



Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS

EXECUTIVE BOARD REGULAR SESSION





EXECUTIVE BOARD MEMBERS

Sherry Bartmann	President
Elaine Hungenberg	Vice-President
Donna James	Treasurer
Jenny Ojala	Secretary
John Feyen	Member
Carolyn Mader	Member
Holly Stephens	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 BOARD-PULLED CONSENT AGENDA ITEMS
- 8.0 MEMBERSHIP-PULLED CONSENT AGENDA ITEMS
- 9.0 EXECUTIVE SESSION
- 10.0 ADJOURNMENT



VISION & MISSION

Windsor Charter Academy's vision is "where students are educated, empowered, and equipped to reach their highest potential."

Windsor Charter Academy's mission is "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."



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 22, 2023 MINUTES TO BE APPROVED
AT THE AUGUST 2023 REGULAR SESSION

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

Sherry Bartmann, Executive Board President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member
Elaine Hungenberg, 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 2023 Regular Session agenda by Donna James and seconded by Holly Stephens. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the May 15, 2023 Regular Session was made by Holly Stephens and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, abstain; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 MAY 15, 2023 REGULAR SESSION MINUTES

Executive Board Minutes May 15, 2023

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:07 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Hannah Mancina, Director of High School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

Elaine Hungenberg made a motion to add an agenda item to Items for Action to address the kindergarten enrollment cut-off date for the 2024-25 school year. The motion was seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes.

A motion to approve the minutes for the May 8, 2023 Special Session was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

A motion to approve the minutes for the April 27, 2023 Regular Session was made by Elaine Hungenberg and seconded by Donna James. Sherry Bartmann asked if the minutes be changed to accurately reflect the country of Columbia in Citizen Communications comment from one of the parents that

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

2.0 Citizen Communication

There were two parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

- Myriah Watkins: Mrs. Watkins wanted to thank the Board for their work. She shared that she had enjoyed her time working at Windsor Charter Academy, but was leaving for Texas. She also shared her disappointment that the Board extended full-time positions to only elementary school instructional paraprofessionals and not to middle or high school.
- Annalyssa Brandley: Mrs. Brandley emphasized the importance of prioritizing safety in the annual budget. She felt that the schools needed additional security officers to ensure safety.

3.0 Reports

3.1 Executive Director Report

Windsor Charter Academy enjoyed a wide range of culminating activities across its elementary, middle and high school. Among the end-of-the-year activities were:

- Volunteer Appreciation Celebrations
- MS/HS Music & Fine Arts Festival
- Senior Breakfast
- ES & MS Continuations
- HS Graduation
- ES Fun Run
- ES Field Day

3.2 Executive Board Reports

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: Volunteer appreciation celebrations, after-prom, athletic gala, senior breakfast, convocation, baccalaureate, graduation, meeting with executive director, soccer games (state playoffs and league tournament)
- Elaine Hungenberg: Meeting with executive director, graduation
- John Feyen: Graduation, senior breakfast
- Donna James: Graduation
- Jenny Ojala: Graduation, general contractor interviews
- Carolyn Mader: All senior activities
- Holly Stephens: Volunteer appreciation, athletic gala, senior breakfast, convocation, baccalaureate, graduation

4.0 Items for Action

4.1 2023-2024 General Budget

The Executive Director, Rebecca Teeples, shared a slide that outlined the following priorities in the budget:

- Reflects an overall 10.6% increase
- 75% of 22-23 MLO is \$456,000 towards salaries and budget
- Recommended 25% used for ES communication system for student safety plus an additional \$45,000 from reserves to complete ES playground renovation
- Additional 7% PPR for total of 15.4% staff increases and also reflects \$80,000 in increased paraprofessionals salaries and an additional security officer
- PERA take 21.4% of all salaries and stipends
- Budget based on 96% enrollment

The Director of Finance, SarahGennie Colazio reviewed the budget, outlining changes in revenue and expenditures from first read to second read.

A motion to approve the 2023-2024 General Budget on second read was made by John Feyen and seconded by Elaine Hungenberg. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.2 2023-2024 Salary Schedules

The teacher placement matrix outlined a starting salary base of \$43,650 for new teachers. The salary schedules showed an increase that aligned with Weld RE-4. The ranges increased for a few positions, based on their roles and responsibilities.

A motion to approve the 2023-2024 Salary Schedules was made by Feyen and seconded by Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.3 Kindergarten Cut-Off Dates

Elaine Hungenberg made a motion to change the start date for kindergarten for the 2024-2025 school year from October to August. Jenny Ojala seconded the motion. After discussion the motion was withdrawn. The Board has asked the Executive Director to bring all board policies related to kindergarten enrollment to the next Board meeting for further discussion.

5.0 Consent Agenda

5.1 Personnel

- 5.1.1 Appointments
 - 5.1.1.1 Bernadette Madigan-Harris: Substitute Teacher
 - 5.1.1.2 Hannah Mielke: HS Girls' Volleyball Head Coach
- 5.1.2 Transfer
 - 5.1.2.1 Sarah Brown: ES Paraprofessional to MS Media Assistant
 - 5.1.2.2 Christina Werner: ES Paraprofessional to MS Media Assistant
- 5.1.3 Terminations/Resignations
 - 5.1.3.1 Chantelle Barrett, MS Media Assistant

5.2 Bids

- 5.2.1 Earthwork for ES Playground: Martin & Sons
- 5.2.2 Turf for ES Playground: Next to Natural

5.3

5.4 Policies

- 5.4.1 Policy GCC Employee Leave, Second Read
- 5.4.2 Policy JFB Enrollment at Windsor Charter Academy Schools, Second Read
- 5.4.3 Policy IK Grading, Second Read

The motion was made by John Feyen and seconded by Holly Stephens to approve the Consent Agenda. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.0 Executive Board-Pulled Consent Agenda Items

7.0 Membership-Pulled Consent Agenda Items

8.0 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)

The motion was made by John Feyen and seconded by Donna James to approve go into Executive Session based on the following citations:

- 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 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: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

The Board exited Regular Session at 7:38 p.m. The Board entered Special Session at 7:43 p.m. The Board exited Executive Session at 10:45 p.m. The Board had a short recess at 9:48 p.m. and returned at 9:55 p.m. Jenny Ojala left at 10:28 p.m. and Donna James left at 10:30 p.m.

