

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

**February 2023 Regular Session**  
February 23, 2023

**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*

February 23, 2023  
Regular Session @ 6:00 p.m.

## Executive Board

**Sherry Bartmann, President**  
**Elaine Hungenberg, Vice President**  
**Donna James, Treasurer**  
**Jenny Ojala, Secretary**  
**John Feyen, Member**  
**Carolyn Mader, Member**  
**Jenny Ojala, Member**  
**Holly Stephens, 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 MARCH 2023 REGULAR SESSION

### Executive Board Minutes February 23, 2022

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

The meeting was called to order at 6:01 p.m.

##### 1.2 Roll Call

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

Sherry Bartmann, Executive Board President  
Elaine Hungenberg, Executive Board Vice-President  
Donna James, Executive Board Treasurer  
Jenny Ojala, Executive Board Secretary  
John Feyen, Executive Board Member (late)  
Carolyn Mader, Executive Board Member (late)  
Holly Stephens, Executive Board Member

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

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

##### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

##### 1.5 Adoption of Agenda

A motion was made by Elaine Hungenberg and seconded by Jenny Ojala to approve the February 2023 Regular Session agenda. Members voted the following: Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

## 1.6 Adoption of the Minutes.

A motion to approve the minutes for the January 26, 2023 Regular Session Regular Session minutes was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

## 2.0 Citizen Communication

There were not any parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

## 3.0 Reports

### 3.1 Executive Director Report

- **Gaggle and GoGuardian**

In-house firewalls and filtering, along with *Gaggle* and *GoGuardian* are used in our schools to monitor the safety and wellbeing of students who access online resources and tools for their education. *Gaggle* and *GoGuardian* allow teachers and administrators to be made aware of any concerning situations, gather information, evaluate details, and establish plans to avoid potentially harmful situations.

Over the course of the school year, our technology department has offered three *GoGuardian* professional development sessions, consisting of four after-school modules each, to support teachers with the use of *GoGuardian* during instructional time to monitor student activity. In addition, quarterly "Tech Talks" are presented to elementary, middle and high school staff during staff meetings where a variety of tech tools are shared to support teachers. Providing ongoing professional development for our teachers helps to ensure our tech-rich environment is safe, and that technology is used to foster learning experiences that promote problem solving, collaboration, creativity, critical thinking and communication.

- **Parent Agreement Forms & Opt-Out Forms**

The Director of Communications and Director of Curriculum and Instruction have worked together over the past few months to update our Parent Agreement Forms and Opt-Out Forms to better align with Board policies. These forms have been reviewed by our school attorneys and will be finalized this month. We are excited to have a more streamlined, simplified Parent Agreement Form that aligns well with Board policies.

- **Updated Technology & Innovation Webpage**

Windsor Charter Academy now has an updated webpage that is focused on technology and innovation in our schools. The purpose of the page is to better inform current and future parents about the innovative STEM-based programs we have at our schools. A focus on STEM education is one component that sets our school apart from other charter schools. It is important that we celebrate the innovative programs we have at our school!

- **Board Elections**

Board elections will occur in April. The Election Committee has been established and they will have their first meeting next week. We will begin reaching out to our greater community to solicit interest from parents/stakeholders about serving on the board. March will be a busy month for elections!

- **Safety Events & Webinars**

Our Safety Committee has organized a series of webinars this spring. On December 7th, Dr. Jason Clarke hosted a "Love & Logic Parenting" seminar that was attended by parents and community members. In addition, Dr. Clarke is offering a series of Love & Logic seminars next

week to both parents and staff members. In March, Carolyn Mader will present "The Threat of Pornography: How to Talk to Your Teen About Porn." We are excited to offer our families information on these important topics!

- **ES Honor Roll Assembly:** 3rd, 4th and 5th grade families were invited to celebrate the achievements of students who made the honor roll and high honor roll for second quarter. Students were honored with certificates and a special honor roll pencil.
- **ES Mid-Year Evaluations:** During the month of January, all certified and classified staff had the opportunity to meet with administration to reflect on their professional goals and mid-year data. Each certified staff member is responsible for a goal around strengthening collaboration through our PLC process tied to all school professional development and AVID implementation. Goal reflections and mid-year data conversations helped to support our school-wide goals in math achievement and growth and reading achievement.
- **Hot Cocoa Sales:** The fifth graders in the elementary Student Council sold hot chocolate to raise money for Children's Hospital. Students were excited to bring in donations in exchange for a warm cup of cocoa.
- **ES Battle of the Books:** Students are participating in Battle of the Books and gearing up for competition in March. This is a fun Family Feud-style competition where teams of students compete against peer schools to test their knowledge of a selection of books.
- **Parent-Teacher Conferences**  
Spring conferences were conducted with many elementary school families to discuss student progress, needs and celebrations around growth. Parents were able to view all data collected during mid-year benchmark assessments on student data sheets sent home at the end of January.
- **MS Battle of the Books**  
Students are participating in Battle of the Books. This is a fun Family Feud-style competition where teams of students compete against peer schools to test their knowledge of a selection of books.
- **MS Honor Band**  
The middle school is so proud of its students who were nominated for demonstrating outstanding musicianship, playing ability, and leadership qualities. They were selected to participate in the Combined League Middle School Honor Bands. Anna G. (flute), Alaina D. (flute), Andy W. (alto saxophone), Grace M. (clarinet), and Cason C. (euphonium), students in our middle school symphonic band, participated in this all-day band festival. The top middle school musicians from over 23 northern Colorado middle schools performed and were directed by Dr. Dockendorf, clinician and Associate Director of Bands at University of Colorado Boulder. The evening concluded with a full concert presented at the Union Colony Civic Center. It was an amazing experience for our students and we are proud of them for representing our school so well!
- **MS & HS Mid-Year Evaluations**  
As part of the evaluation process, all staff reflected on their professional goals. In order to support our school wide goals, all certified staff have created goals around increasing academic growth in math and reading as well as implementing AVID inquiry and collaboration in the classrooms. Teachers also reflected on the mid-year iReady data and discussed how they can positively contribute to our school wide goals around math and reading growth.
- **MS & HS Instructional Rounds**  
Teachers participated in Instructional Rounds. The purpose of Instructional rounds is for the observing teachers to compare their own instructional practices with those of the teachers they observe in an effort to expand individual teacher practice schoolwide and cultivate collaboration regarding instructional practices.
- **HS 2023-2024 Course Registration**  
Our counseling and advising staff is meeting individually with every high school student to ensure that they are registering for correct courses to stay on track for graduation with their high school diploma and associates degree.
- **Vex Robotics**  
Our Vex Robotics team traveled to South Dakota School of Mines for a tournament and placed 2nd overall! This was a great experience for them to compete against some new teams and see the SDSM&T campus.

- **Junior Class Truffle Fundraiser**

The junior class spent the weekend making over 2500 truffles to sell to our WCA community. The money that they raised will go towards a class trip, After-Prom, and other future class needs.

- **Cornhole Tournament**

Our boys' basketball team raised over \$13,000 during their annual Cornhole Tournament. They plan to use some of this money to purchase a second scoreboard for the MSHS gym.

- **3v3 Basketball Tournament**

Our NHS students planned a new event, a 3v3 basketball tournament, this month. There were ten teams who participated and it was a great event to bring both our middle and high school students together.

### **3.2 Executive Board Reports**

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: Truffle sales, basketball games, meeting with the Executive Director
- Elaine Hungenberg: Meetings with the Executive Director, Valentine parties, honor roll assembly, poem reading
- Donna James: Finance Committee
- Jenny Ojala: Boys' and girls' basketball, meeting with Executive Director regarding the Firebird Facility
- Carolyn Mader: Basketball boys and girls playoff games.
- Holly Stephens: Boys' and girls' basketball, Election Committee work.

## **4.0 Items for Information**

### **4.1 Sex Education Waiver**

Based on prior request from the Executive Board, Dr. Teeple presented a draft waiver for Sex Education. The Executive Board discussed the pros and cons for a waiver, the rationale for a Sex Education Waiver. Items for discussion included how a waiver would give Windsor Charter Academy the autonomy for how the School approached sex education. Concerns were also shared on how the definition for "appropriate curriculum" would be determined based on the subjectivity of a Board. The Board requested that the Executive Director present the waiver as an Item for Action at the next Board meeting.

The Board took a break from 7:05 pm. to 7:17 p.m.

## **5.0 Items for Action**

### **5.1 Designation of Official Posting Notice Location**

A motion to approve the elementary and middle school lobbies as the official posting notice location was made by Elaine Hungenberg and seconded by Holly Stephens. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### **5.2 Start & End Times for School Day**

A motion to approve the following times for start and end times for the school day was made by Elaine Hungenberg and seconded by Donna James.

- ES: 8:00 a.m. to 3:05 p.m.
- MS & HS: 8:15 a.m. to 3:21 p.m.

Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### **5.3 Instructional Paraprofessional Merit Pay Program**

Administration and representatives from the ES/MS/HS paraprofessionals to create a Merit Pay program for paraprofessionals. Dr. Teeple shared the matrix of options and the process for paraprofessionals indicating that they want to participate in the merit pay program.

The motion was made to approve the Instructional Paraprofessional Merit Pay Program by John Feyen and seconded by Elaine Hungenberg. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### **5.4 Staffing Plan for Instructional Paraprofessionals**

Dr. Teeple presented data that outlined three different plans for paraprofessional staffing—full time, full coverage, or a hybrid with paraprofessionals full time in kindergarten classrooms and full coverage for instructional support for students in grades 1-5.

The motion was made to approve staffing plan as recommended by the Executive Director, with full-time paraprofessionals in each kindergarten classroom, and full coverage to support interventions by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, nay; James, aye; Mader, nay; Ojala, nay; Stephens, nay; Bartmann, nay. The motion did not pass.

A second motion was made by Elaine Hungenberg and seconded by Jenny Ojala to move to a full-time model for paraprofessionals at the elementary school. Members voted the following: Feyen, nay; Hungenberg, aye; James, nay; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed.

### **5.5 2023-2024 Salaries**

The motion was made to approve an initial raise of 8.4% for the 2023-2024 school year for staff by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

## **6.0 Consent Agenda**

### **6.1 Personnel**

#### **6.1.1 Appointments**

- 6.1.1.1 Deanne Erskine: Substitute Teacher
- 6.1.1.2 David Lindburg: Substitute Teacher
- 6.1.1.3 Taylor Lucas: Substitute Teacher
- 6.1.1.4 Allison Neidert: Substitute Teacher
- 6.1.1.5 James Griess: Custodian
- 6.1.1.6 Alaina Schmidt: Food Services Assistant
- 6.1.1.7 Jennifer Herrback: ES Counselor
- 6.1.1.8 Peggy Pirayesh: Intramurals Coach
- 6.1.1.9 Naomi Horse: MS Coach Cheer
- 6.1.1.10 Melissa DeBusk: MS Teacher

#### **6.1.2 Transfers**

- 6.1.2.1 Alicia Saffer: Substitute Teacher to Instructional Paraprofessional
- 6.1.2.2 Phillip Winn: Custodian to MS Teacher

#### **6.1.3 Terminations/Resignations**

- 6.1.3.1 Caitlin Hass: Instructional Paraprofessional
- 6.1.3.2 Mandy Mullen: MS Cross Country Coach

- 6.1.3.3 Stephanie Bartke: HS Volleyball Coach
- 6.1.3.4 Caleb Rupe: Custodian

## 6.2 Policies

- 6.2.1 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, First Read
- 6.2.2 Policy JEB Entrance Age Requirements, First Read
- 6.2.3 Policy JECD-R,E Assignment of Transfer Students to Classes and Grade Levels
- 6.2.4 Policy JF Student Admissions to Windsor Charter Academy, First Read
- 6.2.5 Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students, First Read
- 6.2.6 Policy JRCB Privacy and Protection of Confidential Student Information, First Read
- 6.2.7 Policy JRCB Privacy and Protection of Confidential Student Information—Regulation, First Read
- 6.2.8 Policy IHCDCA Concurrent Enrollment, First Read
- 6.2.9 Policy GBJ Personnel Records and Files, Second Read

## 6.3 Financials

- 6.3.1 November 2022
- 6.3.2 December 2022

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

## 7.0 Executive Board-Pulled Consent Agenda Items

## 8.0 Membership-Pulled Consent Agenda Items

- Candra Campbell expressed her appreciation for the Board making the decision to employ elementary school paraprofessionals full time.
- Natalie Baliff asked who determines the plan for paraprofessionals and how they are utilized—and whether this was a Board or Administrator’s responsibility.
- Cody Brady expressed concerns on the behaviors at the elementary school. He also supported a waiver for sex education.

## 9.0 Executive Session

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

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the Charter’s attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)



- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

A motion was made by Donna James and seconded by John Feyen to enter Executive Session based on the following citation:

- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

The Board entered Executive Session at 9:00 p.m. The Board exited Executive Session at 9:49 p.m.

## 10.0 Adjournment

The motion was made by John Feyen and seconded by Elaine Hungenberg to approve adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 9:50 p.m.



# Appendix

## 1.0 January 2023 Executive Board Regular Session Minutes

### Executive Board Minutes January 26, 2022

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

The meeting was called to order at 6:07 p.m.

