

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

**January 2023 Regular Session**  
January 26, 2023

**Elementary  
School**

*680 Academy Ct.  
Windsor, CO 80550*

**Middle  
School**

*810 Automation Dr.  
Windsor, CO 80550*

**Early  
College  
High School**

*810 Automation Dr.  
Windsor, CO 80550*

January 26, 2023  
Regular Session @ 6:00 p.m.

## Executive Board

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

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

## Agenda

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

## VISION STATEMENT

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

## MISSION STATEMENT

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



## MINUTES TO BE APPROVED AT THE FEBRUARY 2023 REGULAR SESSION

### Executive Board Minutes January 26, 2022

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

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

##### 1.2 Roll Call

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

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

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

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

##### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

##### 1.5 Adoption of Agenda

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

##### 1.6 Adoption of the Minutes.

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

## 2.0 Citizen Communication

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

## 3.0 Reports

### 3.1 Executive Director Report

- **Instructional Coaching**

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

- **Prospective Parent Webinars**

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

- **Mascot**

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

- **Safety Events & Webinars**

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

- **Blue Door Welcome Packet**

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

- **Storybrand Training**

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

- **New ES Counselor**

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

- **ES Mid-Year Evaluations**

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

- **ES Math Data Digs**

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

- **ES Acadience Mid-year Testing**

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

- **ES Battle of the Books**

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

- **MS Data Digs**

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

- **MS "Crews"**

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

- **MS Peer Advisory Counsel**

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

- **MS Professional Development**

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

- **HS End Semester 1 Celebrations**

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

- **PSAT/SAT Practice Testing**

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

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

- **HS Course Registration**

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

### 3.2 Executive Board Reports

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

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

## 4.0 Items for Information

### 4.1 2023 Executive Board Elections

## 5.0 Items for Action

### 5.1 ES Gymnasium Roof Replacement Contract

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

### 5.2 Education Committee Recommendation

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

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

### 5.3 Salary Increase for Current Paraprofessionals

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

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

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

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

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

## 6.0 Consent Agenda

### 6.1 Personnel

#### 6.1.1 Appointments

6.1.1.1 Brett Ward: MS Teacher

#### 6.1.2 Terminations/Resignations

6.1.2.1 Shannon Connolly: Substitute Teacher

6.1.2.2 Kyler Eubank: MS Teacher

6.1.2.3 Megan Huffman: MS Teacher

### 6.2 Policies

6.2.1 Policy GBJ Personnel Records and Files, First Read

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

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

### 6.3 Financials

6.3.1 November 2022

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

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

## 7.0 Executive Board-Pulled Consent Agenda Items

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

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

## 8.0 Membership-Pulled Consent Agenda Items

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## 9.0 Executive Session

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

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

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

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

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

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## 10.0 Adjournment

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





# Appendix

**1.0 December 2022 Executive Board Regular Session Minutes**

**Executive Board Minutes  
December 15, 2022**

**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***

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

***Staff Present***

Rebecca Teeples, Executive Director  
SarahGennie Colazio, Director of Finance & HR  
Hannah Mancina, Director of High School Education

**1.3 Pledge of Allegiance**

**1.4 Mission Statement**

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

**1.5 Adoption of Agenda**

A motion was made by Jenny Ojala to approve the agenda, moving Action Item 5.1 Review of Contractor List for Firebird Facility before Items for Information. The motion also included moving Items for Action 5.4 Salary Increase for Paraprofessionals to the end of the Items for Action. The motion was

seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### 1.6 Adoption of the Minutes.

A motion to approve the minutes for the November 17, 2022 Regular Session Regular Session minutes was made by Elaine Hungenberg and seconded by Holly Stephens. Members voted the following: Hungenberg, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

## 2.0 Citizen Communication

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

## 3.0 Reports

### 3.1 Executive Director Report

- **Education Committee**

The Education Committee met three times in the fall to determine recommendations to the Board for new science curricula for the middle school and high school. The process began in January 2022 when each building administrator organized a curriculum review team made up of teachers and administration to learn about a number of standards-based science programs. The review teams attended vendor presentations, researched agreed-upon curriculum using the *Textbook and Instructional Materials Evaluation Rubric*, and taught sample lessons from the top curriculum choices. The team compiled both quantitative and qualitative data, presented their findings, and made a recommendation to the members of the Education Committee for science curriculum adoption. Members of the committee reviewed the science curriculum and finalized the following program recommendations for Board approval:

- MS - Amplify Science: Earth & Space, Life Science and Physical Science
- HS - Savvas Realize: Earth Science, Experience Chemistry, Experience Physics, Miller Biology
- In January 2023, the Education Committee will review a book for a potential middle school elective. Also in January, middle and high school administrators will begin the same curriculum review process in preparation for the Education Committee in the fall of the 2023-2024 school year. The elementary school will review science curricula, the middle and high school will review Spanish curricula, and the high school will review sociology curricula.

- **Bond 2022**

We are thankful to the Windsor, Severance, and Greeley voters for passing both the bond and mill levy override! We are grateful to our community for making the Firebird Facility a reality and for investing in our teachers. The Firebird Facility webpage has been transitioned to a post-vote page where our community can find information on the facility, drawings, and other renderings. We are excited to see our community transform!

- **Billboard**

Our Early College High School was recently ranked #2 in top-performing high schools in Colorado. From December through March 2023, we will have a billboard on HWY 257 celebrating our school! The billboard will be up during our heavy recruitment season and throughout our lottery process. We hope that this will drive up our school waitlists!

- **Chambers of Commerce**

We are excited to have a strong working partnership with the Windsor Chamber of Commerce. After recent meetings, they will be helping us promote our school and our internship program at the high school. Windsor Charter Academy is also a new member of the Severance Chamber of Commerce.

- **Safety Webpage**  
We recently launched a new [Safety & Security Webpage](#)! This page highlights all of the safety measures that we take at our school and provides parents with information about ALICE, our Standard Response Protocol, and our drills. We hope that this information helps inform prospective parents about the serious safety measures we take at our school, and informs current parents about the protocols that their students practice every day.
- **Weld County Food Drive**  
The Elementary School Student Council helped to orchestrate a very successful canned food drive for the Weld County food bank during the week before Thanksgiving break. Students donated 1,878 pounds of non-perishable items to help families in need through the holiday season.
- **4<sup>th</sup> Grade Colorado Christmas Concert**  
Fourth grade students and the WCA Elementary School Choir sang holiday music with some fun Colorado history and facts embedded.
- **2<sup>nd</sup> Quarter ES PBIS Assembly**  
The ES Dean and counseling staff created a fun video featuring students, staff, and a special appearance from the Grinch and illustrating the importance of using the 8 Keys of Excellence in all areas of the school even around the holiday season. Students rang in the holiday season by singing some favorites from music class.
- **2<sup>nd</sup> Second Quarter AVID Walkthroughs**  
Teachers across three schools had the opportunity to showcase the collaborative structure and rigorous student-centered learning that takes place through AVID during our quarter 2 AVID walkthroughs. Administration and instructional coaches were able to observe and collect data based on implementation and take part in a problem-solving protocol to help generate next steps for continued school-wide AVID implementation and success.
- **iReady Middle of Year Benchmarks**  
K-8 students have taken the middle of the year iReady benchmark assessment for reading and math. This data will be used to inform instruction in core classes as well as to target students close to proficient during WIN prior to CMAS.
- **Twelve Days of Christmas**  
Administration partnered with the Parent Teacher Club and Sunshine Committees to bring fun treats and events to staff every day of December.
- **Band and Choir Elementary Outreach**  
Fourth and fifth grade students came to the middle school for an assembly highlighting our band and choir programs. The goal of this outreach assembly is to increase participation in band and choir and retain students transitioning from 5th to 6th grade.
- **Booster Club Fundraiser**  
Our Booster Club put on their first Mother/Son & Father/Daughter dances this year as a fundraiser. It was very successful and they are hoping to make this an annual tradition!
- **Senior Capstone Night**  
We had a great night celebrating our Class of 2023 with our annual capstone night. Our seniors displayed their senior boards and websites. We also had four students who are working towards a capstone honor cord who did additional speeches about their high school careers and post-secondary plans. Thank you to the board members who were able to attend this evening.
- **HS Athletics**  
Our fall sports wrapped up a few weeks ago. Our volleyball and cross-country teams were able to participate in regionals! Our winter sports have started and we had so much interest in our basketball program that we were able to offer C-level teams for both boys and girls this year.
- **Mill Levy**  
There were some questions about the mill levy override, specifically if there is a timeline to spend mill levy monies. Our portion of the mill levy is whatever percentage of total students attend WCA so with the increase in the district population we would see a decrease in money from the mill levy. There was a discussion about prioritizing salaries but being conservative.

