

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### **January Regular Session**

January 23, 2020

**Elementary  
School**

*680 Academy Ct.  
Windsor, CO 80550*

**Middle  
School**

*810 Automation Dr.  
Windsor, CO 80550*

**Early  
College  
High School**

*810 Automation Dr.  
Windsor, CO 80550*

January 23, 2020

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

## **Executive Board**

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

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

## **Agenda**

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

## **VISION STATEMENT**

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

## **MISSION STATEMENT**

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



GROWING LIFE-LONG LEARNERS

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

**Executive Board Minutes  
January 23, 2020**

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

**1.0 Board Governance**

**1.0 Opening of the Meeting**

**1.1 Call to Order**

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

**1.2 Roll Call**

***Executive Board Members Present***

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

***Staff Present***

Rebecca Teeples, Executive Director  
Kelly Seilbach

**1.3 Pledge of Allegiance**

**1.4 Mission Statement**

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

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### **1.5 Adoption of Agenda**

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

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

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

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

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## **2.0 Citizen Communication**

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

## **3.0 Reports**

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

#### ***Work in Our Schools***

- **System Wide**
  - **Lottery:**
    - The lottery for our schools has begun. Open spots across grade levels have been offered and filled. Currently, we have 680 on our wait lists across the schools.

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

Overall, we received positive feedback from parents and families!
  - **The Firebird Word:** This week, we launched our new blog-style newsletter for each school called "The Firebird Word". The way our families engage is changing and we want to meet their needs. The benefits of having a web-based newsletter format include:

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

basic format of the program. Student participants and staff advisors have been selected.

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

### Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
January 24 <sup>th</sup>	8:15 a.m.	Coffee with Leadership	MS/HS Media Center
January 24 <sup>th</sup>	8:30 a.m.	3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Grade Honor Roll Assembly	ES Gymnasium
January 27 <sup>th</sup>	3:45 p.m.	SAC Committee Meeting	ES PD Room

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

### 3.2 Executive Board Reports

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

## 4.0 Items for Information

### 4.1 Staffing for 2020-2021 School Year

### 4.2 Board Professional Development

## 5.0 Items for Action

### 5.1 Job Description: Instructional Coach

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

### 5.2 Policy JKD JKE Suspensions and Expulsions, First Read

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

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

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

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

### 5.4 Policy JICI Weapons in School, First Read

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

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

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

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

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

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

### **5.6 Bid for Art Room Flooring**

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

## **6.0 Consent Agenda**

### **6.1 Personnel**

#### ***Appointments***

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

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

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

### **6.2 Financials**

- December 2019
- January 2020

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

## 7.0 Executive Session

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

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

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

## 8.0 Adjournment

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



# **Appendix**



## December 19, 2019 Minutes

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

### 1.0 Board Governance

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

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

##### 1.2 Roll Call

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

John Feyen, Executive Board President  
Kevin Albertsen, Executive Board Secretary  
Sherry Bartmann, Executive Board Member  
Jenny Ojala, Executive Board Member  
Jim Zacheis, Executive Board Member

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

Rebecca Teeples, Executive Director

##### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

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

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### 1.5 Adoption of Agenda

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

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### 1.6 Adoption of the Minutes

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

## 2.0 Citizen Communication

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

## 3.0 Reports

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### 3.1 Executive Director's Report

#### *Work in Our Schools*

- **System Wide**

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

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

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

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



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

### **Executive Board Calendar**

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

### **3.2 Executive Board Reports**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## **4.0 Items for Information**

### **4.3 Board Professional Development**

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## **6.0 Items for Action**

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

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

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

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

## **5.3 High School Textbooks Adoption**

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

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

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

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

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

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

# **6.0 Consent Agenda**

## **6.1 Personnel**

### ***Appointments***

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

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

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

## **6.2 Second Read Policies**

- Policy JICH-R Student Involvement with Drugs and Alcohol

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

## **7.0 Executive Session**

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

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

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

## **8.0 Adjournment**

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



**5.0 Financials**



## 2.0 Job Description



## **JOB DESCRIPTION**

### **Instructional Coach**

#### **Summary**

Responsible for coaching educators and teams to improve outcomes for students by providing job-embedded professional development that is differentiated, collaborative, and reflective. Responsibilities include collaborating with teams and PLC/data groups to implement School Improvement Plans and partnering with educators so that students meet or exceed Colorado Academic Standards.

#### **Essential Duties and Responsibilities**

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

#### **Description of Job Tasks**

- Demonstrate a commitment to:
  - Understand, appreciate, and make accommodations for student diversity.
  - Include and engage families in the student's education.
  - Support all Windsor Charter Academy policies, procedures, and expectations.
  - Provide personal and professional excellence.
- Actively participate and collaborate in:
  - Department meetings, team building activities, and discussions.
  - Professional growth opportunities.
  - Improving student outcomes and enhancing instruction by working with teachers, support personnel, administrators, and colleagues.
- Support educators in all areas of classroom instruction and environment, including instructional strategies, student engagement strategies, classroom management, assessment, and curriculum and partner to engage in instructional coaching cycles.
- Provide organized, individual, and/or group learning opportunities.
- Design, coach, and provide support for educators to:
  - Develop instruction aligned with district and state standards.
  - Design assessment tasks that allow students to demonstrate understanding in a variety of ways.
  - Use data to give meaningful feedback and modify instruction.
- Facilitate and participate in building PLCs/teams and provide research, tools, and resources to support school MTSS and other student support efforts to improve student outcomes.
- Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

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

- Bachelor's degree required; master's degree preferred
- A minimum of three years of teaching experience required
- Instructional coaching and cognitive coaching experience preferred

**Licenses, Registrations or Certifications**

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

**Technical Skills, Knowledge & Abilities**

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

**Materials and Equipment Operating Knowledge**

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



### Physical Requirements & Working Conditions

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

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

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

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



### **3.0 First Read Policies**

## Policy JKD JKE



**SUSPENSION AND**

**EXPULSION**

### 1. Definitions

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

## Policy JKD JKE

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

### **2. Due Process Policy**

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

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

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

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

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

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

## Policy JKD JKE

### **Other Disciplinary Interventions**

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

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

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

### **Delegation of Authority**

**The Executive Board delegates to the Executive Director the power to suspend a student for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1)(a), (1)(b), (1)(c) or (1)(e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law, but the total period of suspension shall not exceed 25 school days. The Executive Board delegates to the Executive Director the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Executive Board.**

**Unless otherwise determined by the Executive Board, the Executive Board delegates to the Executive Director the authority to deny admission to or expel for any period not extending beyond one year any student whom the Executive Director, in accordance with the limitations imposed by Title 22,**

## Policy JKD JKE

**Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at Windsor Charter Academy. The Executive Director shall render a written opinion within five days after a hearing is conducted on the expulsion matter.**

**Expulsions will be reported to the Executive Board. Such denial of admission or expulsion by the Executive Director shall be subject to appeal to the Executive Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Executive Board.**

### 3. Grounds for Suspension or Expulsion

In addition to those grounds set forth in Policy JICDA, according to Colorado Revised Statutes 22-33-106 (1)(a-g), ~~and 22-12-105 (3)~~, students enrolled at Windsor Charter Academy may be suspended or expelled for the following conduct while in school buildings, on school property, when being transported in vehicles dispatched by Windsor Charter Academy, during school-sponsored activity or event; off school property when the conduct has a reasonable connection to Windsor Charter Academy curricular or non-curricular activity or event.

- A. Continued willful disobedience or open and persistent defiance of proper authority.
- B. Willful destruction or defacing of school property.
- C. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students.
- D. Declaration as a habitually disruptive student.
- E. Repeated interference with the school's ability to provide educational opportunities to other students.
- F. The commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would **be robbery pursuant to C.R.S 18-4-301 or assault pursuant to C.R.S. 18-3- 201, other than the commission of an act that would be third-degree assault under C.R. S. 18-3-204 if committed by an adult.**

**Commented [BDC1]:** After a quick glance at JICDA, I don't think all of the items there constitute grounds for suspension or expulsion—at least for a single offense (i.e., violating dress code). We may want to visit that policy as well.

