

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

June 2022 Regular Session
June 16, 2022

**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 16, 2022
Regular Session @ 6:00 p.m.

Executive Board

John Feyen, President
Sherry Bartmann, Vice President
Donna James, Treasurer
Elaine Hungenberg, Secretary
Carolyn Mader, 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 Reports**
- 4.0 Items for Information**
- 5.0 Items for Action**
- 6.0 Consent Agenda**
- 7.0 Executive Session**
- 8.0 Adjournment**

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE JULY 2022 REGULAR SESSION

**Executive Board Minutes
June 16, 2022**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:10 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Sherry Bartmann, Executive Board Vice-President
Donna James, Executive Board Treasurer
Elaine Hungenberg, Executive Board Member

Holly Stephens, Executive Board Member Elect

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

The motion was made to approve the June 16, 2022 Regular Session agenda by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the May 11, 2022 Regular Session Regular Session by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 0 stakeholders spoke during Citizen Communication at the Executive Board Regular Session.

3.0 Items for Action

3.1 Policy GCC Employee Leave, Second Read

A motion to approve Policy GCC Employee Leave on second read was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

4.0 Consent Agenda

4.1 Personnel

- 4.1.1 Appointments
 - 4.1.1.1 Cooper Holmes: Technology Assistant
- 4.1.2 Terminations/Resignations
 - 4.1.2.1 Carissa Clark: MS Cheer Coach
 - 4.1.2.2 Matthew Frerich: VEX Robotics Coach
 - 4.1.2.3 Elaine Giersch: Certified Substitute
 - 4.1.2.4 Thomas Hart: HS Girls Basketball Assistant Coach
 - 4.1.2.5 Renee Jones: ES Paraprofessional
 - 4.1.2.6 Stephanie Loeffler: Custodial Supervisor
 - 4.1.2.7 Bradley Otto: HS Teacher
 - 4.1.2.8 Taylor Palazzolo: Classified Substitute/ Asst Volleyball Coach
 - 4.1.2.9 Keisha Schwartz: Food Service Assistant Substitute

4.2 Job Descriptions

- 4.2.1 Office Manager
- 4.2.2 School Receptionist

4.3 Salary Schedule: Food Services Kitchen Manager

- 4.3.1 Current Range: \$15.17 to \$18.50; Recommended Range: \$15.17 to \$23.95.

4.4 Salary Schedule: Food Services Baker/Prep Cook

- 4.4.1 Current Range: \$14.00 to \$15.33; Recommended Range: \$14.00 to \$18.50.

4.5 Recorder Instrument Fee

- 4.5.1 Change from \$13 Recorder Fee for 4th Graders to 4th & 5th Graders

4.6 Second Read Policies

- 4.6.1 Policy JFB Enrollment at Windsor Charter Academy

4.7 Financials

- 4.7.1 April 2022 Financials

Elaine Hungenberg asked for 4.1 Personnel was pulled from the Consent Agenda for further discussion and added as item 5.1.

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

5.0 Executive Board-Pulled Consent Agenda Items

4.1 Personnel was discussed. Elaine Hungenberg asked for clarification on the timeline on when staff that will not be returning are reported.

A motion was made to approve the 5.1 Personnel was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

6.0 Membership-Pulled Consent Agenda Items

NOTE: Following 6.0, Executive Board members participated in annual professional development on Best Board practices with legal counsel. After the professional development, the Board meeting continued.

7.0 Executive Session

A motion was made to go into Executive Session was made by Elaine Hungenberg and seconded by Donna James.

The following citation was given:

Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)

Members voted the following: Hungenberg, aye; James, aye; Bartmann, aye; Feyen, aye. The motion passed unanimously.

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:

1. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
2. 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)
3. 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)
4. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)

5. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
6. 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)
7. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
8. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

Executive Board members returned to Regular Session at 10:23 p.m..

Sherry Bartmann made a motion to offer the Executive Director a one-year contract with a 3.5% raise for the 2022-2023 school year. The motion was seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Bartmann, aye; Feyen, aye. The motion passed unanimously.

8.0 Adjournment

A motion was made to adjourn the June 2022 Regular session by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously. The Regular Session ended at 10:32 p.m..



Appendix



1.0 May 11, 2022 Executive Board Regular Session Minutes

Executive Board Minutes May 11, 2022

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:02 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Sherry Bartmann, Executive Board Vice-President
Donna James, Executive Board Treasurer
Elaine Hungenberg, Executive Board Member
Jenny Ojala, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Elect 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

The motion was made to amend and approve the May 11, 2022 Regular Session agenda, moving into Executive Session after Citizen Communication.

The motion was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, 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 April 28, 2022 Regular Session Regular Session by Donna James and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 0 stakeholders spoke during Citizen Communication at the Executive Board Regular Session.

3.0 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:

1. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
2. 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)
3. 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)
4. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
5. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
6. 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)
7. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
8. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

Following Citizen Communication, Donna James made a motion to enter Executive Session, inviting Rebecca Teeple, SarahGennie Colazio and Holly Stephens into the Session with the Board.

