Matt Meuli and Paige Adams and approve incoming board members Kevin Albertsen and John Feyen was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, abstain; Ojala, aye; Penn, aye. The motion passed.

7.2 Election of 2018-2019 Executive Board Positions

7.2.1 Executive Board President

Donna James nominated Sam Penn. Penn accepted the nomination. Penn continued in office with a board member vote of 7-0.

7.2.2 Executive Board Vice President

Carolyn Mader nominated John Feyen. Feyen accepted the nomination. Sam Penn nominated Donna James. James accepted the nomination. Feyen took office by a board member vote of 5-2.

7.2.3 Executive Board Secretary

Donna James nominated Sherry Bartmann. Bartmann declined the nomination. Sam Penn nominated Kevin Albertsen. Albertsen accepted the nomination. Albertsen took office by a board member vote of 7-0.

7.2.4 Executive Board Treasurer

John Feyen nominated Donna James. James accepted the nomination. James took office by a board member vote of 7-0.

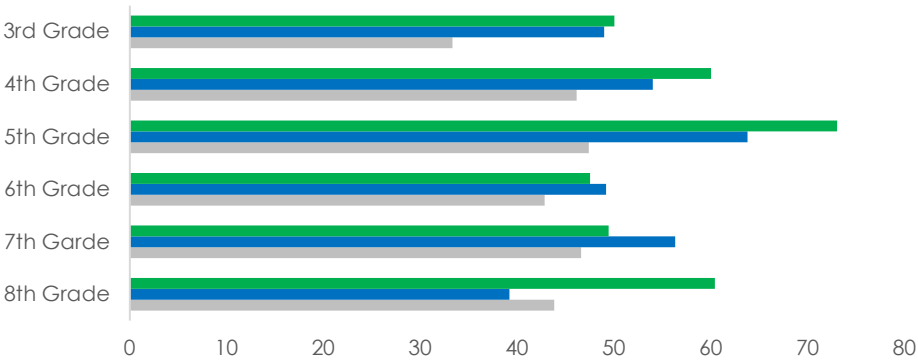
8.0 Adjournment

A motion to adjourn the July 26, 2018 Regular Session was made by Donna James and seconded by Carolyn Mader. The members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 9:16 p.m.



2.0 CMAS School Performance Level Summaries

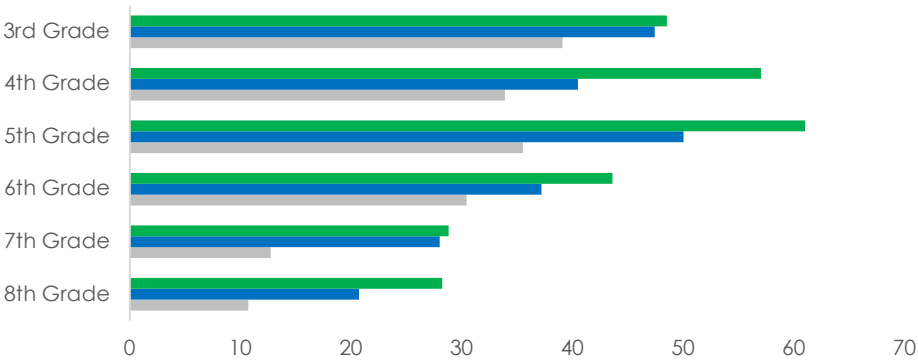
Students that Meet or Exceed State Expectations in English Language Arts



	8th Grade	7th Grade	6th Grade	5th Grade	4th Grade	3rd Grade
Windsor Charter Academy	60.4	49.4	47.5	73	60	50
District	39.2	56.3	49.2	63.8	54	49
State	43.8	46.6	42.8	47.4	46.1	33.3

Windsor Charter Academy District State

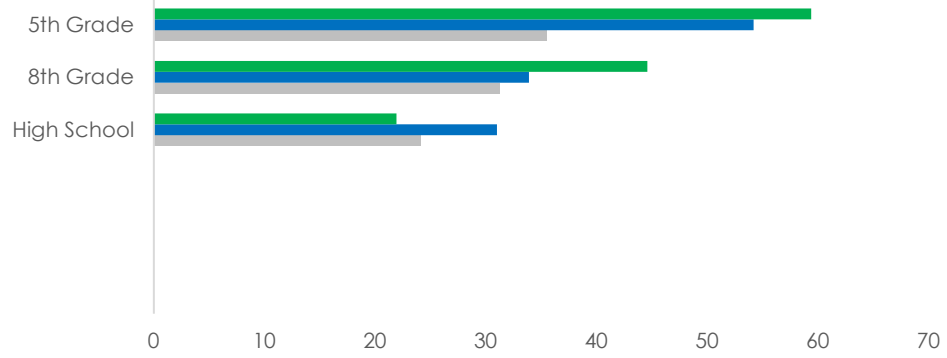
Students that Meet or Exceed State Expectations in Mathematics



	8th Grade	7th Grade	6th Grade	5th Grade	4th Grade	3rd Grade
Windsor Charter Academy	28.2	28.8	43.6	61	57	48.5
District	20.7	28	37.2	50	40.5	47.4
State	10.7	12.7	30.4	35.5	33.9	39.1

Windsor Charter Academy District State

Students that Meet or Exceed State Expectations in Science



	High School	8th Grade	5th Grade
■ Windsor Charter Academy	21.9	44.6	59.4
■ District	31	33.9	54.2
■ State	24.1	31.2	35.5

■ Windsor Charter Academy ■ District ■ State



3.0 First Read Policies

Policy GCHA/GCHB



MENTOR TEACHERS/ADMINISTRATORS

The ~~Director of Instruction or Induction Facilitator,~~**Executive Director** shall develop guidelines for selecting mentors to work with ~~initial licensees~~**new teachers** in the ~~district's~~**Windsor Charter Academy's** induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers, ~~principals~~ or administrators.