##### 1.2 Roll Call

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

Sherry Bartmann, Executive Board President  
Jenny Ojala, Executive Board Secretary  
John Feyen, Executive Board Member  
Carolyn Mader, Executive Board Member  
Holly Stephens, Executive Board Member

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

Rebecca Teeples, Executive Director  
SarahGennie Colazio, Director of Finance & HR  
Jessica Wilson, Director of Elementary School Education

##### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

##### 1.5 Adoption of Agenda

A motion was made by Carolyn Mader and seconded by John Feyen to approve the January 2023 Regular Session agenda. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

## 1.6 Adoption of the Minutes.

A motion to approve the minutes for the December 15, 2022 Regular Session Regular Session minutes was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

## 2.0 Citizen Communication

There were no parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

## 3.0 Reports

### 3.1 Executive Director Report

- **Instructional Coaching**

“Coaching done well may be the most effective intervention designed for human performance.” During the first semester, our instructional coaches partnered with 99% of our K-12 teachers through formal and informal coaching cycles. The partnership involves data-focused coaching in an effort to improve student achievement. Coaches work with teachers to set a student-focused goal and then engage in coaching cycles to refine instructional practices that will support the teacher in meeting the goal. In addition to coaching cycles, our Instructional Coaches will be supporting teachers in the second semester by facilitating two book studies to foster collaboration among colleagues, and by providing professional development focused on AVID instructional strategies to enhance research-based instructional practices in the classroom.
- **Prospective Parent Webinars**

In December, Windsor Charter Academy hosted its High School Prospective Parent Webinar for current 8th grade families and all incoming high schoolers for next year (accepted and waitlisted). In January, Windsor Charter Academy hosted its Elementary and Middle School Prospective Parent Webinars for current, accepted, and waitlisted families. Nearly 100 families attended each webinar and saw an increase in our school tours in the month of January. Windsor Charter Academy anticipates that these events will translate into strong enrollment numbers next year, and high retention rates. More official enrollment numbers will come after our lottery process begins.
- **Mascot**

Windsor Charter Academy has officially ordered its first school mascot! One of our high school students did research and helped design our school mascot. He presented it to the administration, and once design details and financial considerations were worked out, we placed our order. Our Firebird mascot will be delivered in June. We are working on a school-wide competition to name our school mascot. Stay tuned for more details!
- **Safety Events & Webinars**

Our Safety Committee has organized a series of webinars that will be coming up this spring. In January, we will host a QPR Suicide Prevention Training and Certification Webinar in conjunction with North Range Behavioral Health. In February, Dr. Jason Clarke will host “Love & Logic Parenting” and will offer a series of parenting seminars in the weeks to follow. And in March, Carolyn Mader will be presenting “The Threat of Pornography: How to Talk to Your Teen About Porn.” We are excited to offer our families information on these important topics.
- **Blue Door Welcome Packet**

Windsor Charter Academy promotional material will now be included in all Blue Door Welcome Bags for the Windsor/Severance area. Blue Door Welcome Bags are given to new residents who have moved into the Windsor/Severance area. Five hundred bags will be distributed in the next year. As the only charter school involved in this program (only one business sector is allowed to be in the packet at a time) we are excited for the exclusive opportunity to spread the word about our school!
- **Storybrand Training**

In December, WCA's Director of Communications completed a 2-day training on "Building a Storybrand." The content that was created during this training will translate directly to our future marketing materials and website updates.

- **New ES Counselor**

The elementary school is so excited to welcome Jen Herrback to its counseling team to continue to support our students social-emotionally. Jen comes to us with several years of elementary counseling experience and is a perfect fit for the elementary school team.

- **ES Mid-Year Evaluations**

As part of the evaluation process, all elementary school staff are reflecting on the professional goals prior to meeting with their administrators for mid-year evaluations. In order to support school-wide goals, all certified staff have created goals around increasing academic growth in math and reading as well as implementing AVID inquiry and collaboration in the classrooms. Teachers also reflect on the mid-year iReady data and discuss their plan for ensuring all students meet grade level expectations in math and reading.

- **ES Math Data Digs**

Each K-5 grade level came together to analyze mid-year data results from iReady math testing. Teachers, interventionists and administration participated in a thoughtful discussion around next steps and made adjustments to groups and instruction based on student needs in moving toward mastery of mathematical standards. Mid-year data will be shared out with parents in student data reports sent out to families at the end of January and in spring conferences at the start of February.

- **ES Acadience Mid-year Testing**

Students in grades kindergarten through 5th grade underwent midyear testing using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) which is a series of short tests that assess the K-8 reading skills of phonemic awareness, alphabetic principle, basic phonics, accuracy, fluency, and comprehension. Preliminary data shows that over 80% of students K-3 are currently benchmark or advanced in these measured areas.

- **ES Battle of the Books**

Battle of the Books started at the beginning of second semester. This fun, Family Feud-style competition where teams of students compete against peer schools to test their knowledge of a selection of books. Fourth and fifth grade students will read and practice throughout the year and compete in a final competition in May.

- **MS Data Digs**

Teachers analyzed middle-of-year iReady data to identify students close to proficient. Those students will be given additional support during their core content classes, intervention, and WIN. The goal is to increase the number of students proficient by the end of the year as measured by end of year iReady and CMAS assessments.

- **MS "Crews"**

One of the middle school school-wide goals is increasing student to student respect. To address this goal, middle school cross grade level "crews" have been developed. In their "crews" students will participate in monthly team building and bully prevention activities. Students will stay in the same "crew" throughout middle school, welcoming in new 6th graders each year.

- **MS Peer Advisory Counsel**

Another initiative designed to address peer-to-peer relationships is our Peer Advisory Counsel. Mrs. Boyes and Mr. Fitzpatrick are meeting with grade-level peer groups to get student feedback on improving school culture.

- **MS Professional Development**

Teachers participated in AVID professional development on reading in the content areas. Science, history, math, and specials teachers have committed to intentionally embedding critical reading connected to informational standards to support our school-wide English language arts goal.

- **HS End Semester 1 Celebrations**

The high school had a very successful end of semester 1. It had a 99% passing rate. Additionally, students enrolled in 959 concurrent courses. Our staff and students are doing the right work!

- **PSAT/SAT Practice Testing**

The high school was able to give all of our 9th-11th grade students the opportunity to take another PSAT/SAT practice test in January. Administration and math and English teams then

collaborated together in a data dig to determine instructional next steps to ensure that the high school meet its goals for the actual tests in April.

- **HS Course Registration**

Registration for the 2023-2024 school year has begun. This is the important first step for the academic advising and administrative teams to ensure that students are on track for graduation and that we have the appropriate staffing and master schedule.

### 3.2 Executive Board Reports

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: Sherry attended a meeting with Dr. Teeples and Elaine Hungenberg. She also attended Leadership Cabinet.
- Jenny Ojala: Jenny shared that the building committee is waiting on proposals to come back.
- John Feyen: John attended the Boy Scout Troop meeting at the elementary school and was able to talk to the scouts and the leadership.
- Carolyn Mader: Carolyn attended the Safety Committee meeting. She spoke about the finishing of the Go Buckets and a school grant that had been submitted for keyless entry points, rekeying for the elementary school and vape sensors. The Safety seminars are coming up in February and March.
- Holly Stephens: Holly met with Dr. Teeples and Sara Sanders for the campaign committee and the Executive Board Elections. She also attended the Education Committee and shared about the approval of the book [The Success Principles](#).

## 4.0 Items for Information

### 4.1 2023 Executive Board Elections

## 5.0 Items for Action

### 5.1 ES Gymnasium Roof Replacement Contract

The motion was made to approve NOCO Roofing proposed by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Ojala, aye; Mader, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### 5.2 Education Committee Recommendation

The motion was made to approve the book [The Success Principles](#) as an instructional book based on the recommendation of the Education Committee. The motion was made by Carolyn Mader and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

Holly Stephens stepped out at 7:17 p.m. and returned as the Board was entering into Executive Session.

### 5.3 Salary Increase for Current Paraprofessionals

The motion was made to approve by John Feyen and seconded by Carolyn Mader to approve the recommended salary increases for paraprofessionals. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

### 5.4 2023-2024 Non-WCA Student Fees

The motion was made to approve the recommended student fees for the 2023-2024 school year for non-WCA students by Jenny Ojala and seconded by John Feyen.

- \$175 for non-WCA middle school students to participate in our athletics program; WCA middle school students will pay the approved \$125 fee to participate in athletics.
- \$350 for non-WCA middle school students to participate in our cheer program, a yearlong sport; WCA middle school students will pay the approved \$250 fee to participate in cheer.
- \$200 for non-WCA high school students to participate in our athletics program; WCA high school students will pay the approved \$150 fee to participate in athletics.
- \$400 for non-WCA high school students to participate in our cheer program, a yearlong sport; WCA high school students will pay the approved \$300 fee to participate in cheer.

Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

## 6.0 Consent Agenda

### 6.4 Personnel

#### 6.4.1 Appointments

6.4.1.1 Brett Ward: MS Teacher

#### 6.4.2 Terminations/Resignations

6.4.2.1 Shannon Connolly: Substitute Teacher

6.4.2.2 Kyler Eubank: MS Teacher

6.4.2.3 Megan Huffman: MS Teacher

### 6.5 Policies

6.5.1 Policy GBJ Personnel Records and Files, First Read

6.5.2 Policy JLCDB Administration of Medical Marijuana to Qualified Students, First Read

6.5.3 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, Second Read

### 6.6 Financials

6.6.1 November 2022

John Feyen asked for Item 6.2.2 Policy JLCDB Administration of Medical Marijuana to Qualified Students be removed from the Consent Agenda and moved to 7.1

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

## 7.0 Executive Board-Pulled Consent Agenda Items

### 7.1 6.2.2 Policy JLCDB Administration of Medical Marijuana to Qualified Students, First Read

The motion was made to approve Policy JLCDB by Feyen and seconded by Mader to approve the Consent Agenda. Members voted the following: Feyen, nay; Mader, aye; Ojala, nay; Bartmann, nay. The motion did not pass.

## 8.0 Membership-Pulled Consent Agenda Items

## 9.0 Executive Session

A motion was made Jenny Ojala and seconded by Carolyn Mader to go into Executive Session based on the following statute:

- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

The Executive Board entered Executive Session at 7:54 p.m. and exited at 8:23 p.m.

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

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

## 10.0 Adjournment

The motion was made by Jenny Ojala and seconded by Holly Stephens to approve adjourn. Members voted the following: Feyen, aye; aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 7:55 p.m.





**3.0 Instructional Paraprofessional Merit Pay Program**

Minimum Requirements	Required Documentation	Authorizer	Signature
2 years of employment at Windsor Charter Academy	HR Files	SarahGennie Colazio	
Possesses a substitute teacher license	HR Files	SarahGennie Colazio	
"Accomplished" or "Exemplary" rating on end-of-year final evaluation	Final Effectiveness Rating Report	Principal	
5 hours of participation in activities, committee work, or after-school events	<a href="#">Minimum 5-Hour Activity Log</a>	Principal	
Three Additional Requirements OR	Required Documentation	Authorizer	Signature
WCA employment milestone of 5 years, 10 years, 15 years, etc.	HR Files	SarahGennie Colazio	
Participate in 15 hours of additional after-school activities beyond the minimum requirements of 5 hours	<a href="#">15-Hour Activity Log</a>	Principal	
Co-coordinator with teacher for 1 Core Knowledge or curriculum-focused events for parents & community members	<a href="#">Academic Event Log</a>	Principal	
Coach of a WCA athletic team or intramural club with a positive evaluation	Final Evaluation Rating	Lindsay Yost/Chrissy Jones	
Coach/sponsor of an individual or team that qualifies for regional, state or national-level student competition	Individual/Team Award	Lindsay Yost	
Advisor/classroom supervisor for student clubs or student-initiated organizations	<a href="#">Advisor/Classroom Supervisor Attendance Log</a>	Principal	
Sponsor of an approved multi-night national or international trip for students with service or curriculum connections	Trip Itinerary	Principal	
Participate in 15 hours of approved professional development	Professional Development Certificates	Courtney Stone	
Serve as a substitute teacher during day-to-day staffing shortages for at least 2 full days or 15 hours of coverage	<a href="#">Substitute Teacher Log</a>	Principal	
Drive activity bus for for events for 15 hours	<a href="#">Bus Driver Log</a>	Principal	
15 hours of volunteer work	<a href="#">Volunteer Work Log</a>	Principal	
Facilitate/lead 15 hours of approved professional development	<a href="#">Professional Development Facilitator Log</a>	Courtney Stone	
Significant achievement in education that adds value to Windsor Charter Academy	<a href="#">Achievement Summary</a>	Principal	
One Additional Requirement	Required Documentation	Authorizer	Signature
Completion of the READ Act training--Building a Strong Foundation: Developing Early Literacy Skills training and demonstrate application of learning in small group instruction		Courtney Stone	

## 5-Hour Activity Log

10 hours of participation in activities, committee work, or after-school events. (Note: Hours may not include activities that are a part of teacher expectations or that are compensated by time or stipend such as Parent-Teacher Conferences or after school meetings.) The hours recorded may not duplicate those listed on the 15-Hour Activity Log.

Date	Activity	Description of Service	Hours Completed
EXAMPLE: 11/15/22	Safety Committee Meeting	Attended the Safety Committee Meeting	1
<b>Total</b>			<b>0</b>



### Academic Event Log

Host 3 Core Knowledge or curriculum-focused events for parents & community members.

