

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### **January Regular Session**

January 28, 2021

**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*

January 28, 2021

Regular Session @ 6:00 p.m.

## Executive Board

**John Feyen, President**  
**Sherry Bartmann, Vice President**  
**Donna James, Treasurer**  
**Kevin Albertsen, Secretary**  
**Elaine Hungenberg, Member**  
**Jenny Ojala, 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.



## EXECUTIVE BOARD MINUTES TO BE APPROVED AT THE FEBRUARY REGULAR SESSION

### Executive Board Minutes January 28, 2021

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

The meeting was called to order at 6:04 p.m.

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##### 1.2 Roll Call

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

John Feyen, Executive Board President (6:13 p.m.)  
Sherry Bartmann, Executive Board Vice-President  
Donna James, Executive Board Treasurer  
Kevin Albertsen, Executive Board Secretary  
Elaine Hungenberg, Executive Board Member  
Jenny Ojala, Executive Board Member

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

Rebecca Teeples, Executive Director

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##### 1.3 Pledge of Allegiance

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##### 1.4 Mission Statement

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

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##### 1.5 Adoption of Agenda

A motion was made to approve the January 28, 2021 Regular Session agenda, pulling 6.3.11 from the Consent Agenda and moving it to 5.5 by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Ojala, aye. The motion passed unanimously.

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## **1.6 Adoption of the Minutes**

A motion to approve the minutes for the December 10, 2020 Regular Session was made by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Ojala, aye. The motion passed unanimously.

## **2.0 Citizen Communication**

There 1 parent that spoke during citizen communication at the Executive Board Regular Session. Mrs. Toman shared her concerns about rising student fees for the 2021-2022 school year.

## **3.0 Reports**

### **3.1 Executive Director's Report**

#### **System-Wide Work**

##### **Curriculum Planning**

In December, our Education Committee met for the final time for the 2020-2021 school year to recommend high school history curriculum for Executive Board approval. The Committee had very committed and diligent committee members this year, and WCA was so thankful for the time they spent reviewing curriculum materials for 8th grade & high school math, high school character education, and the high school history strand that included world history, US history, US government, and economics. Next year, the focus of the Education Committee will be the review of curriculum materials for English language arts for grades K-12, high school sociology, and possibly high school science.

##### **AVID Work**

The leadership team is in the process of setting goals for K-12 AVID implementation for the second semester. Its three focus areas include inquiry-based teaching and learning, collaboration, and the MS & HS AVID elective. Principals are working with their AVID Site Teams to establish action steps to take in their buildings that will bring WCA closer to meeting its goals systemwide.

##### **Parent Information Webinars**

In December, WCA held its High School Parent Information Webinar for all 8th grade families who were transitioning to high school next year. WCA had good attendance at this meeting; for those who registered there was nearly 100% attendance. On January 12th and 13th, WCA hosted its elementary school and middle school Parent Information webinar, respectively. Although WCA is unable to do these events in-person, it is encouraged by the attendance for its online events.

### **French Toast Online Store**

Several years ago, French Toast launched an online store for Windsor Charter Academy families to purchase uniforms. Our dress code policy has evolved and the store was very outdated. Our Communications Manager worked with the elementary and middle school staff to make sure the new online store fits with our current dress code policy. French Toast also sent an embroidery proof for families who wish to have our logo embroidered on their polo shirts. WCA is excited to launch this store and have it available to our families, especially new families who will be new to our school next year.

### **Board Election Process**

In February, we will begin another round of Board elections. After meeting with the Board Election Committee, and members of the Executive Board, a more streamlined approach to the election process was developed. This new process will be put in place in just a few weeks.

### **Facilities Maintenance**

Because the winter recess affords us time across both campuses with limited traffic, the Facilities Department undertook several activities. First and always is the team's focus to deliver a sustained execution of CoVid-19 cleaning, along with organizational standards of cleanliness both in and out of session. During the break, the facilities custodial team members took the opportunity to perform their annual deep cleaning over the break, as well as carpet cleaning across both campuses. Floorcare at both sites this year was of extra importance due to the extra time and eating in classrooms from CoVid-19 operations and traffic patterns in the schools.

The maintenance staff of the Facilities Department completed work orders within its system, along with the execution of larger projects that included touch up paintings and the painting of accent walls in the high school. Winter fertilization of select grass areas across our campus occurred. Additionally, a drop-down power receptacle in MSHS Kitchen was installed for the Food Service Department.

## **Elementary School**

### **SAC Survey Results**

Teachers and administration worked collaboratively to identify celebrations and priority challenges based on the teacher and parent surveys. Action items were created to support the goals. The staff will be refining these plans with the SAC in the upcoming weeks.

### **Mid-Year Data Digs**

Administration and teachers analyzed mid-year benchmark math data to monitor student growth and achievement. Teachers used the data to guide instruction for the remainder of the year.

## ***Middle School***

### **Course Registration**

The middle school counselor, administrators, and teachers are meeting with all students regarding the course registration process for the 2021-2022 school year. Students are excited to already begin thinking about next year. The registration process leads to our master schedule and staffing for next year. The staff also reviewed all of the procedures outlined in the course catalog, making relevant updates.

### **Grit Survey**

Grit is passion and perseverance for long-term and meaningful goals. It is the ability to persist in something you feel passionate about and persevere when you face obstacles. Eighth-grade students had the opportunity to take a grit survey as a step in preparing for high school. Teachers will be meeting with students to help them reflect on their current amount of grit and things they can do to help improve it through a growth mindset and effort.

### **SAC Survey Results**

Teachers and administrators collaboratively identified celebrations, priority challenges, and action steps based on the SAC surveys that were administered to students, parents and teachers in December. Administration will be refining these plans with the SAC in the upcoming weeks. The staff look forward to putting these plans into action to make WCA an even better place for students to learn and staff to work.

### **Interventions for Students During Remote Learning**

The staff are continuing to focus on extra support and interventions for all of their students through the changes to our instructional model due to the pandemic. Staff are continuing our academic support after school on Tuesdays and Thursdays. Teachers are scheduling time to meet with students based on specific needs on Wednesdays.

## ***High School***

### **End of Semester 1**

Staff celebrated that they successfully completed the first semester! 92% of their students passed all of their courses which is a testament of the dedication to their staff, parents, and students during this unusual semester.

### **Course Registration**

The high school has kicked off our course registration for the 2021-22 school year. The Administration has presented in all 8<sup>th</sup> through 11<sup>th</sup> grade classrooms and hosted a parent registration night for incoming freshman. In future weeks, the

Administration will meet with all students individually to ensure correct course placement and progress towards their graduation requirements.

### **Executive Board Calendar**

<b>CALENDAR PREVIEW OF THE MONTH AHEAD</b>			
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
February 8 <sup>th</sup>	3:45 p.m.	School Accountability	Zoom
February 18 <sup>th</sup>	3:30 p.m.	Finance Committee	Zoom
February 22 <sup>nd</sup>	3:45 p.m.	School Accountability	Zoom

### **3.2 Executive Board Reports**

### **4.0 Items for Information**

#### **4.1 Election Review Process**

#### **4.2 Executive Board Goals from Annual Stakeholder Plan**

#### **4.3 Executive Board Procedures**

### **5.0 Items for Action**

#### **5.1 Student Fees**

A motion was made to approve the middle school student fees as amended, as well as the athletic and high school gate fees for the 2021-2022 school year by Donna James and seconded by Elaine Hungenberg. Members voted the following: Albertsen, aye; Bartmann, nay; Hungenberg, aye; James, aye; Ojala, aye; Feyen, aye. The motion passed.

#### **5.2 Annual Notification of Board Meetings per Policy BEDA**

A motion was made to have board meetings held in the HS Commons for 2021 meetings by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

#### **5.3 Charter League Membership**

A motion was made to renew and foster an ongoing partnership with the Colorado League of Charter Schools by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, nay; Hungenberg, aye; James, aye; Ojala, aye; Feyen, aye. The motion passed.

#### **5.4 Bylaw Revisions**

A motion was made to approve the recommended revisions to the Bylaws by Donna James and seconded by Elaine Hungenberg. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

## **5.5 Policy CBI-R Evaluation of Executive Director, First Read**

A motion was made to table Policy CBI-R Evaluation of Executive Director on first read by Elaine Hungenberg and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

## **6.0 Consent Agenda**

### **6.1 Personnel**

#### ***Resignations***

**6.1.1** Johnnie Derrera, Facilities Staff

### **6.2 Financials**

**6.2.1** November 2020 Financials

**6.2.2** December 2020 Financials

### **6.3 First Read Policies**

**6.3.1** Revision of Policy AC-R-2 Title IX Sexual Harassment Grievance Process, First Read

**6.3.2** Revision of Policy BBA Executive Board Powers and Responsibilities, First Read

**6.3.3** Deletion of Policy BBAA Duties of the Executive Board, First Read

**6.3.4** Deletion of Policy BBAB General Powers, First Read

**6.3.5** Deletion of Policy BBAC State of Emergency, First Read

**6.3.6** Deletion of Policy BBAD Emergency Actions, First Read

**6.3.7** Revision of Policy BBB Executive Board Membership, First Read

**6.3.8** Deletion of Policy BBBG Elections, First Read

**6.3.9** Revision of Policy BEDH Citizen Participation, First Read

**6.3.10** Deletion of Policy CBC Executive Sessions, First Read

**6.3.11** Revision of Policy GBAA Sexual Harassment, First Read

**6.3.12** Revision of Policy GBEB Staff Conduct and Responsibilities, First Read

**6.3.13** Revision of Policy JBB Sexual Harassment, First Read

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



## **7.0 Executive Session**

There was no Executive Session at the January 2021 Executive Board meeting.

## **8.0 Adjournment**

A motion to adjourn the January 28, 20221 Regular Session was made by Jenny Ojala and seconded Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The motion passed unanimously. The meeting adjourned at 11:11 p.m.



# Appendix



## 1.0 December 2020 Executive Board Minutes

### Executive Board Minutes December 10, 2020

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

The meeting was called to order at 6:00 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

Elaine Hungenberg, Executive Board Member Elect

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

Rebecca Teeples, Executive Director

#### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school

curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

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### **1.5 Adoption of Agenda**

A motion was made to amend the agenda, adding 4.2 Developing Executive Board Processes to Address Items Brought Before the Board That Address the Executive Director's Direct Reports by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

A motion was made to approve the amended December 10, 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; Feyen, aye. The motion passed unanimously.

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### **1.6 Adoption of the Minutes**

A motion to approve the minutes for the November 19, 2020 Regular Session was made by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

## **2.0 Citizen Communication**

There were 1 parent that spoke during citizen communication at the Executive Board Regular Session. Mr. Plechaty shared that he was thankful for the work that the Board members did as governing members. He reminded Board members of the importance of looking at annual stakeholder survey results to ensure understanding of areas of focus and causal factors. He also thanked outgoing Board member, Carolyn Mader, for her service over the last many years on the Board.

## **3.0 Reports**

### **3.1 Executive Director's Report**

#### ***System-Wide Work***

##### **Virtual Parent Information & Registration Webinars**

Due to COVID-19 restrictions, WCA is unable to have our 5th grade students come to our middle school and meet the 6th grade team as we would have done in a traditional Prospective Parent Night. Our 9th grade students are facing a similar challenge. To ensure that WCA is still able to support a seamless

transition our students between schools, we have scheduled a series of Parent Information Nights and registration webinars for each school. These webinars are open to our current families and families that are on the waitlist. WCA will host these webinars in December and January.

### **Instructional Coaching**

"Coaching done well may be the most effective intervention designed for human performance." Over the past eight weeks, our instructional coaches participated in Jim Knight's *Introduction to Instructional Coaching* training to learn the research-based skills that coaches use in partnership with teachers to make the greatest impact on improving instruction and student learning. They are busy working one-on-one with teachers to refine instructional practices, facilitating book studies to foster collaboration among colleagues, and providing professional development focused on AVID and writing.

### **AVID Principal Collaboration**

Principals and assistant principals meet once per month to have focused dialogue related to AVID instructional strategies and AVID Site Team plans. The current focus for discussions is inquiry-based teaching and learning. As a team, administrators work to calibrate their thinking by building common understanding, engaging in lesson studies, examining student work samples, and refining teacher observation tools.

### **Facilities Work**

Facilities led or supported several projects this month:

- Installation of new washer/dryer unit at the elementary school
- Deep cleaning of carpets at the elementary school over break
- Winterization of elementary school grass and the middle & high school sports field
- Completion of ES intercom system
- Sustained execution of CoVid-19 Cleaning along with organizational standards

## **Elementary School**

### **A Month of Thankfulness**

Now more than ever, our teachers and staff need to know how much they are appreciated. Elementary administration has partnered with PTC to show our gratitude to our staff for all of their hard work and dedication to our students. Each staff member was given hand soap or sanitizer as a thanks for "being the hands that guide our students." Parent volunteers created the "Gratitude Hall" leading into the music room. On one side of the hallway each class wrote about why they are thankful for veterans and their freedoms. On the other side each student wrote about what they are most grateful for in their lives. Parents donated children's books that teach lessons on gratitude. These books will be given to the library and raffled off for teachers to have in their classrooms. The month of November, ended with a teacher pampering day. Administration provided teachers with a 30-minute break where they went to the lounge to relax and enjoy a warm drink and some yummy snacks. The lounge was

transformed with soft lighting, comfortable seating, music, magazines and yummy treats. One teacher actually cried when she went in because she was so thankful and overwhelmed with the kindness. While teachers relaxed administration read a story of gratitude to the class as each student wrote about why they were thankful for their teacher. Each page was collected to make a book for the teacher.

### **Professional Learning Communities**

Each week, grade-level teams meet with administration to evaluate student data in the areas of reading, math and writing in order to ensure that all students are making progress towards grade level standards. Discussion is focused on four critical questions: 1) What do we expect students to learn?; 2) How will we know when they learn it?; and 3) How will we respond when students have difficulty learning it? How will we respond when students do learn? These discussions are invaluable as we strive to fill gaps that were created during remote learning last spring while still ensuring that all students demonstrate mastery of grade level standards this year. Since the beginning of the year, administrators and teachers have seen considerable growth in Acadience Reading scores, the D & F list is decreasing, and students are demonstrating proficiency in end of unit math assessments.

## **Middle School**

### **Alumni Staff**

The middle school is excited to have two new team members who are graduates of Windsor Charter Academy. Ms. Rebecca Ridout and Ms. Sarah Chandler are pursuing a degree in the field of education. We are excited to add their skills to the middle school team in the role of paraprofessionals.

### **Community Service**

The 6<sup>th</sup> Grade AVID Leadership class is sponsoring a canned food drive. It is great to see these young leaders putting their community first at this time.

### **Academic Support**

Teachers and administrators have created differentiated plans to support all learners in being successful academically. Students have the opportunity to attend Student Academic Support after school on Tuesday and Thursday. Additionally, on Wednesday afternoon teachers are meeting with students who need extra support due to quarantines or gaps in their due to the COVID lockdown last spring.

## **High School**

### **Course Catalogs**

The high school leadership team is finalizing its course catalog for the 2021-22 school year. This is an important process; it drives our registration process which then leads to a master schedule and staffing for next year. WCA is excited to expand its concurrent enrollment course offerings on its campus by utilizing current staff to teach additional courses in their content.

