

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

February Regular Session

February 27, 2020

**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 27, 2020

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

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE MARCH 19, 2020 REGULAR SESSION

**Executive Board Minutes
February 27, 2020**

Work Session: 5:30 p.m.

- 1.0 Leadership Staffing
- 2.0 Financials: 990 & 2020-2021 Budget
- 3.0 SAC Priority Challenges and Action Plan for Executive Board
- 4.0 Executive Board Elections Planning
- 5.0 April Spring Membership Meeting Planning
- 6.0 Board Professional Development
- 7.0 Board Governance

1.0 Opening of the Meeting

- 1.1 **Call to Order**
The meeting was called to order at 7:13 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Carolyn Mader, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Jenny Ojala, Executive Board Member
Jim Zacheis, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
Hannah Mancina, Director of High 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 to approve the February 27, 2020 Regular Session agenda with the addition of 5.15 Preliminary Refinance Process for \$10 Million Bond and 5.16 Renewal of Executive Director Two-Year Contract by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the January 23, 2020 Regular Session was made by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were no parents that shared citizen communication at the February Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Work in Our Schools

- **System Wide**

- **Student Enrollment:** Student enrollment for the 2019-2020 school year is 1335. Projected enrollment for the 2020-2021 school year is 1444. This month's lottery for the 2020-2021 school year has 1438 student enrolled. Our 2020-2021 budget reflects a more conservative approach, based on

95% of projected enrollment for the upcoming school year, with projections of 1,372 students.

- **Unified Improvement Plans:** Administrative teams worked with teachers to create UIPs for each school that will be presented to SAC in March. The Executive Board will approve each schools UIP at the March Regular Session.
- **Innovation & Technology**
 - **National Engineering Week:** This year Windsor Charter Academy will celebrate National Engineers Week from February 19th-21st with a variety of student experiences. On February 19th Otterbox employees will be hosting an engineering design challenge during our STEM elective classes. On February 20th we are excited to host Renee Walmsley from Tetra Tech to present on civil engineering to our high school students. On February 21st our high school students will take a field trip to Snaptron to learn more about the manufacturing and engineering design process and will be participating in a computer take apart day with volunteers from Hewlett Packard Enterprise and Intel Corporation.
 - **VEX Robotics:** Our VEX teams have had an amazing season this year! All three teams have performed well at competition and have shown dedication, perseverance, and collaboration! They have represented our school well! Two of our teams qualified for the U.S. Open this year as well as the state tournament, and we are awaiting an invite for our third team to participate in the state tournament.
 - **OtterCares:** For a single day, Otter Products closes their doors so that employees all over the world can dig into their communities through hands-on volunteering and service. Everyone, from interns to executives, spend the day working alongside schools, students and nonprofits to help inspire students and grow our mission. This year we were excited to have 10 volunteers from Otterbox coming to volunteer at our middle and early college high school on February 19th. Volunteers conducted mock interviews for our sophomore students and hosted an engineering design challenge during our STEM elective courses.
- **Communications & Marketing**
 - **Spirit Store and Letter Jackets:** This month, we have added new items to our school spirit store, including string backpacks, sweatpants, and polo shirts for both men and women. Each time we open the spirit store our goal is to add at least one more item or a new design for an existing item. We also secured an outside vendor to create our re-designed letters for students who letter in academics, a club, or a sport. These letters will be one-third of the cost to print with an outside vendor.
 - **Community Funded:** We have 2 new crowdfunding opportunities that will be launched on Community Funded this week. VEX Robotics is raising funds to go to their national (and possibly international) competitions. Mu Alpha Theta Math Honor Society is

working to raise funds so they can attend their summer convention in South Carolina. Community Funded switched to a new version of their platform which required us to re-learn the software. Now that we have made the switch, launching crowdfunding stories should be a more seamless process.

- **Magazine Publication:** Last week, an article was submitted about our school to Crossroads Magazine. The article will be published in their quarterly issue to be released in March. The article highlighted our early college program (new Associate of Science degree offering), emphasized our use of the Core Knowledge sequence, mentioned our John Irwin award, and provided a glimpse of what is to come with our Firebird Facility.

- **Elementary School**

- **Valentine's Day Lunch:** Our parents enjoyed a wonderful lunch with their students.
- **Parent-Teacher Conferences:** Parent-teacher conferences were well-attended.

- **Middle School**

- **Sources of Strength:** The middle school administration Sources of Strength training kicked off with staff training and our student participant training this week (February 27th and 28th). Sources of Strength will support student social and emotional health in so many ways and we are excited to have this at our school.
- **Professional Development:** The February 7th middle school professional development was focused on our strategic pillars of instruction and culture / climate. The leadership team presented Love and Logic Module. The teachers worked in collaborative teams to analyze data based on the School Performance Framework and School Accountability Committee survey. After analyzing this data, the teams identified trends, root causes and created action steps. Administration then identified which action steps identified by teachers had the strongest effect size based on research and worked with the Building Leadership Team to create an action plan for implementation.

- **High School**

- **Sources of Strength:** The Sources of Strength team organized a campaign this month called "I am Connected" The goal of this campaign was to normalize help seeking behaviors and for students to identify times they either connected to an adult for help or when they helped a friend get connected to help. We displayed those stories around the building.
- **Accuplacer:** Over 70 students took the math and/or English Accuplacer this month. A passing score is the prerequisite for COM 115, CHE 101, MAT 121, and ENG 121. 90% of students received a qualifying score on the English exam. 64% of students received a qualifying score on the math exam. Students that did not receive a qualifying score will retest in April.
- **Senior Capstones:** WCA hosted its annual Senior Capstone Presentation Night this month. Seniors presented their capstones in small groups to their family, friends, and staff. It is so exciting to see what they are planning to do after they graduate!

- **Academic Awards:** WCA hosted its first Academic Awards Ceremony. 80 students received academic letters for having a GPA of 3.9 or higher both semesters last year.
- **Collin Kartchner:** All middle school and high school students attended the Collin Kartchner assembly. Students learned how to stay connected with one another and some dangers of social media. They LOVED it!
- **Student Council:** Student Council put on a Valentine's Day Dance that was well attended. They tried something new this dance and had one of our students, Hunter M (9th), be the dj for the dance.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
February 28th	8:15 a.m.	Coffee with Leadership	Middle School
March 3rd	6:30 p.m.	HS Music Department Concert	Middle School
March 5th	7:15 a.m.	Morning with Mom	Elementary School
March 5th	6:30 p.m.	Middle School Band Concert	Middle School
March 6th	9:30 a.m.	3rd Grade CORE Knowledge Native American Celebration	3rd Grade Classrooms
March 9th	2:00 p.m.	HS Prospective Parent Tour	High School
March 12th	2:00 p.m.	MS Prospective Parent Tour	Middle School
March 17th	10:50 a.m.	St. Patrick's Day Lunch	Elementary School
March 18th	6:00 p.m.	Parent Safety Seminar: Mental Health & Sources of Strength	Classroom #184 & #186
March 19th	8:20 a.m.	2nd Grade CORE Knowledge: A Day in Greece	2nd Grade Classrooms
March 19th	12:30 p.m.	5th Grade Changing Bodies	Elementary School
March 19th	5:00 p.m.	Kindergarten & 1st Grade Art Show	Elementary School
March 19th	5:30 p.m.	Kindergarten Music Program: A Happy Health Me	Elementary School
March 19th	5:30 p.m./7:00 p.m.	Work/Regular Executive Board Meeting	HS Commons

3.2 Executive Board Reports

John Feyen, Executive Board President

Mr. Feyen attended January's WCA Board meeting and February's RE-4 Board meeting.

Carolyn Mader, Executive Board Vice-President

Carolyn Mader attended the January work session and board meeting. Mrs. Mader also attended the February SAC committee meeting. Carolyn also supported the high school girls' basketball team through various tournaments.

Donna James, Executive Board Treasurer

Ms. James attended the academic awards breakfast where many high school students received their letters for academic excellence. This is yet another testament to the great things happening at WCA. Ms. James also attended the February 20 Finance Committee Meeting.

Kevin Albertsen, Executive Board Secretary

Mr. Albertsen attended Coffee with Leadership on January 24th. He hosted a plant tour at Snaptron with the high school robotics class on February 21st.

Sherry Bartmann, Executive Board Member

Mrs. Bartmann attended the January Board Meeting, Coffee with Leadership, middle school and high school basketball games (scorekeeper for MS), including the Senior Recognition Night basketball game, the Watch This! Improv Night, and the Senior Capstone presentations. Out in our community, she attended Coffee with the Mayor (open forum with Senator Vicki Marble) and the Clearview Library District's Annual Author Talk and Innovation Fair. The author presentation was from William Kamkwamba (author of The Boy Who Harnessed the Wind) and Mrs. Bartmann also presented at the interactive showcase Innovation Fair prior to the speaker event.

Jenny Ojala, Executive Board Member

This month, Mrs. Ojala attended the January Executive Board meeting. Mrs. Ojala also attended a School Accountability Committee meeting where staff and student surveys were reviewed.

Jim Zacheis, Executive Board Member

Mr. Zacheis attended the Executive Board Meeting on January 23rd. Mr Zacheis went to the Honor Roll assembly on the 24th and was thrilled to see the number of students doing so well. On the 31st of January, he volunteered for the 1st grade Electricity Celebration. It is always entertaining to help in the younger grades. In February, Mr. Zacheis attended the Senior Capstone presentations and was incredibly impressed with the quality and type of student that Windsor Charter Academy High School is producing. He ate lunch with the 4th grade for the Valentine's Day meal on the 12th and volunteered for the 1st grade Valentine's Day party on the 13th. He also attended the Finance Committee meeting on the 20th, but it was not as fun as the 1st grade Valentine's Day party.

4.0 Items for Information

- 4.1 2020-2021 Leadership Staffing**
- 4.2 2020 Executive Board Elections Planning**
- 4.3 April Spring Membership Meeting Planning**
- 4.4 Board Professional Development**

5.0 Items for Action

5.1 2020-2021 Annual School Budget

A motion was made to approve the annual budget for 2020-2021 school year by Donna James and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 VEX Robotics National Competition Trip

A motion was made to approve the VEX Robotics national competition trip by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.3 2020-2021 Leadership Staffing

A motion was made to approve 1.0 FTE Dean/Athletic Director, increasing .5 FTE at both the middle and high school on first read by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.4 Job Description: HS Assistant Principal

A motion was made to approve the job description for High School Assistant Principal by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.5 2020 Board Meeting Date Changes

A motion was made to approve the following board meeting date changes due to school breaks:

- March 19, 2020
- No July meeting
- November 19, 2020
- December 17, 2020

The motion was made by Kevin Albertsen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.6 Policy BC-R School Board Member Financial Disclosure, First Read

A motion was made to approve Policy BC-R School Board Member Financial Disclosure on first read by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.7 Policy BEC Executive Sessions/Open Meetings, First Read

A motion was made to approve revisions to Policy BEC Executive Sessions/Open Meetings on first read by Donna James and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.8 Policy BEDA Notification of Board Meetings, First Read

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

5.9 Policy JF-E Admission and Denial of Admission, First Read

A motion was made to approve Policy JF-E Admission and Denial of Admission on first read by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.10 Policy JQ Student Fees, Fines and Charges, First Read

A motion was made to approve Policy JQ Student Fees, Fines and Charges on first read by Carolyn Mader and seconded by Jenny Ojala. After discussion on language around concurrent enrollment courses, Sherry Bartmann made a motion to table the policy on first read until the March Regular Session. Kevin Albertsen seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

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

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

5.12 Policy KDE Crisis Management, First Read

A motion was made to approve Policy KDE Crisis Management on first read by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.13 Policy KFA Public Conduct on Windsor Charter Academy Property, First Read

A motion was made to approve Policy KFA Public Conduct on Windsor Charter Academy Property on first read by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.14 Bylaw Revisions to Articles 1, 2, 5 & 11

A motion was made to table changes to Article 1, 2, 5 & 11 of the Bylaws until the March Regular Session by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, nay. The motion passed.

5.15 Preliminary Refinance Process for \$10 Million Bond

A motion was made to approve preliminary work on refinancing a \$10 million bond by Donna James and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.16 Renewal of Executive Director Two-Year Contract

A motion was made to approve a two-year contract for the Executive Director by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Seriah Sanchez, Facilities Staff Member
- Caleb Rupe, Facilities Staff Member

Resignations/Non-Renewals/Terminations

- Diana Stanislav, Student Data Services Manager
- Shannon Elliott, HS Assistant Principal

6.2 Financials

- February 2020
- Form 990

6.3 2nd Read Policies

- Policy JKD JKE Suspensions and Expulsions
- Policy JKD JKE—R Suspensions and Expulsions—Regulation
- Policy JICI Weapons in Schools

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

7.0 Executive Session

A motion to enter Executive Session was made by Sherry Bartmann and seconded by Donna James. The following citations were given:

- 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)

Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The Executive Board exited Regular Session at 9:37 p.m. The Executive Board entered Executive Session at 9:37 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)

The Executive Board exited Executive Session at 10:08. They re-entered Regular Session at 10:08.

8.0 Adjournment

A motion to adjourn the February 27, 2020 Regular Session was made by Donna James and seconded Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 10:09 p.m.



Appendix



January 23, 2019 Minutes

Work Session: 5:30 p.m.

8.0 Board Governance

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:25 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Carolyn Mader, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Jenny Ojala, Executive Board Member
Jim Zacheis, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
Kelly Seilbach

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to amend the agenda to add 5.7 Bid for Art Room Flooring to the Consent Agenda and approve the January 23, 2020 Regular Session agenda was made by Carolyn Mader and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

A motion was made to approve the amended January 23, 2020 Regular Session agenda by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

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

2.0 Citizen Communication

There was one parent at the January Executive Board Regular Session. Mrs. Tara Smith spoke with the Executive Board about the importance of investing in our sports program as we prepare for CHSAA admittance.

3.0 Reports

3.1 Executive Director's Report

Work in Our Schools

- **System Wide**
 - **Lottery:**

- The lottery for our schools has begun. Open spots across grade levels have been offered and filled. Currently, we have 680 on our wait lists across the schools.
- **Innovation & Technology**
 - **Printer Upgrades:** Over the winter break we were able to successfully deploy new copiers for each of our schools. These new machines will allow for quicker and more efficient printing and copying. We were also able to deploy higher efficiency models in each school and add an additional machine for our elementary school helping to ease the print load on machines and assist with wait times.
 - **OtterCares:** Our innovation and community outreach departments had the opportunity to attend an entrepreneurship and innovation showcase event with OtterCares. This event highlighted different ideas that representatives from Otterbox and OtterCares have been working to develop to promote entrepreneurship education in schools and create more effective tools for educators to receive support, education and resources for this important curriculum. Entrepreneurship education encourages students to form community connections, grow their critical thinking and problem-solving skills, and work collaboratively to solve real world problems. These are all valuable skills in the 21st century workplace! We are excited about the work that OtterCares is doing to help make entrepreneurship education more accessible in our community!
- **Safety:**
 - On January 22nd, parents were invited to attend an ALICE information and firearm safety night to learn more about safety in our schools and at home.
 - Windsor Charter Academy will be hosting an ALICE instructor class at our schools on May 27th & 28th. Other schools and business are invited to attend.
 - Our schools began working with district on School Safe grant. We began discussions on how we will organize scenarios and set dates to do tabletop discussions as schools in the spring.
- **Communications & Marketing:**
 - **Prospective Parent Night:** Last week we welcomed families into each of our three schools for Prospective Parent Night! This year, we revamped our PPN process to include increased efforts on Facebook regional marketing and increased efforts to make our current families aware of the registration process for middle and high school. We ran a WCA movie advertisement campaign at the Metrolux theater from Thanksgiving through New Years to capture our target audiences (families attending Frozen 2, Star Wars, etc.). In addition, we revamped our marketing material to make sure all of our folders, presentations, advertisements, and signage were consistent. Our nights were also well attended:
 - 68 elementary school families
 - 52 middle school families
 - 47 high school families

Overall, we received positive feedback from parents and families!
 - **The Firebird Word:** This week, we launched our new blog-style newsletter for each school called "The Firebird Word". The way our

families engage is changing and we want to meet their needs. The benefits of having a web-based newsletter format include:

- Live and accurate information: Information in a newsletter is accurate as of the day it is sent. If we have a date change, a spelling error, or a cancelled event, we can easily update our website without having to send an email retraction.
- Easy social sharing: Our families are very active on our Facebook pages and our moderators like to share information from our school. This is often done through screenshots from our Thursday newsletters. Now, each news post has a unique URL that can be shared on Facebook in a seamless manner. This also creates consistency within the message.
- Archiving capabilities: Every news post can be archived. Once archived, the post can be found again with a simple search.
- Publicity: When a potential family is looking at our school, they can access our web-based newsletter to see all of the great activities we have going on without having to subscribe to our newsletter (if they have not been admitted).
- **Letters:** We have new letters for our letter jackets! K&W Printing worked with us through several design iterations of our letter. We will be distributing these new letters at our academic lettering ceremony later this month.
- **Facilities:**
 - The elementary school art room was painted and prepped for its future transformation. New flooring and lighting will be installed during Spring Break. Furniture quotes are being finalized and will be ordered and installed before the end of the year. Our fall Firebird Fun Run fundraising money was earmarked for this project.
 - The middle and high school fencing project has been completed.
 - The schools were deep cleaned, carpet cleaning, and painting touch-ups occurred during the holiday break.
 - Elevator maintenance and HVAC maintenance was completed at the elementary school.
 - The schools were prepared for three Parent Prospective Nights. Positive community comments were shared on the upkeep of our buildings!
- **Elementary School**
 - **Professional Development:** On January 6th, the elementary school teachers participated in math data digs where they analyzed mid-year data and determined instructional groups based on ability.
 - **Prospective Parent Night:** Our Prospective Parent Night was well-attended. Roughly 200+ parents attended. Childcare was provided to support parents as they toured our school.
- **Middle School**
 - **Sources of Strength:** Administration have been working with Mrs. Ibarra to plan the Sources of Strength training that will kick off next month at the

middle school. All staff have been introduced to the principles, vision and basic format of the program. Student participants and staff advisors have been selected.