### 3.2 Executive Board Reports

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

- Sherry Bartmann: Coffee with Leadership, Weld RE-4 Board meeting & Sweets with Santa

- Elaine Hungenberg: ED evaluation meeting
- Jenny Ojala: Education Committee, Firebird Facility Committee, Sweets with Santa & boys' basketball games
- Holly Stephens: Education Committee, 4<sup>th</sup> grade choir concert, MS music concert, ED evaluation meeting, & boys' basketball games

## Items for Action

### Review of Contractor List for Firebird Facility

The committee (Brett Brown, Carol Vaughn, Jenny Ojala, SarahGennie Colazio, Rebecca Teeples, and Ricky Wagner) sent RFQ to 14 companies and then put together a matrix to review the requests based on capabilities, team experience, delivery approach, team qualifications, and quality of submittal. The following list was recommended to the Board:

- Dohn
- Roche
- F&P
- GTC.

The motion was made to approve the short list for contractors for the construction of the Firebird Facility by Elaine Hungenberg and seconded by Holly Stephens. Members voted the following: Feyen, aye; Hungenberg, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

## 4.0 Items for Information

### 4.1 Sex Education Waiver

The Executive Board discussed the possibilities of a waiver for sex education. Various Board members discussed their thoughts on the possibility. A few of the discussion points were as follows:

- Holly Stephens attended a 9<sup>th</sup> grade health lesson. Topics were handled respectfully and students discussed important topics. She felt that WCA should continue to teach sex education, but had concerns around the potential for changing legislation. She recommended that WCA pursue a waiver so that WCA could have flexibility in how they approach sex education.
- Jenny Ojala shared that she also felt that WCA approached sex education appropriately. She also iterated that pursuing a waiver offered flexibility and true oversight over how sex education is taught. and agreed that the waiver would be good idea to add in case there is further legislation.
- Elaine Hungenberg felt that the waiver might be too soon. She wondered if the Board should wait until there was a need or a concern.

The Board President, Sherry Bartmann, asked for Dr. Teeples to seek counsel from the school attorney and from CLCS to see what the recommendations they had and to bring forward a policy and a draft waiver by the Board meeting in March.

## 5.0 Items for Action

### 5.1 VEX Robotics Out-of-State Trip

The motion was made to approve the VEX Robotics proposed out-of-state trip by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### 5.2 Education Committee Recommendation for MS & HS Science Curriculum

The motion was made to approve Amplify Science—Earth & Space, Life Science & Physical Science for middle school science curriculum and Savvas Realize—Earth Science, Experience Chemistry, Experience Physics, Miller Biology for high school science curriculum. The motion was made by Elaine Hungenberg and seconded by Holly Stephens. Members voted the following: Feyen, aye; Hungenberg, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### 5.3 2023-2024 Student Fees

The motion was made to approve the 2022-2023 Elementary School Student Fees by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

The motion was made to approve the 2022-2023 Middle School Student Fees with the exception of the fee for non-WCA students by Jenny Ojala and seconded by Elaine Hungenberg. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

The motion was made to approve the 2022-2023 High School Student Fees with the exception of the fee for non-WCA students, removing the senior fee, and clarifying the “senior” gate fee for ages 55+ by Elaine Hungenberg and seconded by Donna James. Members voted the following: Feyen, aye; Hungenberg, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

### 5.4 Salary Increase for Paraprofessionals

The motion was made to create a scaled approach for paraprofessionals on a column-based system to award tenure to be determined by administration keeping base salary at \$15 to start January 1, 2023 by Elaine Hungenberg and seconded by John Feyen. Members voted the following: Feyen, nay; Hungenberg, aye; James, nay; Ojala, nay; Stephens, nay; Bartmann, aye. The motion failed.

The Executive Board asked Dr. Teeples to bring forward a plan to address salary increases based on varied employment for current paraprofessional staff members in January. Additionally, Dr. Teeples will present a recommended merit pay program to the Executive Board in May.

## 6.0 Consent Agenda

### 6.1 Personnel

#### 6.1.1 Appointments

- 6.1.1.1 Shannon Colborn: Food Services Assistant
- 6.1.1.2 Dylan Dodson: Custodian
- 6.1.1.3 Gera Fayas: Substitute Teacher
- 6.1.1.4 Mia Fogg: AVID Tutor
- 6.1.1.5 Jennifer Givens: Paraprofessional
- 6.1.1.6 Caitlin Hass: Paraprofessional
- 6.1.1.7 Bailey Lijekvist: Substitute Teacher
- 6.1.1.8 Nicole Reynolds: Paraprofessional
- 6.1.1.9 Liz VeuCasovic: Paraprofessional
- 6.1.1.10 Krista Walters: Paraprofessional
- 6.1.1.11 Riley Weilert: AVID Tutor

#### 6.1.2 Terminations/Resignations

- 6.1.2.1 Ann Thiel: Paraprofessional (Transferred from WCA to District SPED Paraprofessional)
- 6.1.2.2 Paula Mickleson: MS Cheer Coach
- 6.1.2.3 Ame Ortiz: MS Cheer Coach
- 6.1.2.4 Phary Om: MS Teacher
- 6.1.2.5 Zachary Rae: Substitute

## 6.2 Policies

- 6.2.1 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, First Read
- 6.2.2 Policy JFABB Foreign Student Admission and Enrollment Procedures and Requirements, Second Read
- 6.2.3 Policy JICDA Code of Conduct, Second Read
- 6.2.4 Policy JJA Student Organizations, Second Read

## 6.3 Financials

- 6.3.1 October 2022

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

## 7.0 Executive Board-Pulled Consent Agenda Items

## 8.0 Membership-Pulled Consent Agenda Items

## 9.0 Executive Session

There was no Executive Session in December.

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

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

## **10.0 Adjournment**

The motion was made by Elaine Hungenberg and seconded by Jenny Ojala to approve adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 9:26 p.m.





**2.0 ES Gymnasium Roof Replacement Contract**

# Elementary School Roof Replacement Recommendation

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January 2023

In late fall there was wind damage assessed to the elementary school gym roof by our insurance provider SAG. Below are the three bids concerning the elementary school roof replacement, as well as the report from SAG. It is the recommendation of the Director of Facilities Management to select NOCO Roofing. They provided references and had the best overall total scope of work for the project. NOCO Roofing was onsite with SAG during the initial roof walk and provided professional insights to the damage, pulling a core sample of the foam and membrane. Additionally, they provided the basic repair to the worst pair of the roof when the issue was found. Lastly SAG said they were open to increasing the overall replacement cost value after contractor selection to meet the need of the roof.

## BID OVERVIEWS:

Noco Roofing- \$131,827.17

Interstate Roofing- \$ 115,761.08

CMC-\$98,890

Overview Pictures of Wind Damage



Overview of wind damage



Overview of wind damage



Overview of wind damage



Overview of wind damage



## NOCO Roofing

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NOCO Roofing  
303 W Harmony Road  
Fort Collins, CO 80526

Client: Ricky Wagner  
Property: 680 Academy Ct  
Windsor, CO 80550

Operator: OFFICE

Estimator: Jason Shields  
Company: NOCO Roofing  
Business: 303 W Harmony Road  
Fort Collins, CO 80526

Business: (970) 223-7663  
E-mail: jason@nocoroofing.com

Type of Estimate: Wind Damage  
Date Entered: 1/9/2023                      Date Assigned:

Price List: COFC8X\_JAN23  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: JASON-WINDSORCHARTER

**Workmanship Warranty:**

*NOCO Roofing will provide a 5-year workmanship warranty from the date of installation. If, however, the damage is caused by foot traffic, a future wind/hailstorm, fire, or natural disaster, the workmanship warranty will not provide coverage.*

**Permit Disclosure:**

*The cost of the permit is not included within the following estimate. NOCO Roofing will pull required permits and add the cost to the final invoice for the roof and due to NOCO Roofing.*

