



July Regular Session


July 26, 2018

Elementary School

*680 Academy Ct.
Windsor, CO 80550*

Middle & Early College High School

*810 Automation Dr.
Windsor, CO 80550*



July 26, 2018

Work Session @ 5:30 p.m
Regular Session @ 6:30 p.m.

Executive Board

Samual Penn, President
Donna James, Vice President
Paige Adams, Secretary
Sherry Bartmann, Member
Carolyn Mader, Member
Matthew Meuli, Member
Jenny Ojala, Member

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



JULY REGULAR SESSION MINUTES TO BE APPROVED AT THE AUGUST REGULAR SESSION MEETING

Executive Board Minutes July 26, 2018

Work Session: 5:30 p.m.

- 1.0 Review of 2nd Read Policies
- 2.0 Weld Re-4 Board Meeting Attendance

1.0 Opening of the Meeting

Call to Order

The meeting was called to order at 6:31 p.m.

Roll Call

Executive Board Members Present

Samual Penn, Executive Board President
Donna James, Executive Board Vice-President
Paige Adams, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Matthew Meuli, Executive Board Member
Jenny Ojala, Executive Board Member

Executive Board Members to Be Appointed Present

Kevin Albertsen, Executive Board Member Elect
John Feyen, Executive Board Member Elect

Pledge of Allegiance

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.

Adoption of Agenda

A motion to approve the July 26, 2018 Regular Session agenda with the amendment to move items 4.1 and 4.2 to items 7.1 & 7.2, was made by Donna James and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

Adoption of the Minutes

A motion to approve the June 28, 2018 Regular Session minutes as outlined in Appendix 1.0 was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There was one parent present at the July board meeting. No parent spoke at the meeting.

3.0 Items for Information

3.1 Executive Board Messages of Gratitude

Matt Meuli and Paige Adams each expressed their gratitude for the opportunity to serve on the board.

3.2 2018-2019 Review

3.2.1 2018-2019 Executive Board Sessions

- August 23rd Regular Session (No Work Session in August)
- September 13th Work Session
- September 27th Regular Session
- October 11th Work Session
- October 25th Regular Session
- November 8th Fall Parent Membership Meeting
- November 15th Regular Session (No Work Session in November)
- December 13th Regular Session (No Work Session in December)
- January 10th Work Session
- January 24th Regular Session
- February 21st Regular Session (No Work Session Due to Conference)
- March 14th Work Session
- March 28th Regular Session
- April 11th Spring Parent Membership Meeting
- April 25th Regular Session (No Work Session in April)
- May 16th Regular Session (No Work Session in May)
- June 13th Board Retreat
- June 27th Regular Session (No Work Session in June)
- July 25th Regular Session (No Work Session in July)

3.2.2 2018-2019 Calendar Preview

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
August 8 th	9:00 a.m.	3 rd Annual Back to School Kickoff	Colorado Readiness Center
August 13 th	5:00—6:45 p.m.	Elementary Back-to-School Night (K FT & W/F, 2,4)	Elementary School
August 13 th	2:30—6:30 p.m.	MS/HS Back-to-School Open House	Middle/High School
August 14 th	5:00—6:45 p.m.	Elementary Back-to-School Night (KT/TH, 1,3,5)	Elementary School
August 15 th		First Day of School	Both Schools
August 16 th	3:00 p.m.	Finance Committee	High School Conference Room
August 20 th	7:00 p.m.	Weld Re-4 District Board Meeting	District Building
August 23 rd	5:30/6:30 p.m.	Regular Session Executive Board Meeting	TBD
CALENDAR PREVIEW OF THE YEAR AHEAD			
October 25 th		Regular Session: Plan for November Parent Membership Meeting	
November 8 th	6:00 p.m.	Fall Parent Membership Meeting	
November 15 th		Regular Session (Date Changed): Review of Completed Financial Audit	
December 13 th		Regular Session (No Work Session in December): Approval of Registration & Other Fees	

January 24 th		Annual Board Self-Assessment 1 st Read on Salary & Stipend Schedules	
February 21 st		Regular Session (No Work Session in February): 2 nd Read on Salary & Stipend Schedules	
February 28 th —March 1 st		Colorado League of Charter Schools Conference	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	

3.3 Recognition of Outgoing Board Members

3.4 2018-2019 Executive Board Committee Board Liaisons

4.0 Items for Action

4.1 2018-2019 Locations for Posting Board Agendas

The motion to approve 680 Academy Court, Windsor, CO 80550, and 810 Automation Drive, Windsor, CO 80550, as the locations for posting board agendas for the 2018-2019 school year was made by Jenny Ojala and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

4.2 2018-2019 Locations for Executive Board Meetings

The motion to approve 680 Academy Court, Windsor, CO 80550 as the location for Executive Board meetings for the 2018-2019 school year was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, nay; Bartmann, nay; James, nay; Mader, nay; Meuli, abstain; Ojala, nay; Penn, nay. The motion did not pass.

