



January Regular Session

January 24, 2019

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle & Early
College High School**

*810 Automation Dr.
Windsor, CO 80550*



MINUTES TO BE APPROVED A THE FEBRUARY REGULAR SESSION

Executive Board Minutes January 24, 2019

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:04 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeple, Executive Director
Kelly Seilbach, Director of Elementary Education
Jamie Zink, Executive Administrative Assistant

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to amend and approve the January 24, 2019 Regular Session agenda, adding items—4.2 Facilities Master Plan, 5.6 Facilities Master Plan and 6.2 Financials, was made by John Feyen and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the December 13, 2018 Regular Session minutes was made by Kevin Albertson and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion to approve the January 17, 2019 Special Session minutes was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 2 parents present at the January Executive Board Regular Session. No parents spoke at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Fund Development

- \$15,525 was raised during our first end-of-year giving campaign. Monies raised benefit our classroom teachers.

Excellence in Innovation

- 17 additional Wireless Access Points were installed between the Elementary and MS/HS buildings to distribute the wireless client load and increase bandwidth for classroom devices.
- We received a \$7,500 grant from OtterCare Foundation from the Innovation Station Fund. To cultivate a relationship with OtterCare, WCA will be working with OtterCare employees on Feb 22nd for our Project Heart assembly at the elementary school. The assembly will focus on entrepreneurial philanthropy, something that is important to the OtterCare Foundation.

Excellence in Instruction

- All teachers participated in professional development on the 2020 Colorado Academic Standards.

Excellence in Culture and Climate

- The facilities were deep-cleaned and touch up painting occurred throughout the facilities in preparation for the return of students and for our January Prospective Parent Nights. The middle and high school gym floor was refinished.
- The Scholastic BOGO Book Fair did \$6,800 in sales this year, which more than tripled our sales from last year. The profits from this event will go towards purchasing new books for our libraries and will increase the percentage we are able to earn back on our spring book fair sales to 70%.
- The middle school and high school administration and counseling staff have been training students as peer-counselors. Peer-counselors will act as leaders and mentors to help students work through some of the stresses which are commonly faced in the adolescent years.

Excellence in Leadership

- We had three successful Prospective Parent Nights. We had 86 families attend the night at the elementary school. 83 families attended the middle school night and 42 families attend the early college high school night. While a majority of the attendees were current WCA families, 20% of the families were new to our WCA community at our middle and high school nights.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
January 26 th	8:15 a.m.	Coffee with Leadership	MS Media Center
February 4 th	3:45 p.m.	School Accountability Committee	ES Library
February 5 th	6:00 p.m.	Parenting with Love & Logic Community Event	MSHS Gym
February 7 th	3:45 p.m.	Student & School Safety Committee	ES Library
February 8 th		5 th Grade Science Fair	ES Classrooms
February 8 th	1:30 p.m.	2 nd Grade Asian Celebration	ES Classrooms
February 11 th	3:45 p.m.	School Accountability Committee	ES Library
February 21 st	3:30 p.m.	Finance Committee	HS Conference Room
February 25 th	3:45 p.m.	School Accountability Committee	ES Library
CALENDAR PREVIEW OF THE YEAR AHEAD			
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	
April 13 th		WCA Annual Spring Gala	The Ranch Event Center

3.2 Executive Board Reports

3.2.1 Samuel Penn

Mr. Penn has been working to secure details for the Executive Board Special Session hosted January 17th regarding specific policies and the facilities master plan. Preparation has also begun for the Board's annual assessment to be held January 24th during the scheduled work session/professional development. Mr.

Penn attended the recent MS Prospective Parent Night and is working to schedule Board participation during the March 1st Read Across America Day.

3.2.2 Donna James

Mrs. James attended both performances of "Elf Jr." performed by the middle school theater class. All the students did a fantastic job! As always, Mr. Lighthall and his crew did an outstanding job. Mrs. James also attended the high school girls' basketball games, the finance committee meetings, Coffee with Leadership and the meeting with Mr. Brown to discuss options for the gym.

3.2.3 Kevin Albertsen

Mr. Albertsen attended the December Coffee with Leadership where the Board received great parent feedback about possible facilities changes. He also met with members to complete a MS/HS building walk to brainstorm possible options for our master facilities plan on December 19th. Kevin Albertsen attended the January Special Session and volunteered to be on the Facilities Master Plan Committee.

3.2.4 Sherry Bartmann

Mrs. Bartmann attended Coffee with Leadership following the last Board meeting. She attended the Special Session Board Meeting in January. Mrs. Bartmann attended and volunteered at the middle school girls' basketball games. The Student and School Safety Committee did not meet this month. Sherry Bartmann volunteered to be on the Facilities Master Plan Committee.

3.2.5 Jenny Ojala

In December, Mrs. Ojala attended Coffee with Leadership, as well as a meeting to discuss possible gymnasium addition options. She reviewed the elementary parent surveys in preparation for the SAC meeting on January 14th to begin compiling the celebrations and challenges for the 2018-2019 surveys.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

- **Jenny Ojala:** Mrs. Ojala was able to watch the first two games for the middle school girls' basketball A, B and C teams. The girls have won all games so far. Great work, girls and coaches!

4.2 Facilities Master Plan

5.0 Items for Action

5.1 2018-2019 Amended Budget

A motion was made to approve the 2018-2019 amended budget by John Feyen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.2 Policy JICE Student Communications, First Read

A motion was made to approve Policy JICE Student Communications on first read by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.3 Policy JICEA School-Related Student Publications, First Read

A motion was made to approve Policy JICEA School-Related Student Publications on first read by John Feyen and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.4 Policy JICEC Student-Distribution of Non-Curricular Materials, First Read

A motion was made to approve Policy JICEC Student-Distribution of Non-Curricular Materials on first read by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.5 Carpet Replacement of the Elementary School Library

A motion was made to approve the bid placed by Skip's Carpet Service, Inc. for carpet replacement of the elementary school library by Jenny Ojala and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.6 Facilities Master Plan

A motion was made to table the Facilities Master Plan until a Special Session on February 20th by John Feyen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

Items 5.7 and 5.8 were pulled from the Consent Agenda and added as Items for Action.

5.7 Policy GBEBD Employee Communications, Second Read

A motion was made to approve Policy GBEBD Employee Communication on second read by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.8 Policy GBEEA Use of Social Media for School-Related Purposes, Second Read

A motion was made to approve Policy GBEEA Use of Social Media for School-Related Purposes on second read by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Sara Sanders: Communications Manager
- Alyssa Franklin: MSHS Teacher
- Vanessa Leonard: MSHS Teacher
- Barbara Trujillo: MSHS Teacher

Non-Renewals/Resignations

- Brandon Stone: MSHS Teacher
- Ashley Read: MSHS Teacher
- Waneen White: MSHS Teacher

6.2 Financials

- December Financials

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

Donna James withdrew her motion on approval of the Consent Agenda.

A motion to pull second read policies from the consent agenda was made by Jenny Ojala and was seconded by Donna James. The motion passed unanimously.

A motion to approve the amended consent agenda was made by Donna James and seconded by Jenny Ojala. The motion passed unanimously. The policies were moved to items 5.7 and 5.8 as items for action.

7.0 Executive Session

No Executive Session occurred.

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

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

8.0 Adjournment

A motion was made to adjourn the January 24, 2019 Regular Session by Sherry Bartmann and seconded by Jenny Ojala Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 8:10 p.m.

A motion to adjourn the January Special Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 7:55 p.m.



3.0 First Read Policies



4.0 Bids for Carpet Replacement for Elementary School Library

Requested bids include materials and labor to replace carpet in the elementary library. This project will be completed in February 2019.

- | | |
|-------------------------------|------------------|
| • Skip's Carpet Service, Inc. | \$6,746.08 Total |
| • Northern Colorado Carpets | \$8,819.70 Total |
| • ZTS via Discount Decor | \$9,545.00 Total |

It is the recommendation to accept the bid from Skip's Carpet Service. It is the most cost effective and the company can provide an exact match to current carpet at the elementary school.

SKIPS CARPET SERVICE INC
5816 PRONTO WAY
LOVELAND, CO 80538-9291
970-667-5280
skipscarpet@gmail.com

Estimate 1293

ADDRESS	DATE	TOTAL	
Windsor Charter Academy	12/04/2018	\$6,746.08	
680 Academy Ct			
Windsor, CO 80550			

PROJECT
WCA ES / Library / 2018

ACTIVITY	QTY	RATE	AMOUNT
Tandus Applause III/ Color: Wood Shop / RS Cushion Back	190	24.46	4,647.40
Carpet Installation	190	4.50	855.00
Sundries	1	106.23	106.23
Cove Base / 4"	178	0.85	151.30
Cove Base Installation	178	0.85	151.30
CB Sundries	1	17.85	17.85
Take Up existing Carpet	190	3.30	627.00
Prep	1	190.00	190.00

TOTAL	\$6,746.08
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THANK YOU.

