



August Regular Session

August 22, 2019

**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*

August 22, 2019

Work Session @ 5:30 p.m.
Regular Session @ 7:00 p.m.

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE SEPTEMBER REGULAR SESSION

Executive Board Minutes August 22, 2019

Work Session: 5:30 p.m.

- 1.0 Student Assessment Data Review
- 2.0 Meeting Norms & Expectations
- 3.0 Executive Director Evaluation Matrix and Process

1.0 Opening of the Meeting

- 1.1 **Call to Order**
The meeting was called to order at 7:03 p.m.

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

- 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 22, 2019 Regular Session agenda, pulling the Financials from the Consent Agenda and tabling until the September Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the June 27, 2019 Regular Session was made by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 4 parent at the June Executive Board Regular Session. Tara Smith spoke to the Executive Board about her excitement for the new year and her desire to serve and assist as a PTC leader for the middle school.

3.0 Reports

3.1 Executive Director's Report

Enrollment & Student Data Services Support

- Student enrollment for the 2018-2019 school year is 1262.
- Last month's student enrollment projections for the 2019-2020 school year was 1359. This month's student enrollment projections are 1340.

- Past years, we based a budget on 97% of actual enrollment. Our 2019-2020 budget reflects a more conservative approach, based on 95% of actual enrollment, with projections of 1,305 students.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
August 23 rd	8:15 a.m.	Coffee with Leadership	MS Media Center
August 23 rd	3:15 p.m.	Ice Cream Social for New ES Families	ES Library & Playground
August 27 th	6:45 p.m.	Parent Curriculum Night for 1 st through 5 th Grade	ES Classrooms
September 5 th	3:45 p.m.	Student & School Safety Committee	ES Library
September 6 th	7:15 a.m.	Donuts with Dad	ES Gymnasium
September 16 th	2:00 p.m.	Strategic Plan Review Subcommittee	HS Conference Room
September 19 th	3:30 p.m.	Finance Committee	HS Conference Room

4.0 Items for Information

4.1 Firebird Facility Update

4.2 Strategic Plan Review

4.0 Items for Action

5.1 Contract Recommendation for Fence of MS & HS

It is recommended that the Executive Board approve J&J Fencing Company to build a fence around the north, west and south perimeter of the middle and high school.

A motion was made to approve the contract bid from J&J Fencing Company by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 Policy JLCB Immunization of Students, First Read

The language of the policy has been updated to reflect how a parent/guardian or emancipated student can submit an exemption form. The language also has been updated on the notification process for compliance purposes.

A motion was made to Policy JLCB Immunization of Students on first read by Carolyn Mader and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.3 Job Descriptions

Job descriptions are routinely reviewed and updated to accurately reflect the responsibilities of various jobs. The job descriptions of Athletic Director and Custodian are revised and updated.

A motion to approve the job descriptions of Athletic Director and Custodian was made by Donna James and seconded by Jenny Ojala.

The motion was amended to change the title of the Athletic Director job description from Assistant Principal: Athletic Director to Athletic Director by Sherry Bartmann and was seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, nay.

The motion was amended to change the wording in the Education and Related-Work Experience section to outline "preferred" or "required" in the Custodian job description by Kevin Albertsen and was seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye.

Members voted the following for the amended job descriptions: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Teachers
 - Adrianja Albrect, ES Teacher
 - Danni Barger, ES Teacher
 - Meggan Bilotte, HS Teacher
 - Greg Mulder, HS Teacher
- Food Services
 - Mary Eastin

Resignations/Non-Renewals/Terminations

- Jocelyn Lacy, ES Teacher
- Tracie Douglas, ES Paraprofessional
- Connie Fisher, ES Paraprofessional
- Justin Steele, MSHS Teacher
- Sara Seiffert, HS Teacher
- Tristin VandenBos, Custodian
- Kathryn Monroe, Fundraising Manager

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

7.0 Executive Session

There was no Executive Session during the August Regular 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 Charter's 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 22, 2019 Regular Session by James and seconded by Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader,

aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 9:17 p.m.



Appendix



1.0 June 27, 2019 Minutes

Executive Board Minutes June 27, 2019

Work Session: 5:30 p.m.

- 1.0 Board/Executive Director Matrix
- 2.0 Meeting Expectations & Norms
- 3.0 On-Boarding Members

1.0 Opening of the Meeting

- 1.1 Call to Order
The meeting was called to order at 7:02 p.m.

- 1.2 Roll Call
 - Executive Board Members Present**

- Sam Penn, Executive Board President (Arrived 7:13 p.m.)
 - John Feyen, Executive Board Vice-President
 - Donna James, Executive Board Treasurer
 - Kevin Albertsen, Executive Board Secretary
 - Sherry Bartmann, Executive Board Member
 - Carolyn Mader, Executive Board Member
 - Jenny Ojala, Executive Board Member

- Jim Zacheis, Executive Board Member Elect

Staff Present

Rebecca Teeples, Executive Director

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to approve the June 27, 2019 Regular Session agenda, moving 6.0 Consent Agenda to 5.0 before the Items for Action was made by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the May 15, 2019 Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

A motion to approve the minutes for the June 10, 2019 Special Session was made by Donna James and seconded by Jenny Ojala X. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

A motion to approve the minutes for the June 17, 2019 Special Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

2.0 Citizen Communication

There was 1 parent at the June Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Enrollment & Student Data Services Support

- Student enrollment for the 2018-2019 school year is 1262.
- Last month's student enrollment projections for the 2019-2020 school year was 1363. This month's student enrollment projections are 1359.
- Past years, we based a budget on 97% of actual enrollment. Our 2019-2020 budget reflects a more conservative approach, based on 95% of actual enrollment, with projections of 1,305 students.

Exit Surveys

14 offers were extended to staff members. 11 accepted an exit interview. Data is outlined and summarized in Appendix 2.0.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
August 8 th	8:30 a.m.	Board Pictures & Annual All-Staff Back to School Kickoff	MSHS Gymnasium
August 14 th		First Day of School	
August 19 th	5:00 p.m.	Dinner w/ District Board	District Building
August 22 nd	5:30 p.m.	Work Session/Regular Executive Board Session	HS Commons
August 23 rd	8:15 a.m.	Coffee with Leadership	MS Media Center

4.0 Items for Information

4.2 Thank You for Past Board Member Work & Introduction of New Board Member (Samual Penn left at 7:22 p.m.)

4.2 Firewall Review from Chris Ruff

5.0 Consent Agenda

5.1 Personnel

Appointments

- Counselor

- Jamie Goodrich, ES Counselor
- Teachers
 - Jennifer Ferris, ES Teacher
 - Susan Gariepy, MSHS Language Arts Teacher
 - Gail Gutierrez, MSHS Spanish Teacher
 - Sarah Hirsch, MSHS Spanish Teacher
 - Karen Kent, ES Teacher
 - Kelly Leistikow, MSHS Music Teacher
 - Alexandra Marina, MSHS Art Teacher
 - Bradley Otto, MSHS Science Teacher
 - Karen Percy, MSHS Language Arts Teacher
 - Kathleen Still, ES Classroom Teacher
 - Caroline Talbot, MSHS History Teacher
 - Josilynn Weilert, MSHS Math Teacher
 - Todd White, MSHS Science Teacher
 - Alaina Yung, ES Teacher
- Receptionist
 - Josie Ringlein, HS Receptionist
- Paraprofessionals
 - Lydia Boyes, ES Paraprofessional
 - Jolie Michaelson, ES Paraprofessional
 - Destiny Satrang, ES Paraprofessional
 - Linda Schmitz, ES Paraprofessional
 - Arden Walston, ES Paraprofessional
- Community Relations
 - Kathryn Monroe, Fundraising Manager
- Food Services
 - Shelby Coy, Food Services Kitchen Staff
 - Jackie Glynn, Food Services Kitchen Manager

Transition

- Tina Kolb, from ES Lunchroom Monitor to ES Paraprofessional

Resignations/Non-Renewals/Terminations

- Kiki Archer, ES Classroom Teacher
- Gracie Blohm, MSHS Paraprofessional
- Daina Faling, ES Classroom Teacher
- Erica Koehler, HS Counselor

5.2 Second Read Policies

- Policy JICI Weapons in School

A motion was made to pull out Policy JLCDB Administration of Medical Marijuana to Qualified Students from the Consent Agenda by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously.

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

6.0 Items for Action

6.1 Merit Pay

Last year, staff members that completed the merit pay program received \$2,300. It is the recommendation of the Executive Director and Director of Finance/HR that this amount increase 9% to \$2,500. This would total \$17,500 in payments to 7 staff members that completed the program.

A motion was made to approve merit pay for 7 staff members that completed the program for the 2018-2019 school year at \$2,500 per person. The motion was made by Bartmann and seconded by Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously.

6.2 Policy JLCDB Administration of Medical Marijuana to Qualified Students, Second Read

A motion was made to approve Policy JLCDB Administration of Medical Marijuana to Qualified Students on 2nd read by Carolyn Mader and Jenny Ojala. The Executive Board discussed their concerns and various parameters around the policy.

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

6.3 Board Leadership Elections

Nominations for the Executive Board President were as follows:

- John Feyen was nominated by Carolyn Mader. John Feyen accepted the nomination.

A secret ballot was taken by the Executive Board. John Feyen was elected as the Executive Board President.

Nominations for the Executive Board Vice-President were as follows:

- Carolyn Mader was nominated by Sherry Bartmann. Carolyn accepted the nomination.
- Sherry Bartmann was nominated by Kevin Albertsen. Sherry declined the nomination.

A secret ballot was taken by the Executive Board. Carolyn Mader was elected as the Executive Board Vice President.

Nominations for the Executive Board Treasurer were as follows:

- Donna James was nominated by Carolyn Mader. Donna James accepted the nomination.
- Jenny Ojala was nominated by Sherry Bartmann. Jenny Ojala declined the nomination.

A secret ballot was taken by the Executive Board. Donna James was elected as the Executive Board Treasurer.

Nominations for the Executive Board Secretary were as follows:

- Kevin Albertsen was nominated by Sherry Bartmann. Kevin Albertsen accepted the nomination.
- Sherry Bartmann was nominated by Carolyn Mader. Sherry Bartmann declined the nomination.

A secret ballot was taken by the Executive Board. Kevin Albertsen was elected as the Executive Board Secretary.

6.3 Executive Board Committee Liaisons

A motion was made to appoint to Jim Zacheis, as well as Donna James, Board Treasurer as the liaison for the Finance Committee. The motion was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously.

A motion was made to appoint Jenny Ojala and Carolyn Mader as the liaison for the School Accountability Committee . The motion was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously.

A motion was made to appoint Kevin Albertsen as the liaison for the Education Committee . The motion was made by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously.

A motion was made to approve Sherry Bartmann as the liaison for the Safety Committee . The motion was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously.

7.0 Executive Session

An Executive Session occurred during the June 2019 Regular Session. A motion was made to go into Executive Session by Sherry Bartmann for the following reason:

Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)

The motion was seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously. The Executive Session began at 8:52 p.m. The Executive Session closed at 10:15 p.m.

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 Charter's 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 June 27, 2019 Regular Session by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye. The motion passed unanimously. The meeting adjourned at 10:16 p.m.



2.0 Strategic Plan Review



Strategic Plan 2019-2024

Introduction

Windsor Charter Academy's strategic plan is founded on our vision and mission statements, as well as our core values. These statements and the four pillars that reflect the school's values are described below.

Windsor Charter Academy's Vision Statement

Our Vision: Windsor Charter Academy is an academy "where students are educated, empowered, and equipped to reach their highest potential." Each child will be assured a rigorous and challenging academic instruction in a nurturing environment. From kindergarten to high school, each child will feel at home as he/she builds relationships that will last over a decade and more. Windsor Charter Academy's early college program will give students the tools necessary to enrich one's life and empower students as they reach their highest potential through collegiate educational opportunities. This competitive edge aids students as they begin work in a global 21st century community.

- Provides dual credit at no cost for students and families.
- Students receive rigorous academic counseling to ensure students obtain an associate degree and develop skills for postsecondary success.
- Promotes a culture of collegiate focus between middle school and high school.

Windsor Charter Academy's 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.

Windsor Charter Academy's Core Values

The strategic plan also reflects the core values that define Windsor Charter Academy's educational philosophy and emphasis on character development, as well as relationships with our staff and larger community. Four pillars support Windsor Charter Academy's vision and mission. They are listed below:



We Value Learning: Educational Philosophy

Learning is the core value of Windsor Charter Academy. We believe that every child has the right to reach his/her fullest potential.