A motion to approve 810 Automation Drive, Windsor, CO 80550, as the location for Executive Board meetings for the 2018-2019 school year was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

4.3 2018-2019 School Resource Officer Review

The motion to hire an armed security representative was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Adams, nay; Bartmann, aye; James, aye; Mader, aye; Meuli, nay; Ojala, aye; Penn, nay. The motion passed.

A motion to recall the motion previously made in agenda item 4.3, 2018-2018 School Resource Officer Review was made by Jenny Ojala and seconded by Sherry

Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion to approve an unarmed security guard for the 2018-2019 school year was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, nay; Mader, aye; Meuli, nay; Ojala, aye; Penn, aye. The motion passed.

4.4 Review of Waiver for Policy IKF Graduation Requirements

The motion to approve a waiver for Policy IKF Graduation Requirements to be submitted to the Weld RE-4 School District for potential approval where the waiver may stay at the 1.0 credit request, however, PE electives offered by WCA shall increase to include an independent study option worth .5 credits was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.0 Consent Agenda

5.1 Personnel

Appointments

- Leticia Shifflet: MS/HS Teacher
- Stephanie Mescher: MS/HS Teacher
- Elizabeth Jones: Technology Assistant

Non-Renewals/Resignations

- Bonnie Emerick: MS/HS Teacher
- Roberto Munoz: MS/HS Teacher

5.2 Second Read Policies

- Policy JKA Use of Physical Discipline and Restraint
- Policy JKA-E-2 Procedures and Regulation Regarding the Use of Restraint or Seclusion
- Policy JKA-R Use of Physical Discipline and Restraint Regulation
- Policy JLC Student Health Services and Records
- Policy IK Grading

A motion was made to approve the Consent Agenda with amendments to the second read policies was made by Donna James and seconded by Carolyn Mader. The members voted

the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

6.0 Executive Session

A motion to enter Executive Session with the invitation for session attendance extended to board members elect Kevin Albertsen and John Feyen was made by Donna James based on the following citation: Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h). The motion was seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye.

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)

The executive session began at 7:42 p.m. and ended at 8:36 p.m.

7.0 Board Transition

7.1 Appointment of Incoming Board Members

A motion to dismiss outgoing board members Matt Meuli and Paige Adams and approve incoming board members Kevin Albertsen and John Feyen was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, abstain; Ojala, aye; Penn, aye. The motion passed.

7.2 Election of 2018-2019 Executive Board Positions

7.2.1 Executive Board President

Donna James nominated Sam Penn. Penn accepted the nomination. Penn continued in office with a board member vote of 7-0.

7.2.2 Executive Board Vice President

Carolyn Mader nominated John Feyen. Feyen accepted the nomination. Sam Penn nominated Donna James. James accepted the nomination. Feyen took office by a board member vote of 5-2.

7.2.3 Executive Board Secretary

Donna James nominated Sherry Bartmann. Bartmann declined the nomination. Sam Penn nominated Kevin Albertsen. Albertsen accepted the nomination. Albertsen took office by a board member vote of 7-0.