**Commented [BDC2]:** This is covered in 22-33-106(1)(g). We can leave it, but it is redundant.

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## Policy JKD JKE

- G. Possession of a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned events, without the authorization of Windsor Charter Academy.

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

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

- H. The use, possession or sale of a drug or controlled substance as defined in C.R.S. 18-18-102(5) on school grounds, in a school vehicle or at a school activity or sanctioned event.
- I. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.

- J. ~~Failure to comply with the immunization requirements, as specified in Part 9, Article 4, Title 25, C.R.S. Any suspension or expulsion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.~~

- K. Pursuant to C.R.S. 22-12-105(3), making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or to Windsor Charter Academy officials or personnel.

- L. ~~According to C.R.S. 22-33-106(2), subject to Windsor Charter Academy's responsibilities under the Exceptional Children's Education act and applicable federal law 101 (see policy JKB Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:~~

- ~~Physical or mental disability such that the child cannot reasonably benefit from the programs available.~~

**Deleted:** be robbery pursuant to C.R.S 18-4-301 or assault pursuant to C.R.S. 18-3-201, other than the commission of an act that would be third-degree assault under C.R. S. 18-3-204 if committed by an adult

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**Commented [BDC3]:** This is grounds for denial of admission under 22-33-106(3), but not suspension or expulsion.

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## Policy JKD JKE

- ~~Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.~~

M. Other violations of Windsor Charter Academy policy, including but not limited to Windsor Charter Academy's Discipline and Conduct Code.

**Commented [BDC4]:** I would suggest leaving this out of this particular policy.

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### Expulsion for Unlawful Sexual Behavior or Crime of Violence

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

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

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

**Deleted:** If the Executive Director deems that expulsion may be the appropriate disciplinary action, in accordance with this policy, the Executive Director will share the information with the superintendent of Weld R-4 District, its authorizer. Weld Re-4 Board of Education will make a determination if expulsion is an appropriate disciplinary action based on policy.

**Deleted: 4. Suspension from School¶**  
*Delegation of Authority.* The Executive Board delegates to any school principal of Windsor Charter Academy and their designees the power to suspend a student for up to five school days for grounds 3 (A through E) listed above and to suspend for up to ten school days for grounds 3(F through H), listed above. ¶

¶  
¶  
The Executive Board hereby delegates to the Executive Director or his/her designee the authority to extend a suspension for up to ten additional school days, and another ten days if necessary in order to present the issue of expulsion to the next meeting of the Weld Re-4 Board of Education, but the total period of suspension shall not exceed 25 school days.

Windsor Charter Academy Executive Board  
October 2017

Legal References  
C.R.S. 16-22-102(9)  
C.R.S. 18-1.3-406  
C.R.S. 18-3-202 et seq.  
C.R.S. 18-4-301 et seq.  
C.R.S. 18-9-124 (2)(a)  
C.R.S. 22-12-105 (3)

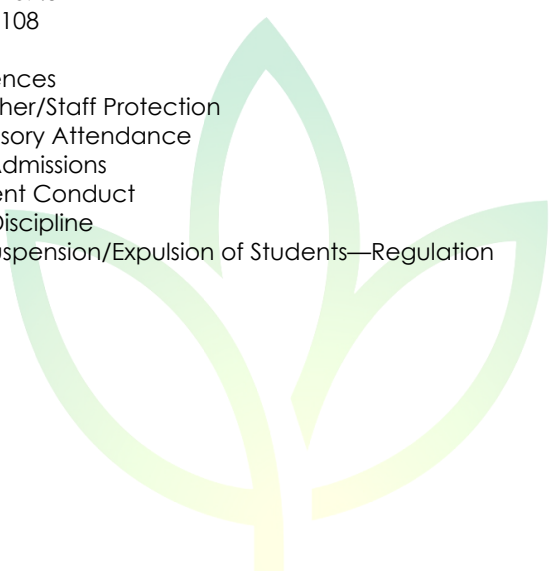


## Policy JKD JKE

C.R.S. 22-32-109.1 (2)(a)  
C.R.S. 22-32-109.1 (2)(a)(I)(E)  
C.R.S. 22-32-109.1 (3)  
C.R.S. 22-32-144  
C.R.S. 22-33-105  
C.R.S. 22-33-106  
C.R.S. 22-33-106.3  
C.R.S. 22-33-106.5  
C.R.S. 22-33-107  
C.R.S. 22-33-107.5  
C.R.S. 22-33-108

### Cross References

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





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

## **Procedure for Suspension**

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

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

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

## Expulsion or Denial of Admission from School

- A. Authority. ~~As written in Windsor Charter Academy's charter agreement with its authorizer, the Weld Re-4 Board of Education have the authority to expel a student from Windsor Charter Academy. Unless otherwise determined by the Weld Re-4~~**Executive Board** of Education in any particular case, the ~~Weld Re-4 Board of Education~~**Executive Board** delegates the power to expel and deny admission of students to the Superintendent **Executive Director** provided that at the next meeting of the Board, the Superintendent **Executive Director** shall report on each case acted upon, briefly describing the circumstances and the reason for the action given. ~~Windsor Charter Academy's Executive Board delegates the power to work with the Superintendent in matters of expulsion specific to Windsor Charter Academy to its Executive Director.~~
- B. The decision of the Superintendent **Executive Director** may, upon the written request of the student or parent(s)/guardian(s) within ten calendar days after receipt of the Superintendent's **Executive Director's** decision, be appealed to the ~~Weld Re-4 Board of Education~~**Executive Board**. Failure to request an appeal within ten calendar days shall result in a waiver of the

right to appeal, and the Superintendent's ~~Executive Director's~~ decision shall become final.

- C. When the student is beyond the compulsory attendance age, recommendation for expulsion may be avoided by a mutual agreement between the parent(s)/guardian(s) and building principal that the parent(s)/guardian(s) withdraw the student from school.
- D. Procedures for Expulsion or Denial of Admission
- i. The ~~Executive Director~~ **principal** may recommend to the ~~Superintendent~~ **Executive Director** that a student be expelled from or denied admission to school.
  - ii. The ~~Executive Director~~ **principal** shall make such recommendation in writing to the ~~Superintendent~~ **Executive Director**, setting forth his/her specific reasons for the recommendation.
  - iii. If the ~~Superintendent~~ **Executive Director** believes that there is a reasonable basis to support the ~~Executive Director's~~ **principal's** recommendation, he/she shall schedule the matter for a hearing and, in advance of the hearing, shall notify the parent(s)/guardian(s) of the child, in writing, as to the following matters: (a) the time and place of the hearing; (b) the fact that the ~~Executive Director~~ **principal** is recommending expulsion or denial of admission; (c) a statement of the basic facts on which the expulsion or denial of admission recommendation is based and a statement of the statutory and policy authority for the recommended expulsion or denial of admission; (d) a statement that the student and his/her parent(s)/guardian(s) may be present at the hearing and hear all information against him/her; that the student will have an opportunity to present relevant information in his/her own behalf, and that the student may be accompanied and represented by an attorney or other representative if he/she so chooses; and (e) a statement that failure of the student and his/her parent(s)/guardian(s) to attend said hearing or to be otherwise represented at said hearing will constitute a waiver of any further rights of the student in respect to the matter of the student's expulsion or denial of admission.
  - iv. If no hearing is requested by the student and his/her parent(s)/guardian(s), the ~~Superintendent~~ **Executive Director** may take action based upon the oral and written recommendation of the ~~Executive Director~~ **principal**.