### **Interventions for Students During Remote Learning**

High school administration and staff are focused on extra support and interventions for all of its students as they face challenges due to the pandemic. Before Thanksgiving break, students worked with our leadership team and paras to turn in missing assignments and keep current in their courses. Academic support is currently offered after school on Tuesdays and Thursdays. Students attend school on Wednesdays for short periods of time to work on Ds or Fs

**Sources of Strength**

Adult advisors attended the annual training virtually this month and are working with peer leaders from last year to see if they are interested in continuing with the program again. The team is planning on launching their first campaign before winter break.

**Five Year Planning**

The high school leadership team has begun work drafting a five-year plan for our high school. They have set goals and developed metrics to measure our progress over the next few years. They are excited to share this with everyone once it is finalized.

**Athletics**

WCA is in the final stages of the application process for new school membership into the Colorado High School Activities Association (CHSAA). WCA believes that as a CHSAA member school, it can enhance the total student-athlete experience by providing competitive opportunities, increase participation in extracurricular activities, and foster higher academic success. The more robust athletics offerings WCA provides, the more opportunities its students have to become well-rounded individuals. CHSAA staff and colleagues will be conducting a formal virtual meeting with WCA in January to evaluate our school for membership starting in the 2022-2024 cycle. This presentation will include information about enrollment, league membership opportunities, current and future sports offerings, athletic schedules, eligibility, coaches professional development/training, facilities, and budget. To meet CHSAA facilities' expectations, we are planning to host our varsity competitions at the Future Legends Sports Complex until our Firebird Facility is complete. In terms of budget, CHSAA must see that our athletics program is financially supported beyond the revenue that our student fees bring in. Our Athletic Director will represent WCA at the CHSAA CLOC Committee meeting in February to present a final time before the Legislative Council Vote. If accepted, we will be a probationary CHSAA member in the 21-22 School year.

**Executive Board Calendar**

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
January 21st	3:30 p.m.	Finance Committee	Zoom
January 25th	3:45 p.m.	School Accountability	Zoom

**3.2 Executive Board Reports**

## 4.0 Items for Information

### 4.1 Bylaw Review Process

### 4.2 Developing Executive Board Processes to Address Items Brought Before the Board That Address the Executive Director's Direct Reports

## 5.0 Items for Action

### 5.1 HS Curriculum

The Education Committee reviewed a new character education program, as well as curriculum from the history strand. The following curriculum have been recommended by the Education Committee:

- 6.0 Habits of Mind character education program
- 7.0 Pearson World History and Geography curriculum
- 8.0 Pearson U.S. History curriculum
- 9.0 Pearson Macgruder's American Government curriculum
- 10.0 Pearson Understanding Economics curriculum

A motion was made to approve Habits of Mind and the history curriculum as recommended by the Education Committee by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### 10.1 Student Fees

A motion was made to approve student fees for the 2021-2022 school year, by Sherry Bartmann and seconded by Jenny Ojala.

After further discussion, a motion was made to amend the motion to approve student fees for the 2021-2022 school year, with the exception of middle and high school athletic fees and gate fees by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

## 6.0 Consent Agenda

### 6.1 Personnel

#### *Appointments*



- 6.1.1 Anthony Wilcox, MS Assistant Soccer Coach
- 6.1.2 Ashley Meusch, HS Assistant Cheer Coach
- 6.1.3 Brett Berg, Substitute Teacher
- 6.1.4 Jonathon Bayliff, MS Assistant Soccer Coach
- 6.1.5 Leslie Strode, Substitute Teacher
- 6.1.6 Lindsay Morales, Substitute Teacher
- 6.1.7 Meghan Muzek, HS Assistant Volleyball Coach
- 6.1.8 Rebekah Ridout, MS Paraprofessional
- 6.1.9 Sara Chandler, MS Paraprofessional
- 6.1.10 Stephanie Hensley, Substitute Teacher

## 6.2 **Second Read Policies**

- 6.2.1 GCC Employee Leave
- 6.2.2 GCC-R Employee Leave—Regulation

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

## 7.0 **Executive Board Transitions**

### 7.1 **Farewell and Thank you to Board Member, Carolyn Mader**

### 7.2 **Welcome to Newest Board Member, Elaine Hungenberg**

### 7.3 **Officer Elections**

The Executive Board members nominated John Feyen as President; Sherry Bartmann as Vice-President; Donna James as Treasurer; and Kevin Albertsen as Secretary.

### 7.4 **Committee Assignments**

The Executive Board members determined that the following Board members would serve as liaisons: Sherry Bartmann as the Safety Committee liaison; Jenny Ojala and Elaine Hungenberg as the SAC liaisons; Kevin Albertsen as the Education Committee liaison; and Donna James and Jim Zacheis as the Finance Committee liaisons.

## 8.0 **Executive Session**

There was no Executive Session at the December 2020 Executive Board meeting.

## 9.0 **Adjournment**

A motion to adjourn the December 10, 2020 Regular Session was made by Sherry Bartmann and seconded Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 10:05 p.m.



## 2.0 Election Review Process

# Board Election Process

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## Election Committee

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### When is the Election Committee formed?

The Executive Board will appoint a Board liaison at the February board meeting (or at the meeting 3 months before the election). A parent news blast is sent out shortly after the board meeting that invites parents to volunteer for the committee. Board members can also recruit parents to join the committee.

### How are Election Committee members trained on the Board processes based on the Bylaws?

The Election Committee members meet with the Board liaison 7 weeks before the election. During the meeting, the Board liaison reviews the roles and responsibilities of the committee outlined in the Board [presentation](#). This ensures a consistent approach from year to year and creates a unified understanding of the process.

### What are additional expectations for the Election Committee members?

1. All official election correspondence must be sent via the WCA Election Committee email address.
2. All official election documents are to be shared in the Board election [folder](#).
3. Election Committee members must sign a [form](#) that documents that they have completed their training, understand the process, and that they will not disclose confidential information.

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## Board Member Candidacy

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### Who is eligible for candidacy?

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.

Candidates must submit a completed application, documentation of eligibility if needed (volunteer hours) by the deadline set by the Election Committee. The deadline of 6 weeks prior to the elections is based on the Bylaws. Any partial submission will not be considered.

### What are the steps to verify that the candidate has met qualifications before they are approved as an official candidate?

The Election Committee members must verify each candidate's eligibility in one of two ways:

1. Attended two Board meetings.
  - a. The Executive Board secretary updates attendance for board meetings on the Board attendance [sheet](#) after each board meeting. Election Committee members will access this sheet for verification.
2. Complete 35 hours of community service.

- a. Candidates can complete 35 hours of community service. Hours of service completed at Windsor Charter Academy will be pulled from our volunteer database and given to Election Committee members for verification.
- b. Candidates that complete volunteer hours outside of Windsor Charter Academy must complete a [volunteer service sheet](#) with activity coordinator signatures that document hours of service for each service activity.

## Board Member Candidate Expectations

### What steps do Board candidates need to take to run during the elections?

1. Submit an [application](#) to the Election Committee, along with any documentation required for the Board candidacy approval process.
2. Receive approval from the Election Committee that verifies that minimum requirements have been met.
3. Complete required [training](#) that is scheduled a minimum of four weeks prior to the election date.
4. Submit their written [biography](#) and photo by the deadline.
5. Attend the April Board meeting (or other Board-determined parent-stakeholder meeting) and deliver a campaign speech to parents. The speech is videotaped and placed on the website along with the candidate application, biography, and photo. Any exception (i.e. family funeral, an out-of-state trip, etc.) must be approved by the Election Committee.
6. **Once a Board candidate has completed steps #1-5**, they are welcome to campaign on other platforms. Candidates are not allowed to campaign on school-owned property or its social media platforms. If the candidate begins campaigning before the formal approval process is completed (steps #1-5), the candidate is disqualified.

## Election Timeline

To ensure that the timeline supports a well-run election, there are important dates to remember. The process should begin three months before the election week.

Current Year	Timeline	Responsible Party	Activity
February 25th	3 months before Board election	Executive Board	The Executive Board appoints Board liaison to the Election Committee.
March 8th	8-9 weeks before Board elections	Communications Manager	1st newsblast sent to recruit Election Committee members.
March 11th	8-9 weeks before Board elections	Communications Manager	2nd newsblast sent to recruit Election Committee members.
March 15th	8 weeks before Board elections	Communications Manager	1st newsblast sent for candidate recruitment. The newsblast shares information on the upcoming election,

			the application and the date for the required candidate training.
<b>March 18th</b>	7-8 weeks before Board elections	Communications Manager	2nd newsblast sent for candidate recruitment.
<b>March 22nd</b>	7-8 weeks before Board elections	Election Committee Members	The Election Committee meets to review Article 4 of the Bylaws and the election processes. Members will review a slide presentation training for Election Committee members. This training covers roles, responsibilities, and processes for approval of Board candidates, the election, etc.
<b>April 7th</b>	5-6 weeks before Board elections	Election Committee Members	Election Committee members meet to review applications of candidates and verify that candidacy requirements are met for each candidate. A list of names for Board candidates are finalized and shared with the Board and with the Communications Manager. Candidates are notified and a reminder is given about the upcoming training session on April 14th.
<b>April 14th</b>	4-5 weeks before Board elections	Election Committee Members and Board Candidates	Candidates receive training on the timeline and expectations for campaigning and Board responsibilities if elected. Candidates are reminded that their bios and photos are due by April 21st.
<b>April 21st</b>	Sometime during the week before the Board meeting where candidates present to stakeholders	Board Candidates	All candidates must submit their bios and photos to the Communications Manager.
<b>April 22nd</b>	Board meeting before elections		An Executive Board meeting is held where candidates present their speech to the stakeholders. Their speeches are recorded and uploaded on the website. The Communications Manager will update the elections webpage with all candidate information, with the exception of the videos.
<b>April 26th</b>	2 ½ to 3 weeks before elections	Communications Manager	All videos are uploaded to the election page.

<b>April 26th to May 11th</b>	2 ½ to 3 weeks before elections	Communications Manager	Newsblasts will be sent out over 2 ½-3 weeks on the candidates running for election.
<b>May 3rd</b>	1 ½ weeks before elections begin		Parent and guardian information is uploaded to Survey Monkey and set up for the election process.
<b>May 5th</b>	Not required; Due to COVID  One week before the elections begin		A Town Hall meeting with the candidates will be held via Zoom.  A newsblast will be sent out to parents on procedures for voting.
<b>May 12th</b>			Parents will receive a personal link to vote online.
<b>May 12th-19th</b>	The last week of school		Online Executive Board elections
<b>May 19th</b>	The last day of the election		Final voting data is analyzed to determine winning candidates. The Board liaison contacts each winning candidate and confirms that they accept their position. Remaining candidates are also notified.
<b>May 20th</b>	The day after the election	Communications Manager	An email is sent to parents notifying them of final results.

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## Current [Bylaws](#)

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### ARTICLE 4 ELECTIONS

#### SECTION 1. REGULAR AND SPECIAL ELECTIONS

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

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

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

the event the Board authorizes such voting procedures, the details of such procedures will be set forth in the written public notice.

## **SECTION 2. ELECTION COMMITTEE**

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

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

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

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

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

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

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

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

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

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





**3.0 Student Fees**

## 2021-2022 Student Fees

### Elementary School

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

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## Middle School

### Increase in Fees

Digital Photography increase from \$0 to \$25

MS Technology Fee increase from \$0 to \$20

### Decrease in Fees

Household Engineering decrease from \$15 to \$7 (according to Board member note of approval in 2019 for the 2020-2021 fees)

MIDDLE SCHOOL GENERAL FEES	
<b>Registration</b>	
Registration	\$60
MS Technology Fee	\$20
<b>Clubs</b>	
General	\$25
Lego Robotics	\$75
<b>Athletics</b>	
Per Sport	\$100**
*\$25 insurance policies are optional for student technology rentals.	
**Maximum of \$200 for sports.	

MIDDLE SCHOOL ELECTIVE FEES		
Course #	Course Name	Fee per Term
ELE 01	Creative Writing	\$0
ELE 03	Literacy Lab 6	\$0
ELE 04	Literacy Lab 7	\$0
ELE 05	Literacy Lab 8	\$0
ELE 08	Debate	\$0
ELE 09	Book Club	\$0
ELE 15	Math Games	\$0
ELE 17	Young Entrepreneurs	\$0
ELE 24 A	Computer Science Discoveries I	\$0
ELE 24 B	Computer Science Discoveries II	\$0
ELE 25	3D Printing	\$15
ELE 26	Science in Movies & Media	\$0
ELE 27	TED Talks	\$0
ELE 29 A	Circuits I	\$0
ELE 29 B	Circuits II	\$0
ELE 31	Beginning LEGO Robotics	\$0

ELE 38	Household Engineering	\$5
ELE 40	Concert Band	\$30
ELE 41	Choir	\$15
ELE 44	Symphonic Band	\$30
ELE 48	Science of Sound & Instrument Making	\$20
ELE 50	DIY Crafts	\$20
ELE 52	Props & Scenery	\$20
ELE 53	3D Art	\$20
ELE 54	Introduction to Painting	\$20
ELE 55	Digital Photography	\$25
ELE 56	Film Studies	\$0
ELE 57	Introduction to Drawing	\$20
ELE 58	Comics & Zines	\$25
ELE 62	Yoga	\$0
ELE 64	Dance	\$0
ELE 65	Invasion Sports & Games	\$0
ELE 68	The Game of Life	\$0
ELE 71	Problem Solving & Games	\$0
ELE 73	Study Skills	\$0
ELE 74	Elementary Teacher's Aide	\$0
ELE 76	6th AVID Leadership	\$0
ELE 77	7th AVID Leadership	\$0
ELE 78	8th AVID Leadership	\$0
ELE 89	Food Around the World	\$0

## High School

HIGH SCHOOL GENERAL FEES	
<b>Registration</b>	
Registration	\$60
Estimated Cost for Aims College Administrative Fee per Semester	\$25
HS Technology Rental	\$75
<b>Clubs</b>	
General	\$25
Musical	\$65
Play	\$45
HS Vex Robotics	\$200
<b>Athletics</b>	
Per Sport	\$150

HIGH SCHOOL GATE FEES	
2021-22 Adult	\$6
2021-22 Student & Senior	\$5
2021-22 Adult Pass	\$90
2021-22 Student & Senior Pass	\$50
2021-22 Family Pass (one WCA student plus 3 additional family members)	\$220

HIGH SCHOOL CLASS & ELECTIVE FEES		
Course #	Course Name	Fee Per Semester
AID 01	Teacher Aide	\$0
ART 01	Painting I	\$25
ART 02	Painting II	\$20
ART 03	Drawing I	\$20
ART 04	Drawing II	\$20
ART 05	Ceramics & Sculpture I	\$30
ART 07	Photography	\$10
BUS 01	Personal Finance	\$0
BUS 02	Introduction to Business	\$0
BUS 04	Entrepreneurship	\$0
EGR 01	Introduction to Engineering	\$30
EGR 03	Engineering Concept & Design	\$30
ENG 03	Literacy Lab	\$0

ENG 07	Yearbook	\$0
HIS 02	Sociology	\$0
HIS 03	History of Rock and Roll	\$0
LAW 01	Intro to Law	\$0
LEA 01	Student Council	\$0
MAT 01-04	Math Lab	\$0
MUS 01	Symphonic Band	\$30
MUS 03	Mixed Choir	\$25
MUS 04	Music Technology	\$5
MUS 120	Music Appreciation	\$0
PE 01	Yoga	\$0
PE 02	Get Fit	\$0
PE 03	Team Sports	\$0
TBD	Recreation PE	\$0
TBD	Competitive PE	\$0
TBD	Strength & Conditioning	\$0
PSY 25	Introduction to Psychology	\$0
SCI 03	Forensic Science	\$15
SCI 04	Genetics	\$25
SCI 05	Human Anatomy and Physiology I	\$15
SCI 06	Human Anatomy and Physiology II	\$15
SCI 07	Materials Science & Engineering	\$20
SPA 25	Spanish I	\$0
SPA 50	Spanish II	\$0
SPA 75	Spanish III	\$0
SPA 100	Spanish IV	\$0
STU 01	Study Hall	\$0
TEC 03	Computer Science Principles I	\$0
TEC 04	Computer Science Principles II	\$0
TEC 11	Innovation Lab (STEM Capstone)	\$0



## **4.0 Bylaw Revisions**

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### BYLAWS OF WINDSOR CHARTER ACADEMY

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#### **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:

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### [4] 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 [2][3][4], 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 [5], 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.



