

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### **December Regular Session**

December 19, 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*

December 19, 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.



GROWING LIFE-LONG LEARNERS

**MINUTES TO BE APPROVED AT JANUARY REGULAR SESSION**

**Executive Board Minutes  
December 19, 2019**

**Work Session: 5:30 p.m.**

**1.0 Board Governance**

**1.0 Opening of the Meeting**

**1.1 Call to Order**

The meeting was called to order at 7:05 p.m.

**1.2 Roll Call**

***Executive Board Members Present***

John Feyen, Executive Board President  
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.

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### 1.5 Adoption of Agenda

A motion to approve the December 19, 2019 Regular Session agenda was made by Kevin Albertsen and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

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### 1.6 Adoption of the Minutes

A motion to approve the minutes for the November 28, 2019 Regular Session was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## 2.0 Citizen Communication

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There were 1 parent at the December Executive Board Regular Session. Mrs. Tolman shared her concerns around the costs of student fees and the impact it has on families.

## 3.0 Reports

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### 3.1 Executive Director's Report

#### *Work in Our Schools*

- **System Wide**

- **Safety:** Our security staff have ensured that security measures have been taken for the many holiday events and activities at our school during November and December. We are thankful for all that they do to keep our students, staff and community safe at Windsor Charter Academy.
- **Fundraising:** The Fundraising Program is centered on its students and the schools' vision, mission, strategy and goals. It is developing short and long-term fundraising partnerships to build and grow the Firebird Facility, capital campaign project and other needs identified on-going. Fundraising work that has occurred and is on-going includes:
  - Hosted VIPs (Hewlett Packard, Intel, SnapTron and two private donors) during Hour of Code day; informal presentation of the Firebird facility video/design, future opportunities and hands-on experience at the Hour of Code and in classrooms.

- We completed our #WeLoveOurTeachers campaign on December 10th. We have had great online engagement for this campaign. We will be working on fine-tuning our process to generate broader donation support with our future campaigns.
  - Partnerships
    - Scheels—finalizing partnership details
    - Tetra Tech—working with the Fort Collins office on corporate STEM resources possibilities.
  - Grant Work
    - Walmart community grants
    - Target safety grant
  - Capital Campaign
    - Preparations for \$230,000 mini-capital campaign, scope of work, and timelines.
    - One-on-one meetings with targeted “Lead” and “Major” prospects from December 2019 to December 2020.
    - Donor database was created using Bloomerang. This will build processes for record keeping, donor tracking and relationship management automation.
- **Communications & Marketing**
  - Preparations are occurring for our Prospective Parent Nights in January! All of our marketing materials have been updated for this year. Our fact sheet, school profile sheet, and school packets have been printed. We have invested money in advertising at the Metrolux 14 theater, on Facebook, and will be running remarketing ads.
  - We are working on a website homepage revamp to include a more public-friendly face to promote enrollment during our Prospective Parent Nights. Look for upcoming changes to our homepage and the format of our newsletter!
  - OtterCares marketing and communications team came to film our entrepreneurship class on their business pitches for this semester. Our students were interviewed on Thursday, December 5th about their experience in their entrepreneurship class. Then, on Tuesday, December 17th, OtterCares will film the students' final presentation at the Windsor/Severance Fire Department. This is part of an ongoing relationship we are developing with OtterCares to showcase all of the activities we are doing in the areas of entrepreneurship and philanthropy. We have some excellent footage we can use of our students, and of Mrs. Holt. We are excited to share the video footage as soon as we have it.
  - The Greeley Tribune created a full-feature article on Hunter Rivera, one of our students, and also a mayoral candidate for the Town of Windsor.
- **Elementary School**
  - Our 3rd Grade First Lego League Junior team presented their model at the FIRST LEGO League Junior Expo held on November 23<sup>rd</sup>. 18 teams showcased their work and our students received the Cooperative Programming Award for

displaying respect to each other and creating a dynamic presentation that showcased their innovative ideas and thoughtful problem-solving skills.

- Our 4th Grade First LEGO League team competed in the Lego League Weld County Qualifier on November 23<sup>rd</sup> and took 1<sup>st</sup> place in the Robot Performance Challenge section of the event (scoring 335 points).
- Our 4th & 5th Grade First LEGO League team also competed in the Weld County Qualifier on November 23<sup>rd</sup> and took 11<sup>th</sup> place overall out of 29 teams, competing against 4<sup>th</sup> through 8<sup>th</sup> grade level students!
- Sweets with Santa was a huge success! It was so fun to see our families enjoying a night together filled with pictures with Santa, a visit from the Grinch, carriage rides, games and yummy treats. What a great way to build community!
- Families came together for a night of talent as our 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade Children's Choir and our 4<sup>th</sup> grade students had their winter program. Art work for our 3<sup>rd</sup>—5<sup>th</sup> grade students was also on exhibit for families.
- Kelly Seilbach attended AVID National Convention as part of the Regional Principal Network.
- Third grade students enjoyed the Roman Day celebration as the culminating event to their Core Knowledge unit.
- Our kindergarten, second and fourth grade families enjoyed a wonderful Thanksgiving lunch with their children.
- Staff participated in Love and Logic training.
- **Middle School**
  - On Friday, December 6<sup>th</sup> our middle school and high school students participated in a whole school "breakout" activity inspired by Hour of Code. Hour of Code is a global movement by Computer Science Education Week and Code.org reaching tens of millions of students in 180+ countries through a one-hour introduction to computer science and computer programming. Our students participated in an online Hour of Code activity that taught them about encryption. Using this knowledge, they had to unencrypt messages and use collaboration and problem-solving skills to generate codes that allowed them to unlock boxes and "save the school." The event was broadcast live to the school and students used a collaborative google document to communicate their answers throughout the event.
  - The AVID Leadership class is leading the planning and organizing an amazing donation project for the Weld County "Santa Cops."
  - Administration have completed the second round of formal observations with teaching staff.
- **High School**
  - Students in the high school entrepreneurship elective class have been working on developing business plans for a product or service that addresses a need for the Windsor Severance Fire Department. Students met with employees at the fire department and interviewed them to determine a need they had in their job. They have spent the last semester learning about how to design a business and write a successful business plan. On December 17<sup>th</sup>, these students will return to the fire department to present their final business plans. Representatives from OtterCares came to interview these students about their experience this semester and will be at their final presentations on the 17<sup>th</sup> to continue filming. These clips and interviews will be used for a short film that OtterCares is creating that highlights the impact of the entrepreneurial mindset in today's youth.