Accepted By

Accepted Date



Northern Colorado Carpets

5837 S. COLLEGE AVE
FORT COLLINS, CO 80525
970-226-6800 FAX: 970-226-1672
EMAIL: FRONTDESK@SHOPNCC.COM

SALES QUOTE

DATE	QUOTE #
12/28/18	4745335

BILL TO
WINDSOR CHARTER ACADEMY 680 ACADEMY CT. WINDSOR, CO 80550

SHIP TO
WINDSOR CHARTER ACADEMY 680 ACADEMY CT. WINDSOR, CO 80550

SALESPERSON
DGK

Quantity	UoM	Item	Description	Price Each	Total
1		CARPET	TBD; COMMERCIAL GRADE	5,736.12	5,736.12
1		LABOR	INSTALL	975.00	975.00
1		LABOR	TEAR OUT/HAUL AWAY	746.00	746.00
1		ADHESIVE	PRESSURE SENSITIVE	345.00	345.00
1		FREIGHT	INBOUND	416.31	416.31
1		COVE BASE	MATCHING	211.27	211.27
1		LABOR	INSTALL COVE	175.00	175.00
1		LABOR	FLOOR PREP	215.00	215.00
				Subtotal	\$8,819.70
				Sales Tax (0.0%)	\$0.00
				Total	\$8,819.70

www.northerncoloradocarpets.com



Les Frank
970-402-5505
les@discountdecor.net

DATE
PO#

December 20, 2018

CUSTOMER ADDRESS
CITY,STATE,ZIP

ZTS construction
Windsor Charter School Library
Windsor, CO

HOME #
WORK#
CELL#

Carpet replacement	Tandus powerbond per spec	\$9,185.00
	Rubber cove base	\$360.00

Note Includes demo of existing carpet and floor prep
Does not include furniture move

Note All items above include needed material, tax, and labor unless otherwise noted

TOTAL \$9,545.00

Signature _____ Date _____

Discount Decor _____ Date _____

We propose hereby to furnish material and labor - complete at the agreed price listed above. All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. By signing this estimate, the above prices, specifications and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. A required 50% payment is due upon signing, and the balance will be paid upon completion.



5.0 Second Read Policies



6.0 Financials



Appendix



1.0 December Regular Session Minutes

Executive Board Minutes December 13, 2018

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:03 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
Jamie Zink, Executive Administrative Assistant

1.3 Pledge of Allegiance

1.4 Mission Statement

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

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

1.5 Adoption of Agenda

A motion to approve the December 13, 2018 Regular Session agenda was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the November 29, 2018 Regular Session minutes was made by Donna James and seconded by Kevin Albertson. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 9 parents present at the December Executive Board Regular Session. There were no parents that spoke at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Preparations for the 2019-2020 School Year

- Enrollment for siblings has begun for the 2019-2020 school year. 44 siblings have been enrolled in kindergarten spots.
- Open Enrollment is right around the corner. Our lottery begins on January 15th.
- On December 7th, our 2019-2020 school year will be activated in Infinite Campus. Our leadership team will start working on the master schedule, calendars, adding new electives and courses so students can start requesting classes for next year.

Fund Development

- Our year-end giving campaign began on #GivingTuesday. This year's campaign focuses on teacher enrichment. All teachers have filled out their wish list for items in their classrooms. Our goal is to raise \$20,000 by Dec 31st. All monies raised will go to fulfill the items on the teacher's wish list. The #GivingTuesday kickoff raised over \$10,000 for our teachers.
- A significant amount of marketing work has occurred to support Open Enrollment. An advertisement is running in the Loveland Metrolux movie theater. It will run until January 3rd on all screens. Two advertisements have been placed

in The Best of Greeley magazine. Additionally, on Dec 27th, a postcard campaign will occur. Windsor Charter Academy will be sending 5,400 postcards to families in Greeley, Johnstown, Windsor and Severance to recruit for our Prospective Parent Nights in January. Lastly, two new large outdoor banners that will hang on the HS basketball fence have been ordered that state that we are a tuition-free public school.

- The Executive Director and Director of Communications are meeting with Great Western next week to talk about the needs of Windsor Charter Academy.
- Two grants have been submitted to OtterCare Foundation and Kinder Morgan. The Grant Writing Committee expect to hear from the organizations within the next few weeks.

Excellence in Innovation

- A parent information meeting for the Disney Youth Program alternative spring break for STEM education was held on December 12th.
- An entrepreneurship and philanthropy assembly for elementary school students is being planned in conjunction with the OtterCares Foundation for February 21st.
- During Innovation Lab, elementary students have experience virtual reality experiences tied to their Core Knowledge units of study. For example, first grade students viewed Ancient Egypt and third grade students viewed Ancient Rome.

Excellence in Instruction

- Elementary and MS/HS staff received professional development on multimedia text sets and hyperdocs during the high-tech professional development series on November 16th and 27th.
- As of date, Windsor Charter Academy has mailed out 56 official transcripts to colleges for our current seniors.
- The elementary school AVID Site Team is planning their first Parent Showcase in January.

Excellence in Culture and Climate

- The elementary school Sunshine Committee has started a monthly Sunshine Cart, where teachers can order a treat and drink that will be delivered by parent volunteers.
- Our annual staff holiday party was held on December 5th at the Hibatchi Grill. It was well-attended by staff from elementary, middle and high school.
- Academic teams, athletic teams, and school-sponsored clubs have been added in IC to track student participation. This also supports advisor and coaches as they communicate with their students using IC.
- The fourth annual middle school and high school Safety Day occurred on November 30th. The focus for this year was situational awareness and mindfulness. Students and staff provided great feedback.
- The facilities department have worked hard to address the needs of our buildings. The facilities staff deep cleaned are schools over Thanksgiving Break and are preparing for various projects and tasks, such as mid-year touch up painting during the winter break.
- The Scholastic BOGO book fair took place on December 6th and 7th in conjunction with Sweets with Santa. Proceeds will help purchase new books for our school libraries.

- A proposal for the School Access for Emergency Response (SAFER) Grant Program was submitted in conjunction with the Weld-RE 4 School District. If funds are awarded, interoperable communication hardware, software, equipment maintenance, and training will be purchased to allow for seamless communications between existing school communications systems and first responder communications systems.

Excellence in Leadership

- The second quarterly Innovation Leadership Academy meeting was held on December 6th. Participants shared their takeaways from the Google EdTech Summit they attended in November and will be creating a professional development presentation to be shared with all staff at an upcoming staff meeting.
- Both elementary and middle/high school administration are conducting ongoing walkthrough observations focused the teacher effectiveness rubric and the AVID site team goals.
- Administration attended professional development regarding truancy provided by Weld RE-4's truancy officer.
- Jeremy Schriener was invited to attend the AVID National Conference as one of 10 principals in Colorado that are part of the Colorado AVID Principal Leadership Collaborative.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
December 10 th	7:30 p.m.	District Board Meeting	District Building
December 14 th and 15 th	7:00 p.m.	MS Musical	ES Stage
December 19 th		Christmas Lunch: 1 st , 3 rd , 5 th and W/F Kindergarten	ES Cafeteria
December 20 th	K: 2-3:00 p.m. 1: 2-3:00 p.m. 2: 2:15-3:00 p.m. 3: 2-3:00 p.m. 4: 12:50-2:15 p.m. 5: 12:30-1:30 p.m.	ES Winter Holiday Parties	ES Classrooms
December 20 th	8:30 to 11:30 a.m.	5 th Grade Math Fair	
January 8 th	3:30 p.m.	Elementary PTC Meeting	ES Classroom D
January 8 th	5:15 p.m.	ES Prospective Parent Information Night	ES Gymnasium
January 9 th	5:00 p.m.	MS Prospective Parent Information Night	Various MS Locations
January 10 th	5:00 p.m.	HS Prospective Parent Information Night	Various HS Locations
January 24 th	8:30 to 10:30 a.m.	1 st Grade Mexico Celebration	1 st Grade Classrooms
January 24 th and 25 th		MS Science Fair	Room 208 & 211
January 24 th	5:30 p.m.	Executive Board Meeting	HS Commons
CALENDAR PREVIEW OF THE YEAR AHEAD			
January 24 th		Annual Board Self-Assessment @ Board Meeting	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	
April 13 th		WCA Annual Spring Gala	The Ranch Event Center

3.2 Executive Board Reports

3.2.1 Samuel Penn

Mr. Penn has been working with the Executive Director as she guides WCA through the charter renewal application process with Weld RE-4. Sam has also worked to draft the

December agenda, followed up on the development of the ED performance evaluation process and 2019 board election preparations.

3.2.2 John Feyen

Mr. Feyen had the opportunity to chaperone the high school dance on Saturday, December 1st.

3.2.3 Donna James

Mrs. James attended the Finance Committee meeting, Coffee with Leadership and several girl's high school basketball games.

3.2.4 Kevin Albertsen

Mr. Albertsen serves as a coach for one of our elementary school Lego Robotics teams. Students participated in their first Lego League Jr. Expo on Saturday. He enjoyed helping students learn and grow as they strengthen STEM skills. Mr. Albertsen also attended the middle school band concert on December 6th. He was also able to attend the 3rd through 5th grade art show and book fair. Mr. Albertsen also attended the Education Committee this month.

3.2.5 Sherry Bartmann

Mrs. Bartmann chaperoned the high school field trip to Walker Mowers in Timnath. In addition, she attended middle and high school basketball games, the book fair, Sweets with Santa and the middle school production of Elf, the musical. Mrs. Bartmann also represented WCA at the Windsor Chamber of Commerce Christmas party as well as Community Coffee with the Mayor. The WCA Safety Committee did not meet this month.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

4.1.1 Kevin Albertsen: Mr. Albertsen wanted to thank fellow elementary school Lego Robotics team coaches for their work with students—Julie Owen, Carl Debo, Brad Coldiron and Kris Winkler. Mr. Albertsen also wanted to thank Kirsten Keenan and Irene Nissen for their support of the robotics teams. Windsor Charter Academy Lego Robotics teams participated in their first Lego League Jr. Expo on Saturday. Students did a remarkable job and enjoyed learning!



4.1.2 John Feyen: Mr. Feyen wanted to thank the Student Council for their work in ensuring that the high school dance was inviting. The decorations were beautiful. Mr. Feyen also wanted to thank the administration, Mr. Schriner and Mrs. Perciante, and our security officer, Mr. Mason, for their professional and welcoming interaction with the Windsor Police Department during the high school dance on December 1st.