We Value Our Staff

Windsor Charter Academy fosters an environment that is challenging and innovative. We take pride in the excellence of our faculty and staff.



We Value and Welcome Our Community

Windsor Charter Academy actively includes students, staff, parents and community partners. Our charter is successful because of our student, teacher, and parent partnerships, a vital part of our community.



We Value Character Development

The Eight Keys of Excellence are embedded in the curriculum and school culture to help equip students for long-term success in life. The Eight Keys of Excellence are:

- Integrity—Match Behaviors with Values
- Failure Leads to Success—Learn from Mistakes
- Speak with Good Purpose—Speak Honestly and Kindly
- This Is It—Make the Most of Every Moment
- Ownership—Take Responsibility for Actions
- Flexibility—Be Willing to Do Things Differently
- Balance—Live Your Best Life
- Commitment—Make Your Dreams Happen

The Strategic Plan

Student success is the foundation of our strategic plan. Our mission provides students with challenging academics that promotes academic excellence, character development, and enthusiasm for lifelong learning.

Each color represents a functional area that is critical to Windsor Charter Academy's strategic plan. Each area—Innovation, Instruction, Leadership, and Culture & Climate—contains a group of KPIs that defines our performance targets in critical areas. Each KPI has its own data summary; the KPIs also have multiple, detailed levels of data and measurements that ultimately inform the KPIs themselves.



Excellence in Instruction

Windsor Charter Academy is an academic institution. Our primary purpose as a school is to prepare students to apply and be accepted at the college or university of their choice. Research consistently affirms that the most critical factor influencing student achievement is the efficacy of the teacher in the classroom. It follows, then, that the area of Instruction is emphasized heavily in the strategic plan. In this category, the metrics include multiple measures of teacher performance on professional standards, professional development, and student performance.

Highly Effective Teachers



Key Performance Indicator #1
Key Performance Indicator #2
Key Performance Indicator #3

Teacher Evaluation Ratings
Teacher Professional Development Hours
School Performance Framework Scores

Student Post-Secondary Preparation



Key Performance Indicator #4
Key Performance Indicator #5
Key Performance Indicator #6
Key Performance Indicator #7

College Course Completion Rates
Associate Degrees Earned
College Common Application Completion Rates
Post-Secondary Plan Completion Rates



Excellence in Leadership

Leadership influences academic success at Windsor Charter Academy. In this category, the metrics include the professional development of the Executive Board and administration.

Highly Effective Executive Board Members



Key Performance Indicator #1

Executive Board Professional Development Hours

Highly Effective School Administration



Key Performance Indicator #2

Administration Professional Development Hours







Excellence in Culture and Climate

At Windsor Charter Academy, we recognize that relationships—both within our community as well as outside of it—are an important driving force of the school's success. The KPIs in this area measure both teacher, parent and student satisfaction through survey results. In this category, we also track the participation level of volunteers and their service and student enrollment retention rates.



Parent Culture

	Key Performance Indicator #1	Annual Stakeholder Survey Participation Rates
	Key Performance Indicator #2	Board Election Participation Rates
	Key Performance Indicator #3	Parent Service Hours Completed
	Key Performance Indicator #4	Quality of Education Satisfaction Rates
	Key Performance Indicator #5	Appropriate Emotional Support Satisfaction Rates
	Key Performance Indicator #6	School Safety Satisfaction Rates
	Key Performance Indicator #7	Board Communication Satisfaction Rates

Student Culture

	Key Performance Indicator #8	Student Service Hours Completed
	Key Performance Indicator #9	Appropriate Emotional Support Satisfaction Rates
	Key Performance Indicator #10	Student Safety Satisfaction Rates
	Key Performance Indicator #11	Student Retention Rates

Staff Culture






	Key Performance Indicator #12	Staff Value Satisfaction Rates
	Key Performance Indicator #13	Staff Fulfillment Satisfaction Rates








Excellence in Operational & Organizational Effectiveness

The resources available for the campus, facilities and the classrooms heavily influence the learning environment at Windsor Charter Academy. In this category, we track the financial reserves the school can set aside. Additionally, we monitor the success of innovative programs that build technical and creative skills.

Operational Effectiveness

	Key Performance Indicator #1	Number of Day of Cash on Hand
	Key Performance Indicator #2	Percentage of Benefits Paid by WCA
	Key Performance Indicator #3	Number of Students on K-12 Wait Lists
	Key Performance Indicator #4	Percentage of Exit Surveys Completed
	Key Performance Indicator #5	Delta Between Teacher Salaries of Charter & District

Organizational Effectiveness

	Key Performance Indicator #6	Number of Innovation Credits Offered
	Key Performance Indicator #7	Number of Students Graduating w/ STEM Distinction
	Key Performance Indicator #8	Female Participation Rates in STEM Elective Courses
	Key Performance Indicator #9	Participation Rates in After-School Enrichment
	Key Performance Indicator #10	Female Participation Rates in After-School STEM Enrichment

Updating and Using the Strategic Plan

Executive Board reviews the entire strategic plan once a year. Throughout the year, the entire K-12 staff as well as members of our Accountability Committee and Executive Board discuss and review current data for various KPIs.

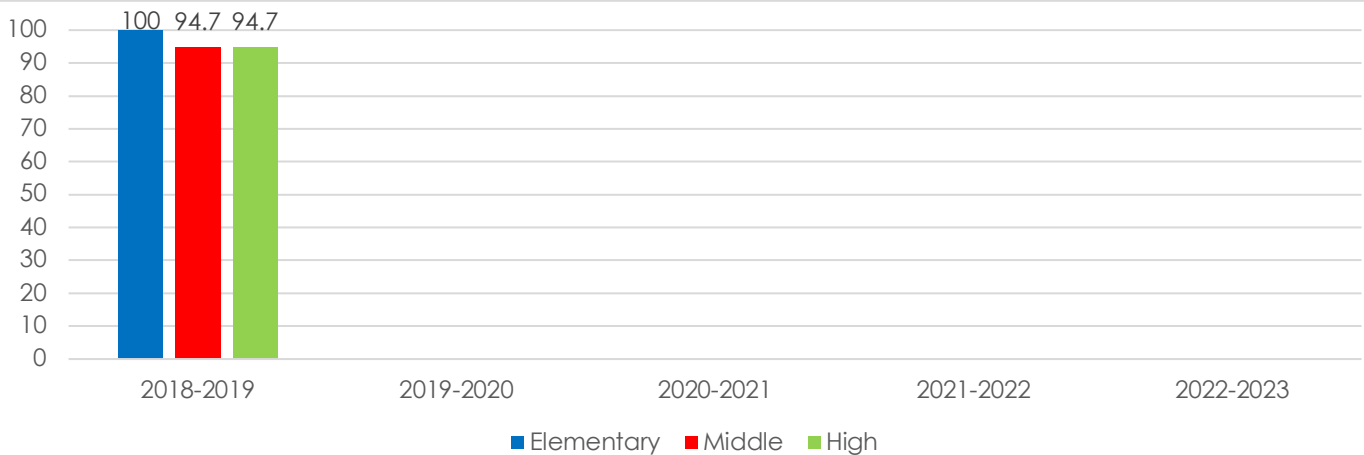
A Closer Look

EXCELLENCE IN INSTRUCTION



Highly Effective Teachers: Teacher Evaluation Ratings

Goal At least 90% of retained teachers with more than two-year's experience at WCA will score proficient or higher on the Professional Practice Teacher Effectiveness evaluation.

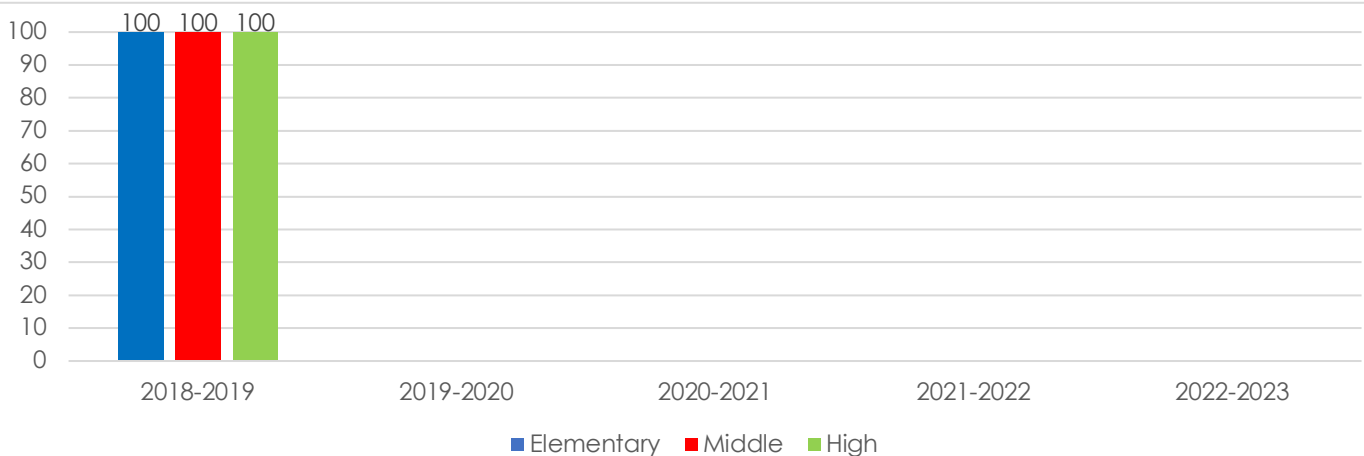


EXCELLENCE IN INSTRUCTION



Highly Effective Teachers: Professional Development Hours

Goal At least 95% of teachers will participate in 32 hours of professional development each year.

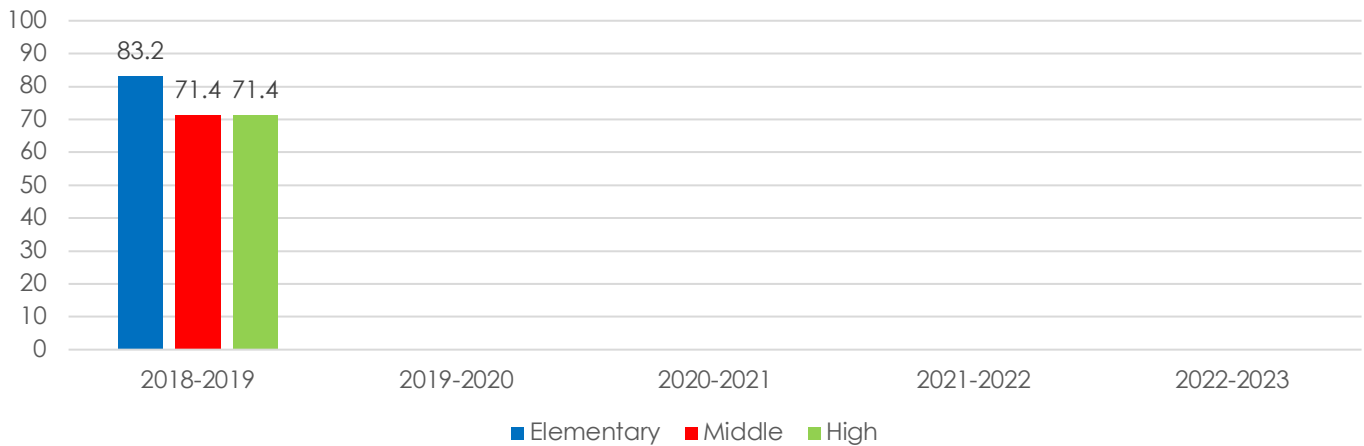


EXCELLENCE IN INSTRUCTION



Highly Effective Teachers: School Performance Framework Scores

Goal Schools will earn 90% of the available points on the state School Performance Framework.