9.0 Adjournment

The motion was made by John Feyen and seconded by Elaine Hungenberg to adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; Mader, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 10:55 p.m.

2.0 Citizen Communication

There were XXX parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

3.1 Executive Director Report

Firebird Facility Update: Exciting things are happening with our Firebird Facility project! Brett Brown, represents WCA as our owner's representative. The following items outline the progress that has been made:

1. WCA successfully negotiated with the Town and received a Utility and Grading Permit to allow the dirt work and utilities to start. The School received a grading and utility permit on June 7th.
2. On June 21th, WCA was able to procure a footing and foundation permit that will allow the School to complete the concrete foundations for the project.
3. In January it was determined that a Major Site Plan Review was required by the Town of Windsor for the project. The required documents were completed, and the submission was made on February 7th. The review of this submission is still ongoing, There are a couple final steps that need to occur which includes outside utility contractors (Century Link) signatures on the plans, as well as the Development Agreement. The School has been waiting on the Town attorney for more than three weeks. Completion of these two items should lead to a full building permit.
4. Because this is a school build, some of the permits come through the State; WCA is verifying that they have completed necessary steps for their inspections.
5. WCA secured all needed signatures from Greeley Water without any adjustments to the easement.
6. The Town waved some review and administrative fees for the permit; the School should be under budget on permit fees. WCA is still waiting for Xcel's costs.
7. WCA has completed the contracts with Dohn Construction and received the bonds and insurance requirements as needed.
8. Dohn has mobilized and begun work. They have completed the needed demo and are currently building the building pad and installing the wet utilities. Once the major dirt operation has completed, Dohn will begin curb and gutter on the new parking lot. Once the lot is paved, they will erect the project fence on the east side of the site. Brett Brown would estimate that Dohn is about 8 days behind currently with the delays in permitting and the rain. Currently WCA has experienced two contractual weather days.
9. The conduits for permanent gas and power have been installed. The timeline did not allow for Xcel to complete their design and install the conduits as typical, so WCA had to improvise to keep the parking lot progressing.
10. The design team has been instructed to add the running track to the final set of drawings.
11. WCA has completed the parking lot layouts designating Staff, Student & Visitor parking areas, directional signage for the drop off lane, and a monument sign at the entry onto Firebird Way.
12. The committee have had several meetings to finalize the furniture package for the building; additional soft seating has been added for the second floor outside the observation deck for a student study area.
13. WCA has meet with Security & Sound to coordinate the low voltage, access control, intercom & PA, as well as the security systems.
14. WCA is working on the procurement of appliances and the remaining FFE.
15. The School is working with the bleacher vendor on providing an upgraded seating option as well as wrestling mat storage below the bleachers.
16. Brett Brown and Rebecca Teeples presented the School's status to the Bond Oversight Committee on June 15th.
17. Currently WCA has executed the following change orders
 - Electrical upgrades for new code, \$40,385

- Landscape changes per Town of Windsor, \$3,921.85
 - Welded Hollow Metal Frames, \$4,681.60
18. Currently, the following change orders are pending:
- Change Roof Top Units to Lennox, a savings of \$20,000 and a 5 weeks earlier delivery
 - Soft spot in excavation found on June 15th; it has not been priced yet
 - Additional changes to parking lot configuration to make it safer
 - Evaluating a proposal for reconfiguration of the electrical gear that will save 12 weeks in manufacturing
 - Upgrading bleachers to accommodate wrestling mat storage
 - Adding running track
19. WCA remains below our budget for the project and continue to explore options to enhance the spaces and make it the best building possible.

Enrollment Numbers: In addition, the Executive Director reviewed the current enrollment numbers and the Executive Board calendar.

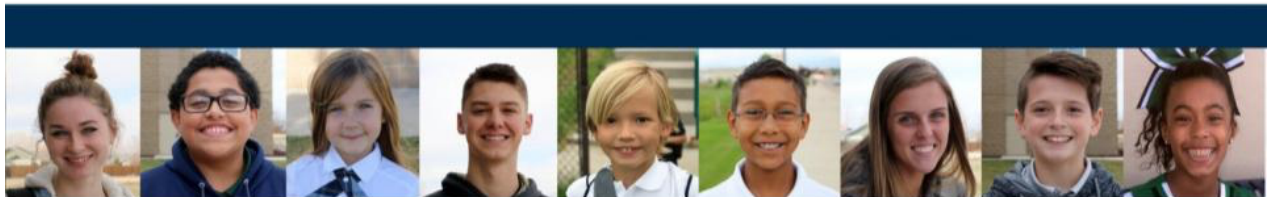
➔ Stability in Enrollment

School	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Elementary School	685.0	775.0	778.0	778.0	779.0
Middle School	351.0	371.0	365.0	383.0	384.0
High School	302.0	336.0	359.0	375.0	428.0
Total	1,338	1,482.0	1,502.0	1,536.0	1,591.0

wait lists

Elementary School	Middle School	High School
659 (493 last year at this time)	0 (1 last year at this time)	26 (0 last year at this time)

The 2023-2024 budget is based on 1538 students.