	Date	Event	Description of Event	What celebrations occurred during this event that support our Core Knowledge and Early College curricula mission?
	EXAMPLE: 11/8/22	Science Fair	5th grade students followed the scientific process to conduct an experiment of their choice. Students presented their findings to parents and answered questions during the Science Fair.	Students selected topics that were aligned with the Core Knowledge sequence and demonstrated proficiency in the Colorado Academic Standards for Speaking & Listening.
1				
2				
3				

















**4.0 Staffing Plan for Instructional Paraprofessionals**

SCHOOL	# OF STUDENTS	# OF PART TIME	FTE FOR PART TIME	# OF FULL TIME	FTE FOR FULL TIME	# OF PARAS	TOTAL FTE	RATIO	SUMMARY
Loveland Classical	568	0	0.00	0	0	0	0.00	NA	NA
Mountain View	457	2	1.53	0	0	2	1.53	298.69	Support reading and math intervention for 3-5th grades
Tozer	441	0	0.00	2	2	2	2.00	220.50	Both support intervention work; there are no classroom paraprofessionals
Skyview	541	2	1.50	1	1	3	2.50	216.40	1 works full time supporting reading interventionist; 1 part-time supports math interventions and 1 supports across the grade levels
Traut	447	5	4.00	0	0	5	4.00	111.75	4 support literacy & 1 supports math in push-in and small group pull-out support for whole school
Bethke	560	1	0.38	6	6	7	6.38	87.84	6 full time (K-4; 1st-5th- 2; 0.375 FTE reading tutor)
Frontier	838	0	0.00	10	10	10	10.00	83.80	2 in kindergarten, 1 at each grade 1-5, 2 for interventions, and one for specials. Note from ED: The specials para honestly is not utilized well in my opinion and we should improve that.
Zach	493	0	0.00	8	8	8	8.00	61.63	K-3; 1 at each grades 1-5
WCA ES*	778	16	8.00	5	5	21	13.00	59.85	* Based on recommended model: 5 full time in kindergarten classes. Remaining FTE designated towards reading and math interventions and duties.
Ascent	440	0	0.00	8.5*	8.5	9	8.50	51.76	*1 in every K-2 classroom, and then 1 per grade 3-4, and then one para that is shared between 5/6 grade
Liberty Commons	525	11	5.50	6	6	17	11.50	45.65	2 part-time for each kindergarten class and 1 for clerical for the whole grade; 1.5 per grades 1-5

	Recommended: Hybrid	A: All Full Time	A: Full Time ES Only	B: Full Coverage for ES Only	Raises Over the Years	
Increase to Salaries Expense	\$80,621.16	\$141,838.64	\$80,621.16	\$80,621.16	17-18	2% for all staff
Increase to Taxes Expense	\$18,663.80	\$32,835.65	\$18,663.80	\$18,663.80	18-19	3% for all staff
Increase to Benefits Expense	\$62,660.00	\$263,172.00	\$162,916.00	\$0	19-20	6% teachers; 3.5% for all other staff
<b>Total Budget Increase</b>	<b>\$161,944.96</b>	<b>\$437,846.29</b>	<b>\$262,200.96</b>	<b>\$99,284.96</b>	20-21	5% teachers; 2% for all other staff
					21-22	9.7% for teachers & staff; 10% for paraprofessionals
					22-23	6.25% for all staff; 9% for paraprofessionals w/ substitute licenses

Recommended: Hybrid					Staffing					
ES	Total Current Salary .72 FTE	Total Salary 40 hours coverage	Budget Increase		Staffing	FTE	Full Time	3 Day	2 Day	
5	Salary	\$199,247.00	\$107,641.60	\$80,621.16	Kindergarten	5	5	5	0	0
0.6	Salary		\$103,335.94		Student Support	16	8	0	8	8
0.4	Salary		\$68,890.62		<b>Total</b>	<b>21</b>	<b>13</b>	<b>5</b>	<b>8</b>	<b>8</b>
	Taxes	\$46,125.68	\$64,789.48	\$18,663.80						
	Benefits	\$0.00	\$62,660.00	\$62,660.00						
<b>Total</b>	<b>\$245,372.68</b>	<b>\$407,317.64</b>	<b>\$161,944.96</b>							

Full Time w/ Benefits				Cost Analysis	
<b>13</b>	<b>ES</b>	<b>Total Current Salary</b>	<b>Total Salary 1.0 FTE</b>	<b>Budget Increase</b>	<b>Average Current Hourly Rate</b>
	Salary	\$199,247.00	\$279,868.16	\$80,621.16	\$15.29
	Taxes	\$46,125.68	\$64,789.48	\$18,663.80	<b>.72 FTE Hours per Week</b>
	Benefits	\$ -	\$162,916.00	\$162,916.00	29
	<b>Total</b>	<b>\$245,372.68</b>	<b>\$507,573.64</b>	<b>\$262,200.96</b>	<b>1.0 FTE Hours per Week</b>
					40
<b>4</b>	<b>MS</b>	<b>Total Current Salary</b>	<b>Total Salary 1.0 FTE</b>	<b>Budget Increase</b>	<b>Current Salary Cost per .72 FTE</b>
	Salary	\$46,786.00	\$86,000.64	\$39,214.64	\$15,500.39
	Taxes	\$10,830.96	\$19,909.15	\$9,078.19	<b>Salary Cost per 1.0 FTE</b>
	Benefits	\$ -	\$50,128.00	\$50,128.00	\$21,528.32
	<b>Total</b>	<b>\$57,616.96</b>	<b>\$156,037.79</b>	<b>\$98,420.83</b>	<b>Increase in Salary .72 to 1.0 FTE</b>
					\$6,027.93
<b>4</b>	<b>HS</b>	<b>Total Current Salary</b>	<b>Total Salary 1.0 FTE</b>	<b>Budget Increase</b>	<b>Increase in Taxes (Pera, Medicare/SUTA)</b>
	Salary	\$77,233.00	\$99,235.84	\$22,002.84	\$1,395.47
	Taxes	\$17,879.44	\$22,973.10	\$5,093.66	<b>Increase in Benefits</b>
	Benefits	\$ -	\$50,128.00	\$50,128.00	\$12,532.00
	<b>Total</b>	<b>\$95,112.44</b>	<b>\$172,336.94</b>	<b>\$77,224.50</b>	<b>Total Budget Increase per EE</b>
					\$19,955.40
	<b>All Total</b>	<b>\$398,102.08</b>	<b>\$835,948.37</b>	<b>\$437,846.29</b>	11 hours of increased coverage = \$19,955.40 in cost
<b>ES Allocation</b>					
	Kindergarten	5			
	First	3			
	Second	2			
	Third	1			
	Fourth	1			
	Fifth	1			
	<b>Total</b>	<b>13</b>			
Historical Raises for Classified staff					
	17-18	2%			
	18-19	3%	all staff	and 10% for paraprofessionals- the	
	19-20	6% teachers, 3.5% other staff	all staff		
	20-21	5% teachers, 2% other staff			
	21-22	9.70%			
	22-23	6.25%			



Full Coverage w/ Part Time					Staffing				
13	ES	Total Current Salary .72 FTE	Total Salary Full Coverage	Budget Increase	Grade Level	Current Staffing	Allocation	3 Day	2 Day
0.72	Salary	\$199,247.00	\$0	\$80,621.16	Kindergarten	5	10	5	5
0.6	Salary		\$167,920.90		Student Support	8	16	8	8
0.4	Salary		\$111,947.26		<b>Total</b>	<b>13</b>	<b>26</b>	<b>13</b>	<b>13</b>
	Taxes	\$46,125.68	\$64,789.48	\$18,663.80					
	Benefits	\$0	\$0	\$0					
<b>Total</b>		<b>\$245,372.68</b>	<b>\$344,657.64</b>	<b>\$99,284.96</b>					



5.0 2023-2024 Salaries

Proposed Use of Mill Levy Override Funds		New Staff	
\$456,000.00	22-23 Allocation	Counselor	
\$912,000.00	23-24 Allocation	HS Teacher	
\$1,368,000.00	Total MLO	Literacy Interventionist	
		Facilities Staff	
\$228,000.00	Reserves Toward Firebird Facility FF&E	Paraprofessionals	
\$330,876.00	New Staff		
\$214,449.79	Benefits, Pera and Taxes for New Staff		
\$50,250.00	Additional Stipends and Merit Pay Programs for Classified Staff		
\$432,499.50	5.9% Raise for Current Staff		
\$111,756.51	Pera and Taxes on Raises and Stipends		
\$1,367,831.80	Total Expenditures		
\$168.20	Remaining Amount		
Proposed Preliminary Raise for 2023-2024			
5.9%	Raise from MLO		
2.5%	Conservative Raise From PPR		
8.4%	Total Preliminary Raise		



**6.0 First Read Policies**



## USE OF VIDEO AND AUDIO MONITORING—REGULATION

### Placement and Notification

1. Video surveillance equipment may be installed in and around schools, school buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the Executive Director.
2. Equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video recording equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video surveillance equipment shall not be located in an administrative office or in the schools' office.
5. Video monitors shall not be located in an area that enables public viewing.
6. Conduct and comments in publicly accessible places on school property (i.e. school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.
7. Windsor Charter Academy shall notify students, staff and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the school buildings.
8. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

### Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the ~~Director of Curriculum, Instruction or Innovation~~ **Head of School Security** or designee. The use of video surveillance equipment on school vehicles also shall be supervised and controlled by the Curriculum, Instruction or Innovation or designee.

2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Executive Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.
3. The Head of School Security will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, Executive Board policies and/or school rules.

## **Storage & Security**

1. Windsor Charter Academy shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the video surveillance system from hackers, unauthorized users and unauthorized use.
2. Video recordings will be stored for a minimum of 10 calendar days after the initial recording. If the Head of School Security knows no reason for continued storage, such recordings may be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Executive Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. Access to the storage devices will be limited to authorized personnel.
5. Video recordings held by Windsor Charter Academy as student education records and/or personnel records shall be maintained in accordance with applicable law and Executive Board policy.

## **Viewing Requests**

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or school

officials with a direct interest in the recording as authorized by the designated administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.

2. Written requests for viewing must be made to the designated administrator within 5 business days of the date of recording.
3. Approval or denial for viewing will be made within 5 business days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within 3 business days of the approval of the request.
5. Actual viewing will be permitted only at school sites, unless otherwise required by law.
6. All viewing will include the designated administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
8. Recordings will remain the property of Windsor Charter Academy and may be reproduced only in accordance with applicable law and Executive Board policy.

---

Windsor Charter Academy Executive Board

Adopted: March 2019

~~January 2023~~ **March 2023**

#### Legal References

20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974)

34 C.F.R. §99.1 et seq. (FERPA regulations)

C.R.S. 24-72-113 (Limit on retention of passive surveillance records)

#### Cross References

GBEB Staff Conduct and Responsibilities

JIC Student Conduct and Sub-Codes

JK Student Discipline and Sub-Codes

JRA/JRC Student Records/Release of Information on Students



## ENTRANCE AGE REQUIREMENTS

A child may enter kindergarten if they are five years old on or before October 1 of the year of enrollment. Students may not circumvent the minimum age requirement by enrolling outside Windsor Charter Academy and seeking to transfer during the school year.

A child may enroll in the first grade if they are six years old on or before October 1 of the year of enrollment.

A legal birth certificate or other acceptable record is required for enrollment age certification. The Executive Director or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

---

Windsor Charter Academy Executive Board  
Adopted by WCA: **March 2023**

### Legal References

C.R.S. 22-1-115  
C.R.S. 22-20-204  
C.R.S. 22-32-119  
C.R.S. 22-33-104 (1)(a)  
C.R.S. 22-54-103 (10)  
C.R.S. 22-54-103 (10.5)  
C.R.S. 24-60-3402

### Cross References

JEA Compulsory Attendance Ages





## STUDENT ADMISSIONS TO WINDSOR CHARTER ACADEMY

**All persons age 5 and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, may be permitted to attend public school. A birth certificate of other proof of legal age, as well as proof of residence, will be required by the school administration.**

~~Windsor Charter Academy (WCA) is a K-12 public school and must admit all students regardless of race, gender, class, disability, national origin, or religion, as required by federal, state, and local laws and as there is space available in the grade, and as WCA has the resources to serve the educational needs of the student. A child who is a resident of the School District must have attained the age of five on or before August 15 for kindergarten enrollment or the age of six on or before August 15 for first grade enrollment. Resident students may not circumvent the minimum age requirements by enrolling outside the School District and seeking to transfer during the school year.~~

~~Any child who becomes a resident of the District after the beginning of the school year and seeks admission into kindergarten or first grade by way of a transfer from another school district with a later cutoff date for age may be enrolled upon determination by the School that the child meets the School requirements for admission. These requirements may include consideration of the student's age, the reason for the transfer, the length of time the student had attended school in the other district, the success of the student to date, teacher observations and referrals, and such other factors as the School may consider to be relevant to making a placement decision. A non-resident seeking admission by transferring from another school district shall present or provide for the receipt of records of attendance, grade placement, and academic achievement.~~

~~Homeless students shall be enrolled in the District's schools~~**Windsor Charter Academy** in accordance with applicable laws and District policies.

~~Students transferring from home instruction programs or unaccredited private schools shall present, in addition to the above, other information regarding the student's level of achievement which~~ **Windsor Charter Academy** ~~the School~~ may request to ensure that proper placement occurs. -Home instruction transferees will be expected to meet specified assessment procedures and conditions. In providing for admission of home school children, **Windsor Charter Academy** ~~the School~~ may not enroll any child on a

less than part-time basis. To be considered for admission on a part-time basis, a home instruction child must enroll in a minimum of two course periods if at the middle **and high** school level and in a minimum of 90 minutes per day if at the elementary school level. At the elementary level, enrollment must be in blocks of not less than 30 minutes each. Lunch periods and recess periods shall not qualify in meeting the minimum enrollment time required.

Children applying for admission to ~~WCA~~ **Windsor Charter Academy** must comply with state health rules and with School requests for documentation of residency and parent/guardian information. ~~The School may deny admission to a student who has a physical condition or disease which would cause the attendance of the child at school to be harmful to the welfare of other students.~~

~~The School may deny admission to a student who has been expelled from another school district during the preceding 12 months or who has engaged in behavior in another school district during the preceding 12 month which is detrimental to the welfare or safety of other students or school personnel.~~

Children applying for admission to ~~the School~~ **Windsor Charter Academy** shall comply with any request from ~~the School~~ **Windsor Charter Academy** for information related to disciplinary actions taken against the student or behavior of the student that is detrimental to the safety and welfare of other students or school personnel in the school district(s) in which the student was previously enrolled in the past 12 months. ~~The School~~ **Windsor Charter Academy** may revoke admission to a student if the student fails to disclose or misrepresents such information and ~~the School~~ **Windsor Charter Academy** learns of such information after the student has been admitted.