- **Mid-Year Reflections:** Each teacher is currently meeting with administration to review their progress on their professional goals, progress on meeting the professional teaching standards and discuss additional supports they need as part of the mid-year review process.
- **Prospective Parent Night:** The middle school Prospective Parent Night was a huge success and well attended by student, families and teaching staff.
- **Professional Development:** January professional development was focused on our strategic pillars of instruction and culture / climate. Heather Bratton presented Love and Logic Module 6. Content teams of teachers presented how they implemented the AVID collaborative study group strategy throughout Quarter 2. Carrie Cross and Rachel Preece presented the AVID critical reading strategy, which is the Quarter 3 focus. Finally, teachers met in their data teams to analyze MAPS and other data from Semester 1.
- **High School**
 - **Winter Student Concerts/Spotlights:** Our band, orchestra, choir students performed beautifully at our winter concerts in December. During these evenings, our art department hosted their annual art show in the media center and our Geometry students showcased their projects in the commons for parents to see. These were great opportunities for students to show off their hard work in the performing and visual arts as well as math.
 - **Professional Development:** Staff participated in professional development and continued to focus on AVID and Love & Logic.
 - **Sources of Strength:** Our students took their first semester finals. During finals week, our Sources of Strength Peer Leaders organized "healthy activities" to help students manage their stress such as games during passing periods, naps after finals, guided mediation with Mr. Lorimer on the intercom, and healthy eating with PB&J sandwiches made by the staff. Mrs. Wrenn and Mrs. Trujillo also organized a "cocoa cram" and made hot chocolate for the students one morning.
 - **Parent Prospective Night:** We hosted our annual Prospective Parent Night and had a record number of students and parents attend. Both new and returning staff reported that they appreciated the information about our early college program as well as the transition to high school!
 - **2020-2021 Registration:** Our counseling and advising staff presented to all 8th—11th graders about course registration and students are working on getting registered for their courses for the 2020-21 school year.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
January 24 th	8:15 a.m.	Coffee with Leadership	MS/HS Media Center
January 24 th	8:30 a.m.	3 rd , 4 th & 5 th Grade Honor Roll Assembly	ES Gymnasium

January 27 th	3:45 p.m.	SAC Committee Meeting	ES PD Room
January 31 st	8:30 a.m.	1 st Grade Core Knowledge Celebration	1 st Grade Classrooms
January 31 st	7:15 p.m.	Watch This! Improv Show	HS Commons
February 3 rd	5:30 p.m.	Spring Parent Technology Education Night	HS Commons
February 4 th	5:00 p.m.	Senior Capstones	HS Classrooms
February 10 th	3:45 p.m.	SAC Committee	ES PD Room
February 12 th	Lunchtime	ES Valentine Lunch for K,2 & 4	Cafeteria
February 14 th & 17 th		No School for Staff & Students	
February 27 th	5:30 / 7:00 p.m.	Work/Regular Executive Board Session	HS Commons

3.2 Executive Board Reports

John Feyen, Executive Board President

Mr. Feyen attended the December WCA Board meeting and January's RE-4 Board meeting.

Carolyn Mader, Executive Board Vice-President

Mrs. Mader has been preparing for the upcoming SAC committee meeting in which the committee will review survey data. Carolyn also attended the Weld RE-4 district dinner and work session. Carolyn has been present at a number of high school girls' basketball games. The girls' team has worked very hard and are proving to be strong opponents against their competition.

Donna James, Executive Board Treasurer

Ms. James attended the joint work session with the Weld Re-4 Board and the WCA Board. Ms. James also attend the Finance Committee meeting in January.

Kevin Albertsen, Executive Board Secretary

Mr. Albertsen attended the joint work session with our Authorizer, the Weld RE-4 Board, on Monday, January 13th.

Sherry Bartmann, Executive Board Member

Mrs. Bartmann attended the Weld RE-4 board meeting on Monday January 13th. She also attended a number of girls' basketball games where she volunteered as a scorekeeper.

Jenny Ojala, Executive Board Member

In December, Mrs. Ojala met with Board President Feyen and Executive Director Teeples to finalize her mid-year evaluation. She continued her volunteer work in second grade math with Mrs. Hoover's class. Mrs. Ojala also attended the December Board Meeting. The School Accountability Committee annual surveys have been completed and work has begun on reviewing the data and looking for trends for celebrations and priority challenges. The SAC will meet next on January 27th to work on determining these items for all parent surveys. Mrs. Ojala attended the joint work session with our Authorizer, the Weld RE-4 Board, on Monday, January 13th.

Jim Zacheis, Executive Board Member

Mr. Zacheis attended the Finance Committee meeting on December 19th and also the Executive Board Meeting on the 19th. He also attended the 6th grade prospective

parent night on January 8th. Mr. Zacheis attended the joint work session with our Authorizer, the Weld RE-4 Board, on Monday, January 13th.

4.0 Items for Information

4.5 Staffing for 2020-2021 School Year

4.6 Board Professional Development

5.0 Items for Action

5.1 Job Description: Instructional Coach

A motion was made to approve the job description for Instructional Coach by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 Policy JKD JKE Suspensions and Expulsions, First Read

A motion was made to approve the revisions to policy JKD JKE Suspensions and Expulsions on first read by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.3 Policy JKD JKE-R Suspensions and Expulsions—Regulation, First Read

A motion was made to approve the revisions to policy JKD JKE-R Suspensions and Expulsions—Regulation, with an addition to the policy that states that the Executive Director shall report on each case that has been recommended for expulsion, briefly describing the circumstances and the reason for the action given. The motion with amended changes was made on first read by Sherry Bartmann and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

A motion was made to approve the revisions to policy JKD JKE-R Suspensions and Expulsions—Regulation on first read by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.4 Policy JICI Weapons in School, First Read

A motion was made to approve the revisions to policy JICI Weapons in School on first read by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following:

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

5.5 Annual Notification of Board Meetings per Policy BEDA

A motion was made to have the elementary school professional development room as the location for the 2020 board meetings. Board agendas will be posted in the elementary school and middle school foyers for the 2020 school year, as well as on the school website on the Executive Board page. This motion was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.6 Bylaw Revisions to Articles 1, 2, 5 & 11

A motion was made to table revisions Article 1, 2, 5 & 11 of the Bylaws until the February board meeting by Carolyn Mader and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. These revisions will be posted at the schools for stakeholder review.

5.6 Bid for Art Room Flooring

A motion was made to approve the recommended flooring bid for Mitchell's Flooring and Design by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Maria Andress, HS Paraprofessional
- Cameron Hitz, Facilities Maintenance Technician

Resignations/Non-Renewals/Terminations

- Elizabeth Scott-Janda, High School Teacher
- Shiloh Morado, Custodian

6.2 Financials

- December 2019
- January 2020

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

7.0 Executive Session

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

- Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)

Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The Executive Board exited Regular Session at 9:25 p.m. They entered Executive Session at 9:34 p.m.

8.0 Adjournment

Members left the Executive Session at 11:55 p.m. and the Regular Session resumed at 11:56 p.m. A motion to adjourn the January 23, 2020 Regular Session was made by Donna James and seconded Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 11:58 p.m.



2.0 VEX Robotics Out-of-State Trip

February 20, 2020

Attn: Windsor Charter Academy Executive Board

Please see the attached information regarding the U.S. Open Vex High School National Championship April 2nd-5th, 2020 - purpose, attendees, itinerary, hotel information, transportation, and funding.

Trip: U.S. Open Vex High School National Championship

Location: Council Bluffs, Iowa

Dates: April 2nd-5th, 2020

Purpose: Students develop leadership and 21st century work skills through competitive robotics competitions. These competitions foster teamwork and encourage students to exercise their imaginations and mathematics abilities to solve real world engineering problems. VEX Robotics is a project based program that encourages critical thinking, creativity, collaboration, communication and perseverance through challenges. The U.S. Open is hosted by the Create Foundation which was founded to support Competitive Robotics Enhancing and Advancing Technology Education.

Number of Students: 11 (Michael Pientka, Aiden Logan, Colton Kimmi, Rosalinda Guzman, James Berg, Maggie Acheson, Justin Frerich, Hayden Lederhos, Maddie Effinger, Coltrin Christenson, Emerson Dow)

Number of Adults: 2 (Micki and Ryan Hawkins - WCA VEX Robotics Team Coaches)

Summary of Costs:

Meals: 4 lunches, 2 dinners and 2 breakfasts (~\$15/meal) = \$1560.00

Hotel: \$86/night - 4 Rooms for 3 nights = \$1,032.00

Milage: Coaches vehicle, 530 miles at 57.5 cents per mile - \$303.69

Team Registration: \$650 per team, 2 teams = \$1,300

Cost Per Student: \$381

Fundraising Measures:

Community Funded Campaign - Based on Donations

Fuzzy's Tacos

Panda Express

School Concessions

Itinerary:

Thursday, April 2nd, 2020

5:00 a.m. - Depart from Windsor on drive to Council Bluffs, Iowa

2:30 p.m. - 5:30 p.m. - Registration at Mid America Center in Council Bluffs, Iowa

5:00 p.m. - Team Dinner and hotel check-in

3:00 p.m. - 8:30 p.m. - Tournament Inspection, Inspection and Skills Challenges

Friday, April 3rd, 2020

7:45 a.m. - Pit Opens at Mid America Center

8:15 a.m. - 8:30 a.m. - Coaches Meeting

8:30 a.m. - 8:55 a.m. - Opening Ceremony

12:30 p.m. - 1:30 p.m. - Lunch

1:30 p.m. - 5:30 p.m. - Qualifying Rounds

4:30 p.m. - 6:30 p.m. - Judges Interviews

6:00 p.m. - 9:00 p.m. - Team Celebration (Dinner, Games, & Mega Alliance Challenge)

Saturday, April 4th, 2020

8:00 a.m. - Pit Opens at Mid America Center

8:30 p.m. - 11:00 a.m. - Qualifying Rounds

11:00 a.m. - 11:30 a.m. - Alliance Selection

11:30 a.m. - 12:15 p.m. - Lunch

12:20 p.m. - 3:15 p.m. - Elimination Matches

2:00 p.m. - 3:50 p.m. - Consolation Tourney

3:30 p.m. - 4:20 p.m. - Finals

4:20 p.m. - 4:40 p.m. - Closing Ceremony

5:00 p.m. - Team Dinner

Sunday, April 5th, 2020

7:00 a.m. - Depart for home



U.S. OPEN ROBOTICS CHAMPIONSHIP

2020 U.S. Open Robotics Championship Schedule

Mid America Center, 1 Arena Way -and- Iowa West Field House, 5 Arena Way
Council Bluffs, IA

Thursday, April 2nd, 2020

2:30PM-5:30PM	Team Registration
3:00PM-6:30PM	Inspection
3:00PM-8:00PM	Practice
3:30PM-8:30PM	Skills (Each team is allotted 3 attempts at each skills challenge. Top 4 scores in each age group/tournament at the end of skills at 8:30PM will earn a trophy.)
9:00PM	Venue Closes

Friday, April 3rd, 2020

7:45AM	Pit Opens
8:15AM-8:30AM	Drivers and Coaches Meeting
8:30AM-8:55AM	Opening Ceremony
8:55AM-12:30PM	Qualifying Rounds
12:30PM-1:30PM	Lunch
1:30PM	Judges Invitations (Invitations will be delivered to teams advancing to the face-to-face interviews.)
1:30PM-5:30PM	Qualifying Rounds
4:30PM-6:30PM	Judges Interviews (Qualifying teams will interview immediately after their last match of the day.)
6:00PM-9:00PM	Team Celebration (<i>Dinner! Games! Mega Alliance Challenge!</i>)
9:15PM	Venue Closes

Saturday, April 4th, 2020

Open Program Tournament		VRC High School Tournament		VRC Middle School Tournament	
8:00AM	Pits Open	8:00AM	Pits Open	8:00AM	Pits Open
8:30AM-10:30AM	Qualifying Rounds	8:30AM-11:00AM	Qualifying Rounds	8:30AM-11:50AM	Qualifying Rounds
10:30AM-11:00AM	Alliance Selection	11:00AM-11:30AM	Alliance Selection	12:00PM-12:30PM	Alliance Selection
11:00AM-12:45PM	Consolation Tourney	11:30AM-12:15PM	Lunch	12:30PM-1:15PM	Lunch
12:45PM-1:30PM	Lunch	12:20PM-3:15PM	Elimination Matches	1:20PM-3:15PM	Elimination Matches
1:35PM-3:25PM	Elimination Matches	2:00PM-3:50PM	Consolation Tourney	2:00PM-3:50PM	Consolation Tourney
3:30PM-4:20PM	Finals	3:30PM-4:20PM	Finals	3:30PM-4:20PM	Finals
4:20PM-4:45PM	Closing Ceremony	4:20PM-4:45PM	Closing Ceremony	4:20PM-4:45PM	Closing Ceremony
5:00PM	Venue Closes	5:00PM	Venue Closes	5:00PM	Venue Closes

Consolation Tournaments: All teams in all tournaments (Open, High School, and Middle School) are invited to participate in an optional Consolation Tournament. The High School and Middle School Consolation Tournament will take place in the Field House. The Open Program Consolation Tournament will take place in their competition arena.



3.0 Job Description



JOB DESCRIPTION

High School Assistant Principal

Summary

Responsible for assisting the Principal with instructional and organizational leadership. Responsible for contributing to a learning environment for all staff and students that ensures student academic success.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in students' education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Serve as a resource for high school staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept. Skill in human relations which demonstrates sensitivity to needs and concerns of others. Participate or lead development of positive behavior support systems and development of intervention strategies.
- Assist and support the implementation of high school-level curriculum and instruction for the purpose of increasing student achievement.
- Assist the Principal with the hiring of new teachers and high school staff.
- Supervise, assess and monitor student performance using objective and verifiable information, including standardized, criterion-referenced district and teacher developed assessments.
- Evaluate and supervise school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.
- Work collaboratively with the Principal, Dean of Students, and/or Athletic Director to implement and monitor safety plans, oversee suspensions, and expulsions. Establish guidelines and expectations for appropriate student behavior with the goal of maintaining an academic environment conducive to student achievement including, but not limited to supervision during lunch, in the hallways, and during co-curricular activities at night and after school.
- Facilitate communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Communicate students' progress, needs, behavior, attendance and discipline issues with parents and other staff as needed.
- Assist in the maintenance of the crisis management plan and school safety requirements.
- Develop, coordinate, and supervise school programs in collaboration with school staff and/or outside agencies.
- Collaborate with teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes and in team and high school-based meetings and discussions.
- Actively participate in:

- Department, team, high school meetings and discussions.
- Student and/or family conferences and other meetings.
- Social, cultural, interscholastic, and extracurricular activities.
- Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Master's degree with successful completion of principal licensure program required
- Three to five years of teaching experience at the secondary level and one additional year of experience in discipline, attendance and supervision (dean/administrative experience) preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado principal license with appropriate endorsements required
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Communicate with students, parents/guardians, staff, and community members.
- Be a part of and work with a team.
- Manage multiple priorities.
- Manage multiple tasks with frequent interruptions.
- Maintain honesty and integrity in all aspects of the job.
- Adhere to attendance requirements, including regular and punctual employee presence.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions

Materials and Equipment Operating Knowledge

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

Physical Requirements & Working Conditions

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

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

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

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



4.0 First Read Policies



SCHOOL BOARD MEMBER FINANCIAL DISCLOSURE

Executive Board members are required by law to disclose certain items received in connection with serving on the **Executive** Board. If **Executive** Board members receive such items, they must ~~file a report~~ **submit a form prescribed by** with the Secretary of State ~~of forms prescribed by the Secretary of State~~ **to the State**. Such report must be filed on or before January 15, April 15, July 15 and October 15 of each year, and shall cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt. **Executive** Board members who do not receive any items that must be reported are not required to file a report.

Items which must be reported include the following:

1. Any money received, including a loan, pledge, advance, guarantee of a loan or any forbearance or forgiveness if indebtedness from any person with a value greater than ~~\$59~~ **\$65**
2. Any gift of any item or real or personal property other than money with a value greater than ~~\$59~~ **\$65**
3. Any loan or real or personal property if the value of the loan is greater than ~~\$59~~ **\$65**. "Value of the loan" means the cost saved or avoided by the **Executive** Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance or publication.
5. Tickets to a sporting, recreational, educational or cultural event with a value greater than ~~\$59~~ **\$65** for any single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting if the **Executive** Board member is scheduled to deliver a speech, make a presentation, participate on a panel or represent the school district unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).
7. Any gift of a meal to a fund-raising event of a political party.

To avoid misunderstandings about the value of an item, the donor must furnish the **Executive** Board member with a written statement of the dollar value of the item when it is given.

Windsor Charter Academy Executive Board
Adopted: November 2017
March 2020

Legal References
C.R.S 24-6-201 et seq.





EXECUTIVE SESSIONS/OPEN MEETINGS

All regular and special meetings of the **Executive** Board shall be open to the public, except for Executive (closed) Sessions.