Important Dates for the Executive Board:



Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
June 22nd	6:00 p.m.	Executive Board Regular Session	HS Commons
August 11th	8:15 a.m.	Back-to-School Kickoff	MSHS Gymnasium
August 24th	6:00 p.m.	Executive Board Regular Session	HS Commons

3.2 Executive Board Reports

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: May Fair, Executive Board/Executive Director evaluation meetings, groundbreaking ceremony, HS soccer banquet, exit interview, 5th & 8th grade continuation, and senior graduation ceremony
- Elaine Hungenberg: May Fair, Executive Board/Executive Director evaluation meetings, groundbreaking ceremony, and senior graduation ceremony
- John Feyen: Groundbreaking ceremony and senior graduation ceremony
- Donna James: Groundbreaking ceremony and senior graduation ceremony
- Jenny Ojala: OAC meetings, 5th grade continuation, groundbreaking ceremony and senior graduation ceremony
- Carolyn Mader: Groundbreaking ceremony, HS soccer banquet, presentation on "Fight the New Drug," and senior graduation ceremony
- Holly Stephens: May Fair, groundbreaking ceremony, 5th & 8th grade continuation, and senior graduation ceremony

4.0

Items for Information

4.1 School Data

The Executive Director reviewed slides that outlined data from the strategic plan, as well as from the annual stakeholder surveys.

4.2 Executive Board Professional Development Plan

The Executive Board has \$4,000 allocated in the general budget for the upcoming school year for professional development. Based on the strategic plan, the Executive Board has prioritized professional development and has made a goal of completing 12 hours during the school year. Some options for professional development are through the Colorado League of Charter Schools, through our legal attorney, and at the annual conference through the League.

5.0

Items for Action

5.1 2023-2024 Public Officials Oath

Members of the Executive Board took an oath as public officials in Colorado, outlined in SB 23-287.

5.2 Review of BC Policies

- 5.2.A Policy BC Executive Board Member Conduct
- 5.2.B Policy BC-R School Board Member Financial Disclosure
- 5.2.C Policy BCA Code of Ethics for Executive Board Members
- 5.2.D Policy BCB Executive Board Member Conflict of Interest

5.3 2023-2024 Board Meetings

The following dates for the 2023-2024 Board meetings are a recommended change from the traditional 4th Thursday of each month:

- 5.3.A November 16, 2023
- 5.3.B December 14, 2023

5.3.C May 13, 2024

5.3.D June 13, 2024

A motion to approve the proposed changed dates for the months of November, December, May and June for the 2023-2024 school year was made by Carolyn Mader and seconded by Donna James. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

5.2.A REVIEW OF BC POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	Board Signatures of Policy BC Executive Board Member Conduct
Agenda Item:	5.2.A
Pertinent Background Information:	Each year, Board members should review and sign documents related to BC policies.
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to have each Board member sign the Executive Board Member Conduct document.
Attachments:	Policy BC Executive Board Member Conduct



EXECUTIVE BOARD MEMBER CONDUCT

The Executive Board office is a trust created by the confidence which the members place in the integrity of its public officers. To preserve this confidence, it is the desire of the Executive Board to operate under the highest ethical standards.

In carrying out his fiduciary duties, an Executive Board member shall not:

1. Disclose or use confidential information acquired in the course of official duties to further substantially his personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his position or which he knows or should know is primarily for the purpose of rewarding him for official action taken.
3. Engage in a substantial financial transaction for his private business purposes with a person whom he supervises in the course of his official duties.
4. Perform an official act that directly and substantially confers an economic benefit on a business or other undertaking in which he has a substantial financial interest or in which he is engaged as a counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for a Board member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates.
2. Accept or receive a benefit as an indirect consequence of transacting school business.

Signature

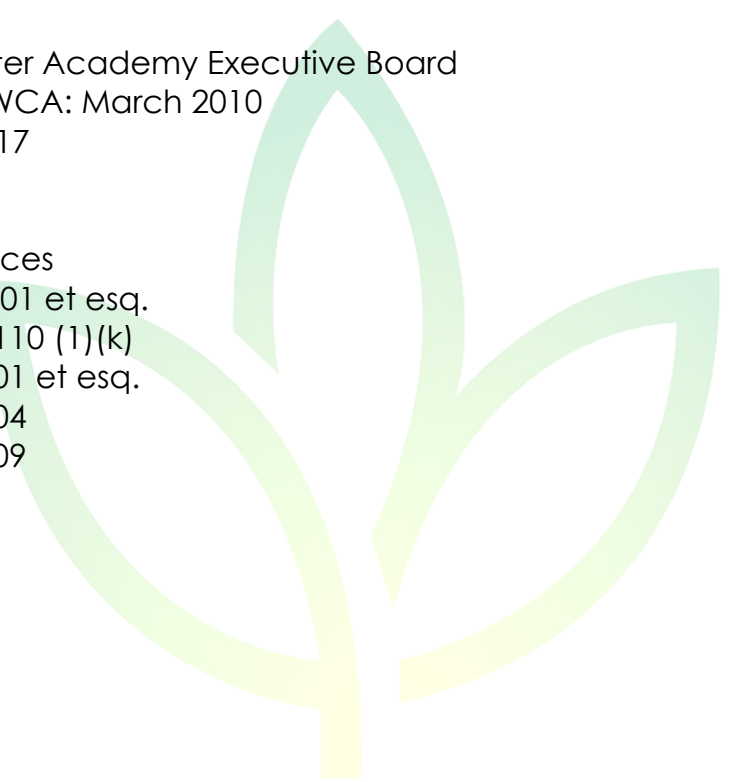
Date

Printed Name

Windsor Charter Academy Executive Board
Adopted by WCA: March 2010
November 2017

Legal References

C.R.S. 1-45-101 et esq.
C.R.S. 22-32-110 (1)(k)
C.R.S. 24-6-201 et esq.
C.R.S. 24-18-104
C.R.S. 24-18-109



5.2.B REVIEW OF BC POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	Review of Policy BC-R School Board Member Financial Disclosure
Agenda Item:	5.2.B
Pertinent Background Information:	Each year, Board members should review and sign documents related to BC policies.
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to have each Board member review the Executive Board Member Financial Disclosure document.
Attachments:	Policy BC-R School Board Member Financial Disclosure



SCHOOL BOARD MEMBER FINANCIAL DISCLOSURE

Executive Board members are required by law to disclose certain items received in connection with serving on the Executive Board. If Executive Board members receive such items, they must submit a form prescribed by the Secretary of State to the State. Such report must be filed on or before January 15, April 15, July 15 and October 15 of each year, and shall cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt. Executive Board members who do not receive any items that must be reported are not required to file a report.