- Several of our high school students have qualified for All-State Choir. This is a huge accomplishment and has been one of Mr. Lighthall's goals since he started here.
- Our HS Drama Club did a fantastic production of *The Boys Next Door*. The acting and stage design were the best yet and there were several scenes that brought tears to the eyes of the audience. WOW!
- Our high school students participated in our annual Firebird Day. They rotated through presentations on ALICE, distracted driving, and Sources of Strength. This was a well-attended day and students appreciated a day off of their academics to focus on topics important to them.
- Boys' and girls' high school basketball started their seasons with home opener wins against Loveland Classical. They also participated in a tournament this weekend at Front Range Baptist Academy.
- Our high school has started an All Means All Committee comprised of ES, MS, and HS staff members dedicated to developing processes and our culture to decrease student disengagement and potential high school drop outs.
- Our high school team is working hard on our 2020-21 course catalogs and registration processes and will be ready to roll this out to the students and parents in January.
- Our high school student council hosted a Winter Dance that was a beautiful and fun night for many of our students.
- Hannah Mancina and Shannon Elliott are continuing formal observation cycles this month with all of our new teachers.
- Our staff participated in a "Thankfulness Challenge" as a part of Sources of Strength and listed three things they are grateful for each day. We are focusing as much on staff wellness as we are student wellness and mental health.

### **Executive Board Calendar**

<b>CALENDAR PREVIEW OF THE MONTH AHEAD</b>			
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
January 7 <sup>th</sup>	5:30 p.m.	ES Parent Prospective Parent Night	Elementary School
January 8 <sup>th</sup>	5:30 p.m.	MS Parent Prospective Parent Night	Middle School
January 9 <sup>th</sup>	5:30 p.m.	HS Parent Prospective Parent Night	High School
January 17 <sup>th</sup>	3:30 p.m.	MS & HS Science Fair	Classrooms #203, 208 & 211
January 23 <sup>rd</sup>	5:30 / 7:00 p.m.	Work/Regular Executive Board Session	HS Commons

### **3.2 Executive Board Reports**

#### **John Feyen, Executive Board President**

Mr. Feyen attended several strategic work meetings over the last month that included last month's Executive Board meeting, the RE-4 Board meeting, and several meetings of the Executive Director Evaluation Committee.

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

Mrs. Mader attended the November Work Session and Regular Session Executive Board meeting. Carolyn has also attended various varsity girls' basketball games.

#### **Donna James, Executive Board Treasurer**

Mrs. James attended the "Watch This" improv show and both performances of the middle school musical "Legally Blond." As always, all of the WCA performers did an outstanding job. There are so many talented students to celebrate here at WCA!

#### **Kevin Albertsen, Executive Board Secretary**

Mr. Albertsen attended Coffee with Leadership on November 22, and coached one of the elementary school First Lego League teams at the qualifier on November 23rd. Other coaches were Brad Coldiron, Julie Owen and Kris Winkler. He really enjoyed the elementary choir concert on December 5th and the Hour of Code event on December 6th. Kevin was the board liaison at the Education Committee Meeting on December 12th and enjoyed the middle school music concert that evening.

#### **Sherry Bartmann, Executive Board Member**

Mrs. Bartmann attended the November Executive Board meeting, Coffee with Leadership, elementary school intramural volleyball games, and high school basketball games. She thoroughly enjoyed the blessing of our week-long Thanksgiving break and is currently navigating all the little details (gowns, pics, ads...) of having a senior student at WCA!

#### **Jenny Ojala, Executive Board Member**

This past month, Mrs. Ojala attended the November Executive Board meeting. Mrs. Ojala continued work on the Executive Director Evaluation Committee. Mrs. Ojala also completed volunteer work in Mrs. Hoover's class, helping elementary school students during math class.

#### **Jim Zacheis, Executive Board Member**

Mr. Zacheis attended the Finance Committee meeting on November 14<sup>th</sup> and the Executive Board meeting on the 21<sup>st</sup>. Also on the 21<sup>st</sup>, Mr. Zacheis enjoyed turkey at the elementary school for their Thanksgiving lunch. On the 5<sup>th</sup> of December, he attended the Colorado Christmas Concert put on by the elementary school choir and the 4<sup>th</sup> grade students. They all did a wonderful job! On the 6<sup>th</sup> of December, Mr. Zacheis helped Mrs. Kent's 4<sup>th</sup> grade class with their Colorado Christmas Celebration and later that night he attended the wonderful Sweets with Santa at the elementary school.

## **4.0 Items for Information**

### **4.1 Board Professional Development**

## **5.0 Items for Action**

### **5.1 Bylaw Revisions to Articles 4 & 13**



A motion was made to revise Article 4 & 13 of the Bylaws by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. These revisions will be posted at the schools for stakeholder review.

## **5.2 Student Fees for 2020-2021**

A motion was made to approve the student fees for the 2020-2021 school year as recommended by the Administrative team by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.3 High School Textbooks Adoption**

A recommendation was made by the Education Committee to the Executive Board to approve the Glencoe Health textbook as the new high school health textbook.

A motion was made to approve the Glencoe Health textbook as the new high school health textbook was made by Kevin Albertsen and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

A recommendation was made by the Education Committee to the Executive Board to approve the Glencoe Business textbook as the new high school business textbook.

A motion was made to approve the Glencoe Business textbook as the new high school business textbook was made by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.4 Job Description: Maintenance Technician**

A motion was made to approve the job description for Maintenance Technician by Jenny Ojala and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

# **6.0 Consent Agenda**

## **6.1 Personnel**

### ***Appointments***

- Annie Hennen, MS/HS Teacher (Correction from last month, stating ES Teacher)
- Michael Painter, Director of Facilities Management
- Casey Hicks, HS Teacher
- Linda Shoemate, ES Paraprofessional
- Teegan Hite, ES Teacher for 2020-2021
- Veronica Adams, ES Teacher for 2020-2021

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

- Tracey Scheer, HS Office Manager
- Tony Belmont, Maintenance Technician

## **6.2 Second Read Policies**

- Policy JICH-R Student Involvement with Drugs and Alcohol

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

## **7.0 Executive Session**

A motion to enter into Executive Session was made by Sherry Bartmann and seconded by Jenny Ojala. Sherry Bartmann cited two reasons to enter into Executive Session:

- 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)

Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The Executive Board exited Regular Session at 9:35 p.m. They entered Executive Session at 9:50 p.m.