5.0 Items for Action

5.1 Assurances for Financial Accreditation

Windsor Charter Academy complies with all financial and budget rules, regulations and financial reporting requirements as outlined by legislation (Section 22-30.5-112(7), C.R.S.). Windsor Charter Academy has substantial and good-faith compliance with the a) School District Budget Law, b) Financial Policies and Procedures Act, c) Public School Financial Transparency Act, and d) accounting and reporting.

A motion was made by Donna James and seconded by Jenny Ojala to approve assurances for financial accreditation for Windsor Charter Academy. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.2 2019-2020 Student Fees

The motion to approve the 2019-2020 student fees was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, nay; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion carries 5 to 1.

5.3 Middle School and High School Directors of Education

It is the recommendation that with the change from one middle/high school to two secondary schools—middle school and high school, that the following directors of education (school principals) be approved—Jeremy Schriner as Director of Middle School Education and Hannah Mancina as Director of High School Education.

A motion to approve Jeremy Schriner as Director of Middle School Education and Hannah Mancina as Director of High School Education was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, nay; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion carries 5 to 1.

5.4 Facilities Master Plan

It is recommended that the Executive Board approve a master plan with the following additions:

- Gymnasium on the lot on Diamond Valley Dr. and Logistics Dr.
- Auditorium on the lot on 810 Automation Dr.

This plan would not require additional land acquisition. Firebird Way and the soccer field would be redesigned to address the construction of the auditorium, when built.

The motion to approve the facilities plan as outlined was made by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, nay; Bartmann, nay; Feyen, aye; James, aye; Mader, nay; Ojala, nay. The motion did not pass.

5.5 Education Committee Recommendations

The Education Committee reviewed several English Language Arts resources to support the high school program. They recommend the following resources be approved by the Executive Board:

- Understanding Comics: The Invisible Art by Scott McCloud
- Maus II by Art Spiegelman
- Her Story (Video Game)

The motion to approve the English language arts resources as recommended by the Education Committee was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.6 Policy GBEB Staff Conduct, First Read

The motion to approve Policy GBEB Staff Conduct on first read was made by Kevin Albertson and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.7 Policy GBEB-R-2 Staff Conduct and Responsibilities, First Read

The motion to approve Policy GBEB-R-W Staff Conduct and Responsibilities on first read was made by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.8 Policy KDBA Parent Notification of Employee Criminal Charges, First Read

The motion to approve Policy KDBA Parent Notification of Employee Criminal Charges on first read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

5.9 Policy GBEEA Use of Social Media for School-Related Purposes, Second Read

The motion to pull policy GBEEA, Use of Social Media for School-Related Purposes from the Consent Agenda was made by Carolyn Mader and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

The motion to amend policy GBEEA, Use of Social Media for School-Related Purposes was made by Carolyn Mader and seconded by Jenny Ojala. The sentence "Staff shall not engage in conduct that adversely affects their capacity to serve as a role model for students or their ability to work effectively with Windsor Charter Academy staff, parents, and students" was moved to fall under the category of Inappropriate Use. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously.

7.0 Consent Agenda

6.1 Personnel

Appointments

- Elizabeth Scott-Janda: HS Teacher
- Ryan Koehler: MS & HS Teacher
- Justin Steele: HS Teacher

Non-Renewals/Resignations

- No non-renewals and resignations at this time.

6.2 Second Read Policies

- Policy GBGA Staff Health and Safety
- Policy GBGA-R Staff Health Regulation
- Policy GBGB Staff Personal Security and Safety
- Policy JICA Dress Code

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

7.0 Executive Session

An Executive Session did not occur.

An Executive Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Executive Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session,

the Executive Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Executive Board may hold an executive session to:

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

8.0 Adjournment

A motion was made to adjourn the December 13, 2018 Regular Session was made by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye. The motion passed unanimously. The meeting adjourned at 9:01 p.m.



2.0 January Special Session Minutes



January 17, 2019

Special Session: 6:00 p.m.

9.0 Opening of Meeting

1.1 Call to Order

The meeting was called to order at 6:15 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director

Kelly Seilbach, Director of Elementary Education

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to approve the January 17, 2019 Special Session agenda was made by John Feyen and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

Four parents were present at the board meeting. Sara Bakula shared her feelings on the importance of thoughtful comparisons of faculty master plans when making a decision.

3.0 Items for Information

3.1 Facilities Master Plan

4.0 Items for Action

4.1 Facilities Master Plan

A motion was made to form a committee to further study the facilities masters plan by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

4.2. Policy GBEBD Employee Communication, First Read

A motion was made to approve Policy GBEBD Employee Communications on first read was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

4.3 Policy GBEEA Use of Social Media for School-Related Purposes, First Read

A motion was made to approve Policy GBEEA Use of Social Media for School-Related Purposes on first read was made by John Feyen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.0 Executive Session

There was no executive session.

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

The Board may hold an executive session to:

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

6.0 Adjournment

A motion to adjourn the January Special Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 7:55 p.m.



3.0 First Read Policies



STUDENT COMMUNICATIONS

This policy concerns communications made by Windsor Charter Academy students with respect to their enrollment at the School.

Purpose

Windsor Charter Academy recognizes the importance of technology and social networks as effective forms of communication and mediums for e-learning. When used appropriately, these tools can enhance a student's ability to communicate and access educational resources.

The purpose of this policy is to provide guidance and expectations for Windsor Charter Academy students regarding the creation and use of electronic tools to communicate. Electronic and social media tools include, but are not limited to: websites, text messages, instant messages, blogs, online bulletin boards, video and photo sharing sites, wikis, social networks, and virtual worlds.

Expectations of Students

Online activity, including personal online activity, is public and therefore a reflection of a Windsor Charter Academy student. Students are encouraged to exercise good judgment, common sense, and maintain appropriate behavior. Inappropriate online behavior that involves Windsor Charter Academy staff or other students should be immediately communicated to Windsor Charter Academy Administration.

All students at Windsor Charter Academy are responsible for the materials they publish online. Any conduct that negatively reflects upon Windsor Charter Academy or consists of inappropriate behavior on the part of the student may result in disciplinary action. Inappropriate behavior is defined as "any activity that harms students, staff, or the extended Windsor Charter Academy community; compromises a student's reputation; or is illegal."

Student Use of School Technologies

Communications made by Windsor Charter Academy students in their official capacity as students representing the school have official consequences. For

Policy JICE

this reason, students must ensure that such communications are accurate; demonstrate sound judgment; and are consistent with the school's mission, educational values, policies, and initiatives. Constructive criticism, both privately and publicly, is welcome; however, harsh or continuous disparagement is discouraged. Material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity shall be subject to discipline.

Accordingly, the substance and medium of communications made by Windsor Charter Academy students pursuant to the duties and/or responsibilities of their role as students, as agreed to in the student code of conduct, shall comply with governing law; Board of Education policies; Executive Board policies, regulations, and administrative guidelines and procedures. Windsor Charter Academy students who fail or refuse to comply with this requirement shall be subject to discipline.

Personal Use

Windsor Charter Academy students are responsible for communications they make on their own time outside of the school day. Such communications include those made in person, those that are written, those via telephone or via audio/video streaming over the Internet, and those via other forms of technology such as social media or texting.

Windsor Charter Academy students should be aware that people classified as "friends" on personal social networking sites, or general postings that are made on the Internet in any way, can be downloaded and shared. Students should be aware that social media: (a) significantly increases the number of people who may receive the communication; (b) may allow the communication to be forwarded to people and/or re-posted on sites that were neither intended nor contemplated by the student making the original communication; and (c) may not allow the communication to be deleted at every location where it has been sent, posted, forwarded and/or reposted. Students are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level and maintain strong due diligence when associating themselves with outside organizations.

If the consequence of such communication cause harm, hurt or embarrassment to Windsor Charter Academy students or employees, or interfere with the school's regular operations, the student can be subject to discipline. Examples of such communication include but are not limited to the following:

- Communications that undermine supervisory authority.

Policy JICE

- Communications that harm student relationships and/or cause school discord.
- Communications that harm positive and effective relationships with the school's students, staff, parents and/or community.
- Communications that disclose confidential information regarding any Windsor Charter Academy students, staff members, alumni, or that disclose confidential information related to Windsor Charter Academy operations.
- Communications that state or suggest that they are being made by or on behalf of Windsor Charter Academy, or that misrepresent the position of Windsor Charter Academy on any matter.
- Communications that use Windsor Charter Academy's name, logo, mascot, slogans, and/or social media handle without written authorization.
- Communications that involve illegal activity.
- Communications that may reasonably be viewed as a true threat to physically injure or otherwise harm a person, or to unlawfully damage or destroy property.

Permissions

Acceptable Use

Windsor Charter Academy Administration shall approve technologies suitable for use by students for school-related activities. Prior to utilizing social media tools for school use, students must complete the approval process form.

Copyright and Fair Use

Copyright and fair use laws must be adhered to at all times. Trademarks such as logos, slogans, and other digital content such as art, music, or photographs may require permission. It is the responsibility of the student to seek permission to use trademarked content. Windsor Charter Academy Administration must approve use of the Windsor Charter Academy's name, logo, mascot, slogan, and/or social media handle.