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## **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.

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## **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 Windsor Charter 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.
- I. Supervising or causing to be supervised, all officers, agents and employees of the Academy to assure that their duties are performed properly.
- J. Meeting at such times and places as required by these Bylaws.
- K. Registering their addresses with the Secretary of the Board for notices of meetings communicated to them at such addresses which shall be valid notice thereof.

#### SECTION 5. TERM OF OFFICE

Each Board member, **except for instances detailed within these Bylaws**, shall hold office until the end of **July of the year their term ends**. ~~the July Board meeting following an election or appointment of new members in the year in which such member's term terminates.~~

- A. **In the event there is a vacancy on the Board between election periods, the existing Board members shall appoint individuals to fulfill the duties for the remaining term of office created by the vacancy.** ~~In the event there is not an election, the existing Board members shall appoint additional Board member(s) when practical.~~
- B.A. Each Board term is for a period of three (3) years. ~~Board members may [12] serve a maximum of three (3) terms. [13]~~
- C.B. Board members that are/were appointed to the Board to fill a vacant seat may complete the appointed term of the Board member he/she is replacing (herein referred to as a "Partial Term"). Such Partial Term shall not count as a full term. However, if multiple Partial Terms are served by a Board member, every two (2) Partial Terms shall be the equivalent of one (1) full term and shall then be included in such member's maximum period of service.

If just cause is presented to the Board, any Board member may be voted off by a simple majority of the entire Board.

The Academy Membership has the right to remove any Board member by submitting a petition to the Board that states the nature of the grievance. This petition must contain the valid names and signatures of at least 51% of the Academy Membership. The petition process shall be initiated when the Board is presented with a petition stating the Board member's name, the reason for removal, the name(s) of the person(s) responsible for the petition. 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 of 51% of the Academy Membership 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. No one Board member shall face a petition for removal more than once within any twelve (12) month period. 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 [14] add the petition as an item on the agenda at the next regular Board meeting. If, after the petition is discussed at the Board meeting and is not withdrawn by petitioner, the Board shall appoint a new Board member pursuant to Article 3, section 17 of these Bylaws. [15][16][17]

## **SECTION 6. 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 7. PLACE OF MEETING**

Regular Board meetings shall be held at the Academy unless otherwise provided by the Board or at such other places as may be designated by **posted agenda as required by Colorado Revised Statutes.** resolution of the Board.

## **SECTION 8. REGULAR MEETINGS**

Regular meetings of the Board shall be held on the fourth (4th) Thursday of each month at 6:30 PM, unless such day falls on a school holiday or a conflicting event occurs, in which case, the Regular meeting shall be rescheduled at a mutually agreed upon day and time and posted in the agenda. [18][19][20][21]

## **SECTION 9. SPECIAL SESSION MEETINGS**

Special Sessions of the Board may be called by the President of the Board, the Secretary of the Board, by any two (2) Board members, or, if different, by the persons specifically authorized under the laws of this state to call a Special Session of the Board. Such meetings shall be held at the Academy or, if different, at the place designated by the person or persons calling the special meeting.

If notice of a Special Session Meeting is given to the Academy Membership and the public, all powers, duties, authorities, and voting rights shall apply to such Special Session Meeting as they apply to Regular Session Meetings.

If notice of a Special Session Meeting is not given to the Academy Membership~~[22][23][24]~~, the Board shall not make a final policy decision, nor shall any resolution, rule, regulation, or formal action or any final action approving a contract or calling for the payment of money be adopted or approved. However, the Board may meet to discuss, plan, work, and perform other duties on behalf of the school, the students, and Academy Membership.

## SECTION 10. NOTICE OF MEETINGS

Unless otherwise provided by the Articles of Incorporation, these Bylaws, provisions of law, or the Academy Charter, the following provisions shall govern the giving of notice for meetings of the Board:

**A.—All meetings of the Board will be noticed to the public, at a minimum, in accordance with Colorado Revised Statute (CRS) 24-6-402.**~~Regular Meetings: No notice need be given of any Regular meeting of the Board.~~

**B.A.** ~~Special Session Meetings: At least twenty-four (24) hours prior notice shall be given by the Secretary of the Board to each Board member of each special meeting of the Board. Such notice may be oral, written, by telephone, e-mail, or text and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.~~

**B. All Board members shall be notified of all meetings of the Board.**

**C. Waiver of Notice:** ~~Whenever any notice of a meeting is required to be given to any Board member of the Academy under provisions of the Articles of Incorporation, these Bylaws, the Academy Charter, or the laws of this state, a waiver of notice in writing signed by the Board member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.~~

**D. Acceptable forms of communication between Board members include, but are not limited to, oral, written, first class mail, e-mail, text, facsimiles, ~~and~~ telephone, **social media, and video conferencing platforms**. All communications are considered non-confidential.**

## SECTION 11. QUORUM FOR MEETINGS

A quorum shall consist of a majority of the members of the Board. Except as otherwise provided under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, no business shall be considered by the Board at any meeting at which a quorum is not present, and the only motion which the President of the Board shall entertain at such meeting is a motion to adjourn. Minutes shall be taken at such meetings.

## SECTION 12. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the Board members present at a meeting duly held at which a quorum is present, is an act of the entire Board, unless the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board. Each Board member shall have one (1) vote except when a tie vote results, in which case the President of the Board's vote shall be counted twice.

## SECTION 13. ATTENDANCE

Attendance at Board meetings is mandatory. If a member must miss a meeting due to extenuating circumstances, he/she must give the President or Secretary of the Board advanced notice, if possible.

Failure to follow this procedure may be grounds for removal from the Board. ~~Missing three (3) meetings in six (6) consecutive months may result in removal from the Board.~~<sup>[25]</sup>

#### **SECTION 14. CONDUCT OF MEETINGS**

Meetings of the Board shall be presided over by the President of the Board or, in his/her absence, the Vice President of the Board or, in the absence of each of these persons, by a person chosen by a majority of the Board members present at the meeting. The Secretary of the Board shall act as secretary of all meetings of the Board, provided that, in his/her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

The President of the Board shall govern meetings, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, the Academy Charter, or with provisions of law. The conduct of the meetings shall be in accordance with established parliamentary procedure. Except as otherwise specified by state law or by Board policies pertaining to its own operating procedures, the Board shall be governed by the rules prescribed in *Robert's Rules of Order, Newly Revised*. NOTE: Under Robert's Rules, these parliamentary rules of order may be suspended by a majority vote.

#### **SECTION 15. CONFLICT OF INTEREST**

Members of the Board hold a position of trust, created in the interest of the common good and for the benefit of the Academy. It is the intent of this Section to maintain public confidence and prevent the use of public office for private gain. Board members shall disclose any known or potential conflicts of ~~interest to interest in writing to the President of the Board a minimum of twenty-four (24) hours prior to the time set for voting on any such transaction and shall not vote on the matter or attempt to influence the decisions of other Board members in voting on the matter. The written disclosures shall be included in attached to the Minutes of the meeting in which Board action will occur relating to the matter disclosed.~~ Failure by a Board member to bring notice of a potential conflict of interest to the attention of the Board in this manner may constitute just cause for removal of the member from the Board.

**The following activities have the potential to create actual conflicts of interest, or raise the appearance of a conflict:**

- A. Any term of paid consulting.
- B. Decision-making role/responsibility in other organizations relevant to the Academy, its Board, its membership, etc.
- C. Position on publicly visible advisory bodies, even if no decision-making authority is involved.

#### **Duty to Abstain**

- A. No Board member shall vote on any matter in which he/she has a material and direct financial interest that will be affected by the outcome of the vote.
- B. In the event of such an abstention, the abstaining Board member shall state the reason for the abstention, which shall be noted in the minutes.

#### **Request for Disclosures by Board Members and Officers**

- A. When requested by the Board, each Board member and/or Officer shall promptly submit a statement to the Board setting forth all business and other affiliations, which relate in any way to

the business and other affiliations of the Academy. This will be requested not less than once every year.

### **Procedures for Addressing a Conflict of Interest**

- A. A Board member with a potential conflict of interest in a transaction or arrangement is not precluded from making a presentation to the Board or committee regarding the transaction or arrangement. However, before the Board or committee discusses and votes on the transaction or arrangement, the interested person must leave the meeting.
- B. Where a matter has been referred to the Board and they have concluded that a conflict of interest exists, the President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.
- C. After exercising due diligence, the Board may determine whether the Academy can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board may determine by a majority vote of the disinterested Board member(s) whether the transaction, contract, or arrangement is in the Academy's best interest and for its own benefit and whether it is fair and reasonable to the Academy, and may make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

### **Rules About Gifts**

Board members may accept gifts as a result of their involvement with the Academy in the following circumstances:

- A. The gift has no more than token value.
- B. It is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together.
- C. The exchange is lawful and in accordance with the educational industry's ethical practice and/or standards.
- D. The gift could not be construed by an impartial observer as a bribe, pay off or improper and/or illegal payment.
- E. No member may use the Academy property to make a gift, charitable donation or political contribution to anyone on behalf of the Academy. Any gift must have the authorization/approval of the Board or Board designee.

### **SECTION 16. EXECUTIVE SESSION**

All Regular and Special Session meetings of the Board shall be open to the Academy Membership and the public, except that at any Regular or Special Session, the Board may proceed into Executive Session upon the affirmation vote of the quorum present, and as provided by these Bylaws, the Academy Charter and the laws of this state.

The motion requesting the Executive Session shall state the statutory reason for the Executive Session along with the statutory citation and the nature of the matter to be discussed. A motion to enter into the Executive Session requires a 2/3 vote of the Board. However, the Board shall not make final policy

decisions, nor shall any resolution, rule, regulation, or formal action or any final action approving a contract or calling for the payment of money be adopted or approved during an Executive Session.

Matters discussed during an Executive Session shall remain private and confidential among those attending the session and may not be disclosed, discussed or otherwise revealed outside the Executive Session. Disclosure of said discussion shall be just cause for a Board member to be removed from office.

The Secretary of the Board shall ensure that the Executive Session is audio-recorded (unless statutory exceptions apply) and the recording kept on file for ninety (90) days after which it shall be destroyed. Only those persons invited by the Board may be present during any Executive Session.[26][27]

An Executive Session is closed to the public for the purpose of discussing business of a sensitive or confidential nature and may only be called for a purpose as provided by C.R.S. §24-6-402(4) and/or as otherwise permitted by the laws of this state.

## SECTION 17. VACANCIES

Vacancies on the Board may exist due to the death, resignation or removal of any Board member. Any Board member may resign effective upon giving written notice to the President of the Board, the Secretary of the Board, or the Board, unless the notice specifies a later time for the effectiveness of such resignation.

No Board member may resign if the Academy would then be left without a duly elected Board member or Board members in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this state.

### Removal by Action of the Board

Board members may be removed from office, with just cause as permitted by and in accordance with these Bylaws and the laws of this state. Any Board member being considered for removal shall have prior notice of the concerns of the Board and have an opportunity to address those concerns. A Board member considered for removal has the right of grievance to the Academy School Accountability Committee ("SAC"). In the absence of a SAC, consultation from an outside mediator shall be sought by the Board to address the grievance. The Board must acknowledge and consider the recommendations of the SAC or the mediator before taking further action. However, the Board is not bound by said recommendations when taking action. **If just cause is presented to the Board, any Board member may be voted off by a simple[28][29][30] majority of the entire Board.** [31]

### Removal by Action of the Academy Membership

**The Academy Membership has the right to remove any Board member by submitting a petition to the Board that states the nature of the grievance. This petition must contain the valid names and signatures of at least 51% of the Academy Membership. The petition process shall be initiated when the Board is presented with a petition stating the Board member's name, the reason for removal, the name(s) of the person(s) responsible for the petition. 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 of 51% of the Academy Membership 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. No one Board member shall face a petition for removal more than once within any twelve (12) month period. 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. If, after the petition is discussed at the Board meeting and is not withdrawn by petitioner, the Board shall appoint a new Board member pursuant to [32][33][34]this section.**

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws, the Academy Charter or provisions of law, vacancies left by a Board member shall be appointed by the Board to fulfill the remainder of the vacated position's term. Each Board member shall have an equal vote and shall be given seven (7) days advance notice of any meeting at which an appointment vote will be taken.

#### **SECTION 18. NON-LIABILITY OF BOARD MEMBERS**

The Board members shall not be personally liable for the debts, liabilities, or other obligations of the Academy.

#### **SECTION 19. INDEMNIFICATION BY ACADEMY OF BOARD MEMBERS AND OFFICERS**

- A. **Indemnification by the Academy.** The Academy shall indemnify any person who was or is an involuntary party or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Academy) by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of the Academy or is or was serving, at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise, against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by he/she in connection with such action, suit, or proceeding, if he/she acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Academy and, with respect to any criminal action or proceeding had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in the best interest of the Academy and, with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.
- B. **No Indemnification Upon Negligence or Misconduct.** The Academy shall indemnify any person who was or is a party defendant or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Academy to procure a judgment in its favor by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise against expenses (including attorney fees) actually and reasonably incurred by him/her in connection with the defense or settlement or such action or suit if he/she acted in good faith and a manner he/she reasonably believed to be in the best interest of the Academy; but no indemnification shall be made in respect to any claim, issue, or matter as to which such person has been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Academy unless and only to the extent that the court in which such action or suit was brought determines upon application that despite the adjudication such person is fairly and reasonably entitled to indemnification for such expenses which such court deems proper.
- C. **Indemnification Upon Successful Defense.** To the extent that a Board member, employee, fiduciary or agent of the Academy has been successful on the merits in defense of any action, suit or proceeding referred to in Sections (a) or (b) above or in defense of any claim, issue, or matter therein, he/she shall be indemnified against expenses (including attorney fees) actually and reasonably incurred by him/her in connection therewith.