~~Unless otherwise determined in a specific case the Executive Board delegates the authority to deny or revoke admission to the principal, provided the principal reports the action taken and the reasons therefore at the next regular Board meeting. Students who are denied admission or whose admission is revoked shall be entitled to a hearing, in accordance with School policies.~~

### **Nondiscrimination**

**The Executive Board, the Executive Director, other administrators and staff will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy.**

---

Windsor Charter Academy Executive Board

Adopted by WCA: May 2001

Revised: June 2010

October 2010

February 2015

**March 2023**

## **Legal References**

42 U.S.C. 11431, 11432(g)

C.R.S. 22-1-102

**C.R.S. 22-1-102.5**

**C.R.S. 22-1-115**

**C.R.S. 22-2-409**

~~C.R.S. 22-33-103 through 22-33-106~~

**C.R.S. 22-32-109 (1)(II)**

**C.R.S. 22-32-110 (1)(k)**

**C.R.S. 22-32-115, and -119**

C.R.S. 22-32-116

**C.R.S. 22-32-138**

**C.R.S. 22-33-103 through 22-33-106**

**C.R.S. 22-32-105 (2)(c)**

## **Cross References**

**JEB Entrance Age Requirements**

**JKD/JKE Suspension/Expulsion of Students**

**JLCB Immunization of Students**



## **APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY STUDENTS**

### **Introduction**

Windsor Charter Academy offers its students access to Windsor Charter Academy's network, servers, computers, communication systems (i.e. e-mail, web sites, blogging, podcasting, VOIP and audience response systems and/or other emerging technologies), hardware, software, operating systems, and an array of other emerging technologies (hereafter referred to as "Windsor Charter Academy technology") to promote educational excellence. Each student is responsible for her/his use of technology, whether personal (i.e. computers/laptops, cell phones, portable digital assistants (PDAs), wireless email devices, tablets cameras, audio and/or video recorders and players, data storage devices and other digital devices) (hereafter referred to as "personal technology") or Windsor Charter Academy-provided. While using technology on or near school property, in school vehicles, and at school-sponsored activities, as well as using Windsor Charter Academy Technology resources via off-campus remote access or with Windsor Charter Academy-provided equipment, each student is expected to act in an appropriate manner consistent with school, Windsor Charter Academy, and legal guidelines. It is the joint responsibility of Windsor Charter Academy and school personnel and the parents and/or guardians of each student to educate students about their responsibilities and to establish expectations when using and/or accessing technology.

### **Using Windsor Charter Academy Internet and Communications Systems**

Windsor Charter Academy technology, including a school email account, is provided to students to conduct research, complete assignments, and communicate with others to further their education. Use of, and access to, Windsor Charter Academy technology is a privilege, not a right; therefore, ~~general rules of school behavior~~ **the school code of conduct applies**. Such use and/or access is provided to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using and/or accessing Windsor Charter Academy technology. Students must comply with Windsor Charter Academy standards and honor this agreement to be permitted

access and use of Windsor Charter Academy technology.

All digital storage on Windsor Charter Academy technology is Windsor Charter Academy property, and network administrators may review files and communications to maintain system integrity and ensure that students are using Windsor Charter Academy technology responsibly. Students should not expect that files stored on, or sent via, Windsor Charter Academy computers or servers will be private. Student email addresses will be part of the internal school directory.

The educational value of technology integration in curriculum is substantial. Access to the Internet enables students to use extensive online libraries and databases. Families should be warned that some material accessible through the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented, or potentially offensive to some people. While the intent is to make the Internet available to further educational goals and objectives, students may find ways to access these other materials as well. Windsor Charter Academy does not condone or permit the use of this material and uses content filtering technology to protect, to the extent possible, against Internet access **of such material from or through Windsor Charter Academy technology**. ~~by both adults and minors to visual depictions that are obscene, child pornography or harmful to minors.~~ Parents and/or guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a Windsor Charter Academy computer or accessing the Internet through Windsor Charter Academy's server is desired, but not always possible. Students are expected to use Windsor Charter Academy technology in a manner consistent with the rules **below herein** and will be held responsible for **its intentional misuse** ~~their intentional misuse and inappropriate access~~. Windsor Charter Academy believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using and/or accessing technology. If a student accidentally accesses inappropriate material, they should back out of that information at once and notify the supervising adult.

To ensure that student Internet access on Windsor Charter Academy technology is subject to Windsor Charter Academy's technology protection measures, student use of Internet-ready Windsor Charter Academy technology shall primarily be restricted to Windsor Charter Academy property and Windsor Charter Academy's network. While on Windsor Charter Academy premises,

student may use only Windsor Charter Academy networks in conjunction with Windsor Charter Academy technology. Students shall not be permitted to remove Internet-ready Windsor Charter Academy technology from Windsor Charter Academy property unless Windsor Charter Academy technology in question includes one or more technology protection measures.

## **Proper and Acceptable Use of Technology by Students**

Windsor Charter Academy technology must only be used and/or accessed in a manner that supports education and academic research and that is consistent with the educational mission and objectives of Windsor Charter Academy. Additionally, personal technology must not be used in a manner that has a detrimental effect on the educational environment.

*Activities that are permitted and encouraged include:*

- School work.
- Original creation and presentation of academic work.
- Research on topics being studied in school.
- Research for opportunities outside of school related to community service, employment, or further education.

*Activities that are not permitted include but are not limited to:*

- Plagiarism or representing the work of others as one's own including non-attributed use of Copyright ©, Registered ® and/or Trademark TM materials.
- Use of profane, obscene, and/or inappropriate language, images, and/or other materials.
- Use of technology, Windsor Charter Academy or personal, to harass, intimidate, or bully others.
- Use of Windsor Charter Academy technology to search, view, communicate, publish, download, store, or retrieve materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted).
- Circumventing or intentionally compromising Windsor Charter Academy security measures.
- Damaging or modifying Windsor Charter Academy computers or networks.
- Use of Windsor Charter Academy technology to install or utilize software or

executable files that are not approved by the Windsor Charter Academy technology department, and/or the installation of such software or executable files onto Windsor Charter Academy Technology.

- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into Windsor Charter Academy or external computers; intentionally bypassing Windsor Charter Academy filters.
- Use of USB, bootable CDs, or other devices to alter the function of a Windsor Charter Academy computer or a network.
- Connection of personal technology to the Windsor Charter Academy data network for purposes other than to store or retrieve education-related data.
- Use of Windsor Charter Academy technology to subscribe to any online services or to order any goods or services.
- Use of personal email accounts, not Windsor Charter Academy-provided email accounts, on Windsor Charter Academy network.
- Unauthorized online sharing of any student's or staff member's name, home address, phone number, image, or other personal information.
- Using Windsor Charter Academy technology for non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or raffles.
- Use of Windsor Charter Academy technology to participate in online chat rooms or instant messaging, unless specifically assigned by a teacher.
- Use of Windsor Charter Academy technology for commercial purposes, personal financial gain, or fraud.
- Use of technology, Windsor Charter Academy or personal, to cheat on homework, quizzes, or tests or to assist others in cheating.
- Use of technology, Windsor Charter Academy or personal, to take an unauthorized photo or image and/or violate the privacy of others.
- Use of technology, Windsor Charter Academy or personal, with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.
- Use of technology, Windsor Charter Academy or personal, in any manner that is disruptive (this includes the obtrusive ringing or buzzing of technology during instructional time or other school-sponsored activities or events).

- Any activity that violates Executive Board policy, a school rule, or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech, bullying behavior and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

### **Education about Appropriate Online Behavior**

Windsor Charter Academy has procedures and curriculum in place for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

### **Privacy and Security**

Students must use and access Windsor Charter Academy technology responsibly and in a secure manner. They must not share their logins, passwords, or access with others. Students may only access Windsor Charter Academy technology using their assigned logins and passwords.

### **Online Assessments**

Student assessments may be conducted through the use and/or access of Windsor Charter Academy technology. Normally, students will use Windsor Charter Academy technology as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

### **Vandalism**

Any intentional act by a student that damages Windsor Charter Academy technology, or data stored on any Windsor Charter Academy technology, will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to investigate, repair, replace, or perform corrective work on Windsor Charter Academy technology or data is also considered vandalism.

### **Consequences of Misuse**

Misuse of, or inappropriate access to, personal or Windsor Charter Academy technology while on or off school property, in school vehicles, and at school-sponsored activities, including the misuse or inappropriate access of Windsor Charter Academy technology via off-campus remote access, may result in disciplinary action up to and including expulsion. **This policy shall be applied in conjunction with all other applicable Executive Board policies including, but not**



**limited to, the policies related to student discipline.** ~~This document shall be used in conjunction with the Executive Board policies.~~ In addition, a student's use of Windsor Charter Academy technology may be suspended or restricted. If the building principal or designee believes a student's possession or use of personal or Windsor Charter Academy technology may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement, as appropriate.

A school may temporarily hold (pending parental or same-day pick up) personal technologies that are used inappropriately. Personal technologies that are portable and carried with a student are considered to be personal effects in a student's possession and thereby subject to Windsor Charter Academy policies and school rules and regulations governing searches of such items. Students are required to turn portable personal technology over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority in violation of policies for student discipline, and shall be subject to disciplinary action. Additionally, and in accordance with Windsor Charter Academy policy and state law, students may be disciplined for any use of personal technology that has a detrimental effect on the welfare or safety of other students or of school personnel regardless of whether such use occurs on or off school property or entails the use or access of Windsor Charter Academy technology.

Individual schools may choose to have additional rules and regulations pertaining to the use of personal technology in their respective buildings.

Intentional unauthorized access and/or damage to Windsor Charter Academy networks, servers, user accounts, passwords, or other Windsor Charter Academy **technology and/or** resources may be punishable under local, state, or federal law.

### **No Warranty**

Windsor Charter Academy does not expressly or implicitly warrant Windsor Charter Academy technology it provides to students. Therefore, Windsor Charter Academy is not responsible for any damage or loss incurred through use of Windsor Charter Academy technology including, but not limited to, damage or loss caused by non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of Windsor Charter Academy technology and reliance on any information obtained via Windsor Charter Academy technology is at a student's own risk and Windsor Charter Academy specifically denies any responsibility for

the reliability of such use or accuracy and quality of information obtained through the use of Windsor Charter Academy technology including Windsor Charter Academy-provided Internet access.

The student and his/her parents and/or guardians will indemnify and hold Windsor Charter Academy harmless from any losses sustained as the result of misuse or inappropriate access of Windsor Charter Academy technology resources by the student.

Also, Windsor Charter Academy assumes no responsibility for loss or damage to the personal property of students including personal technology. If, pursuant to this policy, the personal technology of students is confiscated by school personnel, reasonable care will be taken of the item until either it is retrieved or after a reasonable period of time is discarded.

---

Windsor Charter Academy Executive Board  
Revised: May 2018

Weld Re-4 District Board  
Adopted: November 2007  
Revised: January 2008  
June 2008  
January 2012  
November 2012  
December 2016  
August 2017  
September 2021  
**March 2023**

Legal References  
C.R.S. 18-7-109

Cross References  
JICDA, Student Conduct  
JIHA, Searches  
JK and subcodes, Student Discipline



## PRIVACY AND PROTECTION OF CONFIDENTIAL STUDENT INFORMATION

The Executive Board is committed to protecting the confidentiality of student information obtained, created and/or maintained by Windsor Charter Academy. Student privacy and Windsor Charter Academy's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the **Colorado** Student Data Transparency and Security Act (the Act). The Executive Board directs Windsor Charter Academy staff to manage its student data privacy, protection and security obligations in accordance with this policy and applicable law.

### Definitions

"Student education records" are those records that relate directly to a student. Student education records may contain, but not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

"Student personally identifiable information" or "student PII" means information that, alone or in combination, personally identifies an individual student or the student's parent or family, and that is collected, maintained, generated, or inferred by Windsor Charter Academy, either directly or through a school service, or by a school service contract provider or school service on-demand provider.

"Security breach" means the unauthorized disclosure of student education records or student PII by a third party.

The following terms used in this policy shall be as defined by the Act: "school service," "school service contract provider" and "school service on-demand provider."

## **Access, Collection and Sharing within Windsor Charter Academy**

Windsor Charter Academy shall follow applicable law and Board policy in Windsor Charter Academy's access to, collection ~~of~~ and sharing of student **PII and** education records.

Windsor Charter Academy employees shall ensure that ~~PII confidential information~~ in student education records is disclosed within Windsor Charter Academy only to officials who have a legitimate educational interest, in accordance with applicable law and Board policy.

## **Outsourcing and Disclosure to Third Parties**

Windsor Charter Academy employees shall ensure that ~~PII and student~~ education records are disclosed to persons and organizations outside Windsor Charter Academy only as authorized by applicable law and Board policy. The term "organizations outside Windsor Charter Academy" includes school service on-demand providers and school service contract providers.

Any contract between Windsor Charter Academy and a school service contract provider shall include the provisions required by the Act, including provisions that require the school service contract provider to safeguard the privacy and security of student PII and impose penalties on the school service contract provider for noncompliance with the contract.

In accordance with the Act, Windsor Charter Academy shall post the following on its website:

- A list of the school service contract providers that it contracts with and a copy of each contract.
- To the extent practicable, a list of the school service on-demand providers that Windsor Charter Academy uses.

## **Privacy and Security Standards**

The security of student **PII and** education records maintained by Windsor Charter Academy is a high priority. Windsor Charter Academy shall maintain an authentication and authorization process to track and periodically audit the security and safeguarding of student **PII and** education records.

## **Security Breach or Other Unauthorized Disclosure**

Employees who disclose student **PII or** education records in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action, up to and including termination from employment.:-

Employee concerns about a possible security breach shall be reported immediately to their direct supervisor. If the direct supervisor is the person alleged to be responsible for the security breach, the staff member shall report the concern to the Executive Director or their designee.

When Windsor Charter Academy determines that a school service contract provider has committed a material breach of its contract with Windsor Charter Academy, and that such material breach involves the misuse or unauthorized release of student PII, Windsor Charter Academy shall follow this policy's accompanying regulation in addressing the material breach.

Nothing in this policy or its accompanying regulation shall prohibit or restrict Windsor Charter Academy from terminating its contract with the school service contract provider, as deemed appropriate by Windsor Charter Academy and in accordance with the contract and the Act.