Official Online Presence

Windsor Charter Academy Administration is responsible for creating the school's "official" online presence. Any student who wishes to create an "official" online presence representing a group associated with Windsor Charter Academy must first obtain approval from Windsor Charter Academy Administration. The student is also responsible for making annual notification of the continued use of the communication tool to Administration. Students are also prohibited from creating an "official" online presence for a school-sponsored group. If students

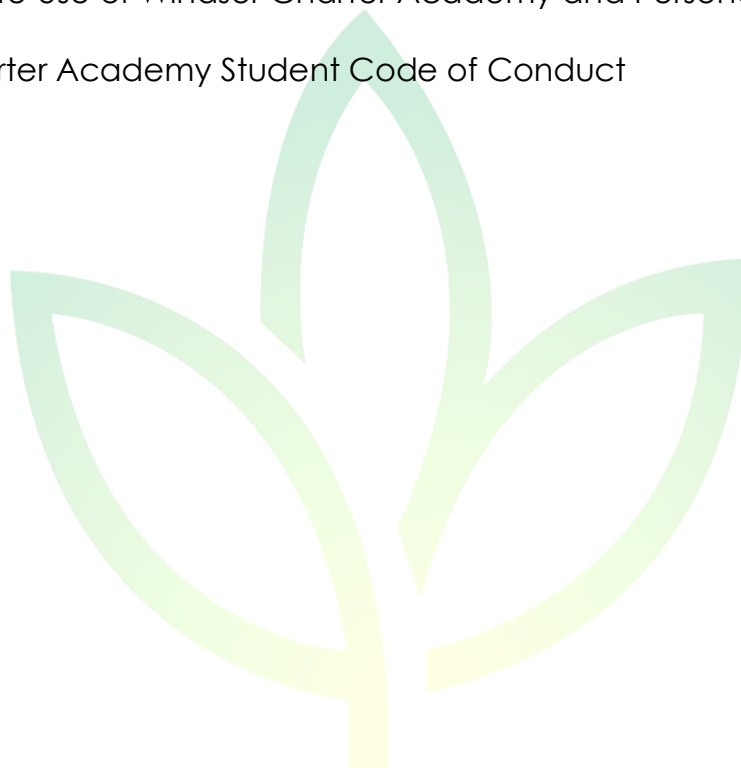
Policy JICE

choose to work with an employee, who is designated as a “group sponsor,” the employee is responsible for all content published online for the group.

Windsor Charter Academy Executive Board
Adopted: February 2019

Legal Reference
C.R.S. 24-34-402.5

Cross Reference
JS Appropriate Use of Windsor Charter Academy and Personal Technology by
Students
Windsor Charter Academy Student Code of Conduct





SCHOOL-RELATED STUDENT PUBLICATIONS

The Executive Board encourages students to express their views in school-sponsored publications, **whether they be written, printed or electronic, while** ~~while- observing~~ing rules for responsible journalism and ~~complying~~ing with this policy, **as well as** ~~and~~ state and federal law. To protect the rights of all members of the school community and to support Windsor Charter Academy's educational mission and purposes, students are prohibited from publishing expression which:

- Is false or obscene.
- Is libelous, slanderous or defamatory under state law.
- Presents a clear and present danger of the commission of unlawful acts.
- Violates school rules or material and substantial disruption of the orderly operation of the school.
- Violates the privacy rights of others.
- Threatens violence to property or persons.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy, its accompanying regulation and applicable state and federal law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

Policy JICEA

Windsor Charter Academy Executive Board
Revised: October 2018
February 2019

Legal Reference

C.R.S. 22-1-120

C.R.S. 22-1-123 (5) (e) C.R.S. 22-32-110 (1)(r)





STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS

To understand constitutional values such as the right to free speech, students must not only study such principles, but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's need to maintain an orderly and safe school environment which respects the rights of all **Windsor Charter Academy staff and students** ~~students on school grounds and during school-sponsored activities.~~

Students may distribute noncurricular materials ~~on school property~~ in accordance with this policy, its accompanying regulation and applicable state and federal law.

Prohibited Distribution

Students shall not distribute any non-curricular materials **that bear the Windsor Charter Academy name, logo, or mascot or reference any Windsor Charter Academy students or staff** ~~on school property or at school-sponsored activities or events~~ that in themselves or in the manner they are distributed:

- Create or threaten to create a substantial disruption or material interference with the normal operation of the school, school activity or event.
- Advocate or encourage unlawful conduct or conduct that violates Executive Board policy, including but not limited to the Executive Board's policies prohibiting unlawful discrimination, harassment and bullying.
- Cause or threaten to cause injury to persons or property.
- Are obscene, defamatory or violate any person's privacy rights.

Students who distribute materials in violation of this policy may be subject to

Policy JICEC

appropriate disciplinary action, including suspension and /or expulsion.

School equipment and supplies shall not be used for publication of such material.

Windsor Charter Academy Executive Board
Revised: October 2018

Weld Re-4 Board Adopted:
September 2018

Legal Reference

Tinker v. Des Moines Independent Community School District, 393 U.S. 503

Taylor v. Roswell Independent School District, 713 F.3d 25 (10th Cir. 2013)

Kowalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011), cert. den., 132 S. Ct. 1095 (2012)

Colorado Constitution, Article 9 Section 5

C.R.S. 22-1-120

C.R.S. 22-32-110 (1)(r)

Cross Reference

JICEA School-Related Student Publications

JK Student Discipline and Sub Codes

KHC Distribution/Posting of Non-Curricular Materials



4.0 Bids for Carpet Replacement for Elementary School Library

Requested bids include materials and labor to replace carpet in the elementary library. This project will be completed in February 2019.

- | | |
|-------------------------------|------------------|
| • Skip's Carpet Service, Inc. | \$6,746.08 Total |
| • Northern Colorado Carpets | \$8,819.70 Total |
| • ZTS via Discount Decor | \$9,545.00 Total |

It is the recommendation to accept the bid from Skip's Carpet Service. It is the most cost effective and the company can provide an exact match to current carpet at the elementary school.

SKIPS CARPET SERVICE INC
5816 PRONTO WAY
LOVELAND, CO 80538-9291
970-667-5280
skipscarpet@gmail.com

Estimate 1293

ADDRESS Windsor Charter Academy 680 Academy Ct Windsor, CO 80550	DATE 12/04/2018	TOTAL \$6,746.08	
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PROJECT
WCA ES / Library / 2018

ACTIVITY	QTY	RATE	AMOUNT
Tandus Applause III/ Color: Wood Shop / RS Cushion Back	190	24.46	4,647.40
Carpet Installation	190	4.50	855.00
Sundries	1	106.23	106.23
Cove Base / 4"	178	0.85	151.30
Cove Base Installation	178	0.85	151.30
CB Sundries	1	17.85	17.85
Take Up existing Carpet	190	3.30	627.00
Prep	1	190.00	190.00

TOTAL	\$6,746.08
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THANK YOU.

Accepted By

Accepted Date



Northern Colorado Carpets

5837 S. COLLEGE AVE
FORT COLLINS, CO 80525
970-226-6800 FAX: 970-226-1672
EMAIL: FRONTDESK@SHOPNCC.COM

SALES QUOTE

DATE	QUOTE #
12/28/18	4745335

BILL TO
WINDSOR CHARTER ACADEMY 680 ACADEMY CT. WINDSOR, CO 80550

SHIP TO
WINDSOR CHARTER ACADEMY 680 ACADEMY CT. WINDSOR, CO 80550

SALESPERSON
DGK

Quantity	UoM	Item	Description	Price Each	Total
1		CARPET	TBD; COMMERCIAL GRADE	5,736.12	5,736.12
1		LABOR	INSTALL	975.00	975.00
1		LABOR	TEAR OUT/HAUL AWAY	746.00	746.00
1		ADHESIVE	PRESSURE SENSITIVE	345.00	345.00
1		FREIGHT	INBOUND	416.31	416.31
1		COVE BASE	MATCHING	211.27	211.27
1		LABOR	INSTALL COVE	175.00	175.00
1		LABOR	FLOOR PREP	215.00	215.00
				Subtotal	\$8,819.70
				Sales Tax (0.0%)	\$0.00
				Total	\$8,819.70

www.northerncoloradocarpets.com



Les Frank
970-402-5505
les@discountdecor.net

DATE
PO#

December 20, 2018

CUSTOMER ADDRESS
CITY,STATE,ZIP

ZTS construction
Windsor Charter School Library
Windsor, CO

HOME #
WORK#
CELL#

Carpet replacement	Tandus powerbond per spec	\$9,185.00
	Rubber cove base	\$360.00

Note Includes demo of existing carpet and floor prep
Does not include furniture move

Note All items above include needed material, tax, and labor unless otherwise noted

TOTAL \$9,545.00

Signature _____ Date _____

Discount Decor _____ Date _____

We propose hereby to furnish material and labor - complete at the agreed price listed above. All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. By signing this estimate, the above prices, specifications and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. A required 50% payment is due upon signing, and the balance will be paid upon completion.



5.0 Second Read Policies



EMPLOYEE COMMUNICATIONS

This policy concerns communications made by Windsor Charter Academy employees pursuant to the duties and/or responsibilities of their Windsor Charter Academy employment, as well as communications made on their own time outside the duties and responsibilities of their employment.

Purpose

Windsor Charter Academy recognizes the importance of technology and social networks as effective forms of communication and mediums for e-learning. When used appropriately, these tools can enhance Windsor Charter Academy's ability to reach, communicate with, and teach **students** in an effective manner.

The purpose of this policy is to provide guidance and expectations for Windsor Charter Academy employees regarding the creation and use of electronic tools to communicate both professionally and personally. Electronic and social media tools include, but are not limited to: websites, text messages, instant messages, blogs, online bulletin boards, video and photo sharing sites, wikis, social networks, and virtual worlds.

