

Windsor

CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

June Regular Session

June 17, 2020

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

June 17, 2020

Regular Session @ 7:00 p.m.

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



TABLE OF CONTENTS

1.0	Opening of Meeting	7	
2.0	Citizen Communication	8	
3.0	Reports	8	
4.0	Items for Information	14	
5.0	Items for Action	14	
6.0	Consent Agenda	15	
7.0	Executive Session	15	
8.0	Adjournment	16	
9.0	Appendix 1.0	Minutes	24
10.0	Appendix 2.0	Second Read Policies	45
11.0	Appendix 3.0	Financials	34



**Executive Board Agenda
June 17, 2020**

Regular Session: 7:00 p.m.

1.0 Opening of Meeting

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Mission Statement
- 1.5 Adoption of Agenda
- 1.6 Approval of Minutes
 - May 28, 2020 Regular Session
 - June 4, 2020 Special Session

2.0 Citizen Communication

This is an opportunity to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to five minutes. Any person desiring to speak during this time should complete a comment card provided on the table near the entrance or from the Executive Board Secretary.

3.0 Reports

- 3.1 Executive Director Report

4.0 Items for Information

- 4.1 August Learning Plans

5.0 Items for Action

- 5.1 Amended 2020 Budget

6.0 Consent Agenda

- 6.1 Personnel
- 6.2 Second Read Policies

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

8.0 Adjournment



**Executive Board Minutes
June 17, 2020**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:00 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
SarahGennie, Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made to approve the June 17, 2020 Regular Session agenda by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the May 28, 2020 Regular Session was made by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

A motion to approve the minutes for the June 4, 2020 Special Session was made by Kevin Albertsen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were no parents that spoke during Citizen Communication.

3.0 Reports

3.1 Executive Director's Report

Work in Our Schools

- Last month's student enrollment for the 2020-2021 school year was 1494. This month's student enrollment for the 2020-2021 school year is 1513. This is an increase of 19 students. Our recommended budget is based on a plan of 1450 students enrolled.
- Beginning the 2020-2021 school year, there will be a fee to attend high school games. This fee, required by CHSAA and for schools applying, will support the cost of athletic programs, including transportation.
- 494 professional development certificates were given to teachers over the course of the 2019-2020 school year. 362.75 credits were earned. Our teachers are lifelong learners!
- WCA launched an aggressive Facebook campaign to increase our enrollment. This campaign will run through the entire summer.
- Each of our three schools will hold four virtual information meetings for parents this summer. Due to school closures, we were not able to hold in-person school tours and we are uncertain of what our school tours might look like in the fall. Administrators from each school, and our admissions office, will be present

at each of our virtual information meetings. These meetings will be advertised on Facebook and on our website.

- YouTube Channel: WCA has an official YouTube channel with over 100 subscribers! The WCA channel has been customized to fit our school branding, and organized with playlists and privacy settings.
- Over 700 Chromebooks were deployed to students to assist with remote learning. These devices were successfully collected from families during student check-out the final week of school.
- Launched 2020 high school summer school program with 30 students in over 55 courses.
- Hosted new staff training at the school for new teachers on June 1st.
- Hosted 4 days for staff pictures to ensure that our websites are updated by the start of the school year and for staff badges.
- Room numbers were placed on all elementary exterior and interior windows/doors.
- Room numbers were placed on all interior classrooms at the middle and high school.
- Several teachers and administrators who will be attending AVID Digital XP over the summer. This professional development will help support teachers as they implement AVID research-based instructional strategies through the use of technology tools.

1.0 Items for Information

4.1 August Learning Plans

5.0 Items for Action

5.1 Amended 2020 Budget

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

6.0 Consent Agenda

6.1 Personnel

Appointments for 2020-2021

- Jamie Boyle, HS Receptionist

- Margarita Madrid, MS Teacher

6.2 Second Read Policies

- Policy IKF Graduation Requirements
- Policy JQ Student Fees, Fines, and Charges
- Policy IJ Instructional Resources and Materials
- Policy KEC Public Concerns/Complaints About Instructional Resources

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

7.0 Executive Session

Carolyn Mader made a motion to go into Executive Session, citing

- Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S.§24-6-402(4)(b)

Jenny Ojala seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The Executive Board left the Regular Session at 8:47 p.m.. The Executive Session ended at 9:42 p.m. and re-entered the Regular Session at 9:50 p.m.

8.0 Adjournment

A motion to adjourn the June 17, 2020 Regular Session was made by Donna James and seconded Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 9:51 p.m.



Appendix



1.0 Minutes

May 28, 2020 Regular Session

The Executive Board meeting was remote.

1.0 2020-2021 Budget

2.0 2020-2021 Learning Models

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:01 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made to approve the May 28, 2020 Regular Session agenda by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the April 23, 2020 Regular Session was made by Sherry Bartmann and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

Pamela Lauer spoke during Citizen Communication at the May Executive Board Regular Session. She encouraged school leaders to consider the needs of first responders and health care when determining schedules based on COVID.

3.0 Reports

3.1 Executive Director's Report

Work in Our Schools

- **Student Enrollment:** Current student enrollment for the 2020-2021 school year is 1494. This is a 12% increase in student enrollment from the 2019-2020 school year.
- **Innovation & Technology**
 - **STEM Graduation Distinction:** The class of 2020 was the first class with students who met the requirements for our STEM distinction program. We had three students who graduated with this honor, Micah G., Cameron C., and James B.. These students completed the requirements by earning credit for classes and participating in extracurricular activities within the areas of Science, Technology, Engineering and Math. Each student also completed a capstone project that highlighted their work and reflected on their experience over the course of their time at WCA.