*If this is an insurance-paid claim, NOCO Roofing will provide your carrier with a copy of the permit and request they reimburse you for the cost. That amount will be added to the total of your claim and paid with your "replacement cost benefit" check from your carrier upon completion of the job. It will be due to NOCO Roofing.*

**30 Day Price Guarantee:**

*Due to significant ongoing material cost increases affecting our industry this year, this estimate amount is good for 30 days from the "Date Entered" on front page of estimate.*



**NOCO Roofing**

NOCO Roofing  
303 W Harmony Road  
Fort Collins, CO 80526

**JASON-WINDSORCHARTER**

**Roof**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Remove Single-ply membrane - Fully adhered system - 60 mil	123.21 SQ	90.83	0.00	0.00	11,191.16
2. Cap flashing - large	346.00 LF	0.00	27.47	433.85	9,938.47
3. Single-ply membrane - Mech. att. - 60 mil - fleece back	123.21 SQ	0.00	440.83	1,620.11	55,934.77
4. Glass mat gypsum - 1/2" - primed	123.21 SQ	0.00	211.12	739.78	26,751.88
5. Remove Additional charge for high roof (2 stories or greater)	123.21 SQ	6.80	0.00	0.00	837.83
6. Additional charge for high roof (2 stories or greater)	123.21 SQ	0.00	25.43	0.00	3,133.23
7. Insulation - ISO board, 1"	113.73 SQ	0.00	202.99	614.90	23,700.95
8. Taxes, insurance, permits & fees (Bid Item)	1.00 EA				OPEN ITEM
<i>The permit fee will not be known until applied for.</i>					
9. General Laborer - per hour	6.00 HR	0.00	56.48	0.00	338.88
This line item is to work around the 6 ac systems on the roof top.					
Totals: Roof				3,408.64	131,827.17
<b>Line Item Totals: JASON-WINDSORCHARTER</b>				<b>3,408.64</b>	<b>131,827.17</b>



**NOCO Roofing**

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NOCO Roofing  
303 W Harmony Road  
Fort Collins, CO 80526

**Summary**

Line Item Total	128,418.53
Material Sales Tax	3,408.64
<b>Replacement Cost Value</b>	<b>\$131,827.17</b>
<b>Net Claim</b>	<b>\$131,827.17</b>

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Jason Shields



**QUOTE**

INVOICE # NO.1092732  
DATE: 12/20/23

TO Ricky Wagner  
Windsor Charter Academy  
680 Academy Court

JOB	PAYMENT TERMS	DUE DATE
Windsor Charter 680	Insurance	Due on receipt

QTY	DESCRIPTION	LINE TOTAL
1	Roof Replace Based on Insurance SPECS	\$115,761.08
	SAG Claim Number: PHVS22091534652 Policy Number: PHPK2432736	
		\$115,761.08
		N/A
		\$115,761.08



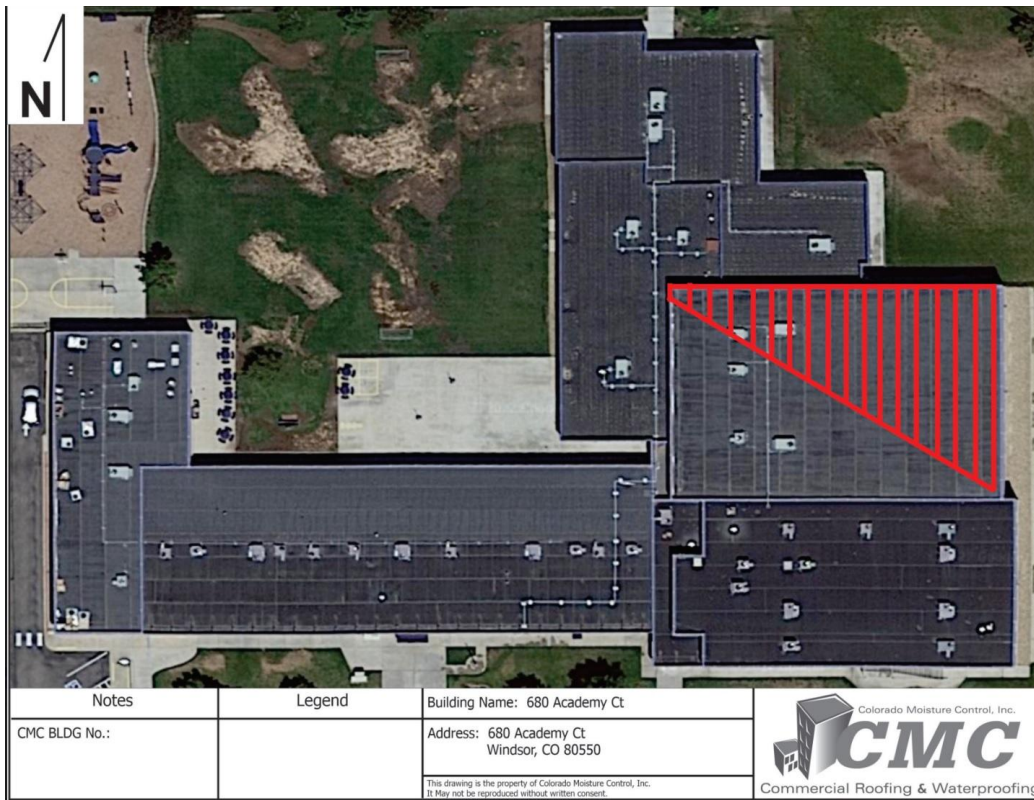
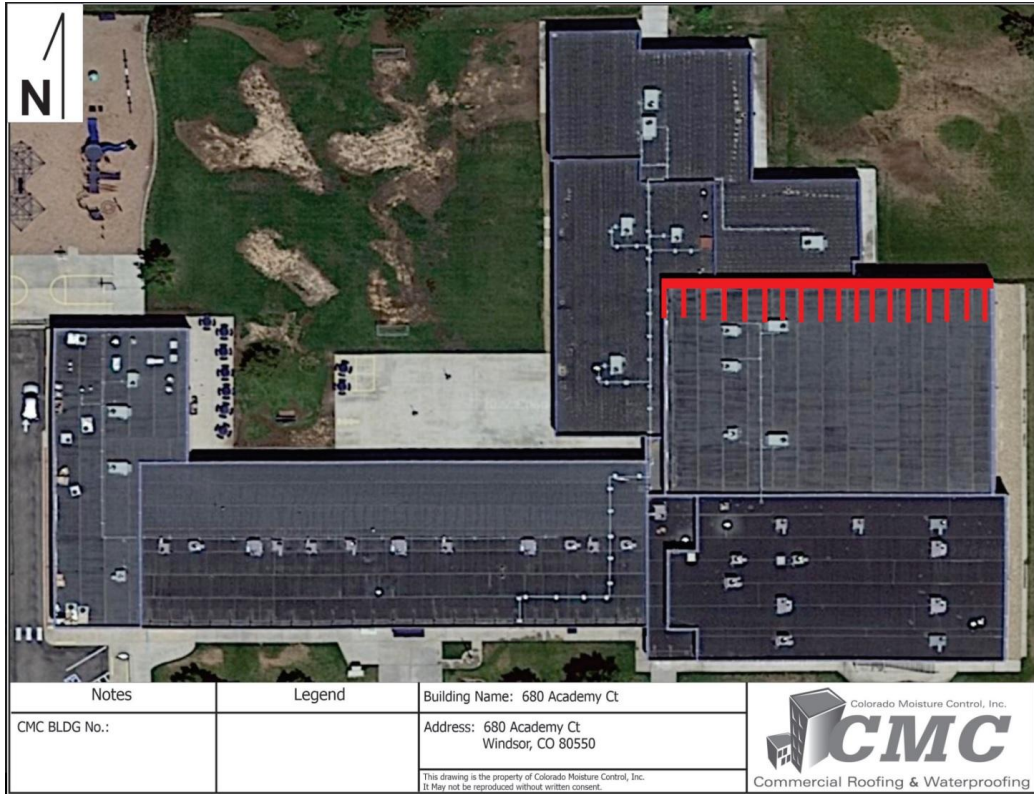