Expectations of Employees

Windsor Charter Academy recognizes that employees are role models and must exemplify ethical behavior in their relationship with students, patrons, and other employees. Online activity, including personal online activity, is public and therefore a reflection of Windsor Charter Academy. Employees are encouraged to exercise good judgment, common sense, and maintain professionalism. Inappropriate online behavior should be immediately communicated to Windsor Charter Academy Administration.

All employees at Windsor Charter Academy are responsible for the materials they publish online. Any conduct that negatively reflects upon Windsor Charter Academy or consists of inappropriate behavior on the part of the employee may result in disciplinary action or termination of employment. Inappropriate behavior is defined as "any activity that harms students, staff, or the extended

Policy GBEBD

Windsor Charter Academy community; compromises an employee's objectivity; undermines an employee's authority or ability to maintain control of students; or is illegal."

Professional CommunicationsUse

Communications made by Windsor Charter Academy employees in their official capacity have official consequences. For this reason, the school must ensure that such communications are accurate; demonstrate sound judgment; and are consistent with the school's mission, educational values, policies, initiatives and curriculum. Constructive criticism, both privately and publicly, is welcome; however, harsh or continuous disparagement is discouraged. Material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity shall be subject to discipline up to and including termination of their employment.

Accordingly, the substance and medium of communications made by Windsor Charter Academy employees pursuant to the duties and/or responsibilities of their employment shall comply with governing law; **applicable** Executive Board policies; regulations; administrative guidelines and procedures; and supervisor directives. Windsor Charter Academy employees who fail or refuse to comply with this requirement shall be subject to discipline up to and including termination of their employment.

~~The line between professional and personal relationships can become blurred;~~ therefore, Windsor Charter Academy employees should exercise discretion and maintain professionalism when communicating with students. When communicating with students, Windsor Charter Academy employees should limit communication to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Employees are prohibited from engaging in private exchanges with students.

Personal CommunicationsUse

Windsor Charter Academy employees are responsible for communications they make on their own time outside the duties and responsibilities of their employment with Windsor Charter Academy. Such communications include, **without limitation**, those made in person, those that are written, those via telephone or via audio/video streaming over the Internet, and those via other forms of technology such as social media or texting.

Windsor Charter Academy employees should be aware that people classified as "friends" on personal social networking sites, or general postings that are made on the internet in any way, can be downloaded and shared. Employees

Policy GBEBD

should be aware that social media: (a) significantly increases the number of people who may receive the communication; (b) may allow the communication to be forwarded to people and/or re-posted on sites that were neither intended nor contemplated by the employee making the original communication; and (c) may not allow the communication to be deleted at every location where it has been sent, posted, forwarded and/or reposted. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level and maintain strong due diligence when associating themselves with outside organizations.

If the consequence of such communication impedes proper performance of the employee's job duties or interferes with the school's regular operations, the employee can be subject to discipline up to and including termination of their employment. Examples of such communication include but are not limited to the following:

- Communications that undermine supervisory authority.
- Communications that harm close working relationships and/or cause workplace discord.
- Communications that create a conflict of interest with respect to the job duties and/or responsibilities of the employee who makes them.
- Communications that harm positive and effective relationships with the school's students, parents and/or community.
- Communications that disclose confidential information regarding any Windsor Charter Academy students, staff members, **or** alumni, or that disclose confidential information related to Windsor Charter Academy operations.
- Communications that state or suggest that they are being made by or on behalf of Windsor Charter Academy, or that misrepresent the position of Windsor Charter Academy on any matter.
- Communications that use Windsor Charter Academy's name, logo, mascot, slogans, and/or social media handle without written authorization.
- Communications that involve illegal activity.
- Communications that may reasonably be viewed as a true threat to physically injure or otherwise harm a person, or to unlawfully damage or destroy property.

Permissions

Acceptable Use

Policy GBEBD

Administration shall approve technologies suitable for use by employees for school-related activities. Prior to utilizing social media tools for professional use, employees must complete the approval process form.

Copyright and Fair Use

Copyright and fair use laws must be adhered to at all times. Trademarks such as logos, slogans, and other digital content such as art, music, or photographs may require permission. It is the responsibility of the employee to seek permission to use trademarked content. Windsor Charter Academy Administration must approve use of the Windsor Charter Academy's name, logo, mascot, slogan, and/or social media handle.

Official Online Presence

Windsor Charter Academy Administration is responsible for creating the school's "official" online presence. Any employee who wishes to create an "official" online presence representing a group associated with Windsor Charter Academy must first obtain approval from Windsor Charter Academy Administration. The employee is also responsible for making annual notification of the continued use of the communication tool to Administration. Students are also prohibited from creating an "official" online presence for a school-sponsored group. If students choose to work with an employee, who is designated a "group sponsor," the employee is responsible for all content published online for the group.

Windsor Charter Academy Executive Board
Adopted: January 2019

Legal Reference
C.R.S. 24-34-402.5

Cross Reference
GBAA, Sexual Harassment
GBEE, Appropriate Use of District and Personal Technology by Non-Student Stakeholders
GBEEA, Use of Social Media for School-Related Purposes



STAFF USE OF SOCIAL MEDIA FOR SCHOOL-RELATED PURPOSES

The Executive Board acknowledges that social media has become an important means of communication with potential pedagogical value if used appropriately. This policy sets forth guidelines for the use of social media for school-related purposes at Windsor Charter Academy schools. This is in addition to the guidelines set forth in Executive Board Policies GBEE and JS regarding the acceptable use of Windsor Charter Academy and personal technology, as well as Executive Board Policy GBEBD regarding employee communications.

Definitions

"Social medium" and "Social media" shall mean internet-based tool(s) for sharing and discussing information among users, and includes, without limitation, social networking, social bookmarking, and social news sites.

"Windsor Charter Academy Technology" shall mean Windsor Charter Academy's network, servers, computers, communication systems (i.e. email, VOIP, and audience response systems), hardware, software, operating systems, and an array of other emerging technologies.

Staff Expectations

Staff **members** must receive prior approval before any social media platform may be used **on behalf of** to represent Windsor Charter Academy or for student educational purposes. ~~The Community Relations Department must approve all use of social media.~~ The denial of use ~~for~~ **of** social media may be appealed to the Executive Director within 5 days of the date of denial. The decision of the Executive Director shall be final in all cases and the decision shall not be subject to Windsor Charter Academy's grievance procedures. If the proposal is approved or approved with modification, the staff member shall be responsible for implementing the proposal in accordance with the Terms of Use set forth below. The approval may be withdrawn at any time for any reason. Approval ~~offer~~ the use of social media must be resubmitted annually for review.

Policy GBEEA

Terms of Use

Staff **members** whose social media proposals receive approval are subject to the following terms of use:

- A. Content on the approved social media site shall at all times comply with Windsor Charter Academy policies, procedures, and regulations, as well as with applicable state and federal law, **including, without limitation, the Family Educational Rights and Privacy Act.**
- B. Students shall be required to obtain written permission from their parent/guardian to post on ~~all~~ **any** approved social media sites for school-related purposes. Staff **members** shall only allow students who have submitted such written permission to participate in school approved social media sites.
- C. Staff **members** ~~are~~ is responsible for monitoring student use of approved social media sites and shall remove content that violates Windsor Charter Academy policies, procedures or regulations, or state or federal law. Any inappropriate use of approved social media sites shall be reported to school administration.
- D. School administrators shall be granted access to approved social media sites and may monitor the sites for compliance with Windsor Charter Academy policy.

Personal Use of Social Media

Staff **members** shall not use Windsor Charter Academy time or Windsor Charter Academy Technology for personal use of social media. Staff **members** shall not engage in conduct that adversely affects their capacity to serve as a role model for students or their ability to work effectively with Windsor Charter Academy staff **members**, parents, and students.

Inappropriate Use

Violations of this policy may be considered inappropriate use of technology and User-access and User-use may be suspended, limited or denied at any time. Employee Users who use Windsor Charter Academy Technology in an inappropriate manner and who are found to be in violation of this policy may be subject to additional disciplinary action ~~according to other Executive Board policies or state and federal statutes.~~ Violation of this policy may also be cause for referral to outside agencies for additional investigation.

Policy GBEEA

Revised: April 2018
January 2019

Cross References

GBEE Appropriate Use of Windsor Charter Academy and Personal Technology
by Non-Student Stakeholders

JS Appropriate Use of Windsor Charter Academy and Personal Technology by
Students

GBEBD Staff Communications



Policy GBEEA

PERMISSION TO USE SOCIAL MEDIA FOR INSTRUCTIONAL PURPOSES

Student Name: _____ Grade: _____

Windsor Charter Academy-Approved Social Media Site(s):

I hereby give my permission for my student to use Windsor Charter Academy-approved social media sites listed herein. I hereby release and hold harmless Windsor Charter Academy, its board members, officer, agents, employees, and teachers from any and all liability, claims, demands, actions, or causes of action whatsoever arising from my student's use of Windsor Charter Academy-approved social media sites. My student and I hereby acknowledge that use of Windsor Charter Academy-approved social media site must comply with Windsor Charter Academy policies, procedures, and regulations, as well as with applicable federal and state law.