~~The Principals and supervisors~~**Directors of Education** should encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others, and demonstrate interpersonal and public relations skills.

To the extent possible, the guidelines for the assignments of mentors shall provide that the mentor is closely matched to the inductee in terms of academic preparation and assignment and be located, when possible, in close proximity to the inductee.

The mentor shall be responsible for long-term orientation of the mentee ~~as the individual prepares for professional licensure~~. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan. **The mentor must demonstrate effective communication skills, including problem-solving and written communication. The mentor must be committed to on-going professional growth and demonstrate skills in questioning and giving feedback.**

The assistance provided through a mentor shall not be part of the ~~district's~~**Windsor Charter Academy's** formal evaluation system. A staff development program shall be available for mentors.

Mentors shall be compensated for their assistance in accordance with ~~district policy,~~**Windsor Charter Academy's** procedure. ~~or if the mentor is from another district, at the rate agreed upon between the districts.~~

Principals/Administrators

Mentors for principals and other administrators may be selected from a variety of sources including school district personnel, personnel from other districts and retired administrators. **The Executive Director will be the mentor for administration at Windsor Charter Academy.**

Mentors selected for principals and administrators with initial licenses shall be:

- Experienced administrators or principals.
- Perceived by colleagues as effective.
- Selected to match the experience of the inductee.

Mentors must:

- Have demonstrated effective communication skills including problem solving and written communication.
- Have demonstrated skills in questioning and giving feedback.
- Be committed to ongoing professional growth.

Reviewed and Revised by Windsor Charter Academy Executive Board

Revised: September 2018

Weld Re-4

Adopted: July 2018

LEGAL REFS.:

C.R.S. 22-60.5-102

1 CCR 301-37

CROSS REFS.:

GCHC Professional Staff Induction Program



PROFESSIONAL STAFF INDUCTION PROGRAM

In accordance with law **and as clarified by Senate Bill 18-160**, ~~the district~~ **Windsor Charter Academy (the "School")** shall provide an education program for the continuing professional development of teachers, ~~specialized service professionals, principals, and administrators with initial licenses just entering the profession and new to the district~~ **the School**.

The purpose of the induction program, under the educator licensing law, shall be to promote purposeful learning by inductees rather **than** ~~than learning about the district and~~ teaching through trial and error. The goal of the ~~district's~~ **School's** program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning.

The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluations in accordance with ~~the district's~~ **the School's performance** evaluation system.

The ~~district's~~ **School's** induction program shall include four major components:

- Orientation of newcomers to new professional roles
- Socialization and transition problems normally faced by newcomers to organizations
- Technical skill refinement and development including ethics
- Performance assessment

Through the induction program, inductees shall be provided information about ~~Board of Education~~ **the Executive Board** policies and regulations, ~~local district~~ **School-wide** goals, the ~~district's~~ **School's** academic standards, and educator roles and responsibilities.

A mentor shall be selected for each inductee to model the professionalism of the teaching staff employed by ~~this district~~ **the School**.

It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving an initial license.

~~The district~~**The School** shall establish criteria to evaluate an inductee who has successfully completed the program. Among the important criteria shall be completion of activities listed in the inductee's induction requirements, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, and recommendations by the mentor.

~~The Induction Facilitator from the Department of Instruction~~**Executive Director** shall be responsible for recommending the inductee to the state for a professional license.

Nothing in this policy nor in the induction program itself shall be constructed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that an inductee receive a professional license at the conclusion of the induction program is a decision separate and distinct from a decision about continued employment ~~in the district~~**at the School**. Employment decisions remain within the sole and continuing discretion of the ~~Board of Education~~**School's Executive Board**.

~~District~~**School** personnel shall establish a process to evaluate the ~~district's~~**School's** induction program so that it fits within the comprehensive ~~district-wide~~**School-wide** professional growth plan for ~~district~~**School** personnel.

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4 Board
Adopted: July 2018

Legal References
C.R.S. 22-60.5-102
C.R.S. 22-60.5-114
C.R.S. 22-60.5-201
C.R.S. 22-60.5-204
C.R.S. 22-60.5-210
C.R.S. 22-60.5-213
C.R.S. 22-60.5-301
C.R.S. 22-60.5-304
C.R.S. 22-60.5-306
C.R.S. 22-60.5-309
1 CCR 301-37

Policy GCHC

Cross References
GCHA/GCHB Mentor Teachers/Administrators





CITIZEN PARTICIPATION

All regular and special meetings of the Executive Board shall be open to the public, except for Executive (closed) Sessions. The Executive Board, the elected representative body of Windsor Charter Academy, will provide opportunities for citizen communication related to matters under consideration. The public is invited to attend and participate in Executive Board meetings as set forth below.

Because the Executive Board desires to hear the viewpoints of all citizens and also needs to conduct its business in an orderly and efficient manner, a time shall be scheduled during some Executive Board meetings for brief comments and questions from the public. The Executive Board shall set a time limit on the length of the public participation time and a time limit for individual speakers.

During times of general public comment at a regular session meeting, comments and questions may deal with any topic related to the Executive Board's conduct of the schools. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Executive Board. Comments at special meetings must be related to the call for the meeting. Speakers may offer comments of school operations and programs that concern them, but are encouraged to exercise their speech rights responsibly. The Executive Board encourages the discussion of all personnel matters to be conducted in executive session.

The Executive Board President shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Questions asked by the public that require further investigation may be referred to Executive Director for consideration and later response. Members of the public will not be recognized by the Executive Board President during Executive Board meetings except as noted in this policy.