Donna James cited the following statute:

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)

The Executive Board entered Executive Session at 8:17 p.m.

4.0 Reports

4.1 Executive Director's Report

Induction Program

As the year comes to a close, so does our 21-22 Induction Program. The program assists new educators in transitioning to the culture, expectations, and Core Knowledge and early college curricula at Windsor Charter Academy. The program strengthens the educator's understanding of the Colorado Academic Standards, research-based instructional practices, and the teacher quality standards. This year, the Instructional Coaches and assigned mentors supported 12 educators with an initial licensure and 7 highly-qualified teachers with opportunities for professional development and coaching to promote teacher effectiveness and foster a positive classroom environment. Six elementary teachers and two middle school teachers have completed the 2-year Induction Program and will receive their completion certificate at our Induction Celebration on May 11th.

Elementary School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Kona Ice Day:** The Kona Ice truck visited the elementary to celebrate some of the winners of the Fund Drive Fun Run. Elementary families chipped in together so that every student was able to enjoy an ice cold treat in the beautiful sunshine. What a fun day!
- **First Grade Living Animal Wax Museum:** First graders dressed as their favorite animals from all over the planet and presented facts to classmates and parents. Their well put-together speeches wowed their audience and spread awareness about animals in need.
- **Kindergarten Continent Celebration:** Kindergartners celebrated the culmination of their Core Knowledge unit on the seven continents. Parent volunteers guided students through stations that included continent related crafts, games, and activities.
- **CMAS Movie Celebrations:** Third through fifth graders celebrated successfully completing their CMAS assessments by enjoying a movie on a giant screen in the elementary gym. Students snacked on popcorn and candy earned from their testing tickets and relaxed with stuffies and blankets.
- **Talent Show:** Over 20 fantastic acts performed for parents, peers and staff at the annual elementary talent show. Students sang, danced, and even told jokes to show off their amazing skills.
- **Field Day:** Students, families and staff are looking forward to this year's Olympic themed Field Day. Students will participate in various outdoor activities and games allowing them to demonstrate their athletic abilities and skills learned in PE class. Students will even get to enjoy a large inflatable obstacle course.

Middle School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **AVID Showcase:** Kristin Lockwood, the AVID Regional Director, parents, board members, and teachers participated in the MS/HS AVID Showcase. Educators and parents were impressed with the level of schoolwide implementation of AVID WICOR strategies being implemented. WCA will be moving forward with our application to be a National Demonstration school.
- **Teacher Appreciation Week:** WCA is so grateful for our teachers. Administration and PTC honored their dedication and hard work throughout the week! They were spoiled by a coffee bar, pancake and bacon breakfast, breakfast burritos, flowers, cards and room service deliveries.
- **iReady End-of-Year Assessment:** Students completed end of year benchmark iReady assessments in reading and math.
- **National Junior Honor Society Induction:** During the 2022 induction ceremony, 27 new students were inducted into NJHS. Students earn Membership of the Phoenix Chapter of the National Junior Honor Society by demonstrating the five qualities held in high esteem by the Society: Scholarship, Service, Leadership, Citizenship and Character.

High School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **National Honor Society Induction**
The high school inducted about twenty students to the National Honor Society this month. These students went through the application process and were selected by our council of five based upon their recommendations and essays. These students are joining a strong group of veteran NHS members that are excellent leaders for these new inductees.
- **Teacher Appreciation Week**
WCA High School loves its staff! Staff are getting showered with special treats this week provided by PTC, Student Council, NHS, parent donations, and the administrative team.
- **AVID Showcase:** Kristin Lockwood, the AVID Regional Director, parents, board members, and teachers participated in the MS/HS AVID Showcase. We were impressed with the level of schoolwide implementation of AVID WICOR strategies being implemented. We will be moving forward with our application to be a National Demonstration school.
- **Assemblies**
WCA welcomed Weld County and Windsor law enforcement to give presentations to our students before prom. 9th and 10th graders listened to a presentation about vaping and 11th and 12th graders listened to a presentation about drinking and driving. We are appreciative for our community members partnering with WCA to keep our students safe.
- **Prom & After-Prom**
The high school students enjoyed a wonderful evening for prom and after-prom. WCA had very high attendance at these events with most of our juniors and seniors attending. WCA thanks Mrs. Tickler, Mrs. Watkins, and student council for organizing prom. We are also appreciative of Annie Hennen and many parent volunteers to gather prizes and organize a fun-filled evening at The Summit for After-Prom.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
May 13 th	7:00 p.m.	HS Graduation	HS Gym
June 16 th	6:00 p.m.	Executive Board Meeting	HS Commons
August 3 rd	8:15 a.m.	Back-to-School Kickoff	HS Gymnasium