## ROOF REPAIR PROPOSAL

Windsor Charter Academy Attention: Mr. Ricky Wagner	Phone: 970-674-5020 Email: ricky.wagner@charteracademy.org	Date: 12/07/22
Project Name: 680 Academy Court	Street Address: 680 Academy Court	
Project Desc: Wind Damage Repair	City, State, Zip: Windsor, CO	
CMC Project Manager: Brad Titus		
<p><b>Colorado Moisture Control, Inc. proposes to provide the necessary labor, materials, equipment &amp; supervision to complete the following scope of work:</b></p> <ul style="list-style-type: none"> <li>✓ Cut existing EPDM base flashings up as high as possible up parapet wall where flashings have delaminated</li> <li>✓ Extend the membrane up the wall as far as possible and terminate with screws and plates</li> <li>✓ Install new 6" Pressure Sensitive RUSS strip at wall (125')</li> <li>✓ Install new EPDM base flashings fully adhered to wall and extending down over EPDM fastened to the wall</li> <li>✓ Strip in overlap with 6" cured cover strip fully adhered to wall</li> <li>✓ Install termination bar extending out from the wall 10', installed every 5', mechanically attached through existing roof system and steel decking</li> <li>✓ Install 6" cured cover strip EPDM membrane over the termination bar</li> </ul> <p>Repairs will be documented with before/after digital photos. At completion, a written job progress report will be provided to Owner's representative. This proposal will remain valid for a period of thirty (30) days.</p> <p>Proposal includes: All material guaranteed as referenced in the scope of work and completed in a professional workman like manner for the sum of: Time &amp; Material Not to Exceed \$12,890 (Twelve Thousand Eight Hundred Ninety Dollars &amp; 0/100). Labor will be billed at a rate of \$75 per man hour plus applicable materials.</p> <p>Extend the termination bar every 5' perpendicular to long wall with wind damage: ADD \$86,000 Includes an additional 1,150 linear feet of termination bar and strip in (area outlined in red on roof plan)</p> <p>Acceptance of Proposal – The above referenced pricing, scope of work and conditions are satisfactory and are hereby accepted. Colorado Moisture Control, Inc. is hereby authorized to complete this contract subject to the terms as specified. Payment Terms: Net 30 days. 1.5% monthly finance charge after 30 days (18% annually)</p>		
Authorized Signature	Purchase Order No.	Acceptance Date

Mobile. (720) 373-0055 TEL. (303) 447.9400  
Email: [bradtitus@cmcroofing.com](mailto:bradtitus@cmcroofing.com)





## SAG CLAIM



### Signature Adjustment Group LLC

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503 E Nifong Blvd, #146,  
Columbia, MO 65201-3717  
(877) SAG-LLC1  
homeoffice@sagllc.com

Insured: Windsor Charter Academy  
Property: 680 Academy Ct  
Windsor, CO 80550

Home: (970) 674-5020  
E-mail: ricky.  
wagner@windsorcharteracademy.  
org

Estimator: Corry Jaquess, AIC  
Position: General Adjuster  
Company: Signature Adjustment Group LLC

Business: (720) 216-3360  
E-mail: Corry.Jaquess@sagllc.com

Reference: John Gartling  
Company: Philadelphia Insurance  
Business: One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004

**Claim Number:** PHVS22091534652

**Policy Number:** PHPK2432736

**Type of Loss:** Hail

Price List: COFC8X\_NOV22  
Restoration/Service/Remodel  
Estimate: SAG06292\_WINDSOR

***NOTICE: This is an estimate of damage only and not an offer of settlement. This estimate of damage is subject to the review and approval by the insurance company. This is not an authorization of repair, nor is it a guarantee of payment. No adjuster or appraiser has the authority to authorize repair or guarantee payment. Your policy may contain terms, limitations or conditions, which may impact this estimate. Pending approval, neither the insurer nor its representatives assume responsibility for repairs.***







**Signature Adjustment Group LLC**

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**CONTINUED - Gymnasium Roof**

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV
6. Rubber roofing - Fully adhered system - 60 mil	111.41	SQ	663.93	2,019.70	75,988.14	14/25 yrs	Avg. 50% [M]	(37,994.07)	37,994.07
7. R&R Insulation - ISO board, 3"	1.00	SQ	426.86	10.05	436.91	14/150 yrs	Avg. 9.33%	(34.55)	402.36
Allowance to replace ISO board that appeared damaged at the two areas of wind damaged membrane. Water is likely traveling around ISO board in other areas, and the ISO system is not expected to be damaged throughout.									
8. Aluminum termination bar / flashing for membrane roofs	428.25	LF	2.75	20.53	1,198.22	14/35 yrs	Avg. 40%	(479.29)	718.93
9. Cap flashing - large	430.00	LF	27.33	502.50	12,254.40	14/35 yrs	Avg. 40%	(4,901.76)	7,352.64
10. Flash parapet wall only - rubber - up to 3'	340.00	LF	19.69	209.38	6,903.98	14/25 yrs	Avg. 50% [M]	(3,451.99)	3,451.99
11. Curb flashing - PVC/TPO	86.00	LF	18.71	54.20	1,663.26	14/21 yrs	Avg. 50% [M]	(831.63)	831.63
around the RTU's									
12. Roofer - per hour	4.00	HR	152.73	0.00	610.92	14/NA	Avg. 0%	(0.00)	610.92
Reduced labor productivity due to working around the pvc conduits during membrane replacement.									
<b>Totals: Gymnasium Roof</b>			<b>2,816.36</b>		<b>106,837.82</b>			<b>47,693.29</b>	<b>59,144.53</b>

**General**

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV
13. Boom or spider lift - 30'-45' reach (per day)	5.00	DA	332.00	0.00	1,660.00	0/NA	Avg. 0%	(0.00)	1,660.00
For all material loading and to provide crew access to the roof. Crews cannot be in and out of building without an escort.									
14. Equipment Operator - per hour	40.00	HR	68.45	0.00	2,738.00	0/NA	Avg. 0%	(0.00)	2,738.00
15. Dumpster load - Approx. 40 yards, 7-8 tons of debris	1.00	EA	770.45	0.00	770.45	0/NA	Avg. NA	(0.00)	770.45
16. Demolition Laborer - per hour	40.00	HR	57.73	0.00	2,309.20	0/NA	Avg. 0%	(0.00)	2,309.20
Safe removal of membrane. Cut old membrane and tie off prior to dropping to the ground off of the east elevation. Haul debris to the dumpster at the street.									
17. Temporary toilet (per month)	1.00	MO	216.18	0.00	216.18	0/NA	Avg. 0%	(0.00)	216.18



**Signature Adjustment Group LLC**

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homeoffice@sagllc.com

**CONTINUED - General**

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV	
18. Temporary fencing - 1-4 months (per month)										
	140.00	LF	1.82	0.00	254.80	0/NA	Avg.	0%	(0.00)	254.80
Set up fencing between east side of gymnasium and the street where dumpster can be placed as a demo area.										
<b>Totals: General</b>			<b>0.00</b>	<b>7,948.63</b>				<b>0.00</b>	<b>7,948.63</b>	
<b>Total: Main Level</b>			<b>2,827.98</b>	<b>115,578.56</b>				<b>47,714.24</b>	<b>67,864.32</b>	
<b>Total: Prem 1 - Bldg 1</b>			<b>2,827.98</b>	<b>115,578.56</b>				<b>47,714.24</b>	<b>67,864.32</b>	

**Labor Minimums Applied**

	QUANTITY	UNIT	TAX	RCV	AGE/LIFE	COND.	DEP %	DEPREC.	ACV	
19. Acoustic ceiling tile labor minimum										
	1.00	EA	182.52	0.00	182.52	0/NA	Avg.	0%	(0.00)	182.52
<b>Totals: Labor Minimums Applied</b>			<b>0.00</b>	<b>182.52</b>				<b>0.00</b>	<b>182.52</b>	
<b>Line Item Totals: SAG06292_ WINDSOR</b>			<b>2,827.98</b>	<b>115,761.08</b>				<b>47,714.24</b>	<b>68,046.84</b>	

[%] - Indicates that depreciate by percent was used for this item

[M] - Indicates that the depreciation percentage was limited by the maximum allowable depreciation for this item