- **Graduation Live Stream:** A live stream of the Class of 2020 Graduation Ceremony was broadcasted on the WCA YouTube channel at 7:00 p.m. on Thursday, May 21st.
- **Elementary School**
 - What does great look like? Over the course of the last 9 1/2 weeks our teachers have gone above and beyond to not only create fun and engaging remote learning opportunities, but they have touched the lives of our students and families by showing them how much they care. Our teachers have attended drive by birthday parties, delivered birthday cards to students, mailed cards to each student and gone house to house to deliver end of year gifts. One kindergarten teacher traveled from Windsor to Loveland, Johnstown, Greeley and Nunn to deliver presents to her students. That is what great looks like! Our Firebird community is stronger than ever. We have never been prouder of our teachers!
- **Middle School**
 - Administration has worked collaboratively to complete interviews and hired new teachers.
 - Teachers have conducted programming which allows students with varied needs and home circumstances to participate in remote learning. Students and staff are participating in end of the year traditions and celebrations including 8th Grade Continuation, middle school talent show and grade-level celebrations.
 - Administration and staff have continued to plan for launch of 2020-2021 school year including plans for purposeful use of Advisory / WIN block which will include; study hall, academic supports, AVID schoolwide lessons, 8 Keys lessons, grade check, planner check, monthly Firebird afternoons and team building.
 - Administration has created plans for student and staff pick-up and drop-off of resources and materials from the building.
- **High School**
 - Continued remote learning and averaged about 90% attendance in our virtual class meetings.
 - Created an engagement process and utilized our paraprofessionals to support students who were falling behind on their work.
 - Completed interviews and hired new history and innovation teacher.
 - Completed curriculum adoption rubrics and standards analysis to begin the adoption process with the math and social studies team. Additionally, we formed a character education program committee that is also reviewing different programs to bring to the education committee next year.
 - Completed the 2020-2021 master schedule.
 - Began transitioning our new athletic director into WCA.
 - Drafted our 2020-2021 AVID Goals with our newly formed high school site team.
 - Inducted new members into our National Honor Society and held elections for our 2020-2021 NHS officers.

- Organized an “adopt a senior” program. With over 100 volunteers, we were able to have two people adopt every graduating senior and deliver personalized baskets to celebrate them.
- Personally delivered 43 cap & gowns to our graduating seniors' homes.
- 29 WCA seniors graduated with their associate of arts or associate of science degree from Aims Community College on May 8th. Many more were close to graduating and only have a few classes to take to earn their degrees!
- Presented our WCA high school students with certificates to honor their achievements in many areas in a remote convocation ceremony.
- Graduated all 50 seniors in a special individual graduation ceremony on May 14th. Their parents presented them with a diploma as their name was called and they were able to walk across the stage in their cap and gown. Staff cheered them on as they pulled up on Firebird Way and many people documented the occasion with video and photographs that was used to put together a virtual graduation ceremony.
- Presented three students with our new Share the Light scholarship: Savannah T, Jesse K, and Lauren K. We also honored our Key Bearer (voted on by the senior class), Duncan W., with the John Bartmann Memorial Scholarship.

3.0 Items for Information

3.1 2020 Graduation

5.0 Items for Action

5.1 Date Change of June Board Meeting

A motion was made to change the June Board meeting to June 18, 2020 and was then amended to June 17, 2020 by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 Policy IKF Graduation Requirements

A motion was made to approve Policy IKF Graduation Requirements by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.3 Policy JQ Student Fees, Fines, and Charges

A motion was made to approve Policy JQ Student Fees, Fines, and Charges by Donna James and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.4 Policy IJ Instructional Resources and Materials

A motion was made to approve Policy IJ Instructional Resources and Materials by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.5 Policy KEC Public Concerns/Complaints About Instructional Resources

A motion was made to approve Policy KEC Public Concerns/Complaints About Instructional Resources by Sherry Bartmann and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments for 2020-2021

- Christopher Rivera, HS Teacher
- Hannah Ryan, ES Teacher

Resignations/Non-Renewals/Terminations

- Irene Nissen, Director of Innovation
- Jeff Lorimer, HS Teacher

6.2 Job Descriptions

- Director of Finance
- Director of Food Services
- Director of Elementary School Education
- Director of Middle School Education
- Director of High School Education
- Business Manager
- School Nurse
- Technology Assistant
- Food Services Assistant
- Media Assistant

6.3 Financials

- April 2020

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

7.0 Executive Session

John Feyen made a motion to enter into Executive Session, citing the following:

- Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)

Jenny Ojala seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The Executive Board left the Regular Session at 7:34 p.m.. The Executive Session ended at 8:16 p.m. and re-entered the Regular Session at 8:23 p.m.

8.0 Adjournment

A motion to adjourn the May 28, 2020 Regular Session was made by Donna James and seconded Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 8:24 p.m.

June 4, 2020 Special Session

The Executive Board meeting was remote.

Executive Board Special Session

June 4, 2020

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:13 p.m.

1.2 Roll Call

Executive Board Members Present

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

Jim Zacheis, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made to approve the June 4, 2020 Regular Session agenda by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were no parents that spoke during Citizen Communication.

3.0 Executive Session

Jenny Ojala made a motion to enter into Executive Session, citing the following:

- Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S.§24-6-402(4)(b)

Sherry Bartmann seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The Executive Board left the Special Session at 6:19 p.m. and entered an Executive Session at 6:22 p.m. The Executive Session ended at 8:21 p.m. and re-entered the Regular Session at 8:28 p.m.

4.0 Adjournment

A motion to adjourn the June 4, 2020 Special Session was made by Donna James and seconded Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 8:29 p.m.



2.0 Second Read Policies



3.0 Financials