## **8.0 Adjournment**

The Executive Board exited Executive Session. A motion to adjourn the December 19, 2019 Regular Session was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 11:06 p.m.



# **Appendix**



## 1.0 November 21, 2019 Minutes

**Work Session: 5:30 p.m.**

- 2.0 2019-2020 Amended Budget
- 3.0 2019 Audit
- 4.0 Amended Charter Contract Review
- 5.0 Board Governance

## 1.0 Opening of the Meeting

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

## 1.2 Roll Call

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

John Feyen, Executive Board President  
Carolyn Mader, Executive Board Vice-President  
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  
Kelly Seilbach, Director of Elementary School Education  
Jeremy Schriener, Director of Middle School Education

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### 1.3 Pledge of Allegiance

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### 1.4 Mission Statement

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

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### 1.5 Adoption of Agenda

A motion was made by Sherry Bartmann and seconded by Jenny Ojala to approve the November 28, 2019 Regular Session agenda, with an amendment to pull an item from 6.1 of the consent agenda—Courtney Stone, Director of Curriculum, Instruction & Innovation (2020-2021) from Elementary School Assistant Principal, and add this as item 5.11. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

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### 1.6 Adoption of the Minutes

A motion to approve the minutes for the October 24, 2019 Regular Session was made by Sherry Bartmann and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## 2.0 Citizen Communication

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There were 4 parents and students at the November Executive Board Regular Session.

## 3.0 Reports

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### 3.1 Executive Director's Report

#### *Student Reports*

- Middle School Student Representative: Linnæe Holmes

#### *Work in Our Schools*

- **System Wide**

- **Fundraising**
  - We will be launching a \$230,000 mini-campaign for phase II of the building.
  - The Firebird Fund Run was completed in October, generating over \$35,000 for the elementary school art room.
  - The end-of-year giving campaign for teacher bonuses is underway, ending in December.
  - Our banner and corporate sponsorship program is underway and currently at \$18,000.
- **Communications & Marketing**
  - Prospective Parent Nights: Planning for our Prospective Parent Nights is underway! Our 2019-2020 updates to our materials have been submitted and we are doing final revisions. Advertising for our Prospective Parent Nights will begin in December.
  - Community Funded: Our Community Funded platform launch has been successful! Our 40 days, 40 stories campaign is gaining traction. This week, we are working with the Greeley Tribune to see if they will do an article on our campaign. Our hope is that we will have local businesses donate!
  - Greeley Tribune: We are working to develop a stronger relationship with the Greeley Tribune. They will be running a story on Hunter Rivera, our high school student who is running for mayor for the Town of Windsor. Hunter's campaign committee are all WCA seniors. In addition, we are working with the Tribune to develop an article on our John Irwin School of Excellence Award.
  - Capital Campaign Marketing: We are working to develop commercial-grade promotional materials for our capital campaign. We have a meeting this week with a local marketing firm that has experience creating marketing material for a capital campaign in Lake County School District (Leadville, CO).
- **Elementary School**
  - **Dash and Dot Robotics Club:** We have officially formed our first Wonder Works Robotics League teams at the elementary school. Two teams of 4th and 5th grade students will be programming Dash and Dot robots to complete missions over the next few months and will upload their completed work for the world-wide competition in early January.
  - **Parent-Teacher Conferences:** Fall parent teacher conferences were conducted with nearly 100% participation in all classrooms.
  - **AVID Showcase:** The elementary school hosted their first AVID Showcase where over 25 administrators and teachers from Wyoming along with leadership from the Colorado League of Charter Schools attended to learn about AVID Elementary schoolwide and visit K-5 classrooms to observe AVID in action.
  - **Core Knowledge Celebrations:** October and November have been a busy month with many culminating Core Knowledge celebrations including: first grade's Ancient Egypt Celebration, kindergarten's Spooky Human Body Celebration, and fifth grade's Renaissance Fair.

- **Firebird Fun Run:** The Firebird Fund Drive was a huge success. Students and families had a fun time at the culminating Monster Mash Fund run. Students were rewarded for their efforts in meeting the goals by having Mrs. Seilbach come to school with green and blue hair and getting to watch the teachers silly string their principal.
- **Halloween Celebrations:** Our Windsor Charter community came together for a fun Halloween celebration. Students paraded in costume and enjoyed Halloween parties with fun games and snacks.
- **Veteran's Day:** Our students paid tribute to our Veteran's during the Veteran's Day program. Families and veterans enjoyed listening to patriotic songs and receiving letters written by our third-grade students. The whole sing-a-long of God Bless the USA brought tears to everyone's eyes.
- **Food Drive:** Student Council organized a canned food drive for the local Windsor Food Pantry donating close to 2,000 cans and non-perishable food items. The Windsor Food Pantry was so grateful noting that our school donated more than they ever have had.
- **Middle School**
  - **MS STEAM Crafting Club:** Our MS students had the opportunity to create their own haunted house animatronic element using Arduino component and coding during our first STEAM Crafting Club event on October 30th. We look forward to hosting more of these events throughout the year.
  - **LEGO Robotics:** Our middle school LEGO Robotics team will be competing in the regional competition on Saturday, November 16th and our Elementary LEGO robotics teams will be competition on Saturday, November 23rd. They have been working hard all semester on their robotic challenges and we know they will represent our school well!
  - **Firebird Strong Day:** Our Middle school "Firebird Strong Day" was a huge success. This day was specifically planned to meet the needs of our middle school students to cover topics that directly apply to their lives. Students had a variety of opportunities throughout the day, including: emotional safety, thankfulness, a service project, ALICE Training, Sources of Strength information and team building. They all had the opportunity to get a start on their yearly community service by completing 2 hours of community service.
  - **Santa Cops:** The AVID Leadership class is leading the planning for an amazing donation project for the Weld County "Santa Cops."
  - **Veteran's Day:** National Junior Honor Society prepared an amazing display of patriotism and gratitude for the veterans day assembly.
  - **Honor Roll Students:** Middle school was proud to recognize our first quarter honor roll students. We had 88 students who earned Dean's List, 43 students who earned High Honor Roll, and 37 students who earned Honor Roll.
- **High School**
  - **VEX Robotics:** Windsor Charter Academy hosted the first VEX Robotics Competition for the state of Colorado this past Saturday (November 9th). 16 teams from around the state registered to compete in the tournament. WCA had 3 teams represented and we are so proud of our teams

progress this early in the season! Our team "Only Temporary" brought home the Judges Award for an excellent job on their engineering notebook and interviewing skills. They won the coaches award!