7.2.4 Executive Board Treasurer

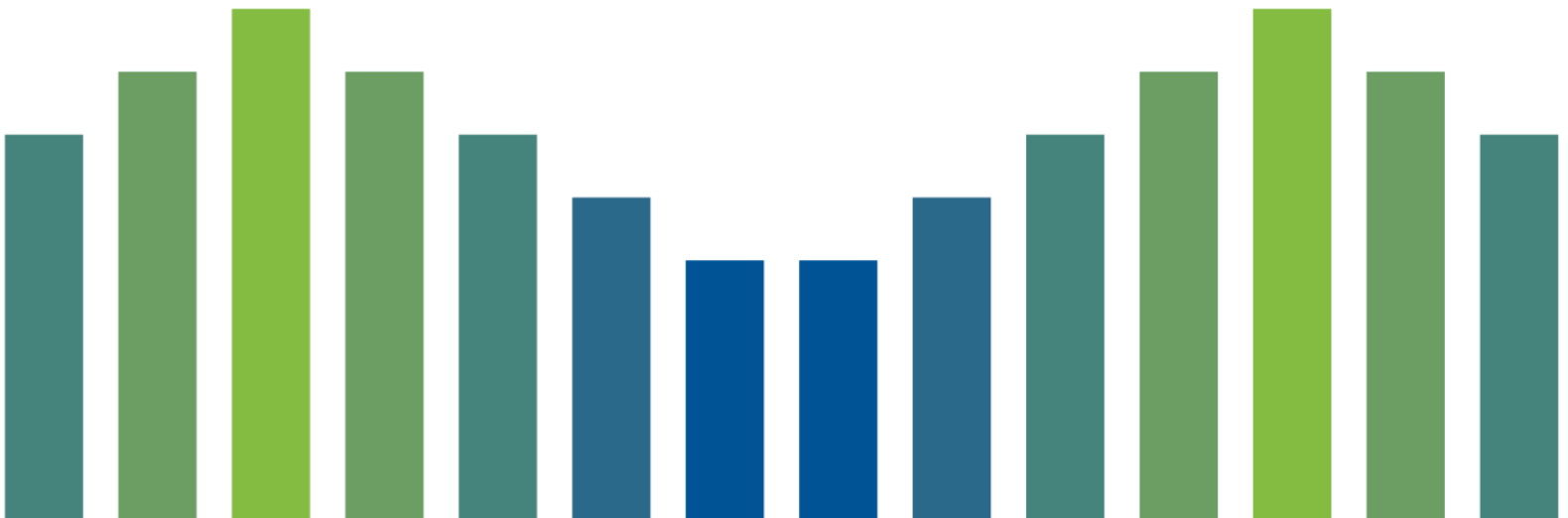
John Feyen nominated Donna James. James accepted the nomination. James took office by a board member vote of 7-0.

8.0 Adjournment

A motion to adjourn the July 26, 2018 Regular Session was made by Donna James and seconded by Carolyn Mader. The 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 9:16 p.m.



Appendix





1.0 June 28, 2018 Regular Session Minutes



Executive Board Minutes June 28, 2018

Work Session: 5:30 p.m.

- 1.0 Review of 2018-2019 Committees
- 2.0 Review of 1st and 2nd Read Policies
- 3.0 2018-2019 Raises for Directors and Managers

1.0 Opening of the Meeting

Call to Order

The meeting was called to order at 6:32 p.m.

Roll Call

Executive Board Members Present

Samual Penn, Executive Board President (Left at 7:26 p.m.)
Donna James, Executive Board Vice-President
Paige Adams, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Matthew Meuli, Executive Board Member
Jenny Ojala, Executive Board Member

Executive Board Members-Elect Present

Kevin Albertsen, Executive Board Member

John Feyen, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

Pledge of Allegiance

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.

Adoption of Agenda

A motion to approve the June 28, 2018 Regular Session agenda and move Executive Session to 3.0, was made by Donna James and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

Adoption of the Minutes

A motion to approve the May 24, 2018 Regular Session minutes was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There was one parent present at the June board meeting. Jessica Dizmang shared her feelings on the importance of a full-time SRO for the schools.

3.0 Executive Session

An Executive Session occurred. Donna James made a motion to go into Executive Session under the following tenet: Discuss individual students where public disclosure would

adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h). Carolyn Mader seconded the motion. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The Executive Session began at 6:38 p.m.

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)

The Executive Session exited at 7:25 p.m.

4.0 Reports

Executive Director's Report

Summer Updates

- The transformation process for the innovation lab at the elementary school is well under way.
- The annual summer reading program for K-5 is being held at the Elementary library during the month of June. Over 100 students have registered to participate.
- Student enrollment is currently at 1279. The 2018-2019 budget was created on an enrollment of 1257 students.