4.2 Executive Board Reports

- 4.2.1 John Feyen:** Mr. Feyen attended District board meetings and met with the District Board to discuss charter school misunderstandings that exist in the community. He attended the Raindance community District meeting, as well as the WCA Senior Breakfast.
- 4.2.2 Sherry Bartmann:** Mrs. Bartmann attended Coffee with Leadership, District Board meetings, Senior Breakfast, the girls' soccer banquet, as well as the safety seminar in May. She also worked closely with the Elections Committee during the Board elections. She gave a shout out to Scheels for offering its facility for the banquet and also welcomed Jenny Ojala and Holly Stephens as newly elected board members.
- 4.2.3 Donna James:** Mrs. James attended the boys' volleyball banquet, Senior Breakfast, and the Finance Committee.
- 4.2.4 Elaine Hungenberg:** Mrs. Hungenberg attended the wax museum at the elementary school. She also attended the safety webinar and emphasized how well done and informative the webinar was.
- 4.2.5 Jenny Ojala:** Mrs. Ojala attended Coffee with Leadership and the AVID Showcase walkthrough. She appreciated seeing teachers implementing various strategies in the classroom. She also attended the safety webinar.
- 4.2.6 Carolyn Mader:** Mrs. Mader hosted the safety webinar in May. She attended Coffee with Leadership, Senior Breakfast and the soccer banquet. She participated in the AVID Showcase.

- WCA allows for staff to roll over 240 hours of PTO or 30 days. Should this remain the same or should it be capped for all new employees—current staff potentially would remain at 30 days and new staff would remain at 20 days.
- Options for the Level of Pay Out
 - PTO paid out on substitute teacher rate
 - PTO paid out based on staff member's salary
 - PTO paid out on substitute teacher rate for those who have been at WCA for less than 5 years; PTO paid out on staff member's salary rate for staff who have been here for 5 years or more.

A motion to amend the Policy verbiage in GCC Employee Leave to allow staff to roll over 240 hours of PTO or 30 days for existing staff and 160 hours or 20 days for new staff was made by Carolyn Mader and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, nay; Mader, aye; Feyen, nay. The motion did not pass.

A motion to amend the Policy verbiage in GCC Employee Leave to pay PTO out based on staff members' salaries was made by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, nay; Feyen, nay. The motion did not pass.

A motion to amend the Policy verbiage in GCC Employee Leave for PTO paid out on substitute teacher rate for those who have been at WCA for less than 3 years and PTO paid out on staff member's salary rate for staff who have been here for 3 years or more was made by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, nay; Mader, aye; Feyen, aye. The motion passed.

The amended language in Policy GCC Employee Leave will reviewed on second read at the June 2022 Board meeting.

7.0 Consent Agenda

7.1 Personnel

- 7.1.1 Appointments
 - 7.1.1.1 Noah Baker: Student Facilities
 - 7.1.1.2 Bethany Man: Certified Substitute Teacher
 - 7.1.1.3 Chloe Sandy: MS Paraprofessional
 - 7.1.1.4 Kristena Starck: Certified Substitute Teacher
- 7.1.2 Terminations/Resignations
 - 7.1.2.1 Ellen Cermak: HS Paraprofessional
 - 7.1.2.2 Deonn DeVore: Classified Substitute
 - 7.1.2.3 Jackie Glynn: Kitchen Manager
 - 7.1.2.4 Winston (Fabricio) Montano: Technology Assistant
 - 7.1.2.5 Lilly Seilbach: Classified Substitute

Sherry Bartmann asked for first read Policy JFB Enrollment at Windsor Charter Academy to be pulled from the Consent Agenda.

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

8.0 Executive Board-Pulled Consent Agenda Items

8.1 First Read Policies

8.1.1 Policy JFB Enrollment at Windsor Charter Academy

Discussion occurred around the recommended change to the policy, placing staff members in the first "bucket" for filling open student spots, given the shortage in staff in education.

A motion was made to approve Policy JFB Enrollment at Windsor Charter Academy with an amendment to include WCA Board members in the "bucket" with staff members was made by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, nay; Feyen, aye. The motion passed.

9.0 Membership-Pulled Consent Agenda Items

10.0 Adjournment

A motion was made to adjourn the May 2022 Regular session by Carolyn Mader seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Feyen, aye. The motion passed unanimously. The Regular Session ended at 11:12 p.m..



2.0 Job Descriptions



JOB DESCRIPTION Office Manager

Summary

Responsible for the efficient management of administrative duties for a Director of a school where subordinate clerical staff or multiple departments exist. Maintain Director's calendar; initiate, compose and edit correspondence; and respond to school inquiries. Assist Director with administrative matters, often handling sensitive and confidential information and/or material.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Description of Job Tasks