- D. **Determination by the Board.** Any indemnification under this Bylaw (unless ordered by a court) shall be made by the Academy only as authorized in a specific case upon determination that indemnification of the director, officer, employee, fiduciary or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth in Sections (a) or (b) above. Such determination shall be made by the Board by a majority vote of a quorum consisting of Board member(s) who were not parties to such action, suit, or proceeding, or if such a quorum is not obtainable, or, even if obtainable, if a quorum of disinterested Board members so directs, by independent legal counsel in written opinion.
- E. **Payment in Advance.** The Academy may pay for or reimburse the reasonable expenses incurred by a Board member, fiduciary, employee or agent who is a party to a proceeding in advance of final disposition of the proceeding if:
- a. The party seeking indemnification furnishes to the Academy a written affirmation demonstrating a good faith belief that the party has met the standard of conduct described in Sections (a) and (b) above;
  - b. The party seeking indemnification furnishes to the Academy a written undertaking, executed personally or on the party's behalf, to repay the advance if it is ultimately determined that the party did not meet the standard of conduct; and
  - c. Determination is made that the facts then known to those making the determination would not preclude indemnification under these Bylaws.
- F. **Inurement for the Benefit of Heirs.** That the indemnification provided by these Bylaws shall not be deemed exclusive of any other rights to which those indemnified may be entitled to under any other Bylaw, agreement, vote of members or disinterested directors, or otherwise any procedure provided for by any of the foregoing, both as to action in his/her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Board member, officer, employee, fiduciary or agent and shall inure to the benefit of heirs, executors, and administrators of such a person.
- G. **Insurance.** The Academy shall purchase and maintain insurance on behalf of any person who is or was a Board member, officer, employee, fiduciary or agent of the Academy or who is or was serving at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust, or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the Academy would have the power to indemnify him/her against such liability under provisions of these Bylaws.

## SECTION 20. INSURANCE FOR AGENTS

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

## SECTION 21. EXTENDED [35][36] ABSENCE OF BOARD MEMBER

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

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## ARTICLE 4 ELECTIONS

### SECTION 1. REGULAR AND SPECIAL ELECTIONS

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

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

~~At least one (1) polling place for all Academy elections shall be at the principal offices of the Academy and shall be open from 7:00 a.m. through 7:00 p.m. Any Academy member with at least one (1) child enrolled and attending shall be eligible to vote in any regular or special election.~~

**Electronic voting will ensure access to voting by all members of the Academy, which is a primary consideration of the Board. The details of all voting such procedures will be set forth in the written public notice. [37](This is the recommendation from the Election Committee rather than the original paragraph highlighted in orange below.)**

~~(Absentee, and/or electronic voting, physical polling locations, or other means of casting votes, whether used individually or in combinations, may be used at the sole discretion of the Board; however, access to voting by all members of the Academy shall be a primary consideration of the Board. In the event the Board authorizes such voting procedures, the details of all votingsuch procedures will be set forth in the written public notice.)~~

### SECTION 2. ELECTION COMMITTEE

Votes shall be tallied by the Election Committee in accordance with established policies. The Election Committee shall consist of ~~five (5) members~~, **preferably 3 or greater,**[38][39] appointed by the Board. [40]The Election Committee shall also have the power to answer all questions relating to the conduct of the Academy elections.

### SECTION 3. CANDIDATES FOR OFFICE

Any Academy member **or community-at-large individual** who desires to be considered for election as a member of the Board shall **complete a WCA Board application, indicating such desire with the Election Committee no less than six full weeks prior to the election.** ~~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.~~[41]

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.[42][43][44][45][46] **Candidate requirements must be verified and approved by the Election Committee. Additionally, the committee reserves the right to disqualify a candidate based on the results of a background**

**check.** ~~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.~~ [47]

**All newly elected Board members may participate in the discussions at the Board meetings following their election; however, they shall not count towards quorum and they cannot vote until the August Board meeting**[48].[49]

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.[50][51]

Minimum training requirements shall be established and reviewed annually by the Board and published no less than thirty (30) days prior to an election.[52][53][54][55]

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 [56][57][58][59]result in removal from the Board.

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### **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. [60]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~~<sup>[61]</sup> that, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

## SECTION 11. EXTENDED ABSENCE OF BOARD OFFICER(S)MEMBER(S)

A replacement Board ~~officer~~<sup>member</sup> may be appointed by a majority vote of the Board, should an elected Board member require an extended absence.

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## 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~~<sup>[62][63][64]</sup> 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.

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## 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.

## **SECTION 2. HUMAN RESOURCES**

All Human Resource matters shall be addressed by the Executive Director, [65] including but not limited to, all matters pertaining to the areas of Employee Investigations, Employee Benefits, HR Related training staff, and other topics of interest as determined by the Executive Director.

All Human Resource matters pertaining directly to the Executive Director shall be brought to the attention of the President and Secretary of the Board.

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## **ARTICLE 8 EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

### **SECTION 1. EXECUTION OF INSTRUMENTS**

The Board, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Academy to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Academy, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Academy by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

### **SECTION 2. CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, no more than four (4) signatures will be on file with the bank. Two (2) signatures will be required per check written. [66][67][68]

### **SECTION 3. DEPOSITS**

All funds of the Academy shall be deposited expeditiously to the credit of the Academy in such banks, trust companies, or other depositories as the Board may select.

### **SECTION 4. GIFTS TO THE ACADEMY**

The Board may accept on behalf of the Academy any contribution, gift, bequest, or devise for the nonprofit purposes of the Academy.

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## **ARTICLE 9 CORPORATE RECORDS, REPORTS AND SEAL**

### **SECTION 1. MAINTENANCE OF CORPORATE RECORDS**

The Academy shall keep at its [principal][69][70] office:

- A. Minutes of all meetings of the Board, committees and of all Meetings of the Academy Members, indicating the time and place of holding such meetings, whether Regular or Special, and the names of those present and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- C. A copy of the Academy's Articles of Incorporation, Charter and Bylaws as amended to date, which shall be open to inspection at reasonable times during office hours.

## **SECTION 2. CORPORATE SEAL**

The Board may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Academy. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

## **SECTION 3. BOARD MEMBERS' INSPECTION RIGHTS**

Every Board member shall have the right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Academy and shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter and provisions of law.

## **SECTION 4. ACADEMY MEMBERS' INSPECTION RIGHTS**

Each Academy member shall have the following inspection rights, for a purpose reasonable related to such person's interest as an Academy member:

- A. To inspect and copy, upon written demand on the Secretary of the Board, the record of all Academy members' names, addresses<sup>[71][72][73]</sup> and voting rights, at reasonable times, which demand shall state the purpose for which the inspection rights are requested.<sup>[74]</sup>
- B. To obtain from the Secretary of the Board, upon written demand on, and payment of a reasonable charge to, the Secretary of the Board, a list of the names, addresses and voting rights of those Academy members entitled to vote for the election of Board members as of the most recent record date for which the list has been compiled or as of the date specified by the Academy member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The Academy Membership list shall be made within a reasonable time after the demand is received by the Secretary of the Board or after the date specified therein as of which the list is to be compiled.<sup>[75][76][77]</sup>
- C. To inspect at any reasonable time the books, applicable records, or minutes of proceedings of the members or of the Board or committees of the Board, upon written demand on the Secretary of the Board by the member, for a purpose reasonably related to such person's interests as a member.
- D. Academy members shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter, and provisions of law.

## **SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS**

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts. The Academy shall maintain the right to ~~charge a reasonable~~ charge reasonable copying cost.

## **SECTION 6. DISTRIBUTION OF RECORDS**

Such distribution of any of the aforementioned records shall be made in accordance with all applicable provisions of the laws of this state.

## **SECTION 7. ANNUAL REPORT**

The Board shall cause an annual report required under law to be prepared and available to the members.

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# **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.

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## **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.]~~[78][79][80][81]~~
- E. Bylaw changes shall be approved by a majority vote of the entire Board.

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## **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.

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**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.
- ~~B.C.~~ **Appeal Bylaws.**

**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 [82][83] who have at least one (1) child enrolled and attending the Academy. This does not include parents or legal guardians who have children on waiting lists.
- B. Board members will be included in the Academy Membership whether they have children attending the Academy or not.

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

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

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

**SECTION 4. NUMBER OF MEMBERS**

[The number of Academy members is limited to a maximum of two (2) Academy members per family or child, whichever is least .[84][85][86]

**SECTION 5. NON-LIABILITY OF MEMBERS**

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

## **SECTION 6. NON-TRANSFERABILITY OF ACADEMY MEMBERSHIPS**

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

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

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

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

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## **ARTICLE 14**

### **MEETINGS OF ACADEMY MEMBERS**

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

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

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

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

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

#### **SECTION 3. SPECIAL MEETINGS OF ACADEMY MEMBERS**

~~Special meetings of the Academy members shall be called by the Board, the President of the Board, or by the person(s) specifically authorized under the laws of this state to call special meetings of the Academy members.~~

#### **SECTION 4. NOTICE OF MEETINGS**

~~Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, notice of a Biennial Academy Membership Meetings or Special Meeting of Academy members shall state the place, day and hour of the meeting and shall state the purpose or purposes for which the meeting is called and shall be posted no less than five (5) days prior to the meeting. The notice of any Meeting of Academy Members at which Board members are to be elected shall also state the names of all those who are nominees or candidates for election to the Board at the time notice is given.~~

## **SECTION 5. CONDUCT OF MEETINGS**

Meetings of Academy members shall be presided over by the President of the Board, the Vice President of the Board or, other Board member(s). The Secretary of the Board shall act as Secretary of all meetings of Academy members, provided that, in his/her absence, the President of the Board shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by the appropriate Board member; as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law. The conduct of the meetings shall be in accordance with established parliamentary procedure. Except as otherwise specified by state law or by Academy Membership policies pertaining to its own operating procedures, the meeting shall be governed by the rules prescribed in *Robert's Rules of Order, Newly Revised*. [87][88]

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**IN WITNESS WHEREOF**, these Revisions to the original Bylaws and amendments to the Bylaws were read, reviewed and adopted on this 27th day of July 2017.

\_\_\_\_\_  
John Feyen, President

\_\_\_\_\_  
Carolyn Mader, Vice President

\_\_\_\_\_  
Donna James, Treasurer

\_\_\_\_\_  
Kevin Albertsen, Secretary

\_\_\_\_\_  
Sherry Bartmann, Member

\_\_\_\_\_  
Jenny Ojala, Member

\_\_\_\_\_  
Jim Zacheis, Member



**5.0 Financials**

# Rev and Exp as of 12.31.20

Printed: 1/11/2021 3:14 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	2,662.66	20,000.00	17,337.34	13.31	
1700	Pupil Activities	75,478.00	84,502.00	9,024.00	89.32	
1900	Other Revenue from Local Sources	169,936.16	606,151.00	436,214.84	28.04	
3900	Other Revenue From State Sources	785,842.21	1,036,232.08	250,389.87	75.84	
5200	Interfund Transfers	0.00	10,000.00	10,000.00	0.00	
5600	Direct Allocations	5,890,700.58	11,898,691.00	6,007,990.42	49.51	
I	Revenue	<u>6,924,619.61</u>	<u>13,655,576.08</u>	<u>6,730,956.47</u>	<u>50.71</u>	* Account Type
0100	Salaries	2,594,862.70	6,111,985.00	3,517,122.30	42.46	
0200	Employee Benefits	1,157,055.24	2,287,384.00	1,130,328.76	50.58	
0300	Purchased Professional and Technical Services	26,594.98	60,139.00	33,544.02	44.22	
0400	Purchased Property Services	957,333.39	2,060,011.00	1,102,677.61	46.47	
0500	Other Purchased Services	995,599.28	1,682,129.08	686,529.80	59.19	
0600	Supplies	710,860.82	884,150.64	173,289.82	80.40	
0700	Property	23,012.97	242,303.00	219,290.03	9.50	
0800	Other Objects	30,818.24	89,817.00	58,998.76	34.31	
X	Expense	<u>6,496,137.62</u>	<u>13,417,918.72</u>	<u>6,921,781.10</u>	<u>48.41</u>	* Account Type
11	Charter School	<u>(428,481.99)</u>	<u>(237,657.36)</u>	<u>190,824.63</u>	<u>180.29</u>	Fund

# Rev and Exp as of 12.31.20

Printed: 1/11/2021 3:14 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	268,208.74	0.00	(268,208.74)	0.00	
I	Revenue	268,208.74	0.00	(268,208.74)	0.00	* Account Type
0600	Supplies	82,403.03	297,850.00	215,446.97	27.67	
0868	Overhead Costs	0.00	40,000.00	40,000.00	0.00	
X	Expense	82,403.03	337,850.00	255,446.97	24.39	* Account Type
23	Pupil Activity Fund	<u>(185,805.71)</u>	<u>337,850.00</u>	<u>523,655.71</u>	<u>-55.00</u>	Fund



# Rev and Exp as of 12.31.20

Printed: 1/11/2021 3:14 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	1,999.16	30,500.00	28,500.84	6.55	
1900	Other Revenue from Local Sources	801,342.54	1,543,406.00	742,063.46	51.92	
2000	Revenue from Intermediate Sources	4,272.03	14,500.00	10,227.97	29.46	
I	Revenue	<u>807,613.73</u>	<u>1,588,406.00</u>	<u>780,792.27</u>	<u>50.84</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	852,866.61	1,401,678.00	548,811.39	60.85	
0900	Other Uses of Funds	25,270.00	408,360.00	383,090.00	6.19	
X	Expense	<u>878,136.61</u>	<u>2,357,874.00</u>	<u>1,479,737.39</u>	<u>37.24</u>	* Account Type
61	Building Corporation	<u>70,522.88</u>	<u>769,468.00</u>	<u>698,945.12</u>	<u>9.17</u>	Fund
	Report Total:	<u>543,764.82</u>	<u>(869,660.64)</u>	<u>(1,413,425.46)</u>	<u>-62.53</u>	

# Balance Sheet

Printed: 1/11/2021 3:14 PM  
Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		917,664.85	10,916.25	928,581.10	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		477,072.16	(118,856.29)	358,215.87	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,171,677.17	224.25	2,171,901.42	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		651,465.10	27.67	651,492.77	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,029.99	2.55	100,032.54	11-950-00-0000-8102-000-0000-9393
	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
	Accounts Receivable GF		(0.01)	26,000.01	26,000.00	11-950-00-0000-8153-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>4,318,911.93</u>	<u>(81,685.56)</u>	<u>4,237,226.37</u>	* Account Class
<b>Liabilities</b>						
	Accounts Payable		(31,744.38)	(1,718.06)	(33,462.44)	11-950-00-0000-7421-000-0000
	Accrued Salaries		0.00	459.06	459.06	11-950-00-0000-7461-000-0000
	GARNISHMENT		4,083.35	(583.33)	3,500.02	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9393
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Tax Liabilities		(0.01)	0.01	0.00	11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab		(119,263.98)	(11,666.52)	(130,930.50)	11-950-05-0000-7471-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(153,401.59)</u>	<u>(13,508.84)</u>	<u>(166,910.43)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Tabor Reserve		(345,000.00)	0.00	(345,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,294,283.93)	0.00	(3,294,283.93)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(2,550.02)	0.00	(2,550.02)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(523,676.39)	95,194.40	(428,481.99)	11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(4,165,510.34)</u>	<u>95,194.40</u>	<u>(4,070,315.94)</u>	* Account Class
<b>11</b>	<b>Charter School</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 1/11/2021 3:14 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	SF Checking 1stBank		181,845.22	4,654.61	186,499.83	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>181,845.22</u>	<u>4,654.61</u>	<u>186,499.83</u>	* Account Class
<b>Liabilities</b>						
	Bus Liab Due to GF		(1,087.00)	(27.00)	(1,114.00)	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable		(1,688.93)	(496.19)	(2,185.12)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(2,775.93)</u>	<u>(523.19)</u>	<u>(3,299.12)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Elem Activity Acct Fund Balanc		2,605.00	0.00	2,605.00	23-901-00-0000-6760-000-0000
	Activity Net Income/Loss		(181,674.29)	(4,131.42)	(185,805.71)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(179,069.29)</u>	<u>(4,131.42)</u>	<u>(183,200.71)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 1/11/2021 3:14 PM  
Windsor Charter Academy