## Policy JKD JKE-R

- v. No continuance of the hearing shall be granted except at the request of the student and his/her parent(s)/guardian(s) for good cause or in the event of an unavoidable emergency; and in any such case the continued hearing shall be set as soon as possible from the date of the original hearing.
- vi. The hearing shall be conducted by the ~~Superintendent~~ **Executive Director** or by his or her designee acting as a hearing officer, except that in those cases where the ~~Weld Re-4 Board of Education~~ **Executive Board** has determined not to delegate the authority to expel or deny the admission of any student in which case the ~~Board of Education~~ **Executive Board** shall conduct the hearing.
- vii. At the hearing, technical rules of evidence shall not be applicable and the ~~Superintendent~~ **Executive Director** or ~~Weld Re-4 Board of Education~~ **the Executive Board** may consider and give appropriate weight to such credible information as deemed appropriate; provided, that a recitation of any such information shall appear in the record and the student and his/her parent(s)/guardian(s) shall be informed of the nature of such information. In addition, the following procedures shall apply:
- Testimony which is repetitious, irrelevant, immaterial, scandalous, or impertinent may be limited.
  - Testimony of witnesses shall be presented under oath.
  - The student, his/her parent(s)/guardian(s), or his/her representative may question witnesses and may present testimony or evidence for consideration by the Superintendent but may not question the Superintendent.
  - An audio recording of the proceeding shall be kept so as to enable a transcript of the testimony to be prepared for purposes of an appeal.
  - If a hearing officer conducts the hearing, the hearing officer will make specific factual findings and will promptly submit to the ~~Superintendent~~ **Executive Director** those findings and a recommendation regarding the expulsion or denial of admission.
  - The ~~Superintendent~~ **Executive Director** will review the hearing officer's factual findings and recommendation, or if the ~~Superintendent~~ **Executive Director** or ~~Weld Re-4 Board of Education~~ **Executive Board** conducts the hearing, the ~~Superintendent~~ **Executive Director** or ~~Weld Re-4 Board of~~

~~Education~~**Executive Board** will make factual findings. The ~~Superintendent~~**Executive Director** or ~~Weld Re-4 Board of Education~~**Executive Board** shall render a written decision which includes findings of fact sufficient in content to apprise the student, his/her parent(s)/guardian(s), or a reviewing court of the factual basis for the decision. The written decision shall be rendered within five school days following the hearing, and shall be delivered to the student and his/her parent(s)/guardian(s) by personal delivery or by certified mail. In the event of an order of expulsion or denial of admission, the decision of the ~~Superintendent~~**Executive Director** shall include information for appeal to the ~~Weld Re-4 Board of Education~~**Executive Board** and the decision of the ~~Weld Re-4 Board of Education~~**Executive Board** shall include information for appeal to the court, as appropriate.

E. If an appeal of the ~~Superintendent's~~**Executive Director's** decision to the ~~Weld Re-4 Board of Education~~**Executive Board** is properly requested, the ~~Weld Re-4 Board of Education~~**Executive Board** shall review the record created at the hearing, the findings and recommendation of the ~~Superintendent~~**Executive Director**, and the ~~Superintendent's~~**Executive Director's** decision. The student may be represented by counsel at the appeal. Representatives of Windsor Charter Academy ~~and Weld Re-4 District~~ and the parent(s)/guardian(s) may make brief statements to the ~~Weld Re-4 Board of Education~~**Executive Board** but no new evidence shall be presented, unless such evidence was not reasonably discoverable at the time of the hearing. The ~~Weld Re-4 Board of Education~~**Executive Board** shall make a final determination regarding the expulsion or denial of admission of the student and shall inform the student and his or her parent(s)/guardian(s) of the right to judicial review.

F. Post-Expulsion Matters

- i. If a student between the ages of seven and 17 is expelled for the remainder of a school year, the parent(s)/guardian(s) of the student shall be responsible for assuring compliance with the compulsory school attendance laws during the period of expulsion. Windsor Charter Academy encourages all parent(s)/guardian(s) to provide for their student's education if the student is expelled for any period.
- ii. Upon expelling a student, Windsor Charter Academy shall provide information to the student's parent(s)/guardian(s) concerning the educational alternatives available to the student during the period of

- expulsion. If the parent(s)/guardian(s) chooses to provide a home-based educational program for the student, Windsor Charter Academy shall assist the parent(s)/guardian(s) in obtaining appropriate curricula for the student. Upon request of a student or student's parent(s)/guardian(s), Windsor Charter Academy shall provide for any student who is expelled from Windsor Charter Academy educational services deemed appropriate for the student by Windsor Charter Academy.
- iii. If a student is expelled for the remainder of the school year and the student is not receiving educational services through Windsor Charter Academy, Windsor Charter Academy shall contact the student's parent(s)/guardian(s) at least once every 60 days until the beginning of the next school year to determine whether the student is receiving educational services. Windsor Charter Academy need not contact the student's parent(s)/guardian(s) after the student is enrolled in another school district, or in an independent or parochial school, or if the student is committed to the Department of Human Services or is sentenced pursuant to the Children's Code contained in Article 2 of Title 19 of the Colorado Revised Statutes.

## **Classroom Suspension**

- A. *Authority.* A teacher may immediately remove a student from the teacher's classroom for one day if the student's behavior:
- Violates the code of conduct adopted by the Executive Board.
  - Is dangerous, unruly, or disruptive.
  - Seriously interferes with the ability of the teacher to teach the class or other students to learn.

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

- B. *Procedures for Classroom Suspension:* The teacher initiating a one-day classroom suspension shall provide the principal or designee with assignments and other course work to be completed by the student during the period of suspension.
- i. As soon as practicable, the building principal or designee shall notify the student's parent(s)/guardian(s), in writing, that the student was removed from class. The written notice shall specify the class from

## Policy JKD JKE-R

- which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent(s)/guardian(s) to attend a student teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.
- ii. The teacher may develop a behavior plan approved by the principal after a student's first one-day classroom suspension during any grading term (quarter, trimester or semester) and shall develop a behavior plan approved by the principal after a student's second one-day classroom suspension during any grading term. The behavior plan shall indicate that upon the third removal from class during a grading period for causing a material and substantial disruption, a student may be officially removed from the teacher's class for the remainder of the grading term. The teacher shall provide a copy of the behavior plan, as well as a copy of each revision thereto, to the student and the student's parent(s)/guardian(s).
  - iii. For any student removed from the classroom for the remainder of a grading term as provided in subparagraph ii. above, the teacher responsible for the removal shall provide the principal or designee with a lesson plan, assignments, other course work, quizzes, and exams for the remainder of the grading term so as to allow the student to complete and receive credit for the course. The principal shall be responsible for determining the appropriate educational placement of the student. The principal's decision regarding placement is final.
  - iv. Classroom suspensions may count as suspensions for purposes of declaring a student as "habitually disruptive," in accordance with Windsor Charter Academy policy and regulations.
  - v. A teacher's ability to impose classroom suspensions of special education students shall be subject to governing law and Windsor Charter Academy's policies and regulations concerning suspension/expulsion of students with disabilities.
- C. Removal from class under this policy does not prohibit Windsor Charter Academy from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance



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

## **Crimes of Violence or Unlawful Sexual Behavior**

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

If the Executive Board determines that the student should not be educated in the school, it will delegate the power to its Executive Director ~~to work with the Superintendent~~ in determining the appropriate disciplinary action, including instituting procedures to suspend or expel the student. Alternatively, ~~Weld Re-4 District~~ **Windsor Charter Academy** may delay consideration of the student's expulsion pending the outcome of the juvenile or district court proceedings, in which case it shall be the responsibility of the Windsor Charter Academy to provide the student with an appropriate alternative education program as specified in state law. ~~Windsor Charter Academy may delay consideration of the student's suspension pending the outcome of the juvenile or district court proceedings, in which case it shall be the responsibility of the Windsor Charter Academy to provide the student with an appropriate alternative education program as specified in state law.~~ The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the ~~Weld Re-4 Board of Education~~ **Executive Board** or designee may proceed to expel the student following the procedures set forth in these regulations.

Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the ~~Weld Re-4 Board of Education~~ **Executive Board** or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

## **Students of Special Education Students**

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

## **Communication of Disciplinary Information**

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

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Windsor Charter Academy Executive Board  
October 2017

### Legal References

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

### Cross References

GBGB, Teacher/Staff Protection  
JEA Compulsory Attendance  
JF Student Admissions  
JICDA Student Conduct

JK Student Discipline  
JKD JKE Suspension/Expulsion of Students





## WEAPONS IN SCHOOL

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

### **Dangerous Weapons**

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

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

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

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

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

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

### **Firearm Facsimiles**

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

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

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

### **Recordkeeping**

The ~~authorizing District, Weld Re-4,~~ **Windsor Charter Academy** shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

## **Referral to Law Enforcement**

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

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Windsor Charter Academy Executive Board

Adopted: June 2019

**February 2020**

### Legal References

18 U.S.C. §921 (a)(3)

20 U.S.C. §7151

20 U.S.C. §7151 (h)

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

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

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

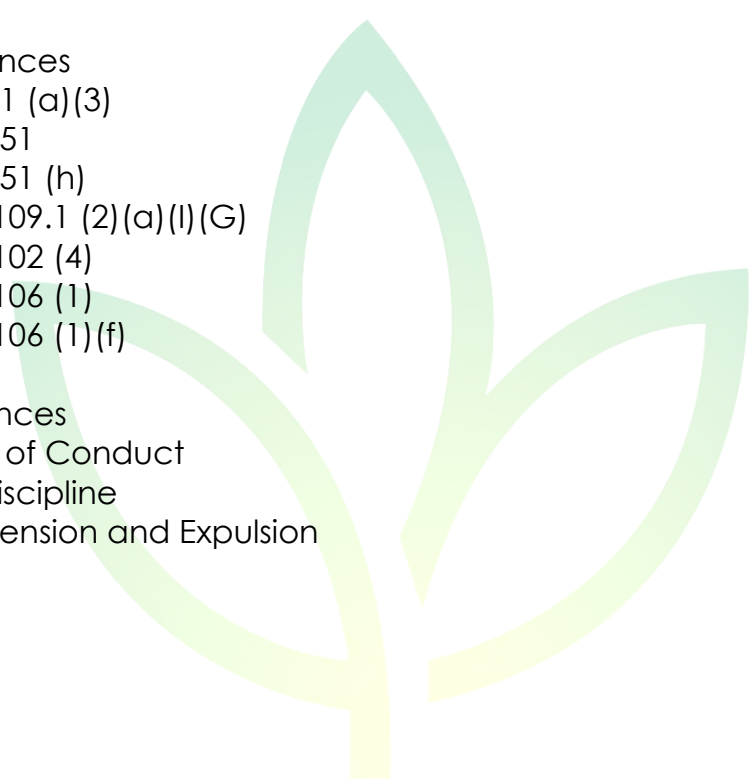
C.R.S. 22-33-106 (1)(f)

### Cross References

JICDA Code of Conduct

JK Student Discipline

JKD JKE Suspension and Expulsion





**4.0 Bylaw Revisions to Articles 1, 2, 5 & 11**

**BYLAWS OF  
WINDSOR CHARTER ACADEMY**

**BOARD RESOLUTION APPROVING REVISION AND AMENDMENTS OF BYLAWS**

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

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

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

**REVISION OF BYLAWS**

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

**ARTICLE 1  
OFFICES**

**SECTION 1. PRINCIPAL PLACE OF BUSINESS**

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

**SECTION 2. CHANGE OF ADDRESS**

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

**SECTION 3. OTHER OFFICES**

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

**ARTICLE 2  
NONPROFIT PURPOSES**

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

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

**SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES**

The specific objectives and purposes of the Academy shall be:



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

### **ARTICLE 3 EXECUTIVE BOARD**

#### **SECTION 1. NUMBER**

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

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

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

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

#### **SECTION 2. QUALIFICATIONS**

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

#### **SECTION 3. POWERS**

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

#### **SECTION 4. DUTIES**

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE 5 OFFICERS AND DUTIES**

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

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

### **SECTION 2. QUALIFICATIONS**

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

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

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

#### **SECTION 4. REMOVAL AND RESIGNATION**

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

#### **SECTION 5. VACANCIES**

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

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

#### **SECTION 6. DUTIES OF PRESIDENT**

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

#### **SECTION 7. DUTIES OF VICE PRESIDENT**

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

#### **SECTION 8. DUTIES OF SECRETARY**

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

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

#### **SECTION 9. DUTIES OF TREASURER**

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

accuracy and accountability pursuant to Colorado law.

#### **SECTION 10. COMPENSATION**

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

#### **SECTION 11. ABSENCE OF BOARD MEMBER(S)**

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

### **ARTICLE 6 COMMITTEES**

#### **SECTION 1. COMMITTEES**

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

#### **SECTION 2. MEETINGS AND ACTION OF COMMITTEES**

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

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

### **ARTICLE 7 RELATIONSHIP OF EXECUTIVE BOARD TO ACADEMY EMPLOYEES**

#### **SECTION 1. EXECUTIVE DIRECTOR**

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

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

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

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members.

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

### **SECTION 1. LIMITATIONS ON ACTIVITIES**

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

### **SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT**

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

### **SECTION 3. DISTRIBUTION OF ASSETS**

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

### **SECTION 4. PRIVATE FOUNDATION REQUIREMENTS AND RESTRICTIONS**

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

## **ARTICLE 11 AMENDMENT OF BYLAWS**

### **SECTION 1. AMENDMENT**

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

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

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

## **ARTICLE 12 CONSTRUCTION AND TERMS**

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

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

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

## **ARTICLE 13 ACADEMY MEMBERSHIP PROVISIONS**

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

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

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

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

The qualifications for membership in the Academy are as follows:

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



**5.0 Financials**



**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 Burkhardt, Member

Lauren Miller, Business Manager

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**Agenda 1.16.20**

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

1. Reviewed December financials, Revenue and Expenditures, Balance Sheet, check register and credit card statements
  - a. **Motion by Matt, second by Levi, passes unanimously**
2. Review Draft 20-21 Budget
3. Next Meeting – Thursday February 20th, 3:30pm

**Meeting adjourned at 4:29 pm**



# Rev and Exp as of 12.31.19

Printed: 1/13/2020 3:29 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	23,685.95	24,000.00	314.05	98.69
1700	Pupil Activities	67,566.00	93,420.00	25,854.00	72.32
1900	Other Revenue from Local Sources	244,703.98	534,368.00	289,664.02	45.79
3000	Revenue from State Sources	184,910.15	357,107.00	172,196.85	51.78
3900	Other Revenue From State Sources	34,586.82	25,300.00	(9,286.82)	136.71
5200	Interfund Transfers	0.00	184,250.00	184,250.00	0.00
5600	Direct Allocations	5,763,414.03	11,366,426.00	5,603,011.97	50.71
I	Revenue	<u>6,318,866.93</u>	<u>12,584,871.00</u>	<u>6,266,004.07</u>	<u>50.21</u> * Account Type
0100	Salaries	2,478,173.31	5,785,439.50	3,307,266.19	42.83
0200	Employee Benefits	961,434.62	2,156,153.00	1,194,718.38	44.59
0300	Purchased Professional and Technical Services	28,123.28	60,613.00	32,489.72	46.40
0400	Purchased Property Services	1,014,690.18	2,085,154.00	1,070,463.82	48.66
0500	Other Purchased Services	750,392.79	1,483,509.00	733,116.21	50.58
0600	Supplies	214,862.34	326,506.00	111,643.66	65.81
0700	Property	152,449.13	154,056.00	1,606.87	98.96
0800	Other Objects	192,284.83	324,710.00	132,425.17	59.22
X	Expense	<u>5,792,410.48</u>	<u>12,376,140.50</u>	<u>6,583,730.02</u>	<u>46.80</u> * Account Type
11	Charter School	<u>(526,456.45)</u>	<u>(208,730.50)</u>	<u>317,725.95</u>	<u>252.22</u> Fund

# Rev and Exp as of 12.31.19

Printed: 1/13/2020 3:29 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	298,507.42	0.00	(298,507.42)	0.00	
I	Revenue	298,507.42	0.00	(298,507.42)	0.00	* Account Type
0600	Supplies	93,309.36	286,400.00	193,090.64	32.58	
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00	
X	Expense	93,309.36	366,400.00	273,090.64	25.47	* Account Type
23	Pupil Activity Fund	<u>(205,198.06)</u>	<u>366,400.00</u>	<u>571,598.06</u>	<u>-56.00</u>	Fund