- **Director Support**
 - Provide administrative and clerical support to the Director and administrative staff. Serve as a central point of contact for staff and community members.
 - Act as an administrative assistant to the Director of the school. Answer the telephone and screen calls for the Director.
 - Maintain Director's calendar. Schedule appointments, meetings, and meeting rooms. Make travel arrangements, if necessary.
 - Organize, coordinate, schedule, and perform a wide variety of clerical and other office functions and activities; prioritize and schedule duties and assignments to ~~assure~~ **ensure** efficiency and effectiveness and meet established timelines.
 - Create and coordinate schedules for special projects, including scheduling meetings, making room arrangements, etc.
 - **Act as a liaison between administrators, staff, students, parents, and the public. Provide customer service by greeting visitors, responding to inquiries, and/or assisting individuals on the phone or in person.**
 - **Manage budgets for office supplies, paper, and staff and student culture. Manage special events budget in coordination with the Director of the school.**
 - Initiate office and general school supply purchase orders; receive, store, and distribute supplies and office materials; and maintain materials inventory.
 - Research, compile, organize and analyze complex data and prepare reports, articles, and presentations.
 - Initiate, compose and edit correspondence, newsletters, and memos. Take and transcribe meeting minutes.
 - **Schedule and participate in interviews.**
 - **Provide training and ongoing support for office staff and paraprofessionals.**
 - Maintain confidentiality in all aspects of the job.
 - Perform other duties as assigned by the Director.
- **Substitutes & Class Coverage**
 - **Maintain substitute database (Frontline/Aesop).**

- **Maintain consistent communication with substitutes, outside of regular work hours if necessary, to guarantee daily classroom coverage.**
- **Document and track teacher class coverage.**
- **Organize paper copies of substitute plans and class rosters; email plans and rosters, if necessary.**
- **Serve as the daily contact for questions or concerns from substitutes. Troubleshoot issues and provide appropriate guidance.**
- **Maintain substitute handbook.**
- **Host an orientation for all new substitutes.**
- **Communicate daily with other office managers, prioritizing coverage between buildings.**
- **Coordinate and document coverage for SPED paraprofessional needs.**
- **Cross-School Collaboration**
 - **Communicate daily with other office managers.**
 - **Collaborate between schools on calendars, handbooks, and substitute assignments.**
 - **Maintain course catalogs and class selection forms in collaboration with the counselor/advisor.**
 - **Maintain student and staff handbooks.**
 - **Manage all building duty assignments for teachers and paraprofessionals.**
 - **Schedule all emergency drills.**
- **Event Planning & Coordination**
 - **Approve/deny events in the Event Planning Form. Review the Event Planning Form multiple times a week to identify potential date and time conflicts.**
 - **Coordinate special events, such as assemblies, continuation ceremonies, and/or graduation.**
 - **Serve as the point of contact for the Parent-Teacher Club and assist in event coordination.**
- **Other Tasks**
 - **Train with the Registered Nurse Consultant to serve as a back-up to the health office.**
 - **Receive and distribute mail.**
 - **Manage student Honor Roll lists and print certificates.**
 - **Organize and complete distribution of state and internal student test results to parent/guardian.**
 - **Maintain email distribution lists.**
 - **Attend work and arrive in a timely manner.**

Education and Related Work Experience

- High school diploma or equivalent
- Three years of related experience in clerical or secretarial responsibilities
- Experience in office management preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Customer service and public relations skills
 - Critical thinking and problem-solving skills
- Adhere to attendance requirements, including regular and punctual employee presence.
- Maintain honesty and integrity in all aspects of the job.
- Work independently and manage time effectively.
- Promote and follow Executive Board policies.
- Work in varied environments with various people including students, administrators, teachers, parents, law enforcement, general public, etc.

- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Manage multiple priorities and manage multiple tasks with frequent interruptions.
- Diffuse and manage volatile and stressful situations.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment.
 - **G-Suite software, including Google Docs, Google Sheets, Google Forms, etc.**
 - Microsoft Word, PowerPoint, Excel, Adobe, and other software.
 - Typical office equipment
-

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION Receptionist

Summary

Responsible for performing secretarial and administrative duties for a school administrator, department, office, or program, including receiving calls, students and substitutes, producing correspondence, entering data, maintaining records and files, monitoring attendance, etc.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Receive calls, greet students and substitutes, and answer inquiries. Direct calls and students to the appropriate person ~~as necessary~~. Assist substitutes and volunteers with check-in procedures and/or problems.
- Assist teachers with daily needs including: copying, creating materials, checking out textbooks, etc. Enter and track data, pull reports, and complete documentation based on department or program needs.
- Type correspondence, newsletters, forms, and memos. Assist in the production of department and program materials.
- **Process, record, and maintain all hourly and daily attendance records. Ensure attendance is taken in a timely manner. Verify absences with parents/guardians.**
- **Document all students who see an administrator/counselor on a spreadsheet with date, arrival/departure time, and who they met with.**
- **Assist with coordinating and tracking students who need to attend academic support each week.**
- **Collect and issue a receipt for school fees, create deposits for business manager, and contact parents with outstanding balances.**
- **Coordinate all field trips, including making bus reservations and generating permission forms for teachers. Ensure chaperones have a current background check on file. Support teachers throughout the field trip process.**
- **Prepare and maintain daily intercom announcements and provide to administration.**
- Maintain inventory of office supplies and other materials.
- Sort and distribute mail and process mass mailings.
- ~~May~~ Supervise, train, and/or guide the work of student aides.
- ~~May~~ Assist with student data, testing, and master scheduling.
- Attend work and arrive in a timely manner.

- Perform other duties as assigned.