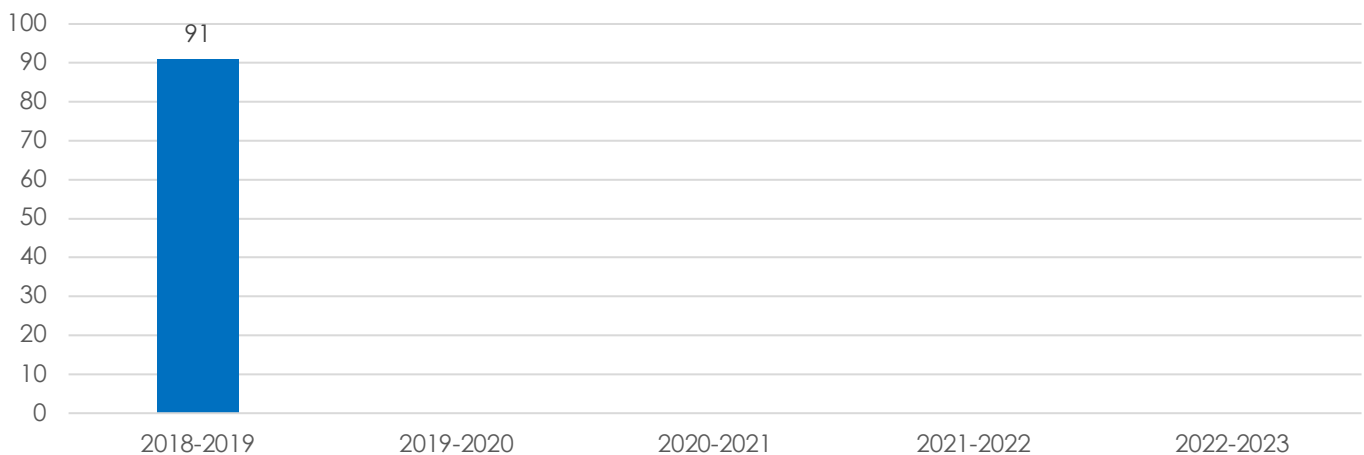


EXCELLENCE IN INSTRUCTION



Student Post-Secondary Preparation: College Course Completion Rates

Goal At least 85% of graduates will pass at least one college course.

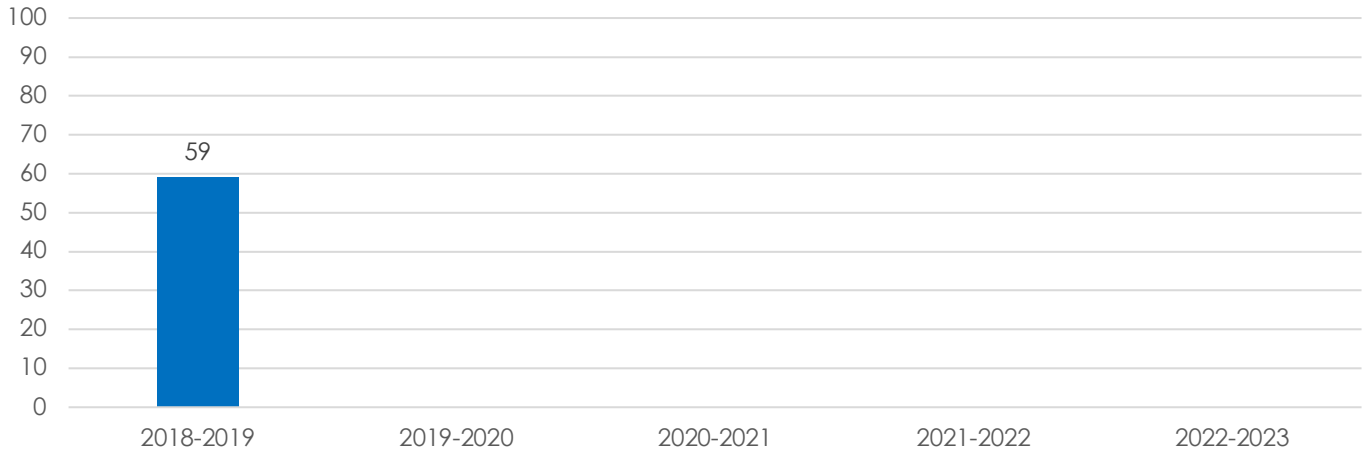


EXCELLENCE IN INSTRUCTION



Student Post-Secondary Preparation: Associate Degrees Earned

Goal At least 60% of graduates will complete the requirements for an associate degree.

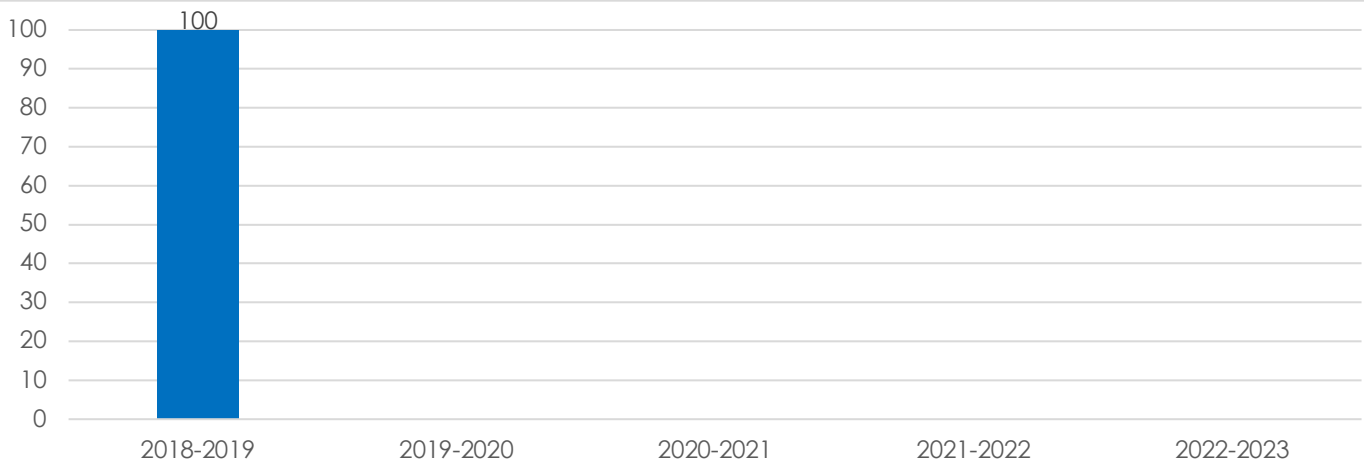


EXCELLENCE IN INSTRUCTION



Student Post-Secondary Preparation: College Common Application Completion Rates

Goal 100% of seniors enrolled at Windsor Charter Academy will complete the "Common Application" by the early deadlines.

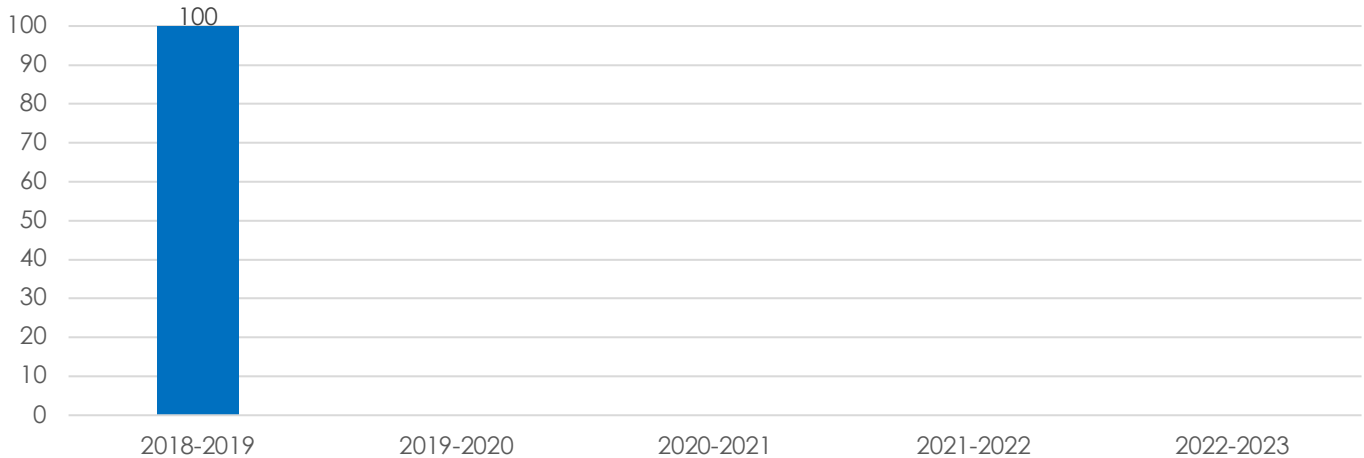


EXCELLENCE IN INSTRUCTION



Student Post-Secondary Preparation: Post-Secondary Plan Completion Rates

Goal 100% of students will have Post-Secondary Plan when they graduate.

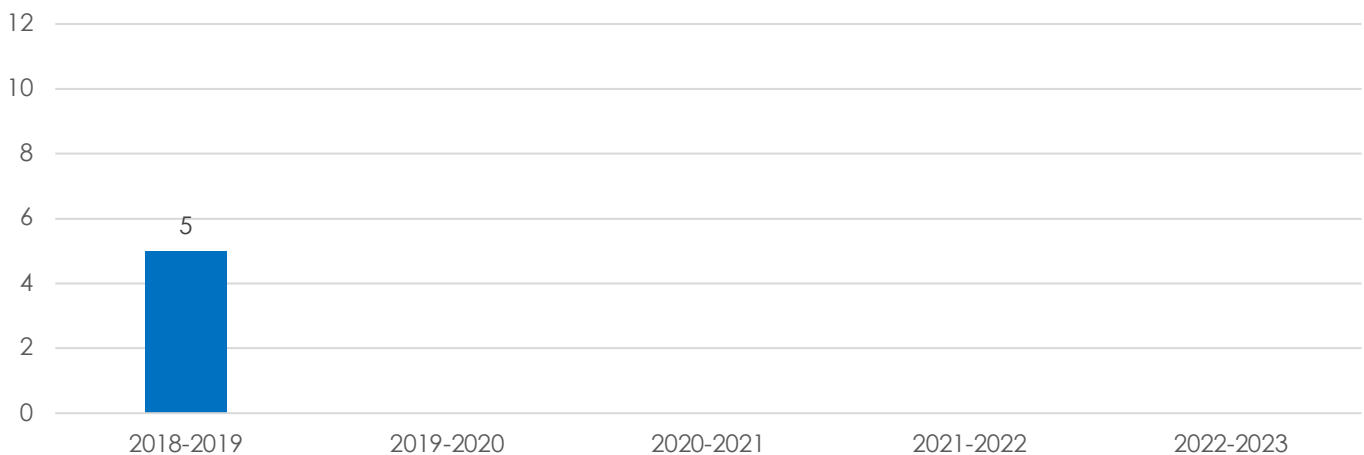


EXCELLENCE IN LEADERSHIP



Highly Effective Executive Board Members: Professional Development Hours

Goal The Executive Board members will participate in 12 hours of professional development each year.

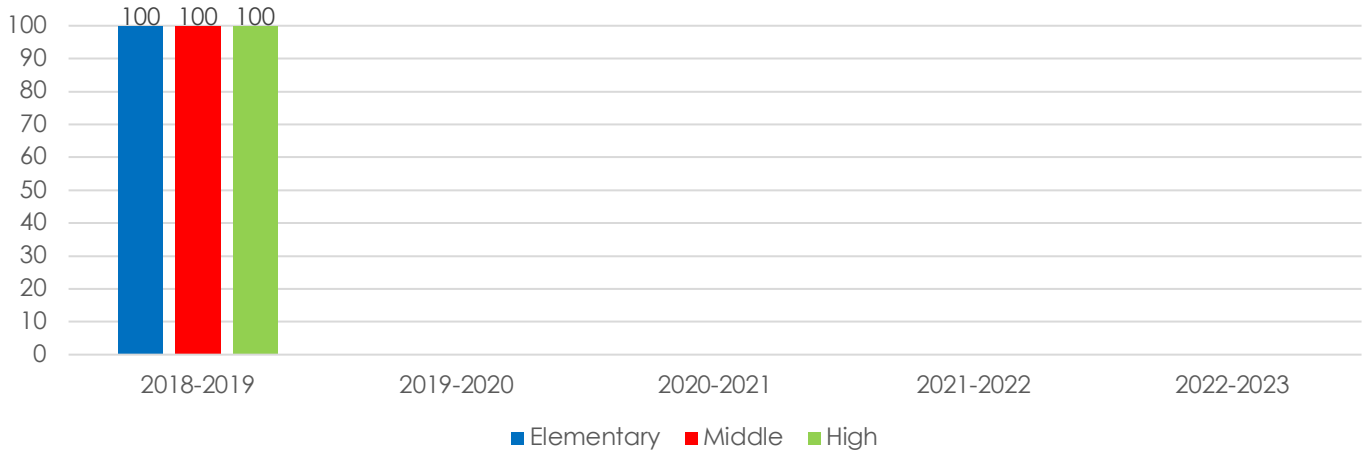


EXCELLENCE IN LEADERSHIP



Highly Effective Administration: Professional Development Hours

Goal 100% of school leadership will participate in 32 hours of professional development each year.