- Windsor Charter Academy hosted its fourth annual Summer Institute. 28 sections of classes were offered. Various teacher leaders, as well as WCA administration, as well as administration from other neighboring schools taught at the Summer Institute.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	June 4 th	June 5 th	June 6 th	June 7 th	June 8 th
8:00 to 12:00	New Teacher Training, Part I	WICORizing Math Instruction	Introduction to Leadership	Standards-Based Grading	Crisis Response Preparedness with ALICE, Part 1 (Required to take both Part 1 & 2 for credit)
	Mentor Sentences	Core Knowledge, Part 1 of 2 (Required to take both Part 1 & 2 for credit)	Creating a Future-Ready Classroom, Part 1	Sports Education	Movement in the Classroom
		Making Learning Visible: Innovative Tools to Demonstrate Learning	Grading Smarter, Not Harder	Emergency/Trauma Medicine, Part 1 (Required to take both Part 1 & 2 for credit.)	STEM and AVID in the Everyday Classroom
1:00 to 5:00	New Teacher Training, Part II	Positive Behavior Narration	Growth Mindset	Happy Teachers Change the World	Crisis Response Preparedness with ALICE, Part 2 (Required to take both Part 1 & 2 for credit)
	AVID WICOR Strategies	Core Knowledge, Part 2 of 2 (Required to take both Part 1 & 2 for credit)	Creating a Future-Ready Classroom, Part 2	Using MAP Data to Guide Instruction	Creating a Google-Infused Classroom
		CPR Certification	Understanding the Why	Emergency/Trauma Medicine, Part 2 (Required to take both Part 1 & 2 for credit.)	Collaboration in the Specials Classroom

- Several teachers and administration attended a 3-day AVID training in Denver in June. This professional development will help support our AVID programs.
- Windsor Charter Academy Elementary became an AVID Demonstration School.

Board Calendar

Date	Time	Event	Location
July 16 th	7:00 p.m.	District Board of Education Meeting	District Building
July 26 th	5:30/6:30 p.m.	Executive Board Work / Regular Session	ES Library
August 8 th	9:00 a.m.	3 rd Annual Back to School Kickoff	Colorado Readiness Center

Executive Board Reports

There were no board reports to give during the month of June.

5.0 Items for Information

5.1 Executive Board Message of Gratitude

5.2 2018-2019 Executive Board Committees

6.0 Items for Action

6.1 Policy JKA Use of Physical Discipline and Restraint, First Read

The motion to approve Policy JKA Use of Physical Discipline and Restraint on first read was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

6.2 Policy JKA-E-2 Procedures and Regulations Regarding the Use of Restraint and Seclusion, First Read

The motion to approve Policy JKA-E-2 Procedures and Regulations Regarding the Use of Restraint and Seclusion on first read was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

6.3 Policy JKA-R Use of Physical Discipline and Restraint Regulation, First Read

The motion to approve Policy JKA-R Use of Physical Discipline and Restraint Regulation on first read was made by Jenny Ojala and seconded by Sherry Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

6.4 Policy JLC Student Health Services and Records, First Read

The motion to approve Policy JLC Student Health Services and Records on first read was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

6.5 Policy IK Grading, First Read

The motion to approve Policy IK Grading on first read was made by Jenny Ojala and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

6.6 2018-2019 Raises for Directors and Managers

The motion to approve raises for directors and managers from the remaining monies allocated for raises in the 2018-2019 budget was made by Matt Meuli and seconded by Paige Adams. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

7.0 Consent Agenda

7.1 Personnel

Appointments

- Annalise Mecham: Director of Community Relations
- Shannon Elliot-Fendley: MS/HS Dean of Students
- Eric Dudley: Athletic Director/Teacher
- Katie Demetriades: Elementary Teacher
- Susan Ernst: Elementary Teacher
- Christina Olson: Elementary Teacher
- Susan Pierce: Elementary Teacher
- Lara Demaree: MS/HS Teacher
- Connor Douglas: MS/HS Teacher
- Roberto Munoz-Alicea: MS/HS Teacher
- Jie Zhang: MS/HS Teacher
- Myriah Watkins: Paraprofessional
- Thera Lee Hinojosa: Paraprofessional
- Ellen Cermak: HS Receptionist
- Ross Torrez: Food Services
- Jordan Pearson: Health Aide

Non-Renewals/Resignations

- Amanda Lucas: Food Services
- Lindsey Walters: Technology Assistant
- Michael Ellingson: MS/HS PE Teacher
- Katie Ericson: Elementary Teacher

7.2 Second Read Policies

- Policy JRA/JRC Student Records/Release of Information Concerning Students

7.3 Financial Report

A motion was made to approve the Consent Agenda was made by Sherry Bartmann and seconded by Matt Meuli. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

8.0 Adjournment

A motion was made to adjourn the June 28, 2018 Regular Session was made by Carolyn Mader and seconded by Sherry Bartmann. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously. The meeting adjourned at 7:40 p.m.



2.0 2018-2019 Executive Board Committees



3.0 Waiver for IKF Graduation Requirements



4.0 Second Read Policies