1. **Convening Executive Sessions.** To meet in Executive Session, the **Executive** Board must:
 - a. Announce the general topic for discussion and the statutory basis for the Executive Session, which topic and statutory basis must be one of those listed in section 2 of this policy.
 - b. Identify the particular matter to be discussed in as much detail as possible without compromising the purpose of the Executive Session.
 - c. Have a least 2/3 of the Quorum present to vote to go into Executive Session.
2. **Topics and Statutory Bases.** The **Executive** Board may only hold an Executive Session to consider the following:
 - a. Purchase, acquisition, lease, transfer or sale of any real, personal or other property. C.R.S. § 24-6-402 (4) (a). (However, no Executive Session shall be held to conceal the fact that a member of the **Executive** Board has a personal interest in such property transaction.)
 - b. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S. § 24-6-402 (4) (b). (The mere presence or participation of an attorney at an Executive Session shall not be sufficient to satisfy this requirement.)
 - c. Matters required to be kept confidential by law. C.R.S. § 24-6-402 (4)(c). (The **Executive** Board must identify the specific legal provision that requires confidentiality.)
 - d. Specialized details of security arrangements or investigations. C.R.S. § 24-6-402 (4) (d).

- e. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations, **including strategy for negotiations relating to collective bargaining or employment contracts**, and instruction of negotiators. **Discussions of negotiations relating to collective bargaining or employment contracts other than negotiations for an individual employee's contract shall occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. §24-6-402 (4)(e)**
 - f. Personnel matters. C.R.S. § 24-6-402(4) (f). Except if an employee who is the subject of an Executive Session requests an open meeting. If the personnel matter involves more than one employee, all of the employees must request an open meeting. (Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters.") Discussions concerning a member of the **Executive** Board, any elected official or the appointment of an **Executive** Board member are not considered "personnel matters."
 - g. Consideration of any documents protected under the mandatory non-disclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. § 24-6-402(4) (g).
 - h. Discussion of individual students where public disclosure would adversely affect the person or persons involved. C.R.S. § 24-6-402(4) (h).
3. **Conduct of Executive Session**

~~a. The **Executive Director** of Schools must attend all Executive Sessions, except those held to evaluate his or her performance or employment, or as otherwise specified by Board Policy.~~

~~b.a.~~ Only those persons invited by the **Executive** Board to attend may be present during an Executive Session.

~~e.b.~~ No final policy decision or other formal action may occur in Executive Session.

~~d.c.~~ All discussions that occur in Executive Session will be electronically recorded, except for discussions of individual students convened under Section 2.H of this policy or discussions that, in the opinion of the **Executive** Board's attorney, constitute privileged attorney-client communication. Recordings of Executive Sessions

will be kept for 90 days and the approved minutes will be posted in accordance with state law.

Windsor Charter Academy Executive Board

Adopted: May 2001

July 2010

March 2020

Legal References

C.R.S. 22-32-108 (5) (MEETINGS OF THE BOARD OF EDUCATION)

C.R.S. 22-32-108 (5)(d)

C.R.S. 24-6-402 (OPEN MEETINGS LAW)

Cross References

KDB Public's Right to Know/Freedom of Information





NOTIFICATION OF BOARD MEETINGS

The Executive Board shall give full and timely notice to the public of any meeting at which the adoption of any proposed policy or formal action shall occur or at which a quorum (four or more members) of the Executive Board is expected to attend. This includes special meetings, ~~and~~ regular, ~~and~~ work session meetings, **and retreats**.

At its first regular meeting of the calendar year, the Executive Board shall designate the public place or places at which notice of all ~~B~~board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites. ~~Regular meetings of the Executive Board for the calendar year will be posted as designated during the first board meeting of the calendar year.~~

At a minimum, the Executive Board shall cause notice of regular and special meetings and work sessions to be posted at the designated public place, **as well as on Windsor Charter Academy's website** no less than 24 hours prior to the meeting. This notice shall include agenda information.

~~Copies of the agenda shall be available online for charter stakeholders upon publication and dissemination to the Board.~~

Windsor Charter Academy shall maintain a list of persons who, within the previous two year, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of such Executive Board meetings.

Notice to the Executive Board

The Executive Director shall ensure that the agenda, together with meeting materials and the minutes of the last regular meeting are available to **Executive** Board members no later than 72 hours before the next regular meeting.

Policy BEDA

Windsor Charter Academy Executive Board

Adopted: August 1991

August 2001

August 2006

March 2020

Legal References

C.R.S. 22-32-108 (2),(3)

C.R.S. 24-6-402 (2)(c)





ADMISSION AND DENIAL OF ADMISSION

According to the Colorado Revised Statutes 22-33-106 (2), subject to the Windsor Charter Academy's responsibilities under the Exceptional Children's Education Act and other law pertaining to the education of students with disabilities, the following may be grounds for denial of admission to a public school or diversion to an appropriate alternate program.

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.

According to C.R.S. 22-33-106 (3) (a-f), the following may constitute additional grounds for denial of admission to a public school:

1. Graduating from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
2. Failure to meet age requirements.
3. Having been expelled from any school during the preceding 12 months.
4. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22, Articles 23 (migrant children), 32 (exclusion of nonresidents) or 36 (schools of choice).
5. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any denial of admission for such failure to comply shall not be recorded as a disciplinary action, but may be recorded with the student's immunization record with appropriate explanation.
6. Behavior in another school during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

According to C.R.S. 22-33-106 (4)(a), a student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

1. The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled.
2. There is an identifiable victim of the expelled student's offense.
3. The offense for which the student was expelled does not constitute a crime against property.

If Windsor Charter Academy has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

Students in Out-of-Home Placements

State law limits the grounds for denial of enrollment regarding students in out-of-home placements, as defined by C.R.S. 22-32-138 (1)(h).

Windsor Charter Academy Executive Board
Adopted: March 2020

Legal References

C.R.S. 22-33-106 (2)
C.R.S. 22-33-106 (3)(a-f)
C.R.S. 22-33-106 (4)(a)
C.R.S. 22-32-138 (1)(h)



STUDENT FEES, FINES AND CHARGES

There shall be no instructional fees, except those approved by the **Executive Board of Education**. Books shall be provided on a loan basis; no rental fee will be assessed for textbooks and workbooks used in the classroom for reference, except those approved by the **Executive Board of Education**.

Windsor Charter Academy will pay for coursework for students that are participating in concurrent enrollment coursework from a college or university that earn a C or higher. If a student earns a D+ or lower, the family/guardian is responsible to cover the cost of the course.

However, students shall be assessed fines for lost, damaged, or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, the replacement cost of the book will be charged. Fines may be charged for student parking violations according to a schedule that is approved by the **Executive Board of Education**.

No student shall be charged a shop, crafts, or art class fee, except as approved by the **Executive Board of Education**. Teachers shall determine a basic course for each class which can be completed with materials furnished by the school. However, students shall be required to pay for materials that go into shop, crafts, or art projects that are above the basic requirements for the course and are to be retained by the student.

Fees for the use of items such as choral robes, band uniforms and school-owned instruments shall be approved by the **Executive Board** upon the recommendation of the Executive Director.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs and transportation costs on field trips.

Waiver of Fees

All fees, fines and charges for textbooks and expendable supplies and materials required for classes within the academic portion of the educational program and any transportation fee shall be waived for indigent students. All fees for textbooks, expendable supplies and materials, and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by C.R.S. 22-32-138 (1)(h).

The **Executive** Board shall review and approve a fee schedule from time to time, except that the **Executive** Board will act on a revised fee schedule when a new fee is proposed or an existing fee is requested to be modified. Fee schedules shall outline the fees that are reasonably necessary for and reasonably related to the actual cost of textbooks or expendable supplies. Such schedule of fees is available to the public upon request. The schedule of fees shall indicate which fees are voluntary in nature.

Windsor Charter Academy Executive Board
Adopted: July 2016
March 2020

Legal References

C.R.S. 22-32-109 (1)(u)
C.R.S. 22-32-110 (1)(o)
C.R.S. 22-32-110 (1)(ii)
C.R.S. 22-32-113 (5)
C.R.S. 22-32-117
C.R.S. 22-32-118
C.R.S. **22-32-138 (1)(h).**
C.R.S. 22-32-138 (7)
C.R.S. 22-45-104

Policy KDB



PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

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

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

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

Process for Requesting Records

1. All requests for public record(s) maintained by the School **Windsor Charter Academy** shall be specific enough to allow the School **Windsor Charter Academy** to efficiently identify the requested record and respond to the request. To clarify and facilitate the processing of a request to inspect and/or obtain copies of records, the School **Windsor Charter Academy** may require that that request be made in writing.
2. The School **Windsor Charter Academy** has no duty to create a public record that does not already exist.

Policy KDB

3. If the requested public record is in active use, in storage, or otherwise not readily available at the time of the person's request, the person requesting the record shall be informed of that fact. The custodian of records will then make the record available within a reasonable time of the person's request. A reasonable time shall not exceed three working days, but may be extended by an additional seven working days if certain extenuating circumstances exist, in accordance with state law.
4. If the person seeking the record requests transmission of the record, the custodian of records shall notify the person once the record is available that it will only be transmitted when the custodian received payment or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.
5. Upon receipt of payment of any applicable copy costs and/or other fees or upon making payment arrangements with the person requesting the record by United States mail, other delivery service, facsimile or electronic mail. Transmission will occur as soon as practicable but no more than three business days after the School's **Windsor Charter Academy's** receipt of payment or making arrangements to receive such payment.
6. Inspection of any public record shall take place in an area designated by the School's **Windsor Charter Academy's** custodian of records and shall occur in a manner that will not be disruptive to School operations. School **Windsor Charter Academy** employees may be assigned to monitor any inspection of public records.

School Windsor Charter Academy Responsibilities

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

1. Producing the record in the requested format would violate the terms of a copyright or licensing agreement.

Policy KDB

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

Fees

1. The fee for copying public records will be .25 cents per page.
2. No transmission fee will be charged for transmission via electronic mail.
3. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. Such fee may be reduced or waived by the custodian of records if the electronic device and products are to be used for a public purpose, nonprofit activities, journalism, or academic research.
4. If more than one hour of staff time will be required to respond to the request for records, any staff time more than one hour shall be charged to the person seeking access at the rate of ~~\$30~~ **\$33.58** per hour, which may be increased from time to time as permitted by applicable state law. If more than one hour of staff time will be required to respond to the request for records, the person seeking access shall be notified in advance that the staff time charges will be incurred and shall be provided with an opportunity to modify or rescind the request. Payment of estimated charges may be required prior to staff time being incurred on research and retrieval of records. Staff time charges shall be paid or adjusted prior to inspection of the records.

Policy KDB

Denial of Access and Dispute Resolution

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

In addition to the procedures contained in this policy, ~~the School~~**Windsor Charter Academy** may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its records and prevent unnecessary interference with school staff responsibilities and school operations.

Windsor Charter Academy Executive Board
Adopted: **March 2020**

Formatted: Font: Bold

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

Policy KDB

Cross References

BEDA, Notification of Board Meetings

BED, Business Order and Rules

EGAEA, Electronic Communication

GBJ, Personnel Records and Files

JRA/JRC, Student Records/Release of Information Concerning Students





CRISIS MANAGEMENT

The **Executive** Board of Education acknowledges the necessity of preparing a school response framework to adequately prepare school personnel, parents, and the community to respond appropriately to a crisis that involves the school community. Crisis situations that could impact the school community may or may not occur on school property and include, but are not limited to, suicide, death, acts of violence, trauma, natural disaster and accident.

As an important component of school safety planning, ~~the school district~~ **Windsor Charter Academy** shall take the necessary steps to remain in compliance with the National Incident Management System (NIMS), as that system applies to school ~~systems~~ districts.

The **Executive** Board of Education directs the ~~superintendent~~ **Executive Director** or a designee to develop, implement and maintain a School Safety, Readiness and Incident Management Plan (safety plan) including, to the extent possible, emergency communications, that coordinates with any statewide or local emergency operation plans already in place. The safety plan shall incorporate the requirements of state law.

Windsor Charter Academy Executive Board
Adopted: March 2020

Legal References

C.R.S 13-21-108.1 (3)
C.R.S.22-1-126 C.R.S. 22-32-109.1 (1) (b.5)
C.R.S 22-32-109.1 (4)
C.R.S. 24-33.5-1213.4
C.R.S. 25-53-102



PUBLIC CONDUCT ON WINDSOR CHARTER ACADEMY PROPERTY

Persons using or upon school property, including all school buildings, school parking lots, and any school vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the Executive Director or designee to be in violation of this policy shall be instructed to leave school property and law enforcement may be contacted. Any person who has engaged or Windsor Charter Academy officials reasonably believe will engage in conduct prohibited by this policy may be excluded from school property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with school operations or any activity sponsored or approved by the Windsor Charter Academy.
2. Physical abuse or threat of harm to any person or school property.
3. Damage or threat of damage to school property regardless of the location, or property of a member of the community when such property is located on property owned by Windsor Charter Academy.
4. Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on school property, at school-sponsored functions or in any school vehicle transporting students. For purposes of the policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamine), and anabolic steroids. If, however, the administration of medical marijuana is in accordance with the Executive Board's policy to qualified students; such possession shall not be considered a violation of this policy.

6. Distribution, manufacture, or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry in to school buildings or on to grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. ~~Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.~~ **Possession of a deadly weapon on school property or in school buildings, unless such possession is in accordance with C.R.S. 18-12-105.5 or 18-12-214(3). For the purpose of this policy, “deadly weapon” means any of the following”**
 - a. **a firearm, whether loaded or unloaded**
 - b. **a fixed blade knife or pocket knife with a blade exceeding three inches in length**
 - c. **a spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length**
 - d. **any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used in inflict death or serious bodily injury including, but not limited to, a BB gun, a slingshot, bludgeon, nun chucks, brass knuckles, or artificial knuckles of any kind.**
6. Profanity or verbally abusive language.
7. Violation of any federal, state or municipal law or Executive Board policy.

Windsor Charter Academy Executive Board
Adopted: April 2019
March 2020

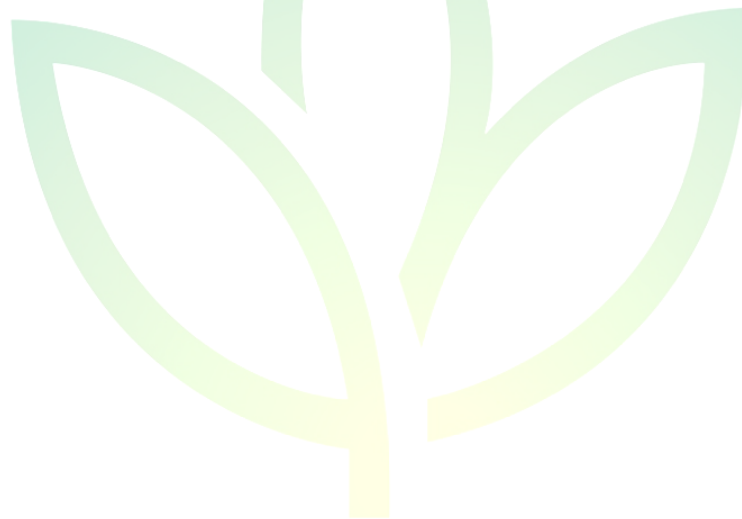
Legal References

21 U.S.C. 860
C.R.S. 18-1-901 (3)(e)
C.R.S. 18-9-106
C.R.S.18-9-108
C.R.S.18-9-109
C.R.S.18-9-110

C.R.S.18-9-117
C.R.S.18-12-105.5
C.R.S.18-12-214 (3)(a)
C.R.S. 18-18-407 (2)
C.R.S.25-1.5-106 (12)(b)
C.R.S. 25-14-103.5
C.R.S. 25-14-301

Cross Reference

ADC Tobacco-Free Schools
GBED Smoking-Staff and Public
GBEC Alcohol and Drug-Free Workplace
JICH Student Involvement with Drugs and Alcohol
JICI Weapons in School
JLCDB Administration of Medical Marijuana to Qualified Students
KI Visitors to the School





5.0 Bylaw Revisions to Articles 1, 2, 5 & 11

**BYLAWS OF
WINDSOR CHARTER ACADEMY**

BOARD RESOLUTION APPROVING REVISION AND AMENDMENTS OF BYLAWS

WHEREAS, the Bylaws of the Windsor Charter Academy were certified and duly revised and adopted by the action of the Windsor Charter Academy Executive Board on or about September 27, 2012 (the “Bylaws”), and

WHEREAS, it is deemed desirable and in the best interest of the Windsor Charter Academy that the following actions be taken by the Executive Board of the Windsor Charter Academy pursuant to this resolution,

NOW THEREFORE, BE IT RESOLVED that, pursuant to applicable laws, the undersigned, hereby consent to approve and adopt the following:

REVISION OF BYLAWS

RESOLVED FURTHER, that the Bylaws of the Windsor Charter Academy and any revisions thereto approved before now are hereby revised, amended and replaced in their entirety and shall be superseded by the following:

**ARTICLE 1
OFFICES**

SECTION 1. PRINCIPAL PLACE OF BUSINESS

The principal office of Windsor Charter Academy (herein referred to as “the Academy”) is located at: 680 Academy Court, Windsor, Colorado 80550.

SECTION 2. CHANGE OF ADDRESS

The designation of the Academy's principal office may be changed by resolution. The Executive Board may change the principal office from one location to another by posting the changed address and effective date at the 680 Academy Court, Windsor, Colorado 80550, or any subsequent fixed address. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

SECTION 3. OTHER OFFICES

The Academy may also have offices or facilities at such other places, within the State of Colorado, as its business and activities may require, and as the Executive Board may designate.