### **Data Retention and Destruction**

Windsor Charter Academy shall retain and destroy student **PII and** education records in accordance with applicable law and Board policy.

### **Staff Training**

Windsor Charter Academy shall provide periodic in-service trainings to appropriate Windsor Charter Academy employees to inform them of their obligations under applicable law and Board policy concerning the confidentiality of student **PII and** education records.

### **Parent/Guardian Complaints**

In accordance with this policy's accompanying regulation, a parent/guardian of a Windsor Charter Academy student may file a written complaint with Windsor Charter Academy if the parent/guardian believes Windsor Charter Academy has failed to comply with the Act.

### **Parent/Guardian Requests to Amend Student Education Records**

Parent/guardian requests to amend his or her child's education records shall be in accordance with Windsor Charter Academy's procedures governing access to and amendment of student education records under FERPA, applicable state law and Board policy.

### **Oversight, Audits and Review**

The Director of Innovation shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

Windsor Charter Academy's practices with respect to student data privacy and the implementation of this policy shall be periodically audited by the Director of Innovation or designee.

A privacy and security audit shall be performed by Windsor Charter Academy on an annual basis. Such audit shall include a review of existing user access to and the security of student education records and student PII.

The Director of Innovation or designee shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student **PII and** education records in light of advances in data technology and dissemination. The Director of Innovation shall recommend revisions to this policy and/or accompanying regulation as deemed appropriate or necessary.

### **Compliance with Governing Law and Board Policy**

Windsor Charter Academy shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student **PII and** education records. Windsor Charter Academy shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

---

Windsor Charter Academy Executive Board

Revised: May 2018

**March 2023**

### Legal References

15 U.S.C. 6501 et seq. (Children's Online Privacy Protection Act)

20 U.S.C. 1232g (Family Educational Rights and Privacy Act)

20 U.S.C. 1232h (Protection of Pupil Rights Amendment)

20 U.S.C. 1415 (IDEIA procedural safeguards, including parent right to access student records)

20 U.S.C. 8025 (access to student information by military recruiters)  
34 C.F.R. 99.1 et seq. (FERPA regulations)  
34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)  
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)  
C.R.S. 22-1-123 (Windsor Charter Academy shall comply with FERPA and federal law on protection of pupil rights)  
C.R.S. 22-16-101 et seq. (Student Data Transparency and Security Act)  
C.R.S. 22-16-107 (2)(a) (policy required regarding public hearing to discuss a material breach of contract by school service contract provider)  
C.R.S. 22-16-107 (4) (policy required regarding student information privacy and protection)  
C.R.S. 22-16-112 (2)(a) (policy required concerning parent complaints and opportunity for hearing)  
C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose student address and phone number without consent)  
C.R.S. 24-72-204 (3)(d) (information to military recruiters)  
C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)  
C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)  
C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)  
C.R.S. 25.5-1-116 (confidentiality of HCPF records)

## Cross References

BEDH, Public Participation at School Board Meetings  
EHB, Records Retention  
GBEB, Staff Conduct (And Responsibilities)  
GBEE, Staff Use of the Internet and Electronic Communications  
JLDAC, Screening/Testing of Students  
JRA, Weld County School Windsor Charter Academy RE-4 Student Records/Release of Information Concerning Students  
JS, Appropriate Use of Windsor Charter Academy and Personal Technology



**PRIVACY AND PROTECTION OF CONFIDENTIAL STUDENT INFORMATION  
Regulation**

(Hearing and Compliance Procedures)

**Contract Breach by School Service Contract Provider**

Within a reasonable amount of time after Windsor Charter Academy determines that a school service contract provider has committed a material breach of its contract with Windsor Charter Academy, and that such material breach involves the misuse or unauthorized release of student PII, the Executive Board shall decide whether to terminate Windsor Charter Academy's contract with the school service contract provider in accordance with the following procedure.

1. Windsor Charter Academy shall notify the school service contract provider of the basis for its determination that the school service contract provider has committed a material breach of the contract and shall inform the school service contract provider of the meeting date that the Executive Board plans to discuss the material breach.
2. Prior to the Executive Board meeting, the school service contract provider may submit a written response to Windsor Charter Academy regarding the material breach.
3. The Executive Board shall discuss the nature of the material breach at a regular or special meeting.
4. At the Executive Board meeting, a Windsor Charter Academy representative shall first be entitled to present testimony or other evidence regarding Windsor Charter Academy's findings of a material breach. The school service contract provider shall then have an opportunity to respond by presenting testimony or other evidence. If the school service contract provider is unable to attend the meeting, the Executive Board shall consider any written response that the school service contract provider submitted to Windsor Charter Academy.
5. If members of the public wish to speak to the Executive Board regarding



the material breach, they shall be allowed to do so, in accordance with the Executive Board's policy on public participation at Executive Board meetings.

6. The Executive Board shall decide whether to terminate the contract with the school service contract provider within 30 days of the Executive Board meeting and shall notify the school service contract provider of its decision. The Executive Board's decision shall be final.

### **Parent/Guardian Complaints**

In accordance with the accompanying policy, the parent/guardian of a Windsor Charter Academy student may file a written complaint with the Director of Innovation if the parent/guardian believes Windsor Charter Academy has failed to comply with the **Colorado** Student Data Transparency and Security Act (the Act).

1. The parent/guardian's complaint shall state with specificity each of the Act's requirements that the parent/guardian believes Windsor Charter Academy has violated and its impact on his or her child.
2. The Director of Innovation or designee shall respond to the parent/guardian's written complaint within 30 calendar days of receiving the complaint.
3. Within 10 calendar days of receipt of Windsor Charter Academy's response, the parent/guardian may appeal to the Executive Board. Such appeal must be in writing and submitted to the Superintendent.
4. The Executive Board shall review the parent's complaint and Windsor Charter Academy's response at a regular or special meeting. A Windsor Charter Academy representative and the parent/guardian may make brief statements to the Executive Board, but no new evidence or claims may be presented. The Executive Board may choose to conduct the appeal in executive session, to the extent permitted by law.
5. The Executive Board shall make a determination regarding the parent/guardian's complaint that Windsor Charter Academy failed to comply with the Act within 60 days of the Executive Board meeting. The decision of the Executive Board shall be final.
6. This procedure shall not apply to parent/guardian concerns with his or her child's education records. If the parent/guardian files a complaint

regarding his or her child's education records, Windsor Charter Academy shall follow its procedures governing access to and review of student education records, in accordance with FERPA, applicable state law and Executive Board policy.

## **Governing Law and Executive Board Policy**

Nothing contained herein shall be interpreted to confer upon any person the right to a hearing independent of an Executive Board policy, administrative procedure, statute, rule, regulation or agreement expressly conferring such right. The complaint and hearing procedures described in this regulation shall apply, unless the context otherwise requires and/or unless the requirements of another policy, procedure, statute, rule, regulation or agreement expressly contradicts any of these procedures, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement shall govern.

---

Windsor Charter Academy Executive Board  
Reviewed: May 2018  
**March 2023**





## CONCURRENT ENROLLMENT

High school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by the institutions of higher education.

### Definitions

For the purpose of this policy and accompanying regulation, the following definitions will apply.

“Concurrent enrollment” means the simultaneous enrollment of a qualified student in a high school and in one or more post-secondary courses at an institution of higher education.

“Qualified student” means a person who is less than 21 years of age and is in the 9th grade or higher and is enrolled in Windsor Charter Academy

“Postsecondary course” means a course offered by an institution of higher education and includes coursework resulting in an associate degree of applied sciences, general studies, arts, or science.

“Institution of higher education” means a state university or college, community college or junior college as described in title 23, C.R.S.;

An “academic term” means one semester of study.

Colleges recognize there are many factors that influence your decision to add, drop, or withdraw from a course during a term. Withdrawal may affect:

- High school grades and/or schedule
- High school graduation status
- Eligibility to continue participation in the concurrent enrollment program
- Any financial aid awards or other benefits one may expect to receive in the future

- Subsequent admission to another post-secondary college or university

Since concurrent enrollment courses have an effect on both high school records and college transcripts, students must carefully decide if dropping or withdrawing from a course is the best course of action.

## **Academic Credit**

Academic credit granted for course work successfully completed by a qualified student will count as high school credit toward the Executive Board's graduation requirements, unless such credit is denied.

High school credit may be denied in the following circumstances:

- A postsecondary course does not meet or exceed the Windsor Charter Academy's academic standards.
- A postsecondary course substantially similar to a course offered at Windsor Charter Academy.
- The course is not a part of the student's Individual Career and Academic Plan (ICAP).

Windsor Charter Academy will award 0.5 credit for each one or two credit post-secondary course completed that is a D or higher. 1.0 credit will be awarded for a completed three, four or five credit post-secondary course that is a D or higher.

All college courses and course grades, including "W" for withdrawal, will be included on permanent high school and college transcripts, including those that students withdraw from.

Any letter grade below a "D" will not count as credit toward satisfaction for college courses requirements for all courses. However, all grades are calculated in a student's GPA and will appear on his/her high school and college transcript.

## **Payment of Tuition**

The tuition paid by the Windsor Charter Academy for the qualified student's successful completion of an approved postsecondary course shall be in accordance with the Concurrent Enrollment Programs Act and the agreement with the Institution of Higher Education. The Institution of Higher Education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by Windsor Charter Academy.

~~Prior to paying the tuition for any qualified student, Windsor Charter Academy shall require the student and student's parent/guardian to sign an agreement stating if the~~

~~student earns a F or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by Windsor Charter Academy on the student's behalf.~~

## **Adding and Dropping Courses**

Students and the student's parent/guardian must follow specified timelines and action steps to ensure that student grades are not negatively affected and to avoid potential tuition charges.

- Adding of courses must be done within the first 7% of the course.
- The deadline to drop a course is the point marking 15% of the course. Any withdrawals after the 15% deadline will be a WF and this factors in as an F for their cumulative GPA.
- The deadline to withdraw is the point marking 75% of the course. The deadlines for dropping and withdrawing from a course are outlined in student syllabuses for each course. It is the responsibility of the student to pay attention to withdrawal and add/drop deadlines from the institution that is offering the course.
- Once students submit the Withdrawal Form, the student must discuss how this withdrawal affects their high school grade point average with the high school counselor. Students may retake the course while still in high school.
- Withdrawal is processed and a grade of "W" is posted to the student's college transcript.

## **Transportation**

Windsor Charter Academy shall not provide or pay for a qualified student's transportation to the institution of higher education.

---

Windsor Charter Academy Executive Board

May 2016

November 2020

**March 2023**

## **Legal References**

C.R.S. 22-32-109 (1)(nn) (discussion of the requirements for and benefits of Concurrent Enrollment must be part of the student Academic Plan of Study)

C.R.S. 22-35-101 et seq.(Concurrent Enrollment Programs Act)

1 CCR 301-86 (State Board of Education rules regarding the Administration of the Concurrent Enrollment Program)

## **Cross References**

IKF Graduation Requirements





**7.0 Second Read Policies**



**Windsor**  
CHARTER ACADEMY  
GROWING LIFE-LONG LEARNERS  
**PERSONNEL RECORDS AND FILES**

The Executive Director is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder and records contained in it for each employee, licensed and classified, shall be accurately maintained in its administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. Personnel records also include the specific date of an educator's absence from work.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The Executive Director and designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Each employee shall have the right, upon request, to review the contents of their own personnel file, with the exception of references and recommendations provided to Windsor Charter Academy on a confidential basis by universities, colleges or persons not connected with Windsor Charter Academy.
4. The following information in personnel records and files shall be available for public inspection:
  - a. Applications of past or current employees
  - b. Employment agreements
  - c. Any amount paid or benefit provided incident to termination of employment
  - d. Performance ratings except for evaluations of licensed personnel as noted below
  - e. Any compensation including expense allowances and benefits



5. The evaluation report of licensed personnel, and all public records used in preparing the evaluation report, shall be confidential and available only to those permitted access under state law. Portions of the Executive Director's evaluation shall be open to public inspection, in accordance with state law.
6. A written evaluation of any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the Windsor Charter Academy's discipline code.
7. Lists of Windsor Charter Academy's employee's names, address and phone number shall not be released for general public or commercial use.
8. Personnel records shall be available upon request to members of the Executive Board.