**Grand Total Areas:**

0.00 SF Walls	0.00 SF Ceiling	0.00 SF Walls and Ceiling
0.00 SF Floor	0.00 SY Flooring	0.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	0.00 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
11,140.63 Surface Area	111.41 Number of Squares	428.25 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



## Signature Adjustment Group LLC

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503 E Nifong Blvd, #146,  
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(877) SAG-LLC1  
homeoffice@sagllc.com

### Summary for Premises 1 - Building 1

Line Item Total		112,933.10
Material Sales Tax		2,827.98
<b>Replacement Cost Value</b>		<b>\$115,761.08</b>
Less Depreciation		(47,714.24)
<b>Actual Cash Value</b>		<b>\$68,046.84</b>
Less Deductible	[Full Deductible = 88,975.00]	(68,046.84)
<b>Net Claim</b>		<b>\$0.00</b>
Total Depreciation		47,714.24
Less Residual Deductible		(20,928.16)
Total Recoverable Depreciation		26,786.08
<b>Net Claim if Depreciation is Recovered</b>		<b>\$26,786.08</b>

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Corry Jaquess, AIC  
General Adjuster



**3.0 Salary Increase for Current Paraprofessionals**

## Salary Increase for Current Paraprofessionals

The following matrix below outlines 10 instructional paraprofessionals that may qualify for an additional hourly wage adjustment. These 10 instructional paraprofessionals have been here more than one year as of January 1, 2023. The following information is helpful when viewing the matrix below:

- The hourly wage for an Instructional Paraprofessional/Academic Support is higher than an Instructional Paraprofessional because of the increased levels of responsibilities.
- The asterisks in the last column are Instructional Paraprofessionals that accepted a lower hourly wage, in lieu of getting a substitute license and receive a higher hourly wage.
- The 5<sup>th</sup> column represents the number of years that the staff member has been employed. The 6<sup>th</sup> column is the percentage increase based on the number of years multiplied by 2.25% (the amount of increase per year, similarly outlined on the Teacher Placement Matrix for placement).

	Date of Hire	Role	Current Salary	1/1/23	2.25% / Year	New Hourly Rate	
1	8/8/18	Instructional Paraprofessional	\$ 14.61	4.40	9.9%	\$ 16.06	*
2	8/8/18	Instructional Paraprofessional/Academic Support	\$ 19.00	4.40	9.9%	\$ 20.88	
3	8/8/19	Instructional Paraprofessional	\$ 15.00	3.40	7.7%	\$ 16.16	
4	8/5/20	Instructional Paraprofessional	\$ 15.00	2.41	5.4%	\$ 15.81	
5	8/5/20	Instructional Paraprofessional	\$ 15.00	2.41	5.4%	\$ 15.81	
6	9/21/20	Instructional Paraprofessional	\$ 15.00	2.28	5.1%	\$ 15.77	
7	8/4/21	Instructional Paraprofessional	\$ 15.00	1.41	3.2%	\$ 15.48	
8	8/4/21	Instructional Paraprofessional	\$ 15.00	1.41	3.2%	\$ 15.48	
9	8/10/21	Instructional Paraprofessional/Academic Support	\$ 19.00	1.39	3.1%	\$ 19.59	
10	8/11/21	Instructional Paraprofessional	\$ 14.61	1.39	3.1%	\$ 15.06	*
11	1/26/22	Instructional Paraprofessional	\$ 15.00	0.93			
12	3/15/22	Instructional Paraprofessional	\$ 15.00	0.80			
13	4/11/22	Instructional Paraprofessional	\$ 15.00	0.73			
14	8/16/22	Instructional Paraprofessional	\$ 15.00	0.38			
15	8/26/22	Instructional Paraprofessional	\$ 15.00	0.35			
16	8/26/22	Instructional Paraprofessional	\$ 15.00	0.35			
17	9/21/22	Instructional Paraprofessional	\$ 15.00	0.28			
18	10/6/22	Instructional Paraprofessional	\$ 15.00	0.24			
19	10/24/22	Instructional Paraprofessional	\$ 15.00	0.19			
20	11/7/22	Instructional Paraprofessional	\$ 15.00	0.15			
21	11/28/22	Instructional Paraprofessional	\$ 15.00	0.09			
22	11/28/22	Instructional Paraprofessional	\$ 15.00	0.09			
23	11/28/22	Instructional Paraprofessional	\$ 15.00	0.09			
24	11/28/22	Instructional Paraprofessional	\$ 15.00	0.09			





**4.0 First Read Policies**

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

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

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

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

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Windsor Charter Academy Executive Board  
Adopted: February 2023

#### Legal References

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

#### Cross References

GCE-GCF-R, Professional Staff Recruiting/Hiring



## ADMINISTRATION OF MEDICAL MARIJUANA TO QUALIFIED STUDENTS

The Executive Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, Windsor Charter Academy restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours.

Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Executive Board's policy concerning the administration of medications to students.

### Definitions

For purposes of this policy, the following definitions shall apply:

1. "~~Off-campus~~**Designated location**" means a location ~~approved-identified~~ in writing by the Windsor Charter Academy in its sole discretion and ~~shall not~~ **may** include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school-sponsored event in Colorado.
2. "**Medical marijuana**" means a cannabis product with a delta-9 tetrahydrocannabinol (THC) concentration greater than 0.3 percent.
3. "Permissible form of medical marijuana" means non-smokeable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or under other specific circumstances. However, this may only be approved on a case-by-case basis as determined by the Windsor Charter Academy when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student's primary caregiver to the Executive Director, who may authorize such a

request after consultation with appropriate medical personnel chosen by the Windsor Charter Academy.

4. "Primary caregiver" means the qualified student's parent, ~~or~~ legal guardian **or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver.** In no case shall another student or a staff member be recognized as a primary caregiver, unless the staff member is the student's parent/guardian. Any primary caregiver seeking access to school or Windsor Charter Academy property, a school bus, or school-sponsored event for purposes of this policy must comply with the Executive Board's policy and/or procedures concerning visitors to schools and all other applicable policies.

"Qualified student" means a student who holds a valid ~~registration~~ **recommendation for medical marijuana from a licensed physician and is registered with** ~~from the state of Colorado (license issued by the Colorado Department of Public Health and Environment)~~ for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

### **Permissible Administration of Medical Marijuana to a Qualified Student by a Primary Caregiver**

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student ~~off campus before or during school hours only~~ **in a designated location** if all of the following parameters are met:

1. The qualified student's parent/guardian ~~provides~~ **has provided** the school with a copy of the student's valid **recommendation for medical marijuana from a licensed physician and valid** registration from the state of Colorado authorizing the student to receive medical marijuana
2. Windsor Charter Academy prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, ~~a plan for checking the student out and leaving campus for this purpose~~ **designated location(s), instructions or treatment plan for administration from one of the student's recommending physicians**, and any **additional** protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan shall be signed by the school administrator, the qualified student (if capable) and the qualified student's parent/guardian.
3. The qualified student's parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance and use of medical marijuana under state law, and releases the Windsor

Charter Academy from liability for any injury that occurs pursuant to this policy.

4. The qualified student's **parent/guardian or** primary caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student.
5. Windsor Charter Academy determines, in its sole discretion, ~~that a~~**the** ~~designated~~ location and method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students.

~~After administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver shall ensure that no marijuana is maintained on Windsor Charter Academy school property and buildings, school buses/vehicles, or school-sponsored events.~~ **Either Windsor Charter Academy determines, in its sole discretion, the location of locked storage container to store the qualified student's medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency, or after administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver shall remove any remaining marijuana from Windsor Charter Academy school property and buildings, school buses/vehicles, or school-sponsored events.**

### **Additional Parameters**

~~School personnel shall not administer or hold medical marijuana in any form. This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or Windsor Charter Academy property, a school bus or at a school-sponsored event to administer medical marijuana.~~

This policy shall not apply to school property and buildings, school buses/vehicles, or school-sponsored events - located on federal property or any other location that prohibits marijuana on its property.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Executive Board policy concerning drug and alcohol involvement by students or other Executive Board policy and may subject the student to disciplinary



consequences, including suspension and/or expulsion, in accordance with applicable Executive Board policy.