- **PSAT/NMSQT:** We proctored the PSAT/NMSQT to about 15 juniors on October 16<sup>th</sup>. These students took this additional PSAT test to see if they can qualify to be a National Merit Scholar which typically are awarded to the top 1% of scorers. Each year about 1.6 million students take this test to see if they qualify so we are excited that our WCA students took this opportunity!
- **Data Work:** Our English and math teams met for a half day "data dig" using Elaine Hungenberg's data analysis of our PSAT and SAT scores and trends. From these meetings we set some action items and goals to support our students to exceeding the benchmarks on these tests.
- **Professional Development:** Our staff participated in our October Professional Development and focused on Love and Logic training, AVID Focused Note Taking, parent communication and the SAT Teacher Implementation Guide (focusing specially on how the reading questions are asked on this test).
- **AVID Focus:** Our administrative team continued their AVID walkthroughs of every high school teacher and are seeing excellent progress on the implementation of Focused Note Taking from all teachers. Students are utilizing these five phases to help with the "curve of forgetting" and to interact in meaningful ways with their content.
- **Supporting Future Graduates:** Seven seniors applied for the Boettcher Scholarship and Bekki Diener, Theresa Tickler, and Diana Stanislav supported them through this process. During the month of October, we sent out 140 college transcripts for our seniors. All but one student completed the Common Application by October 15<sup>th</sup> and most of our seniors took advantage of the Colorado Free Application day to apply to colleges. Many of our students have received acceptance letters colleges they have applied to included Colorado School of Mines, Colorado State University, University of Wyoming, Northern Arizona University, Montana State University, University of Northern Colorado and more!
- **College Week:** Students participated in our annual College Week. Students and staff enjoyed showing some school spirit with our dress up days. Our counseling/advising team organized to have 14 college visit the students during lunch! Students posted their college goals on their lockers. Diane Campbell, a college advising consultant, was a guest speaker for our 10<sup>th</sup>-12<sup>th</sup> grade students about the college admission process.
- **Math Team:** Our high school math team swept up the competition at the CSU state competition by placing first and second out of 32 teams from across the state!
- **Winter Sports:** Our winter sports season is just beginning with optional practices. We are shaping up to have solid boys and girls basketball teams.



- **Haunted House:** Our high school theater program built an amazing Haunted House this year for Halloween! This has become a well-loved tradition and rite of passage for our WCA students and families!

### **Executive Board Calendar**

<b>CALENDAR PREVIEW OF THE MONTH AHEAD</b>			
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
November 22 <sup>nd</sup>	8:15 a.m.	Coffee w/ Leadership	MS Media Center
November 22 <sup>nd</sup>	9:30 a.m.	3 <sup>rd</sup> Grade Core Knowledge Roman Day	Classrooms
November 22 <sup>nd</sup>	12:00 p.m.	NHS Blood Drive	MSHS Parking Lot
November 22 <sup>nd</sup>	7:15 p.m.	Watch This! Improv Show	HS Commons
December 2 <sup>nd</sup>	4:30 p.m.	Fall Firebird Art Show	MS Media Center
December 5 <sup>th</sup>	5:30 p.m.	4 <sup>th</sup> Grade Colorado Christmas Program & Children's Winter Concert	ES Gym
December 6 <sup>th</sup>	8:15 a.m.	4 <sup>th</sup> Grade Colorado Christmas	4 <sup>th</sup> Grade Classrooms
December 6 <sup>th</sup>	5:30 p.m.	Sweets with Santa	Elementary School
December 6 <sup>th</sup>	7:15 p.m.	Watch This! Improv Show	HS Commons
December 10 <sup>th</sup>	6:30 p.m.	MS Music Department Concert	MSHS Gym
December 12 <sup>th</sup>	6:30 p.m.	HS Music Department Concert	MSHS Gym
December 13 <sup>th</sup> & 14 <sup>th</sup>	6:30 p.m.	MS Musical Performance	ES Gym
December 18 <sup>th</sup>	10:54 a.m.	1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Grade Winter Holiday Lunch	ES Cafeteria

### **3.2 Executive Board Reports**

#### **John Feyen, Executive Board President**

Mr. Feyen attended last month's Board meeting. He attended several meetings of the Executive Director's Evaluation Committee and this month's RE-4 Board meeting.

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

Carolyn Mader attended Trunk or Treat and the October Executive Board meeting.

#### **Donna James, Executive Board Treasurer**

Mrs. James attended several events including the Haunted House, the Finance Committee meeting, the reception at the Veterans Day celebration at the MSHS and the high school drama performances of *"The Boys Next Door."* As usual, all of our students did fantastic work and represented WCA well. The Haunted House was really impressive. The amount of work that went into its construction-and demolition- is amazing. Many of the same participants from the Haunted House were simultaneously working on the play. Our students' work ethic, talent and drive are admirable.

#### **Kevin Albertsen, Executive Board Secretary**

Kevin Albertsen attended Coffee with Leadership on October 25<sup>th</sup>. He also attended the Education Committee meeting on November 14<sup>th</sup> as the Board Representative.