In addition to public participation time during Executive Board meetings, the Executive Board is committed to engaging members of the community on an ongoing basis regarding community values about education during times other than the Executive Board's regular meetings.

~~The intent of this policy allows a fair and adequate opportunity for citizen participation, to provide adequate time for the Executive Board to obtain necessary information on subjects being discussed, and to ensure that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.~~

~~Board meetings are conducted for the purpose of carrying on the official business of the School. They are not public forum meetings, but are meetings which are held for the conduct of business in public. The minutes of each public meeting record the actions taken and show how the Executive Board voted on each item presented for action. Minutes are available to the public during normal business hours in the main office of the School and may be posted on the School website.~~

~~Orderly conduct of a meeting does not permit spontaneous discussion from the audience or among Board members. Public participation shall be limited to time periods designated on the meeting agenda. All citizen communications to the Executive Board should be addressed to the Board President or Board Secretary in writing at least ten days prior to the scheduled meeting. The President and/or Secretary may add the item to the agenda at their discretion. Copies of the agenda will be posted in the School main office and on the School website. Any additional information on an agenda item may be requested from the Board President or the Board Secretary.~~

The following shall guide public participation at meetings:

1. Members of the public may address the **Executive** Board during citizen and staff participation at the beginning of the agenda or before a specific item on the agenda. A request to address the **Executive** Board may be made by filling out an information card available from the Secretary before the start of the meeting. These cards will be used by the **Executive** Board President to call on speakers.
2. Time for public comment is limited. The **Executive** Board President may organize public comment by issue or by those "for" or "against" a specific issue. When there are a number of people requesting to speak on a specific issue, speakers will be asked to limit their comments to allow for as many as possible to speak within the time allotted; priority may be given to speakers who have not addressed the **Executive** Board before on a specific issue.
3. The Executive Board is interested in the ideas and opinions of the public. All speakers must identify themselves as they begin talking. Speakers are to address the **Executive** Board President and may direct questions or comments to particular **Executive** Board members or the Principal or

Policy BEDH

~~Finance Director~~**Executive Director** only with approval of the **Board** President.

4. Members of the **Executive** Board will not normally comment on public statements or engage in a dialogue with the audience during the meeting and they are expected to refrain from arguing or debating issues. Questions must be addressed through the **Executive Board** President.
5. Complaints regarding an employee of the School must be addressed pursuant to WCA Policies and Procedures.
6. In order to avoid disruption of the **Executive** Board meeting, members of the audience are requested to turn off all cell phones, pagers, and other electric devices.

Windsor Charter Academy Executive Board

Adopted: May 2001

Revised:

September 2010

September 2018

Legal Reference:

C.R.S. 24-6-401 et seq.

Cross Reference:

KE Public Complaints





PUBLIC'S RIGHT TO KNOW / FREEDOM OF INFORMATION

The **Windsor Charter Academy (the "School") Executive Board (the "Board")** is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute, or by pertinent court rulings.

The official minutes of the Board, its written policies, and its financial records shall be open for inspection at the office of the ~~superintendent~~ **Executive Director** by any citizen desiring to examine them during hours when the office of the ~~superintendent~~ **Executive Director** is open. However, no records shall be released for inspection by the public or any unauthorized persons—either by the ~~superintendent~~ **Executive Director** or any other person designated as custodian for ~~school district~~ **School** records—if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. The ~~district's~~ **School's** financial information shall be posted online in accordance with the Public School Financial Transparency Act.

The following procedure applies to requests by members of the public, including parent, community members, media organizations, and other third parties, for inspection of public records maintained by the ~~School district~~ **School**. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.

Process for Requesting Records

1. All requests for public record(s) maintained by the ~~School district~~ shall be specific enough to allow the ~~district~~ **School** to efficiently identify the requested record and respond to the request. To clarify and facilitate the processing of a request to inspect and/or obtain copies of records, the ~~district~~ **School** may require that that request be made in writing.
2. The ~~district~~ **School** has no duty to create a public record that does not already exist.
3. If the requested public record is in active use, in storage, or otherwise not readily available at the time of the person's request, the person requesting the record shall be informed of that fact. The custodian of records will then make the record available within a reasonable time of

the person's request. A reasonable time shall not exceed three working days, but may be extended by an additional seven working days if certain extenuating circumstances exist, in accordance with state law.

4. If the person seeking the record requests transmission of the record, the custodian of records shall notify the person once the record is available that it will only be transmitted when the custodian received payment or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.
5. Upon receipt of payment of any applicable copy costs and/or other fees or upon making payment arrangements with the person requesting the record by United States mail, other delivery service, facsimile or electronic mail. Transmission will occur as soon as practicable but no more than three business days after the **School**'s receipt of payment, or making arrangements to receive such payment.
6. Inspection of any public record shall take place in an area designated by the **School**'s custodian of records and shall occur in a manner that will not be disruptive to **School** operations. **School** employees may be assigned to monitor any inspection of public records.

School District Responsibilities

The **School** has no duty to create a public record that does not already exist. If the **School** stores the public record in a digital format, the **School** must provide a copy of the record in digital format. Public records stored in a searchable format must be provided in a searchable format and public records stored in a sortable format must be provided in a sortable format. However, public records do not need to be provided in a searchable or sortable format if any of the following exceptions apply:

1. Producing the record in the requested format would violate the terms of a copyright or licensing agreement.
2. Producing the record in the requested format would result in the release of third party proprietary information.
3. After making reasonable inquiries, the records custodian determines that:
 - a. It is not technologically or practically feasible to permanently remove information that the **School** is required or permitted to withhold.
 - b. It is not technologically or practically feasible to provide a copy of the record in a searchable or sortable format.
 - c. Producing the record in a searchable or sortable format would require the purchase of software, or the creation of additional programming or functionality in existing software, to remove information the **School** is required or permitted to withhold.