**ARTICLE 2
NONPROFIT PURPOSES**

SECTION 1. IRS SECTION 501(c)(3) PURPOSES

The Academy is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Academy’s purpose is to provide a K-12 education to its enrolled students.

SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES

The specific objectives and purposes of the Academy shall be:

- (a) To maintain a regularly enrolled student body with an established curriculum and a full time faculty.
- (b) To offer an innovative educational program of academic excellence.
- (c) To promote parental involvement in the Academy.
- (d) To have the normal functions, operations, programs, and pursuits incidental to a fully recognized and operational nonprofit center of learning and education.

ARTICLE 3 EXECUTIVE BOARD

SECTION 1. NUMBER

The Academy Executive Board shall consist of at least five (5) Board members and no more than seven (7) Board members and collectively they shall be known as the Executive Board (for the purposes of this document they shall be referred to as “the Board”).

The Board shall consist of at least five (5) Academy members from the Academy Membership. (See Article 13, Academy Membership Provisions) and up to two (2) community-at-large members; who are neither an Academy member nor an employee of the Academy.

No employee’s spouse will be eligible to serve on the Board. No former employee or the spouse of a former employee shall serve on the Board for a minimum of twenty-four (24) months from the last date the employee worked for the Academy.

Only one (1) Academy member per family may serve on the Board at any one time.

SECTION 2. QUALIFICATIONS

Board members shall be of the age of majority in this state.

SECTION 3. POWERS

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation, these Bylaws and the Academy Charter relating to action required or permitted to be taken or approved by the members of the Academy, the activities and affairs of the Academy shall be conducted and all corporate powers shall be exercised by or under the direction of the Board.

SECTION 4. DUTIES

The Board shall govern for the purpose of implementing the philosophy, vision, mission, goals and objectives for the Academy as a charter school, as described in the Charter Contract. The Board's responsibilities shall include but are not limited to:

- (a) Establishing Academy policy, staff requirements and long-range planning.
- (b) Making necessary organizational appointments, including the final approval of all staff hiring and termination, with input from the Academy Executive Director.
- (c) Adopting and overseeing the Academy's budget and finances.
- (d) Reviewing and approving contracts for goods and services over the set limit for the Executive Director.
- (e) Preparing or causing to be prepared all documents and reports required to meet Federal, State and local requirements.
- (f) Negotiating with the Windsor School District or any other outside party for future needs.
- (g) Acting as liaison between the Academy and the community-at-large.
- (h) Performing any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws.

SECTION 3. CANDIDATES FOR OFFICE

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

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

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

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

SECTION 4. REQUIREMENTS OF NEWLY ELECTED AND APPOINTED BOARD MEMBERS

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

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

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

ARTICLE 5 OFFICERS AND DUTIES

SECTION 1. DESIGNATION OF OFFICERS

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

SECTION 2. QUALIFICATIONS

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

SECTION 3. ELECTION AND TERM OF OFFICE

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

SECTION 4. REMOVAL AND RESIGNATION

The Board may remove any officer, with cause, at any time. Any officer may resign at any time with written notice to the Board or to the President or Secretary of the Board. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any Board member shall be filled as outlined in Article 3 section 17 of these Bylaws.

In the event of a vacancy in any office other than that of President of the Board, such vacancy may be filled temporarily by appointment by the President of the Board until such time as the Board shall fill the vacancy. Any vacancy appointment shall retain the Board seat until the vacated position's term is completed.

SECTION 6. DUTIES OF PRESIDENT

The President of the Board shall, subject to the control of the Board, supervise, or cause to be supervised, and control the business affairs of the Academy and the activities of the officers. He/She shall perform all duties incident to his/her office and such other duties as may be required by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, or which may be prescribed from time to time by the Board. The President of the Board shall preside at all meetings of the Board and, at all meetings of the Academy Membership. Except as otherwise expressly provided by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, he/she shall, in the name of the Academy, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board.

SECTION 7. DUTIES OF VICE PRESIDENT

The Vice President of the Board shall perform all the duties of the President of the Board, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President of the Board. The Vice President of the Board shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, or as may be prescribed by the Board.

SECTION 8. DUTIES OF SECRETARY

The Secretary of the Board shall certify and keep at the principal office of the Academy the original, or a copy, of these Bylaws as amended or otherwise altered to date.

The Secretary of the Board shall maintain at the principal office of the Academy, or at such other place as the Board may determine, a book of minutes of all meetings of the Board members, meetings of committees and Meetings of the Academy Members, recording therein the time and place of holding, whether Regular or Special, the names of those present or represented at the meeting, and the proceedings thereof. He/she shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. Such records may be kept in digital format.

SECTION 9. DUTIES OF TREASURER

The Treasurer of the Board shall ensure the proper accounting of financial records and work with the finance director in ensuring that the Academy is aligned with state expectations for transparency,

accuracy and accountability pursuant to Colorado law.

SECTION 10. COMPENSATION

Board members shall serve without compensation except that, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

SECTION 11. ABSENCE OF BOARD MEMBER(S)

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

ARTICLE 6 COMMITTEES

SECTION 1. COMMITTEES

The Academy shall have committees designated by resolution of the Board. These committees may consist of persons who are Academy members, Academy staff and invited community-at-large individuals and may also be members of the Board. Board members shall have committee voting privileges and may act in an advisory capacity.

SECTION 2. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be governed by the Board, which may also adopt rules and regulations pertaining to the conduct of meetings and committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

Committees are advisory to the Board. Committees do not have decision-making authority and the Board may not delegate decision-making authority to a committee. Committees are charged with gathering and analyzing information, reaching consensus on recommendations, and then make recommendations to the Board which then may enable the Board to make thoughtful and strategic decisions.

ARTICLE 7 RELATIONSHIP OF EXECUTIVE BOARD TO ACADEMY EMPLOYEES

SECTION 1. EXECUTIVE DIRECTOR

The Executive Director shall serve as the official representative of the Academy to the community and Colorado Charter School Institute and as the chief administrator of the Academy over all aspects of the operations of the Academy, as well as for such other services and duties as shall be assigned by the Board.

The Executive Director shall be appointed by the Board and may be removed by a vote of the majority of the Board, with or without cause, whenever in the judgment of the Board, the best interests of the Academy is served by such action. Any contract or agreement entered into by the Board with the Executive Director contrary to the provisions of this Article or any other provision of these Bylaws shall be deemed null and void.

The Board of Directors is solely responsible for evaluating the performance of the Executive Director at the minimum of once per year.

(Intentionally Left Blank)

members.

ARTICLE 10 IRS 501(c)(3) TAX EXEMPTION PROVISIONS

SECTION 1. LIMITATIONS ON ACTIVITIES

No substantial part of the activities of the Academy shall be the carrying on of propaganda, or otherwise attempting to influence legislation [except as otherwise provided by Section 501(h) of the Internal Revenue Code], and the Academy shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, the Academy shall not carry on any activities not permitted to be carried on (a) by an Academy exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an Academy, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of the Academy shall inure to the benefit of, or be distributed to, its Academy members, Board members or trustees, officers, or other private persons, except that the Academy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Academy.

SECTION 3. DISTRIBUTION OF ASSETS

Upon the dissolution of the Academy, any assets remaining after payment, or the provision for payment, of all debts and liabilities of the Academy, shall be distributed to the Windsor School District RE-4, or to another state or local governmental entity or instrumentality thereof.

SECTION 4. PRIVATE FOUNDATION REQUIREMENTS AND RESTRICTIONS

In any taxable year in which the Academy is a private foundation as described in Section 509(a) of the Internal Revenue Code, the Academy 1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; 2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; 3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; 4) shall not make any investments in such manner as to subject the Academy to tax under Section 4944 of the Internal Revenue Code; and 5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

ARTICLE 11 AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

The Board of the Academy may alter, amend, repeal or add new Bylaws, except as may otherwise be specified under provisions of law.

- (a) Any Bylaw changes must be posted for a thirty (30) day period prior to any changes taking effect.
- (b) The Academy Membership has the right to appeal the altered, amended, repealed, or new Bylaws. The appeal process shall be initiated when the Board is presented with a petition that states the nature of the grievance and the suggested remedy. Once the Board has received the petition, those person(s) responsible for the petition shall have the following sixty (60) days in which to collect the required signatures. Upon expiration of the sixty

(60) days the petition and the signatures shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. No petition may be filed for the same reason more than once within any twelve (12) month period of time.

- (c) The submitted petition must contain the valid names and signatures of at least 51% of the Academy Membership.
- (d) The submitted petition shall only require the Board to re-evaluate the protested provision(s) and shall not require the Board to take any further action whatsoever.
- (e) Bylaw changes shall be approved by a majority vote of the entire Board.

ARTICLE 12 CONSTRUCTION AND TERMS

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

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

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

ARTICLE 13 ACADEMY MEMBERSHIP PROVISIONS

SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS

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

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

SECTION 2. QUALIFICATIONS OF MEMBERS

The qualifications for membership in the Academy are as follows:

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



6.0 Second Read Policies



Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
SUSPENSION AND EXPULSION

1. Definitions

- A. "Expulsion" means the exclusion of a student from attending school and participating in school activities for a specified period of time not to extend beyond one calendar year, unless student contact with the Windsor Charter Academy is otherwise authorized by the Executive Director.
- B. "Habitually Disruptive Student" means a student who three or more times during the school year has caused a material and substantial disruption in the classroom, while on Windsor Charter Academy property, at a school-sanctioned activity or event, or while being transported in a Windsor Charter Academy-approved vehicle.
- C. "Informal Hearing" means notice to the student of what he or she has been accused of doing and an opportunity for the student to explain his or her position regarding the incident constituting grounds for discipline. There need be no delay between the time notice is given and the time of the hearing. An informal hearing does not include representation by counsel, the ability to confront and cross-examine witnesses, or to call witnesses to verify the student's version of the incident.
- D. "Parent" means a student's parent, legal guardian, or legal custodian of students under 18 years of age; if the student is 18 years or older, it refers to the student.
- E. "Student with Disabilities" means a student for whom a determination of disability has been made by a properly constituted Individualized Education Plan (IEP) or 504 team in accordance with state and federal laws governing the education of children with disabilities.
- F. "Suspension" means the exclusion of a student from attending school and participating in school activities for a specified and limited period of time as set forth under "Suspension from School," below, unless student contact with Windsor Charter Academy is otherwise authorized by the Executive Director.

G. A “Classroom Suspension” means the exclusion of a student from the classroom by a teacher when the student has caused a material and substantial disruption.

2. Due Process Policy

It is the policy of the Executive Board to provide due process of law to students through written procedures consistent with law for the suspensions, expulsions and denials of admission.

In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Executive Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

1. The student's age.
2. The student's disciplinary history.
3. The student's eligibility as a student with a disability.
4. The seriousness of the violation committed by the student.
5. The threat posed to any student or staff.
6. The likelihood that a lesser intervention would properly address the violation.

The Executive Board hereby directs the Executive Director to periodically review current procedures and develop new procedures for adoption by the Executive Board, if necessary, which are consistent with this policy. The Executive Board further directs the Executive Director to provide copies of the Windsor Charter Academy's Conduct and Discipline Code, as defined in Policy JICDA and JK, annually to each student and to post or keep on file copies of the Conduct and Discipline Code in each school at Windsor Charter Academy.

Other Disciplinary Interventions

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such

interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion and include but are not limited to: detention, in-school suspension, counseling, positive behavioral intervention support program, peer mediation, referral to a juvenile assessment center for counseling or other services, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system.

As another intervention and alternative to suspension, the principals or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Delegation of Authority

The Executive Board delegates to the Executive Director the power to suspend a student for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1)(a), (1)(b), (1)(c) or (1)(e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law, but the total period of suspension shall not exceed 25 school days.

The Executive Board delegates to the Executive Director the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Executive Board.

Unless otherwise determined by the Executive Board, the Executive Board delegates to the Executive Director the authority to deny admission to or

expel for any period not extending beyond one year any student whom the Executive Director, in accordance with the limitations imposed by Title 22,

Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at Windsor Charter Academy. The

Executive Director shall render a written opinion within five days after a hearing is conducted on the expulsion matter.

~~Expulsions will be reported to the Executive Board.~~ **The Executive Director shall report on each case to the Executive Board that has been recommended for expulsion, briefly describing the circumstances and the reason for the action given.** Such denial of admission or expulsion by the Executive Director shall be subject to appeal to the Executive Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Executive Board.

3. **Grounds for Suspension or Expulsion**

In addition to those grounds set forth in Policy JICDA, according to Colorado Revised Statutes 22-33-106 (1)(a-g), students enrolled at Windsor Charter Academy may be suspended or expelled for the following conduct while in school buildings, on school property, when being transported in vehicles dispatched by Windsor Charter Academy, during school-sponsored activity or event; off school property when the conduct has a reasonable connection to Windsor Charter Academy curricular or non-curricular activity or event.

- A. Continued willful disobedience or open and persistent defiance of proper authority.
- B. Willful destruction or defacing of school property.
- C. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students.
- D. Declaration as a habitually disruptive student.
- E. Repeated interference with the school's ability to provide educational opportunities to other students.

- F. The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be robbery pursuant to C.R.S 18-4-301 or assault pursuant to C.R.S. 18-3- 201, other than the commission of an act that would be third-degree assault under C.R. S. 18-3-204 if committed by an adult
- G. Possession of a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned events, without the authorization of Windsor Charter Academy.

Note: In accordance with the federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought to or possessed a firearm at school. The Superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

As used in this paragraph, "dangerous weapon" is as defined in Policy JICI.

- H. The use, possession or sale of a drug or controlled substance as defined in C.R.S. 18-18-102(5) on school grounds, in a school vehicle or at a school activity or sanctioned event.
- I. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
- J. Pursuant to C.R.S. 22-12-105(3), making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or to Windsor Charter Academy officials or personnel.
- K. Other violations of Windsor Charter Academy policy, including but not limited to Windsor Charter Academy's Discipline and Conduct Code.

Expulsion for Unlawful Sexual Behavior or Crime of Violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to Windsor Charter Academy, in which the juvenile is enrolled.

This information shall be used by the Executive Director to determine whether the student has exhibited behavior that is detrimental to the safety or welfare of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment of students, teachers, and other school personnel. The Executive Director shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with this policy.

The Executive Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of Windsor Charter Academy to provide an alternative educational program for the student as specified in state law.

Windsor Charter Academy Executive Board
October 2017

Legal References

C.R.S. 16-22-102(9)
C.R.S. 18-1.3-406
C.R.S. 18-3-202 et seq.
C.R.S. 18-4-301 et seq.
C.R.S. 18-9-124 (2)(a)
C.R.S. 22-12-105 (3)
C.R.S. 22-32-109.1 (2)(a)
C.R.S. 22-32-109.1 (2)(a)(I)(E)
C.R.S. 22-32-109.1 (3)
C.R.S. 22-32-144
C.R.S. 22-33-105
C.R.S. 22-33-106
C.R.S. 22-33-106.3
C.R.S. 22-33-106.5
C.R.S. 22-33-107
C.R.S. 22-33-107.5
C.R.S. 22-33-108

Cross References

GBGB, Teacher/Staff Protection

JEA Compulsory Attendance

JF Student Admissions

JICDA Student Conduct

JK Student Discipline

JKD JKE-R Suspension/Expulsion of Students—Regulation





Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
**SUSPENSION AND EXPULSION
REGULATION**

Procedure for Suspension

The following procedures shall be followed in the suspension of students:

- i. *Informal Hearing.* Prior to the student's removal from school, the student shall receive an informal hearing before the school principal or principal's designee unless an emergency requires immediate removal of the student, in which case an informal hearing shall be held as soon as practicable after removal. The student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
- ii. *Timing.* The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
- iii. *If the Student's Presence in School Presents a Danger.* Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat is disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
- iv. *Notice to Parent(s)/Guardian(s).* If possible, the principal or designee shall immediately, by phone or by personal contact, inform the parent(s)/guardian(s) of the student's suspension and shall immediately confirm such notification in writing by mail. The notice will contain the following basic information:
 - A statement of the charges against the student.
 - A statement of what the student is accused of doing.
 - A statement of the basis of the allegation. Specific names may be withheld if necessary.

- The period of the suspension and the time and place for the parent(s)/guardian(s) to meet with the suspending authority to review the suspension.
- v. *Transfer of Custody.* A suspended student shall be required to leave the school grounds immediately after the parent(s)/guardian(s) and the principal or designee have determined the best way to transfer custody of the student to the parent(s)/guardian(s).
- vi. A suspended student shall not be readmitted to school until the student's parent(s)/guardian(s) has met with the principal or designee, or, in the discretion of the school principal or designee, the parent(s)/guardian(s) has substantially agreed to review the suspension with the principal or designee. However, the student may be readmitted if the principal or designee cannot contact the parent(s)/guardian(s) or if the parent(s)/guardian(s) repeatedly fails to appear for the scheduled meeting.
- vii. The principal or designee shall provide an opportunity for the student to make up school work during the period of suspension to allow the student to reintegrate into the educational program following the suspension. The principal may award appropriate credit for the assigned make-up work.

Expulsion or Denial of Admission from School

- A. Authority. Unless otherwise determined by the Executive Board in any particular case, the Executive Board delegates the power to expel and deny admission of students to the Executive Director provided that at the next meeting of the Board, the Executive Director shall report on each case that has been recommended for expulsion, briefly describing the circumstances and the reason for the action given.
- B. The decision of the Executive Director may, upon the written request of the student or parent(s)/guardian(s) within ten calendar days after receipt of the Executive Director's decision, be appealed to the Executive Board. Failure to request an appeal within ten calendar days shall result in a waiver of the right to appeal, and the Executive Director's decision shall become final.
- C. When the student is beyond the compulsory attendance age, recommendation for expulsion may be avoided by a mutual agreement between the parent(s)/guardian(s) and building principal that the parent(s)/guardian(s) withdraw the student from school.