#### **Sherry Bartmann, Executive Board Member**

Mrs. Bartmann attended the Board meeting, Coffee with Leadership, the Monster Mash Fun Run, helped with the haunted house and hosted a zoo in her truck's trunk for Trunk or Treat. She also attended the Veterans Day Assembly at the MSHS, elementary intramural volleyball games and subcommittee meetings of the Student and Building Safety Committee this month. On November 14<sup>th</sup>, our Safety Committee had

members of the Windsor Town Government join us to discuss our concerns for safety. Mrs. Bartmann also attended the HS theater production of “The Boys Next Door”.

### **Jenny Ojala, Executive Board Member**

Mrs. Ojala attended the school accountability committee meeting, where discussion centered around review of last year's CMAS data, annual survey results and action plans, and review of the strategic plan. Mrs. Ojala attended the Elementary School Halloween Parade. She also met with WCA Board President Mr. Feyen and Executive Director Mrs. Teeples to discuss the Executive Director evaluation process. Alongside Mr. Feyen and Mrs. Teeples, Mrs. Ojala worked on drafting a new evaluation tool.

### **Jim Zacheis, Executive Board Member**

Mr. Zacheis volunteered at the fourth grade Medieval Festival on October 17th. On October 23rd, he volunteered at the first grade Ancient Egypt party and on the 24th he volunteered in the 5th grade classes for their Renaissance Fair. On the 17th, Mr. Zacheis attended the Finance Committee meeting and on the 24th he attended the Executive Board Meeting. Mr. Zacheis was in attendance to watch the Monster Mash Fun Run. On Saturday the 26th, Mr. Zacheis joined in the festivities of Trunk or Treat and it was a great time, very cold and windy, but great. A huge thank you to everyone involved in that, it seemed like everyone was having a lot of fun. On the 31st, he attended 3 Halloween parties and was overwhelmed by the great participation of parents in each class. On November 15th, Mr. Zacheis chaperoned the 5th grade class on a field trip to Colorado State University.

## **4.0 Items for Information**

### **4.2 Firebird Facility**

#### **4.3 Policies for Review**

**4.3.1 JK: Student Discipline**

**4.3.2 JK-R: Student Discipline, Regulation**

**4.3.3 JKD JKE: Suspension & Expulsion**

**4.3.4 JKG: Discipline of Habitually Disruptive Students**

**4.3.5 JKG-R: Discipline of Habitually Disruptive Students—Regulation**

## **5.0 Items for Action**

### **5.1 Firebird Facility Proposal**

A motion was made approve the proposal for the Firebird Facility was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following:

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

## **5.2 2019-2020 Amended Budget**

A motion was made approve the 2019-2020 amended budget on second read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.3 2019 Audit**

A motion was made approve the 2019 audit was made by Jenny Ojala and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.4 Amended Charter Contract Review**

A motion was made to approve the amended charter contract between Windsor Charter Academy and Weld Re-4 was made by Kevin Albertsen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.5 Job Description: Executive Director**

A motion was made to approve the job description for Executive Director was made by Carolyn Mader and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.6 Executive Director Evaluation Matrix**

A motion was made to approve the Executive Director evaluation matrix was made by Sherry Bartmann and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.7 Job Description: Director of Curriculum, Instruction & Innovation**

A motion was made to approve the job description for Director of Curriculum, Instruction & Innovation was made by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.8 Change from Director of Innovation to Director of Curriculum, Instruction & Innovation**

A motion was made to approve the change from Director of Innovation to Director of Curriculum, Instruction & Innovation was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **5.9 Policy JICH-R Student Involvement with Drugs and Alcohol, First Read**

A motion was made to Policy JICH-R Student Involvement with Drugs and Alcohol on first read was made by Carolyn Mader and seconded by Sherry Bartmann. Members

voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. (Mrs. Ojala stepped out during this action item.)

### **5.10 Middle School Health Textbook Adoption**

A recommendation was made by the Education Committee to the Executive Board to approve Goodheart-Wilcox as the new middle school health textbook.

A motion was made to approve Goodheart-Wilcox as the new middle school health textbook was made by Kevin Albertsen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

### **5.11 Transfer of Courtney Stone from Elementary School Assistant Principal to Director of Curriculum, Instruction & Innovation**

A motion was made to approve Courtney Stone as the Director of Curriculum, Instruction & Innovation, beginning the 2020-2021 school year. Mrs. Stone is currently an assistant principal at the elementary school. The motion was made by Shery Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **6.0 Consent Agenda**

### **6.1 Personnel**

#### ***Appointments***

- Annie Hennen, Elementary School Teacher
- Keisha Schwartz, Facilities

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

- Ricky Wagner, Director of Facilities Management
- Dawn Ellis, Elementary School Teacher

### **6.2 Second Read Policies**

- Policy JFABB Admission of Non-Immigrant Foreign Exchange Students

### **6.3 Financials**

- October Financials
- Financial Accreditation

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

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## 7.0 Executive Session

### **There was no Executive Session at the November 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 to adjourn the November 21, 2019 Regular Session was made by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 8:57 p.m.



**2.0 Bylaw Revisions to Articles 4 & 13**

under any other Bylaw, agreement, vote of members or disinterested directors, or otherwise any procedure provided for by any of the foregoing, both as to action in his/her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Board member, officer, employee, fiduciary or agent and shall inure to the benefit of heirs, executors, and administrators of such a person.

- (g) **Insurance.** The Academy shall purchase and maintain insurance on behalf of any person who is or was a Board member, officer, employee, fiduciary or agent of the Academy or who is or was serving at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust, or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the Academy would have the power to indemnify him/her against such liability under provisions of these Bylaws.

## **SECTION 20. INSURANCE FOR AGENTS**

Except as may be otherwise provided under provisions of law, the Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Academy (including a Board member, employee or other agent of the Academy) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Academy would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, and in accordance with budgetary constraints.

## **SECTION 21. ABSENCE OF BOARD MEMBER**

A replacement Board member may be appointed by a majority vote of the Board, for the duration of the absence, should any Board member require an extended absence.

# **ARTICLE 4 ELECTIONS**

## **SECTION 1. REGULAR AND SPECIAL ELECTIONS**

A regular election shall be held annually in the spring semester with thirty (30) days written public notice. The regular election may be held for the purpose of electing Academy members and community-at-large individuals to the Board.

The Board may hold a special election by resolution with at least thirty (30) days written public notice in advance of such special election. The resolution shall set forth the purpose of such election.