Fees

1. The fee for copying public records will be .25 cents per page.

Policy KDB

2. No transmission fee will be charged for transmission via electronic mail.
3. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. Such fee may be reduced or waived by the custodian of records if the electronic device and products are to be used for a public purpose, nonprofit activities, journalism, or academic research.
4. If more than one hour of staff time will be required to respond to the request for records, any staff time in excess of one hour shall be charged to the person seeking access at the rate of \$30 per hour, **which may be increased from time to time as permitted by applicable state law**. If more than one hour of staff time will be required to respond to the request for records, the person seeking access shall be notified in advance that the staff time charges will be incurred and shall be provided with an opportunity to modify or rescind the request. Payment of estimated charges may be required prior to staff time being incurred on research and retrieval of records. Staff time charges shall be paid or adjusted prior to inspection of the records.

Denial of Access and Dispute Resolution

1. If the ~~School~~district denies a request for access to ~~School~~district records and the person requesting the records asks for a written statement of the grounds for denial, the ~~School~~district shall provide a written statement to the person, citing the law or regulation under which the ~~district~~**School** denied access.
2. A person denied access to ~~School~~district records may seek a court order compelling disclosure.
3. Before seeking a court order, the person must provide written notice to the records custodian at least 14 days before filing an application in court.
4. During the 14-day period, the records custodian shall meet in person or communicate on the telephone with the person denied access to ~~School~~district records to determine if the dispute may be resolved without court involvement.
5. Any common expense necessary to resolve the dispute shall be apportioned equally between the person requesting the records and the ~~School~~district, unless the ~~School~~district and person agree to a different method of allocation the costs.

In addition to the procedures contained in this ~~policy~~regulation, the ~~School~~district may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its

records and prevent unnecessary interference with ~~School~~district staff responsibilities and ~~district~~**School** operations.
~~/Release of Information Concerning~~
~~Students~~

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4 Board
Adopted: January 2014
September 2014
August 2018

Legal References

C.R.S. 22-9-109
C.R.S. 22-32-109 (1)(c)
~~C.R.S. 24-72-301 et seq.~~
C.R.S. 24-72-201 et seq.
C.R.S. 24-72-205 (6)(a)

Cross **References**

BEDA Notification of Board Meetings
BED Business Order and Rules
EGAEA Electronic Communication
GBJ Personnel Records and Files
JRA/JRC Student Records



ADMINISTERING MEDICATION TO STUDENTS

If under exceptional circumstances a student is required to take medication during school hours, only the School Nurse or the Nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy shall be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law shall be on file in the school stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given at school
 - g. Possible side effects
3. The medication shall be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.
4. An individual record shall be kept of medications administered by school personnel.
5. Medication shall be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet.

Unless these requirements are met, medication will not be administered to students at school.

Self-Administration of Medication for Asthma, Allergies or Anaphylaxis

A school shall permit a student to possess and self-administer medication, such as an inhaler or epinephrine, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time

between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

2. The School Nurse or school administrator, in consultation with the School Nurse, the student's health care practitioner, and the student's parent/guardian collaborate to ~~make an assessment of~~**assess** the student's knowledge of his or her condition and ability to self-administer medication.
3. A written statement signed by the student's parent/guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.
4. A written contract between the School Nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved.

A student shall report to the School Nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the School Nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Administering Medication to Students During Non-School Hours

The administration of medication during non-school hours will depend on the type of activity and whether the activity requires pre-registration. All required activities that occur during non-school hours and field trips, and to the extent possible, many non-required special activities/events, including but not limited to, athletics, and pre-registered school sponsored clubs and events, will have medication administration available either by the School Nurse or her/his delegate.

Unfortunately, due to the nature of some events, including drop-in activities, small group activities, school dances, or other events, it is not possible for Windsor Charter Academy to have a staff member available that is trained to administer medications. If a student requires the administration of medications outside of school hours, it is the responsibility of the parents to notify the School Nurse consultant and provide the required documentation and authorization needed. Each non-school hours activity may require a separate authorization. It is the goal of Windsor Charter Academy to ensure that all students have access

Policy JLCD-R

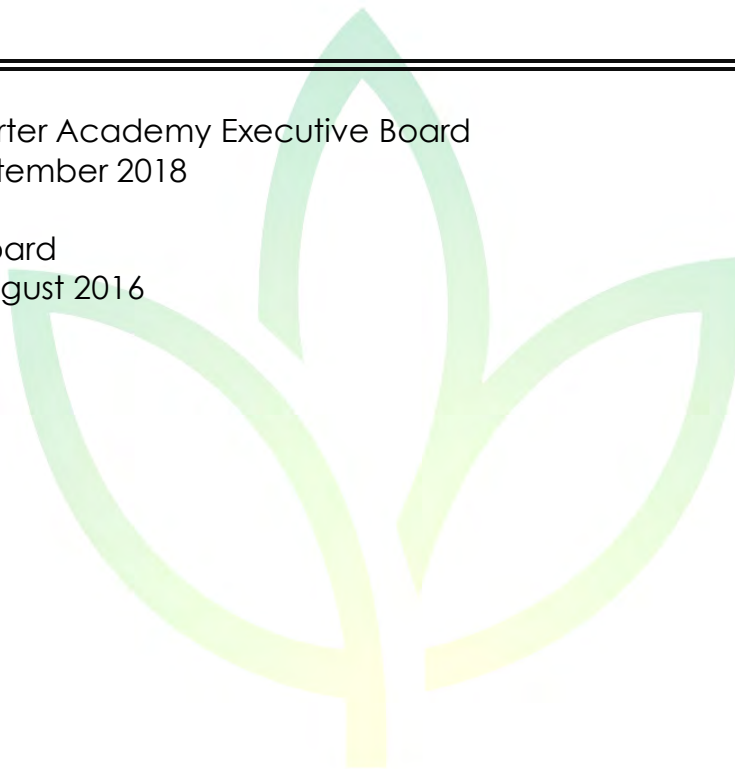
to as many non-school hour events as they choose to participate in. Windsor Charter Academy encourages the parents of students that may be impacted by this policy to communicate with the School Nurse in advance so that Windsor Charter Academy can understand the student's need. Parents are always welcome to drop in to any school sponsored events to administer the student's medication.