Parent/Guardian Signature: _____

Student Signature: _____



6.0 Financials



Committee

Paige Adams, Chair

Donna James, Board Treasurer

Rebecca Teeples, Executive Director

SarahGennie Colazio, Finance Director

Sara Bakula, Committee Member

Matt Meuli, Committee Member

Levi Burkhart, Committee Member

Lauren Miller, -absent

Agenda 1.17.19

Meeting Called to order at 3:19pm

1. Reviewed 18-19 Amended Budget- Second Draft
 - a. **Motion to recommend Amended 2018-2019 Budget by Sara Bakula second by Levi Burkhart. Motion passes unanimously**
2. Discussed increase in security coverage and training needs
3. Reviewed December Financials, Balance Sheet, Rev & Exp, Food Service, Student Fund
 - a. **Motion to approve December 2018 Financials by Sara Bakula, second by Matt Meuli, motion passes unanimously.**
4. Discussed annual investor call held on January 8th- update- see pdf presentation. Investor response was very positive and they were happy with such detailed information.
5. Discussed moving checking accounts to 1st Bank- will send 1st Bank synopsis to committee for review and discuss possible RFP in February
6. Update on Capital Campaign plan- every month
 - a. Discussed possible facility/land acquisition and development costs vs. Long term financing plans
7. Next Meeting – Thursday February 21st, 3:30pm

Meeting Adjourned at 4:43pm



Financial Highlights 12.31.18

As of December 31, 2018, we are 6 months through the year, revenues and expenditures should be approximately 50% of budget

- **Total GF Revenue is \$5,858,704 (51.97%)**
 - Interest Revenue from COLOTRUST of \$8,329
 - Transfer from Building Corp- NOT Revenue
 - At expected for this time of year
- **Total GF Expenses are \$5,090,759 (45.68%)**
 - Our "front loaded items", such as curriculum, online subscriptions, technology license, insurance, and software purchases are complete.
 - At expected for this time of year
- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,531,867
 - Health Insurance Checking Balance: \$637,283
 - COLOTRUST Investment Balance: \$1,508,329
 - SF Checking Account Balance: \$ 153,706
- GF Operating Cash 12/31/18~ **Days Cash on Hand: 121**

See next page for Proposed Amended Budget Summary

- **Recommendations**
 - Finance Committee reviewed December financials and recommends Board approval



2018-2019 Proposed Amended Budget Summary

Overview of proposed changes

REVENUE:

- Revenues increased by \$30,217 due to increased grant revenue and higher per pupil amount for Capital Construction funding

EXPENDITURES

- Expenditures increased in total of \$15,734, mostly due to SPED cost increases by the District.

NET EFFECT:

- Our projected surplus increased to \$189,158, which gives us \$34,818 above our required bond covenants for debt service coverage of \$154,340.

The Finance Committee has review this amended budget in detail from November through January and has recommended it to the Board for final approval.

Rev and Exp as of 12.31.18

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Windsor Charter Academy

Charter School 11

Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description			Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
1300	Tuition		118,248.00	213,900.00	95,652.00	55.28
1500	Earnings on Investments		8,328.78	200.00	(8,128.78)	4,164.39
1700	Pupil Activities		70,565.00	89,398.00	18,833.00	78.93
1900	Other Revenue from Local Sources		222,218.82	567,033.00	344,814.18	39.19
3000	Revenue from State Sources		186,164.94	284,390.00	98,225.06	65.46
3900	Other Revenue From State Sources		46,111.24	14,800.00	(31,311.24)	311.56
5200	Interfund Transfers		188,499.51	10,000.00	(178,499.51)	1,885.00
5600	Direct Allocations		5,018,568.10	10,093,304.00	5,074,735.90	49.72
I	Revenue		5,858,704.39	11,273,025.00	5,414,320.61	51.97
* Account Type						
0100	Salaries		2,242,631.76	5,130,446.96	2,887,815.20	43.71
0200	Employee Benefits		786,409.24	1,924,772.00	1,138,362.76	40.86
0300	Purchased Professional and Technical Services		23,160.35	46,596.00	23,435.65	49.70
0400	Purchased Property Services		793,802.57	1,860,866.00	1,067,063.43	42.66
0500	Other Purchased Services		797,821.27	1,476,942.03	679,120.76	54.02
0600	Supplies		266,121.03	396,719.00	130,597.97	67.08
0700	Property		118,086.20	193,775.00	75,688.80	60.94
0800	Other Objects		62,726.59	114,310.00	51,583.41	54.87
X	Expense		5,090,759.01	11,144,426.99	6,053,667.98	45.68
* Account Type						
11	Charter School		(767,945.38)	(128,598.01)	639,347.37	597.17
Fund						

Rev and Exp as of 12.31.18

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Windsor Charter Academy

Page 2 of 3
Expense on & PO Date Range: 7/1/2018 to 12/31/2018

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		233,692.41	250,010.00	16,317.59	93.47
I	Revenue		233,692.41	250,010.00	16,317.59	93.47 * Account Type
0600	Supplies		87,902.21	207,500.00	119,597.79	42.36
0868	Overhead Costs		0.00	58,000.00	58,000.00	0.00
X	Expense		87,902.21	265,500.00	177,597.79	33.11 * Account Type
23	Pupil Activity Fund		(145,790.20)	15,490.00	161,280.20	-941.19 Fund

Rev and Exp as of 12.31.18

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Windsor Charter Academy

Page 3 of 3
Expense on & PO Date Range: 7/1/2018 to 12/31/2018

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	16,607.13	21,000.00	4,392.87	79.08	
1900 Other Revenue from Local Sources	643,702.10	1,543,406.00	899,703.90	41.71	
2000 Revenue from Intermediate Sources	18,973.59	13,000.00	(5,973.59)	145.95	
I Revenue	679,282.82	1,577,406.00	898,123.18	43.06	* Account Type
0700 Property	0.00	350,000.00	350,000.00	0.00	
0800 Other Objects	607,019.51	1,448,403.00	841,383.49	41.91	
0900 Other Uses of Funds	188,499.51	95,000.00	(93,499.51)	198.42	
X Expense	795,519.02	1,893,403.00	1,097,883.98	42.02	* Account Type
61 Building Corporation	116,236.20	315,997.00	199,760.80	36.78	Fund
Report Total:	797,499.38	(202,888.99)	(1,000,388.37)	-393.07	

Balance Sheet

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Windsor Charter Academy

Page 1 of 3
Date Range: 7/1/2018 to 12/31/2018

Charter School 11					
Account Class	8100	Current Assets			
Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets					
Bingo Checking Acct		550.11	0.00	550.11	11-950-00-0000-8101-000-0000
General Fund Checking		1,449,640.78	82,225.80	1,531,866.58	11-950-00-0000-8102-000-0000
Health Insurance Checking		690,544.83	(53,261.95)	637,282.88	11-950-00-0000-8102-000-0000
COLOTRUST Account		1,505,155.70	3,173.08	1,508,328.78	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
COBRA Receivable		(614.22)	0.00	(614.22)	11-950-00-0000-8153-000-0000
Accounts Receivable GF		0.00	0.00	0.00	11-950-00-0000-8153-000-0000
Prepaid Expenses		8,395.37	0.00	8,395.37	11-950-00-0000-8181-000-0000
Prepaid Insurance		5,344.15	0.00	5,344.15	11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100 Current Assets		3,659,468.89	32,136.93	3,691,605.82	* Account Class
Liabilities					
18-19 Kinder Tuition Deposits		(21,415.00)	0.00	(21,415.00)	11-901-00-0000-7481-000-0000-9393
19-20 Kinder Tuition Deposits		(5,760.00)	(1,600.00)	(7,360.00)	11-901-00-0000-7481-000-0000-9393
Accounts Payable		(134,269.65)	63,256.23	(71,013.42)	11-950-00-0000-7421-000-0000
Accrued Salaries		(99.90)	0.00	(99.90)	11-950-00-0000-7461-000-0000
GARNISHMENT		(830.16)	0.00	(830.16)	11-950-00-0000-7471-000-0000
Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
Tax Liabilities		(0.01)	0.00	(0.01)	11-950-01-0000-7471-000-0000
Health/Dental/Vision Liab		(10,493.49)	(35,910.99)	(46,404.48)	11-950-05-0000-7471-000-0000
401K/457 Liab		1,169.94	0.00	1,169.94	11-950-06-0000-7471-000-0000
7400 Liabilities		(172,498.27)	25,745.24	(146,753.03)	* Account Class
Reserved Co Dept of Ed use only.					
Tabor Reserve		(284,000.00)	0.00	(284,000.00)	11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(2,479,167.89)	0.00	(2,479,167.89)	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
Gen Fund Net Income/Loss		(710,063.21)	(57,882.17)	(767,945.38)	11-950-00-0000-6775-000-0000
6100 Reserved Co Dept of Ed use only.		(3,486,970.62)	(57,882.17)	(3,544,852.79)	* Account Class
11 Charter School		0.00	0.00	0.00	Fund

Balance Sheet

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Windsor Charter Academy

Page 2 of 3
Date Range: 7/1/2018 to 12/31/2018

Pupil Activity Fund 23

Account Class	8100	Current Assets				
Description			Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Activity Account Checking	162,043.73	(8,337.42)	153,706.31	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>162,043.73</u>	<u>(8,337.42)</u>	<u>153,706.31</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(3,451.00)	(631.00)	(4,082.00)	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(21,951.99)	18,117.91	(3,834.08)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(25,402.99)</u>	<u>17,486.91</u>	<u>(7,916.08)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	(8,853.17)	0.00	(8,853.17)	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	(136,640.71)	(9,149.49)	(145,790.20)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(136,640.74)</u>	<u>(9,149.49)</u>	<u>(145,790.23)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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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
Current Assets						
		Def Loss on Refunding-2016	309,212.59	0.00	309,212.59	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	237,935.45	73,362.02	311,297.47	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,233,594.69	2,258.62	1,235,853.31	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	44,720.28	12,815.10	57,535.38	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	28,103.00	12.38	28,115.38	61-950-65-0000-8105-000-0000
8100		Current Assets	<u>1,853,566.01</u>	<u>88,448.12</u>	<u>1,942,014.13</u>	* Account Class
Fixed Assets						
		Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
		Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
		Bldg Corp Building & Imp MSHS	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
		Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(1,973,604.71)	0.00	(1,973,604.71)	61-950-00-0000-8232-000-0000
8200		Fixed Assets	<u>23,275,079.26</u>	<u>0.00</u>	<u>23,275,079.26</u>	* Account Class
Liabilities						
		Bldg Corp Premium on Bonds	(218,459.08)	0.00	(218,459.08)	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	(4,133,706.83)	0.00	(4,133,706.83)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400		Liabilities	<u>(28,678,144.08)</u>	<u>0.00</u>	<u>(28,678,144.08)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	3,344,814.49	0.00	3,344,814.49	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	204,684.32	(88,448.12)	116,236.20	61-950-00-0000-6775-000-0000
6100		Reserved Co Dept of Ed use only.	<u>3,549,498.81</u>	<u>(88,448.12)</u>	<u>3,461,050.69</u>	* Account Class
61		Building Corporation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
		Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