Items which must be reported include the following:

1. Any money received, including a loan, pledge, advance, guarantee of a loan or any forbearance or forgiveness if indebtedness from any person with a value greater than \$65
2. Any gift of any item or real or personal property other than money with a value greater than \$65
3. Any loan or real or personal property if the value of the loan is greater than \$65. "Value of the loan" means the cost saved or avoided by the Executive Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance or publication.
5. Tickets to a sporting, recreational, educational or cultural event with a value greater than \$65 for any single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting if the Executive Board member is scheduled to deliver a speech, make a presentation, participate on a panel or represent the school district unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).

7. Any gift of a meal to a fund-raising event of a political party.

To avoid misunderstandings about the value of an item, the donor must furnish the Executive Board member with a written statement of the dollar value of the item when it is given.

Windsor Charter Academy Executive Board
Adopted: November 2017
March 2020

Legal References
C.R.S 24-6-201 et seq.



5.2.C REVIEW OF BC POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	Board Signatures of Policy BCA Code of Ethics for Executive Board Members
Agenda Item:	5.2.C
Pertinent Background Information:	Each year, Board members should review and sign documents related to BC policies.
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to have each Board member sign the Code of Ethics for Executive Board Member document.
Attachments:	Policy BCA Code of Ethics for Executive Board Members



CODE OF ETHICS FOR EXECUTIVE BOARD MEMBERS

As a member of the Windsor Charter Academy Executive Board, I will strive improve to public education at Windsor Charter Academy and to that end I will:

- Attend all regularly scheduled Executive Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Executive Board meetings.
- Render all decisions based on the available facts and my independent judgement, and refuse to surrender that judgement to individuals or special interest groups.
- Encourage the free expression of opinion by all Executive Board members, and seek systematic communications between the Executive Board, and the students, staff and the Windsor Charter Academy community.
- Work with other Executive Board members to establish effective board policies and to delegate authority for the administration of the school to the Executive Director.
- Communicate to other Executive Board members and the Executive Director expressions of parent reactions to board policies and school programs.
- Inform myself about current educational issues through individual study and participation in programs, conferences, seminars, etc. that are providing needed information, such as those sponsored by the Colorado Department of Education and the Colorado League of Charter Schools.
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain.

Policy BCA

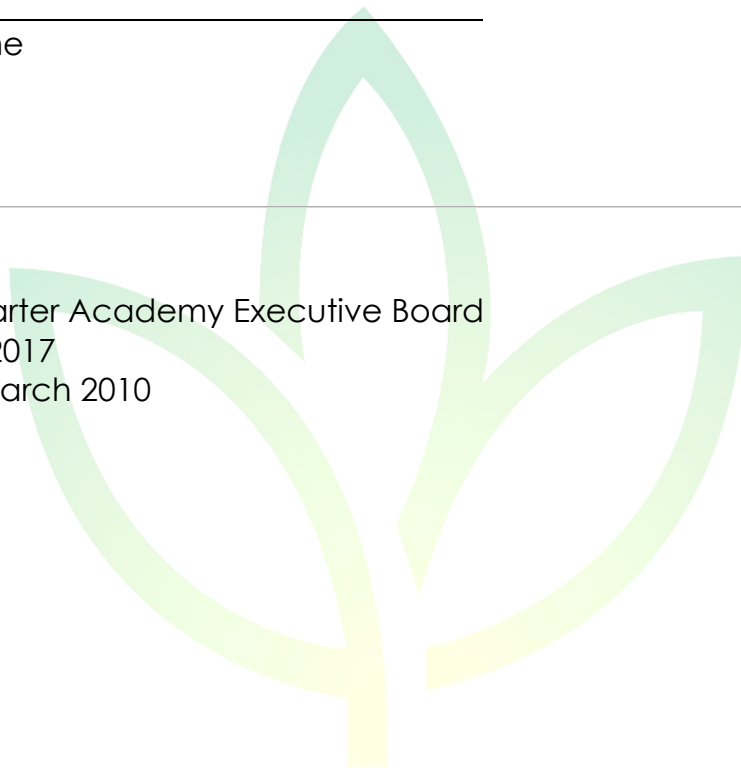
- Take no private action that will compromise the Executive Board or administration, and respect the confidentiality of information that is privileged under application law.
- Remember always that my first and greatest concern must be to the educational welfare of the students attending Windsor Charter Academy.

Signature

Date

Printed Name

Windsor Charter Academy Executive Board
November 2017
Adopted: March 2010



5.2.D REVIEW OF BC POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	Board Signatures of Policy BCB Executive Board Member Conflict of Interest
Agenda Item:	5.2.D
Pertinent Background Information:	Each year, Board members should review and sign documents related to BC policies.
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to have each Board member sign the Executive Board Member Conflict of Interest document.
Attachments:	Policy BCB Executive Board Member Conflict of Interest



EXECUTIVE BOARD MEMBER CONFLICT OF INTEREST

Members of the Executive Board hold a position of trust, created in the interest of the common good and for the benefit of Windsor Charter Academy. To maintain public confidence and prevent the use of public office for private gain, Executive Board members shall disclose any potential conflicts of interest in writing to the Executive Board prior to the vote on any such transaction.

For purposes of this policy, situations which present a potential conflict of interest are those in which an Executive Board member may derive a private benefit that is both pecuniary and personal in nature from Executive Board action. The written disclosures shall be attached to the minutes of the meeting in which Executive Board action occurred relating to the matter disclosed. An Executive Board member who discloses a potential conflict of interest shall abstain from voting on the matter disclosed.

Failure by an Executive Board member to bring notice of a potential conflict of interest to the attention of the Executive Board in this manner may constitute cause for removal of the member from the Executive Board.