If Windsor Charter Academy's federal funds are jeopardized by this policy, the Executive Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted. Windsor Charter Academy shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

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Windsor Charter Academy Executive Board

Adopted: June 2019

**February 2023**

Legal Reference

Colo. Const. Art XVIII, Section 14

**C.R.S. 22-1-119.3 (3) (a)**

C.R.S. 22-1-119.3 (3) (c) (d)

C.R.S. 22-1-119.3 (3)(d)(III)

Cross References

JICH Drug and Alcohol Involvement by Students

JKD/JKE Suspension/Expulsion of Students

JLCD Administering Medications to Students

JLCE First Aid and Emergency Medical Care



**5.0 Second Read Policies**





## USE OF VIDEO AND AUDIO MONITORING—REGULATION

### Placement and Notification

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

### Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the Director of Curriculum, Instruction or Innovation or designee. The use of video surveillance equipment on school vehicles also shall be supervised and controlled by the Curriculum, Instruction or Innovation or designee.
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action.

Disciplinary action shall be consistent with applicable Executive Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.

3. The Head of School Security will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, Executive Board policies and/or school rules.

## **Storage & Security**

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

## **Viewing Requests**

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

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or school officials with a direct interest in the recording as authorized by the designated administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing must be made to the designated administrator within 5 business days of the date of recording.
3. Approval or denial for viewing will be made within 5 business days of receipt of the request and so communicated to the requesting individual.

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

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Windsor Charter Academy Executive Board  
Adopted: March 2019  
January 2023

#### Legal References

20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974)  
34 C.F.R. §99.1 et seq. (FERPA regulations)  
C.R.S. 24-72-113 (Limit on retention of passive surveillance records)

#### Cross References

GBEB Staff Conduct and Responsibilities  
JIC Student Conduct and Sub-Codes  
JK Student Discipline and Sub-Codes  
JRA/JRC Student Records/Release of Information on Students



**6.0 Financials**

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## Committee

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

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

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

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## Agenda 12.14.22

### Meeting called to order 4:03pm

1. Review November 2022 Financials
  - a. Rev & Exp
  - b. Balance Sheet
  - c. Student Fund Financials
  - d. Food Service Detail
  - e. Fundraising Detail
  - f. Credit Card Statement
  - g. Check and Debit Register
  - h. Motion to approve the November financials by Sara, seconded by Donna, motion passes unanimously.**
  
2. Review Amended Budget for paraprofessional raises
  - a. Finance committee does not recommend raises for paraprofessionals at this time. FC recommends an analysis of the salary schedules for the whole school, to ensure equitable increases for all staff and for fiscal sustainability.**
  
3. Next Meeting **Wednesday January 18th, 4:00pm**

**Meeting adjourned at 5:03 pm**

## November 2022 Financial Highlights

As of November 30th, 2022, we are 5 months through the year, revenues and expenditures should be approximately 41.67% of budget

- **Total GF Revenue is \$6,548,487 (42.88%)**
  - Fees collection is at 94%
  - PPR is at expected
  
- **Total GF Expenses are \$5,789,675 (37.99%)**
  - Expenses are running at expected
  - Insurance, curriculum, testing are front loaded expenditures
  - Addition of Firebird Facility Expense and reimbursement line item to keep track of Bond related expenses and reimbursement based on pay applications submitted monthly- beginning March 2023.
  
- **Balance Sheet Notes**
  - GF Checking Account Balance: \$ 2,727,871
  - Health Insurance Checking Balance: \$615,176
  - COLOTRUST Investment Balance: \$2,202,907
  - FirstBank Savings: \$ 753,397
  - SF Checking Account Balance: \$ 340,391
  
- **As of 11/30/22~ Days Cash on Hand: 166.6**
  
- **Check-Debit Register Notes (Reviewed monthly in detail by FC)**
  - Checks in the 1000 range are general fund
  - Checks in the 10111 range are actual medical costs
  - Checks in the 90000 range are student fund
  - Issuances beginning with a date (22821111) are auto pays or debits
    - American Fidelity, UMR, Delta, Lincoln, Eyemed, OptumRX are benefit related
    - Isolved, PERA, Voya, Security Benefit represent payroll items

# Rev and Exp as of 11.30.22

Printed: 12/14/2022 11:29 AM  
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	26,431.09	7,665.51	10,000.00	(16,431.09)	264.31	
1700 Pupil Activities	79,913.99	2,729.99	82,944.00	3,030.01	96.35	
1900 Other Revenue from Local Sources	26,657.06	4,114.25	122,280.00	95,622.94	21.80	
3900 Other Revenue From State Sources	261,644.49	28,867.08	600,900.00	339,255.51	43.54	
5200 Interfund Transfers	0.00	0.00	14,400.00	14,400.00	0.00	
5600 Direct Allocations	6,153,840.03	1,230,768.00	14,442,662.00	8,288,821.97	42.61	
<b>I Revenue</b>	<b>6,548,486.66</b>	<b>1,274,144.83</b>	<b>15,273,186.00</b>	<b>8,724,699.34</b>	<b>42.88</b>	* Account Type
0100 Salaries	2,691,335.45	663,112.64	7,865,901.00	5,174,565.55	34.22	
0200 Employee Benefits	1,143,281.38	261,905.77	2,989,681.00	1,846,399.62	38.24	
0300 Purchased Professional and Technical Services	40,166.89	9,405.27	86,200.00	46,033.11	46.60	
0400 Purchased Property Services	737,570.21	139,227.24	1,864,019.00	1,126,448.79	39.57	
0500 Other Purchased Services	704,322.88	115,677.26	1,709,575.00	1,005,252.12	41.20	
0600 Supplies	258,552.24	10,240.68	359,875.35	101,323.11	71.84	
0700 Property	131,747.92	1,678.36	277,570.00	145,822.08	47.46	
0800 Other Objects	82,698.29	60,035.54	86,600.00	3,901.71	95.49	
<b>X Expense</b>	<b>5,789,675.26</b>	<b>1,261,282.76</b>	<b>15,239,421.35</b>	<b>9,449,746.09</b>	<b>37.99</b>	* Account Type
<b>11 Charter School</b>	<b>(758,811.40)</b>	<b>(12,862.07)</b>	<b>(33,764.65)</b>	<b>725,046.75</b>	<b>2,247.35</b>	Fund

# Rev and Exp as of 11.30.22

Printed: 12/14/2022 11:29 AM  
Windsor Charter Academy

Food Service Fund 21						
Account Type	I	Revenue				
Source of Revenue/Objec	1600	Food Services				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1600 Food Services	106,475.50	0.00	416,712.50	310,237.00	25.55	
1900 Other Revenue from Local Sources	18,728.78	1,794.50	63,500.00	44,771.22	29.49	
3900 Other Revenue From State Sources	70,855.53	0.00	168,797.35	97,941.82	41.98	
<b>I Revenue</b>	<b>196,059.81</b>	<b>1,794.50</b>	<b>649,009.85</b>	<b>452,950.04</b>	<b>30.21</b>	* Account Type
0100 Salaries	90,975.87	22,500.48	239,629.97	148,654.10	37.97	
0200 Employee Benefits	23,718.08	5,853.77	128,432.85	104,714.77	18.47	
0500 Other Purchased Services	66,213.96	22,467.92	148,323.35	82,109.39	44.64	
0600 Supplies	26,876.65	0.00	146,063.44	119,186.79	18.40	
<b>X Expense</b>	<b>207,784.56</b>	<b>50,822.17</b>	<b>662,449.61</b>	<b>454,665.05</b>	<b>31.37</b>	* Account Type
<b>21 Food Service Fund</b>	<b>11,724.75</b>	<b>49,027.67</b>	<b>13,439.76</b>	<b>1,715.01</b>	<b>87.24</b>	Fund



# Rev and Exp as of 11.30.22

Printed: 12/14/2022 11:29 AM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
<b>1900 Other Revenue from Local Sources</b>	439,789.94	33,777.41	0.00	(439,789.94)	0.00	
<b>I Revenue</b>	439,789.94	33,777.41	0.00	(439,789.94)	0.00	* Account Type
<b>0600 Supplies</b>	108,690.17	14,289.18	295,073.76	186,383.59	36.83	
<b>X Expense</b>	108,690.17	14,289.18	295,073.76	186,383.59	36.83	* Account Type
<b>23 Pupil Activity Fund</b>	<u>(331,099.77)</u>	<u>(19,488.23)</u>	295,073.76	626,173.53	-112.21	Fund