---

Windsor Charter Academy Executive Board  
Adopted: February 2023

#### Legal References

C.R.S. 22-9-109.1 (9)  
C.R.S. 22-32-110 (4)(c)  
C.R.S. 24-19-108 (1)(c)  
C.R.S. 24-72-202 (1.3) and (4.5)  
C.R.S. 24-72-204

#### Cross References

GCE-GCF-R, Professional Staff Recruiting/Hiring



**8.0 Financials**

---

## Committee

Donna James, Board Treasurer and Chair  
Rebecca Teeples, Executive Director  
SarahGennie Colazio, Finance Director

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

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

---

## Agenda 1.25.23

Meeting called to order at 4:01pm

1. Review December 2022 Financials
  - a. Rev & Exp
  - b. Balance Sheet
  - c. Student Fund Financials
  - d. Food Service Detail
  - e. Fundraising Detail
  - f. Credit Card Statement
  - g. Check and Debit Register
2. Motion to approve December financials by Sara, second Donna, motion passes unanimously.
3. Next Meeting **Wednesday February 15th, 4:00pm**

Meeting adjourned at 5:04pm

# Rev and Exp as of 12.31.22

Printed: 1/19/2023 12:55 PM  
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D.	M.T.D.	Current	Budget	% of	
	Activity	Activity	Budget	Balance	Budget	
1500 Earnings on Investments	40,321.13	13,890.04	10,000.00	(30,321.13)	403.21	
1600 Food Services	158,083.75	20,910.25	416,712.50	258,628.75	37.94	
1700 Pupil Activities	82,445.97	2,531.98	82,944.00	498.03	99.40	
1900 Other Revenue from Local Sources	59,320.18	11,561.34	185,780.00	126,459.82	31.93	
3900 Other Revenue From State Sources	399,473.91	53,923.65	769,697.35	370,223.44	51.90	
5200 Interfund Transfers	0.00	0.00	170,400.00	170,400.00	0.00	
5600 Direct Allocations	7,245,046.84	1,091,206.81	14,490,278.00	7,245,231.16	50.00	
I Revenue	<u>7,984,691.78</u>	<u>1,194,024.07</u>	<u>16,125,811.85</u>	<u>8,141,120.07</u>	<u>49.51</u>	* Account Type
0100 Salaries	3,475,005.86	692,694.54	8,105,530.97	4,630,525.11	42.87	
0200 Employee Benefits	1,452,839.09	285,839.63	3,118,113.85	1,665,274.76	46.59	
0300 Purchased Professional and Technical Services	55,243.05	15,076.16	86,200.00	30,956.95	64.09	
0400 Purchased Property Services	889,150.75	151,580.54	1,864,019.00	974,868.25	47.70	
0500 Other Purchased Services	922,364.62	151,827.78	1,885,927.00	963,562.38	48.91	
0600 Supplies	293,984.03	8,555.14	522,144.14	228,160.11	56.30	
0700 Property	166,996.43	35,248.51	277,570.00	110,573.57	60.16	
0800 Other Objects	126,840.21	44,141.92	86,600.00	(40,240.21)	146.47	
X Expense	<u>7,382,424.04</u>	<u>1,384,964.22</u>	<u>15,946,104.96</u>	<u>8,563,680.92</u>	<u>46.30</u>	* Account Type
11 Charter School	<u>(602,267.74)</u>	<u>190,940.15</u>	<u>(179,706.89)</u>	<u>422,560.85</u>	<u>335.14</u>	Fund

# Rev and Exp as of 12.31.22

Printed: 1/19/2023 12:55 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
<b>1900 Other Revenue from Local Sources</b>	482,675.93	42,885.99	0.00	(482,675.93)	0.00	
<b>I Revenue</b>	482,675.93	42,885.99	0.00	(482,675.93)	0.00	* Account Type
<b>0600 Supplies</b>	122,581.74	13,891.57	332,462.29	209,880.55	36.87	
<b>X Expense</b>	122,581.74	13,891.57	332,462.29	209,880.55	36.87	* Account Type
<b>23 Pupil Activity Fund</b>	<u>(360,094.19)</u>	<u>(28,994.42)</u>	332,462.29	692,556.48	-108.31	Fund

# Rev and Exp as of 12.31.22

Printed: 1/19/2023 12:55 PM  
Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	40,223.29	9,763.16	0.00	(40,223.29)	0.00	
1900 Other Revenue from Local Sources	706,500.00	115,733.34	0.00	(706,500.00)	0.00	
2000 Revenue from Intermediate Sources	7,079.42	1,661.46	0.00	(7,079.42)	0.00	
I Revenue	753,802.71	127,157.96	0.00	(753,802.71)	0.00	* Account Type
0800 Other Objects	878,627.44	440.87	0.00	(878,627.44)	0.00	
X Expense	878,627.44	440.87	0.00	(878,627.44)	0.00	* Account Type
61 Building Corporation	124,824.73	(126,717.09)	0.00	(124,824.73)	0.00	Fund
<b>Report Total:</b>	<b>837,537.20</b>	<b>(35,228.64)</b>	<b>(152,755.40)</b>	<b>(990,292.60)</b>	<b>-548.29</b>	

# Balance Sheet

Printed: 1/19/2023 12:56 PM  
Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		2,727,870.77	(1,625,112.06)	1,102,758.71	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		615,176.14	(112,059.39)	503,116.75	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,202,906.76	1,512,878.57	3,715,785.33	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		653,177.36	894.77	654,072.13	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,220.22	116.70	100,336.92	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		82.21	0.00	82.21	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Accounts Receivable GF		49,886.70	(11,708.07)	38,178.63	11-950-00-0000-8153-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
	Due From Food Service		0.00	25,486.03	25,486.03	11-950-31-0000-8141-000-0000
	Accounts Receivable Food Service		13,050.24	8,732.20	21,782.44	11-950-31-0000-8153-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>6,363,073.07</u>	<u>(200,771.25)</u>	<u>6,162,301.82</u>	* Account Class
<b>Liabilities</b>						
	Accounts Payable		(120,924.33)	58,151.48	(62,772.85)	11-950-00-0000-7421-000-0000
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7421-000-0000
	Accrued Salaries		1,353.07	(1,508.40)	(155.33)	11-950-00-0000-7461-000-0000
	BOCES Tuition Deduction		(583.33)	0.00	(583.33)	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(793.57)	0.00	(793.57)	11-950-00-0000-7482-000-0000-9393
	PERA & Life Liab		1.18	0.23	1.41	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		(73,862.40)	(16,169.03)	(90,031.43)	11-950-05-0000-7471-000-0000
	Due to GF		0.00	(25,486.03)	(25,486.03)	11-950-31-0000-7402-000-0000
	Unearned Rev Liab- Food Service		(24,060.17)	(5,157.15)	(29,217.32)	11-950-31-0000-7481-000-0000-9665
<b>7400</b>	<b>Liabilities</b>		<u>(219,669.55)</u>	<u>9,831.10</u>	<u>(209,838.45)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Tabor Reserve		(415,000.00)	0.00	(415,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(4,935,195.63)	0.00	(4,935,195.63)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(793,207.89)	190,940.15	(602,267.74)	11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(6,143,403.52)</u>	<u>190,940.15</u>	<u>(5,952,463.37)</u>	* Account Class
<b>11</b>	<b>Charter School</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund

# Balance Sheet

Printed: 1/19/2023 12:56 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	SF Checking 1stBank		338,363.21	25,182.46	363,545.67	23-950-00-0000-8100-000-0000
	SF Checking Arbiter Athletic		2,128.28	4,910.00	7,038.28	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>340,491.49</u>	<u>30,092.46</u>	<u>370,583.95</u>	* Account Class
<b>Liabilities</b>						
	Bus Liab Due to GF		0.00	(328.50)	(328.50)	23-950-00-0000-7400-000-0000
	MSSH Activity Accts Payable		(9,391.72)	(769.54)	(10,161.26)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(9,391.72)</u>	<u>(1,098.04)</u>	<u>(10,489.76)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Activity Net Income/Loss		(331,099.77)	(28,994.42)	(360,094.19)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(331,099.77)</u>	<u>(28,994.42)</u>	<u>(360,094.19)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund



# Balance Sheet

Printed: 1/19/2023 12:56 PM  
Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Bldg Corp Gain on 2021 Refunding		(367,750.60)	0.00	(367,750.60)	61-950-00-5100-8193-000-0000
	Bldg Corp Reserve Fund-2020		1,398,912.71	(5,824.85)	1,393,087.86	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		111,479.62	45,273.85	156,753.47	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021		976,477.72	3,274.34	979,752.06	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021		155,490.89	50,287.80	205,778.69	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021		101,789.14	33,705.95	135,495.09	61-950-65-0000-8105-000-0000-9393
<b>8100</b>	<b>Current Assets</b>		<u>2,376,399.48</u>	<u>126,717.09</u>	<u>2,503,116.57</u>	* Account Class
<b>Fixed Assets</b>						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(3,935,937.61)	0.00	(3,935,937.61)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>		<u>21,342,746.36</u>	<u>0.00</u>	<u>21,342,746.36</u>	* Account Class
<b>Liabilities</b>						
	Bldg Corp Premium on Bonds		(3,728,045.00)	0.00	(3,728,045.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(25,329,500.00)	0.00	(25,329,500.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(337,483.35)	0.00	(337,483.35)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(29,395,028.35)</u>	<u>0.00</u>	<u>(29,395,028.35)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Bldg Corp Unreserved Fund Bal		5,424,340.69	0.00	5,424,340.69	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		251,541.82	(126,717.09)	124,824.73	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>5,675,882.51</u>	<u>(126,717.09)</u>	<u>5,549,165.42</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

# A/P Check Register

Printed: 1/19/2023 12:58 PM

Windsor Charter Academy

Check Date: 12/1/2022 to 12/31/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21203	24 Hour Sign Language Services	29	12/01/2022	3144	330.00	0.00	330.00
218195	Bimbo Bakeries USA	30	12/01/2022	3145	423.33	0.00	423.33
21012	CenturyLink	29	12/01/2022	3146	155.52	0.00	155.52
218808	CobraHelp	29	12/01/2022	3147	43.00	0.00	43.00
21015	Comcast Cable	29	12/01/2022	3148	3,409.05	0.00	3,409.05
21017	Core Knowledge Foundation	29	12/01/2022	3149	1,294.90	0.00	1,294.90
21666	Division of Oil and Public Safety	30	12/01/2022	3150	60.00	0.00	60.00
21021	Edmentum	29	12/01/2022	3151	1,638.82	0.00	1,638.82
21140	EON Office	29	12/01/2022	3152	89.76	0.00	89.76
21136	Home Depot Pro	29	12/01/2022	3153	168.71	0.00	168.71
21616	Jostens	30	12/01/2022	3154	631.55	0.00	631.55
219191	Moody's Investors Service	28	12/01/2022	3155	6,000.00	0.00	6,000.00
21498	Purchase Power Pitney Bowes	29	12/01/2022	3156	348.52	0.00	348.52
21061	Security and Sound Design Inc	30	12/01/2022	3157	455.00	0.00	455.00
219125	Shred Monster LLC	29	12/01/2022	3158	160.00	0.00	160.00
219083	SparksWillson, P.C.	28	12/01/2022	3159	4,337.66	0.00	4,337.66
218953	Virtual College Counselors	28	12/01/2022	3160	1,000.00	0.00	1,000.00
218383	Brown Property Services LLC	1	12/06/2022	3161	4,945.00	0.00	4,945.00
21323	Carol Vaughan Designs Architecture LLC	1	12/06/2022	3162	48,625.00	0.00	48,625.00
21203	24 Hour Sign Language Services	5	12/09/2022	3163	330.00	0.00	330.00
219187	Air Experts	6	12/09/2022	3164	1,996.42	0.00	1,996.42
21009	Brooms N More Inc	6	12/09/2022	3165	98.50	0.00	98.50
21015	Comcast Cable	6	12/09/2022	3166	1,262.00	0.00	1,262.00
21381	Costume Castle	6	12/09/2022	3167	50.00	0.00	50.00
217633	Diversified Underground Inc.	6	12/09/2022	3168	1,440.00	0.00	1,440.00
218775	Hitz, Cameron	6	12/09/2022	3169	80.00	0.00	80.00
21136	Home Depot Pro	6	12/09/2022	3170	8.18	0.00	8.18
219243	Kringle and Kompany LLC	6	12/09/2022	3171	250.00	0.00	250.00
21092	Lincoln National Life Insurance	6	12/09/2022	3172	1,568.63	0.00	1,568.63
217978	MODESTO, AMPELIA	6	12/09/2022	3173	340.00	0.00	340.00
219250	Photo Fun Mirrored Photo Booth	6	12/09/2022	3174	150.00	0.00	150.00
218592	Riverside Assessments LLC	5	12/09/2022	3175	1,708.43	0.00	1,708.43
21093	Security Benefit	1	12/09/2022	3176	5,688.67	0.00	5,688.67
217892	T-Mobile	6	12/09/2022	3177	55.18	0.00	55.18
217638	UNCC	5	12/09/2022	3178	9.10	0.00	9.10
21120	Weld RE-4 School District	6	12/09/2022	3179	139.02	0.00	139.02
218535	FirstBank	5	12/09/2022	3180	13,631.38	0.00	13,631.38
21080	Ace Hardware WCA	13	12/16/2022	3181	662.66	0.00	662.66
21552	Airgas USA LLC	13	12/16/2022	3182	44.26	0.00	44.26
218779	Bayliff, Natalie	13	12/16/2022	3183	118.40	0.00	118.40
218195	Bimbo Bakeries USA	13	12/16/2022	3184	123.60	0.00	123.60
21009	Brooms N More Inc	9	12/16/2022	3185	244.30	0.00	244.30
219261	Burkhart, Heather	15	12/16/2022	3186	42.90	0.00	42.90
21623	Colazio, Nadya	13	12/16/2022	3187	110.78	0.00	110.78
21016	Computer Information Concepts Inc	8	12/16/2022	3188	15,885.00	0.00	15,885.00
219257	EMS Linq Inc.	14	12/16/2022	3189	7,657.89	0.00	7,657.89
21140	EON Office	13	12/16/2022	3190	253.46	0.00	253.46
219256	Givens, Jennifer	8	12/16/2022	3191	148.10	0.00	148.10
21136	Home Depot Pro	13	12/16/2022	3192	495.86	0.00	495.86
218011	Hospitality Supply Inc.	13	12/16/2022	3193	63.65	0.00	63.65
218817	InfoArmor, Inc.	7	12/16/2022	3194	89.75	0.00	89.75
219132	Jost, Renda	13	12/16/2022	3195	198.00	0.00	198.00
21269	JW Pepper	9	12/16/2022	3196	17.99	0.00	17.99
218363	K&W Printing, Inc.	13	12/16/2022	3197	909.00	0.00	909.00
219023	Kava Services LLC	13	12/16/2022	3198	725.00	0.00	725.00
21048	Oriental Trading Company Inc	13	12/16/2022	3199	7.29	0.00	7.29