# Rev and Exp as of 12.31.19

Printed: 1/13/2020 3:29 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	15,968.17	30,500.00	14,531.83	52.35	
1900	Other Revenue from Local Sources	884,449.62	1,543,406.00	658,956.38	57.31	
2000	Revenue from Intermediate Sources	8,520.59	24,000.00	15,479.41	35.50	
I	Revenue	<u>908,938.38</u>	<u>1,597,906.00</u>	<u>688,967.62</u>	<u>56.88</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	605,836.24	1,448,403.00	842,566.76	41.83	
0900	Other Uses of Funds	309,415.19	95,000.00	(214,415.19)	325.70	
X	Expense	<u>915,251.43</u>	<u>2,043,403.00</u>	<u>1,128,151.57</u>	<u>44.79</u>	* Account Type
61	Building Corporation	<u>6,313.05</u>	<u>445,497.00</u>	<u>439,183.95</u>	<u>1.42</u>	Fund
	Report Total:	<u>725,341.46</u>	<u>(603,166.50)</u>	<u>(1,328,507.96)</u>	<u>-120.26</u>	

# Balance Sheet

Printed: 1/13/2020 3:28 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 Co Comm	14,839.47	(43.11)	14,796.36		11-950-00-0000-8102-000-0000
	Health Insurance Checking CO Comm	18,872.90	0.00	18,872.90		11-950-00-0000-8102-000-0000
	General Fund Checking 1stBANK	602,574.41	301,251.11	903,825.52		11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank	747,610.96	(99,557.61)	648,053.35		11-950-00-0000-8102-000-0000
	Savings 1stBANK	300,408.81	197.53	300,606.34		11-950-00-0000-8102-000-0000-9393
	COLOTRUST Account	2,152,733.63	3,423.75	2,156,157.38		11-950-00-0000-8102-000-0000-9665
	MSHS Petty Cash	300.00	0.00	300.00		11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash	18.56	0.00	18.56		11-950-00-0000-8103-000-0000
	CDE Grants Receivable	0.61	0.00	0.61		11-950-00-0000-8141-000-0000
	Prepaid Expenses	14,121.78	0.00	14,121.78		11-950-00-0000-8181-000-0000
	Prepaid Insurance	7,176.96	0.00	7,176.96		11-950-00-0000-8182-000-0000
	Food Service Petty Cash	133.00	0.00	133.00		11-950-31-0000-8103-000-0000
<b>8100</b>	<b>Current Assets</b>	<u>3,859,342.20</u>	<u>205,271.67</u>	<u>4,064,613.87</u>		* Account Class
<b>Liabilities</b>						
	19-20 Kinder Tuition Deposits	(4,260.00)	0.00	(4,260.00)		11-901-00-0000-7481-000-0000-9393
	Accounts Payable	(88,012.80)	39,371.30	(48,641.50)		11-950-00-0000-7421-000-0000
	Accrued Salaries	(11,018.61)	0.00	(11,018.61)		11-950-00-0000-7461-000-0000
	GARNISHMENT	4,281.71	(583.33)	3,698.38		11-950-00-0000-7471-000-0000
	Deferred Grant Revenue	(47,481.57)	0.00	(47,481.57)		11-950-00-0000-7482-000-0000-9665
	Rental Deposits Liability	(800.00)	0.00	(800.00)		11-950-00-0000-7491-000-0000
	Tax Liabilities	0.03	0.00	0.03		11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab	(66,052.83)	(13,326.51)	(79,379.34)		11-950-05-0000-7471-000-0000
	Unearned Rev Liab	20,902.50	20,902.50	41,805.00		11-950-31-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>	<u>(192,441.57)</u>	<u>46,363.96</u>	<u>(146,077.61)</u>		* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Tabor Reserve	(321,500.00)	0.00	(321,500.00)		11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(3,009,358.72)	0.00	(3,009,358.72)		11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays	(13,739.52)	0.00	(13,739.52)		11-950-00-0000-6770-000-0000
	Committed Fund Balance	(47,481.57)	0.00	(47,481.57)		11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(274,820.82)	(251,635.63)	(526,456.45)		11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>	<u>(3,666,900.63)</u>	<u>(251,635.63)</u>	<u>(3,918,536.26)</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: 1/13/2020 3:28 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 CO Comm		59,476.04	0.00	59,476.04	23-950-00-0000-8100-000-0000
	SF Checking 1stBank		152,175.32	(2,076.17)	150,099.15	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>211,651.36</u>	<u>(2,076.17)</u>	<u>209,575.19</u>	* Account Class
<b>Liabilities</b>						
	Bus Liab Due to GF		(2,081.00)	0.00	(2,081.00)	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable		(10,757.09)	8,460.96	(2,296.13)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(12,838.09)</u>	<u>8,460.96</u>	<u>(4,377.13)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Elem Activity Acct Fund Balanc		8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
	MSHS Activity Acct Fund Balanc		(8,853.14)	0.00	(8,853.14)	23-950-00-0000-6760-000-0000
	Fund Balance		10.00	0.00	10.00	23-950-00-0000-6770-000-0000
	Activity Net Income/Loss		(198,813.27)	(6,384.79)	(205,198.06)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(198,813.27)</u>	<u>(6,384.79)</u>	<u>(205,198.06)</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: 1/13/2020 3:28 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	268,550.09	0.00	268,550.09	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	245,320.07	72,883.64	318,203.71	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,232,745.96	1,632.10	1,234,378.06	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	95,339.01	30,500.42	125,839.43	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	27,627.52	(56.30)	27,571.22	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2017	24,463.64	10.73	24,474.37	61-950-65-0000-8105-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>1,894,046.29</u>	<u>104,970.59</u>	<u>1,999,016.88</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	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
		Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(2,465,570.61)	0.00	(2,465,570.61)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>		<u>22,783,113.36</u>	<u>0.00</u>	<u>22,783,113.36</u>	* Account Class
<b>Liabilities</b>						
		Due to WCA Gen Fund	(47,647.23)	0.00	(47,647.23)	61-950-00-0000-7402-000-0000
		Bldg Corp Premium on Bonds	(210,926.01)	0.00	(210,926.01)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(4,109,266.83)	0.00	(4,109,266.83)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(28,693,818.24)</u>	<u>0.00</u>	<u>(28,693,818.24)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
		Bldg Corp Unreserved Fund Bal	3,905,374.95	0.00	3,905,374.95	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	111,283.64	(104,970.59)	6,313.05	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>4,016,658.59</u>	<u>(104,970.59)</u>	<u>3,911,688.00</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: 1/13/2020 3:25 PM