Conflict of Interest—Federally-Funded Transactions

Separate from state law and the Executive Board's policies concerning the Executive Board's standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of Executive Board members whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, an Executive Board member shall not participate in the selection, award or administration of a contract supported by a federal award if the Executive Board member has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the Executive Board member, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned

Policy BCB

parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract. In addition, the UGG prohibits Executive Board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this section only, "immediate family" means the Executive Board member's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," the Executive Board shall follow the standards of conduct and corresponding definitions applicable to local public officials under state law.

An Executive Board member who violates the standards of conduct set forth in this policy may be subject to censure or other disciplinary action, in accordance with the Executive Board's authority and state law.

Signature

Date

Printed Name

Windsor Charter Academy Executive Board
May 2001
March 2010
November 2017

Legal References
2 C.F.R. 200.318 (c)
C.R.S. 22-32-109 (1) (y)
C.R.S. 24-18-109
C.R.S. 24-18-110
C.R.S. 24-18-201
C.R.S. 24-18-202

Cross References

BC School Board Member Conduct

BCA Code of Ethics for School Board Members

BED Business Order and Rules

BID BIE School Board Member Compensation/Insurance/Expenses/Liability

DJB Purchasing and Bidding Procedures-School District

DKC Expense Authorization/Reimbursement (Mileage and Travel)



6.1 Personnel

- 6.1.1 Appointments
 - 6.1.1.1 Stephen Cummings: Custodian
- 6.1.2 Terminations/Resignations
 - 6.1.2.1 Duncan Wotowey: Custodian

6.2 Policies

- 6.2.1 Policy JEB Entrance Age Requirements, First Read
- 6.2.2 Policy JFB Enrollment at Windsor Charter Academy Schools, First Read
- 6.2.3 Policy JKA Use of Physical Intervention and Restraint, First Read
- 6.2.4 Policy JKA-R Use of Physical Intervention and Restraint—Regulation, First Read

6.3 Financials

- 6.3.1 April 2023

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

6.2.A POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	JEB Entrance Age Requirements, First Read
Agenda Item:	6.2.A
Pertinent Background Information:	This policy reflects a change in date from October 1 to August 15. Due to support for developmental learning, both policies (JEB & JFB) have revisions that support an August 15 th date to turn five years old and be considered eligible for enrollment at Windsor Charter Academy.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Director consider and approve the revision to JEB Entrance Age Requirements.
Attachments:	Policy JEB Entrance Age Requirements



ENTRANCE AGE REQUIREMENTS

A child may enter kindergarten if they are five years old on or before **August 15** ~~October 1~~ of the year of enrollment. Students may not circumvent the minimum age requirement by enrolling outside Windsor Charter Academy and seeking to transfer during the school year.

A child may enroll in the first grade if they are six years old on or before ~~October 1~~ **August 15** of the year of enrollment.

A legal birth certificate or other acceptable record is required for enrollment age certification. The Executive Director or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

Windsor Charter Academy Executive Board
Adopted by WCA: March 2023
August 2023

Legal References

C.R.S. 22-1-115
C.R.S. 22-20-204
C.R.S. 22-32-119
C.R.S. 22-33-104 (1)(a)
C.R.S. 22-54-103 (10)
C.R.S. 22-54-103 (10.5)
C.R.S. 24-60-3402

Cross References

~~JEA Compulsory Attendance Ages~~
JFB Enrollment at Windsor Charter Academy Schools

6.2 B POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	JFB Enrollment at Windsor Charter Academy Schools, First Read
Agenda Item:	6.2.B
Pertinent Background Information:	This policy reflects a change in date from October 1 to August 15. Due to support for developmental learning, both policies (JEB & JFB) have revisions that support an August 15 th date to turn five years old and be considered eligible for enrollment at Windsor Charter Academy.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Director consider and approve the revision to JFB Enrollment at Windsor Charter Academy Schools.
Attachments:	JFB Enrollment at Windsor Charter Academy Schools



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 ~~October 1st~~ **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 children or grandchildren (including those in legal guardianship) 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 and grandchildren (including those in legal guardianship) 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