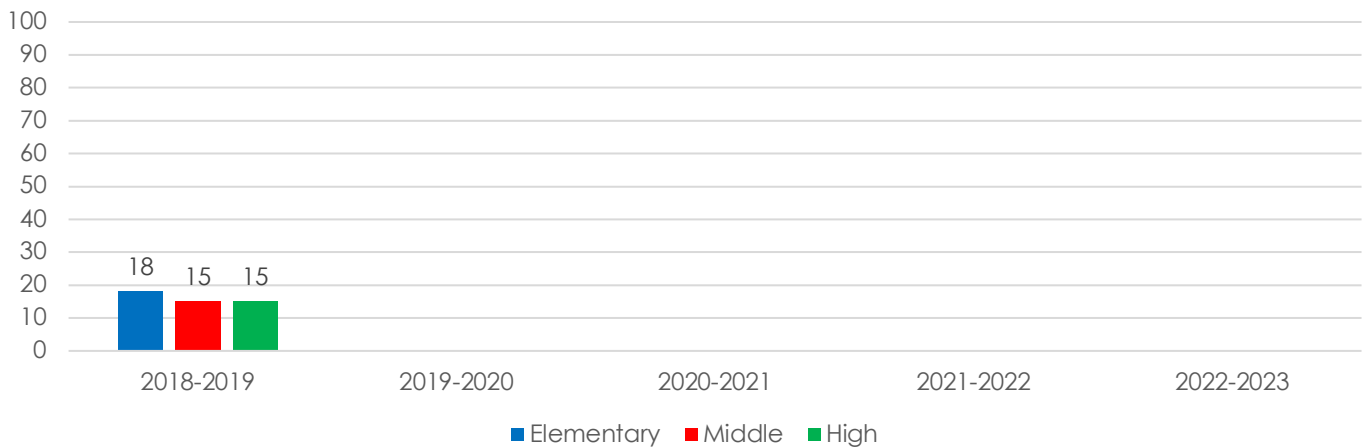


EXCELLENCE IN CULTURE & CLIMATE



Parent Culture: Annual Stakeholder Survey Participation Rates

Goal At least 50% of parent stakeholders will participate in the annual stakeholder survey.

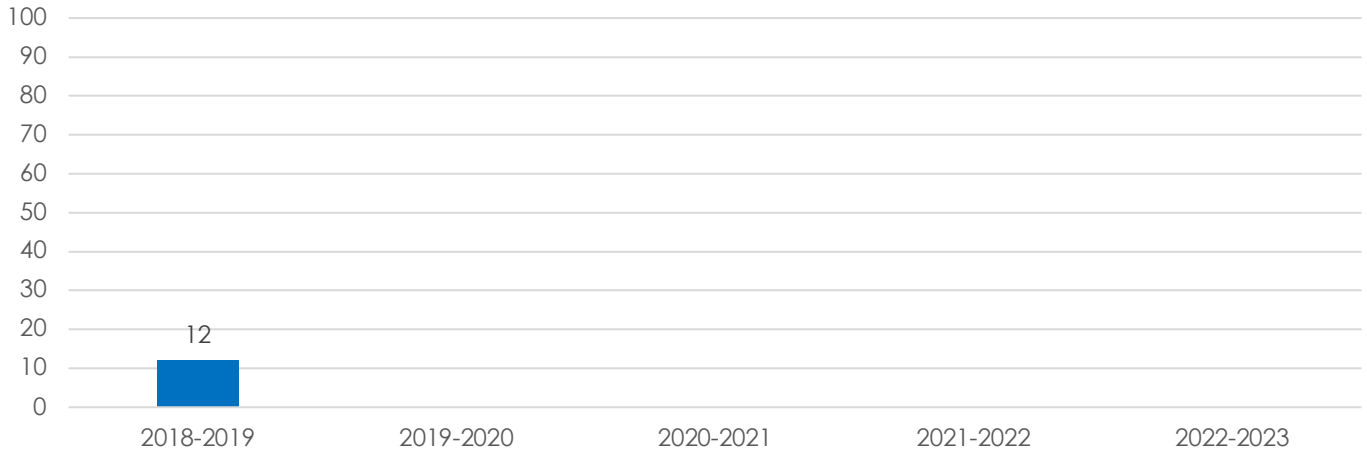


EXCELLENCE IN CULTURE & CLIMATE



Parent Culture: Board Election Participation Rates

Goal At least 33% of parent stakeholders will participate in Executive Board elections.

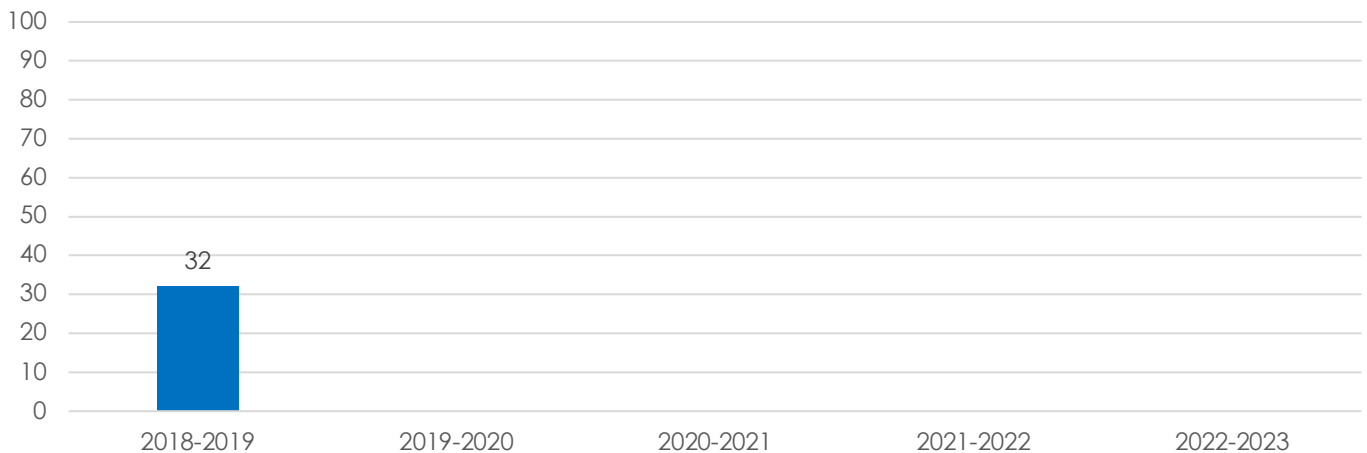


EXCELLENCE IN CULTURE & CLIMATE



Parent Culture: Parent Service Hours Completed

Goal At least 50% of families will complete 35 hours or more of service hours at Windsor Charter Academy.

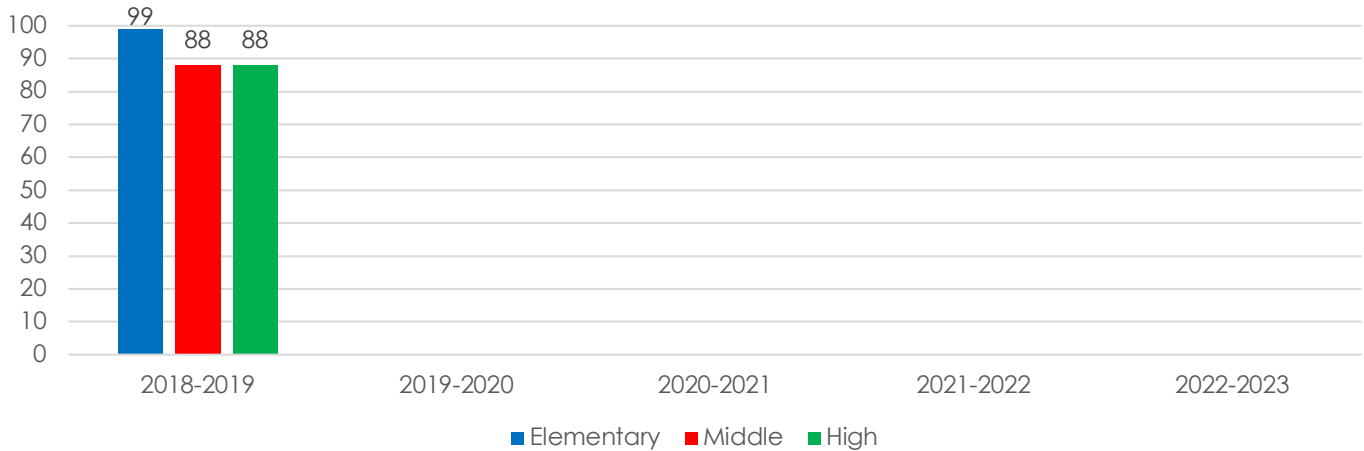


EXCELLENCE IN CULTURE & CLIMATE



Parent Culture: Quality of Education Satisfaction Rates

Goal At least 90% of parents will be satisfied or extremely satisfied in their child's overall quality of education.

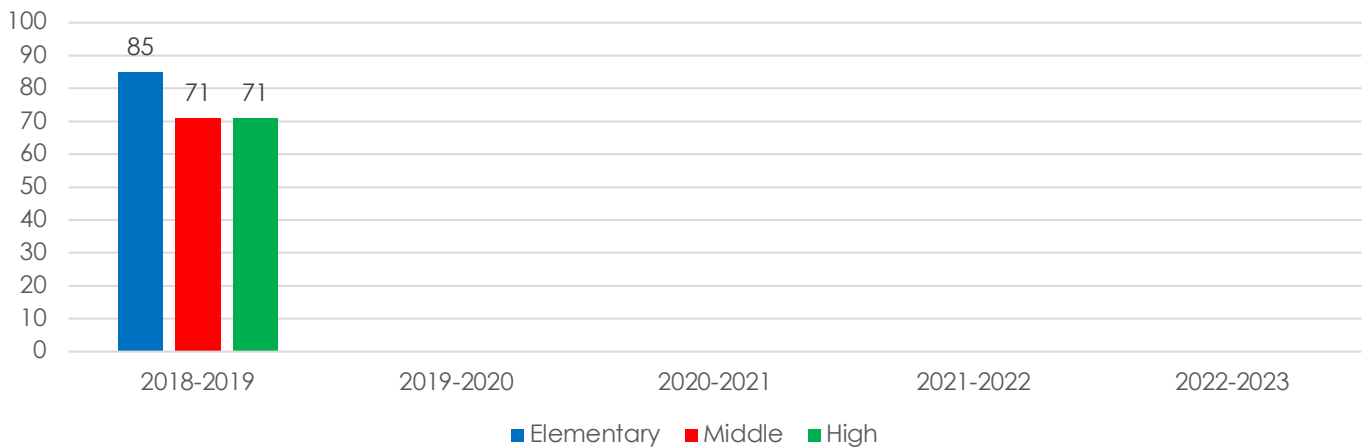


EXCELLENCE IN CULTURE & CLIMATE



Parent Culture: Appropriate Emotional Support Satisfaction Rates

Goal At least 85% of parents will believe that appropriate emotional support is provided at every level for their student(s).