D. Procedures for Expulsion or Denial of Admission

- i. The principal may recommend to the Executive Director that a student be expelled from or denied admission to school.
- ii. The principal shall make such recommendation in writing to the Executive Director, setting forth his/her specific reasons for the recommendation.
- iii. If the Executive Director believes that there is a reasonable basis to support the principal's recommendation, he/she shall schedule the matter for a hearing and, in advance of the hearing, shall notify the parent(s)/guardian(s) of the child, in writing, as to the following matters: (a) the time and place of the hearing; (b) the fact that the principal is recommending expulsion or denial of admission; (c) a statement of the basic facts on which the expulsion or denial of admission recommendation is based and a statement of the statutory and policy authority for the recommended expulsion or denial of admission; (d) a statement that the student and his/her parent(s)/guardian(s) may be present at the hearing and hear all information against him/her; that the student will have an opportunity to present relevant information in his/her own behalf, and that the student may be accompanied and represented by an attorney or other representative if he/she so chooses; and (e) a statement that failure of the student and his/her parent(s)/guardian(s) to attend said hearing or to be otherwise represented at said hearing will constitute a waiver of any further rights of the student in respect to the matter of the student's expulsion or denial of admission.
- iv. If no hearing is requested by the student and his/her parent(s)/guardian(s), the Executive Director may take action based upon the oral and written recommendation of the principal.
- v. No continuance of the hearing shall be granted except at the request of the student and his/her parent(s)/guardian(s) for good cause or in the event of an unavoidable emergency; and in any such case the continued hearing shall be set as soon as possible from the date of the original hearing.
- vi. The hearing shall be conducted by the Executive Director or by his or her designee acting as a hearing officer, except that in those cases where the Executive Board has determined not to delegate the authority to expel or deny the admission of any student in which case the Executive Board shall conduct the hearing.

- vii. At the hearing, technical rules of evidence shall not be applicable and the Executive Director or the Executive Board may consider and give appropriate weight to such credible information as deemed appropriate; provided, that a recitation of any such information shall appear in the record and the student and his/her parent(s)/guardian(s) shall be informed of the nature of such information. In addition, the following procedures shall apply:
- Testimony which is repetitious, irrelevant, immaterial, scandalous, or impertinent may be limited.
 - Testimony of witnesses shall be presented under oath.
 - The student, his/her parent(s)/guardian(s), or his/her representative may question witnesses and may present testimony or evidence for consideration by the Superintendent but may not question the Superintendent.
 - An audio recording of the proceeding shall be kept so as to enable a transcript of the testimony to be prepared for purposes of an appeal.
 - If a hearing officer conducts the hearing, the hearing officer will make specific factual findings and will promptly submit to the Executive Director those findings and a recommendation regarding the expulsion or denial of admission.
 - The Executive Director will review the hearing officer's factual findings and recommendation, or if the Executive Director or Executive Board conducts the hearing, the Executive Director or Executive Board will make factual findings. The Executive Director or Executive Board shall render a written decision which includes findings of fact sufficient in content to apprise the student, his/her parent(s)/guardian(s), or a reviewing court of the factual basis for the decision. The written decision shall be rendered within five school days following the hearing, and shall be delivered to the student and his/her parent(s)/guardian(s) by personal delivery or by certified mail. In the event of an order of expulsion or denial of admission, the decision of the Executive Director shall include information for appeal to the Executive Board and the decision of the Executive Board shall include information for appeal to the court, as appropriate.
- E. If an appeal of the Executive Director's decision to the Executive Board is properly requested, the Executive Board shall review the record created at

the hearing, the findings and recommendation of the Executive Director, and the Executive Director's decision. The student may be represented by counsel at the appeal. Representatives of Windsor Charter Academy and the parent(s)/guardian(s) may make brief statements to the Executive Board but no new evidence shall be presented, unless such evidence was not reasonably discoverable at the time of the hearing. The Executive Board shall make a final determination regarding the expulsion or denial of admission of the student and shall inform the student and his or her parent(s)/guardian(s) of the right to judicial review.

F. Post-Expulsion Matters

- i. If a student between the ages of seven and 17 is expelled for the remainder of a school year, the parent(s)/guardian(s) of the student shall be responsible for assuring compliance with the compulsory school attendance laws during the period of expulsion. Windsor Charter Academy encourages all parent(s)/guardian(s) to provide for their student's education if the student is expelled for any period.
- ii. Upon expelling a student, Windsor Charter Academy shall provide information to the student's parent(s)/guardian(s) concerning the educational alternatives available to the student during the period of expulsion. If the parent(s)/guardian(s) chooses to provide a home-based educational program for the student, Windsor Charter Academy shall assist the parent(s)/guardian(s) in obtaining appropriate curricula for the student. Upon request of a student or student's parent(s)/guardian(s), Windsor Charter Academy shall provide for any student who is expelled from Windsor Charter Academy educational services deemed appropriate for the student by Windsor Charter Academy.
- iii. If a student is expelled for the remainder of the school year and the student is not receiving educational services through Windsor Charter Academy, Windsor Charter Academy shall contact the student's parent(s)/guardian(s) at least once every 60 days until the beginning of the next school year to determine whether the student is receiving educational services. Windsor Charter Academy need not contact the student's parent(s)/guardian(s) after the student is enrolled in another school district, or in an independent or parochial school, or if the student is committed to the Department of Human Services or is sentenced pursuant to the Children's Code contained in Article 2 of Title 19 of the Colorado Revised Statutes.

Classroom Suspension

A. *Authority.* A teacher may immediately remove a student from the teacher's classroom for one day if the student's behavior:

- Violates the code of conduct adopted by the Executive Board.
- Is dangerous, unruly, or disruptive.
- Seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

B. Procedures for Classroom Suspension: The teacher initiating a one-day classroom suspension shall provide the principal or designee with assignments and other course work to be completed by the student during the period of suspension.

- i. As soon as practicable, the building principal or designee shall notify the student's parent(s)/guardian(s), in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent(s)/guardian(s) to attend a student teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.
- ii. The teacher may develop a behavior plan approved by the principal after a student's first one-day classroom suspension during any grading term (quarter, trimester or semester) and shall develop a behavior plan approved by the principal after a student's second one-day classroom suspension during any grading term. The behavior plan shall indicate that upon the third removal from class during a grading period for causing a material and substantial disruption, a student may be officially removed from the teacher's class for the remainder of the grading term. The teacher shall provide a copy of the behavior plan, as well as a copy of each revision thereto, to the student and the student's parent(s)/guardian(s).
- iii. For any student removed from the classroom for the remainder of a grading term as provided in subparagraph ii. above, the teacher

- responsible for the removal shall provide the principal or designee with a lesson plan, assignments, other course work, quizzes, and exams for the remainder of the grading term so as to allow the student to complete and receive credit for the course. The principal shall be responsible for determining the appropriate educational placement of the student. The principal's decision regarding placement is final.
- iv. Classroom suspensions may count as suspensions for purposes of declaring a student as "habitually disruptive," in accordance with Windsor Charter Academy policy and regulations.
 - v. A teacher's ability to impose classroom suspensions of special education students shall be subject to governing law and Windsor Charter Academy's policies and regulations concerning suspension/expulsion of students with disabilities.
- C. Removal from class under this policy does not prohibit Windsor Charter Academy from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with Windsor Charter Academy policy concerning student suspensions, expulsions and other disciplinary interventions.

Crimes of Violence or Unlawful Sexual Behavior

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute a crime of violence or unlawful sexual behavior as defined by state law, if committed by an adult, the Executive Board or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety or welfare of the other students or school personnel, and whether educating the student in the school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel.

If the Executive Board determines that the student should not be educated in the school, it will delegate the power to its Executive Director in determining the appropriate disciplinary action, including instituting procedures to suspend or expel the student. Alternatively, Windsor Charter Academy may delay consideration of the student's expulsion pending the outcome of the juvenile or district court proceedings, in which case it shall be the responsibility of the Windsor Charter Academy to provide the student with an appropriate alternative education program as specified in state law. The time that a student spends in an alternate education program shall not be considered a period of

suspension or expulsion. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Executive Board or designee may proceed to expel the student following the procedures set forth in these regulations.

Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Executive Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

Students of Special Education

Any discipline of students identified as students with disabilities under the IDEA or Section 504 shall be conducted in accordance with the provisions of Policy JKB concerning the discipline of students with disabilities.

Communication of Disciplinary Information

The principal shall communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor who receives such information shall maintain the confidentiality of the information and does not have the authority to communicate the information to any other person. The student and his/her parent(s)/guardian(s) may challenge the accuracy of the disciplinary information by making a written request for review to the Executive Director or his/her designee.

Windsor Charter Academy Executive Board

October 2017

February 2020

Legal References

C.R.S. 16-22-102(9)

C.R.S. 18-1.3-406

C.R.S. 22-32-109.1 (2)(a)

C.R.S. 22-32-109.1 (2)(a)(I)(E)

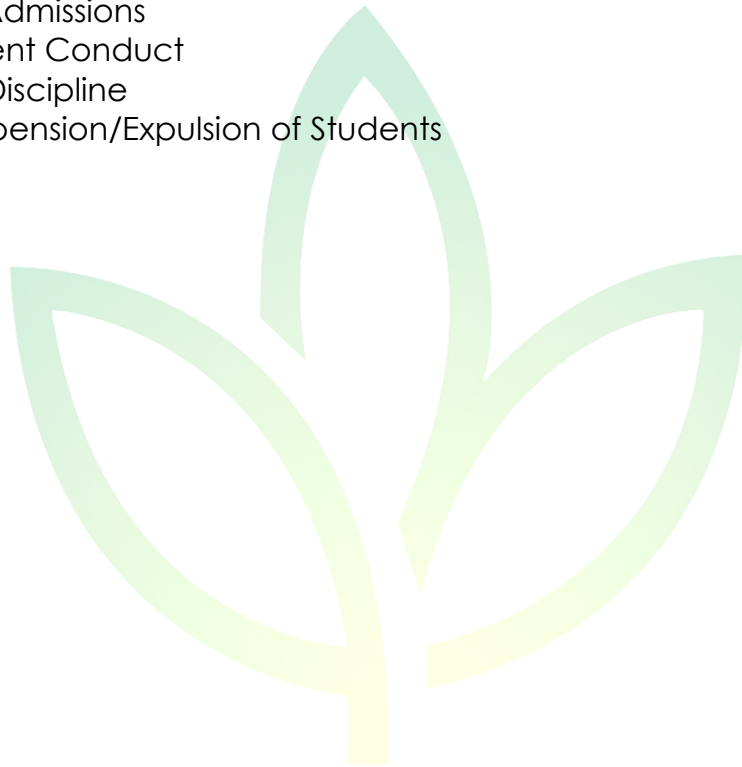
C.R.S. 22-32-109.1 (3)

C.R.S. 22-32-144

C.R.S. 22-33-105
C.R.S. 22-33-106
C.R.S. 22-33-106.3
C.R.S. 22-33-106.5
C.R.S. 22-33-107
C.R.S. 22-33-107.5
C.R.S. 22-33-108

Cross References

GBGB, Teacher/Staff Protection
JEA Compulsory Attendance
JF Student Admissions
JICDA Student Conduct
JK Student Discipline
JKD JKE Suspension/Expulsion of Students





WEAPONS IN SCHOOL

The possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel of Windsor Charter Academy. No student shall possess, use, or distribute a weapon at Windsor Charter Academy.

Dangerous Weapons

Using, possessing or threatening to use a dangerous weapon on Windsor Charter Academy property, when being transported in Windsor Charter Academy vehicles, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to Windsor Charter Academy curricular or noncurricular event without the authorization of the Windsor Charter Academy is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

1. Any object, device, instrument, material, or substance, whether animate or inanimate designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.
2. A firearm, whether loaded or unloaded
3. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
4. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
5. Knives, including any fixed-blade knife with a blade that exceeds three inches in length; or any spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action, including suspension and/or

expulsion, in accordance with Windsor Charter Academy policy concerning student suspensions, expulsions, and other disciplinary interventions.

In accordance with federal law, expulsion shall be for no less than one full calendar year for any student who is determined to have possessed a firearm at school in violation of this policy. The Executive Director may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification must be in writing.

Firearm Facsimiles

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on Windsor Charter Academy property, when being transported in Windsor Charter Academy's vehicles, during a school-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any curricular or noncurricular event without the authorization of the Windsor Charter Academy is prohibited.

Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Windsor Charter Academy policy concerning student suspensions, expulsions and other disciplinary interventions. A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Recordkeeping

Windsor Charter Academy shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

Referral to Law Enforcement

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of Windsor Charter Academy to law enforcement.

Windsor Charter Academy Executive Board

Adopted: June 2019

February 2020

Legal References

18 U.S.C. §921 (a)(3)

20 U.S.C. §7151

20 U.S.C. §7151 (h)

C.R.S. 22-32-109.1 (2)(a)(I)(G)

C.R.S. 22-33-102 (4)

C.R.S. 22-33-106 (1)

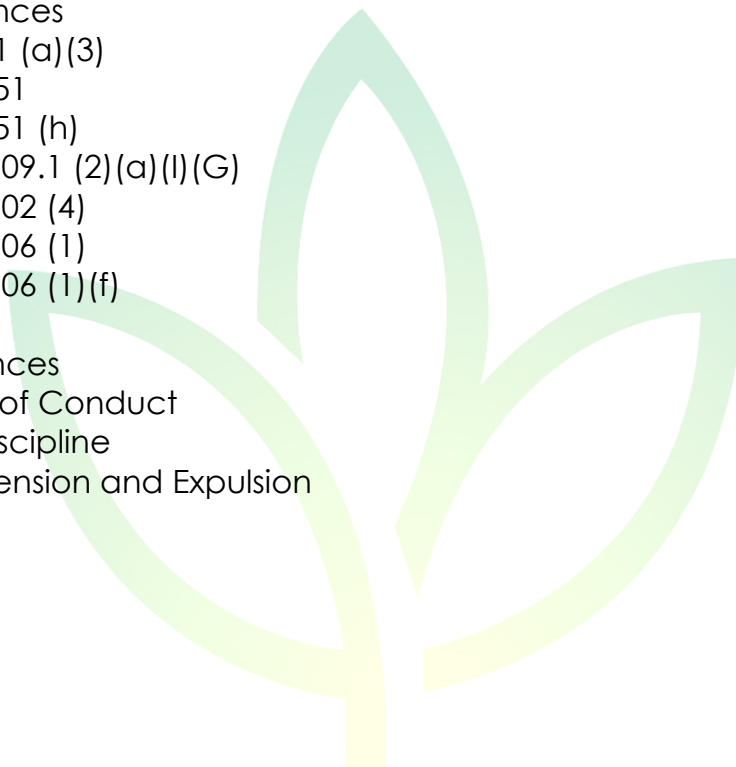
C.R.S. 22-33-106 (1)(f)

Cross References

JICDA Code of Conduct

JK Student Discipline

JKD JKE Suspension and Expulsion





7.0 Financials



Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director

SarahGennie Colazio, Finance Director

James Zacheis –Board Member

Paige Adams, Member-absent

Matt Meuli, Member

Levi Burkhart, Member

Lauren Miller, Business Manager

Agenda 2.20.20

Meeting called to order at 3:32 pm

1. Reviewed January financials, Revenue and Expenditures, Balance Sheet, check register and credit card statements
 - a. **Motion by Matt, second by Sara, passes unanimously**
2. Review and approve 990 informational return
 - a. **Motion by Matt, second by Levi, passes unanimously**
3. Review Proposed Initial 20-21 Budget to recommend for Board approval
 - a. **Motion by Sara, second by Matt, passes unanimously**
4. Next Meeting – Thursday March 19th, 3:30pm

Meeting adjourned at 5:00 pm



Financial Highlights 1.31.2020 and Proposed Budget Summary

As of January 31, 2020, we are 7 months through the year, revenues and expenditures should be approximately 58.33% of budget

- **Total GF Revenue is \$7,339,493 (58.32%)**
 - Interest Revenue from COLOTRUST of \$27,258.34
 - At expected for this time of year

- **Total GF Expenses are \$6,891,874 (55.69%)**
 - At expected for this time of year

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 862,732
 - Health Insurance Checking Balance: \$654,073
 - COLOTRUST Investment Balance: \$2,159,538
 - Liquid Savings Firstbank \$300,798
 - SF Checking Account Balance: \$ 215,781

- **As of 1/31/2020~ Days Cash on Hand: 137**

- **Recommendations and Requested Actions for Board**
 - Finance Committee reviewed January financials and recommends to Board for approval.
 - Finance Committee reviewed Proposed 2020-2021 Budget and recommends Board approval.
 - Finance Committee reviewed the 2018-2019 990 and recommends to Board for approval and filing.