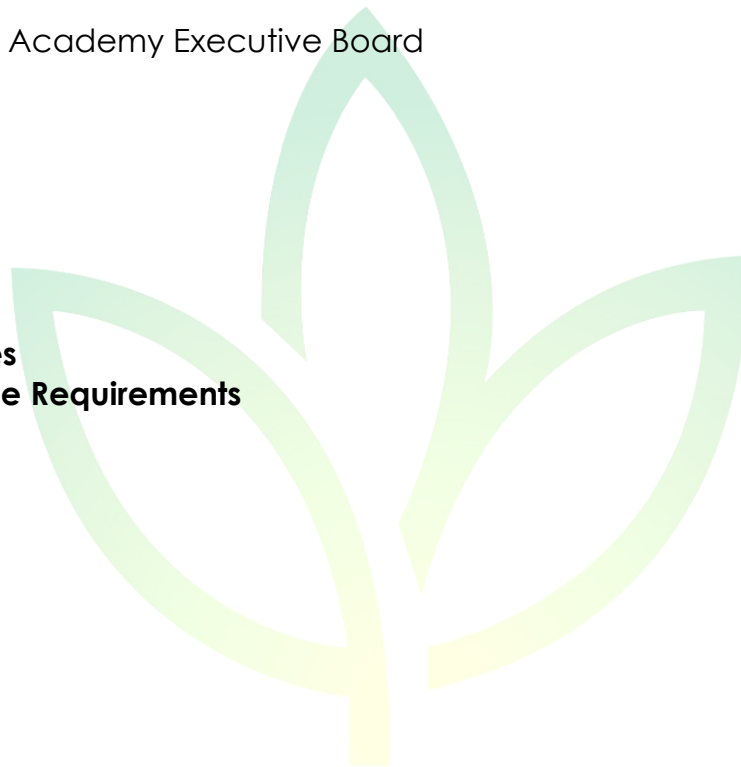
June 2022

May 2023

August 2023

Cross References

JEB Entrance Age Requirements



Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	Policy JKA Use of Physical Intervention and Restraint, First Read
Agenda Item:	6.2.C
Pertinent Background Information:	<p>The Colorado legislature passed HB22-1376, Supportive Learning Environments for K-12 students which made changes relating to school discipline and the use of restraint and seclusion. Substantive edits to the rules regarding physical intervention and restraint are suggested. These changes include:</p> <ul style="list-style-type: none"> • Amending the definition of "physical restraint" to mean the use of bodily, physical force to involuntarily limit an individual's freedom of movement for more than 1 minute. Updating reporting requirements for a physical restraint more than 1 minute but less than 5 minutes, and a physical restraint 5 minutes or more. • Prohibiting an SRO or law enforcement officer (LEO), acting in the officer's official capacity on school grounds, in a school vehicle, or at a school activity or sanctioned event from using handcuffs on a student, unless there is a danger to themselves or others or unless handcuffs are used during a custodial arrest that requires transport. • Seclusion rooms, if used, must have at least one window for monitoring when the door is closed. If a window is not feasible, monitoring would have to be possible through a video camera; a student placed in a seclusion room would need to be continually monitored. Further, the room would need to be a safe space free of injurious items and must not be used by school staff for storage, custodial, or office space.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Director consider and approve the revision to JKA Use of Physical Intervention and Restraint.
Attachments:	JKA Use of Physical Intervention and Restraint



USE OF PHYSICAL DISCIPLINE AND RESTRAINT

To maintain a safe learning environment, school employees may, within the scope of their employment and consistent with applicable law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical Intervention

Corporal punishment shall not be administered to any student by any school employee.

Within the scope of their employment, school employees may use reasonable and appropriate physical intervention with a student to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for ~~five or more minutes~~ **more than one (1) minute** unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals, and seclusion. **If property damage may be involved,**

restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint, shall not include the holding of a student for less than ~~five minutes~~ **one minute** by a school employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

School employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance ~~of~~ **from** a student's behavior. School employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint, or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. It is not feasible to utilize a room with. A window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by school employees trained in accordance with applicable State Board of Education Rules.

Exceptions Use of Mechanical/Prone Restraints

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111(3); **however no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate**

danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.

2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901(3)(e).

Windsor Charter Academy Executive Board

Adopted: September 2010

Revised: July 2018

August 2023

Legal References

C.R.S. 18-1-703

C.R.S. 18-1-901 (3) (e)

C.R.S. 18-6-401 (1)

C.R.S. 191-1-103 (1)

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

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

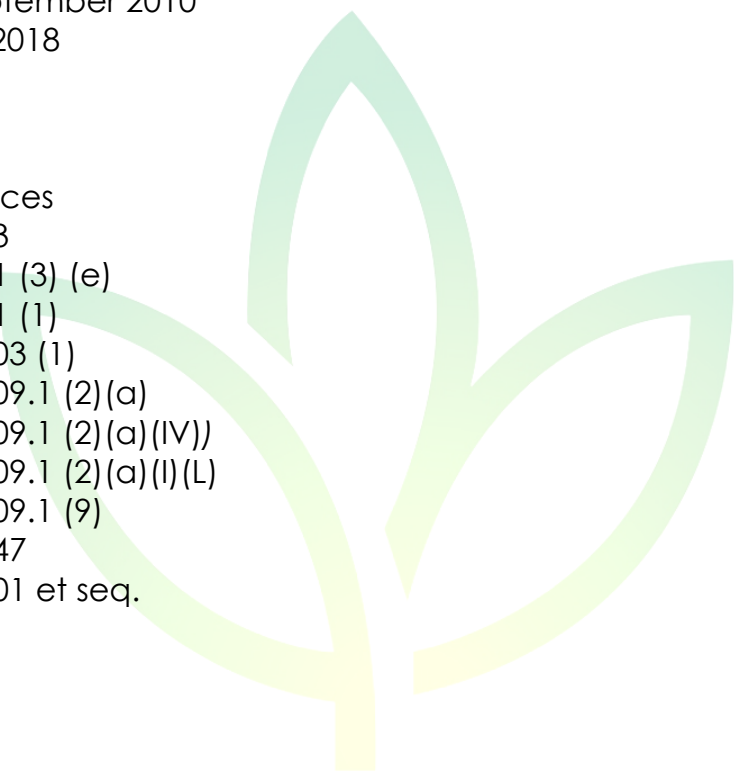
C.R.S. 22-32-109.1 (2)(a)(I)(L)

C.R.S. 22-32-109.1 (9)

C.R.S. 22-32-147

C.R.S. 26-20-101 et seq.

1 CCR 301-45



6.2.D POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	June 15, 2023
Re:	Policy JKA-R Use of Physical Intervention and Restraint--Regulation, First Read
Agenda Item:	6.2.D
Pertinent Background Information:	<p>The Colorado legislature passed HB22-1376, Supportive Learning Environments for K-12 students which made changes relating to school discipline and the use of restraint and seclusion. Substantive edits to the rules regarding physical intervention and restraint are suggested. These changes include:</p> <ul style="list-style-type: none"> • Amending the definition of "physical restraint" to mean the use of bodily, physical force to involuntarily limit an individual's freedom of movement for more than 1 minute. Updating reporting requirements for a physical restraint more than 1 minute but less than 5 minutes, and a physical restraint 5 minutes or more. • Prohibiting an SRO or law enforcement officer (LEO), acting in the officer's official capacity on school grounds, in a school vehicle, or at a school activity or sanctioned event from using handcuffs on a student, unless there is a danger to themselves or others or unless handcuffs are used during a custodial arrest that requires transport. • Seclusion rooms, if used, must have at least one window for monitoring when the door is closed. If a window is not feasible, monitoring would have to be possible through a video camera; a student placed in a seclusion room would need to be continually monitored. Further, the room would need to be a safe space free of injurious items and must not be used by school staff for storage, custodial, or office space.
Financial Considerations:	NA
Recommendation(s):	The Executive Director recommends that the Executive Director consider and approve the revision to JKA-R Use of Physical Intervention and Restraint—Regulation.
Attachments:	JKA-R Use of Physical Intervention and Restraint—Regulation



**USE OF PHYSICAL DISCIPLINE AND RESTRAINT
Regulation**

In accordance with state law and the State Board of Education Rules for the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.