Building Corporation 61					
Account Class	8100	Current Assets			
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>					
	Def Loss on Refunding-2016	287,887.59	0.00	287,887.59	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016	227,917.65	71,408.91	299,326.56	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016	1,227,517.52	79.38	1,227,596.90	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016	95,040.05	31,018.80	126,058.85	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2020	1,388,840.66	120.46	1,388,961.12	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Expense Fund-2020	31,590.48	(31,590.48)	0.00	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020	105,926.73	66,907.39	172,834.12	61-950-65-0000-8105-000-0000-9393
<b>8100</b>	<b>Current Assets</b>	<u>3,364,720.68</u>	<u>137,944.46</u>	<u>3,502,665.14</u>	* Account Class
<b>Fixed Assets</b>					
	Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS	14,261,328.93	0.10	14,261,329.03	61-950-00-0000-8231-000-0000
	Construction in Progress	0.10	(0.10)	0.00	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM	(2,958,439.61)	0.00	(2,958,439.61)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>	<u>22,320,244.36</u>	<u>0.00</u>	<u>22,320,244.36</u>	* Account Class
<b>Liabilities</b>					
	Bldg Corp Premium on Bonds	(203,393.00)	0.00	(203,393.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable	(19,440,743.60)	0.00	(19,440,743.60)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017	(9,681,460.00)	0.00	(9,681,460.00)	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
<b>7400</b>	<b>Liabilities</b>	<u>(29,640,281.60)</u>	<u>0.00</u>	<u>(29,640,281.60)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>					
	Bldg Corp Unreserved Fund Bal	3,746,849.22	0.00	3,746,849.22	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss	208,467.34	(137,944.46)	70,522.88	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>	<u>3,955,316.56</u>	<u>(137,944.46)</u>	<u>3,817,372.10</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

# A/P Check Register

Printed: 1/11/2021 3:15 PM  
 Windsor Charter Academy  
 Check Date: 12/1/2020 to 12/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21080	Ace Hardware WCA	3	12/04/2020	1298	519.64	0.00	519.64
21353	Aims Community College	3	12/04/2020	1299	335.00	0.00	335.00
218605	BROC LLC	3	12/04/2020	1300	400.00	0.00	400.00
21009	Brooms N More Inc	3	12/04/2020	1301	1,392.70	0.00	1,392.70
21012	CenturyLink	3	12/04/2020	1302	142.71	0.00	142.71
218775	Hitz, Cameron	3	12/04/2020	1303	160.00	0.00	160.00
21136	Home Depot Pro	3	12/04/2020	1304	1,228.74	0.00	1,228.74
218495	KOLB, TINA	3	12/04/2020	1305	109.50	0.00	109.50
21038	Lewan and Associates	3	12/04/2020	1306	4,250.00	0.00	4,250.00
21092	Lincoln National Life Insurance	3	12/04/2020	1307	1,356.71	0.00	1,356.71
217993	Miller Farmer Law LLC	3	12/04/2020	1308	594.50	0.00	594.50
217978	MODESTO, AMPELIA	3	12/04/2020	1309	40.00	0.00	40.00
218149	Olson, David	3	12/04/2020	1310	609.00	0.00	609.00
21498	Purchase Power Pitney Bowes	3	12/04/2020	1311	100.00	0.00	100.00
217778	Rocky Mountain Lawn Medic	3	12/04/2020	1312	420.00	0.00	420.00
21093	Security Benefit	3	12/04/2020	1313	1,108.16	0.00	1,108.16
21714	Seyboldt, Kimberly	3	12/04/2020	1314	50.00	0.00	50.00
217979	Thomsen, Micki	3	12/04/2020	1315	125.00	0.00	125.00
217892	T-Mobile	3	12/04/2020	1316	27.72	0.00	27.72
217638	UNCC	3	12/04/2020	1317	7.45	0.00	7.45
21078	Waste Management	3	12/04/2020	1318	808.55	0.00	808.55
21120	Weld RE-4 School District	3	12/04/2020	1319	84.61	0.00	84.61
218535	FirstBank	30	12/04/2020	1320	9,014.87	0.00	9,014.87
21552	Airgas USA LLC	11	12/14/2020	1321	34.94	0.00	34.94
21015	Comcast Cable	11	12/14/2020	1322	567.66	0.00	567.66
21183	Elite Awards and Trophies	11	12/14/2020	1323	15.00	0.00	15.00
21140	EON Office	11	12/14/2020	1324	306.33	0.00	306.33
21269	JW Pepper	11	12/14/2020	1325	32.25	0.00	32.25
21273	Meadow Gold Dairy- Englewood	11	12/14/2020	1326	2,500.88	0.00	2,500.88
21198	OfficeScapes	11	12/14/2020	1327	29,086.11	0.00	29,086.11
21048	Oriental Trading Company Inc	11	12/14/2020	1328	50.10	0.00	50.10
21061	Security and Sound Design Inc	11	12/14/2020	1329	8,215.00	0.00	8,215.00
21079	Wells Fargo Financial Leasing	11	12/14/2020	1330	3,730.04	0.00	3,730.04
21080	Ace Hardware WCA	16	12/18/2020	1331	570.31	0.00	570.31
21353	Aims Community College	14	12/18/2020	1332	121,672.00	0.00	121,672.00
218765	Bashor, Kylee	16	12/18/2020	1333	192.00	0.00	192.00
218756	Bradford, Kealie	16	12/18/2020	1334	1,215.00	0.00	1,215.00
21009	Brooms N More Inc	14	12/18/2020	1335	587.97	0.00	587.97
21015	Comcast Cable	14	12/18/2020	1336	3,409.05	0.00	3,409.05
217633	Diversified Underground Inc.	14	12/18/2020	1337	375.00	0.00	375.00
21140	EON Office	16	12/18/2020	1338	32.13	0.00	32.13
21136	Home Depot Pro	18	12/18/2020	1339	1,017.05	0.00	1,017.05
21743	John Cutler & Associates	14	12/18/2020	1340	1,500.00	0.00	1,500.00
218363	K&W Printing, Inc.	14	12/18/2020	1341	610.00	0.00	610.00
218722	Lobato, Braden	16	12/18/2020	1342	36.00	0.00	36.00
218720	Martinez, Isaiah	16	12/18/2020	1343	252.00	0.00	252.00
218149	Olson, David	16	12/18/2020	1344	430.50	0.00	430.50
21048	Oriental Trading Company Inc	16	12/18/2020	1345	39.96	0.00	39.96
218769	Priest, Arabelle	18	12/18/2020	1346	72.00	0.00	72.00
21061	Security and Sound Design Inc	17	12/18/2020	1347	4,781.50	0.00	4,781.50
21245	Shred-it USA	18	12/18/2020	1348	243.10	0.00	243.10
218552	Sources of Strength	17	12/18/2020	1349	1,000.00	0.00	1,000.00
21705	Stanley Access Tech LLC	15	12/18/2020	1350	938.67	0.00	938.67
218757	Threewitt, Margaret	16	12/18/2020	1351	108.00	0.00	108.00
21072	Town of Windsor	16	12/18/2020	1352	1,652.65	0.00	1,652.65
21061	Security and Sound Design Inc	15	12/18/2020	1353	1,185.00	0.00	1,185.00
218208	OptumRX	4	12/07/2020	10259	2,075.90	0.00	2,075.90

# A/P Check Register

Printed: 1/11/2021 3:15 PM

Windsor Charter Academy

Check Date: 12/1/2020 to 12/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218537	Harmony Ambulatory Services	4	12/07/2020	10260	757.00	0.00	757.00
218792	Northern Colorado Medical Center	4	12/10/2020	10261	20,100.40	0.00	20,100.40
218379	Banner Hospital Based Physicians	4	12/10/2020	10262	294.12	0.00	294.12
218795	Vail Summit Orthopaedics	4	12/10/2020	10263	219.90	0.00	219.90
218487	Radiology Imaging Associates	4	12/10/2020	10264	149.77	0.00	149.77
218715	Rebound Sports & Physical Therapy	4	12/10/2020	10265	70.00	0.00	70.00
218207	UMR Health	4	12/14/2020	10266	88.42	0.00	88.42
218487	Radiology Imaging Associates	4	12/15/2020	10267	306.12	0.00	306.12
218793	Rocky Mountain State Anesthesia	4	12/15/2020	10268	1,205.20	0.00	1,205.20
218487	Radiology Imaging Associates	4	12/16/2020	10269	30.38	0.00	30.38
218487	Radiology Imaging Associates	4	12/16/2020	10270	15.64	0.00	15.64
218379	Banner Hospital Based Physicians	4	12/16/2020	10271	2,059.00	0.00	2,059.00
218379	Banner Hospital Based Physicians	4	12/17/2020	10272	115.51	0.00	115.51
218208	OptumRX	4	12/21/2020	10273	708.79	0.00	708.79
218375	Carepoint Neurosurgery PLLC	4	12/21/2020	10274	1,762.33	0.00	1,762.33
218742	Laboratory Corporation of America	4	12/22/2020	10275	29.73	0.00	29.73
218379	Banner Hospital Based Physicians	4	12/22/2020	10276	170.16	0.00	170.16
218773	CP Blue Sky Neurology	4	12/22/2020	10277	205.80	0.00	205.80
218791	Medical Center of the Rockies	4	12/23/2020	10278	22,391.35	0.00	22,391.35
218379	Banner Hospital Based Physicians	4	12/24/2020	10279	5,969.00	0.00	5,969.00
218790	Medequip Inc.	4	12/28/2020	10280	673.74	0.00	673.74
218486	Fort Collins Women's Clinic	4	12/28/2020	10281	198.19	0.00	198.19
218207	UMR Health	4	12/28/2020	10282	72.00	0.00	72.00
218742	Laboratory Corporation of America	4	12/29/2020	10283	5.62	0.00	5.62
218789	Advanced Dermatology of Colorado	4	12/29/2020	10284	252.40	0.00	252.40
218593	Emergency Professionals of Colorado	4	12/31/2020	10285	667.80	0.00	667.80
218593	Emergency Professionals of Colorado	4	12/31/2020	10286	667.80	0.00	667.80
218593	Emergency Professionals of Colorado	4	12/31/2020	10287	667.80	0.00	667.80
218634	UC Health Medical Group	4	12/31/2020	10288	381.36	0.00	381.36
218794	Summit Pathology	4	12/31/2020	10289	54.93	0.00	54.93
217913	AreteLabs	3	12/04/2020	90348	400.00	0.00	400.00
21124	Blick Art Materials	3	12/04/2020	90349	237.50	0.00	237.50
218535	FirstBank	30	12/04/2020	90350	793.00	0.00	793.00
21120	Weld RE-4 School District	3	12/04/2020	90351	258.43	0.00	258.43
218787	Frerich, Matthew	11	12/14/2020	90352	500.00	0.00	500.00
21119	Garretsons Sport Center	9	12/14/2020	90353	4,200.00	0.00	4,200.00
218704	VNN Inc.	11	12/14/2020	90354	200.00	0.00	200.00
218788	Acheson, Richard	17	12/18/2020	90355	500.00	0.00	500.00
218363	K&W Printing, Inc.	11	12/18/2020	90356	214.20	0.00	214.20
21286	Voya Financial	5	12/31/2020	123120111	1,650.16	0.00	1,650.16
21088	American Fidelity	5	12/31/2020	123120222	285.00	0.00	285.00
21088	American Fidelity	5	12/31/2020	123120333	2,118.20	0.00	2,118.20
21459	CBIZ	5	12/31/2020	123120444	2,142.88	0.00	2,142.88
21459	CBIZ	5	12/31/2020	123120555	418,331.06	0.00	418,331.06
21459	CBIZ	5	12/31/2020	123120666	65,730.42	0.00	65,730.42
21084	PERA	5	12/31/2020	123120777	166,777.65	0.00	166,777.65
21286	Voya Financial	5	12/31/2020	123120999	1,979.31	0.00	1,979.31
218205	Delta Dental of Colorado	3	12/01/2020	120120115	5,652.32	0.00	5,652.32
218207	UMR Health	4	12/01/2020	120120362	40,442.75	0.00	40,442.75
217847	US Foods Inc.	4	12/03/2020	120320881	4,625.05	0.00	4,625.05
217847	US Foods Inc.	4	12/07/2020	120720881	86.88	0.00	86.88
218208	OptumRX	4	12/07/2020	120720918	3,025.93	0.00	3,025.93
217847	US Foods Inc.	4	12/10/2020	121020881	3,957.65	0.00	3,957.65
218208	OptumRX	4	12/14/2020	121420435	5,486.97	0.00	5,486.97
21156	Xcel Energy	3	12/15/2020	121520888	11,086.28	0.00	11,086.28
217847	US Foods Inc.	4	12/16/2020	121620881	1,158.11	0.00	1,158.11
218208	OptumRX	4	12/21/2020	122120399	1,365.14	0.00	1,365.14

# A/P Check Register

Printed: 1/11/2021 3:15 PM  
Windsor Charter Academy  
Check Date: 12/1/2020 to 12/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217847	US Foods Inc.	4	12/21/2020	122120881	86.88	0.00	86.88
217847	US Foods Inc.	4	12/24/2020	122420881	5,621.31	0.00	5,621.31
218208	OptumRX	4	12/28/2020	122820295	2,547.34	0.00	2,547.34
217847	US Foods Inc.	4	12/28/2020	122820881	86.88	0.00	86.88
218535	FirstBank	4	12/29/2020	122920804	24.00	0.00	24.00
218535	FirstBank	4	12/29/2020	122928049	206.00	0.00	206.00
217847	US Foods Inc.	4	12/30/2020	123020881	164.75	0.00	164.75
21088	American Fidelity	5	12/31/2020	123120121	18,444.37	0.00	18,444.37
217847	US Foods Inc.	4	12/31/2020	123120881	9,787.11	0.00	9,787.11
218208	OptumRX	4	12/31/2020	123120971	3,622.00	0.00	3,622.00
<b>Report Total</b>					<b>\$1,055,504.75</b>	<b>\$0.00</b>	<b>\$1,055,504.75</b>



**6.0 First Read Policies**





## TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCESS

Windsor Charter Academy is committed to maintaining a learning environment **educational programs and activities** that **are** free from sex-based discrimination, including sexual harassment and harassment. **This Policy regulation prohibits specific forms of behavior pursuant to Title IX of the Education Amendments of 1972, a civil rights law that prohibits sex discrimination by recipients of federal financial assistance.** It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based discrimination or harassment or participates in a harassment investigation. **All students and employees are subject to this Policy. This Policy only applies to sexual harassment covered under Title IX. Sexual harassment and other sexual misconduct not covered under Title IX may still constitute misconduct that is incompatible with Windsor Charter Academy's standards and may be addressed by the other applicable policies or procedures.**

### Definitions

For purposes of this regulation, these terms have the following meanings:

- **“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to any Windsor Charter Academy employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of Windsor Charter Academy with actual knowledge is the respondent.**
- **“Advisor of choice” means a person the complainant or respondent selects to be present during any grievance proceeding, including related meetings or proceedings.**
- **“Complainant” means an individual who is alleged to be the target of conduct that could constitute sex-based discrimination or sexual harassment.**
- **“Decision Maker” means an individual(s) who assesses the relevant evidence, including party and witness credibility, to decide if Windsor Charter Academy has met the burden of proof showing the respondent to be responsible for the alleged sexual harassment. The decision maker may not be the Title IX**

Coordinator or the investigator. Windsor Charter Academy's decision maker is the Executive Director.