Non-School Sponsored Event Definition

Non-School sponsored events may be hosted on school grounds, but are run by an outside organization or individual. No staff will be available to tend to health care needs or administer medications. Parents are always welcome to drop in to non-school sponsored events to administer the student's medication.

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4 Board
Adopted: August 2016





4.0 Financials



Financial Highlights 7.31.17

As of July 31, 2018 we are 1 month through the year, revenues and expenditures should be approximately 8.33% of budget

- **Total GF Revenue is \$1,046,063 (9.28%)**
 - We received a transfer of excess funds from our building corp accounts, which is truly just a transfer of cash and not revenue.
- **Total GF Expenses are \$583,590 (5.26%)**
 - Our "front loaded items", such as curriculum, online subscriptions, technology license, software purchases are complete.
- **Balance Sheet Notes**
 - GF Checking Account Balance: \$3,324,444
 - SF Checking Account Balance: \$104,016
- **Audit:**
 - The audit occurred on August 9th and 10th, no material adjustments recommended by auditors.
 - Finance Committee reviewed June and July financials and recommends board approval.
 - FC will review draft audit in September
- **Upcoming:**
 - We will bring a recommendation to the Board in September to authorize a transfer of cash in the checking account to an approved, interest earning account

Rev and Exp as of 7.31.18

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Windsor Charter Academy

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Expense on & PO Date Range: 7/1/2018 to 7/31/2018

Charter School 11

Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description			Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
1300	Tuition		2,790.00	213,900.00	211,110.00	1.30
1500	Earnings on Investments		0.00	200.00	200.00	0.00
1600	Food Services		1,203.20	399,150.00	397,946.80	0.30
1700	Pupil Activities		995.00	89,398.00	88,403.00	1.11
1900	Other Revenue from Local Sources		2,131.33	167,893.00	165,761.67	1.27
3000	Revenue from State Sources		0.00	284,390.00	284,390.00	0.00
3900	Other Revenue From State Sources		0.00	14,800.00	14,800.00	0.00
5200	Interfund Transfers		188,499.51	10,000.00	(178,499.51)	1,885.00
5600	Direct Allocations		850,443.47	10,093,304.00	9,242,860.53	8.43
I	Revenue		1,046,062.51	11,273,035.00	10,226,972.49	9.28
0100	Salaries		101,629.49	5,124,302.00	5,022,672.51	1.98
0200	Employee Benefits		74,970.62	1,971,772.00	1,896,801.38	3.80
0300	Purchased Professional and Technical Services		4,580.92	46,596.00	42,015.08	9.83
0400	Purchased Property Services		117,666.22	1,870,761.00	1,753,094.78	6.29
0500	Other Purchased Services		92,616.45	1,213,156.00	1,120,539.55	7.63
0600	Supplies		168,930.79	605,404.00	436,473.21	27.90
0700	Property		23,724.98	160,860.00	137,135.02	14.75
0800	Other Objects		(529.34)	105,510.00	106,039.34	-0.50
X	Expense		583,590.13	11,098,361.00	10,514,770.87	5.26
11	Charter School		(462,472.38)	(174,674.00)	287,798.38	264.76

* Account Type

* Account Type

Fund

Rev and Exp as of 7.31.18

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Windsor Charter Academy

Page 2 of 3
Expense on & PO Date Range: 7/1/2018 to 7/31/2018

Pupil Activity Fund 23

Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description			Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
1900	Other Revenue from Local Sources		104,051.09	0.00	(104,051.09)	0.00
I	Revenue		104,051.09	0.00	(104,051.09)	0.00
0600	Supplies		4,578.00	162,000.00	157,422.00	2.83
0868	Overhead Costs		0.00	80,000.00	80,000.00	0.00
X	Expense		4,578.00	242,000.00	237,422.00	1.89
23	Pupil Activity Fund		(99,473.09)	242,000.00	341,473.09	-41.10

* Account Type

* Account Type

Fund

Rev and Exp as of 7.31.18

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Windsor Charter Academy

Page 3 of 3
Expense on & PO Date Range: 7/1/2018 to 7/31/2018

Building Corporation 61

Account Type I Revenue
Source of Revenue/Objec 1500 Earnings on Investments

Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	2,958.96	21,000.00	18,041.04	14.09	
1900 Other Revenue from Local Sources	100,894.79	1,543,406.00	1,442,511.21	6.54	
2000 Revenue from Intermediate Sources	2,016.57	13,000.00	10,983.43	15.51	
I Revenue	105,870.32	1,577,406.00	1,471,535.68	6.71	* Account Type
0700 Property	0.00	350,000.00	350,000.00	0.00	
0800 Other Objects	31,540.87	1,451,903.00	1,420,362.13	2.17	
0900 Other Uses of Funds	188,499.51	95,000.00	(93,499.51)	198.42	
X Expense	220,040.38	1,896,903.00	1,676,862.62	11.60	* Account Type
61 Building Corporation	114,170.06	319,497.00	205,326.94	35.73	Fund
Report Total:	447,775.41	(386,823.00)	(834,598.41)	-115.76	