# A/P Check Register

Printed: 1/19/2023 12:58 PM  
 Windsor Charter Academy  
 Check Date: 12/1/2022 to 12/31/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21177	Pinnacle	13	12/16/2022	3200	3,567.09	0.00	3,567.09
21254	Republic Services Inc.	13	12/16/2022	3201	406.34	0.00	406.34
21597	Rocky Mountain Bus Sales	9	12/16/2022	3202	35,000.00	0.00	35,000.00
219085	Royal Crest Dairy Inc.	7	12/16/2022	3203	2,367.30	0.00	2,367.30
21681	Snappy Holdings LLC	14	12/16/2022	3204	13.80	0.00	13.80
218862	Southern Exposure Landscape Management Inc	13	12/16/2022	3205	607.50	0.00	607.50
21072	Town of Windsor	13	12/16/2022	3206	1,403.55	0.00	1,403.55
218953	Virtual College Counselors	7	12/16/2022	3207	1,000.00	0.00	1,000.00
21078	Waste Management	13	12/16/2022	3208	943.48	0.00	943.48
21079	Wells Fargo Financial Leasing	13	12/16/2022	3209	3,730.04	0.00	3,730.04
219170	Winn, Phil	15	12/16/2022	3210	12.50	0.00	12.50
21323	Carol Vaughan Designs Architecture LLC	16	12/16/2022	3211	38,900.00	0.00	38,900.00
219253	NoCo Roofing LLC	16	12/16/2022	3212	6,000.00	0.00	6,000.00
218208	OptumRX	3	12/05/2022	10658	13,380.85	0.00	13,380.85
218208	OptumRX	3	12/05/2022	10659	10.60	0.00	10.60
218634	UC Health Medical Group	3	12/28/2022	10660	116.87	0.00	116.87
218634	UC Health Medical Group	3	12/28/2022	10661	11.81	0.00	11.81
21259	cash	29	12/01/2022	90924	266.00	0.00	266.00
217680	Fisher Science Education	29	12/01/2022	90925	32.27	0.00	32.27
21269	JW Pepper	29	12/01/2022	90926	306.79	0.00	306.79
218363	K&W Printing, Inc.	30	12/01/2022	90927	358.75	0.00	358.75
219040	Play Versus Inc.	29	12/01/2022	90928	576.00	0.00	576.00
21120	Weld RE-4 School District	29	12/01/2022	90929	236.41	0.00	236.41
217721	BSN Sports	6	12/09/2022	90930	187.00	0.00	187.00
219252	Elites Sportswear	6	12/09/2022	90931	305.70	0.00	305.70
219242	Hudl	6	12/09/2022	90932	2,949.00	0.00	2,949.00
21567	Reedesign Concepts, LLC	5	12/09/2022	90933	371.55	0.00	371.55
21120	Weld RE-4 School District	6	12/09/2022	90934	168.69	0.00	168.69
218535	FirstBank	5	12/09/2022	90935	4,005.11	0.00	4,005.11
219254	Academy of Natural Therapy Inc.	14	12/16/2022	90936	445.50	0.00	445.50
217721	BSN Sports	13	12/16/2022	90937	2,399.40	0.00	2,399.40
219255	CSU Parking and Transportation Services	8	12/16/2022	90938	24.00	0.00	24.00
217609	FHS Music Foundation	14	12/16/2022	90939	150.00	0.00	150.00
218635	Music & the Arts	14	12/16/2022	90940	112.25	0.00	112.25
219259	Ross, Christina	13	12/16/2022	90941	100.00	0.00	100.00
21088	American Fidelity	5	12/31/2022	123122111	2,949.65	0.00	2,949.65
21088	American Fidelity	5	12/31/2022	123122222	929.16	0.00	929.16
21088	American Fidelity	5	12/31/2022	123122333	14,617.31	0.00	14,617.31
21084	PERA	5	12/31/2022	123122444	2,684.00	0.00	2,684.00
21084	PERA	5	12/31/2022	123122555	1,907.91	0.00	1,907.91
219124	ISolved Inc.	5	12/31/2022	123122666	605,534.93	0.00	605,534.93
21084	PERA	5	12/31/2022	123122888	224,969.84	0.00	224,969.84
21088	American Fidelity	5	12/31/2022	123122999	101.00	0.00	101.00
218205	Delta Dental of Colorado	13	12/01/2022	120122115	6,262.90	0.00	6,262.90
218208	OptumRX	3	12/05/2022	120522394	11,427.45	0.00	11,427.45
21229	CBI Online	3	12/06/2022	120622790	1,000.00	0.00	1,000.00
218207	UMR Health	3	12/07/2022	120722362	47,641.84	0.00	47,641.84
217847	US Foods Inc.	3	12/07/2022	120722490	1,424.62	0.00	1,424.62
217847	US Foods Inc.	3	12/07/2022	120722881	2,016.21	0.00	2,016.21
217847	US Foods Inc.	3	12/08/2022	120822490	56.28	0.00	56.28
217847	US Foods Inc.	3	12/08/2022	120822881	198.25	0.00	198.25
218208	OptumRX	3	12/12/2022	121222028	8,363.24	0.00	8,363.24
21156	Xcel Energy	6	12/15/2022	121522888	17,368.92	0.00	17,368.92
218208	OptumRX	3	12/19/2022	121922495	918.67	0.00	918.67

# A/P Check Register

Printed: 1/19/2023 12:58 PM

Windsor Charter Academy

Check Date: 12/1/2022 to 12/31/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217847	US Foods Inc.	3	12/21/2022	122122490	2,142.74	0.00	2,142.74
21459	CBIZ	3	12/21/2022	122122541	250.00	0.00	250.00
217847	US Foods Inc.	3	12/21/2022	122122881	2,279.45	0.00	2,279.45
218208	OptumRX	3	12/27/2022	122722206	2,740.84	0.00	2,740.84
217847	US Foods Inc.	3	12/28/2022	122822490	1,344.71	0.00	1,344.71
217847	US Foods Inc.	3	12/28/2022	122822881	1,753.46	0.00	1,753.46
218208	OptumRX	3	12/30/2022	123022667	38,339.75	0.00	38,339.75
218535	FirstBank	3	12/31/2022	123122803	50.00	0.00	50.00
<b>Report Totals</b>					<u>\$1,250,458.50</u>	<u>\$0.00</u>	<u>\$1,250,458.50</u>

---

## Committee

Donna James, Board Treasurer and Chair  
Rebecca Teeples, Executive Director  
SarahGennie Colazio, Finance Director

Paige Adams, Member  
Matt Meuli, Member-absent  
Jim Zacheis, Member  
Sara Bakula, Member-absent

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

---

## Agenda 2.15.23

### Meeting called to order 4:04 pm

1. Review January 2023 Financials
  - a. Rev & Exp
  - b. Balance Sheet
  - c. Student Fund Financials
  - d. Food Service Detail
  - e. Fundraising Detail
  - f. Credit Card Statement
  - g. Check and Debit Register
2. Review Paraprofessional structure analysis
3. **Motion to approve the January financials for board approval by Paige, seconded by Jim, motion passes unanimously.**
4. **Motion to accept the Executive Director's recommendation for paraprofessional structure for the 23-24 year by Donna, second by Paige, motion passes unanimously.**
5. Next Meeting **Wednesday March 15th, 4:00pm**

**Meeting adjourned at 5:01pm.**

# Rev and Exp as of 9.30.22

Printed: 2/13/2023 11:11 AM  
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	55,985.43	15,664.30	10,000.00	(45,985.43)	559.85	
1600 Food Services	194,099.25	36,015.50	416,712.50	222,613.25	46.58	
1700 Pupil Activities	84,173.98	1,728.01	82,944.00	(1,229.98)	101.48	
1900 Other Revenue from Local Sources	70,526.73	11,206.55	185,780.00	115,253.27	37.96	
3900 Other Revenue From State Sources	474,543.10	75,069.19	769,697.35	295,154.25	61.65	
5200 Interfund Transfers	0.00	0.00	260,400.00	260,400.00	0.00	
5600 Direct Allocations	8,452,554.65	1,207,507.81	14,490,278.00	6,037,723.35	58.33	
I Revenue	9,331,883.14	1,347,191.36	16,215,811.85	6,883,928.71	57.55	* Account Type
0100 Salaries	4,080,476.18	605,470.32	8,075,530.97	3,995,054.79	50.53	
0200 Employee Benefits	1,570,119.67	117,280.58	3,118,113.85	1,547,994.18	50.35	
0300 Purchased Professional and Technical Services	63,561.47	8,318.42	86,200.00	22,638.53	73.74	
0400 Purchased Property Services	1,062,636.36	173,485.61	1,984,019.00	921,382.64	53.56	
0500 Other Purchased Services	1,238,547.77	316,183.15	2,080,927.00	842,379.23	59.52	
0600 Supplies	318,450.61	24,466.58	510,036.20	191,585.59	62.44	
0700 Property	177,599.67	10,603.24	277,570.00	99,970.33	63.98	
0800 Other Objects	226,884.88	100,044.67	86,600.00	(140,284.88)	261.99	
X Expense	8,738,276.61	1,355,852.57	16,218,997.02	7,480,720.41	53.88	* Account Type
11 Charter School	(593,606.53)	8,661.21	3,185.17	596,791.70	-18,636.57	Fund

# Rev and Exp as of 9.30.22

Printed: 2/13/2023 11:11 AM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
<b>1900 Other Revenue from Local Sources</b>	512,375.48	29,699.55	0.00	(512,375.48)	0.00	
<b>I Revenue</b>	512,375.48	29,699.55	0.00	(512,375.48)	0.00	* Account Type
<b>0600 Supplies</b>	146,438.31	23,856.57	366,289.29	219,850.98	39.98	
<b>X Expense</b>	146,438.31	23,856.57	366,289.29	219,850.98	39.98	* Account Type
<b>23 Pupil Activity Fund</b>	<u>(365,937.17)</u>	<u>(5,842.98)</u>	<u>366,289.29</u>	<u>732,226.46</u>	<u>-99.90</u>	Fund

# Rev and Exp as of 9.30.22

Printed: 2/13/2023 11:11 AM  
Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	51,795.58	11,572.29	0.00	(51,795.58)	0.00	
1900 Other Revenue from Local Sources	822,233.34	115,733.34	0.00	(822,233.34)	0.00	
2000 Revenue from Intermediate Sources	9,125.72	2,046.30	0.00	(9,125.72)	0.00	
<b>I Revenue</b>	<b>883,154.64</b>	<b>129,351.93</b>	<b>0.00</b>	<b>(883,154.64)</b>	<b>0.00</b>	* Account Type
0800 Other Objects	879,091.12	463.68	0.00	(879,091.12)	0.00	
<b>X Expense</b>	<b>879,091.12</b>	<b>463.68</b>	<b>0.00</b>	<b>(879,091.12)</b>	<b>0.00</b>	* Account Type
<b>61 Building Corporation</b>	<b>(4,063.52)</b>	<b>(128,888.25)</b>	<b>0.00</b>	<b>4,063.52</b>	<b>0.00</b>	Fund
<b>Report Total:</b>	<b>963,607.22</b>	<b>126,070.02</b>	<b>(369,474.46)</b>	<b>(1,333,081.68)</b>	<b>-260.80</b>	



# Balance Sheet

Printed: 2/13/2023 11:07 AM  
Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity		State Account Number
<b>Current Assets</b>						
	Bingo Checking Acct	551.11	0.00	551.11		11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK	1,102,758.71	(13,940.94)	1,088,817.77		11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank	503,116.75	(56,365.26)	446,751.49		11-950-00-0000-8102-000-0000
	COLOTRUST Account	3,715,785.33	14,406.77	3,730,192.10		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK	654,072.13	1,146.88	655,219.01		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC	100,336.92	110.65	100,447.57		11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash	82.21	0.00	82.21		11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash	18.56	0.00	18.56		11-950-00-0000-8103-000-0000
	Accounts Receivable GF	38,178.63	(32,270.81)	5,907.82		11-950-00-0000-8153-000-0000
	Food Service Petty Cash	133.00	0.00	133.00		11-950-31-0000-8103-000-0000
	Due From Food Service	25,486.03	0.00	25,486.03		11-950-31-0000-8141-000-0000
	Accounts Receivable Food Service	21,782.44	15,109.68	36,892.12		11-950-31-0000-8153-000-0000
<b>8100</b>	<b>Current Assets</b>	<b>6,162,301.82</b>	<b>(71,803.03)</b>	<b>6,090,498.79</b>		* Account Class
<b>Liabilities</b>						
	Accounts Payable	(62,772.85)	(31,333.99)	(94,106.84)		11-950-00-0000-7421-000-0000
	Rental Deposits Liability	(800.00)	0.00	(800.00)		11-950-00-0000-7421-000-0000
	Deferred Grant Revenue	(793.57)	0.00	(793.57)		11-950-00-0000-7482-000-0000-9393
	Tax Liabilities	0.00	0.86	0.86		11-950-01-0000-7471-000-0000
	PERA & Life Liab	1.41	0.21	1.62		11-950-04-0000-7471-000-0000
	Due to GF	(25,486.03)	0.00	(25,486.03)		11-950-31-0000-7402-000-0000
	Unearned Rev Liab- Food Service	(29,217.32)	3,704.65	(25,512.67)		11-950-31-0000-7481-000-0000-9665
<b>7400</b>	<b>Liabilities</b>	<b>(119,068.36)</b>	<b>(27,628.27)</b>	<b>(146,696.63)</b>		* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Tabor Reserve	(415,000.00)	0.00	(415,000.00)		11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(4,935,195.63)	0.00	(4,935,195.63)		11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(602,267.74)	8,661.21	(593,606.53)		11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>	<b>(5,952,463.37)</b>	<b>8,661.21</b>	<b>(5,943,802.16)</b>		* Account Class
<b>11</b>	<b>Charter School</b>	<b>90,770.09</b>	<b>(90,770.09)</b>	<b>0.00</b>		Fund