# Rev and Exp as of 11.30.22

Printed: 12/14/2022 11:29 AM  
Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	30,460.13	8,270.89	0.00	(30,460.13)	0.00	
1900 Other Revenue from Local Sources	590,766.66	115,733.34	0.00	(590,766.66)	0.00	
2000 Revenue from Intermediate Sources	5,417.96	1,209.69	0.00	(5,417.96)	0.00	
I Revenue	626,644.75	125,213.92	0.00	(626,644.75)	0.00	* Account Type
0800 Other Objects	878,186.57	420.04	0.00	(878,186.57)	0.00	
X Expense	878,186.57	420.04	0.00	(878,186.57)	0.00	* Account Type
61 Building Corporation	251,541.82	(124,793.88)	0.00	(251,541.82)	0.00	Fund
<b>Report Total:</b>	<b>826,644.60</b>	<b>108,116.51</b>	<b>(274,748.87)</b>	<b>(1,101,393.47)</b>	<b>-300.87</b>	

# Balance Sheet

Printed: 12/14/2022 11:29 AM  
Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		2,564,911.84	162,958.93	2,727,870.77	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		713,756.64	(98,580.50)	615,176.14	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,195,983.93	6,922.83	2,202,906.76	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		652,515.89	661.47	653,177.36	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,139.01	81.21	100,220.22	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		82.21	0.00	82.21	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Accounts Receivable GF		49,886.70	0.00	49,886.70	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>		<b>6,277,978.89</b>	<b>72,043.94</b>	<b>6,350,022.83</b>	* Account Class
<b>Liabilities</b>						
	Accounts Payable		(57,387.66)	(63,536.67)	(120,924.33)	11-950-00-0000-7421-000-0000
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7421-000-0000
	Accrued Salaries		(155.33)	1,508.40	1,353.07	11-950-00-0000-7461-000-0000
	BOCES Tuition Deduction		(583.33)	0.00	(583.33)	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(793.57)	0.00	(793.57)	11-950-00-0000-7482-000-0000-9393
	PERA & Life Liab		0.88	0.30	1.18	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		(58,972.77)	(14,889.63)	(73,862.40)	11-950-05-0000-7471-000-0000
	Unearned Rev Liab- Food Service		(25,839.23)	(31,291.94)	(57,131.17)	11-950-31-0000-7482-000-0000
<b>7400</b>	<b>Liabilities</b>		<b>(144,531.01)</b>	<b>(108,209.54)</b>	<b>(252,740.55)</b>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Tabor Reserve		(415,000.00)	0.00	(415,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(4,935,195.63)	0.00	(4,935,195.63)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(783,252.25)	36,165.60	(747,086.65)	11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<b>(6,133,447.88)</b>	<b>36,165.60</b>	<b>(6,097,282.28)</b>	* Account Class
<b>11</b>	<b>Charter School</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Fund

# Balance Sheet

Printed: 12/14/2022 11:29 AM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
		SF Checking 1stBank	323,201.01	15,162.20	338,363.21	23-950-00-0000-8100-000-0000
		SF Checking Arbiter Athletic	4,604.05	(2,475.77)	2,128.28	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>327,805.06</u>	<u>12,686.43</u>	<u>340,491.49</u>	* Account Class
<b>Liabilities</b>						
		MSSH Activity Accts Payable	(15,133.52)	5,741.80	(9,391.72)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(15,133.52)</u>	<u>5,741.80</u>	<u>(9,391.72)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
		Activity Net Income/Loss	(311,611.54)	(19,488.23)	(331,099.77)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(311,611.54)</u>	<u>(19,488.23)</u>	<u>(331,099.77)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>1,060.00</u></u>	<u><u>(1,060.00)</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 12/14/2022 11:29 AM  
Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Bldg Corp Gain on 2021 Refunding		(367,750.60)	0.00	(367,750.60)	61-950-00-5100-8193-000-0000
	Bldg Corp Reserve Fund-2020		1,394,775.08	4,137.63	1,398,912.71	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		76,878.25	34,601.37	111,479.62	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021		973,589.56	2,888.16	976,477.72	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021		105,427.77	50,063.12	155,490.89	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021		68,685.54	33,103.60	101,789.14	61-950-65-0000-8105-000-0000-9393
<b>8100</b>	<b>Current Assets</b>		<u>2,251,605.60</u>	<u>124,793.88</u>	<u>2,376,399.48</u>	* Account Class
<b>Fixed Assets</b>						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(3,935,937.61)	0.00	(3,935,937.61)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>		<u>21,342,746.36</u>	<u>0.00</u>	<u>21,342,746.36</u>	* Account Class
<b>Liabilities</b>						
	Bldg Corp Premium on Bonds		(3,728,045.00)	0.00	(3,728,045.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(25,329,500.00)	0.00	(25,329,500.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(337,483.35)	0.00	(337,483.35)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(29,395,028.35)</u>	<u>0.00</u>	<u>(29,395,028.35)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Bldg Corp Unreserved Fund Bal		5,424,340.69	0.00	5,424,340.69	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		376,335.70	(124,793.88)	251,541.82	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>5,800,676.39</u>	<u>(124,793.88)</u>	<u>5,675,882.51</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>1,060.00</u>	<u>(1,060.00)</u>	<u>0.00</u>	

# A/P Check Register

Printed: 12/14/2022 10:25 AM

Windsor Charter Academy

Check Date: 11/1/2022 to 11/30/2022

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21203	24 Hour Sign Language Services	3	11/04/2022	3089	177.50	0.00	177.50
21117	Carolina Biological	3	11/04/2022	3090	157.74	0.00	157.74
21623	Colazio, Nadya	1	11/04/2022	3091	52.50	0.00	52.50
21015	Comcast Cable	3	11/04/2022	3092	642.55	0.00	642.55
218368	Fossil Creek Drywall	3	11/04/2022	3093	1,970.00	0.00	1,970.00
218775	Hitz, Cameron	3	11/04/2022	3094	80.00	0.00	80.00
21136	Home Depot Pro	3	11/04/2022	3095	1,481.78	0.00	1,481.78
218817	InfoArmor, Inc.	3	11/04/2022	3096	117.65	0.00	117.65
217754	IXL	3	11/04/2022	3097	825.00	0.00	825.00
218494	Jones, Elizabeth	1	11/04/2022	3098	125.00	0.00	125.00
21092	Lincoln National Life Insurance	3	11/04/2022	3099	1,602.54	0.00	1,602.54
217978	MODESTO, AMPELIA	3	11/04/2022	3100	420.00	0.00	420.00
21498	Purchase Power Pitney Bowes	3	11/04/2022	3101	301.50	0.00	301.50
21061	Security and Sound Design Inc	3	11/04/2022	3102	580.00	0.00	580.00
21093	Security Benefit	3	11/04/2022	3103	5,709.26	0.00	5,709.26
219083	SparksWillson, P.C.	1	11/04/2022	3104	62.50	0.00	62.50
21098	Staples Advantage	3	11/04/2022	3105	88.23	0.00	88.23
217892	T-Mobile	3	11/04/2022	3106	56.66	0.00	56.66
21074	UMB Bank	1	11/04/2022	3107	4,500.00	0.00	4,500.00
217638	UNCC	3	11/04/2022	3108	13.00	0.00	13.00
218953	Virtual College Counselors	1	11/04/2022	3109	1,000.00	0.00	1,000.00
21552	Airgas USA LLC	10	11/11/2022	3110	45.28	0.00	45.28
218195	Bimbo Bakeries USA	10	11/11/2022	3111	461.14	0.00	461.14
219129	Colorado Early College Food Services	10	11/11/2022	3112	1,300.00	0.00	1,300.00
21015	Comcast Cable	10	11/11/2022	3113	619.45	0.00	619.45
21136	Home Depot Pro	10	11/11/2022	3114	781.97	0.00	781.97
218011	Hospitality Supply Inc.	10	11/11/2022	3115	178.54	0.00	178.54
21269	JW Pepper	10	11/11/2022	3116	11.25	0.00	11.25
21109	Mail N Copy	10	11/11/2022	3117	120.00	0.00	120.00
21177	Pinnacol	10	11/11/2022	3118	2,961.00	0.00	2,961.00
21254	Republic Services Inc.	10	11/11/2022	3119	406.34	0.00	406.34
219085	Royal Crest Dairy Inc.	3	11/11/2022	3120	2,899.78	0.00	2,899.78
21059	School Health Supply	10	11/11/2022	3121	142.63	0.00	142.63
21681	Snappy Holdings LLC	10	11/11/2022	3122	13.80	0.00	13.80
21072	Town of Windsor	10	11/11/2022	3123	2,136.41	0.00	2,136.41
21078	Waste Management	10	11/11/2022	3124	698.73	0.00	698.73
21120	Weld RE-4 School District	10	11/11/2022	3125	131.11	0.00	131.11
21079	Wells Fargo Financial Leasing	10	11/11/2022	3126	3,730.04	0.00	3,730.04
218535	FirstBank	8	11/11/2022	3127	19,319.29	0.00	19,319.29
21080	Ace Hardware WCA	16	11/18/2022	3128	251.91	0.00	251.91
21353	Aims Community College	16	11/18/2022	3129	366.00	0.00	366.00
21009	Brooms N More Inc	16	11/18/2022	3130	488.20	0.00	488.20
218383	Brown Property Services LLC	14	11/18/2022	3131	805.00	0.00	805.00
21175	Counter Trade	16	11/18/2022	3132	1,034.00	0.00	1,034.00
217633	Diversified Underground Inc.	16	11/18/2022	3133	540.00	0.00	540.00
21140	EON Office	16	11/18/2022	3134	49.34	0.00	49.34
219245	Fulton, Todd and Jarae	17	11/18/2022	3135	31.00	0.00	31.00
21136	Home Depot Pro	17	11/18/2022	3136	900.02	0.00	900.02
21616	Jostens	16	11/18/2022	3137	12.40	0.00	12.40
21269	JW Pepper	16	11/18/2022	3138	127.91	0.00	127.91
21131	Knowledge Bound	16	11/18/2022	3139	11.98	0.00	11.98
219246	Minne, Matthew and Brittney	17	11/18/2022	3140	13.75	0.00	13.75
219247	Munoz, Thomas and Mandricia	17	11/18/2022	3141	16.50	0.00	16.50
219170	Winn, Phil	16	11/18/2022	3142	25.00	0.00	25.00
219248	████████ payroll-confidential	28	11/28/2022	3143	1,508.40	0.00	1,508.40
218208	OptumRX	5	11/07/2022	10647	11,929.19	0.00	11,929.19
218208	OptumRX	5	11/07/2022	10648	8.60	0.00	8.60