Education and Related Work Experience

- High school diploma or equivalent
- Specialized training beyond high school preferred
- Two to three years of related experience
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

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

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - **G-Suite software, including Google Docs, Google Sheets, Google Forms, etc.**
 - Microsoft Word, PowerPoint, Excel, Adobe, and other software
 - Typical office equipment
-

Physical Requirements & Working Conditions

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

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

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

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



3.0 Second Read Policies



EMPLOYEE LEAVE

1. Jury Duty

Staff shall be granted leave with full pay when called to jury duty, under the condition that employee shall turn over to Windsor Charter Academy their jury duty fees, but not their mileage or transportation allowance.

2. Bereavement Leave

Staff members eligible for benefits shall be allowed up to five (5) days' leave with full pay per death for immediate and extended family members.

Immediate and extended family is defined as spouse, children, parents, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister, brother-in-law, sister-in-law, daughter-in-law and son-in-law. Said leave is not cumulative. Any portion of a day, up to and including one (1) full day with pay shall be allowed for death of a close friend or other relative/person not identified above. An employee may request additional leave not to exceed five (5) days. Such additional bereavement leave must be approved in advance by the Executive Director and such additional days shall be deducted from the employee's PTO leave account if available. If not, pay shall be deducted at the employee's current daily contract rate, whether or not a substitute is hired.

3. Paid Time Off (PTO) Leave

PTO leave allows continuation of full base pay plus benefits when an eligible staff member is required to be absent from work. PTO hours are awarded up front on the date of hire, or the first employment day each year.

PTO Leave Schedule for Full-Time Employees

Contract Days	PTO Leave
≤ 190	10 days
191-210	11 days
211-239	12 days
≥ 240	13 days

Part-time employees will be awarded PTO at the rate of one (1) hours per thirty (30) hours of work, up to a maximum of forty-eight (48) hours per employment year.

Unused PTO leave may be accumulated to the maximum of thirty (30) days for each employee. ~~any part or all of which may be used during any given year, after the current year allocation has been used Days of PTO leave may be used without losing salary up to the maximum days of entitlement.~~ When PTO leave is exhausted, the deduction for an approved absence will be based on the employee's current daily contract rate.

When PTO leave days exceeds four (4) consecutive working days in relation to a specific illness, a written report from the attending physician must be filed with the Executive Director confirming the need for additional days off the job for recovery because of abnormal and involuntary complications, so long as such documentation can be obtained in reasonable time and without added expense, otherwise the employee's signed certification may be requested. When the need for sick and safety leave is foreseeable, employees should make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements.

PTO may be used for the following "sick and safety leave" reasons, including other personal purposes not listed below.

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care or treatment related to such illness, injury or condition; or needs to obtain preventive medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care.
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's

absence from work.

During a Public Health Emergency, upon the date a public health emergency is declared a full-time employee will be granted up to 80 hours of paid sick leave, including any existing accrued sick time. Part-time employees will be granted the amount they are scheduled to work in a two-week time frame, including any existing accrued sick time. The following are additional allowable reasons qualifying as "sick and safety leave" during a public health emergency:

- Employee need to self-isolate and care for oneself because of a diagnosis or experiencing the symptoms of a communicable illness connected to the cause of the public health emergency or to care for a family member who has to self-isolate for those reasons.
- To see preventative care for, or medical diagnosis, care, or treatment for symptoms of a communicable illness that is the cause of the public health emergency or to care for a family member for those reasons.
- When a public official, health authority of employer (of the employee or the employee's family member) determined the employee's or employee's family member's presence on the job or in the community would jeopardize the health of others because of the individual's' exposure to- or exhibiting symptoms of- the communicable illness that is the cause of the public health emergency (whether diagnosed or not).
- Care of a child or other family member when the individual's child care provider is unable due to a public health emergency, or if the child's of family member's school or place of care is closed by a public health emergency (including if it is physically closed but providing remote instruction).
- An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

After the four-week period following a public health emergency, any remaining public health emergency leave time will be removed from the employee's leave total.

In the event that state or federal orders supersede these provisions,

such orders will govern if warranted. This policy and any accompanying regulations should be read and understood in conjunction with the entirety of the Colorado Healthy Families and Workplaces Act. Any definitions, requirements, or details of the CHFVA shall supersede this policy.

If PTO leave is to be used for a serious health condition, the birth or care of a newly-born child, the placement for adoption or foster care of a child, or to care for a covered military service member, certification will be required pursuant to the School's FMLA policy. Accumulated PTO leave must be used concurrently as part of the staff member's FMLA leave upon physician certification.

Accumulated PTO leave balances must be used concurrently with parental leave.

If employment is terminated before the employment agreement has been fulfilled, an adjustment will be made to PTO on a prorated basis based on the days scheduled versus the days worked. Accumulated PTO will be paid **at the employee daily rate** upon termination of employment.

Windsor Charter Academy will retain records for each employee for a two-year period, documenting hours worked, paid sick leave accrued, and paid sick leave used. Windsor Charter Academy will provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental public health emergency leave. Information may be requested once per month or when the need for paid sick leave arises.