# Balance Sheet

Printed: 2/13/2023 11:07 AM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
		SF Checking 1stBank	363,545.67	12,448.65	375,994.32	23-950-00-0000-8100-000-0000
		SF Checking Arbiter Athletic	7,038.28	(4,634.15)	2,404.13	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>370,583.95</u>	<u>7,814.50</u>	<u>378,398.45</u>	* Account Class
<b>Liabilities</b>						
		MSSH Activity Accts Payable	(10,161.26)	(2,300.02)	(12,461.28)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(10,161.26)</u>	<u>(2,300.02)</u>	<u>(12,461.28)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
		Activity Net Income/Loss	(360,094.19)	(5,842.98)	(365,937.17)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(360,094.19)</u>	<u>(5,842.98)</u>	<u>(365,937.17)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>328.50</u></u>	<u><u>(328.50)</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 2/13/2023 11:07 AM  
Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Bldg Corp Gain on 2021 Refunding		(367,750.60)	0.00	(367,750.60)	61-950-00-5100-8193-000-0000
	Bldg Corp Reserve Fund-2020		1,393,087.86	5,338.67	1,398,426.53	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		156,753.47	34,980.71	191,734.18	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021		979,752.06	3,754.67	983,506.73	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021		205,778.69	50,548.66	256,327.35	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021		135,495.09	34,265.54	169,760.63	61-950-65-0000-8105-000-0000-9393
<b>8100</b>	<b>Current Assets</b>		<u>2,503,116.57</u>	<u>128,888.25</u>	<u>2,632,004.82</u>	* Account Class
<b>Fixed Assets</b>						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(3,935,937.61)	0.00	(3,935,937.61)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>		<u>21,342,746.36</u>	<u>0.00</u>	<u>21,342,746.36</u>	* Account Class
<b>Liabilities</b>						
	Bldg Corp Premium on Bonds		(3,728,045.00)	0.00	(3,728,045.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(25,329,500.00)	0.00	(25,329,500.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(337,483.35)	0.00	(337,483.35)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(29,395,028.35)</u>	<u>0.00</u>	<u>(29,395,028.35)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Bldg Corp Unreserved Fund Bal		5,424,340.69	0.00	5,424,340.69	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		124,824.73	(128,888.25)	(4,063.52)	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>5,549,165.42</u>	<u>(128,888.25)</u>	<u>5,420,277.17</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>		<u>91,098.59</u>	<u>(91,098.59)</u>	<u>0.00</u>	

# A/P Check Register

Printed: 2/13/2023 11:15 AM  
Windsor Charter Academy  
Check Date: 1/1/2023 to 1/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21080	Ace Hardware WCA	2	01/05/2023	3213	203.38	0.00	203.38
21127	ACT, Inc	3	01/05/2023	3214	36.75	0.00	36.75
21577	Apple, Inc.	5	01/05/2023	3215	299.95	0.00	299.95
218064	Breakout Inc.	2	01/05/2023	3216	1,499.00	0.00	1,499.00
21009	Brooms N More Inc	2	01/05/2023	3217	248.25	0.00	248.25
21012	CenturyLink	5	01/05/2023	3218	155.52	0.00	155.52
218808	CobraHelp	2	01/05/2023	3219	28.00	0.00	28.00
21015	Comcast Cable	5	01/05/2023	3220	1,262.00	0.00	1,262.00
219263	Comiskey, Michele	3	01/05/2023	3221	48.01	0.00	48.01
218775	Hitz, Cameron	3	01/05/2023	3222	340.00	0.00	340.00
21136	Home Depot Pro	2	01/05/2023	3223	2,509.05	0.00	2,509.05
21269	JW Pepper	3	01/05/2023	3224	366.74	0.00	366.74
21036	Lamar Companies	2	01/05/2023	3225	1,600.00	0.00	1,600.00
21038	Lewan and Associates	2	01/05/2023	3226	5,543.65	0.00	5,543.65
21092	Lincoln National Life Insurance	2	01/05/2023	3227	1,637.09	0.00	1,637.09
217978	MODESTO, AMPELIA	3	01/05/2023	3228	380.00	0.00	380.00
217971	Northwest Parkway	2	01/05/2023	3229	6.60	0.00	6.60
219260	Power Plus	5	01/05/2023	3230	335.00	0.00	335.00
21498	Purchase Power Pitney Bowes	2	01/05/2023	3231	343.01	0.00	343.01
219085	Royal Crest Dairy Inc.	3	01/05/2023	3232	1,307.25	0.00	1,307.25
21061	Security and Sound Design Inc	5	01/05/2023	3233	170.00	0.00	170.00
219125	Shred Monster LLC	5	01/05/2023	3234	160.00	0.00	160.00
218862	Southern Exposure Landscape Management Inc	3	01/05/2023	3235	472.50	0.00	472.50
217892	T-Mobile	2	01/05/2023	3236	55.92	0.00	55.92
217638	UNCC	3	01/05/2023	3237	19.50	0.00	19.50
218019	WAGNER, RICHARD	3	01/05/2023	3238	550.00	0.00	550.00
21078	Waste Management	5	01/05/2023	3239	947.19	0.00	947.19
219170	Winn, Phil	3	01/05/2023	3240	80.00	0.00	80.00
21015	Comcast Cable	5	01/05/2023	3241	3,409.05	0.00	3,409.05
218535	FirstBank	4	01/05/2023	3242	8,044.99	0.00	8,044.99
21622	Schmidt, Alaina	5	01/09/2023	3243	142.50	0.00	142.50
21552	Airgas USA LLC	12	01/13/2023	3244	45.28	0.00	45.28
218195	Bimbo Bakeries USA	12	01/13/2023	3245	216.30	0.00	216.30
21009	Brooms N More Inc	12	01/13/2023	3246	1,249.71	0.00	1,249.71
218383	Brown Property Services LLC	5	01/13/2023	3247	4,945.00	0.00	4,945.00
217633	Diversified Underground Inc.	12	01/13/2023	3248	738.00	0.00	738.00
218102	Ferraro, Roni	11	01/13/2023	3249	50.00	0.00	50.00
219264	Hass, Caitlin	11	01/13/2023	3250	167.24	0.00	167.24
218817	InfoArmor, Inc.	5	01/13/2023	3251	89.75	0.00	89.75
21743	John Cutler & Associates	5	01/13/2023	3252	1,500.00	0.00	1,500.00
21269	JW Pepper	12	01/13/2023	3253	269.48	0.00	269.48
21109	Mail N Copy	12	01/13/2023	3254	736.40	0.00	736.40
218635	Music & the Arts	12	01/13/2023	3255	30.54	0.00	30.54
218499	PEARSON, JORDAN	11	01/13/2023	3256	50.00	0.00	50.00
21177	Pinnacol	12	01/13/2023	3257	4,193.38	0.00	4,193.38
21254	Republic Services Inc.	12	01/13/2023	3258	595.12	0.00	595.12
21061	Security and Sound Design Inc	12	01/13/2023	3259	170.00	0.00	170.00
21093	Security Benefit	5	01/13/2023	3260	5,850.68	0.00	5,850.68
21681	Snappy Holdings LLC	12	01/13/2023	3261	13.80	0.00	13.80
218862	Southern Exposure Landscape Management Inc	12	01/13/2023	3262	438.75	0.00	438.75
219083	SparksWillson, P.C.	5	01/13/2023	3263	42.50	0.00	42.50
219237	University of Phoenix, Inc	5	01/13/2023	3264	2,294.66	0.00	2,294.66
21120	Weld RE-4 School District	12	01/13/2023	3265	82.66	0.00	82.66
21079	Wells Fargo Financial Leasing	12	01/13/2023	3266	3,730.04	0.00	3,730.04
21203	24 Hour Sign Language Services	19	01/20/2023	3267	162.50	0.00	162.50

# A/P Check Register

Printed: 2/13/2023 11:15 AM  
 Windsor Charter Academy  
 Check Date: 1/1/2023 to 1/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21659	AED Everywhere Inc.	19	01/20/2023	3268	150.00	0.00	150.00
218195	Bimbo Bakeries USA	19	01/20/2023	3269	511.73	0.00	511.73
218808	CobraHelp	19	01/20/2023	3270	93.00	0.00	93.00
21015	Comcast Cable	19	01/20/2023	3271	3,460.19	0.00	3,460.19
219140	Gold Star Foods- Colorado Division	19	01/20/2023	3272	172.75	0.00	172.75
21136	Home Depot Pro	19	01/20/2023	3273	329.57	0.00	329.57
21616	Jostens	19	01/20/2023	3274	755.95	0.00	755.95
218363	K&W Printing, Inc.	19	01/20/2023	3275	40.25	0.00	40.25
21036	Lamar Companies	19	01/20/2023	3276	1,000.00	0.00	1,000.00
219265	Las 9 Americas LLC	20	01/20/2023	3277	893.75	0.00	893.75
218478	Longmont Outdoor Power Equip	19	01/20/2023	3278	142.85	0.00	142.85
218862	Southern Exposure Landscape Management Inc	19	01/20/2023	3279	438.75	0.00	438.75
21098	Staples Advantage	19	01/20/2023	3280	3,203.20	0.00	3,203.20
217608	TK Elevator Corporation	19	01/20/2023	3281	1,440.00	0.00	1,440.00
21072	Town of Windsor	19	01/20/2023	3282	1,370.02	0.00	1,370.02
218534	UNC Center for Career Readiness	19	01/20/2023	3283	237.00	0.00	237.00
21353	Aims Community College	20	01/27/2023	3284	191,952.00	0.00	191,952.00
21323	Carol Vaughan Designs Architecture LLC	20	01/27/2023	3285	95,091.75	0.00	95,091.75
21117	Carolina Biological	25	01/27/2023	3286	39.40	0.00	39.40
21012	CenturyLink	25	01/27/2023	3287	164.58	0.00	164.58
219269	Denton, Kasey	25	01/27/2023	3288	325.00	0.00	325.00
21021	Edmentum	25	01/27/2023	3289	203.66	0.00	203.66
21136	Home Depot Pro	25	01/27/2023	3290	750.92	0.00	750.92
218011	Hospitality Supply Inc.	25	01/27/2023	3291	79.20	0.00	79.20
21269	JW Pepper	25	01/27/2023	3292	53.00	0.00	53.00
21131	Knowledge Bound	25	01/27/2023	3293	93.89	0.00	93.89
218732	Musser, David	25	01/27/2023	3294	93.60	0.00	93.60
219125	Shred Monster LLC	25	01/27/2023	3295	160.00	0.00	160.00
218135	UNRUH, JENNIFER	25	01/27/2023	3296	325.00	0.00	325.00
218953	Virtual College Counselors	20	01/27/2023	3297	1,000.00	0.00	1,000.00
218208	OptumRX	6	01/09/2023	10662	16,912.95	0.00	16,912.95
218208	OptumRX	6	01/09/2023	10663	19.60	0.00	19.60
218338	Save your Sole Foot and Ankle	6	01/09/2023	10664	181.88	0.00	181.88
218963	Northern Colorado Anes Pro	6	01/09/2023	10665	947.20	0.00	947.20
218208	OptumRX	6	01/23/2023	10666	3,906.69	0.00	3,906.69
218208	OptumRX	6	01/23/2023	10667	5.40	0.00	5.40
218537	Harmony Ambulatory Services	6	01/30/2023	10668	645.00	0.00	645.00
217721	BSN Sports	3	01/05/2023	90942	1,041.19	0.00	1,041.19
218542	Community Funded Enterprises Inc	3	01/05/2023	90943	195.10	0.00	195.10
219249	Looney Times	5	01/05/2023	90944	3,379.50	0.00	3,379.50
21056	Scholastic Book Fairs	3	01/05/2023	90945	360.57	0.00	360.57
218535	FirstBank	4	01/05/2023	90946	5,380.00	0.00	5,380.00
21115	Flinn Scientific, Inc	12	01/13/2023	90947	249.41	0.00	249.41
218395	VEX Robotics	12	01/13/2023	90948	306.26	0.00	306.26
21120	Weld RE-4 School District	12	01/13/2023	90949	117.44	0.00	117.44
217721	BSN Sports	19	01/20/2023	90950	1,805.25	0.00	1,805.25
218635	Music & the Arts	19	01/20/2023	90951	111.60	0.00	111.60
217762	Rhythm Band Instruments	19	01/20/2023	90952	2,438.40	0.00	2,438.40
218395	VEX Robotics	19	01/20/2023	90953	221.13	0.00	221.13
21119	Garretsons Sport Center	25	01/27/2023	90954	540.00	0.00	540.00
218363	K&W Printing, Inc.	26	01/27/2023	90955	825.00	0.00	825.00
21088	American Fidelity	6	01/31/2023	13123111	3,633.87	0.00	3,633.87
21088	American Fidelity	6	01/31/2023	13123222	1,070.81	0.00	1,070.81
21088	American Fidelity	6	01/31/2023	13123333	15,073.31	0.00	15,073.31
21084	PERA	6	01/31/2023	13123444	2,684.00	0.00	2,684.00

# A/P Check Register

Printed: 2/13/2023 11:15 AM  
Windsor Charter Academy  
Check Date: 1/1/2023 to 1/31/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21084	PERA	6	01/31/2023	13123555	2,349.88	0.00	2,349.88
219124	ISolved Inc.	6	01/31/2023	013123666	534,034.15	0.00	534,034.15
21084	PERA	6	01/31/2023	13123888	197,753.36	0.00	197,753.36
218205	Delta Dental of Colorado	25	01/01/2023	010123115	6,278.85	0.00	6,278.85
218208	OptumRX	6	01/09/2023	010923741	3,860.76	0.00	3,860.76
218208	OptumRX	6	01/17/2023	011723756	1,421.94	0.00	1,421.94
21156	Xcel Energy	5	01/18/2023	011823888	22,639.50	0.00	22,639.50
218207	UMR Health	6	01/20/2023	012023362	49,984.49	0.00	49,984.49
21459	CBIZ	6	01/23/2023	012323541	250.00	0.00	250.00
218208	OptumRX	6	01/23/2023	012323668	2,071.85	0.00	2,071.85
218208	OptumRX	6	01/30/2023	013023774	8,033.64	0.00	8,033.64
218208	OptumRX	6	01/31/2023	013123194	631.59	0.00	631.59
218535	FirstBank	6	01/31/2023	013123803	50.00	0.00	50.00
217847	US Foods Inc.	6	01/31/2023	013123881	7,402.71	0.00	7,402.71
<b>Report Totals</b>					<b>\$1,263,247.98</b>	<b>\$0.00</b>	<b>\$1,263,247.98</b>