- "Education Program or Activity" means locations, events, or circumstances over which Windsor Charter Academy exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.
- **"Formal Complaint" means a document filed by a complainant (or the complainant's parent or guardian with the legal authority to act on behalf of the complainant) or signed by the Title IX Coordinator, alleging sexual harassment against a respondent and requesting that Windsor Charter Academy investigate the allegation of sexual harassment.**
- "Investigator" means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the Decision Maker.
- "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.
- "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: ~~1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or 3. Sexual assault, dating violence, domestic violence, or stalking.~~
  1. **An employee of Windsor Charter Academy conditions the provision of an aid, benefit, or service of Windsor Charter Academy on an individual's participation in unwelcome sexual conduct;**
  2. **Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Windsor Charter Academy's education programs or activities;**
  3. **"Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).**
- "Supportive Measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge,

to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.

- “Title IX Coordinator” means the employee designated by a recipient **Windsor Charter Academy** to coordinate its efforts to comply with Title IX responsibilities **under Title IX**. ~~Windsor Charter Academy’s Title IX Coordinator is the HS Assistant Principal or Director of Finance & Human Resources as outlined in Policy AC-E-1.~~

## **Title IX Sexual Harassment Prohibited**

**This Policy and Title IX prohibit sexual harassment in Windsor Charter Academy’s education programs or activities against a person in the United States.**

### **Reporting Sexual Harassment**

***Non-Employees.*** Students, parents or guardians, and other non-employees who witness or hear of suspected sexual harassment are encouraged to report it immediately to a teacher, building administrator, or the Title IX Coordinator to assist in Windsor Charter Academy’s sexual harassment prevention efforts and to help assure students receive needed supports.

***Employees.*** Windsor Charter Academy employees who receive reports of sexual harassment must immediately contact the Title IX Coordinator.

***Reporting Sexual Harassment to the Title IX Coordinator.*** If a person wishes to report sexual harassment to the Title IX Coordinator, they may do so in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time, including during non-school hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator. Contact information for the Title IX Coordinator can be found on the website for Windsor Charter Academy.

### **Response to Reports of Sexual Harassment**

If Windsor Charter Academy has actual knowledge of sexual harassment that occurs in its education programs or activities against a person in the United States, its Title IX Coordinator will contact the complainant within 5 days. The Title IX Coordinator will discuss the availability of supportive measures and explain the process for filing a formal complaint.

***Supportive Measures.*** The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the complainant or respondent will remain confidential to the extent that maintaining such confidentiality would not impair Windsor Charter Academy’s ability

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to provide supportive measures. Supportive measures may include, but are not limited to:

1. Counseling;
2. Extensions of deadlines or other course-related adjustments;
3. Modifications of work or class schedules;
  
4. Excused absences;
5. Individualized supervision during passing periods or other unstructured times or activities;
6. Mutual restrictions on contact between the parties; and
7. Increased security and monitoring of certain areas of the campus, and other similar measures.

**Emergency Removal.** Student respondents may be removed from Windsor Charter Academy's education programs or activities on an emergency basis, if the Title IX Coordinator determines, after an individualized assessment, that the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. Windsor Charter Academy will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave.** A non-student employee may be placed on administrative leave during the pendency of a grievance process.

### Filing a Formal Complaint

**Complainant may file a formal complaint.** A complainant (or a complainant's parent or guardian with the legal authority to act on behalf of the complainant) may file a formal complaint with the Title IX Coordinator, requesting Windsor Charter Academy to investigate and adjudicate a report of sexual harassment. A formal complaint requires a physical or digital signature by the complainant, or an indication that the complainant is the person filing the formal complaint. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in Windsor Charter Academy's education programs or activities.

**Title IX Coordinator may file a formal complaint.** If the complainant chooses not to file a formal complaint, Windsor Charter Academy may still initiate the grievance process if the Title IX Coordinator signs the formal complaint. The Title IX Coordinator will only sign a formal complaint after considering the complainant's wishes and evaluating whether an investigation is clearly unreasonable in light of the specific circumstances. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

~~A complainant, or a parent or guardian with the legal right to act on the complainant's behalf, may file a complaint. Complaints must be filed in writing and~~

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signed by the complainant. Forms for this purpose are available at the Windsor Charter Academy Office, 810 Automation Drive, Windsor, CO 80550, or the website at [www.windsorcharteracademy.org](http://www.windsorcharteracademy.org). Completed forms must be filed with the Title IX Coordinator. If a complaint form is given to an employee, the employee will promptly forward the complaint to the Title IX Coordinator. An alternate will be designated in

the event it is claimed that the respondent is the one who committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will receive assistance as needed in filing a complaint.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation, is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

### **Time Limit to File a Formal Complaint**

There is no time limit for filing a formal complaint of sexual harassment. However, complainants should report their allegations as soon as possible to maximize the Windsor Charter Academy's ability to respond promptly and effectively. Delayed reporting often results in, among other things, the loss of relevant evidence and faded and unreliable memories. It also impairs Windsor Charter Academy's ability to summon witnesses, assess evidence, and, if appropriate, adjudicate claims and impose sanctions and other remedies.

### **Consolidating Formal Complaints**

Windsor Charter Academy may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Dismissal of a Formal Complaint**

**Mandatory Dismissal.** The Title IX Coordinator will dismiss a formal complaint for Title IX purposes if the allegations in the formal complaint:

1. Do not meet the definition of sexual harassment;
2. Did not occur in Windsor Charter Academy's education programs or activities;
3. Did not occur against a person in the United States; or
4. If, at the time of filing a formal complaint, the complainant is not participating in or attempting to participate in Windsor Charter Academy's education programs or activities.

When a formal complaint is dismissed, the dismissal does not preclude action under another provision of Windsor Charter Academy's code of conduct or its policy.

**Discretionary Dismissal.** Windsor Charter Academy may, in its discretion, dismiss a complaint if:

1. The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
2. The respondent is no longer enrolled in or employed by Windsor Charter Academy;
3. Or specific circumstances prevent the school from gathering evidence sufficient to reach a determination about the allegations.

### **Notice of Dismissal and Right to Appeal**

Upon dismissal of a formal complaint, the Title IX Coordinator will send written notice to the parties, stating the reasons for the dismissal. Both parties have a right to appeal this decision in accordance with the procedures specified in the “Appeal Process” section below.

A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or Windsor Charter Academy’s policy, nor does it prohibit Windsor Charter Academy from offering supportive measures or from addressing the allegations in any manner Windsor Charter Academy deems appropriate.

### **Options for Resolving a Formal Complaint**

After Windsor Charter Academy receives formal complaint, there are generally two ways to reach a resolution:

1. **Formal Grievance Process.** The formal grievance process involves a full investigation and adjudications as described in “Formal Grievance Process” below.
2. **Informal Resolution Process.** At Windsor Charter Academy’s discretion, the parties may also be offered the opportunity to participate in an informal resolution process as opposed to the more formal grievance process. The informal resolution process does not involve a full investigation. Participation in the process is voluntary. For more information on the informal resolution process see “Informal Resolution” below.

### **Written Notice of Allegations**

Within 7 days of receiving a formal complaint, the Title IX Coordinator will provide a written notice of the allegations to both parties. The parties will have at least 3 days from the day the written notice is sent to prepare for an initial interview.

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If Windsor Charter Academy, at any point, starts to investigate allegations that are materially beyond the written notice, then Windsor Charter Academy will provide a supplemental written notice describing the additional allegations to be investigated.

## **Title IX Formal Grievance Process**

After a formal complaint is filed, the grievance process will begin (unless the parties are eligible and willing to participate in an informal resolution process). Windsor Charter Academy's grievance process treats complainants and respondents equitably by providing remedies to a complainant when a respondent is found responsible, and by following a grievance process that complies with Title IX before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. As part of this process, a respondent is presumed not to have violated Windsor Charter Academy policy, and a determination regarding responsibility is made only at the conclusion of the grievance process.

## **Timeframe**

*General Timeframe.* Windsor Charter Academy is committed to providing a prompt, impartial, and thorough investigation and resolution that is consistent with Title IX. The complainant and respondent will be kept apprised of the investigation's status and anticipated timeframes. The grievance process, in most cases, may take between 60 to 90 days to complete.

*Delay or Extension for Good Cause.* Windsor Charter Academy may delay or extend timeframes for good cause. Good cause may include, but is not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. If the grievance process must be delayed or extended, the Title IX Coordinator will provide the complainant and respondent with a written notice.

## **Right to an Advisor of Choice**

Each party is entitled to the adviser of their choice during the process. The advisor may be present during any grievance proceeding, including related meetings or proceedings, but may not speak or otherwise participate.

## **Prohibition on Knowingly Making False Statements**

Windsor Charter Academy prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

## **Investigation Procedures**

All Title IX investigations will be conducted in a prompt, thorough, fair, and impartial manner. The investigative process will generally include: (1) interviewing the complainant; (2) interviewing the respondent; (3) interviewing witnesses; (4) collecting

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evidence and objectively evaluating whether the evidence is relevant; and (5) preparing an investigative report that fairly summarizes relevant evidence.

***Interviewing Parties and Witnesses.*** Windsor Charter Academy will provide written notice to parties and witnesses before the Investigator conducts an interview. At the

interview, or any other meeting or related proceeding, the complainant or respondent may be accompanied by their advisor. However, the advisor may not participate in the meeting. Windsor Charter Academy may conduct follow-up interviews with parties and witnesses, as necessary.

### ***Collecting Evidence.***

- ***Windsor Charter Academy bears the burden of gathering evidence.*** Windsor Charter Academy is responsible for gathering evidence sufficient to reach a determination. However, the parties will also have an equal opportunity to: present witnesses, present inculpatory or exculpatory evidence, inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.
- ***Windsor Charter Academy will not collect medical records.*** Windsor Charter Academy will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Windsor Charter Academy obtains that party's voluntary, written consent to do so.
- ***Windsor Charter Academy will not collect privileged information.*** Windsor Charter Academy also will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### ***Preparing the Investigative Report.***

- ***Parties will receive evidence before the Investigator completes the investigative report.*** Prior to completing the investigative report, the Investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format and/or a hard copy, and the parties will have 10 days to submit a written response, which the Investigator will consider. The Investigator will then create an investigative report that fairly summarizes all relevant evidence. The Investigator is ultimately responsible for determining what evidence is relevant.
- ***10-day review period.*** Ten days prior to submitting the investigative report to the Decisionmaker, Windsor Charter Academy will send the investigative report to each party and the party's advisor, if any, in an electronic format and/or a hard



copy for their review and written response. If either party wishes to respond, they must do so during this 10-day review period.

### **Determination Regarding Responsibility**

Following the 10-day review period, the Investigator will submit the investigative report and all relevant evidence to the Decisionmaker for their review. The parties will also receive copies of the investigative report.

**Questioning of Parties and Witnesses.** After the review period, the Decisionmaker will facilitate the exchange of written questions between the parties before a final determination is made.

- The Decisionmaker will invite each party to submit proposed questions for other parties or witnesses. Each party will have 2 days to submit the proposed questions to the Decisionmaker. After receiving the questions, the Decisionmaker will determine whether the questions must be rephrased, excluded, or permitted. The Decisionmaker will explain any decision to rephrase the question or to exclude a question as not relevant.
- Decisionmaker will then provide the parties and witnesses with the relevant written questions. The individuals receiving the questions have 3 days to submit written answers and limited follow-up questions to the Decisionmaker. The exchange of questions and responses by the parties and witnesses will be concluded within a 10-day period.

**Irrelevant Questions will be Excluded.** The Decisionmaker may exclude questions that are improper or not relevant. For example, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove (1) that someone other than the respondent committed the conduct alleged by the complainant, or, (2) if the questions and evidence concern specific incidents between the complainant and respondent, and are offered to prove consent.

### **Determining Responsibility.**

- **Decisionmaker will evaluate relevant evidence.** The Decisionmaker will objectively evaluate all relevant evidence. They will not make credibility determinations based on a person's status as a complainant, respondent, or witness.
- **Decisionmaker will apply the preponderance of the evidence standard.** The Decisionmaker will apply the preponderance of the evidence standard to determine whether a party is responsible for the conduct alleged in the formal complaint.

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- **Decisionmaker will issue a written determination.** The Decisionmaker will issue a written determination to both parties within 30 days after reviewing the investigative report. If the respondent is found responsible, they may be subject to a range of disciplinary sanctions, up to and including expulsion, and the complainant may receive remedies that are designed to restore or preserve

equal access to Windsor Charter Academy's education programs or activities. Title IX Coordinator is responsible for implementing these measures.

A determination of responsibility in no way prejudices either the complainant or the respondent from seeking redress through state or federal agencies, as provided in law.

### Appeal Process

Either party may appeal Windsor Charter Academy's dismissal of a formal complaint or the Decisionmaker's determination regarding responsibility within 3 days after the determination is issued. The parties may only appeal on the following bases:

1. A procedural irregularity affected the outcome of the matter;
2. New evidence was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Windsor Charter Academy will notify the other party in writing when an appeal is filed. Each party will have 10 days to submit a written statement either supporting or challenging the outcome.

The Appellate Decisionmaker will not be the same person as the Decisionmaker, the Investigator, or the Title IX Coordinator.

### Conclusion of the Title IX Process

The determination regarding responsibility becomes final either on the date that Windsor Charter Academy provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### Informal Resolution

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Windsor Charter Academy may offer an informal resolution process on a case-by-case basis. Windsor Charter Academy will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**General Requirements.** An informal resolution may only be offered after a formal complaint is filed. An informal resolution process will not involve a full investigation and adjudication. The informal resolution process will commence only if Windsor Charter

Academy receive both parties' voluntary, written consent to the informal resolution process.

**Written Notice Before Process Begins.** Before proceeding with an informal resolution process, Windsor Charter Academy will provide written notice to both parties. The notice will contain the allegations and the requirements of the informal resolution process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal grievance process with respect to the formal complaint and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. After a resolution is reached, the Title IX process is over.