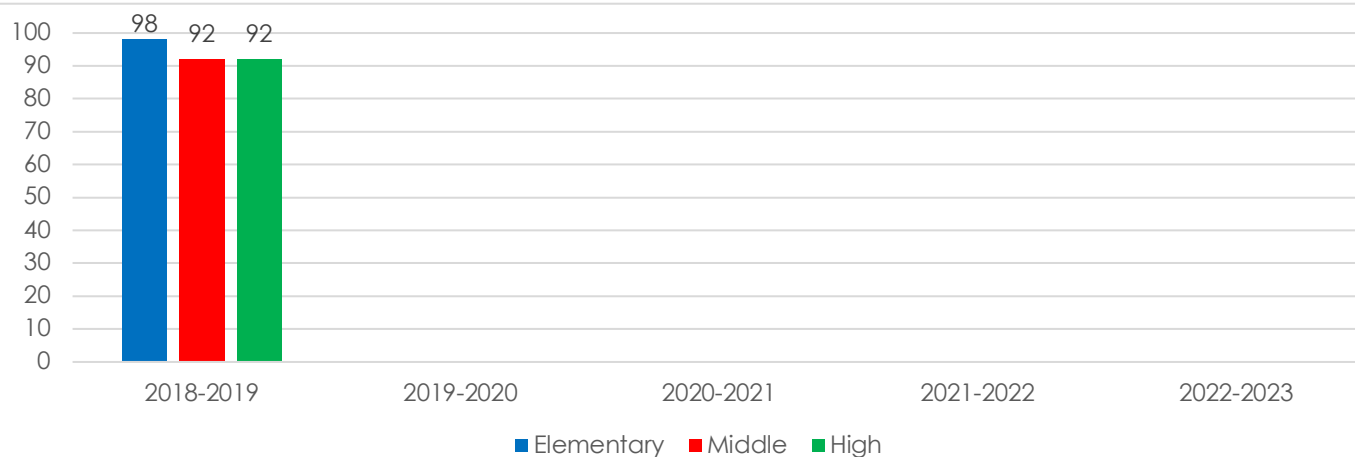


EXCELLENCE IN CULTURE & CLIMATE



Parent Culture: School Safety Satisfaction Rates

Goal 100% of parents will feel that their child's school is a safe and secure building.

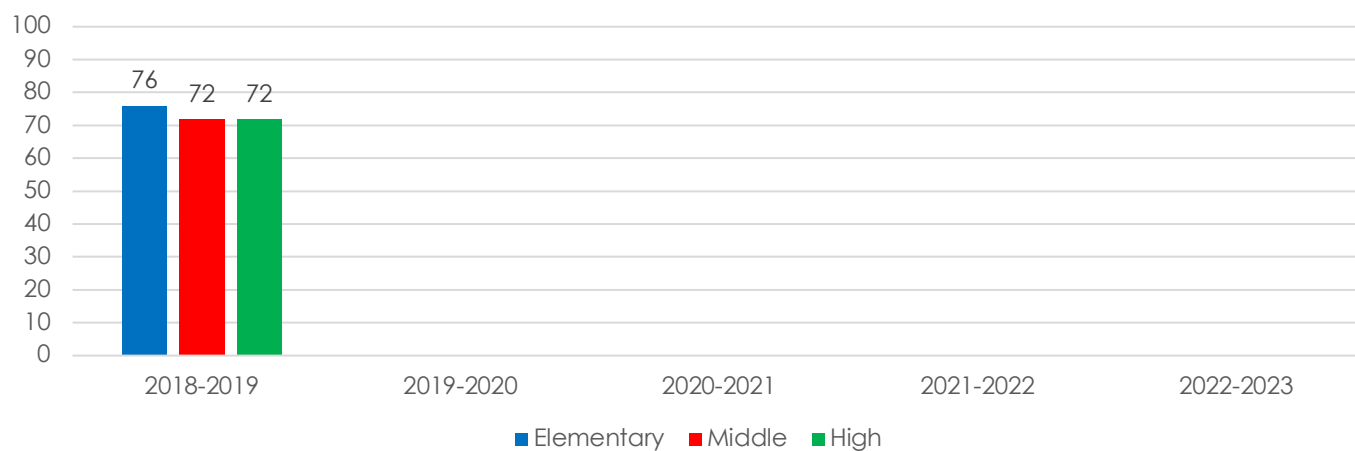


EXCELLENCE IN CULTURE & CLIMATE



Parent Culture: Board Communication Satisfaction Rates

Goal Parent satisfaction on effective Executive Board communication and engagement in the mission and vision of the school will increase each year, as measured by the annual WCA parent stakeholder survey.

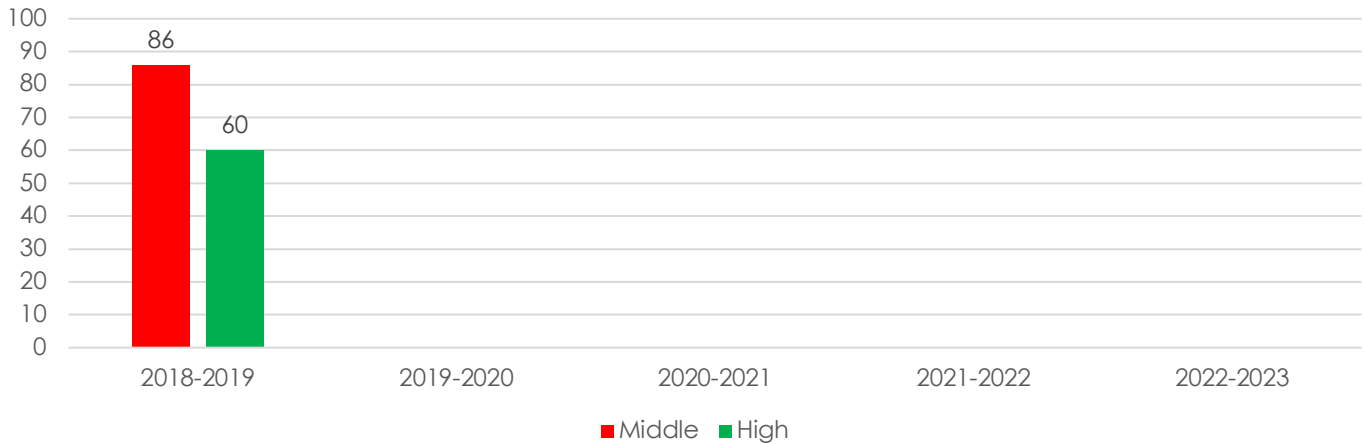


EXCELLENCE IN CULTURE & CLIMATE



Student Culture: Student Service Hours Completed

Goal 100% of middle and high students will complete the required service hours at Windsor Charter Academy.

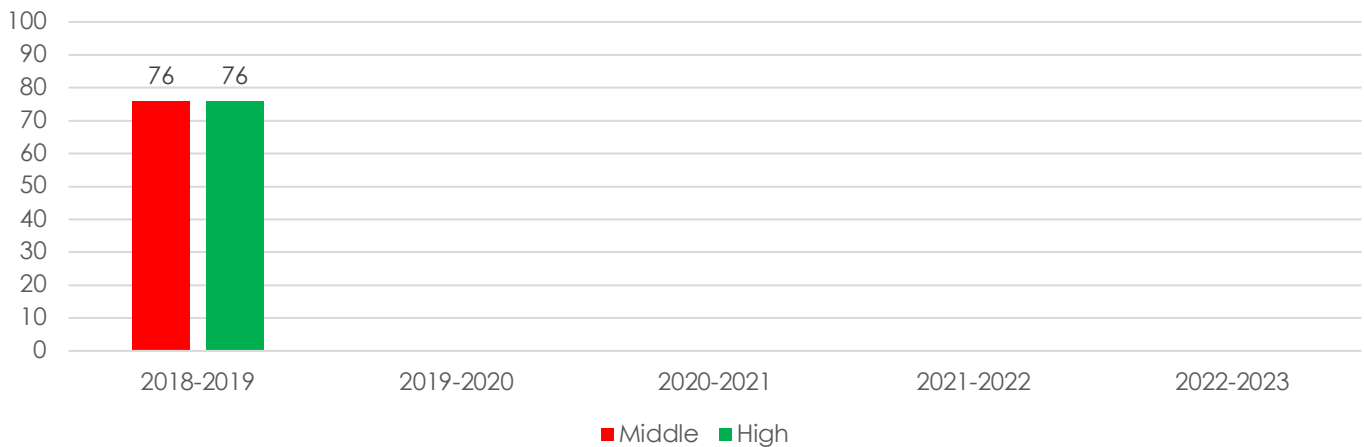


EXCELLENCE IN CULTURE & CLIMATE



Student Culture: Appropriate Emotional Support Satisfaction Rates

Goal At least 85% of students will feel emotionally safe on-campus.

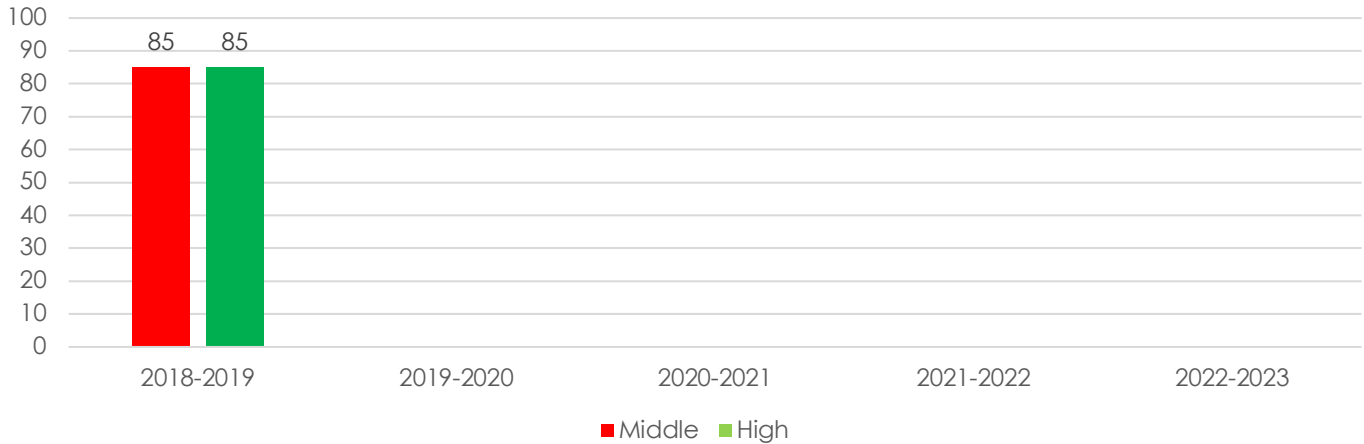


EXCELLENCE IN CULTURE & CLIMATE



Student Culture: Student Safety Satisfaction Rates

Goal At least 85% of students will feel physically safe on campus.

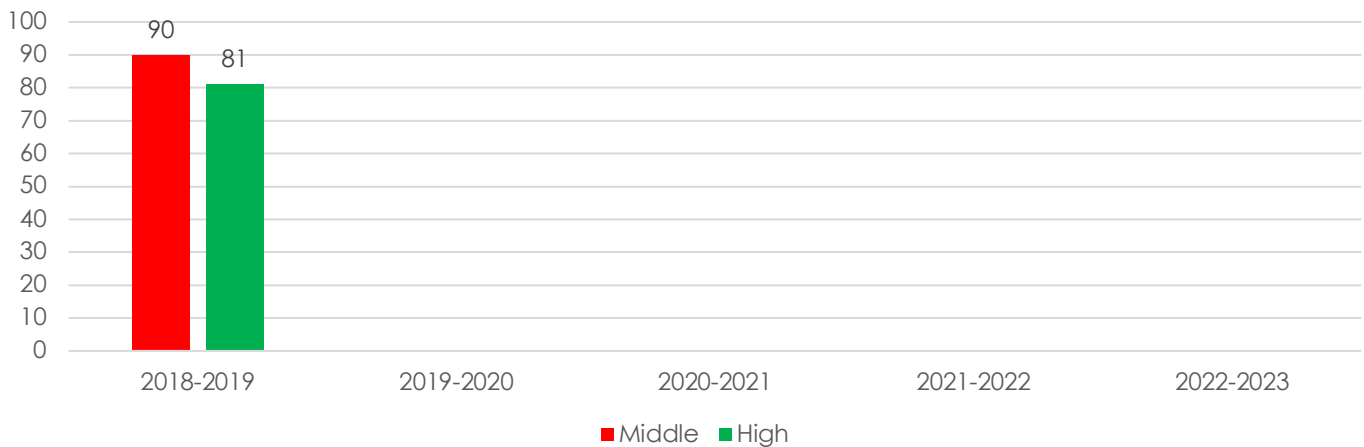


EXCELLENCE IN CULTURE & CLIMATE



Student Culture: Student Retention Rates

Goal At least 80% of 5th grade and 8th grade students will remain at Windsor Charter Academy during transitional years.