Balance Sheet

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Windsor Charter Academy

Page 1 of 3
Report as of: 7/31/2018

Charter School 11					
Account Class	8100	Current Assets			
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets					
	Bingo Checking Acct	550.11	0.00	550.11	11-950-00-0000-8101-000-0000
	General Fund Checking	3,305,195.72	19,248.43	3,324,444.15	11-950-00-0000-8102-000-0000
	MSHS Petty Cash	300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash	18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	CDE Grants Receivable	0.61	0.00	0.61	11-950-00-0000-8141-000-0000
	Accounts Receivable GF	50.00	0.00	50.00	11-950-00-0000-8153-000-0000
	Prepaid Expenses	8,395.37	0.00	8,395.37	11-950-00-0000-8181-000-0000
	Prepaid Insurance	5,344.15	0.00	5,344.15	11-950-00-0000-8182-000-0000
	Food Service Petty Cash	133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets	3,319,987.52	19,248.43	3,339,235.95	* Account Class
Liabilities					
	18-19 Kinder Tuition Deposits	(20,030.00)	0.00	(20,030.00)	11-901-00-0000-7481-000-0000-9393
	Accounts Payable	(267,991.71)	129,176.52	(138,815.19)	11-950-00-0000-7421-000-0000
	Accrued Salaries	(259,739.26)	259,639.36	(99.90)	11-950-00-0000-7461-000-0000
	GARNISHMENT	(1,275.35)	0.00	(1,275.35)	11-950-00-0000-7471-000-0000
	Rental Deposits Liability	(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Accounts Payable to District	(3,192.20)	0.00	(3,192.20)	11-950-01-0000-7411-000-0000
	Tax Liabilities	(56,861.03)	56,861.02	(0.01)	11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab	1,272.64	(2,452.95)	(1,180.31)	11-950-05-0000-7471-000-0000
	401K/457 Liab	1,169.94	0.00	1,169.94	11-950-06-0000-7471-000-0000
7400	Liabilities	(607,446.97)	443,223.95	(164,223.02)	* Account Class
Reserved Co Dept of Ed use only.					
	Tabor Reserve	(218,590.00)	0.00	(218,590.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(1,799,704.73)	(681,987.66)	(2,481,692.39)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays	(12,258.16)	0.00	(12,258.16)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(681,987.66)	219,515.28	(462,472.38)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(2,712,540.55)	(462,472.38)	(3,175,012.93)	* Account Class
11	Charter School	0.00	0.00	0.00	Fund