Windsor Charter Academy will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee's or an employee's family member's health information as a condition of providing paid sick leave. Any health or safety information possessed by Windsor Charter Academy regarding an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information; be treated as confidential medical records; and not be disclosed except to the affected employee or with the express permission of the affected employee.

Use of PTO for a reason qualifying as sick and safety leave will not be counted as an "absence" that may result in termination or any other kind of adverse action. An employee will not be required to find a substitute or job

coverage when taking paid leave for a reason qualifying as sick and safety leave. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick leave (up to a maximum of 48 hours) that the employee had accrued but not used during the employee's previous employment.

4. Parental Leave of Absence

Parental leave of absence is available to all full-time personnel. Parental leave may be taken to provide care for a newly born, adopted or foster- placed child.

Parental leave of absences are unpaid and intended to supplement leave available under the Family and Medical Leave Act (FMLA). Accumulated PTO leave must be used concurrently with parental leave of absence.

Parental leave of absence may be granted for a maximum of one school year; however, return date shall be designated as the beginning of a semester.

When a staff member returns to duty from a parental leave of absence of one year or less, the employee will be reassigned to their previous position. Salary, position and unused accrued PTO leave earned prior to the leave of absence shall be retained. Staff employment status as defined in CRS 22-63- 101 will not be altered as a result of this leave.

A staff member requesting parental leave shall submit a written request to the Executive Director at least 30 calendar days prior to the commencement of the leave. The request shall be accompanied by a physician's statement giving the expected date of delivery.

The beginning date and length of parental leave shall be determined by the employee and his/her supervisor, subject to approval by the Executive Director.

An employee whose parental leave extends over the summer months and who expects to return for the opening of school shall notify Windsor Charter Academy of their intent to return by April 1 preceding the ensuing school year.

5. Professional Leave

Professional leave by the definition of this policy shall apply to staff who

plan to be absent from their regular duties to attend educational conventions, conferences, clinics, seminars, or other activities related to their duties or responsibilities.

Application to attend any of the above-mentioned activities shall be initiated by discussion with the Executive Director, taking in to consideration the following:

1. Will the experience be worthwhile to the employee and subsequently enhance or improve education within Windsor Charter Academy?
2. Is a satisfactory substitute available to assume the duties of the employee while they are on professional leave? Have adequate plans been made by the employee to ensure that the substitute is able to carry on a qualified program of instruction?
3. The applicant shall outline a summary of expenses to be borne by Windsor Charter Academy, including the number of days a substitute will be required.
4. The application shall be finalized in writing and submitted in advance of required registration deadlines to obtain administrative approval. This means that the application shall have been made to the Executive Director sufficiently in advance of the required registration date to obtain approval as may be required by Executive Board policy.

Approval or rejection of the application shall be made by the Finance Director with an administrative recommendation. The Finance Director will consult with the Executive Director prior to approving or rejecting the recommendation.

Appropriate reports shall be made to the Executive Board from time to time by the Executive Director about the number of leaves approved for staff as well as the purpose and cost of each activity.

6. Worker's Compensation Benefits

Employees temporarily absent from work and unable to perform their duties as a result of a work-related injury for which they are eligible for worker's compensation benefits, will be paid their full salary (until the individual employee's PTO leave is exhausted) less the amount of any worker's compensation payment benefits, or awards made for temporary

disabilities due to said injury, during the period of such temporary absence from the date of said injury. If the employee is entitled to any PTO leave benefits from Windsor Charter Academy in addition to that employee's salary, the amount of the additional PTO leave benefits shall also be reduced by the amount of any worker's compensation received by the employee. Employees receiving worker's compensation benefits are not eligible to use PTO leave bank time.

The Executive Board shall have the right to have such employee examined by a physician designated by the Board to assist in determining the length of time the employee is temporarily unable to perform duties, and that the disability is attributable to the injury involved.

7. Family and Medical Leave

Eligible staff are entitled to unpaid leave under the Federal Family Medical Leave Act (FMLA). The conditions for such leave are outlined in School Policy GBGF.

Windsor Charter Academy Executive
Board Adopted: May 2001
August 2007
September 2009
June 2010
February 2016
December 2020
June 2022

Legal References

Family and Medical Leave Act of 1993 and Implementing Regulations

Cross References

GBGF Family Medical Leave



ENROLLMENT AT WINDSOR CHARTER ACADEMY SCHOOLS

Students shall be considered for admission without regard to race, creed, color, national origin, sex, sexual orientation, marital status, religion, ancestry, or disability.

Waiting Lists

The waiting list is determined by the date and time that a completed Letter of Intent is submitted to the Windsor Charter Academy registrar.

District Residency

Proof of residency for in-district or out-of-district status will be provided to Windsor Charter Academy at the time of submission of Letter of Intent. If a parent/guardian has a change of residency from out-of-district to in-district prior to admission to Windsor Charter Academy, their Letter of Intent date will be changed to reflect the day in-district documentation is provided and they will be added to the in-district waitlist appropriately.

Age Requirement

An applicant must be five (5) years of age by August 15th for admission to kindergarten. Letters of Intent will not be accepted for unborn children.