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218338	Save your Sole Foot and Ankle	5	11/14/2022	10649	104.98	0.00	104.98
218774	Family Physicians	5	11/14/2022	10650	3.00	0.00	3.00
218208	OptumRX	5	11/21/2022	10651	2,634.21	0.00	2,634.21
218208	OptumRX	5	11/21/2022	10652	14.40	0.00	14.40
218634	UC Health Medical Group	5	11/21/2022	10653	19.07	0.00	19.07
218488	Horizon Laboratory LLC	5	11/21/2022	10654	120.19	0.00	120.19
21416	Walgreens	5	11/21/2022	10655	128.99	0.00	128.99
218762	Associates in Family Medicine	5	11/21/2022	10656	288.76	0.00	288.76
218774	Family Physicians	5	11/30/2022	10657	171.63	0.00	171.63
217721	BSN Sports	3	11/04/2022	90904	2,136.15	0.00	2,136.15
21117	Carolina Biological	3	11/04/2022	90905	49.25	0.00	49.25
217814	ExpressToll	3	11/04/2022	90906	39.20	0.00	39.20
21115	Flinn Scientific, Inc	3	11/04/2022	90907	19.05	0.00	19.05
219190	Howe Eventful Inc.	3	11/04/2022	90908	525.00	0.00	525.00
219238	Thornton High School	3	11/04/2022	90909	325.00	0.00	325.00
218395	VEX Robotics	3	11/04/2022	90910	2,445.60	0.00	2,445.60
21120	Weld RE-4 School District	3	11/04/2022	90911	1,169.17	0.00	1,169.17
21119	Garretsons Sport Center	10	11/11/2022	90912	204.00	0.00	204.00
21109	Mail N Copy	10	11/11/2022	90913	456.00	0.00	456.00
219007	University High School	10	11/11/2022	90914	50.00	0.00	50.00
21120	Weld RE-4 School District	10	11/11/2022	90915	163.88	0.00	163.88
218535	FirstBank	8	11/11/2022	90916	8,401.22	0.00	8,401.22
21124	Blick Art Materials	16	11/18/2022	90917	169.57	0.00	169.57
217721	BSN Sports	16	11/18/2022	90918	25.91	0.00	25.91
21183	Elite Awards and Trophies	16	11/18/2022	90919	56.00	0.00	56.00
21119	Garretsons Sport Center	16	11/18/2022	90920	730.00	0.00	730.00
218363	K&W Printing, Inc.	16	11/18/2022	90921	127.50	0.00	127.50
219244	Montano, Fabricio	16	11/18/2022	90922	40.00	0.00	40.00
217971	Northwest Parkway	16	11/18/2022	90923	24.00	0.00	24.00
21088	American Fidelity	7	11/30/2022	113022111	2,949.65	0.00	2,949.65
21088	American Fidelity	7	11/30/2022	113022222	929.16	0.00	929.16
21088	American Fidelity	7	11/30/2022	113022333	14,466.51	0.00	14,466.51
21084	PERA	7	11/30/2022	113022444	2,684.00	0.00	2,684.00
21084	PERA	7	11/30/2022	113022555	1,849.48	0.00	1,849.48
219124	ISolved Inc.	7	11/30/2022	113022666	588,282.44	0.00	588,282.44
21084	PERA	7	11/30/2022	113022888	218,013.16	0.00	218,013.16
21088	American Fidelity	7	11/30/2022	113033999	251.00	0.00	251.00
218205	Delta Dental of Colorado	29	11/01/2022	110122115	6,546.65	0.00	6,546.65
217847	US Foods Inc.	5	11/02/2022	110222490	1,660.59	0.00	1,660.59
217847	US Foods Inc.	5	11/02/2022	110222881	1,861.42	0.00	1,861.42
218207	UMR Health	5	11/07/2022	110722362	49,117.26	0.00	49,117.26
218208	OptumRX	5	11/07/2022	110722416	4,187.91	0.00	4,187.91
217847	US Foods Inc.	5	11/09/2022	110922490	2.00	0.00	2.00
217847	US Foods Inc.	5	11/09/2022	110922881	2,688.50	0.00	2,688.50
217847	US Foods Inc.	5	11/10/2022	111022490	1,787.85	0.00	1,787.85
218208	OptumRX	5	11/14/2022	111422543	6,245.26	0.00	6,245.26
217847	US Foods Inc.	5	11/15/2022	111522490	38.67	0.00	38.67
21156	Xcel Energy	3	11/15/2022	111522888	12,953.92	0.00	12,953.92
217847	US Foods Inc.	5	11/16/2022	111622490	1,317.74	0.00	1,317.74
217847	US Foods Inc.	5	11/16/2022	111622881	2,572.51	0.00	2,572.51
218208	OptumRX	5	11/21/2022	112122657	18,344.03	0.00	18,344.03
217847	US Foods Inc.	5	11/21/2022	112122881	99.13	0.00	99.13
21459	CBIZ	6	11/22/2022	112222154	250.00	0.00	250.00
217847	US Foods Inc.	5	11/23/2022	112322490	1,746.36	0.00	1,746.36
217847	US Foods Inc.	5	11/23/2022	112322881	1,342.25	0.00	1,342.25
217847	US Foods Inc.	5	11/25/2022	112522881	101.28	0.00	101.28
218208	OptumRX	5	11/28/2022	112822717	5,622.59	0.00	5,622.59



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218208	OptumRX	5	11/30/2022	113022322	3,746.12	0.00	3,746.12
217847	US Foods Inc.	5	11/30/2022	113022490	1,398.45	0.00	1,398.45
218535	FirstBank	6	11/30/2022	113022803	50.00	0.00	50.00
217847	US Foods Inc.	5	11/30/2022	113022881	1,906.16	0.00	1,906.16
<b>Report Totals</b>					<u>\$1,049,693.15</u>	<u>\$0.00</u>	<u>\$1,049,693.15</u>