Balance Sheet

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Pupil Activity Fund 23

Account Class	8100	Current Assets				
		Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Activity Account Checking	101,884.02	2,132.58	104,016.60	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>101,884.02</u>	<u>2,132.58</u>	<u>104,016.60</u>	* Account Class
Liabilities						
		MSHS Activity Accts Payable	(2,272.17)	(2,271.34)	(4,543.51)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(2,272.17)</u>	<u>(2,271.34)</u>	<u>(4,543.51)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	11,430.87	(20,284.01)	(8,853.14)	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(119,895.86)	20,422.77	(99,473.09)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(99,611.85)</u>	<u>138.76</u>	<u>(99,473.09)</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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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 Cash	0.00	(3,250.00)	(3,250.00)	61-950-00-0000-8101-000-0000
		Def Loss on Refunding-2016	319,875.09	0.00	319,875.09	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	307,397.89	57,598.49	364,996.38	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,240,959.07	2,062.47	1,243,021.54	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	13,230.53	(11,205.94)	2,024.59	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	187,450.25	(159,375.08)	28,075.17	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>2,068,912.83</u>	<u>(114,170.06)</u>	<u>1,954,742.77</u>	* Account Class
Fixed Assets						
		Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
		Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Building & Imp ELEM	9,422,223.94	0.00	9,422,223.94	61-950-00-0000-8231-000-0000
		Bldg Corp Building & Imp MSHS	14,621,016.93	0.00	14,621,016.93	61-950-00-0000-8231-000-0000
		Construction in Progress	1,956,198.98	0.00	1,956,198.98	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(1,493,265.71)	0.00	(1,493,265.71)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>26,350,625.14</u>	<u>0.00</u>	<u>26,350,625.14</u>	* Account Class
Liabilities						
		Bldg Corp Accounts Payable	(1,950,978.88)	0.00	(1,950,978.88)	61-950-00-0000-7421-000-0000
		Bldg Corp Premium on Bonds	(225,992.15)	0.00	(225,992.15)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(4,133,706.83)	0.00	(4,133,706.83)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(329,242.00)	0.00	(329,242.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(30,651,213.03)</u>	<u>0.00</u>	<u>(30,651,213.03)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	1,585,822.32	645,852.74	2,231,675.06	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	645,852.74	(531,682.68)	114,170.06	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>2,231,675.06</u>	<u>114,170.06</u>	<u>2,345,845.12</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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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21001	AML, Inc	2	07/03/2018	5497	1,597.34	0.00	1,597.34
21638	Ammirati, Michelle	2	07/03/2018	5498	198.27	0.00	198.27
218083	██████████ payroll-confidential	2	07/03/2018	5499	575.00	0.00	575.00
218081	Blankenbaker, Katie	2	07/03/2018	5500	339.54	0.00	339.54
218037	Burke, Chloe	2	07/03/2018	5501	275.40	0.00	275.40
21117	Carolina Biological	2	07/03/2018	5502	2,722.66	0.00	2,722.66
21015	Comcast Cable	2	07/03/2018	5503	478.41	0.00	478.41
21124	Dick Blick Art Materials	2	07/03/2018	5504	3,183.31	0.00	3,183.31
217814	ExpressToll	2	07/03/2018	5505	3.58	0.00	3.58
21115	Flinn Scientific, Inc	2	07/03/2018	5506	3,616.69	0.00	3,616.69
21254	Gallegos Sanitation Inc	2	07/03/2018	5507	59.00	0.00	59.00
217948	GNG Design Enterprises LLC	2	07/03/2018	5508	1,225.00	0.00	1,225.00
217755	Great Minds	2	07/03/2018	5509	300.00	0.00	300.00
21104	Handwriting Without Tears	2	07/03/2018	5510	1,409.37	0.00	1,409.37
21269	JW Pepper	2	07/03/2018	5511	104.50	0.00	104.50
218068	Kendall Hunt	2	07/03/2018	5512	410.15	0.00	410.15
217993	Law Office of Brad Miller LLC	2	07/03/2018	5513	1,726.50	0.00	1,726.50
21118	LEGO Education	2	07/03/2018	5514	363.80	0.00	363.80
21038	Lewan and Associates	27	07/03/2018	5515	3,870.34	0.00	3,870.34
21092	Lincoln National Life Insurance	2	07/03/2018	5516	428.86	0.00	428.86
218082	Mancina, Hannah	2	07/03/2018	5517	230.66	0.00	230.66
21575	Northwest Evaluation Association	2	07/03/2018	5518	12,325.00	0.00	12,325.00
217829	Oztek Commerical Services	2	07/03/2018	5519	624.00	0.00	624.00
217661	Palos Sports	2	07/03/2018	5520	470.71	0.00	470.71
21095	Pearson	2	07/03/2018	5521	9,397.74	0.00	9,397.74
21362	Read Naturally	2	07/03/2018	5522	690.00	0.00	690.00
21093	Security Benefit	2	07/03/2018	5523	1,482.74	0.00	1,482.74
21333	SumDog Inc	2	07/03/2018	5524	1,425.00	0.00	1,425.00
21289	TheMathFacts.com	2	07/03/2018	5525	159.96	0.00	159.96
217892	T-Mobile	2	07/03/2018	5526	84.78	0.00	84.78
21073	Tri Tech Security Inc	2	07/03/2018	5527	85.00	0.00	85.00
217638	UNCC	2	07/03/2018	5528	7.25	0.00	7.25
21591	Windsor Chamber of Commerce	2	07/03/2018	5529	125.00	0.00	125.00
21083	Zaner Bloser Inc	2	07/03/2018	5530	1,388.89	0.00	1,388.89
21112	Amazon Capital Services Inc.	2	07/03/2018	5531	3,356.98	0.00	3,356.98
21140	EON Office	2	07/03/2018	5533	1,542.03	0.00	1,542.03
21074	UMB Bank	2	07/03/2018	5534	3,250.00	0.00	3,250.00
Void by FD on 8/9/2018							
21037	██████████ payroll-confidential	3	07/03/2018	5535	751.57	0.00	751.57
21117	Carolina Biological	16	07/17/2018	5536	2,525.71	0.00	2,525.71
21312	Colorado Bureau of Investigation	11	07/17/2018	5537	592.50	0.00	592.50
21017	Core Knowledge Foundation	3	07/17/2018	5539	96.70	0.00	96.70
21124	Dick Blick Art Materials	3	07/17/2018	5540	50.83	0.00	50.83
218061	Discovery Education	17	07/17/2018	5541	10,608.00	0.00	10,608.00
217633	Diversified Underground Inc.	11	07/17/2018	5542	165.00	0.00	165.00
21140	EON Office	11	07/17/2018	5543	228.82	0.00	228.82
21032	Houghton Mifflin Harcourt	3	07/17/2018	5544	2,354.61	0.00	2,354.61
21131	Knowledge Bound	16	07/17/2018	5545	255.88	0.00	255.88
21038	Lewan and Associates	17	07/17/2018	5546	759.20	0.00	759.20
21403	Liden Technologies	17	07/17/2018	5547	150.00	0.00	150.00
21109	Mail N Copy	3	07/17/2018	5548	636.01	0.00	636.01
217792	Manweiler Hardware Inc.	11	07/17/2018	5549	950.82	0.00	950.82
217661	Palos Sports	11	07/17/2018	5550	164.99	0.00	164.99
218079	Pear Deck	16	07/17/2018	5551	2,500.00	0.00	2,500.00
21095	Pearson	16	07/17/2018	5552	15,874.70	0.00	15,874.70
21054	Renaissance Learning Inc	16	07/17/2018	5553	11,191.70	0.00	11,191.70
217778	Rocky Mountain Lawn Medic	3	07/17/2018	5554	840.00	0.00	840.00