Letter of Intent

Parents/guardians of the applicant are responsible for updating the Letter of Intent, i.e. notifying the registrar of change of address, phone number, etc. If Windsor Charter Academy cannot contact an applicant's family due to change of contact information, the school is not responsible to search for the applicant's parent guardian. The applicant will be removed from the waiting list.

Lottery Procedures

1. The Lottery has five tiers for each grade.
 - Tier ONE for each grade includes students of staff members **and Executive Board members**.
 - Tier TWO for each grade includes students residing in the Weld Re-4 School District with a sibling attending Windsor Charter Academy.

- Tier THREE for each grade includes students residing out of Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - Tier FOUR for each grade includes students residing in the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
 - Tier FIVE for each grade level includes students residing out of the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
2. Children of current staff will be placed in a grade level for enrollment.
 3. Siblings of current students will be placed in a grade level for enrollment.
 4. From the remaining spots available at each grade level, 50% of the openings will be filled on a first-come first-served basis based on the Letter of Intent date of submission, beginning with Tier One and moving through Tier Five to fill the 50% of spots. Grade-level openings will be filled beginning with 12th grade and moving down. As families accept positions in upper grades for their students, siblings of that family move to Tier One or Tier Two depending on residence.
 5. Once children of current staff, siblings of current students, and 50% of openings have been filled from the Letter of Intent on a first-come, first-served premise from the Letter of Intent date of submission, the lottery process will begin on the third (3rd) Tuesday in January of each year to fill the remaining open spots, beginning with Tier One and moving through Tier Five.

After open spots are filled, the waiting list in grades that have no more remaining openings will be established. Siblings of students enrolled in other grade levels will be placed at the front of each grade level waiting list in the order in which their enrolled siblings were drawn or enrolled. In the event that multiple siblings apply in the same grade level, the order will be decided by a lottery drawing involving only the siblings in that situation. All names of the remaining applicants will be drawn at random. Each will be placed on the waiting list in that order until every name is drawn.

48-Hour Decision

If enrollment is offered to an applicant, the school requires a decision within 48 hours. If enrollment is not accepted or confirmed within 48 hours, the applicant will be removed from the waitlist. If an applicant wishes to reapply, a new Letter of Intent must be completed and the applicant will be placed on the waiting list based on the date and time recorded on this new form.

Mid-Year Decision

If enrollment is offered during the school year, the applicant will be allowed to

either accept or decline the available position. If the position is declined related to mid-year concerns, the applicant will retain their position on the waitlist and the next available applicant will be offered the mid-year position until the position is filled or the wait list has been exhausted for the available position.

Windsor Charter Academy Executive Board
Adopted 2001
December 2017
January 2016
May 2022





4.0 Financials

Rev and Exp as of 4.30.22

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Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	1,937.48	808.65	10,000.00	8,062.52	19.37	
1700 Pupil Activities	78,663.00	600.00	77,375.00	(1,288.00)	101.66	
1900 Other Revenue from Local Sources	254,406.97	59,204.25	166,731.00	(87,675.97)	152.59	
3900 Other Revenue From State Sources	1,001,556.43	114,063.07	1,508,288.00	506,731.57	66.40	
5200 Interfund Transfers	0.00	0.00	10,000.00	10,000.00	0.00	
5600 Direct Allocations	11,243,510.25	1,113,064.61	13,271,603.11	2,028,092.86	84.72	
I Revenue	12,580,074.13	1,287,740.58	15,043,997.11	2,463,922.98	83.62	* Account Type
0100 Salaries	5,653,024.92	606,324.36	7,293,982.07	1,640,957.15	77.50	
0200 Employee Benefits	2,207,156.74	224,510.85	2,793,126.05	585,969.31	79.02	
0300 Purchased Professional and Technical Services	64,749.73	4,971.75	78,256.00	13,506.27	82.74	
0400 Purchased Property Services	1,353,835.16	135,127.70	1,676,389.20	322,554.04	80.76	
0500 Other Purchased Services	1,724,663.70	162,117.54	1,995,767.21	271,103.51	86.42	
0600 Supplies	478,631.91	27,736.32	692,555.79	213,923.88	69.11	
0700 Property	183,424.05	178,196.73	253,169.01	69,744.96	72.45	
0800 Other Objects	30,873.18	3,780.40	69,357.00	38,483.82	44.51	
0900 Other Uses of Funds	0.00	0.00	17,000.00	17,000.00	0.00	
X Expense	11,696,359.39	1,342,765.65	14,869,602.33	3,173,242.94	78.66	* Account Type
11 Charter School	(883,714.74)	55,025.07	(174,394.78)	709,319.96	506.73	Fund

Rev and Exp as of 4.30.22

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900 Other Revenue from Local Sources	422,209.17	42,755.17	0.00	(422,209.17)	0.00	
I Revenue	422,209.17	42,755.17	0.00	(422,209.17)	0.00	* Account Type
0600 Supplies	181,275.44	43,923.41	370,477.48	189,202.04	48.93	
0868 Overhead Costs	0.00	0.00	0.00	0.00	0.00	
X Expense	181,275.44	43,923.41	370,477.48	189,202.04	48.93	* Account Type
23 Pupil Activity Fund	<u>(240,933.73)</u>	<u>1,168.24</u>	<u>370,477.48</u>	<u>611,411.21</u>	<u>-65.03</u>	Fund