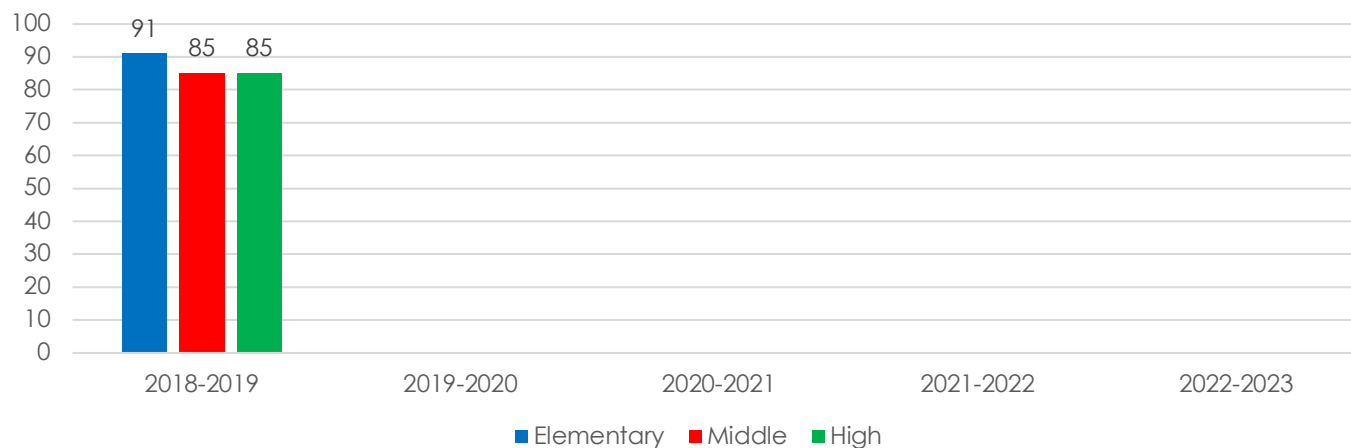


EXCELLENCE IN CULTURE & CLIMATE



Staff Culture: Staff Value Satisfaction Rates

Goal 90% of teachers will feel valued as employees.

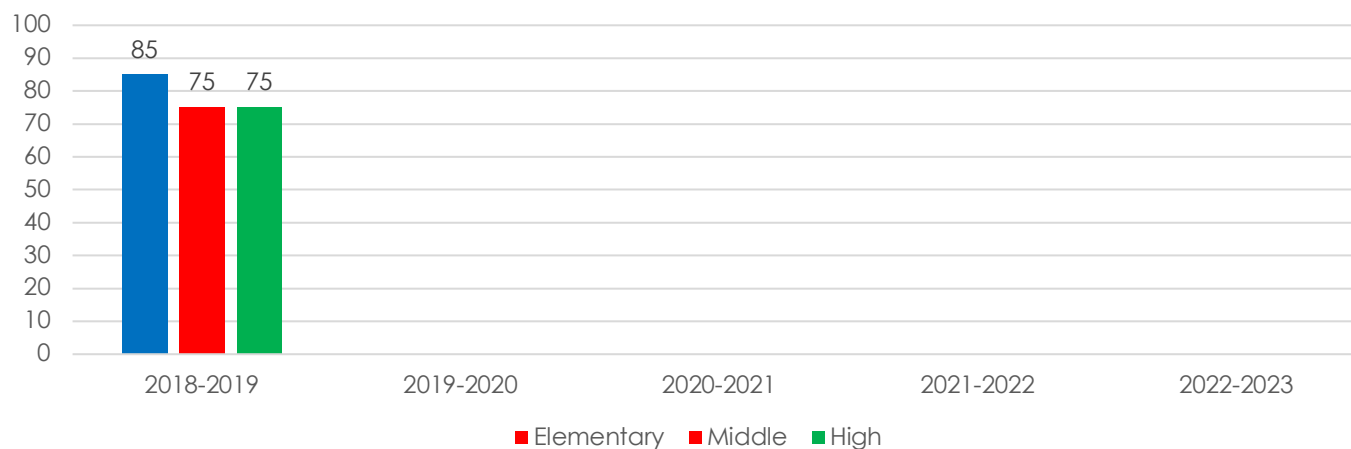


EXCELLENCE IN CULTURE & CLIMATE



Staff Culture: Staff Fulfilment Satisfaction Rates

Goal 90% of teachers will feel satisfied and fulfilled with their jobs.

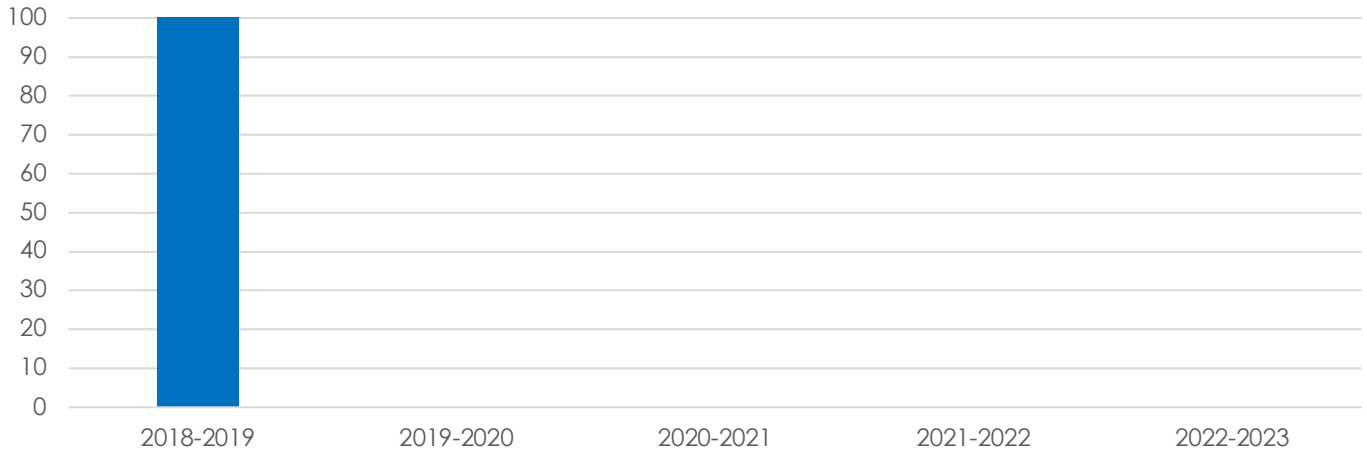


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Operational Effectiveness: Number of Days of Cash on Hand

Goal 110 days of cash on hand will be maintained, a baseline for S&P credit rating.

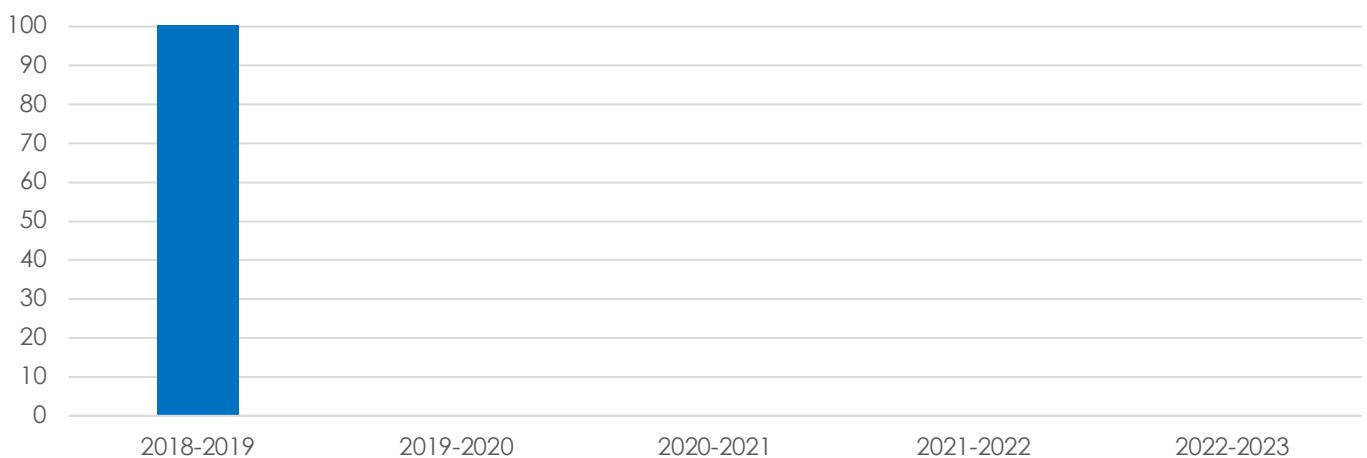


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Operational Effectiveness: Percentage of Benefits Paid by Windsor Charter Academy

Goal A strong benefits package will be maintained, keeping cost for employees paid 100%.

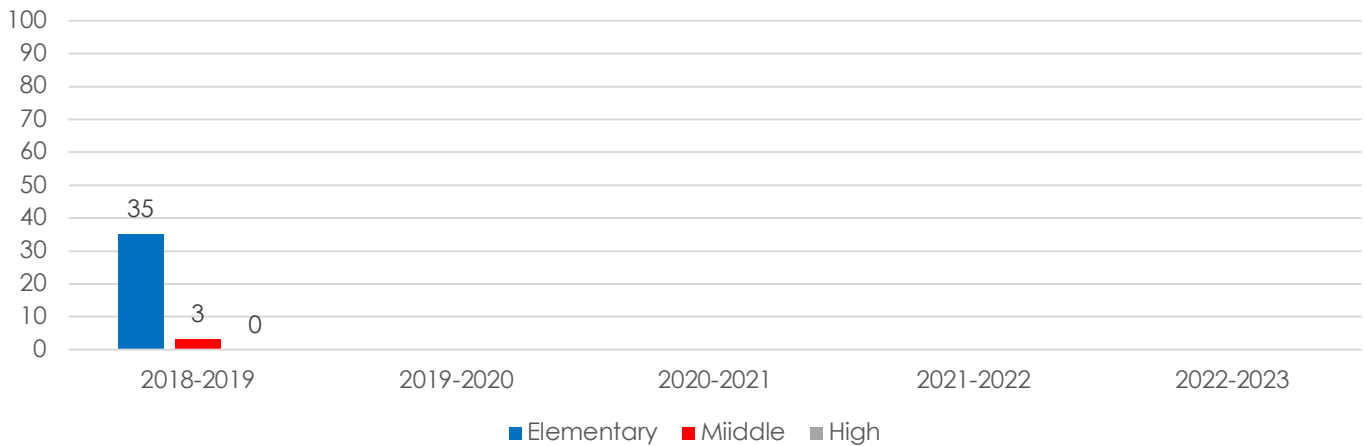


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Operational Effectiveness: Percentage of Students on K-12 Wait Lists

Goal The percentage of letter intents will be double for each available student seat, ensuring stable wait lists and enrollment.

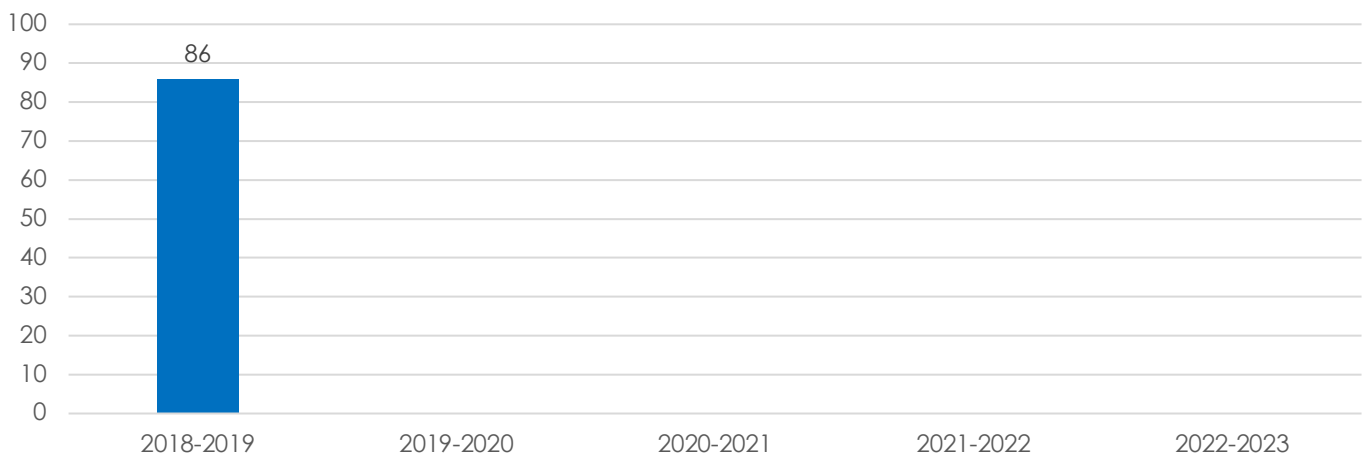


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Operational Effectiveness: Percentage of Exit Surveys Completed

Goal A fact- and law-based exit interview will be created and monitored, with data reported bi-annually.