### **Retaliation Prohibited**

Windsor Charter Academy prohibits retaliation. It is a violation of this Policy to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Investigation**

Once a complaint is received, the Title IX Coordinator or investigator ("investigator") will first determine if the alleged conduct occurred in the Windsor Charter Academy's education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit Windsor Charter Academy from addressing the allegations in any manner the Windsor Charter Academy deems appropriate.

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Following this determination, the investigator will begin the investigation in a reasonably prompt manner and adhere to the following:

- The investigator must apply the “presumption of innocence” standard during the course of the investigation.
- The investigator must adhere to all timeframes. If a timeframe cannot be met, the investigator will notify the complainant, respondent, and decision maker.
- The investigator will protect the complainant from inappropriate questions and evidence about the complainant's prior sexual history.
- The investigator must provide written notice of the allegations to the parties involved.
- The investigation may also include, but is not limited to, the following:
  - Implementation of supportive measures for both the complainant and the respondent;
  - A request for the complainant to provide a written statement regarding the nature of the complaint;
  - A request for respondent to provide a written statement;
  - A request for witnesses identified during the course of the investigation to provide a written statement;
  - Interviews of the complainant, respondent, or witnesses; and ○ Review and collection of documentation or information deemed relevant to the investigation.
- Within a reasonably prompt timeframe, the investigator must issue a report to the decision maker. After finalizing the report, the investigator will provide a copy to the complainant and respondent and will wait ten days prior to providing the report of the decision. The investigator's report must be advisory and must not bind the decision maker to any particular course of action or remedial measure.

### **Decision**

The decision maker will apply the preponderance of the evidence standard when making a decision and must notify the complainant and respondent of the decision.

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The decision must include a written determination regarding responsibility, explain how and why the decision maker reached the conclusions outlined in the report, and detail any disciplinary measures taken in response to the conduct. The decision of the decision maker in no way prejudices either the complainant or the respondent from seeking redress through state or federal agencies, as provided in law.

## **Appeal**

The investigation is closed after the decision maker issues a decision, unless either party appeals the decision within 10 days by making a written request to the decision maker detailing why the decision should be reconsidered.

## **Notice and Training**

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all Windsor Charter Academy schools and departments. The policy and complaint procedures must be prominently posted on the website, referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and Windsor Charter Academy employees will receive periodic training related to recognizing and preventing sexual harassment. Windsor Charter Academy employees must receive additional periodic File: AC-R-2 training related to handling reports of sexual harassment. Training materials are available to the public on the website.

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Windsor Charter Academy Executive Board  
October 2020  
**February 2021**

## **Legal References**

**20 U.S.C. § 1681 et seq.**  
**34 C.F.R. Part 106**

## **Cross References**

**AC Nondiscrimination/Equal Opportunity**  
**AC-E-2 Nondiscrimination/Equal Opportunity**



## **EXECUTIVE BOARD POWERS AND RESPONSIBILITIES FUNCTIONS OF THE BOARD OF EDUCATION**

Powers and mandatory duties of the Board are defined in state statutes. The Executive Board considers that its most important functions fall into the following categories:

- 1. Legislative or Policymaking.** The first area is that of legislation. As a law-making body, the board is the authority for local school regulations, policy, program and procedure within the framework of the state school law. The formulation, with school personnel, of general regulations and standards of performance is a task of the board within this area. **The Executive Board is responsible for the development of policy and for the employment of the Executive Director who will carry out its policy through the development and implementation of regulations.**
- 2. Educational Planning and Appraisal.** The Executive Board is responsible for acquiring reliable information from responsible sources which will enable it to make the best possible decisions about the scope and nature of the educational program. The Executive Board is responsible for requiring appraisal of the results of the educational program.
- 3. Staffing.** The Executive Board appoints and evaluates the Executive Director. The Executive Director is responsible for the general supervision of and assignment of all personnel, and makes all personnel recommendations for the Executive Board's consideration, including promotion, and dismissal. The Executive Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules and other terms and conditions of employment, as well as for personnel policies in application.
- 4. Financial Resources.** The Executive Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable Windsor Charter Academy to carry out the educational program. The Executive Board is responsible for exercising control over the

finances of Windsor Charter Academy to ensure proper use of, and accounting for all funds.

5. **School Facilities.** The Executive Board is responsible for determining school housing needs, for communicating these needs to its community, for purchasing sites, and for approving building plans that will support and enhance the educational program.
6. **Communication with the Public.** The Executive Board is responsible for providing adequate and direct means for keeping its stakeholders informed about its schools and for keeping itself informed about the wishes of its stakeholders.
7. **Judicial.** The Executive Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Board policies and their fair implementation.

**5. The Executive Board may exercise the above powers and duties only when convened in a legally constituted meeting. All powers of the Executive Board lie in its action as a group. Individual Executive Board members exercise authority only as they vote at a legal meeting of the Executive Board and when the Executive Board has lawfully delegated authority to them.**

~~The second area is that of compliance.~~

All school board activities under compulsion of the state school authority are in this area, including required reports concerning school finances, budget, attendance, personnel employed, school election results, transportation and claims for state aid.

~~The third area includes all board activities having to do with the inspection and observation of the school, including its plant, facilities and program. The board represents the state and the community, and the concerns of both for the education, comfort, health, safety, and happiness of the school population. Since the board cannot carry on its governing activities ably without acquaintanceship with the school problems it must meet, observation, inspection and evaluation of the work of the schools are essential.~~

~~The fourth area is that of execution, and encompasses the relatively few executive activities of the school board, such as the employment of the superintendent and auditors, the receiving of delegations, the handling of petitions and the bonding of school employees.~~

The fifth area is the area of operation. The machinery and the process employed in dispatching board business are concerns in this area. These activities involve the election of board officers, the voting on motions before the board, the recording of board action, the scheduling of meetings and all other activities through which the board attends to its business.

The sixth area includes all board activities of interpretation. These activities concern relations of the school system with the community, the state and other school districts. On the one hand, the obligation of the board members is to represent the community as its elected spokesmen by interpreting community need and desire to the school personnel. On the other hand, the obligation is to make an accounting of the schools to the people of the community.

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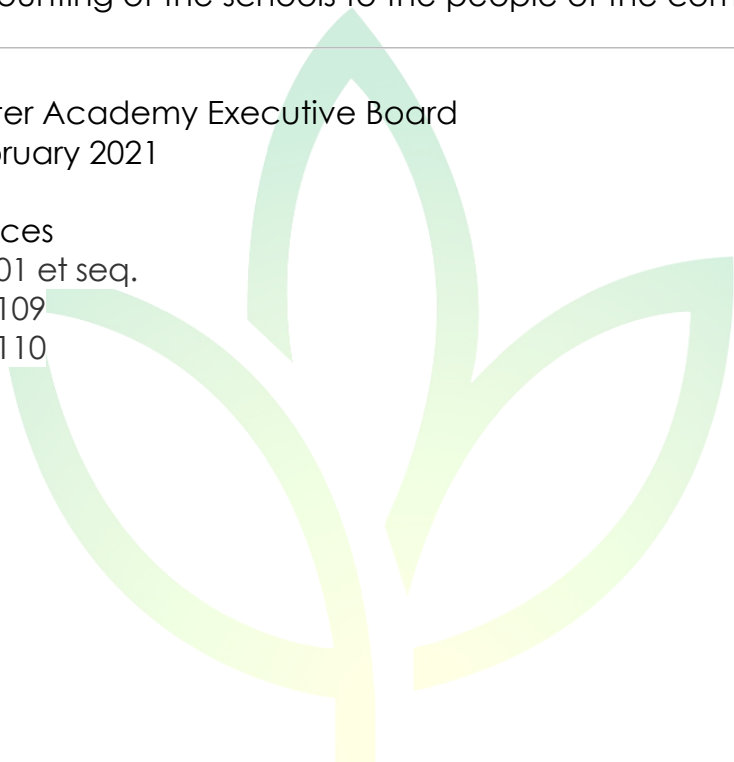
Windsor Charter Academy Executive Board  
Adopted: February 2021

#### Legal References

C.R.S. § 22-9-101 et seq.

C.R.S. § 22-32-109

C.R.S. § 22-32-110







## **DUTIES OF EXECUTIVE BOARD**

The Executive Board shall govern for the purpose of implementing the philosophy, vision, goals and objectives for Windsor Charter Academy Schools.

1. To select an Executive Director and to support him/her in the execution of policy as adopted by the board.
2. To consider, for election, personnel recommended by the Executive Director.
3. To adopt an annual budget, describing anticipated expenditures and appropriate funds to finance the operation and maintenance of the schools.
4. Adopt and oversee Windsor Charter Academy's budget and finances.
5. To review and approve contracts for goods and services for the proper operation and maintenance of the schools over the set limit as outlined by Windsor Charter Academy's bylaws.
6. To publish required financial reports and provide for an annual audit of all funds.
7. To consider matters dealing with textbooks, curricula, etc.
8. To appraise the effectiveness with which the schools are achieving the educational purposes of the Executive Board.
9. To operate the schools within the standards, regulations, and recommendations prescribed by the North Central Association and the Colorado State Department of Education.
10. To consider individually and collectively complaints from parents, students, teachers, and other employees only in case of unsatisfactory adjustment on the part of the Executive Director.
11. To perform any and all duties required or permitted by law, by the Articles of Incorporation, or by Windsor Charter Academy's Bylaws. Refer to Colorado School Laws 22-32-109 and 22-32-110.

# Policy BBAA

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Reviewed and Revised by Windsor Charter Academy Executive Board  
March 2017

Weld Re-4 District Board  
Revised November 1985





**GENERAL POWERS**

~~Windsor Charter Academy shall be governed by an Executive Board consisting of seven school directors elected as prescribed by the school's bylaws. Such Executive Board shall possess all powers delegated to an Executive Board by law and shall perform all duties required by law.~~

~~Reviewed and Revised — March 2017~~





## **STATE OF EMERGENCY**

The Executive Board may declare that a state of emergency exists at Windsor Charter Academy when the Windsor Charter Academy is faced with a situation or circumstance that threatens the health and/or safety of students or employees or threatens to disrupt the normal educational process.

The term "State of Emergency" shall include, but not be limited to, the following conditions:

- ~~Adverse weather condition~~
- ~~Severe energy shortages~~
- ~~Extensive damage to facilities resulting from human activity, fire, wind, flooding, structural defects, cold, etc.~~
- ~~Job related actions resulting in a work stoppage, work slowdown, or other type of work disruption~~
- ~~An epidemic or widespread illness among staff or students~~
- ~~Lack of available funds to maintain adequate financial responsibilities~~

When declaring a state of emergency, the board should specify the condition or conditions that necessitate such action.

Reviewed and Revised March 2017

Adopted February 1981



## **EMERGENCY ACTIONS**

Upon the declaration of a state of emergency, the Executive Board may take the following actions:

1. Suspend any or all policies of the Windsor Charter Academy until the Executive Board declares the state of emergency no longer exists.
2. Take any action and enact any policy the Executive Board deems appropriate without reference to the following:
  - a. Any existing policy or practice of Windsor Charter Academy which requires more than one reading or any lapse of time between the initial proposal of any policy or action and its official adoption.
  - b. Any contract, policy or practice which requires negotiation, consultation, meet and confer, or any other sort of involvement with any other person, entity, or association of persons, including employee, parent, taxpayer, or other such groups or associations, before the Executive Board can take final action.
3. Appoint a temporary Executive Director if it deems the Executive Director to be unable or unwilling to render the leadership or take the actions necessitated by the state of emergency.
4. Authorize the Executive Director or temporary Executive Director to take such actions as he or she deems to be appropriate responses to the state of emergency, provided, however, the person so authorized shall daily document and report all actions taken pursuant to such emergency authority to the president or acting president of the Executive Board.
5. Hold special meetings pursuant to law, without reference to any policy or practice which may require the Executive Board to notify any person, entity, or association of persons of the time and place of any meeting of the Executive Board. (Any action must be taken by the Executive Board in an open meeting as required by law.)
6. The foregoing emergency activities shall not apply where such actions are specifically prohibited by law. All school policies, practices, actions, powers, and contracts now existing, or hereafter enacted, shall be deemed to include the foregoing.

# Policy BBAD

Reviewed and Revised March 2017

Adopted January 1981





**Windsor**  
CHARTER ACADEMY  
GROWING LIFE-LONG LEARNERS  
**EXECUTIVE BOARD MEMBERSHIP**

As may be required by law, following an annual election, the Executive Board shall elect from among the duly elected members of the Executive Board, a ~~Chairperson~~**President**, ~~Vice Chairperson~~**President** Secretary and a Treasurer. The Executive Board shall elect officers by secret ballot annually at the first meeting of each new **Executive** Board. Members of the Executive Board may not be recalled from office except under the provisions of Colorado law or Windsor Charter Academy ~~B~~bylaws.

Members of the Executive Board may resign from the board by submitting a written resignation for consideration at a regular meeting or special meeting. Upon accepting the resignation of any member, the Executive Board shall appoint a qualified stakeholder or hold an election for the new vacancy, or act in accordance with the ~~B~~bylaws.

In the course of an election, votes shall be tallied by the ~~E~~election ~~C~~committee in accordance with established policies and the bylaws. The ~~C~~committee shall consist of three **(3) to five (5)** members appointed by the Executive Board. The ~~C~~committee shall also have the power to answer all questions relating to the conduct of Windsor Charter Academy elections.

No member of the Executive Board shall receive compensation for his/her services as a member or as an officer. The members of the Executive Board shall be reimbursed for expenses incurred in performance of board functions. Such expenses shall be submitted and reviewed for approval at a regular meeting.

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Windsor Charter Academy Executive Board  
Adopted: March 2017  
February 2020



**ELECTIONS**

The will of the charter stakeholders of Windsor Charter Academy shall be expressed at the regular annual school election, pursuant to the bylaws.

Reviewed and Revised March 2017

Revised February 1984







## Windsor CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### CITIZEN PARTICIPATION

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

Because the Executive Board wants to hear the viewpoints of the public and needs to conduct its business in an orderly and efficient manner, it shall schedule time during its regular Executive Board and special meetings for brief comments and questions from the public. During times of general public comment at a regular Executive Board meeting, comments and questions may deal with any topic related to the Executive Board's conduct of the schools. Comments at special meetings must be related to the call for the meeting.

Speakers may offer comments **relating to** school operations and programs that concern them but are encouraged to exercise their speech rights responsibly. The Executive Board encourages the discussion of all personnel matters to be conducted in executive session.

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

In addition to public participation time during Executive Board meetings, the Executive Board is committed to engaging members of the community on an ongoing basis regarding community values about education. The public may contact the Executive Board members by phone, letter, or via **Executive Board** email ~~through the Windsor Charter Academy website,~~ [windsorcharteracademy.org](http://windsorcharteracademy.org), at any time.