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Windsor Charter Academy

Check Date: 12/1/2018 to 12/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21353	Aims Community College	30	12/06/2018	5971	80,497.36	0.00	80,497.36
218195	Bimbo Bakeries USA	5	12/06/2018	5972	119.00	0.00	119.00
218081	Blankenbaker, Katie	5	12/06/2018	5973	68.67	0.00	68.67
218169	BOYES, HEATH	5	12/06/2018	5974	1,800.00	0.00	1,800.00
21009	Brooms N More Inc	5	12/06/2018	5975	1,318.35	0.00	1,318.35
21015	Comcast Cable	5	12/06/2018	5976	982.55	0.00	982.55
21140	EON Office	5	12/06/2018	5977	1,299.94	0.00	1,299.94
218202	Fidelity Security Life Insurance Co.	5	12/06/2018	5978	701.34	0.00	701.34
21254	Gallegos Sanitation Inc	5	12/06/2018	5979	373.45	0.00	373.45
21038	Lewan and Associates	5	12/06/2018	5980	260.89	0.00	260.89
21092	Lincoln National Life Insurance	5	12/06/2018	5981	1,441.84	0.00	1,441.84
21724	Moonlight Carriage Company	5	12/06/2018	5982	450.00	0.00	450.00
218149	Olson, David	5	12/06/2018	5983	126.00	0.00	126.00
21177	Pinnacol	29	12/06/2018	5984	5,266.00	0.00	5,266.00
217778	Rocky Mountain Lawn Medic	5	12/06/2018	5985	864.00	0.00	864.00
21656	SANDERS, NASEEM	5	12/06/2018	5986	999.00	0.00	999.00
21681	Snappy Holdings LLC	5	12/06/2018	5987	13.80	0.00	13.80
217892	T-Mobile	5	12/06/2018	5988	84.24	0.00	84.24
217638	UNCC	5	12/06/2018	5989	7.25	0.00	7.25
21078	Waste Management	5	12/06/2018	5990	450.71	0.00	450.71
21120	Weld RE-4 School District	5	12/06/2018	5991	747.32	0.00	747.32
217845	Wright Specialty Insurance Agency LLC	5	12/06/2018	5992	7,125.24	0.00	7,125.24
218206	Young, Timothy	30	12/06/2018	5993	1,380.00	0.00	1,380.00
21245	Absolute Shredding	12	12/13/2018	5994	110.00	0.00	110.00
21577	Apple, Inc.	11	12/13/2018	5995	1,830.00	0.00	1,830.00
218195	Bimbo Bakeries USA	11	12/13/2018	5996	114.75	0.00	114.75
21610	ClearEcos	11	12/13/2018	5997	20.00	0.00	20.00
21015	Comcast Cable	12	12/13/2018	5998	2,200.00	0.00	2,200.00
21148	Decker Inc.	11	12/13/2018	5999	1,815.33	0.00	1,815.33
21140	EON Office	11	12/13/2018	6000	202.32	0.00	202.32
217948	GNG Design Enterprises LLC	11	12/13/2018	6001	266.55	0.00	266.55
21109	Mail N Copy	11	12/13/2018	6002	60.00	0.00	60.00
217792	Manweiler Hardware Inc.	11	12/13/2018	6003	33.26	0.00	33.26
21273	Meadow Gold - Greeley	11	12/13/2018	6004	438.99	0.00	438.99
21136	Supply Works	11	12/13/2018	6005	586.46	0.00	586.46
21072	Town of Windsor	11	12/13/2018	6006	1,078.53	0.00	1,078.53
21079	Wells Fargo Financial Leasing	11	12/13/2018	6007	3,026.41	0.00	3,026.41
21319	Elan	7	12/13/2018	6008	17,913.86	0.00	17,913.86
21389	Arlun	19	12/20/2018	6009	5,600.00	0.00	5,600.00
218195	Bimbo Bakeries USA	18	12/20/2018	6010	204.00	0.00	204.00
218169	BOYES, HEATH	18	12/20/2018	6011	750.00	0.00	750.00
21009	Brooms N More Inc	17	12/20/2018	6012	222.79	0.00	222.79
217956	Chase Sports Specialist LLC	17	12/20/2018	6013	3,313.00	0.00	3,313.00
217633	Diversified Underground Inc.	19	12/20/2018	6014	375.00	0.00	375.00
21032	Houghton Mifflin Harcourt	20	12/20/2018	6015	771.24	0.00	771.24
217851	Independent Interpreters of Northern CO LLC	18	12/20/2018	6016	115.00	0.00	115.00
217941	Logisoft Computer Products LLC	20	12/20/2018	6017	4,000.00	0.00	4,000.00
21498	Purchase Power Pitney Bowes	18	12/20/2018	6018	239.85	0.00	239.85
21656	SANDERS, NASEEM	18	12/20/2018	6019	999.00	0.00	999.00
21136	Supply Works	18	12/20/2018	6020	543.87	0.00	543.87
21012	CenturyLink	20	12/20/2018	6021	116.64	0.00	116.64
21259	cash	5	12/05/2018	9641	300.00	0.00	300.00
21747	Casale, John	5	12/06/2018	9642	120.00	0.00	120.00
217935	Cole, David	5	12/06/2018	9643	60.00	0.00	60.00
217969	Frieauf, Eric	5	12/06/2018	9644	60.00	0.00	60.00
218036	GoJo Sports of Greeley	5	12/06/2018	9645	4,900.00	0.00	4,900.00

A/P Check Register

Printed: 1/14/2019 1:28 PM

Windsor Charter Academy

Check Date: 12/1/2018 to 12/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218224	Halsey, Matthew	5	12/06/2018	9646	75.00	0.00	75.00
218225	Muzzia, Chance	5	12/06/2018	9647	75.00	0.00	75.00
21365	Original Works Yours, Inc.	5	12/06/2018	9648	6,619.25	0.00	6,619.25
21382	Pioneer Press	5	12/06/2018	9649	288.60	0.00	288.60
217991	Tresslor, Jeff	5	12/06/2018	9650	120.00	0.00	120.00
218201	Varsity Spirit	5	12/06/2018	9651	926.20	0.00	926.20
21120	Weld RE-4 School District	5	12/06/2018	9652	323.53	0.00	323.53
217951	Western Awards and Recognition	5	12/06/2018	9653	170.49	0.00	170.49
218036	GoJo Sports of Greeley	11	12/13/2018	9654	203.15	0.00	203.15
21567	Reedesign Concepts, LLC	11	12/13/2018	9655	6.00	0.00	6.00
21718	Robotics Education & Competition Foundation	11	12/13/2018	9656	110.00	0.00	110.00
217951	Western Awards and Recognition	11	12/13/2018	9657	602.93	0.00	602.93
21319	Elan	7	12/13/2018	9659	8,052.77	0.00	8,052.77
218212	Brotherton, William	17	12/20/2018	9660	214.00	0.00	214.00
21706	Burts Logo Apparel	18	12/20/2018	9661	576.50	0.00	576.50
217630	Devlin, Lucas	17	12/20/2018	9662	107.00	0.00	107.00
218231	Druse, Charles	17	12/20/2018	9663	107.00	0.00	107.00
218036	GoJo Sports of Greeley	19	12/20/2018	9664	1,572.83	0.00	1,572.83
218230	Goldman, Benjamin	17	12/20/2018	9665	107.00	0.00	107.00
218229	Jeffs, Steven	17	12/20/2018	9666	195.00	0.00	195.00
21734	Needens, Brock	17	12/20/2018	9667	94.00	0.00	94.00
21382	Pioneer Press	18	12/20/2018	9668	78.00	0.00	78.00
21718	Robotics Education & Competition Foundation	17	12/20/2018	9669	130.00	0.00	130.00
21056	Scholastic Book Fairs	17	12/20/2018	9670	1,753.18	0.00	1,753.18
21739	Sullivan, Ryan	17	12/20/2018	9671	107.00	0.00	107.00
218208	OptumRX	8	12/04/2018	10007	2,155.75	0.00	2,155.75
218208	OptumRX	8	12/18/2018	10008	1,273.64	0.00	1,273.64
21286	Voya Financial	9	12/31/2018	123118111	1,093.60	0.00	1,093.60
21088	American Fidelity	9	12/31/2018	123118222	874.60	0.00	874.60
21088	American Fidelity	9	12/31/2018	123118333	805.83	0.00	805.83
21459	CBIZ	9	12/31/2018	123118444	431.25	0.00	431.25
21459	CBIZ	9	12/31/2018	123118555	328,881.31	0.00	328,881.31
21459	CBIZ	9	12/31/2018	123118666	47,598.71	0.00	47,598.71
21084	PERA	9	12/31/2018	123118777	115,518.41	0.00	115,518.41
21233	TEXAS LIFE	9	12/31/2018	123118888	282.50	0.00	282.50
21286	Voya Financial	9	12/31/2018	123118999	1,500.00	0.00	1,500.00
218205	Delta Dental of Colorado	8	12/03/2018	120318115	5,009.13	0.00	5,009.13
217847	US Foods Inc.	8	12/05/2018	120518190	3,130.99	0.00	3,130.99
218207	UMR Health	8	12/06/2018	120618120	2,049.61	0.00	2,049.61
218207	UMR Health	8	12/07/2018	120718120	241.33	0.00	241.33
218207	UMR Health	8	12/10/2018	121018181	34,786.81	0.00	34,786.81
218207	UMR Health	8	12/14/2018	121418121	1,997.64	0.00	1,997.64
21156	Xcel Energy	11	12/14/2018	121418888	10,566.30	0.00	10,566.30
21088	American Fidelity	10	12/18/2018	121818336	1,280.43	0.00	1,280.43
217847	US Foods Inc.	8	12/19/2018	121918190	3,966.00	0.00	3,966.00
218207	UMR Health	8	12/21/2018	122118122	2,292.64	0.00	2,292.64
218207	UMR Health	8	12/21/2018	122118122	90.00	0.00	90.00
217847	US Foods Inc.	8	12/26/2018	122618190	2,749.47	0.00	2,749.47
218207	UMR Health	8	12/28/2018	122818122	159.00	0.00	159.00
218207	UMR Health	8	12/28/2018	122818122	8,215.53	0.00	8,215.53
21088	American Fidelity	9	12/31/2018	123118121	2,442.34	0.00	2,442.34
21088	American Fidelity	9	12/31/2018	123118131	9,316.44	0.00	9,316.44
Report Total					\$770,087.49	\$0.00	\$770,087.49