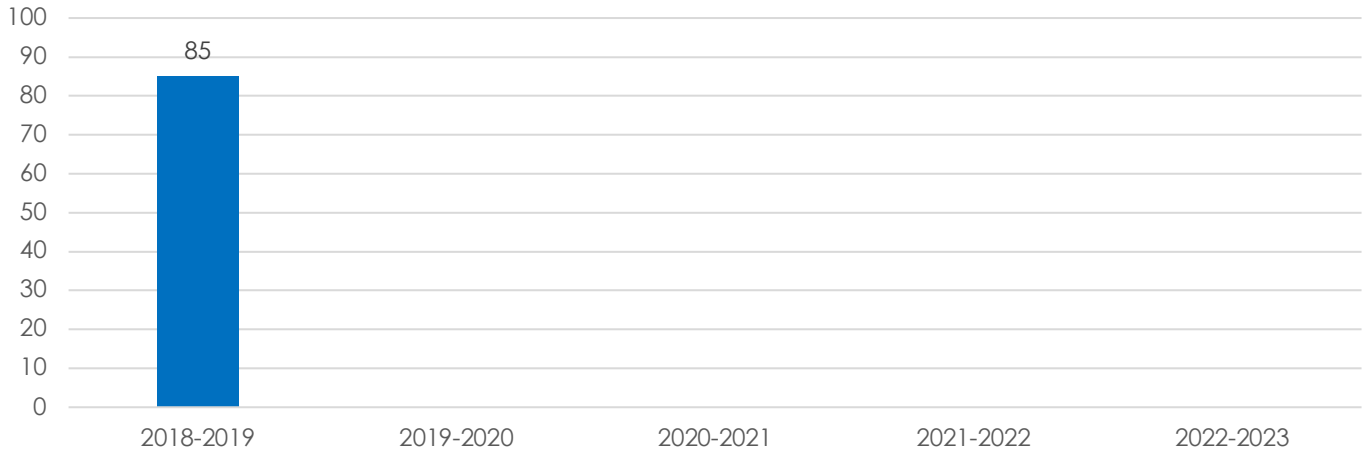


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Operational Effectiveness: Delta Between Teacher Salaries of Charter & District

Goal Starting teacher salary will be at 90% of the District's starting teacher salary.

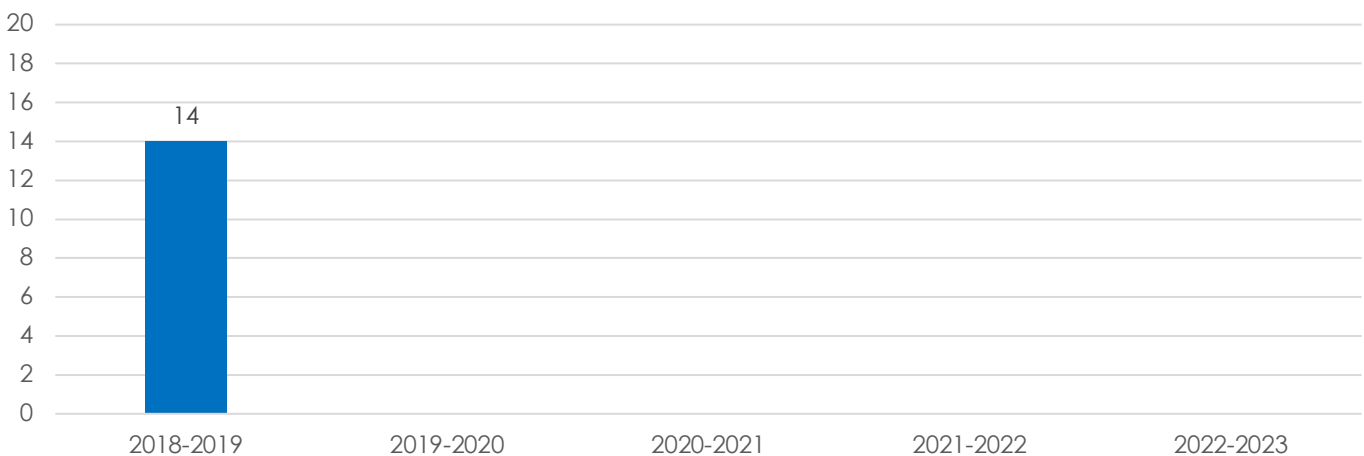


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Organizational Effectiveness: Number of Innovation Credits Offered

Goal At least 5 credits per year of technology and innovation professional development will be offered.

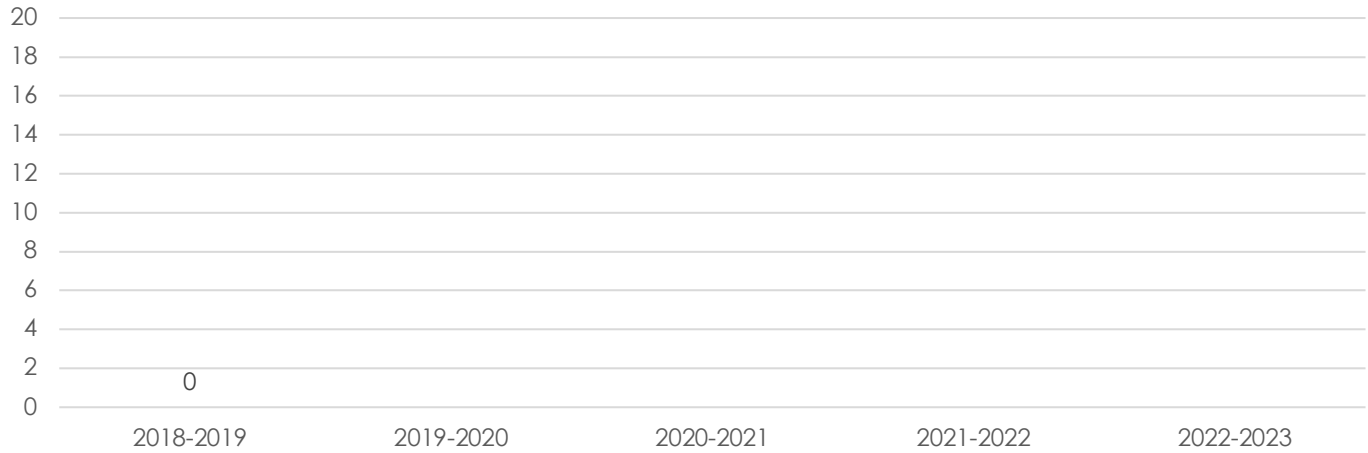


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Organizational Effectiveness: Number of Students Graduating w/ STEM Distinction

Goal A minimum of 5% of graduating seniors will earn their STEM distinction.

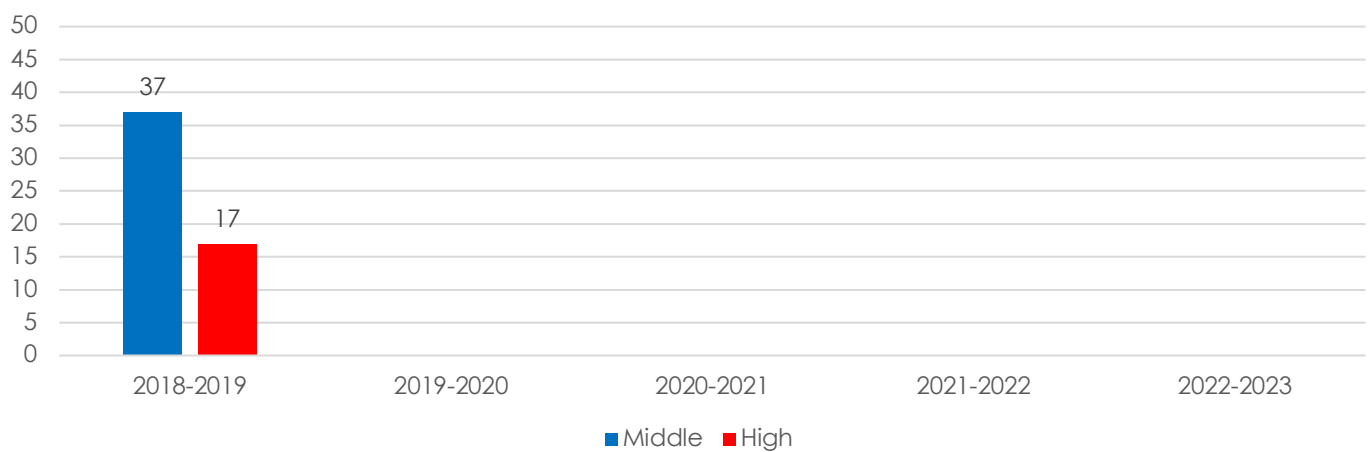


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Organizational Effectiveness: Female Participation Rates in STEM Elective Courses

Goal 25% of enrollment for STEM-based elective courses at the middle and early college high school will be represented by female students.

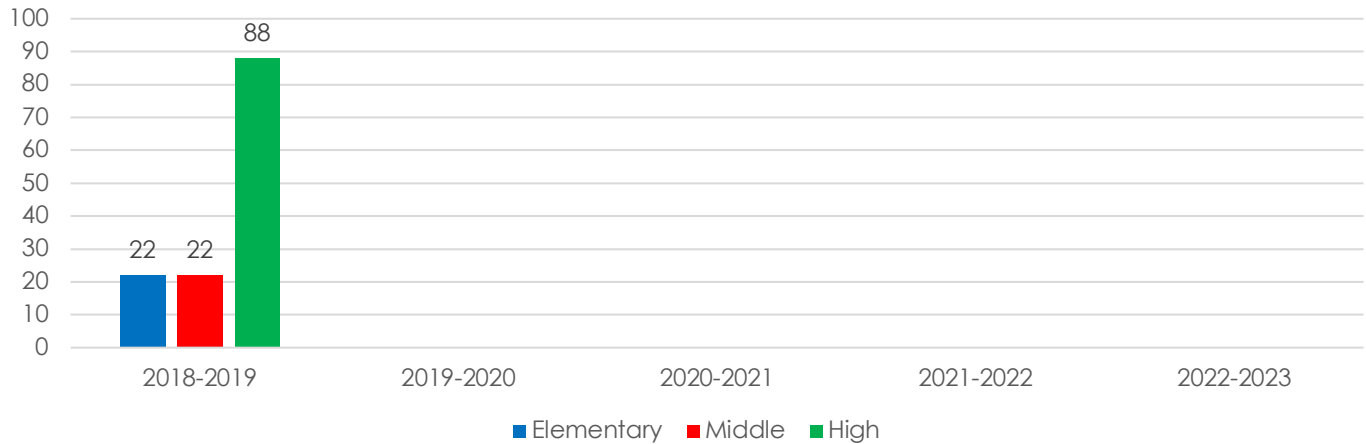


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Organizational Effectiveness: Participation Rates in K-12 After-School STEM Enrichment

Goal Student participation in after-school STEM-based enrichment programs will increase each year.