A. Definitions

~~In accordance with state law and the State Board of Education Rules for the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.~~

1. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals, and seclusion. **With certain exceptions, prone, mechanical, and chemical restraints shall not be used.**
2. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
 - a. **The use of protective or adaptive devices for providing physical support, prevention of injury, or voluntary or life-saving medical procedures;**
 - b. Holding of a student for less than ~~five minutes~~ **one (1) minute** by a staff person for the protection of the student or others;:-
 - c. Brief holding of a student by one adult for calming or comforting the student;:-
 - d. Minimal physical contact for safely escorting a student from one area to another;:-
 - e. Minimal physical contact for assisting the student in completing a task or response.

Policy JKA-R

3. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:
 - a. Devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's Individualized Education Program (IEP) team or Section 504 team and used in accordance with the student's IEP or Section 504 plan;
 - b. Protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;
 - c. Adaptive devices to facilitate instruction or therapy and used as recommended by an occupation therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or
 - d. Positioning or securing devices used to allow treatment of a student's medical needs.
4. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:
 - a. Prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (**e.g.e.g.**, Azma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
 - b. The administration of medication for voluntary or life-saving medical procedures (**e.g.e.g.**, EpiPens, Diastat).
5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.
6. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. **Rather, if a student is placed alone in a room for which egress is involuntarily prevented for any amount of time, this constitutes a seclusion and the duties and notification requirements apply.** "Seclusion" does not mean:
 - a. Placement of a student in residential services in the student's room for the night; or
 - b. Time-out.
7. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to

limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.

8. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to affect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property. **If property damage might be involved, restraint by only be used when the destruction of property could possibly result in bodily harm to the individual or another person.**
9. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).
10. The term "State Board Rules" refers to the Colorado State Board of Education Rules for Administration of the Protection of Persons from Restraint Act, 1 CCR 301.
11. "Parent" shall be defined as by the State Board Rules.

Basis for the Use of Restraint

Restraints shall only be used:

1. In an emergency and with extreme caution; and
2. After:
 - a. The failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and restructuring the environment); or
 - b. A determination that such alternatives would be inappropriate or ineffective under the circumstances.
3. Restraints shall never be used ~~as a punitive form of discipline or as a threat~~ **form of discipline or** to gain control or gain compliance of a student's behavior.
4. School personnel shall:
 - a. Use restraints only for the period necessary and using no more force than necessary; and
 - b. Prioritize the prevention of harm to the student.

Duties Related to the Use of Restraint—General Requirements

When restraints are used, school personnel shall ensure that:

Policy JKA-R

1. No restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
2. No restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;
3. Restraints are only administered by School staff who have received training in accordance with the State Board Rules;
4. Opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
5. When it is determined by trained School staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and
6. The student is reasonably monitored to ensure the student's physical safety.

Additionally, in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student.

Proper Administration of Specific Restraints

1. Chemical restraints shall **not** be used.
2. Mechanical and prone restraints shall **not** be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.
3. Physical restraint:
 - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student;
 - b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised; and
 - c. A student shall be released from physical restraint within fifteen (15) minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
 - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities; and

- b. Any space in which a student is secluded shall have adequate lighting, ventilation, and size **and shall not be any space used by school staff for storage, custodial purposes or office space.**
- c. **Any space used for student seclusion must have at least one window to monitor students when the door is closed. If adequate space with a window is not feasible, video camera monitoring must be possible. Continuous monitoring is required throughout the time a student is secluded.**
- d. To the extent possible under the specific circumstances, the space should be free of injurious items.

Notification Requirements

- 1. If there is a reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents and the student (if appropriate) of:
 - a. The restraint procedures (including types of restraints) that might be used;
 - b. The specific circumstances in which restraint might be used; and
 - c. The staff who may be involved.
- 2. For students with disabilities, if the parents request a meeting with School personnel to discuss the notification provided, School personnel shall ensure that the meeting is convened.
- 3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

Documentation Requirements

- 1. If restraints are used, a written report shall be submitted within one school day to school administration.
- 2. The school principal or designee shall verbally notify the student's parents as soon as possible but no later than the end of the school day that restraint was used.
- 3. **If a student is restrained for more than one, but less than five minutes, written notice must be given to the student's parent or legal guardian on the day of the restraint. The written notice shall include the date of restraint, student's name, and the number of times the student was restrained that day.**
- 4. **If a student is restrained for five minutes or more, a** written report based on the findings of the staff review described in paragraph G below shall

Policy JKA-R

be e-mailed, faxed, or mailed to the student's parents within five calendar days of the use of restraint. The written report of the use of restraint shall include:

- a. The antecedent to the student's behavior if known;
 - b. A description of the incident;
 - c. Efforts made to de-escalate the situation;
 - d. Alternatives that were attempted;
 - e. The type and duration of the restraint used.
 - f. Injuries that occurred, if any; and
 - g. The staff present and staff involved in administering the restraint.
5. A copy of the written report shall be placed in the student's confidential file.

Review of Specific Incidents of Restraint

1. ~~The School~~ **Windsor Charter Academy** shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of the review is to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
 - a. Staff review of the incident;
 - b. Follow up communication with the student and the student's family;
 - c. Review of the documentation to ensure use of alternative strategies; and
 - d. Recommendations for adjustment of procedures, if appropriate.
3. If requested by ~~Weld RE-4 School District~~ **Windsor Charter Academy** or the student's parents, ~~the District~~ **Windsor Charter Academy** shall convene a meeting to review the incident. For students with IEP's or Section 504 plans, such review may occur through the IEP or Section 504 process.