Proposed Budget Summary

- **REVENUES**
 - Budget based on 95% of enrolled students for 2020-2021
 - 1372 students needed, currently 1,444 enrolled
 - Increase of \$476,295 in total revenue

- **EXPENSES**
 - Total increase of \$321,835
 - Salaries and Benefits increase \$345,347
 - 2% raises, additional FTE based on student count
 - PERA increased for employers by additional .5%, Medicare and SUTA costs increased based on required %
 - Building Lease increased to final stepped payment
 - Other purchased services:
 - SPED and District Admin costs increased based on student count and District estimates

- **Net Surplus**
 - Projected Ending Surplus \$193,942
 - \$10,005 above our required surplus for Bond Covenants
 - Projected Days cash on hand projected to stay the same at 137

Windsor Charter Academy Budget

General Fund	Proposed Budget			
	2020-2021	95.00%	Change	
PPR Base	\$ 8,200.26	2.00%		
FTE	1371.8	3.23%		
		% of Total Rev	Per student	
PPR	\$ 11,249,116	87.26%	\$ 8,200.26	\$ 565,303
Mill Levy 2007	\$ 90,000	0.70%	\$ 65.61	\$ -
Mill Levy 2016	\$ 462,614	3.59%	\$ 337.23	\$ -
Rural Schools Funding	\$ -	0.00%	\$ -	\$ (130,000)
Kindergarten Tuition	\$ -	0.00%	\$ -	\$ -
Interest	\$ 35,000	0.27%	\$ 25.51	\$ 11,000
Student Fees	\$ 82,308	0.64%	\$ 60.00	\$ (11,112)
Building Rental	\$ 33,959	0.26%	\$ 24.75	\$ 666
tions/Fundraising (Bingo, Gala, Walkathon)	\$ 143,000	1.11%	\$ 104.24	\$ 5,000
Other (lost books, fines, etc)	\$ 3,152	0.02%	\$ 2.30	\$ 77
Capital Construction	\$ 356,668	2.77%	\$ 260.00	\$ (439)
Food Service Revenue	\$ 410,000	3.18%	\$ 298.88	\$ 50,000
O&G revenue from Building Corp	\$ 10,000	0.08%	\$ 7.29	\$ (5,000)
Title II Grant Revenue	\$ 4,600	0.04%	\$ 3.35	\$ (8,200)
Title IV Grant Revenue	\$ 3,500	0.03%	\$ 2.55	\$ -
READ Act Grant Revenue	\$ 8,000	0.06%	\$ 5.83	\$ (1,000)
CDE Expansion Grant Revenue	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 12,891,916	100.00%	\$ 9,397.81	\$ 476,295
Use of Reserves				
Total Revenues and Reserves	\$ 12,891,916			
Expenditures				
Salaries Total	\$ 5,975,094	46.35%	\$ 4,355.66	\$ 189,654
Benefits Total	\$ 2,311,847	17.93%	\$ 10,396.58	\$ 155,693
Purchased & Technical Services				
Total	\$ 70,442	0.55%	\$ 51.35	\$ 9,829
Facilities & Property Services				
Total	\$ 2,123,313	16.47%	\$ 1,547.39	\$ 38,159
Other Purchased Services Total	\$ 1,584,557	12.29%	\$ 1,155.09	\$ 101,050
Educational Supplies & Materials				
Total	\$ 377,988	2.93%	\$ 274.23	\$ 51,482
Total Property/Equipment	\$ 91,000	0.71%	\$ 66.34	\$ (63,056)
Other Total	\$ 163,734	1.27%	\$ 119.36	\$ (160,976)
Total Expenditures	\$ 12,697,975	98.50%		\$ 321,835
Net Surplus/Deficit	\$ 193,942			
Required Surplus for DS Covera	\$ 183,937			

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047
2018
Open to Public Inspection

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2018 calendar year, or tax year beginning 07/01/18, and ending 06/30/19

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization: **Windsor Charter Academy**
 Doing business as: _____
 Number and street (or P.O. box if mail is not delivered to street address): **810 Automation Drive** Room/suite: _____
 City or town, state or province, country, and ZIP or foreign postal code: **Windsor CO 80550**

D Employer identification number: **84-1517346**
E Telephone number: **970-674-5020**
G Gross receipts\$ **12,897,622**

F Name and address of principal officer:
John Feyen

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **www.windsorcharteracademy.org** **H(c)** Group exemption number ▶ _____

K Form of organization: Corporation Trust Association Other ▶ _____

L Year of formation: **2000** **M** State of legal domicile: **CO**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: Windsor Charter Academy is a K-12 Charter School providing academic excellence, character development, and enthusiasm for life-long learning.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	7
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	7
	5 Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	215
	6 Total number of volunteers (estimate if necessary)	6	259
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, line 38	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	1,445,783	2,359,355
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	9,266,387	10,466,514
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	28,719	68,505
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,042	3,248
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	10,743,931	12,897,622
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0	0
	16a Professional fundraising fees (Part IX, column (A), line 11e)	12,998,927	9,596,256
	b Total fundraising expenses (Part IX, column (D), line 25) ▶	0	0
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	4,841,389	4,479,703
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	17,840,316	14,075,959	
19 Revenue less expenses. Subtract line 18 from line 12	-7,096,385	-1,178,337	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	40,871,998	35,751,300
	22 Net assets or fund balances. Subtract line 21 from line 20	57,749,649	53,807,288
		-16,877,651	-18,055,988

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: **John Feyen** Date: _____
 Type or print name and title: **President**

Paid Preparer Use Only

Print/Type preparer's name: **John Cutler** Preparer's signature: _____ Date: **01/28/20** Check if self-employed PTIN: **P00879543**

Firm's name ▶ **John L Cutler & Associates** Firm's EIN ▶ **20-2011689**
 Firm's address ▶ **600 17th St S Ste 2800 Denver, CO 80202-5428** Phone no. **303-634-2259**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

Windsor Charter Academy is a K-12 Charter School providing academic excellence, character development, and enthusiasm for life-long learning.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 9,356,460 including grants of\$) (Revenue \$)

Windsor Charter Academy provides a challenging academic program based on Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

4b (Code:) (Expenses \$ including grants of\$) (Revenue \$)

N/A

4c (Code:) (Expenses \$ including grants of\$) (Revenue \$)

N/A

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses ► 9,356,460

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> (see instructions)		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a	Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	X	
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		X
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		X
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		X
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b	A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	215		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b	X		
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X	
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X	
b	If "Yes," enter the name of the foreign country: ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X	
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X	
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X	
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	Organizations that may receive deductible contributions under section 170(c).				
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	X		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X	
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X	
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X	
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		X	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		X	
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	Section 501(c)(7) organizations. Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	Section 501(c)(12) organizations. Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.				
a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X	
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15		X	
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X	

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 5 columns: Question, 1a, 7, 1b, 7, Yes, No. Rows include questions about voting members, family relationships, management delegation, and document retention.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 5 columns: Question, Yes, No. Rows include questions about local chapters, conflict of interest policies, whistleblower policies, and document retention.

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed None
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c) (3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records

Windsor Charter Academy Windsor

810 Automation Drive

CO 80550

970-674-5020

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) John Feyen President	2.00 0.00	X		X				0	0	0
(2) Carolyn Mader Vice President	2.00 0.00	X		X				0	0	0
(3) Kevin Albertsen Secretary	2.00 0.00	X		X				0	0	0
(4) Donna James Treasurer	2.00 0.00	X		X				0	0	0
(5) Sherry Bartmann Member	2.00 0.00	X						0	0	0
(6) Jenny Ojala Member	2.00 0.00	X						0	0	0
(7) Jim Zacheis Member	2.00 0.00	X						0	0	0
(8)										
(9)										
(10)										
(11)										

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns 1a				
	b Membership dues 1b				
	c Fundraising events 1c				
	d Related organizations 1d				
	e Government grants (contributions) 1e	2,160,990			
	f All other contributions, gifts, grants, and similar amounts not included above 1f	198,365			
	g Noncash contributions included in lines 1a-1f: \$				
	h Total. Add lines 1a-1f	2,359,355			
Program Service Revenue	2a Per Pupil Revenue	Busn. Code 611710	9,298,819	9,298,819	
	b Tuition and Fees	611710	615,081	615,081	
	c Mill Levy	611710	552,614	552,614	
	d				
	e				
	f All other program service revenue				
	g Total. Add lines 2a-2f		10,466,514		
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		68,505		68,505
	4 Income from investment of tax-exempt bond proceeds				
	5 Royalties				
	6a Gross rents	(i) Real (ii) Personal			
	b Less: rental exps.				
	c Rental inc. or (loss)				
	d Net rental income or (loss)				
	7a Gross amount from sales of assets other than inventory	(i) Securities (ii) Other			
	b Less: cost or other basis & sales exps.				
	c Gain or (loss)				
	d Net gain or (loss)				
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a			
	b Less: direct expenses	b			
	c Net income or (loss) from fundraising events				
	9a Gross income from gaming activities. See Part IV, line 19	a			
b Less: direct expenses	b				
c Net income or (loss) from gaming activities					
10a Gross sales of inventory, less returns and allowances	a				
b Less: cost of goods sold	b				
c Net income or (loss) from sales of inventory					
Miscellaneous Revenue	Busn. Code				
11a Other		3,248	3,248		
b					
c					
d All other revenue					
e Total. Add lines 11a-11d		3,248			
12 Total revenue. See instructions		12,897,622	10,469,762	0	68,505

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	4,620,017	2,956,811	1,663,206	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	3,942,546	2,523,229	1,419,317	
9 Other employee benefits	951,198	608,767	342,431	
10 Payroll taxes	82,495	52,797	29,698	
11 Fees for services (non-employees):				
a Management				
b Legal	25,700		25,700	
c Accounting	16,760		16,760	
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	25,163	25,163		
13 Office expenses	130,358	65,179	65,179	
14 Information technology	310,072	155,036	155,036	
15 Royalties				
16 Occupancy	1,700,744	1,360,595	340,149	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	491,966		491,966	
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a District Admin Costs	832,505	666,004	166,501	
b Supplies and Materials	259,317	259,317		
c Other Expenses	254,457	254,457		
d Food Services	192,077	192,077		
e All other expenses	240,584	237,028	3,556	
25 Total functional expenses. Add lines 1 through 24e	14,075,959	9,356,460	4,719,499	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash—non-interest bearing	3,306,197	1	3,720,771
	2	Savings and temporary cash investments	1,749,038	2	1,937,093
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	8,502	4	152,869
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	13,740	9	57,659
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 25,396,439		
	b	Less: accumulated depreciation	10b 2,547,862	10c	22,848,577
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	12,486,508	15	7,034,331
16	Total assets. Add lines 1 through 15 (must equal line 34)	40,871,998	16	35,751,300	
Liabilities	17	Accounts payable and accrued expenses	215,269	17	245,167
	18	Grants payable		18	
	19	Deferred revenue	20,030	19	52,602
	20	Tax-exempt bond liabilities	28,145,000	20	28,120,560
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	29,369,350	25	25,388,959
	26	Total liabilities. Add lines 17 through 25	57,749,649	26	53,807,288
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	Unrestricted net assets		27	
	28	Temporarily restricted net assets		28	
	29	Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds	-16,877,651	32	-18,055,988
33	Total net assets or fund balances	-16,877,651	33	-18,055,988	
34	Total liabilities and net assets/fund balances	40,871,998	34	35,751,300	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	12,897,622
2	Total expenses (must equal Part IX, column (A), line 25)	2	14,075,959
3	Revenue less expenses. Subtract line 2 from line 1	3	-1,178,337
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	-16,877,651
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	-18,055,988

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

2018

Department of the Treasury
Internal Revenue Service

▶ **Attach to Form 990 or Form 990-EZ.**

Open to Public Inspection

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Table with 7 columns: (a) 2014, (b) 2015, (c) 2016, (d) 2017, (e) 2018, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Tax revenues levied for the organization's benefit; 3 The value of services or facilities furnished by a governmental unit; 4 Total. Add lines 1 through 3; 5 The portion of total contributions by each person; 6 Public support. Subtract line 5 from line 4.

Section B. Total Support

Table with 7 columns: (a) 2014, (b) 2015, (c) 2016, (d) 2017, (e) 2018, (f) Total. Rows include: 7 Amounts from line 4; 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 9 Net income from unrelated business activities; 10 Other income. Do not include gain or loss from the sale of capital assets; 11 Total support. Add lines 7 through 10.

12 Gross receipts from related activities, etc. (see instructions) 12
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 2 columns: Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f)) 14 %; Public support percentage from 2017 Schedule A, Part II, line 14 15 %. Includes tests 16a, 16b, 17a, 17b, and 18 Private foundation.

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2017 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2017 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2018. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2017. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
3b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
3c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
4b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
4c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
5b	Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
5c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
9b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
9c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
10b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally-Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2018 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1 Distributable amount for 2018 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2018 (reasonable cause required-explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2018			
a From 2013			
b From 2014			
c From 2015			
d From 2016			
e From 2017			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2018 distributable amount			
i Carryover from 2013 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2018 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2018 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2019. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2014			
b Excess from 2015			
c Excess from 2016			
d Excess from 2017			
e Excess from 2018			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

DRAFT

Schedule B
 (Form 990, 990-EZ,
 or 990-PF)
 Department of the Treasury
 Internal Revenue Service

Schedule of Contributors

OMB No. 1545-0047

2018

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
 ▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization Windsor Charter Academy	Employer identification number 84-1517346
--	---

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(**3**) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

Windsor Charter Academy

Employer identification number

84-1517346

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	Curtis and Connie Bergan 1891 E. Seadrift Dr Windsor CO 80550	\$ 12,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization

Employer identification number

Windsor Charter Academy

84-1517346

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors... Yes No, 6 Did the organization inform all grantees... Yes No.

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements, 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution, 3 Number of conservation easements modified, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, 6 Staff and volunteer hours devoted to monitoring, 7 Amount of expenses incurred in monitoring, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a** Public exhibition
- b** Scholarly research
- c** Preservation for future generations
- d** Loan or exchange programs
- e** Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment ▶ %
- b** Permanent endowment ▶ %
- c** Temporarily restricted endowment ▶ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	3a(i)	
(ii) related organizations	3a(ii)	

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? **3b**

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,844,450		1,844,450
b Buildings		23,340,420	2,467,830	20,872,590
c Leasehold improvements				
d Equipment		211,569	80,032	131,537
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) ▶ **22,848,577**

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Deferred Outflows Related to Pension	6,581,753
(2) Cost of Refunding	298,550
(3) Deferred Outflows Related to OPEB	154,028
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	7,034,331

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Net Pension Liability	14,212,954
(3) Deferred Inflows Related to Pension	9,450,051
(4) Net OPEB Liability	709,851
(5) Accrued Salaries and Benefits	385,906
(6) Accrued Interest Payable	314,685
(7) 2016 Bond Premium	210,926
(8) Other Liabilities	103,505
(9) Deferred Outflows Related to OPEB	1,081
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	25,388,959

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

Table with 5 main rows and sub-rows (a-e) for adjustments. Total revenue reported as 12,897,622.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

Table with 5 main rows and sub-rows (a-e) for adjustments. Total expenses reported as 14,075,959.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Dotted lines for providing supplemental information.

Part XIII Supplemental Information *(continued)*

DRAFT

SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Schools

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.
- ▶ Attach to Form 990 or Form 990-EZ.
- ▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Part I

		YES	NO
1	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	X	
2	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	X	
3	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II	X	
4	Does the organization maintain the following?		
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	X	
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	X	
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	X	
d	Copies of all material used by the organization or on its behalf to solicit contributions? If you answered "No" to any of the above, please explain. If you need more space, use Part II.	X	
5	Does the organization discriminate by race in any way with respect to:		
a	Students' rights or privileges?		X
b	Admissions policies?		X
c	Employment of faculty or administrative staff?		X
d	Scholarships or other financial assistance?		X
e	Educational policies?		X
f	Use of facilities?		X
g	Athletic programs?		X
h	Other extracurricular activities? If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		X
6a	Does the organization receive any financial aid or assistance from a governmental agency?	X	
6b	Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" on either line 6a or line 6b, explain on Part II.		X
7	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II	X	

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

Sch E - Financial Aid or Government Assistance Explanation

Governmental Financial Aid: Windsor Charter Academy operates under a charter granted by the Weld County School District RE-4. Windsor Charter Academy is funded based on the level of per pupil revenue (PPR) as determined by the Colorado State Legislature each year multiplied by the number of full time equivalent (FTE) students.