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21681	Snappy Holdings LLC	17	07/17/2018	5555	13.80	0.00	13.80
218085	Stone, Courtney	16	07/17/2018	5556	63.22	0.00	63.22
21072	Town of Windsor	16	07/17/2018	5557	2,617.71	0.00	2,617.71
217731	Vista Higher Learning	3	07/17/2018	5558	9,339.48	0.00	9,339.48
21078	Waste Management	3	07/17/2018	5559	311.23	0.00	311.23
21079	Wells Fargo Financial Leasing	11	07/17/2018	5560	3,026.41	0.00	3,026.41
21112	Amazon Capital Services Inc.	16	07/17/2018	5561	11,009.81	0.00	11,009.81
21319	Elan	17	07/17/2018	5562	49,439.22	0.00	49,439.22
21015	Comcast Cable	3	07/17/2018	5563	499.30	0.00	499.30
21015	Comcast Cable	11	07/17/2018	5564	2,200.00	0.00	2,200.00
21245	Absolute Shredding	24	07/26/2018	5565	110.00	0.00	110.00
21080	Ace Hardware WCA	23	07/26/2018	5566	661.27	0.00	661.27
21577	Apple, Inc.	23	07/26/2018	5567	54,360.00	0.00	54,360.00
21009	Brooms N More Inc	24	07/26/2018	5568	10,545.71	0.00	10,545.71
21686	Casado, SarahGennie	24	07/26/2018	5569	120.00	0.00	120.00
218067	CASBO	19	07/26/2018	5570	80.00	0.00	80.00
21012	CenturyLink	23	07/26/2018	5571	117.09	0.00	117.09
21175	Counter Trade	23	07/26/2018	5572	37,956.60	0.00	37,956.60
218087	Craft, Valerie	23	07/26/2018	5573	310.00	0.00	310.00
21179	Digi Pix Signs	18	07/26/2018	5574	5,245.00	0.00	5,245.00
217795	Don`s Keyway Lock Service	24	07/26/2018	5575	216.00	0.00	216.00
21282	Frontline Technologies Group LLC	24	07/26/2018	5576	3,869.48	0.00	3,869.48
218036	GoJo Sports of Greeley	26	07/26/2018	5577	247.96	0.00	247.96
218073	Heartland School Solutions	23	07/26/2018	5578	3,952.00	0.00	3,952.00
218077	JAMF Software LLC	18	07/26/2018	5579	7,020.00	0.00	7,020.00
21038	Lewan and Associates	25	07/26/2018	5580	350.00	0.00	350.00
217599	Machol & Johannes, LLC	24	07/26/2018	5581	890.38	0.00	890.38
21177	Pinnacol	19	07/26/2018	5582	747.25	0.00	747.25
21498	Purchase Power Pitney Bowes	25	07/26/2018	5583	62.97	0.00	62.97
21180	Quaver Music	19	07/26/2018	5584	2,520.00	0.00	2,520.00
21150	School Outfitters	26	07/26/2018	5585	13,408.49	0.00	13,408.49
21093	Security Benefit	25	07/26/2018	5586	1,540.45	0.00	1,540.45
21681	Snappy Holdings LLC	19	07/26/2018	5587	1,413.00	0.00	1,413.00
21066	Specialized Data Systems	19	07/26/2018	5588	4,200.00	0.00	4,200.00
21077	Valley Fire Extinguisher Inc	24	07/26/2018	5589	678.00	0.00	678.00
218076	Wards Science	24	07/26/2018	5590	191.31	0.00	191.31
21120	Weld RE-4 School District	23	07/26/2018	5591	108.12	0.00	108.12
21083	Zaner Bloser Inc	19	07/26/2018	5592	1,529.05	0.00	1,529.05
217844	ZTS Construction Inc.	25	07/26/2018	5593	1,400.00	0.00	1,400.00
21319	Elan	19	07/26/2018	5594	21,051.14	0.00	21,051.14
21119	Garretsons Sport Center	17	07/17/2018	9525	80.00	0.00	80.00
21319	Elan	11	07/17/2018	9526	742.63	0.00	742.63
218086	Nelson, Michele	18	07/26/2018	9527	72.00	0.00	72.00
21120	Weld RE-4 School District	23	07/26/2018	9528	1,449.54	0.00	1,449.54
21074	UMB Bank	8221	07/03/2018	55341	3,250.00	0.00	3,250.00
21286	Voya Financial	25	07/31/2018	73118111	1,236.80	0.00	1,236.80
21088	American Fidelity	25	07/31/2018	73118222	198.60	0.00	198.60
21088	American Fidelity	25	07/31/2018	73118333	258.33	0.00	258.33
21459	CBIZ	25	07/31/2018	73118444	339.82	0.00	339.82
21459	CBIZ	25	07/31/2018	73118555	274,104.86	0.00	274,104.86
21459	CBIZ	25	07/31/2018	73118666	39,023.88	0.00	39,023.88
21084	PERA	25	07/31/2018	73118777	96,428.88	0.00	96,428.88
21233	TEXAS LIFE	25	07/31/2018	73118888	152.00	0.00	152.00
21286	Voya Financial	25	07/31/2018	73118999	1,500.00	0.00	1,500.00
21331	Cigna Dental & Vision	7	07/12/2018	071218924	4,602.62	0.00	4,602.62
21156	Xcel Energy	3	07/17/2018	071718888	8,248.17	0.00	8,248.17
21085	Cigna Health	7	07/20/2018	072018925	62,652.54	0.00	62,652.54

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Windsor Charter Academy

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21636	HSA Bank	25	07/31/2018	731181212	1,976.86	0.00	1,976.86
21636	HSA Bank	25	07/31/2018	731181313	4,759.67	0.00	4,759.67
217612	US Department of Treasury	7	07/31/2018	731183366	248.56	0.00	248.56
Report Total					<u>\$864,977.71</u>	<u>\$0.00</u>	<u>\$864,977.71</u>



Committee

Paige Adams, Chair

Sara Bakula, Member

Matt Meuli, Member

SarahGennie Colazio, Finance Director

Donna James, Board Treasurer

Rebecca Teeples, Exec. Director

Lauren Miller, Business Manager

Agenda 8.16.18

Meeting Called to order at 3:29pm

1. Review June 2018 and July 2018 Financials
 - a. Rev & Exp, Balance Sheet, Food Service, Student Fund
 - i. **Motion to approve July 2018 Financials by Matt, second by Donna, motion passes unanimously**
2. Next Meeting – Thursday September 20th, 3:30 pm

Meeting adjourned at 5:00 pm