Windsor Charter Academy

Check Date: 12/1/2019 to 12/31/2019

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21007	Barefoot Farms Landscaping Inc.	3	12/05/2019	432	564.00	0.00	564.00
21009	Brooms N More Inc	3	12/05/2019	433	381.15	0.00	381.15
218383	Brown Property Services LLC	5	12/05/2019	434	4,140.00	0.00	4,140.00
21323	Carol Vaughan Designs Architecture LLC	5	12/05/2019	435	31,955.00	0.00	31,955.00
217842	Colorado Music Educators Association	3	12/05/2019	436	170.00	0.00	170.00
21015	Comcast Cable	3	12/05/2019	437	1,493.86	0.00	1,493.86
21140	EON Office	3	12/05/2019	438	1,325.73	0.00	1,325.73
218202	Fidelity Security Life Insurance Co.	3	12/05/2019	439	736.30	0.00	736.30
21254	Gallegos Sanitation Inc	3	12/05/2019	440	306.00	0.00	306.00
21744	Grainger	3	12/05/2019	441	128.45	0.00	128.45
21136	Home Depot Pro	3	12/05/2019	442	996.28	0.00	996.28
21038	Lewan and Associates	3	12/05/2019	443	2,096.19	0.00	2,096.19
21092	Lincoln National Life Insurance	3	12/05/2019	444	1,298.08	0.00	1,298.08
217993	Miller Farmer Law LLC	5	12/05/2019	445	252.00	0.00	252.00
21045	National CineMedia LLC	3	12/05/2019	446	1,250.00	0.00	1,250.00
21198	OfficeScapes	3	12/05/2019	447	13,739.14	0.00	13,739.14
21048	Oriental Trading Company Inc	3	12/05/2019	448	145.08	0.00	145.08
21498	Purchase Power Pitney Bowes	3	12/05/2019	449	301.50	0.00	301.50
21093	Security Benefit	5	12/05/2019	450	1,103.65	0.00	1,103.65
217892	T-Mobile	3	12/05/2019	451	84.03	0.00	84.03
217638	UNCC	3	12/05/2019	452	21.30	0.00	21.30
21076	University of Northern Colorado	5	12/05/2019	453	642.92	0.00	642.92
21078	Waste Management	4	12/05/2019	454	581.21	0.00	581.21
21120	Weld RE-4 School District	3	12/05/2019	455	120.00	0.00	120.00
21079	Wells Fargo Financial Leasing	5	12/05/2019	456	3,026.41	0.00	3,026.41
21552	Airgas USA LLC	10	12/11/2019	457	32.82	0.00	32.82
218026	BERG, TAMIE	10	12/11/2019	458	312.28	0.00	312.28
21140	EON Office	10	12/11/2019	459	149.91	0.00	149.91
21038	Lewan and Associates	10	12/11/2019	460	280.46	0.00	280.46
21109	Mail N Copy	10	12/11/2019	461	945.00	0.00	945.00
217792	Manweiler Hardware Inc.	10	12/11/2019	462	4.66	0.00	4.66
21273	Meadow Gold - Greeley	10	12/11/2019	463	1,701.45	0.00	1,701.45
21622	Schmidt, Alaina	9	12/11/2019	464	96.00	0.00	96.00
21120	Weld RE-4 School District	10	12/11/2019	465	20.26	0.00	20.26
21319	Elan	9	12/11/2019	466	15,582.94	0.00	15,582.94
21269	JW Pepper	10	12/11/2019	467	50.00	0.00	50.00
21345	Town of Windsor Finance Department	10	12/11/2019	468	100.00	0.00	100.00
21080	Ace Hardware WCA	18	12/19/2019	469	206.68	0.00	206.68
21007	Barefoot Farms Landscaping Inc.	18	12/19/2019	470	2,271.00	0.00	2,271.00
21352	Best Buy Business Advantage	18	12/19/2019	471	557.99	0.00	557.99
21009	Brooms N More Inc	18	12/19/2019	472	1,385.61	0.00	1,385.61
21015	Comcast Cable	11	12/19/2019	473	2,995.03	0.00	2,995.03
217633	Diversified Underground Inc.	18	12/19/2019	474	200.00	0.00	200.00
217882	Ellingson, Kyle	18	12/19/2019	475	500.00	0.00	500.00
21140	EON Office	18	12/19/2019	476	16.87	0.00	16.87
21115	Flinn Scientific, Inc	18	12/19/2019	477	520.64	0.00	520.64
217851	Independent Interpreters of Northern CO LLC	18	12/19/2019	478	130.00	0.00	130.00
218532	JJ Fencing & Decks	18	12/19/2019	479	20,902.50	0.00	20,902.50
21743	John Cutler & Associates	18	12/19/2019	480	1,500.00	0.00	1,500.00
21269	JW Pepper	19	12/19/2019	481	87.49	0.00	87.49
218363	K&W Printing, Inc.	18	12/19/2019	482	3,979.60	0.00	3,979.60
218149	Olson, David	18	12/19/2019	483	630.00	0.00	630.00
21048	Oriental Trading Company Inc	11	12/19/2019	484	23.97	0.00	23.97
21177	Pinnacle	19	12/19/2019	485	12,420.72	0.00	12,420.72
21498	Purchase Power Pitney Bowes	19	12/19/2019	486	138.85	0.00	138.85

# A/P Check Register

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Windsor Charter Academy

Check Date: 12/1/2019 to 12/31/2019

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21061	Security and Sound Design Inc	18	12/19/2019	487	75.00	0.00	75.00
21245	Shred-it USA	18	12/19/2019	488	241.56	0.00	241.56
21066	Specialized Data Systems	18	12/19/2019	489	65.00	0.00	65.00
21072	Town of Windsor	18	12/19/2019	490	1,082.28	0.00	1,082.28
21120	Weld RE-4 School District	18	12/19/2019	491	12,745.91	0.00	12,745.91
218206	Young, Timothy	18	12/19/2019	492	435.00	0.00	435.00
218208	OptumRX	7	12/09/2019	10155	4,325.68	0.00	4,325.68
218379	Banner Hospital Based Physicians	7	12/09/2019	10156	23,522.20	0.00	23,522.20
218488	Horizon Laboratory LLC	7	12/09/2019	10157	7.89	0.00	7.89
218375	Carepoint Neurosurgery PLLC	7	12/16/2019	10158	205.80	0.00	205.80
218208	OptumRX	7	12/23/2019	10159	6,435.33	0.00	6,435.33
218406	Labcorp Denver	7	12/23/2019	10160	13.32	0.00	13.32
218207	UMR Health	7	12/23/2019	10161	22.26	0.00	22.26
218600	UCLA Medical Center	7	12/30/2019	10162	270.31	0.00	270.31
218600	UCLA Medical Center	7	12/30/2019	10163	709.83	0.00	709.83
218375	Carepoint Neurosurgery PLLC	7	12/30/2019	10164	205.80	0.00	205.80
218207	UMR Health	7	12/30/2019	10165	27.00	0.00	27.00
218207	UMR Health	7	12/30/2019	10166	9.00	0.00	9.00
217913	AreteLabs	4	12/05/2019	90128	225.00	0.00	225.00
218594	Axelson, Tyler	3	12/05/2019	90129	75.00	0.00	75.00
217721	BSN Sports	3	12/05/2019	90130	524.90	0.00	524.90
218363	K&W Printing, Inc.	4	12/05/2019	90131	1,576.25	0.00	1,576.25
218153	MSU Denver Music Dept.	5	12/05/2019	90132	115.00	0.00	115.00
218589	The Graphic Edge	3	12/05/2019	90133	907.95	0.00	907.95
21467	Tipton, Jeffrey	3	12/05/2019	90134	75.00	0.00	75.00
217994	Tono Productions	4	12/05/2019	90135	300.00	0.00	300.00
21120	Weld RE-4 School District	5	12/05/2019	90136	603.86	0.00	603.86
218594	Axelson, Tyler	10	12/11/2019	90137	75.00	0.00	75.00
21124	Dick Blick Art Materials	10	12/11/2019	90138	49.90	0.00	49.90
218595	Dunbar, Kyle	10	12/11/2019	90139	120.00	0.00	120.00
218229	Jeffer, Steven	10	12/11/2019	90140	37.50	0.00	37.50
21109	Mail N Copy	10	12/11/2019	90141	240.00	0.00	240.00
21366	Misuraca, Marc	10	12/11/2019	90142	37.50	0.00	37.50
21730	Paul, Ryan	10	12/11/2019	90143	120.00	0.00	120.00
218590	Ruch, Richard	10	12/11/2019	90144	75.00	0.00	75.00
21056	Scholastic Book Fairs	10	12/11/2019	90145	38.49	0.00	38.49
217873	Teachers Pay Teachers	10	12/11/2019	90146	701.35	0.00	701.35
21319	Elan	9	12/11/2019	90147	6,229.01	0.00	6,229.01
21120	Weld RE-4 School District	10	12/11/2019	90148	135.22	0.00	135.22
21382	Pioneer Press	10	12/11/2019	90149	84.00	0.00	84.00
218201	Varsity Spirit	10	12/11/2019	90150	102.45	0.00	102.45
21080	Ace Hardware WCA	18	12/19/2019	90151	19.99	0.00	19.99
21750	Cresswell, Tyler Scott	18	12/19/2019	90152	120.00	0.00	120.00
21616	Jostens	18	12/19/2019	90153	16.27	0.00	16.27
21269	JW Pepper	19	12/19/2019	90154	564.64	0.00	564.64
218262	Loughran, Kevin	18	12/19/2019	90155	47.00	0.00	47.00
21567	Reedesign Concepts, LLC	18	12/19/2019	90156	139.20	0.00	139.20
21056	Scholastic Book Fairs	18	12/19/2019	90157	3,781.00	0.00	3,781.00
21478	Wonnrett, Richard	18	12/19/2019	90158	167.00	0.00	167.00
21286	Voya Financial	8	12/31/2019	123119111	1,225.14	0.00	1,225.14
21088	American Fidelity	8	12/31/2019	123119222	1,293.85	0.00	1,293.85
21459	CBIZ	8	12/31/2019	123119444	478.17	0.00	478.17
21459	CBIZ	8	12/31/2019	123119555	384,965.09	0.00	384,965.09
21459	CBIZ	8	12/31/2019	123119666	57,109.66	0.00	57,109.66
21084	PERA	8	12/31/2019	123119777	141,775.09	0.00	141,775.09
21286	Voya Financial	8	12/31/2019	123119999	1,500.00	0.00	1,500.00
218205	Delta Dental of Colorado	3	12/01/2019	120119115	5,093.22	0.00	5,093.22