DRAFT

**SCHEDULE K
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Information on Tax-Exempt Bonds**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 24a. Provide descriptions, explanations, and any additional information in Part VI.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018Open to Public
Inspection

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346**Part I Bond Issues**

(a) Issuer name	(b) Issuer EIN	(c) CUSIP #	(d) Date issued	(e) Issue price	(f) Description of purpose	(g) Defeased		(h) On behalf of issuer		(i) Pooled financing	
						Yes	No	Yes	No	Yes	No
A 2016 Revenue and Refunding Bonds	27-3534321	19645RZ20	09/01/16	9,455,000	Revenue and refundin		X		X		X
B 2017 Revenue Bonds	27-3534321		05/01/17	10,000,000	Building Improvement		X		X		X
C 2016 Revenue and Refunding Bonds	27-3534321	19645RY96	09/01/16	5,800,000	Revenue and refundin		X		X		X
D 2016 Revenue and Refunding Bonds	27-3534321	19645RY88	09/01/16	2,890,000	Revenue and refundin		X		X		X

Part II Proceeds

	A		B		C		D	
	2016	2017	2016	2017	2016	2017	2016	2017
1 Amount of bonds retired	2,890,968				1,773,412		883,649	
2 Amount of bonds legally defeased								
3 Total proceeds of issue	9,455,000		10,000,000		5,800,000		2,890,000	
4 Gross proceeds in reserve funds	639,495		52,542		392,287		195,467	
5 Capitalized interest from proceeds	143,297		150,000		87,913		43,800	
6 Proceeds in refunding escrows								
7 Issuance costs from proceeds	309,466		268,180		189,836		94,591	
8 Credit enhancement from proceeds								
9 Working capital expenditures from proceeds								
10 Capital expenditures from proceeds	5,471,773		9,581,820		3,356,561		1,672,493	
11 Other spent proceeds								
12 Other unspent proceeds								
13 Year of substantial completion	2016		2017		2016		2016	
	Yes	No	Yes	No	Yes	No	Yes	No
14 Were the bonds issued as part of a refunding issue of tax-exempt bonds (or, if issued prior to 2018, a current refunding issue)?		X		X		X		X
15 Were the bonds issued as part of a refunding issue of taxable bonds (or, if issued prior to 2018, an advance refunding issue)?		X		X		X		X
16 Has the final allocation of proceeds been made?	X		X		X		X	
17 Does the organization maintain adequate books and records to support the final allocation of proceeds?	X		X		X		X	

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule K (Form 990) 2018

Part III Private Business Use

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
1 Was the organization a partner in a partnership, or a member of an LLC, which owned property financed by tax-exempt bonds?		X		X		X		X
2 Are there any lease arrangements that may result in private business use of bond-financed property?		X		X		X		X
3a Are there any management or service contracts that may result in private business use of bond-financed property?		X		X		X		X
b If "Yes" to line 3a, does the organization routinely engage bond counsel or other outside counsel to review any management or service contracts relating to the financed property?								
c Are there any research agreements that may result in private business use of bond-financed property?		X		X		X		X
d If "Yes" to line 3c, does the organization routinely engage bond counsel or other outside counsel to review any research agreements relating to the financed property? ..								
4 Enter the percentage of financed property used in a private business use by entities other than a section 501(c)(3) organization or a state or local government								
5 Enter the percentage of financed property used in a private business use as a result of unrelated trade or business activity carried on by your organization, another section 501(c)(3) organization, or a state or local government								
6 Total of lines 4 and 5								
7 Does the bond issue meet the private security or payment test?		X		X		X		X
8a Has there been a sale or disposition of any of the bond-financed property to a nongovernmental person other than a 501(c)(3) organization since the bonds were issued?		X		X		X		X
b If "Yes" to line 8a, enter the percentage of bond-financed property sold or disposed of								
c If "Yes" to line 8a, was any remedial action taken pursuant to Regulations sections 1.141-12 and 1.145-2?								
9 Has the organization established written procedures to ensure that all nonqualified bonds of the issue are remediated in accordance with the requirements under Regulations sections 1.141-12 and 1.145-2?		X		X		X		X

Part IV Arbitrage

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
1 Has the issuer filed Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate?		X		X		X		X
2 If "No" to line 1, did the following apply?								
a Rebate not due yet?		X		X		X		X
b Exception to rebate?		X		X		X		X
c No rebate due?		X		X		X		X
If "Yes" to line 2c, provide in Part VI the date the rebate computation was performed								
3 Is the bond issue a variable rate issue?		X		X		X		X

Part VI Supplemental Information. Provide additional information for responses to questions on Schedule K. See instructions *(Continued)*

DRAFT

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Form 990, Part III, Line 4d - All Other Accomplishments

Windsor Charter Academy provides a challenging academic program based on Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

The process to review the form 990 includes a presentation of the form to the Board of Directors. The 990 is an agenda item and details are recorded in the minutes. The Finance Committee reviews the 990 and recommends approval to the Board of Directors.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

The conflict of interest policy is monitored at each Board meeting when decisions are made. If there is a conflict of interest or potential conflict of interest, the member abstains from voting.

Form 990, Part VI, Line 15a - Compensation Process for Top Official

The Board of Directors determine compensation using approved salary schedules and market analysis.

Form 990, Part VI, Line 15b - Compensation Process for Officers

The Board of Directors determine compensation using approved salary

Name of the organization

Employer identification number

Windsor Charter Academy

84-1517346

schedules and market analysis.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

The organizing documents were created by the founding members of the Charter School and are available upon request. The conflict of interest policy and financial statements are posted on the school's website as required by the Financial Transparency Act.

DRAFT

Rev and Exp as of 1.31.20

Printed: 2/18/2020 2:59 PM
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	27,258.34	24,000.00	(3,258.34)	113.58	
1700	Pupil Activities	68,029.80	93,420.00	25,390.20	72.82	
1900	Other Revenue from Local Sources	283,070.44	534,368.00	251,297.56	52.97	
3000	Revenue from State Sources	215,729.86	357,107.00	141,377.14	60.41	
3900	Other Revenue From State Sources	43,019.88	25,300.00	(17,719.88)	170.04	
5200	Interfund Transfers	0.00	184,250.00	184,250.00	0.00	
5600	Direct Allocations	6,702,385.06	11,366,426.00	4,664,040.94	58.97	
I	Revenue	<u>7,339,493.38</u>	<u>12,584,871.00</u>	<u>5,245,377.62</u>	<u>58.32</u>	* Account Type
0100	Salaries	2,996,114.78	5,785,439.50	2,789,324.72	51.79	
0200	Employee Benefits	1,085,557.18	2,156,153.00	1,070,595.82	50.35	
0300	Purchased Professional and Technical Services	33,706.27	60,613.00	26,906.73	55.61	
0400	Purchased Property Services	1,190,529.73	2,085,154.00	894,624.27	57.10	
0500	Other Purchased Services	1,008,633.32	1,483,509.00	474,875.68	67.99	
0600	Supplies	223,073.86	326,506.00	103,432.14	68.32	
0700	Property	153,765.03	154,056.00	290.97	99.81	
0800	Other Objects	200,493.85	324,710.00	124,216.15	61.75	
X	Expense	<u>6,891,874.02</u>	<u>12,376,140.50</u>	<u>5,484,266.48</u>	<u>55.69</u>	* Account Type
11	Charter School	<u>(447,619.36)</u>	<u>(208,730.50)</u>	<u>238,888.86</u>	<u>214.45</u>	Fund

Rev and Exp as of 1.31.20

Printed: 2/18/2020 2:59 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	Current Budget	Budget Balance	% of Budget	
1900	Other Revenue from Local Sources	313,411.26	0.00	(313,411.26)	0.00	
I	Revenue	313,411.26	0.00	(313,411.26)	0.00	* Account Type
0600	Supplies	113,152.91	306,052.88	192,899.97	36.97	
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00	
X	Expense	113,152.91	386,052.88	272,899.97	29.31	* Account Type
23	Pupil Activity Fund	<u>(200,258.35)</u>	<u>386,052.88</u>	<u>586,311.23</u>	<u>-51.87</u>	Fund

Rev and Exp as of 1.31.20

Printed: 2/18/2020 2:59 PM
Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	18,451.19	30,500.00	12,048.81	60.50	
1900	Other Revenue from Local Sources	1,038,022.47	1,543,406.00	505,383.53	67.26	
2000	Revenue from Intermediate Sources	9,686.35	24,000.00	14,313.65	40.36	
I	Revenue	<u>1,066,160.01</u>	<u>1,597,906.00</u>	<u>531,745.99</u>	<u>66.72</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	633,666.98	1,448,403.00	814,736.02	43.75	
0900	Other Uses of Funds	333,845.19	95,000.00	(238,845.19)	351.42	
X	Expense	<u>967,512.17</u>	<u>2,043,403.00</u>	<u>1,075,890.83</u>	<u>47.35</u>	* Account Type
61	Building Corporation	<u>(98,647.84)</u>	<u>445,497.00</u>	<u>544,144.84</u>	<u>-22.14</u>	Fund
	Report Total:	<u>746,525.55</u>	<u>(622,819.38)</u>	<u>(1,369,344.93)</u>	<u>-119.86</u>	

Balance Sheet

Printed: 2/18/2020 2:56 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
Current Assets						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking Co Comm		14,796.36	(39.78)	14,756.58	11-950-00-0000-8102-000-0000
	Health Insurance Checking CO Comm		18,872.90	0.00	18,872.90	11-950-00-0000-8102-000-0000
	General Fund Checking 1stBANK		903,825.52	(55,849.56)	847,975.96	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		648,053.35	(12,852.79)	635,200.56	11-950-00-0000-8102-000-0000
	Savings 1stBANK		300,606.34	191.48	300,797.82	11-950-00-0000-8102-000-0000-9393
	COLOTRUST Account		2,156,157.38	3,380.91	2,159,538.29	11-950-00-0000-8102-000-0000-9665
	MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	CDE Grants Receivable		0.61	0.00	0.61	11-950-00-0000-8141-000-0000
	Prepaid Expenses		14,121.78	0.00	14,121.78	11-950-00-0000-8181-000-0000
	Prepaid Insurance		7,176.96	0.00	7,176.96	11-950-00-0000-8182-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets		<u>4,064,613.87</u>	<u>(65,169.74)</u>	<u>3,999,444.13</u>	* Account Class
Liabilities						
	19-20 Kinder Tuition Deposits		(4,260.00)	0.00	(4,260.00)	11-901-00-0000-7481-000-0000-9393
	Accounts Payable		(48,641.50)	(218.14)	(48,859.64)	11-950-00-0000-7421-000-0000
	Accrued Salaries		(11,018.61)	0.00	(11,018.61)	11-950-00-0000-7461-000-0000
	GARNISHMENT		3,698.38	(583.33)	3,115.05	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(47,481.57)	41,805.00	(5,676.57)	11-950-00-0000-7482-000-0000-9665
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Tax Liabilities		0.03	0.00	0.03	11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab		(79,379.34)	(12,865.88)	(92,245.22)	11-950-05-0000-7471-000-0000
	Unearned Rev Liab		41,805.00	(41,805.00)	0.00	11-950-31-0000-7421-000-0000
7400	Liabilities		<u>(146,077.61)</u>	<u>(13,667.35)</u>	<u>(159,744.96)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(321,500.00)	0.00	(321,500.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,009,358.72)	0.00	(3,009,358.72)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(13,739.52)	0.00	(13,739.52)	11-950-00-0000-6770-000-0000
	Committed Fund Balance		(47,481.57)	0.00	(47,481.57)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(526,456.45)	78,837.09	(447,619.36)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(3,918,536.26)</u>	<u>78,837.09</u>	<u>(3,839,699.17)</u>	* Account Class
11	Charter School		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund

Balance Sheet

Printed: 2/18/2020 2:56 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
Current Assets						
		SF Checking CO Comm	59,476.04	0.00	59,476.04	23-950-00-0000-8100-000-0000
		SF Checking 1stBank	150,099.15	6,206.40	156,305.55	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>209,575.19</u>	<u>6,206.40</u>	<u>215,781.59</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(2,081.00)	(707.00)	(2,788.00)	23-950-00-0000-7400-000-0000
		MSSH Activity Accts Payable	(2,296.13)	(10,439.11)	(12,735.24)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(4,377.13)</u>	<u>(11,146.11)</u>	<u>(15,523.24)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSSH Activity Acct Fund Balanc	(8,853.14)	0.00	(8,853.14)	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(205,198.06)	4,939.71	(200,258.35)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(205,198.06)</u>	<u>4,939.71</u>	<u>(200,258.35)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

Printed: 2/18/2020 2:56 PM
Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
	Description					
Current Assets						
		Def Loss on Refunding-2016	268,550.09	0.00	268,550.09	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	318,203.71	72,950.54	391,154.25	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,234,378.06	1,564.45	1,235,942.51	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	125,839.43	30,502.51	156,341.94	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	27,571.22	(62.16)	27,509.06	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2017	24,474.37	5.55	24,479.92	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>1,999,016.88</u>	<u>104,960.89</u>	<u>2,103,977.77</u>	* Account Class
Fixed Assets						
		Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
		Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
		Bldg Corp Building & Imp MSHS	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
		Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(2,465,570.61)	0.00	(2,465,570.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>22,783,113.36</u>	<u>0.00</u>	<u>22,783,113.36</u>	* Account Class
Liabilities						
		Due to WCA Gen Fund	(47,647.23)	0.00	(47,647.23)	61-950-00-0000-7402-000-0000
		Bldg Corp Premium on Bonds	(210,926.01)	0.00	(210,926.01)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(4,109,266.83)	0.00	(4,109,266.83)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(28,693,818.24)</u>	<u>0.00</u>	<u>(28,693,818.24)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	3,905,374.95	0.00	3,905,374.95	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	6,313.05	(104,960.89)	(98,647.84)	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>3,911,688.00</u>	<u>(104,960.89)</u>	<u>3,806,727.11</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

Printed: 2/18/2020 3:00 PM
 Windsor Charter Academy
 Check Date: 1/1/2020 to 1/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total	
217606	Holt, Lara	9021	01/21/2020	47	(500.00)	0.00	(500.00)	
			Void by FD on 1/21/2020					
218500	Porter, Sam	9021	01/21/2020	83	(250.00)	0.00	(250.00)	
			Void by FD on 1/21/2020					
21638	AMMIRATI, MICHELLE R	2	01/06/2020	493	500.00	0.00	500.00	
217926	ANISIMOW, ALYSSA	3	01/06/2020	494	250.00	0.00	250.00	
218083	Barrett, Chantelle	3	01/06/2020	495	250.00	0.00	250.00	
218503	BENSON, BRIANNA	2	01/06/2020	496	500.00	0.00	500.00	
218026	BERG, TAMIE	2	01/06/2020	497	500.00	0.00	500.00	
218089	Berube, Danton	2	01/06/2020	498	500.00	0.00	500.00	
218489	BINDEL, GINA	3	01/06/2020	499	250.00	0.00	250.00	
21448	BIRGENHEIER, ANNIE	3	01/06/2020	500	250.00	0.00	250.00	
218090	Boyles, Haley	2	01/06/2020	501	500.00	0.00	500.00	
218091	Bratton, Heather	2	01/06/2020	502	500.00	0.00	500.00	
218490	BROWN, SARAH	3	01/06/2020	503	250.00	0.00	250.00	
218491	CERMAK, ELLEN	3	01/06/2020	504	250.00	0.00	250.00	
218492	CERULLO, LISA	3	01/06/2020	505	250.00	0.00	250.00	
21686	Colazio, SarahGennie	2	01/06/2020	506	500.00	0.00	500.00	
218092	Cooper, Ashley	2	01/06/2020	507	500.00	0.00	500.00	
218093	CROMPTON, RICHARD N	2	01/06/2020	508	500.00	0.00	500.00	
218504	Cronkite, Julie	2	01/06/2020	509	500.00	0.00	500.00	
218094	Cross, Carrie	2	01/06/2020	510	500.00	0.00	500.00	
217801	DAVIES, RUTH A	2	01/06/2020	511	500.00	0.00	500.00	
218390	DEMETRIADES, KATHLEEN	2	01/06/2020	512	500.00	0.00	500.00	
217927	DERRERA, JOHNNIE	3	01/06/2020	513	250.00	0.00	250.00	
218095	Dewald, Linda	3	01/06/2020	514	250.00	0.00	250.00	
218505	DIENER, REBECCA	2	01/06/2020	515	500.00	0.00	500.00	
218246	DOUGLAS, CONNOR	2	01/06/2020	516	500.00	0.00	500.00	
218097	Drips, Sarah	2	01/06/2020	517	500.00	0.00	500.00	
218506	DUDLEY, ERIC	2	01/06/2020	518	500.00	0.00	500.00	
218098	Easter, Shawna	3	01/06/2020	519	250.00	0.00	250.00	
218507	ELLIOTT, SHANNON	2	01/06/2020	520	500.00	0.00	500.00	
218101	Fagler, Tammy	3	01/06/2020	521	250.00	0.00	250.00	
218102	Ferraro, Roni	3	01/06/2020	522	250.00	0.00	250.00	
218508	FOREMAN, CASEY	2	01/06/2020	523	500.00	0.00	500.00	
218509	FRANKLIN, ALYSSA	2	01/06/2020	524	500.00	0.00	500.00	
217605	DIAL FRAZEE, SHARI LYNN	2	01/06/2020	525	500.00	0.00	500.00	
218142	Gallie, Keith	2	01/06/2020	526	500.00	0.00	500.00	
218104	Gasper, Stephanie	3	01/06/2020	527	250.00	0.00	250.00	
218403	HAEHN, STEPHANIE	2	01/06/2020	528	500.00	0.00	500.00	
218493	HINOJOSA, THERA	3	01/06/2020	529	250.00	0.00	250.00	
21217	HOAG, HOLLY S	3	01/06/2020	530	250.00	0.00	250.00	
217606	Holt, Lara	2	01/06/2020	531	500.00	0.00	500.00	
218105	Hoover, Kelley	2	01/06/2020	532	500.00	0.00	500.00	
217818	IBARRA, SARA	2	01/06/2020	533	500.00	0.00	500.00	
218106	Jacobs, Kristin	3	01/06/2020	534	250.00	0.00	250.00	
218108	Jones, Christine	2	01/06/2020	535	500.00	0.00	500.00	
218494	JONES, ELIZABETH	3	01/06/2020	536	250.00	0.00	250.00	
218107	Jones, Renee	3	01/06/2020	537	250.00	0.00	250.00	
218109	Keenan, Kirsten	2	01/06/2020	538	500.00	0.00	500.00	
218110	Kingsley, AnnE	2	01/06/2020	539	500.00	0.00	500.00	
218510	KLEIN, HEATHER	2	01/06/2020	540	500.00	0.00	500.00	
218511	Koehler, Ryan	2	01/06/2020	541	500.00	0.00	500.00	
218111	Koessl, Deena	2	01/06/2020	542	500.00	0.00	500.00	
218495	KOLB, TINA	3	01/06/2020	543	250.00	0.00	250.00	
218112	Krum, Julie	3	01/06/2020	544	250.00	0.00	250.00	
21385	Lighthall, Robert	2	01/06/2020	545	500.00	0.00	500.00	