The following rules shall guide public participation at meetings:

1. Members of the public may address the Executive Board prior to the business portion of the meeting. A request to address the Executive Board may be made by filling out an information card available from the Secretary before the start of the meeting **for any meetings in-person**. These cards will be used by the Executive Board President to call on speakers.
2. The Executive Board shall limit the length of public participation to thirty minutes and a time limit for individual speakers of three minutes.
3. Members of the Executive Board will not comment on public statements or engage in a dialogue with the audience during the meeting, and they are expected to refrain from arguing or debating issues. Questions must be addressed through the Executive Board President.
4. Personal complaints against any individuals connected with Windsor Charter Academy are prohibited.
5. To avoid disruption of the Executive Board meeting, members of the audience are requested to turn off all cell phones, pagers, and other electronic devices.
6. Disruptive conduct that obstructs, impairs, or interferes with the work of the Executive Board during an Executive Board meeting is prohibited. This includes, but is not limited to, protests and demonstrations in the Executive Board meeting.

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Windsor Charter Academy Executive Board  
Adopted: September 2010  
October 2018  
February 2021

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

**Windsor**   
**CHARTER ACADEMY**  
GROWING LIFE-LONG LEARNERS  
**EXECUTIVE SESSIONS**

The Executive Director shall attend all executive sessions, except those held to evaluate his/her administration or to consider his/her re-employment and salary provisions or where otherwise prohibited by board policy or bylaws.

As a general rule, any discussion of evaluation and performance of any personnel shall be done in executive sessions, and only those who are invited by the Executive Board shall attend.

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Windsor Charter Academy Executive Board  
Adopted: April 2017





## EVALUATION OF EXECUTIVE DIRECTOR—REGULATION

The Executive Board shall serve as the evaluator for the Executive Director. The Executive Director's performance shall be reviewed annually, with a mid-year review to guide progress.

### **Prior to the Evaluation**

The Board ~~President~~~~Chairperson~~ and the senior **Executive Board** liaison to the School Accountability Committee will serve as the Executive Director Evaluation Committee. The ~~C~~committee members and the Executive Director shall review the professional standards that are the framework for the work of an Executive Director. During this preliminary meeting, the Executive Director will share his/her professional goals for the year after reflecting on progress on the professional standards. The evaluation committee will give input on the professional goals to ensure that the work supports that vision and mission of Windsor Charter Academy.

### **Bi-Monthly Meetings**

**The Executive Director Evaluation Committee members will meet on a bi-monthly basis throughout the year with the Executive Director. These meetings will allow the Committee to better understand the Executive Director's day-to-day job duties, as well as offer input and support of the Executive Director in his/her role. A summary of the topics covered in these meetings will be kept in a running log to maintain a record for the future Committee members' reference.**

### **Mid-Year Review**

The ~~Executive Director Evaluation Committee~~ ~~evaluation committee~~ will meet and determine the progress the Executive Director has made on the professional standards. The committee will meet with the Executive Director to share results and discuss areas for growth for the remainder of the year.

### **Information Collection**

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it. The evaluation shall be based upon multiple

sources of information that can be provided by members of the Executive Board or the Executive Director.

Information may be collected from the evaluation committee and synthesized into a collective Board position, although the range of views may be presented as a basis for discussion with the Executive Director.

The Executive Director shall have an opportunity for self-review in relationship to the criteria employed by the **Executive Director Evaluation Committee** ~~evaluation committee~~ prior to the time that the Executive Director meets with the **Committee** ~~Executive Board~~ to discuss the results of the evaluation. The Executive Director will share artifacts ~~with~~ ~~to the evaluation committee~~ **Committee** if discrepancies arise on specific professional standards. After discussions around the discrepancies occur, the **Committee** ~~evaluation committee~~ will make final determinations and share these recommendations to the Executive Board. Upon recommendations, the Executive Board will meet to review the work of the evaluation committee. The Executive Board will accept the final evaluation or suggest changes. Once a final evaluation is accepted by the Executive Board, the evaluation results will be shared with the Executive Director.

### **Written Evaluation Report**

The evaluation shall result in a written summary of conclusions regarding the Executive Director's performance. The report shall include the following:

1. Specific information about the strengths and weaknesses in the Executive Director's performance based upon the agreed upon criteria.
2. Documentation showing information collected considered in the evaluation.

The **Executive Director Evaluation Committee** ~~Executive Board~~ and the Executive Director shall discuss information relating to the Executive Director's performance in an **E**xecutive **S**ession.

The evaluation report shall be signed by the **P**resident of the Executive Board and by the Executive Director. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the Executive Director's personnel file. The Executive Director shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the Executive Director, modifying Executive Board/Executive Director relationship and/or modifying the goals and objectives of Windsor Charter Academy may be incorporated in the documents used to initiate the next evaluation.

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Windsor Charter Academy Executive Board

Adopted: April 2017

October 2019

**February 2021**





## Windsor CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### SEXUAL HARASSMENT

Windsor Charter Academy is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. It shall be a violation of policy for any member of its staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by an employee of Windsor Charter Academy in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the Windsor Charter Academy staff to harass another staff member or a student.

#### Sexual Harassment Prohibited

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment ~~when~~ **if**:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment **or educational development**.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or ~~other~~ **education** decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working or educational environment.

**The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender. Any conduct of a sexual nature directed by a student toward a staff member or by a staff member**

**toward a student is presumed to be unwelcome and will constitute sexual harassment.**

Sexual harassment as defined above may include but is not limited to:

- Sex-oriented verbal “kidding”, abuse, or harassment.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching, such as patting, pinching or constant brushing against another’s body.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, employment status, or similar personal concerns.
- **Sexual violence.**

**For the purposes of this policy, “sexual harassment” includes unwelcome conduct of a sexual nature that does not fall under Title IX for reasons including, but not limited to: the conduct does not meet Title IX’s definition of sexual harassment; the conduct does not occur in Windsor Charter Academy’s education programs or activities as defined by Title IX; or the conduct does not occur in the United States.**

### **Reporting, Investigation and Sanctions**

**The Executive Board encourages employees to report all claims of sexual harassment to either an immediate supervisor, Windsor Charter Academy’s Compliance Officer, or Windsor Charter Academy’s Title IX Coordinator. The compliance officer and the Title IX Coordinator are identified in Policy Exhibit AC-E-1.**

**Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to Windsor Charter Academy’s compliance officer or Title IX Coordinator.**

**All reports of sexual harassment received by any employee shall be promptly forwarded to the compliance officer or Title IX Coordinator (AC-E-1). The compliance officer or Title IX Coordinator shall ensure that every complaint is promptly investigated and responded to as set forth in Windsor Charter Academy’s complaint and compliance process AC-R-1 if appropriate or, if applicable, AC-R-2. No reprisals or retaliation shall be allowed to occur as a**



# Policy GBAA

result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude Windsor Charter Academy from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. **All matters involving sexual harassment complaints shall remain confidential to the extent possible.**

## **Notice of Policy**

Notice of this policy shall be circulated to all departments and incorporated in employee handbooks.

~~Staff may file a formal grievance of sexual harassment through use of the accompanying grievance procedure. If the alleged harasser is the immediate supervisor or principal with whom a grievance routinely would be filed, the student or employee may file the grievance with the WCA Executive Board.~~

~~All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments.~~

~~Notice of this policy shall be circulated to all departments and incorporated in employee handbooks.~~

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Windsor Charter Academy Executive Board  
Adopted: March 2000  
September 2009  
February 2021

## Legal References

20 U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)

42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)

C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)

C.R.S. 24-34-401 et seq. (discrimination or unfair employment practices)

## Cross References

AC Nondiscrimination/Equal Opportunity

JLF Reporting Child Abuse/Child Protection





**Windsor**  
CHARTER ACADEMY  
GROWING LIFE-LONG LEARNERS  
**STAFF CONDUCT AND RESPONSIBILITIES**

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of Windsor Charter Academy.

As representatives of Windsor Charter Academy and role models for students, all staff ~~shall~~ **must** demonstrate and uphold high professional, ethical and moral standards. In conduct and interpersonal relationships, all staff members must recognize that they are in a position of trust and are being continuously observed by students and the community. Their manner, dress, courtesy, actions, and attitudes, both on and off campus, serve as models that influence the development of young people. The Windsor Charter Academy Executive Board and Administration expect staff members to be exemplary models. Staff members ~~shall~~ **must** conduct themselves in a manner that is consistent with the educational mission of Windsor Charter Academy and ~~shall~~ **must** maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

### **Rules of Conduct**

Each staff member ~~shall~~ **must** observe rules of conduct established in law which specify that a school employee ~~shall~~ **must** not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.

3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members ~~shall be~~ **are** expected to carry out their assigned responsibilities with conscientious concern.

It ~~shall is not be~~ considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which ~~shall be~~ **are** required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Executive Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

### **Child Abuse**

All employees of Windsor Charter Academy who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The Executive Director is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is an employee of Windsor Charter Academy. Such information ~~shall~~ **must** remain confidential except that the Executive Director

~~shall~~**must** notify the Colorado Department of Education of the child abuse investigation.

## **Possession of Deadly Weapons**

The provisions of the Executive Board's policy regarding public possession of deadly weapons on school property or in school buildings also ~~shall~~ apply**applies** to employees of Windsor Charter Academy. However, the restrictions ~~shall~~**do** not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

## **Felony/Misdemeanor Convictions**

If, subsequent to beginning employment with Windsor Charter Academy, Windsor Charter Academy has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, Windsor Charter Academy ~~shall~~**must** make inquiries to the Department of Education for purposes of screening the employee.

In addition, Windsor Charter Academy ~~shall~~**must** require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints ~~shall~~**must** be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. **When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Windsor Charter Academy must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.**

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing **and/or name-based criminal history record check** provide relevant information. Non-licensed employees ~~shall~~**must** be terminated if the results of the fingerprint-based **or name-based** criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees ~~shall~~**must** not be charged fees for processing fingerprints under these circumstances.

### **Unlawful Behavior Involving Children**

The Executive Board may make an inquiry with the Department of Education concerning whether any current employee of Windsor Charter Academy has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

### **Notification Concerning Arrests**

Windsor Charter Academy employees ~~shall~~**must** notify the Windsor Charter Academy when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation. Windsor Charter Academy ~~shall~~**must** notify students' parents/guardians when employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

### **Personnel Addressing Health Care Treatment for Behavior Issues**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

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Windsor Charter Academy Executive Board  
Adopted: September 2017  
Revised: January 2019

#### Legal References

C.R.S. 18-12-105.5  
C.R.S. 18-12-214 (3)(b)  
C.R.S. 19-3-308 (5.7)  
C.R.S. 22-32-109 (1)(ee)  
C.R.S. 22-32-109.1 (8)  
C.R.S. 22-32-109.7

C.R.S. 22-32-109.8 (6)  
C.R.S. 22-32-109.9  
C.R.S. 22-32-110 (1)(k)  
C.R.S. 24-18-104  
C.R.S. 24-18-109  
C.R.S. 24-18-110

## Cross References

JLC Student Health Services and Records

**JLF Reporting Child Abuse/Child Protection**

KDBA Parent Notification of Employee Criminal Charges

KFA Public Conduct on Windsor Charter Academy Property





## SEXUAL HARASSMENT

The Executive Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, ~~as addressed in the Executive Board's policy concerning unlawful discrimination and harassment.~~

### **Windsor Charter Academy's Commitment**

Windsor Charter Academy is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Windsor Charter Academy shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

### **Sexual Harassment Defined Prohibited**

~~Pursuant to Title IX of the Education Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:~~

- ~~1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);~~
- ~~2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or~~
- ~~3. Sexual assault, dating violence, domestic violence, or stalking~~



~~Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.~~

**Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the harassed are the same sex and whether or not the harassed resists or submits to the harasser, when:**

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

**For purposes of this policy, "sexual harassment" includes unwelcome conduct of a sexual nature that does not fall under Title IX for reason including, but not limited to: the conduct does not meet Title IX's definition of sexual harassment; the conduct does not occur in the district's education programs or activities as defined by Title IX; or the conduct does not occur in the United States.**

**Sexual harassment may include, but is not limited to:**

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.
6. Sexual violence.

**Any conduct of a sexual nature directed by a student toward a staff member or by a staff member toward a student is presumed to be unwelcome and will constitute sexual harassment.**

### **Reporting, Investigation and Sanctions**

Students are encouraged to report all incidences of sexual harassment to either

a teacher, counselor or principal in their school building and file a complaint, ~~through Windsor Charter Academy's complaint process addressing sex-based discrimination.~~ All reports and indications **or sexual harassment** from students, Windsor Charter Academy employees and third parties must be forwarded to the Title IX Coordinator.

Windsor Charter Academy will initiate and conduct an investigation in accordance with the appropriate procedures. ~~addressing sex-based discrimination and sexual harassment.~~ **If the alleged conduct falls under Title IX, Windsor Charter Academy will investigate the allegations in accordance with AC-R-2. If the alleged conduct does not fall under Title IX, Windsor Charter Academy will investigate the allegations in accordance with AC-R-1 or another appropriate policy.**

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude Windsor Charter Academy from responding effectively to the harassment or preventing future harassment. ~~Filing complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.~~

**Any student found to have engaged in sexual harassment may be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law.**

~~Windsor Charter Academy will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in an investigation.~~

## **Notice and Training**

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures in Windsor Charter Academy schools and departments. The policy and complaint procedures must be referenced in all student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and Windsor Charter Academy employees will receive periodic training related to recognizing and preventing sexual harassment. Windsor

Charter Academy employees will receive additional periodic training related to handling reports of sexual harassment. Training material are available to the public on the Windsor Charter Academy's website.

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Windsor Charter Academy Executive Board

Adopted: March 2016

September 2020

**February 2021**

Legal References

20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

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

**C.R.S. 24-34-402**

**Cross References**

**AC Nondiscrimination/Equal Opportunity**

**AC-R Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)**

**AC-R-2 Sex-Based Discrimination and Sexual Harassment Investigation Procedures**

**AC-E-1 Nondiscrimination/Equal Opportunity (Sample Notice)**



**Committee**

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director

SarahGennie Colazio, Finance Director

James Zacheis –Board Member- absent

Paige Adams, Member

Matt Meuli, Member

Levi Burkhart, Member

Lauren Miller, Business Manager

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**Agenda 1.14.21- by Zoom Video Conferencing**

**Meeting called to order at 3:32 pm**

1. Reviewed December 2020 financials and November 2020 check register
  - a. **Motion to approve November 2020 Financials by Matt, second by Donna, motion passes unanimously**
  
  - b. **Motion to approve December 2020 Financials by Levi, second by Sara, motion passes unanimously**
  
2. Next Meeting – Thursday February 18th, 3:30pm

**Meeting adjourned at 4:31pm**



**Month by Month Overview**

- a. August
- b. September- review actual enrollment and possible impacts on budget
- c. October- Final Audit
- d. November- Amended 20-21 Budget
- e. December – initial draft 21-22 budget
  - i. Review final amended 20-21 budget for Board
- f. January- review draft 21-22 budget
  - i. Review of long term budget (5 year)
- g. February 1<sup>st</sup> read on 21-22 budget
- h. March- 2<sup>nd</sup> read on 21-22 budget- Budget due to District by 3/31/2021
  - i. Possible amended 20-21 budget
- i. April
- j. May- Results of Board Elections- is there a new treasurer on on board?
- k. June- review final projections for completing the year- surplus/deficit?
- l. July – NO MEETING