At least one (1) polling place for all Academy elections shall be at the principal offices of the Academy and shall be open from 7:00 a.m. through 7:00 p.m. Any Academy member with at least one (1) child enrolled and attending shall be eligible to vote in any regular or special election. Absentee and/or electronic voting may be used at the sole discretion of the Board. In the event the Board authorizes such voting procedures, the details of such procedures will be set forth in the written public notice.

## **SECTION 2. ELECTION COMMITTEE**

Votes shall be tallied by the Election Committee in accordance with established policies. The Election Committee shall consist of five (5) members appointed by the Board. The Election Committee shall also have the power to answer all questions relating to the conduct of the Academy elections.

### **SECTION 3. CANDIDATES FOR OFFICE**

Any Academy member who desires to be considered for election as a member of the Board shall file a written statement (a standard form may be provided) indicating such desire with the Election Committee no less than thirty (30) days prior to the election. Information provided to the Election Committee shall consist of no less than the candidates name and number of children attending the Academy.

A candidate for an Academy member seat on the Board must have attended a minimum of two (2) Board meetings in the year of their intended candidacy or volunteered for a minimum of thirty-five (35) hours within the twelve (12) months prior to their candidacy.

Any community-at-large individual who desires to be considered for election as a member of the Board shall file a written statement (a standard form may be provided) indicating such desire with the Election Committee no less than thirty (30) days prior to the election. Information provided to the Election Committee shall consist of no less than the candidate's name and address.

All newly elected Board members shall attend the May, June and July Board meetings following the election, at which time, they will become educated in the current state of the school. The official change in office will occur at the end of the July Board meeting following the election. Failure to attend the May, June and July Board meetings shall result in removal from the Board.

### **SECTION 4. REQUIREMENTS OF NEWLY ELECTED AND APPOINTED BOARD MEMBERS**

All newly elected Board members must complete the minimum training requirements within sixty (60) days of being elected and prior to service on the Board. Failure to complete the minimum training within the sixty (60) days shall result in removal from the Board.

Minimum training requirements shall be established and reviewed annually by the Board and published no less than thirty (30) days prior to an election.

All newly appointed Board members must complete the minimum training requirements that are currently in effect at the time of appointment within sixty (60) days of being appointed by the Board. Failure to complete the minimum training within the sixty (60) days shall result in removal from the Board.

## **ARTICLE 5 OFFICERS AND DUTIES**

### **SECTION 1. DESIGNATION OF OFFICERS**

The officers of the Academy shall be a President, a Vice President, a Secretary and a Treasurer.

### **SECTION 2. QUALIFICATIONS**

Any Board member may serve as an officer of the Academy.

### **SECTION 3. ELECTION AND TERM OF OFFICE**

The Board shall elect officers by secret ballot annually at the first meeting of each new Board. Each officer shall hold office until he/she resigns, is removed, or is otherwise disqualified to serve, or until his/her successor shall be elected and qualified, whichever occurs first.



- (60) days the petition and the signatures shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. No petition may be filed for the same reason more than once within any twelve (12) month period of time.
- (c) The submitted petition must contain the valid names and signatures of at least 51% of the Academy Membership.
  - (d) The submitted petition shall only require the Board to re-evaluate the protested provision(s) and shall not require the Board to take any further action whatsoever.
  - (e) Bylaw changes shall be approved by a majority vote of the entire Board.

## **ARTICLE 12 CONSTRUCTION AND TERMS**

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Academy, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding. All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of the Academy filed with an office of this state and used to establish the legal existence of the Academy.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

## **ARTICLE 13 ACADEMY MEMBERSHIP PROVISIONS**

### **SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS**

The Academy shall have only one (1) class of Academy members. No Academy member shall hold more than one (1) membership in the Academy. All memberships shall have the same rights, privileges, restrictions and conditions. Membership rights include, but are not limited to, the right to:

- (a) Vote for the election of the Board.
- (b) Initiate and vote for removal of members of the Board.

### **SECTION 2. QUALIFICATIONS OF MEMBERS**

The qualifications for membership in the Academy are as follows:

- (a) Academy Membership is defined as those biological parents or legal guardians who have at least one (1) child enrolled and attending the Academy. This does not include parents or legal guardians who have children on waiting lists.
- (b) Board members will be included in the Academy Membership whether they have children attending the Academy or not.

### **SECTION 3. TUITION, DUES AND FEES**

The Academy is a public school and therefore shall not have tuition or dues associated with membership to the Academy or that would restrict any child from attending, as long as there is room available and the Academy can meet the educational needs of the child. In the event that an educational program is not fully funded via state or federal funding, the Academy reserves the right, at the sole discretion of the Board, to charge tuition for said program.

The Academy shall have the authority to enact mandatory fees for materials, field trips, speakers, events, and supplies used for the express purpose of student education and the effective operation of the Academy.

### **SECTION 4. NUMBER OF MEMBERS**

The number of Academy members is limited to a maximum of two (2) Academy members per family or child, whichever is least.

### **SECTION 5. NONLIABILITY OF MEMBERS**

A member of the Academy is not, as such, personally liable for the debts, liabilities, or obligations of the Academy.

### **SECTION 6. NONTRANSFERABILITY OF ACADEMY MEMBERSHIPS**

No member may transfer a membership. All rights of membership cease upon the member's death. In the event of a member death, the Academy Membership will transfer to the child's or children's legal guardian.

### **SECTION 7. TERMINATION OF ACADEMY MEMBERSHIP**

The membership of an Academy member shall terminate upon the occurrence of any of the following events:

- (a) Upon written notice of such termination of enrollment of a child or children by a parent or legal guardian to the Academy, delivered to the Academy personally or by mail. Such membership to terminate upon the date of delivery or postmark date.
- (b) By failure of the child or children to attend the Academy during the first five (5) scheduled school days of the school year without written permission from the Executive Director.

## **ARTICLE 14 MEETINGS OF ACADEMY MEMBERS**

### **SECTION 1. PLACE OF MEETINGS**

Meetings of Academy members shall be held at the principal office of the Academy or at such other place or places as may be designated from time to time by resolution of the Board.