Rev and Exp as of 4.30.22

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	1,877.79	605.36	15,000.00	13,122.21	12.52	
1900 Other Revenue from Local Sources	1,217,743.29	121,783.34	1,634,778.00	417,034.71	74.49	
2000 Revenue from Intermediate Sources	9,117.93	0.00	10,000.00	882.07	91.18	
I Revenue	1,228,739.01	122,388.70	1,659,778.00	431,038.99	74.03	* Account Type
0700 Property	0.00	0.00	525,000.00	525,000.00	0.00	
0800 Other Objects	1,947,887.64	0.00	2,044,778.00	96,890.36	95.26	
0900 Other Uses of Funds	0.00	0.00	0.00	0.00	0.00	
X Expense	1,947,896.45	0.00	2,619,778.00	671,881.55	74.35	* Account Type
61 Building Corporation	719,157.44	(122,388.70)	960,000.00	240,842.56	74.91	Fund
Report Total:	405,491.03	66,195.39	(1,156,082.70)	(1,561,573.73)	-35.07	

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		2,186,892.42	12,110.87	2,199,003.29	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		456,823.92	(71,397.75)	385,426.17	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,173,711.24	802.67	2,174,513.91	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		651,679.71	5.18	651,684.89	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,053.14	0.80	100,053.94	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		82.21	0.00	82.21	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Accounts Receivable from Dist		0.00	0.00	0.00	11-950-00-0000-8141-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets		<u>5,569,945.31</u>	<u>(58,478.23)</u>	<u>5,511,467.08</u>	* Account Class
Liabilities						
	Accounts Payable		(61,434.44)	17,917.83	(43,516.61)	11-950-00-0000-7421-000-0000
	Accrued Salaries		467.39	0.00	467.39	11-950-00-0000-7461-000-0000
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7461-000-0000
	GARNISHMENT		1,750.07	(583.33)	1,166.74	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(3,051.07)	2,257.50	(793.57)	11-950-00-0000-7482-000-0000-9393
	PERA & Life Liab		0.16	(248.87)	(248.71)	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		0.00	(15,889.97)	(15,889.97)	11-950-05-0000-7471-000-0000
	Unearned Rev Liab- Food Service		(41,217.68)	0.00	(41,217.68)	11-950-31-0000-7482-000-0000
7400	Liabilities		<u>(104,285.57)</u>	<u>3,453.16</u>	<u>(100,832.41)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(395,000.00)	0.00	(395,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(4,131,919.93)	0.00	(4,131,919.93)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(938,739.81)	55,025.07	(883,714.74)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(5,465,659.74)</u>	<u>55,025.07</u>	<u>(5,410,634.67)</u>	* Account Class
11	Charter School		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		SF Checking 1stBank	251,663.19	3,915.72	255,578.91	23-950-00-0000-8100-000-0000
		SF Checking Arbiter Athletic	3,890.15	(3,258.68)	631.47	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>255,553.34</u>	<u>657.04</u>	<u>256,210.38</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(876.50)	876.50	0.00	23-950-00-0000-7400-000-0000
		MSSH Activity Accts Payable	(12,574.87)	(2,701.78)	(15,276.65)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(13,451.37)</u>	<u>(1,825.28)</u>	<u>(15,276.65)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Activity Net Income/Loss	(242,101.97)	1,168.24	(240,933.73)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(242,101.97)</u>	<u>1,168.24</u>	<u>(240,933.73)</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	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
	Description					
Current Assets						
	Bldg Corp Reserve Fund-2020		1,388,800.60	490.97	1,389,291.57	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		34,504.20	34,363.99	68,868.19	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021		969,208.82	0.00	969,208.82	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021		82,495.80	50,965.22	133,461.02	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021		188,433.00	36,568.52	225,001.52	61-950-65-0000-8105-000-0000-9393
8100	Current Assets		<u>2,663,442.42</u>	<u>122,388.70</u>	<u>2,785,831.12</u>	* Account Class
Fixed Assets						
	Bldg Corp Gain on 2021 Refunding		(367,750.60)	0.00	(367,750.60)	61-950-00-0000-8200-000-0000
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(3,439,189.61)	0.00	(3,439,189.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>21,471,743.76</u>	<u>0.00</u>	<u>21,471,743.76</u>	* Account Class
Liabilities						
	Bldg Corp Premium on Bonds		(3,728,147.40)	0.00	(3,728,147.40)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(25,628,318.29)	0.00	(25,628,318.29)	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>(29,671,150.69)</u>	<u>0.00</u>	<u>(29,671,150.69)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal		4,694,418.37	0.00	4,694,418.37	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		841,546.14	(122,388.70)	719,157.44	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>5,535,964.51</u>	<u>(122,388.70)</u>	<u>5,413,575.81</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>	