# A/P Check Register

Printed: 1/13/2020 3:25 PM  
 Windsor Charter Academy  
 Check Date: 12/1/2019 to 12/31/2019

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218208	OptumRX	7	12/02/2019	120219844	3,805.31	0.00	3,805.31
217847	US Foods Inc.	7	12/02/2019	120219881	14.96	0.00	14.96
217847	US Foods Inc.	7	12/04/2019	120419881	5,867.27	0.00	5,867.27
218207	UMR Health	7	12/06/2019	120619362	34,192.97	0.00	34,192.97
218208	OptumRX	7	12/09/2019	120919103	5,265.17	0.00	5,265.17
218601	Zelis	7	12/09/2019	120919553	126.72	0.00	126.72
217847	US Foods Inc.	7	12/09/2019	120919881	48.94	0.00	48.94
218535	First Bank	7	12/11/2019	121119804	0.50	0.00	0.50
217847	US Foods Inc.	7	12/11/2019	121119881	2,921.31	0.00	2,921.31
21154	Community Banks of Colorado	7	12/12/2019	121219003	43.11	0.00	43.11
218601	Zelis	7	12/16/2019	121619481	488.00	0.00	488.00
21156	Xcel Energy	3	12/16/2019	121619888	10,390.02	0.00	10,390.02
218208	OptumRX	7	12/20/2019	122019091	16,574.10	0.00	16,574.10
218601	Zelis	7	12/23/2019	122319098	179.21	0.00	179.21
218535	First Bank	7	12/23/2019	122319803	200.00	0.00	200.00
218535	First Bank	7	12/26/2019	122619803	200.00	0.00	200.00
217847	US Foods Inc.	7	12/26/2019	122619881	3,546.33	0.00	3,546.33
218601	Zelis	7	12/30/2019	123019730	46.42	0.00	46.42
218208	OptumRX	7	12/23/2019	123019867	2,736.47	0.00	2,736.47
21088	American Fidelity	8	12/31/2019	123119121	3,040.96	0.00	3,040.96
21088	American Fidelity	8	12/31/2019	123119131	9,760.08	0.00	9,760.08
21088	American Fidelity	8	12/31/2019	123119131	73.32	0.00	73.32
218208	OptumRX	7	12/31/2019	123119588	3,641.71	0.00	3,641.71
<b>Report Total</b>					<b>\$898,906.76</b>	<b>\$0.00</b>	<b>\$898,906.76</b>

# Windsor Charter Academy Budget

General Fund	2019-2020		Proposed Budget		95.00%	Change
	Amended Budget	October 2019	2020-2021			
PPR Base	\$ 8,039.47		\$ 8,200.26	2.00%		
FTE	1328.9		1367.1	2.87%		
				% of Total Rev	Per student	
PPR	\$ 10,683,812		\$ 11,210,165	87.23%	\$ 8,200.26	\$ 526,352.14
Mill Levy 2007	\$ 90,000		\$ 90,000	0.70%	\$ 65.84	\$ -
Mill Levy 2016	\$ 462,614		\$ 462,614	3.60%	\$ 338.40	\$ -
Rural Schools Funding	\$ 130,000		\$ -	0.00%	\$ -	\$ (130,000.00)
Kindergarten Tuition	\$ -		\$ -	0.00%	\$ -	\$ -
Interest	\$ 24,000		\$ 35,000	0.27%	\$ 25.60	\$ 11,000.00
Student Fees	\$ 93,420		\$ 82,023	0.64%	\$ 60.00	\$ (11,397.00)
Building Rental	\$ 33,293		\$ 33,959	0.26%	\$ 24.84	\$ 665.86
itions/Fundraising (Bingo, Gala, Walkathon)	\$ 138,000		\$ 143,000	1.11%	\$ 104.60	\$ 5,000.00
Other (lost books, fines, etc)	\$ 3,075		\$ 3,152	0.02%	\$ 2.31	\$ 76.87
Capital Construction	\$ 357,107		\$ 355,433	2.77%	\$ 260.00	\$ (1,674.28)
Food Service Revenue	\$ 360,000		\$ 410,000	3.19%	\$ 299.92	\$ 50,000.00
O&G revenue from Building Corp	\$ 15,000		\$ 10,000	0.08%	\$ 7.32	\$ (5,000.00)
Title II Grant Revenue	\$ 12,800		\$ 4,600	0.04%	\$ 3.36	\$ (8,200.00)
Title IV Grant Revenue	\$ 3,500		\$ 3,500	0.03%	\$ 2.56	\$ -
READ Act Grant Revenue	\$ 9,000		\$ 8,000	0.06%	\$ 5.85	\$ (1,000.00)
CDE Expansion Grant Revenue	\$ -		\$ -	0.00%	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 12,415,622</b>		<b>\$ 12,851,445</b>	<b>100.00%</b>	<b>\$ 9,400.86</b>	<b>\$ 435,824</b>
Use of Reserves	\$ 169,250					
<b>Total Revenues and Reserves</b>	<b>\$ 12,584,872</b>		<b>\$ 12,851,445</b>			
<b>Expenditures</b>						
<b>Salaries &amp; Benefits</b>				% of rev	Per student	
Salaries	\$ 5,373,569		\$ 5,636,040	43.86%	\$ 4,122.78	\$ 262,471.38
Bonus	\$ 98,500		\$ -	0.00%	\$ -	\$ (98,500.00)
Food Service Salaries	\$ 152,871		\$ 155,928	1.21%	\$ 114.06	\$ 3,057.42
Substitutes Salaries	\$ 87,500		\$ 90,125	0.70%	\$ 65.93	\$ 2,625.00
Extra Duty/Stipends Salaries	\$ 73,000		\$ 73,000	0.57%	\$ 53.40	\$ -
<b>Salaries Total</b>	<b>\$ 5,785,440</b>		<b>\$ 5,955,094</b>	<b>46.34%</b>	<b>\$ 4,356.16</b>	<b>\$ 169,654</b>