Windsor Charter Academy Budget

General Fund	2018-2019 Amended Budget- Approved 5- 24-18		2018-2019 Proposed Amended Budget		Change	
PPR Base	\$	7,730.26	\$	7,730	100.00%	
FTE		1210.2		1,210	6.20%	
					11.84%	
					% of Total Rev	Per student
Total Revenues and Reserves	\$	11,273,036	\$	11,303,253		\$ 30,216.53
Expenditures						
Salaries Total	\$	5,124,302	\$	5,138,751	45.46%	\$ 4,246.27 \$ 14,449.00
Benefits Total	\$	1,971,773	\$	1,944,335	17.20%	\$ 1,606.65 \$ (27,437.38)
Purchased & Technical Services Total	\$	46,595	\$	46,595	0.41%	\$ 38.50 \$ -
Facilities & Property Services Total	\$	1,854,440	\$	1,822,646	16.12%	\$ 1,506.10 \$ (31,793.88)
Other Purchased Services Total	\$	1,234,275	\$	1,281,149	11.33%	\$ 1,058.64 \$ 46,874.02
Educational Supplies & Materials Total	\$	600,605	\$	568,254	5.03%	\$ 469.56 \$ (32,351.00)
Total Property/Equipment	\$	160,860	\$	166,263	1.47%	\$ 137.39 \$ 5,403.00
Other Total	\$	105,510	\$	146,100	1.29%	\$ 120.73 \$ 40,590.00
Total Expenditures	\$	11,098,361	\$	11,114,095	98.33%	\$ 9,183.84 \$ 15,733.76
Net Surplus/Deficit	\$	174,675	\$	189,158		\$ 156.31 \$ 14,482.77
Required Surplus for DS Coverage	\$	154,340	\$	154,340		
General Fund Balance- Beginning	\$	2,776,911	\$	2,776,911		
Appropriation	\$	-	\$	-		
Net Surplus/Deficit	\$	174,675	\$	189,158		
Fund Balance- Ending	\$	2,951,587	\$	2,966,069		
## Ending Fund Balance Detail						
Unrestricted Fund Balance	\$	2,140,643	\$	2,682,069		
TABOR Reserves	\$	284,000	\$	284,000		
Total Projected Ending FB	\$	2,427,292	\$	2,966,069		
Total Revenues	\$	11,273,036	\$	11,303,253		
Total Expenditures less DS and one time	\$	9,554,958	\$	9,570,692		
Net avail for Debt Service	\$	1,718,078	\$	1,732,561		
Projected Debt Service	\$	1,543,403	\$	1,543,403		
Net Surplus	\$	174,675	\$	189,158		

Bond Covenant Requirement to maintain 1.10 X debt service	\$	1,697,743	\$	1,697,743
Actual Ratio		111.32%		112.26%
Actual Surplus plus Debt Svc	\$	1,718,078	\$	1,732,561
Diff Over/(under)		\$20,335		\$ 34,818
Required Surplus to maintain DS coverage	\$	154,340	\$	154,340
Daily operating expenses less capital outlay and debt service	\$	25,737.25	\$	25,772
Days cash on hand incl TABOR restr.		94.31		115

Windsor Charter Academy

Investor Call December 19, 2018



AGENDA

- ▶ Enrollment
- ▶ Waiting List
- ▶ Academic Results
- ▶ Budget
- ▶ Financial Covenants
- ▶ Questions & Answers

ENROLLMENT

Year	2018-2019	2017-2018	2016-2017	2015-2016
K	121	120	150	100
1	119	120	104	101
2	122	103	104	78
3	104	105	99	104
4	104	100	104	102
5	101	104	104	78
6	135	106	96.5	104
7	107	93	107	67
8	94	106.5	73	69
9	100	66	66	44
10	63	57	37	17
11	56	36	21.5	0
12	33	17	0	0
Total Students/FTE	1259 / 1210	1133.5/ 1083.1	1021 / 976.9	864 / 822

WAITING LIST- December Annually

Year	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
K	176	181	173	95	157
1	105	115	81	64	68
2	111	55	62	40	45
3	62	71	30	0	22
4	84	40	9	65	65
5	48	17	60	14	15
6	21	67	33	6	32
7	7	17	5	21	2
8	9	6	6	4	17
9	11	13	14	2	24
10	4	5	3	1	8
11	1	0	0	0	0
12	1	1	0	0	0
Total Students	640	588	476	312	476

ACADEMIC INFORMATION

- ▶ WCA Elementary- Recipient of the 2017 and 2018 John Irwin School of Excellence Award
- ▶ <https://www.cde.state.co.us/cdeawards/johnirwin>
 - ▶ This award is given to schools that demonstrate exceptional academic achievement over time
- ▶ Ranked as one of the top Elementary schools in CO (Top 11%)
- ▶ Elem- English- 93% in the State of CO
- ▶ Elem- Math- 85% of the State of CO

ACADEMIC INFORMATION

- ▶ Middle/High School- English- 80% in State of CO
- ▶ Middle/High School- Math- 72% in State of CO
- ▶ WCA High School- recipient of the Colorado High School Academic Growth Award 2016
 - ▶ Award given to high schools that demonstrate the highest levels of student academic growth in reading, writing, and mathematics
- ▶ 2017-2018 100% SAT participation, 1058 Avg SAT score
- ▶ Early College Model- students can take up to 60 college credit at no cost
- ▶ 89% of Students participate in the Early College program

ACADEMIC INFORMATION

- ▶ WCA High School- recipient of the Colorado High School Academic Growth Award 2016
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- ▶ 1058 Avg SAT score
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BUDGET

WCA Operating Budget	2018-2019 Budget	2017-2018 Actuals	2016-2017 Actuals	2015-2016 Actuals
Per Pupil Revenue	\$9,541,366	\$8,042,157	\$6,885,416	\$5,708,216
Mill Levy Override	\$552,614	\$552,614	\$552,614	\$90,000
K Tuition/Fees	\$662,642	\$636,093	\$542,926	\$427,463
Grants/Contr/Other	\$543,000	\$517,185	\$896,484	\$728,222
Total Revenues	\$11,299,622	\$9,748,050	\$8,877,440	\$6,953,901
Salaries	\$5,124,302	\$4,278,809	\$3,800,464	\$2,945,512
Employee Benefits	\$1,958,579	\$1,527,441	\$1,395,399	\$993,709
Purchased Services	\$1,327,734	\$1,254,248	\$1,308,143	\$794,991
Supplies & Materials	\$568,254	\$440,176	\$772,874	\$563,282
Property	\$1,822,646	\$1,229,325	\$872,138	\$1,001,714
Other	\$313,573	\$271,692	\$89,264	\$1,008,553
Total Expenditures	\$11,126,038	\$9,001,691	\$8,238,281	\$7,307,761
Transfers In	\$0	\$0	\$418,242	0
Surplus/ (Deficit)	\$173,584	\$746,358	\$1,057,401	(\$353,860)
Beginning FB	\$2,776,911	\$2,030,553	\$973,152	\$1,327,012
Ending FB	\$2,950,495	\$2,776,911	\$2,030,553	\$973,152

FINANCIAL COVENANTS

Debt Service Coverage (MTI Sec 4,09b)	2017-2018
Gross Revenue	\$9,748,138
Total Expenses	\$9,001,695
Less: Base Rents	(967,163)
Less: Capital Improvements	(120,300)
Operating Expenses	\$7,914,232
Net Revenue	\$1,833,906
Base Rents	\$967,163
Coverage Ratio	1.90x

FINANCIAL COVENANTS

Liquidity-(MTI Sec 4.17)	2017-2018
Total Expenditures	\$9,001,695
Less: Capital Improvements	(120,300)
Less: Portion of Base Rents for Principal Payments	-
Operating Expenses	\$8,881,395
One Day Operating Expenses	\$24,333
Cash and Investments	\$3,306,197
Days Cash on Hand (requirement 6/30/18 35 days)	136 Days

QUESTIONS & ANSWERS