### **SECTION 2. BIENNIAL ACADEMY MEMBERSHIP MEETINGS**

There shall be a biennial Meeting of Academy Members which shall be held in the months of April and November of each year, with at least five (5) days written public notice.

The April Academy Membership Meeting shall also be held for the purpose of allowing Board member candidates the opportunity to speak to the Academy Membership prior to the election of Board members and other business as may come before the meeting.



## 3.0 Student Fees

## 2020-2021 Student Fees

### Elementary School

- Decrease in Fees
  - Choir and Art Club decreased from \$40 to \$25
- Deleted Band as a club option

ELEMENTARY SCHOOL GENERAL FEES	
<b>Registration</b>	
Registration	\$60
AVID for Grades 3-5	\$35
<b>Clubs</b>	
Choir	\$25
Art Club	\$25
Lego Robotics	\$50 3rd Grade \$75 4th & 5th Grade
<b>Intramurals</b>	
Basketball	\$25
Soccer	\$25
Track	\$25
Volleyball	\$25

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## Middle School

- Decrease in Fees
  - Beginning Lego Robotics from \$15 to \$0
  - Digital photography from \$20 to \$0
  - Choir from \$20 to \$15
  - Musical from \$35 to \$25
  - Props & Scenery from \$25 to \$20
  - DIY from \$25 to \$20
- New Elective Classes w/ Fees
  - MS Science of Sound and Instrument Making \$25
  - MS Comics and Zines \$25

MIDDLE SCHOOL GENERAL FEES	
<b>Registration</b>	
Registration	\$60
<b>Clubs</b>	
General	\$25
Lego Robotics	\$75
<b>Athletics</b>	
Per Sport	\$100**
*\$25 insurance policies are optional for student technology rentals. **Maximum of \$200 for sports.	

MIDDLE SCHOOL ELECTIVE FEES		
Course #	Course Name	Fee per Term
ELE 01	Creative Writing	\$0
ELE 03	Literacy Lab 6	\$0
ELE 04	Literacy Lab 7	\$0
ELE 05	Literacy Lab 8	\$0
ELE 08	Debate	\$0
ELE 09	Book Club	\$0
ELE 10	Math Lab 6	\$0
ELE 11	Math Lab 7	\$0
ELE 12	Algebra Lab	\$0
ELE 13	The Millionaire Next Door	\$0
ELE 19	Journalism	\$0
ELE 20	Introduction to Computer Science	\$0
ELE 30	Exploring Agriculture	\$0
ELE 31	Beginning LEGO Robotics	\$0
ELE 32	Minecraft	\$5

ELE 35	Yearbook Staff	\$0
ELE 37	Kitchen Chemistry	\$5
ELE 38	Household Engineering	\$15
ELE 39	Advanced LEGO Robotics	\$0
ELE 40	Concert Band	\$30
ELE 41	Choir	\$15
ELE 42	Theater	\$25
ELE 44	Symphonic Band	\$30
ELE 45	Jazz Band	\$30
ELE 46	Orchestra	\$30
ELE 50	DIY Crafts	\$20
ELE 52	Props & Scenery	\$20
ELE 53	3D Art	\$20
ELE 54	Intro to Painting	\$20
ELE 55	Digital Photography	\$0
ELE 56	Film Studies	\$0
ELE 57	Introduction to Drawing	\$20
ELE 60	Introduction to Team Sports	\$0
ELE 61	Ultimate Frisbee	\$0
ELE 62	Yoga	\$0
ELE 63	Individual Sports	\$0
ELE 64	Dance	\$0
ELE 68	The Game of Life	\$0
ELE 71	Problem Solving & Games	\$0
ELE 72	Study Hall	\$0
ELE 74	Elementary Teacher's Aide	\$0
ELE 76	AVID College Prep 6	\$0
ELE 77	AVID College Prep 7	\$0
ELE 78	AVID College Prep 8	\$0
ELE 80	Student Council	\$0
ELE 81	Peer Tutoring	\$0
ELE 82	Yearbook Editor	\$0
TBD	3D Printing	\$15
TBD	Musical	\$25
TBD	Digital Journalism	\$0
TBD	Digital Textiles	\$20
TBD	Computer Science Discoveries I	\$0

TBD	Computer Science Discoveries II	\$0
TBD	Circuits I	\$0
TBD	Circuits II	\$0
TBD	Study Skills	\$0
TBD	Project Heart	\$0
TBD	Strategy & Invasion Games	\$0
TBD	MS History Day	\$0
TBD	MS Math Games	\$0
TBD	MS Science of Sound and Instrument Making	\$20
TBD	MS Comics and Zines	\$25

## High School

- Increase in Fees
  - Painting 1 increased from \$20 to \$25
  - Ceramics and Sculpture increased from \$25 to \$30
  - Cooking increased from \$30 to \$70
  - Guitar increased from \$0 to \$10
  - Mixed Choir increased from \$20 to \$25
  - Environmental Science increased from \$30 to \$80 (online textbook book)
  
- Decrease in Fees
  - Get Fit decreased from \$25 to \$0
  - Photography decreased from \$20 to \$0
  - HS Student & Parent Athletic Pass from \$15 to \$0
  - Theater Arts from \$15 to \$0
  
- New Elective Classes w/ Fees
  - Advanced Art- \$20
  - Introduction to Graphic Design- \$20
  - Forensic Science- \$15
  - Science of Sound- \$20

HIGH SCHOOL GENERAL FEES	
<b>Registration</b>	
Registration	\$60
Estimated Cost for Aims College Administrative Fee per Semester	\$25
HS Technology Rental*	\$75
<b>Clubs</b>	
General	\$25

Musical	\$45
Play	\$45
HS Vex Robotics	\$200
<b>Athletics</b>	
Per Sport	\$100**
*\$25 insurance policies are optional for student technology rentals. **Maximum of \$200 for sports.	