A/P Check Register

Printed: 2/18/2020 3:00 PM
Windsor Charter Academy
Check Date: 1/1/2020 to 1/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218113	LITTLE, JULIANN	3	01/06/2020	546	250.00	0.00	250.00
218114	Lorimer, Jeffrey	2	01/06/2020	547	500.00	0.00	500.00
218082	Mancina, Hannah	2	01/06/2020	548	500.00	0.00	500.00
218512	MASON, CODY	2	01/06/2020	549	500.00	0.00	500.00
218115	McConnell, Teal	2	01/06/2020	550	500.00	0.00	500.00
218496	MILLER, DENISE	3	01/06/2020	551	250.00	0.00	250.00
218116	Miller, Jamie	3	01/06/2020	552	250.00	0.00	250.00
217764	MILLER, LAUREN	2	01/06/2020	553	500.00	0.00	500.00
217978	MODESTO, AMPELIA	3	01/06/2020	554	250.00	0.00	250.00
21219	MOORE, TERRA N	2	01/06/2020	555	500.00	0.00	500.00
218497	MORADO, SHILOH	3	01/06/2020	556	250.00	0.00	250.00
217770	Nissen, Irene	2	01/06/2020	557	500.00	0.00	500.00
218118	Nolting, Lindsay	2	01/06/2020	558	500.00	0.00	500.00
218119	Ocasio, Alicia	2	01/06/2020	559	500.00	0.00	500.00
218498	OVERTON, AMY	3	01/06/2020	560	250.00	0.00	250.00
218357	Pace, Vaness	3	01/06/2020	561	250.00	0.00	250.00
218499	PEARSON, JORDAN	3	01/06/2020	562	250.00	0.00	250.00
218120	Perciante, Valerie	2	01/06/2020	563	500.00	0.00	500.00
218513	Peters-Leonard, Vanessa	2	01/06/2020	564	500.00	0.00	500.00
218500	Porter, Sam	3	01/06/2020	565	250.00	0.00	250.00
217776	PREECE, RACHEL ELIZABETH	2	01/06/2020	566	500.00	0.00	500.00
21218	REYNOLDS, JONATHAN L	2	01/06/2020	567	500.00	0.00	500.00
218121	Ridout, Paula	3	01/06/2020	568	250.00	0.00	250.00
217967	Rosson, Devon	2	01/06/2020	569	500.00	0.00	500.00
21656	SANDERS, NASEEM	2	01/06/2020	570	500.00	0.00	500.00
218123	Becker, Gabrielle	2	01/06/2020	571	500.00	0.00	500.00
218501	SAZAMA, JESSICA	3	01/06/2020	572	250.00	0.00	250.00
218514	Schilling, Raleigh	2	01/06/2020	573	500.00	0.00	500.00
21450	Scholand, Leanne	3	01/06/2020	574	250.00	0.00	250.00
21582	Schriner, Jeremy	2	01/06/2020	575	500.00	0.00	500.00
218124	SCHWINDT, TARA K	3	01/06/2020	576	250.00	0.00	250.00
218125	Seilbach, Kelly	2	01/06/2020	577	500.00	0.00	500.00
21714	Seyboldt, Kimberly	2	01/06/2020	578	500.00	0.00	500.00
218126	Shaffer, Melanie	3	01/06/2020	579	500.00	0.00	500.00
21379	Shaler, Angie	3	01/06/2020	580	500.00	0.00	500.00
218127	Sheridan, Marie	3	01/06/2020	581	500.00	0.00	500.00
218129	SHUTTERS, LISA	3	01/06/2020	582	250.00	0.00	250.00
21695	Smith, Melinda	3	01/06/2020	583	500.00	0.00	500.00
217607	Sommerfeld, Amber	3	01/06/2020	584	500.00	0.00	500.00
218131	Steenburgen, Jolene	3	01/06/2020	585	500.00	0.00	500.00
218085	Stone, Courtney	3	01/06/2020	586	500.00	0.00	500.00
21590	Teeples, Rebecca	3	01/06/2020	587	500.00	0.00	500.00
217979	Thomsen, Micki	3	01/06/2020	588	250.00	0.00	250.00
218516	THORNHILL, JAMIE	3	01/06/2020	589	500.00	0.00	500.00
218133	Tickler, Theresa	3	01/06/2020	590	500.00	0.00	500.00
218134	Tippetts, Brittany	3	01/06/2020	591	250.00	0.00	250.00
218502	TORREZ, ROSS	3	01/06/2020	592	250.00	0.00	250.00
218517	TRUJILLO, BARBARA	3	01/06/2020	593	500.00	0.00	500.00
218135	UNRUH, JENNIFER	3	01/06/2020	594	500.00	0.00	500.00
217774	UNRUH, MICHAEL	3	01/06/2020	595	500.00	0.00	500.00
217907	Vazquez, Danielle	3	01/06/2020	596	500.00	0.00	500.00
218215	WATKINS, MYRIAH	3	01/06/2020	597	250.00	0.00	250.00
218136	Watson, Anne	3	01/06/2020	598	500.00	0.00	500.00
218137	Weisgerber, Larissa	3	01/06/2020	599	500.00	0.00	500.00
218138	Wilson, Jessica	3	01/06/2020	600	500.00	0.00	500.00
218139	Winder, Samantha	3	01/06/2020	601	500.00	0.00	500.00
21220	WRENN, JENNIFER L	3	01/06/2020	602	500.00	0.00	500.00

A/P Check Register

Printed: 2/18/2020 3:00 PM
 Windsor Charter Academy
 Check Date: 1/1/2020 to 1/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218518	ZHANG, JIE	3	01/06/2020	603	500.00	0.00	500.00
218606	Acheson, Christy	8	01/10/2020	604	57.20	0.00	57.20
217917	Air Experts Inc.	9	01/10/2020	605	286.00	0.00	286.00
218195	Bimbo Bakeries USA	8	01/10/2020	606	367.10	0.00	367.10
218383	Brown Property Services LLC	28	01/10/2020	607	230.00	0.00	230.00
21117	Carolina Biological	8	01/10/2020	608	1,261.11	0.00	1,261.11
21012	CenturyLink	8	01/10/2020	609	127.77	0.00	127.77
21610	ClearEcos	8	01/10/2020	610	25.00	0.00	25.00
21015	Comcast Cable	8	01/10/2020	611	982.56	0.00	982.56
218098	Easter, Shawna	8	01/10/2020	612	37.80	0.00	37.80
218202	Fidelity Security Life Insurance Co.	8	01/10/2020	613	736.87	0.00	736.87
21115	Flinn Scientific, Inc	8	01/10/2020	614	24.80	0.00	24.80
21254	Gallegos Sanitation Inc	8	01/10/2020	615	284.41	0.00	284.41
218604	Hutchings, Malia	8	01/10/2020	616	120.60	0.00	120.60
21269	JW Pepper	9	01/10/2020	617	565.72	0.00	565.72
21038	Lewan and Associates	8	01/10/2020	618	7,142.87	0.00	7,142.87
21092	Lincoln National Life Insurance	8	01/10/2020	619	1,351.74	0.00	1,351.74
21109	Mail N Copy	8	01/10/2020	620	1,518.70	0.00	1,518.70
217993	Miller Farmer Law LLC	9	01/10/2020	621	504.00	0.00	504.00
21045	National CineMedia LLC	8	01/10/2020	622	1,250.00	0.00	1,250.00
21177	Pinnacle	28	01/10/2020	623	5,640.00	0.00	5,640.00
21498	Purchase Power Pitney Bowes	8	01/10/2020	624	138.85	0.00	138.85
218592	Riverside Assessments LLC	8	01/10/2020	625	1,014.75	0.00	1,014.75
21093	Security Benefit	8	01/10/2020	626	250.00	0.00	250.00
218128	SHOEMATE, LINDA	8	01/10/2020	627	30.95	0.00	30.95
21681	Snappy Holdings LLC	8	01/10/2020	628	13.80	0.00	13.80
217608	ThyssenKrupp Elevator Corp.	8	01/10/2020	629	743.62	0.00	743.62
217892	T-Mobile	8	01/10/2020	630	84.03	0.00	84.03
218534	UNC Center for Career Readiness	8	01/10/2020	631	202.00	0.00	202.00
217638	UNCC	8	01/10/2020	632	7.10	0.00	7.10
21078	Waste Management	8	01/10/2020	633	581.20	0.00	581.20
21093	Security Benefit	28	01/10/2020	634	1,154.26	0.00	1,154.26
21319	Elan	9	01/10/2020	635	14,307.65	0.00	14,307.65
218542	Community Funded Enterprises Inc	9	01/10/2020	636	510.00	0.00	510.00
217679	A Smart Elevator Solution	16	01/17/2020	637	300.00	0.00	300.00
217917	Air Experts Inc.	16	01/17/2020	638	3,866.30	0.00	3,866.30
21552	Airgas USA LLC	16	01/17/2020	639	33.71	0.00	33.71
21007	Barefoot Farms Landscaping Inc.	17	01/17/2020	640	288.50	0.00	288.50
218605	BROC LLC	16	01/17/2020	641	137.00	0.00	137.00
21015	Comcast Cable	16	01/17/2020	642	2,995.03	0.00	2,995.03
218615	Connections for Independent Living	17	01/17/2020	643	176.50	0.00	176.50
217633	Diversified Underground Inc.	16	01/17/2020	644	30.00	0.00	30.00
21140	EON Office	16	01/17/2020	645	643.35	0.00	643.35
21641	Fiske Electric Inc.	16	01/17/2020	646	1,900.00	0.00	1,900.00
218354	Garcia, Micah	16	01/17/2020	647	250.99	0.00	250.99
218609	Guzman, Rosalinda	17	01/17/2020	648	78.00	0.00	78.00
218365	Heber, Alyssa	16	01/17/2020	649	98.00	0.00	98.00
21273	Meadow Gold - Greeley	16	01/17/2020	650	1,212.17	0.00	1,212.17
218616	Miller, Robert	17	01/17/2020	651	186.00	0.00	186.00
218610	My Office Etc.	17	01/17/2020	652	602.70	0.00	602.70
21622	Schmidt, Alaina	17	01/17/2020	653	186.00	0.00	186.00
21245	Shred-it USA	16	01/17/2020	654	243.10	0.00	243.10
21072	Town of Windsor	16	01/17/2020	655	1,555.06	0.00	1,555.06
21120	Weld RE-4 School District	16	01/17/2020	656	18.50	0.00	18.50
21080	Ace Hardware WCA	23	01/24/2020	657	320.16	0.00	320.16
21353	Aims Community College	21	01/24/2020	658	124,017.00	0.00	124,017.00
21099	Blinds Decor & More	23	01/24/2020	659	1,316.00	0.00	1,316.00

A/P Check Register

Printed: 2/18/2020 3:00 PM
 Windsor Charter Academy
 Check Date: 1/1/2020 to 1/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21009	Brooms N More Inc	23	01/24/2020	660	1,061.13	0.00	1,061.13
21012	CenturyLink	23	01/24/2020	661	126.36	0.00	126.36
21018	Demco Inc	23	01/24/2020	662	98.97	0.00	98.97
21183	Elite Awards and Trophies	23	01/24/2020	663	75.50	0.00	75.50
21140	EON Office	23	01/24/2020	664	1,609.74	0.00	1,609.74
217606	Holt, Lara	8021	01/24/2020	665	500.00	0.00	500.00
217851	Independent Interpreters of Northern CO LLC	23	01/24/2020	666	260.00	0.00	260.00
21269	JW Pepper	23	01/24/2020	667	48.00	0.00	48.00
218531	Liberty Mutual Insurance	23	01/24/2020	668	25,925.30	0.00	25,925.30
218622	Munstersteiger, Liz	23	01/24/2020	669	100.90	0.00	100.90
218500	Porter, Sam	8021	01/24/2020	670	250.00	0.00	250.00
21057	Scholastic Inc	23	01/24/2020	671	140.25	0.00	140.25
218136	Watson, Anne	23	01/24/2020	672	325.00	0.00	325.00
21120	Weld RE-4 School District	16	01/24/2020	673	43.82	0.00	43.82
218208	OptumRX	4	01/13/2020	10167	3,796.42	0.00	3,796.42
218379	Banner Hospital Based Physicians	4	01/13/2020	10168	167.64	0.00	167.64
218487	Radiology Imaging Associates	4	01/16/2020	10169	196.69	0.00	196.69
218488	Horizon Laboratory LLC	4	01/13/2020	10170	67.39	0.00	67.39
218488	Horizon Laboratory LLC	4	01/13/2020	10171	2.22	0.00	2.22
218405	McKee Medical Center	4	01/24/2020	10172	395.02	0.00	395.02
218634	UC Health Medical Group	4	01/21/2020	10173	6.98	0.00	6.98
218208	OptumRX	4	01/27/2020	10174	1,988.15	0.00	1,988.15
218208	OptumRX	4	01/27/2020	10175	28.00	0.00	28.00
218374	Swedish Medical Center	4	01/27/2020	10176	1,825.48	0.00	1,825.48
218487	Radiology Imaging Associates	4	01/27/2020	10177	114.27	0.00	114.27
21747	Casale, John	8	01/10/2020	90159	107.00	0.00	107.00
217870	Norton, Tyler	8	01/10/2020	90160	107.00	0.00	107.00
21718	Robotics Education & Competition Foundation	9	01/10/2020	90161	180.00	0.00	180.00
21319	Elan	9	01/10/2020	90162	1,902.13	0.00	1,902.13
218607	Hype Socks	9	01/10/2020	90163	725.81	0.00	725.81
218562	Skillman Photography	9	01/10/2020	90164	931.00	0.00	931.00
218614	Gibson, Cameron	16	01/17/2020	90165	167.00	0.00	167.00
218036	GoJo Sports of Greeley	16	01/17/2020	90166	1,400.00	0.00	1,400.00
217936	Hampson, Christopher	16	01/17/2020	90167	107.00	0.00	107.00
217933	Homeward Alliance	17	01/17/2020	90168	125.00	0.00	125.00
218262	Loughran, Kevin	16	01/17/2020	90169	107.00	0.00	107.00
218250	Mountain View High School	16	01/17/2020	90170	45.00	0.00	45.00
21440	Perez, Jorge	16	01/17/2020	90171	167.00	0.00	167.00
21120	Weld RE-4 School District	16	01/17/2020	90172	49.80	0.00	49.80
21706	Burts Logo Apparel	23	01/24/2020	90173	459.00	0.00	459.00
218621	Cowie, Justin	23	01/24/2020	90174	167.00	0.00	167.00
21124	Dick Blick Art Materials	23	01/24/2020	90175	710.40	0.00	710.40
218036	GoJo Sports of Greeley	23	01/24/2020	90176	120.00	0.00	120.00
218619	Hammel, Nate	23	01/24/2020	90177	107.00	0.00	107.00
217601	Jackson, Reuben	23	01/24/2020	90178	107.00	0.00	107.00
21269	JW Pepper	23	01/24/2020	90179	396.44	0.00	396.44
218618	Moore, Mia	23	01/24/2020	90180	80.00	0.00	80.00
21718	Robotics Education & Competition Foundation	23	01/24/2020	90181	195.00	0.00	195.00
218562	Skillman Photography	23	01/24/2020	90182	49.00	0.00	49.00
21478	Wonnrett, Richard	23	01/24/2020	90183	167.00	0.00	167.00
21286	Voya Financial	5	01/31/2020	13120111	1,212.17	0.00	1,212.17
21088	American Fidelity	5	01/31/2020	13120222	185.00	0.00	185.00
21088	American Fidelity	5	01/31/2020	13120333	2,069.87	0.00	2,069.87
21459	CBIZ	5	01/31/2020	13120444	3,501.99	0.00	3,501.99

A/P Check Register

Printed: 2/18/2020 3:00 PM
 Windsor Charter Academy
 Check Date: 1/1/2020 to 1/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21459	CBIZ	5	01/31/2020	13120555	357,985.01	0.00	357,985.01
21459	CBIZ	5	01/31/2020	13120666	50,523.04	0.00	50,523.04
21084	PERA	5	01/31/2020	13120777	131,723.19	0.00	131,723.19
21286	Voya Financial	5	01/31/2020	13120999	1,500.00	0.00	1,500.00
218205	Delta Dental of Colorado	8	01/01/2020	010120115	5,387.91	0.00	5,387.91
217847	US Foods Inc.	5	01/02/2020	010220881	4,996.59	0.00	4,996.59
218207	UMR Health	4	01/08/2020	010820362	36,930.69	0.00	36,930.69
218601	Zelis	4	01/10/2020	011020160	61.83	0.00	61.83
218208	OptumRX	4	01/10/2020	011020243	2,169.14	0.00	2,169.14
21154	Community Banks of Colorado	6	01/14/2020	011420003	39.78	0.00	39.78
21156	Xcel Energy	8	01/15/2020	011520888	11,585.62	0.00	11,585.62
218208	OptumRX	4	01/17/2020	011720180	3,236.55	0.00	3,236.55
217847	US Foods Inc.	5	01/17/2020	011720881	11.94	0.00	11.94
217847	US Foods Inc.	5	01/27/2020	012720881	1,743.79	0.00	1,743.79
218208	OptumRX	4	01/27/2020	012720917	1,171.16	0.00	1,171.16
217847	US Foods Inc.	5	01/29/2020	012920881	3,744.45	0.00	3,744.45
21088	American Fidelity	5	01/31/2020	013020196	4,400.30	0.00	4,400.30
21088	American Fidelity	5	01/31/2020	131201313	11,443.36	0.00	11,443.36
218601	Zelis	4	01/31/2020	013120314	53.82	0.00	53.82
218208	OptumRX	4	01/31/2020	013120491	1,901.67	0.00	1,901.67
218208	OptumRX	4	01/31/2020	013120747	1,288.91	0.00	1,288.91
Report Total					\$913,956.12	\$0.00	\$913,956.12