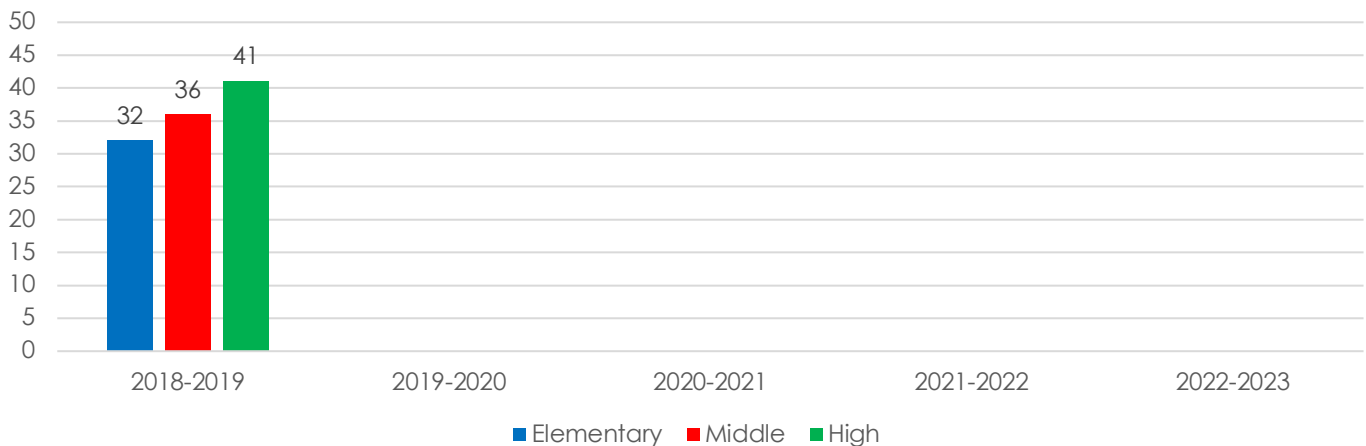


EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



Organizational Effectiveness: Female Participation Rates in K-12 After-School STEM Enrichment

Goal 25% of participants in after-school STEM-based enrichment programs will be represented by female students.





3.0 Contract Recommendation for Fence of Middle & High School

Requested bids include materials and labor to install a black 6-foot chain link fence on the south, west and north side of the MSHS campus.

Best Boys Fencing	\$48,300.00 Total
Bonnell Fencing	\$43,617.50 Total
J & J Fencing Co.	\$41,805.00 Total

The Director of Facilities Management recommends the approval of the bid from J & J Fencing Co. It is the most cost-effective option and the owner was thorough in his assessment of the property.

Contract To Perform Work

Job Number: 101

Site Information

Address: 810 Automation Dr.
 City/State: Windsor, CO
 Zip/Postal Code: 80550
 Phone: 720-227-1156
 Fax: N/A
 Contact Name: Ricky Wagner
 Contact E-Mail: ricky.wagner@windsorcharteracademy.org



Best Boys Fencing Co.
 Phone: (970) 215-8876
 P.O. Box 271421
 Fort Collins, CO 80527

Billing Information

Address: 810 Automation Dr.
 City/State: Windsor, CO
 Zip/Postal Code: 80550
 Phone: 720-227-1156
 Fax: N/A
 Contact Name: Ricky Wagner
 Contact E-Mail: ricky.wagner@windsorcharteracademy.org

Job Details

Begin Work: TBD - Can start late July....
 Est. Completion:
 Utilities Check: BBF will call.
 Property Line Check: N/A

Comments:

Total Cost: \$48,380
 Total Down Payment: \$31,380
 Amount Due Upon Completion: \$17,000

Scope of Work

Install 1,825 linear feet of 6' tall 9 gauge commercial duty black-coated chain-link fence with steel fittings. All posts will be installed using commercial strength concrete.

Wire - 9ga
 Term Posts - 2-7/8
 Line Posts - 2-3/8
 Top-Rail - 1-5/8

Northeast Run: 25'
 North Run #1: 300'
 North Run #2: 100'
 North Run #3: 100'
 West Run: #1: 500'
 West Run: #2: 350'
 South Run: 450'

BBF Rep. Signature: X		Date: ____/____/2019
BBF Rep. Printed Name: X		
Customer Signature: X		Date: ____/____/2019
Customer Printed Name: X		

Please make checks and / or money orders payable to Best Boy's Fencing Co. - All credit and debit card payments subject to 2.75% Fee

Bonnell Fencing Services, Inc

PO Box 337442
Greeley, CO 80633

Proposal / Contract

Date	Proposal #
7/12/2019	19495

Name / Address
Windsor Charter Academy 810 Automation Dr Windsor CO 80550

Ship To
Windsor Charter Academy 810 Automation Dr Windsor, CO 80550

Ph 970-353-1819 Fax 970-353-1988 E-m... paul@bonnellfencing.com			Terms
		50% down, balance at completion	
Description	Qty	Cost	Total
6' Tall BLACK Commercial Grade Chain Link Fence *all posts and rail schedule 40 2-7/8" Terminal Posts 2-3/8" Line Posts 1-5/8" top Rail 9 Gauge Chain Link Fabric Labor to install fence	1,825	17.90	32,667.50T
	1,825	6.00	10,950.00
*estimate does not include any removal or disposal of existing fence *estimate does not include any gates			
Quote is valid for 90 days. Thank you for the opportunity to meet your fencing needs!		Subtotal	\$43,617.50
All material is guaranteed to be as specified, and the above work is to be performed in accordance with the drawings and specifications submitted for above work and completed in a timely workmanlike manner. Any alterations or deviation from proposed work involving additional costs will be billed accordingly. *** 50% down with balance due in full upon completion unless stated specifically otherwise.		Sales Tax (0.0%)	\$0.00
		Total	\$43,617.50

Signature _____

J J Fencing LLC

PO Box 7944
Loveland, CO 80537

Phone # 9706693642 justin@jffencingco.com
www.jffencingco.com

Estimate

Date	Estimate #
7/11/2019	4276

Name / Address
Windsor Charter Academy Ricky Wagner Windsor, CO

P.O. No.

Item	Description	Qty	Rate	Total
Material	1,800' of 6' Black chain link fence. The posts will be 2 7/8" Terminals and 2 3/8" lines. All pipe will be schedule 40. The fabric is 9 gauge black coated wire. All posts will be set in concrete.	1,800	13.61111	24,500.00
Concrete	Concrete for posts	6	157.50	945.00
Labor	We will provide all material, equipment, and labor to install 1,800' of 6' tall black chain link fence. All posts will be set in concrete. There will not be any bracing. We will install a bottom tension wire. There will not be any gates. Estimate is based on access for skidsteer and concrete truck. The material lead time will be 3-4 weeks. Does not include any permits or engineering fees that may be required.	1	14,330.00	14,330.00
Option	Option for 18 braces. Tax is not included.	18	112.77778	2,030.00
Valid for 30 days.			Total	\$41,805.00



4.0 First Read Policies



STUDENT IMMUNIZATIONS

1. No student may attend school at Windsor Charter Academy unless the student has presented an up-to-date certificate of immunization or a completed exemption form.

Note: Please refer to current standardized immunization documents and official exemption forms developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.

2. A student shall be exempted from required immunizations only upon submission of:
 - a. Certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
 - b. A statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. A statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

3. Parents/guardians or emancipated students who assert an exemption from immunizations based on a religious or personal belief ("non-medical exemption") shall submit the required exemption form or a signed statement to the school on an annual basis. Such submission shall occur at the beginning of each school year that the nonmedical exemption is asserted.
4. Parents/guardians or emancipated students who assert an exemption from immunizations based on a medical reason shall submit the required medical exemption form to the school one time. The medical exemption form shall be maintained on file at each school the student attends.
5. If there is a failure to comply with the immunization requirements, the School Nurse Consultant or principal will notify the parent/guardian or emancipated student. Such

notification will be accomplished either by telephone, email or regular mail. Emancipated students must be contacted directly rather than through their parents/guardians. The parent/guardian or emancipated student will be notified of the following:

- a. That up-to-date immunizations are required under Colorado law.
 - b. That within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
 - c. That if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
6. A student who fails to comply will be suspended by the principal for up to five days and notice of the suspension sent to the School Nurse Consultant, in accordance with applicable law.
 7. If no certificate of immunization is received during the period of suspension, the Superintendent of Weld Re-4, the authorizing District, will institute proceedings for expulsion.
 8. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 9. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation—not in the student's disciplinary file. Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in Out-of-Home Placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138 (1) (h).

Unless the Windsor Charter Academy is otherwise authorized to deny enrollment to a student in out-of-home placement, Windsor Charter Academy shall enroll the student regardless of whether the Windsor Charter Academy has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, Windsor Charter Academy shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Windsor Charter Academy Executive Board
Adopted: September 2019

Legal Reference

C.R.S. 22-32-140

C.R.S. 22-323-106

C.R.S. 25-4-901 et seq.

6 CCR 1009-2



5.0 Job Descriptions



JOB DESCRIPTION

Athletic Director

Summary

Assist the Directors of Middle School and High School Education with instructional and organizational leadership, direction, supervision, operations, and accountability for the attainment of school goals. Evaluate, appraise, mentor, and monitor staff. Supervise, monitor, and encourage student behavior and success. Coordinate all athletic programs, policies, and procedures in accordance with district, league, state, and national guidelines.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Serve as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept. Skill in human relations which demonstrates sensitivity to needs and concerns of others. Participate or lead development of positive behavior support systems and development of intervention strategies.
- Develop, coordinate, and supervise school programs in collaboration with school staff and/or outside agencies.
- Collaborate with teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes and in team and building-based meetings and discussions.
- Assist in the maintenance of the crisis management plan and school safety requirements.
- Hire, supervise, and evaluate all athletic coaches and act as a resource and coordinator for all athletic coaches.
- Manage a variety of athletic budgets including the middle and high school athletic budget and equipment budget and implement a replacement schedule for uniforms and equipment.
- Communicate with athletes, coaches, community, and parents regarding student/athlete issues including eligibility issues, student behavior, coaching concerns, etc. and coordinate communication with media when necessary.
- Coordinate, schedule, supervise, and attend school-wide athletic events. Arrange transportation, lodging, and meals for all school, regional and state athletic events. Coordinate gym and athletic field use for practices, games, and activities. Schedule officials and game workers for home athletic events.
- Administer all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Colorado High School Athletic and Activities Association (CHSAA) and/or those of the appropriate league affiliation.

- Provide professional development for coaches including mandatory trainings and trainings to improve the skills and abilities of coaches, conduct pre-season coaches' meetings to prepare for the season and post-season coaches' meetings to evaluate the season and prepare for the future.
- Act as a resource for coaches, counselors, and participants regarding rules and regulations of the NCAA, NCAA Clearinghouse, NAIA, and NJCAA to ensure students/athletes who wish to participate in athletics on the collegiate level maximize their opportunities.
- Instruct students in appropriate behavior, supervise the behavior and well-being of students in all educational settings, and administer discipline when appropriate. Foster strong communication and partnership with parents throughout the discipline process.
- Communicate students' progress, needs, and behavior, attendance and discipline issues with parents and other staff as needed.
- Actively participate in:
 - Department, team, building meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Master's degree preferred; sports management or educational leadership endorsement preferred
- Experience instructing students in a classroom setting required
- Leadership experience in schools preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Principal or Administrator license required
- CPR and first aid training will be required at hire
- Valid Colorado driver's license required

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Strong scheduling, organizational, and time management skills.
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Manage multiple tasks with frequent interruptions.
- Maintain honesty and integrity in all aspects of the job.
- 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.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

Materials and Equipment Operating Knowledge

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

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION

Custodian

Summary

Responsible for maintaining, cleaning, and disinfecting all areas of a facility. Perform basic cleaning, sanitation, and minor maintenance of an assigned building and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, etc. Secure facility at all times to ensure a safe school and working environment. Provide high level customer service for school events and community activities including set-up/clean-up.

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

- Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeterias, computer labs, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, weight rooms and other areas of a facility including exterior grounds.
- Guide students and staff in the care and use of the facility.
- Interact with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building use. Provide set up, tear down and cleaning after activities.
- Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use.
- Move and set up furniture and equipment as requested. Deliver supplies throughout the building.
- Monitor and inspect building facility for safety and cleanliness. Maintain and make minor repairs to facility and troubleshoot and report areas requiring maintenance to supervisor. Notify building supervisor of hazardous or harmful situations.
- Secure facility by locking doors, windows, and setting alarms. Monitor building security throughout shift.
- Report supply and equipment needs to Lead Custodian. Perform daily preventative maintenance of site custodial equipment.
- Ensure proper use, identification, mixture and application of chemicals, including the requirements and use of Safety Data Sheets (SDS).
- Remove snow and ice from sidewalks as needed to ensure safety.
- Perform special cleaning and assist with renovation projects. Operate large cleaning equipment and assist with floor maintenance and restoration as needed.
- Attends in-service training (e.g., instruction on blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- 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
- Experience working with students in a school setting preferred

Licenses, Registrations or Certifications

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

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Customer service and public relations skills
 - Critical thinking and problem-solving skills
- 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

- Personal computers, peripherals, and media equipment
- Basic custodial equipment
- Electrical aerial lift platforms

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.
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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