HIGH SCHOOL CLASS & ELECTIVE FEES		
Course #	Course Name	Fee Per Semester
AID 01	Teacher Aide	\$0
ART 01	Painting I	\$25
ART 02	Painting II	\$20
ART 03	Drawing I	\$20
ART 04	Drawing II	\$20
ART 05	Ceramics & Sculpture I	\$30
ART 07	Photography	\$0
ART 08	Advanced Art	\$20
ART 09	Introduction to Graphic Design	\$20
BUS 01	Personal Finance	\$0
BUS 02	Introduction to Business	\$0
BUS 04	Entrepreneurship	\$0
CAR 05	Cooking	\$70
CAR 06	Science of Sound	\$20
CHE 101	Chemistry	\$30
EGR 01	Introduction to Engineering	\$30
EGR 03	Engineering Concept & Design	\$30
ENG 03	Literacy Lab	\$0
ENG 07	Yearbook	\$0
ENV 101	Environmental Science	\$80
HIS 02	Sociology	\$0
HIS 03	History of Rock and Roll	\$0
LEA 01	Student Council	\$0
MAT 01-04	Math Lab	\$0
MUS 01	Symphonic Band	\$30
MUS 03	Mixed Choir	\$25
MUS 05	Orchestra	\$30
MUS 06	Jazz Combo	\$30



MUS 07	Guitar I	\$10
MUS 120	Music Appreciation	\$0
PE 01	Yoga	\$0
PE 02	Get Fit	\$0
PE 03	Team Sports	\$0
PE 05	Outdoor Adventure & Survival	\$20
PE 06	Health & Wellness	\$0
PE 07	Dance	\$0
PSY 25	Introduction to Psychology	\$0
SCI 03	Forensic Science	\$15
SCI 04	Genetics	\$25
SCI 05	Human Anatomy and Physiology I	\$15
SCI 06	Human Anatomy and Physiology II	\$15
SPA 25	Spanish I	\$0
SPA 50	Spanish II	\$0
SPA 75	Spanish III	\$0
SPA 100	Spanish IV	\$0
STU 01	Study Hall	\$0
TEC 03	Computer Science Principles I	\$0
TEC 04	Computer Science Principles II	\$0
TEC 05	Robotics	\$15
TEC 10	Technology Internship	\$0
TEC 11	Innovation Lab (STEM Capstone)	\$0
THE 01	Theatre Arts	\$0



## 4.0 Job Description



## **JOB DESCRIPTION**

### **Maintenance Technician**

#### **Summary**

Responsible for maintaining school facilities and grounds, coordinating with outside contractors to complete work necessary for keeping facilities and grounds in optimal condition. 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**

- 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.
- Ability to respond to emergency calls 24 hours per day, 7 days a week as needed.
- Complete work order system for all facilities.
- Coordinate with Director of Facilities Management if and when outside contractors are necessary for specialized work.
- Guide students and staff in the care and use of the facility.
- Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use.
- Ensure facilities comply with all applicable safety standards for local, state and federal guidelines for educational use.
- Secure facility by locking doors, windows, and setting alarms. Monitor building security throughout shift.
- 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.
- 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.
- Perform other duties as assigned.

#### **Education and Related Work Experience**

- High school diploma or equivalent
- Two years of related experience
- 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
- Adhere to attendance requirements, including regular and punctual employee presence.
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Maintain honesty and integrity in all aspects of the job.
- Communicate with students, parents/guardians, staff, and community members.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Be a part of and work with a team.
- Work independently and manage time effectively.
- 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.
- Manage multiple priorities.
- Manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
- Operate a computerized security system.

### **Materials and Equipment Operating Knowledge**

- Personal computers, peripherals, and media equipment
- Operating knowledge of school building mechanical plant systems required
- Basic custodial equipment
- Electrical aerial lift platforms
- Tools for repair and maintenance of facilities

### **Physical Requirements & Working Conditions**

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

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

### Physical Requirements & Working Conditions

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

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

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

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

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

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



**5.0 Second Read Policies**



## STUDENT INVOLVEMENT WITH DRUGS AND ALCOHOL

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere in the Executive Board policy and will not be deemed to limit or suspend such other authority.

### Use

- When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect information. This action shall comply with the Executive Board policy on investigations and searches.
  - If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
  - If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the information collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent or guardian general information and resources related to substance abuse.
- When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.

### Possession, Distribution and Exchange

Students who possess or are involved in any distribution or exchange of alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of the Executive Board policy will be handled in the following manner:

- A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee as soon as possible.



# Policy JICH-R

- A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of the Executive Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee as soon as possible.
- The principal or designee will undertake investigation and search procedures in accordance with the Executive Board policy.
- The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe or other secure location. Such items will be turned over to law enforcement as required or destroyed. Items will not be returned to the student and/or student parent/guardian.
- The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
- If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

## **Sanctions and Interventions**

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from schools prior to the student's enrollment in the Windsor Charter Academy may count toward the cumulative total.

## **Possession, Use and/or Being Under the Influence**

- *First Offense*
  - The student will be suspended according to Policy JKD/JKE for up to five (5) days.
  - Students in violation of Policy JICH will also be suspended from participation in and attendance at all school extracurricular activities, including weekends, for a period of fifteen (15) school days.
  - A parent conference will be held.

# Policy JICH-R

- Information concerning drug and alcohol counseling and rehabilitation and re-entry programs will be given to students and parents.
- Violation of federal or state law will be grounds for referral to law enforcement authorities.
- Additional suspension or expulsion proceedings may be initiated in serious cases, as determined at the discretion of Windsor Charter Academy administration.
- *Second and Subsequent Offenses:*
  - A recommendation for expulsion according to Policy JKD/JKE will result upon second and subsequent offenses within any four (4) year period unless circumstances are such that the Executive Board elects to impose lesser punishment.
  - Records of student drug or alcohol offenses noting date, type of offense, and discipline imposed shall be kept at the school. Such records will be forwarded to the next school the student attends.
  - Violation of federal or state law will be grounds for referral to law enforcement authorities.

## **Purchase, Sale, Distribution and Exchange**

- *First Offense*
  - The student will be suspended for ten (10) days and recommended expulsion.
  - Alternatives to expulsion may be considered by the principal or designee.
- *Second Offense*
  - The student will be suspended for ten (10) days and recommended for expulsion upon the second offense and all subsequent offenses within any four-year period.

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Windsor Charter Academy Executive Board  
October 2017  
December 2019

## Cross References

JICH Student Involvement with Drugs and Alcohol  
JKD/JKE Suspension and Expulsion