Food Svc Health Benefits, medicare, PERA	\$ 49,729	\$ 52,000	0.40%	\$ 38.04	\$ 2,271.00
Benefits	\$ 877,300	\$ 938,711	7.30%	\$ 686.67	\$ 61,411.00
Medicare	\$ 80,244	\$ 84,088	0.65%	\$ 61.51	\$ 3,843.90
Sick Bank	\$ 14,250	\$ 17,000	0.13%	\$ 12.44	\$ 2,750.00
PERA	\$ 1,134,631	\$ 1,215,579	9.46%	\$ 889.20	\$ 80,947.33
<b>Benefits Total</b>	<b>\$ 2,156,154</b>	<b>\$ 2,307,377</b>	17.95%	<b>\$ 10,400.18</b>	<b>\$ 151,223</b>
<b>Purchased &amp; Technical Services</b>					
Prof Services-Background checks, fingerprints, interpreter	\$ 27,983	\$ 28,822	0.22%	\$ 21.08	\$ 839.48
Accounting Software/Payroll	\$ 14,630	\$ 23,000	0.18%	\$ 16.82	\$ 8,369.58
Audit/990 Prep	\$ 6,000	\$ 6,500	0.05%	\$ 4.75	\$ 500.00
Legal	\$ 12,000	\$ 12,120	0.09%	\$ 8.87	\$ 120.00
<b>Total</b>	<b>\$ 60,613</b>	<b>\$ 70,442</b>	0.55%	<b>\$ 51.53</b>	<b>\$ 9,829</b>
<b>Facilities &amp; Property Services</b>					
Natural Gas/Electricity	\$ 132,171	\$ 133,000	1.03%	\$ 97.29	\$ 829.42
Water/Sewer	\$ 25,832	\$ 26,348	0.21%	\$ 19.27	\$ 516.63
Trash	\$ 8,914	\$ 9,000	0.07%	\$ 6.58	\$ 85.85
Repairs & Maintenance	\$ 111,000	\$ 115,000	0.89%	\$ 84.12	\$ 4,000.00
Bldg Lease Payments	\$ 1,806,638	\$ 1,839,365	14.31%	\$ 1,345.50	\$ 32,727.47
Storage unit lease	\$ 600	\$ 600	0.00%	\$ 0.44	\$ -
<b>Total</b>	<b>\$ 2,085,154</b>	<b>\$ 2,123,313</b>	16.52%	<b>\$ 1,552.77</b>	<b>\$ 38,159</b>
<b>153,051 total Sq feet</b>					
<b>General Fund</b>	<b>2019-2020 Amended Budget October 2019</b>	<b>Proposed Budget 2020-2021</b>		<b>Per student</b>	
<b>Other Purchased Services</b>					
Printing/Binding	\$ 5,513	\$ 5,788	0.05%	\$ 4.23	\$ 275.63
Special Ed District Charge	\$ 675,000	\$ 708,750	5.51%	\$ 518.45	\$ 33,750.00
AIMS Fees	\$ 11,000	\$ 20,000	0.16%	\$ 14.63	\$ 9,000.00
Professional Development/ Avid	\$ 34,000	\$ 37,500	0.29%	\$ 27.43	\$ 3,500.00
Board PD	\$ 3,000	\$ 1,500		\$ 1.10	\$ (1,500.00)
Security PD/Training	\$ 6,920			\$ -	\$ (6,920.00)
Title II Grant Expenses (Prof Dev)	\$ 12,800	\$ 4,600	0.04%	\$ 3.36	\$ (8,200.00)
Title IV Grant Expenses	\$ 3,500	\$ 3,500		\$ 2.56	\$ -
District Admin Charges	\$ 213,676	\$ 224,203	1.74%	\$ 164.01	\$ 10,527.04
Infinite Campus	\$ 13,943	\$ 14,984	0.12%	\$ 10.96	\$ 1,041.31
Property/Liability Insurance	\$ 68,345	\$ 73,129	0.57%	\$ 53.49	\$ 4,784.16
SUTA	\$ 16,340	\$ 17,127	0.13%	\$ 12.53	\$ 787.41
Worker's Comp Insurance	\$ 55,650	\$ 58,433	0.45%	\$ 42.74	\$ 2,782.50
Food Service Expenses	\$ 157,400	\$ 202,072	1.57%	\$ 147.82	\$ 44,671.58
( Tech) Copier Lease	\$ 68,447	\$ 75,292	0.59%	\$ 55.08	\$ 6,844.70
Tech Leases	\$ -	\$ -	0.00%	\$ -	\$ -
Tech Support	\$ -	\$ -	0.00%	\$ -	\$ -

Tech Repair/Maintenance	\$ 9,150	\$ 9,608	0.07%	\$ 7.03	\$ 457.50
Tech Software/Licensing	\$ 41,065	\$ 39,291	0.31%	\$ 28.74	\$ (1,774.00)
Tech Media Center	\$ 2,200	\$ 2,244	0.02%	\$ 1.64	\$ 44.00
Tech Prof Dev	\$ 7,495	\$ -		\$ -	\$ (7,495.00)
TECH Fire/Intercom/Security Maint	\$ 3,900	\$ 3,978	0.03%	\$ 2.91	\$ 78.00
Tech Internet/Phone/Comm	\$ 56,163	\$ 57,567	0.45%	\$ 42.11	\$ 1,404.08
Advertising	\$ 18,000	\$ 16,000	0.12%	\$ 11.70	\$ (2,000.00)
<b>Total</b>	<b>\$ 1,483,507</b>	<b>\$ 1,575,566</b>	<b>12.26%</b>	<b>\$ 1,152.53</b>	<b>\$ 92,059</b>

**Educational Supplies & Materials**

Curriculum/ Online License renewals	\$ 142,519	\$ 174,119	1.35%	\$ 127.37	\$ 31,600.00
General/Office Supplies	\$ 28,000	\$ 28,000	0.22%	\$ 20.48	\$ -
Paper	\$ 11,235	\$ 12,021	0.09%	\$ 8.79	\$ 786.45
Sunshine Supplies	\$ 600	\$ 600	0.00%	\$ 0.44	\$ -
Assessments/Testing- (AR, Renaissance, AIMS web)	\$ 26,975	\$ 27,245	0.21%	\$ 19.93	\$ 269.75
Dues & Fees(CO League, survey monkey)	\$ 8,663	\$ 8,700	0.07%	\$ 6.36	\$ 37.50
Athletic/CoCurricular Exp	\$ 4,000	\$ 4,000	0.03%	\$ 2.93	\$ -
Organic Garden Supplies	\$ 2,500	\$ 1,500	0.01%	\$ 1.10	\$ (1,000.00)
Health Supplies	\$ 7,774	\$ 8,657	0.07%	\$ 6.33	\$ 883.22
Teacher Classroom Budgets	\$ 18,000	\$ 18,000	0.14%	\$ 13.17	\$ -
School Event Budgets	\$ 11,240	\$ 11,240	0.09%	\$ 8.22	\$ -
Facility Supplies	\$ 36,000	\$ 36,000	0.28%	\$ 26.33	\$ -
Booster Groups	\$ 10,000	\$ 10,000	0.08%	\$ 7.32	\$ -
<b>Student Loan Repayment Fund</b>		<b>\$ 15,000</b>	0.12%	\$ 10.97	
Exec Dir/Staff Culture	\$ 19,000	\$ 19,000	0.15%	\$ 13.90	\$ -
<b>Total Supplies</b>	<b>\$ 326,506</b>	<b>\$ 374,083</b>	<b>2.91%</b>	<b>\$ 273.64</b>	<b>\$ 47,577</b>

<b>General Fund</b>	<b>0</b>	<b>0</b>		Per student	
<b>Expansion/Equipment</b>					
Tech Equipment	\$ 101,700	\$ 85,000	0.66%	\$ 62.18	\$ (16,700.00)
Title IV Equipment				\$ -	\$ -
Facilities Equipment	\$ 1,000	\$ 1,000	0.01%	\$ 0.73	\$ -
Equipment/ Furniture	\$ 51,356	\$ 5,000	0.04%	\$ 3.66	\$ (46,356.00)
<b>Total Property/Equipment</b>	<b>\$ 154,056</b>	<b>\$ 91,000</b>	<b>0.71%</b>	<b>\$ 66.57</b>	<b>\$ (63,056)</b>

<b>General Fund</b>		<b>2019-20</b>	<b>2020-2021</b>			
<b>Other</b>						
Bank Fees	\$	17,000	\$	17,170	0.13%	\$ 12.56 \$ 170.00
Auto Expenses	\$	3,460	\$	3,564	0.04%	\$ 2.61 \$ 103.80
Raising expenses (bingo, gala, walkathon)	\$	135,000	\$	143,000	1.11%	\$ 104.60 \$ 8,000.00
Future Facility Planning Costs	\$	169,250				\$ - \$ (169,250.00)
<b>Total</b>	<b>\$</b>	<b>324,710</b>	<b>\$</b>	<b>163,734</b>	1.27%	<b>\$ 119.77 \$ (160,976)</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>12,376,140</b>	<b>\$</b>	<b>12,660,609</b>	98.52%	<b>\$ 284,469</b>
<b>Net Surplus/Deficit</b>	<b>\$</b>	<b>208,732</b>	<b>\$</b>	<b>190,836</b>		
<b>Required Surplus for DS Coverage</b>	<b>\$</b>	<b>180,664</b>	<b>\$</b>	<b>183,937</b>		
<i>General Fund Balance- Beginning</i>	\$	3,392,079	\$	3,600,811		
<i>Appropriation</i>			\$	-		
<i>Net Surplus/Deficit</i>	\$	208,732	\$	190,836		
<b>Fund Balance- Ending</b>	<b>\$</b>	<b>3,600,811</b>	<b>\$</b>	<b>3,791,647</b>		
<b>## Ending Fund Balance Detail</b>						
<i>Unrestricted Fund Balance</i>	\$	3,283,726	\$	3,467,010		
<i>TABOR Reserves</i>	\$	317,085	\$	324,637		
<b>Total Projected Ending FB</b>	<b>\$</b>	<b>3,600,811</b>	<b>\$</b>	<b>3,791,647</b>		