General Review Process

1. ~~Weld RE-4 School District~~ **Windsor Charter Academy** shall ensure that a general review process is established, conducted, and documented in writing at least annually. The purpose of the general review is to ascertain that ~~Weld RE-4 School District~~ **Windsor Charter Academy** is properly administering restraint, identifying additional training needs,

minimizing, and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.

2. The review shall include, but is not limited to:
 - a. Analysis of incident reports, including all reports prepared pursuant to paragraphs **Documentation Requirements #F.1** and **#F.3** above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;-
 - b. Training needs of staff;-
 - c. Staff to student ratio; **and**-
 - d. Environmental conditions, including physical space, student seating arrangements and noise levels.

Staff Training

1. ~~The School~~**Windsor Charter Academy** shall work with Weld RE-4 School District to ensure that staff utilizing restraint in schools are trained in accordance with the State Board Rules.
2. Training shall include:
 - a. A continuum of prevention techniques;-
 - b. Environmental management;-
 - c. A continuum of de-escalation techniques;-
 - d. Nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint.;
 - e. Methods to explain the use of restraint to the student who is to be restrained and to the student's family; and appropriate documentation and notification procedures; **and**
 - f. **Appropriate documentation and notification procedures.**-
3. Retraining shall occur at a frequency of at least every two years.

Exceptions

1. **A school officer or law enforcement officer acting in the officer's official capacity on school grounds, in a school vehicle, or at a school activity or sanctioned event shall not use handcuffs (i.e., mechanical restraint) on**

Policy JKA-R

any student, unless there is a danger to themselves or others or handcuffs are used during a custodial arrest that requires transport.

2. This prohibition on the use of mechanical or prone restraints in this policy shall not apply:
 - a. To armed security officers working in a Windsor Charter Academy school when the officer (a) has received documented training in defensive tactics utilizing handcuffing procedures and in restraint tactics utilizing prone restraint and (b) has made a referral to a law enforcement agency; and
 - b. When a student is openly displaying a deadly weapon such as a firearm, whether loaded or unloaded, a knife, bludgeon, or any other weapon, device, instrument, material, or substances, whether animate or inanimate, that, in the manner it is used or intended to be used, is capable of producing.

Windsor Charter Academy Executive Board

July 2018

August 2023

Legal References

C.R.S. 18-1-901 (3) (e)

C.R.S. 18-6-401 (1)

C.R.S. 19-1-103 (1)

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

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

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

C.R.S. 22-32-109.1 (9)

C.R.S. 22-32-147

C.R.S. 26-20-101 et seq.

1 CCR 301-45

April 2023 Financial Highlights

As of April 30th, 2023, we are 10 months through the year, revenues and expenditures should be approximately 83.33% of budget

- **Total GF Revenue is \$13,380,158 (82.47%)**
 - PPR is at expected

- **Total GF Expenses are \$12,843,266 (78.82%)**
 - Expenses are running at expected
 - Insurance, curriculum, testing are front loaded expenditures
 - Legal is running high
 - Medical expenses are running as expected

 - **Firebird Facility Expenditures to date: \$520,488**
 - Architect/Design Costs: \$ 371,981
 - Owner's Rep Costs: \$30,475
 - Permits/Fees: \$118,032
 - Reimbursements will begin from the District in May

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 914,230
 - Health Insurance Checking Balance: \$528,968
 - COLOTRUST Investment Balance: \$3,774,816
 - FirstBank Savings: \$ 759,035
 - SF Checking Account Balance: \$ 385,766

- **As of 4/30/23~ Days Cash on Hand: 157.51**

- **Check-Debit Register Notes (Reviewed monthly in detail by FC)**
 - Checks in the 1000 range are general fund
 - Checks in the 10111 range are actual medical costs
 - Checks in the 90000 range are student fund
 - Issuances beginning with a date (22821111) are auto pays or debits
 - American Fidelity, UMR, Delta, Lincoln, Eyemed, OptumRX are benefit payments
 - isolved, PERA, Security Benefit represent payroll items
 - Voided checks represent items over 12 months old

Rev and Exp as of 4.30.23

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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.	M.T.D.	Current	Budget	% of	
	Activity	Activity	Budget	Balance	Budget	
1500 Earnings on Investments	103,977.67	16,648.65	10,000.00	(93,977.67)	1,039.78	
1600 Food Services	293,875.25	35,325.50	416,712.50	122,837.25	70.52	
1700 Pupil Activities	86,453.98	840.00	82,944.00	(3,509.98)	104.23	
1900 Other Revenue from Local Sources	121,935.37	26,861.53	185,780.00	63,844.63	65.63	
3000 Revenue from State Sources	0.00	0.00	0.00	0.00	0.00	
3900 Other Revenue From State Sources	698,838.10	14,922.78	778,697.35	79,859.25	89.74	
5200 Interfund Transfers	0.00	0.00	260,400.00	260,400.00	0.00	
5600 Direct Allocations	12,075,078.07	1,207,507.81	14,490,278.00	2,415,199.93	83.33	
I Revenue	13,380,158.44	1,302,106.27	16,224,811.85	2,844,653.41	82.47	* Account Type
0100 Salaries	6,096,072.05	669,821.76	8,075,530.97	1,979,458.92	75.49	
0200 Employee Benefits	2,411,406.18	187,152.57	3,118,113.85	706,707.67	77.34	
0300 Purchased Professional and Technical Services	98,662.91	18,566.35	93,200.00	(5,462.91)	105.86	
0400 Purchased Property Services	1,470,501.53	129,947.79	1,980,069.00	509,567.47	74.27	
0500 Other Purchased Services	1,663,210.54	149,349.39	2,132,927.00	469,716.46	77.98	
0600 Supplies	370,483.75	14,820.89	529,646.20	159,162.45	69.95	
0700 Property	178,505.32	(5,976.63)	277,570.00	99,064.68	64.31	
0800 Other Objects	554,423.95	213,739.36	86,600.00	(467,823.95)	640.21	
X Expense	12,843,266.23	1,377,421.48	16,293,657.02	3,450,390.79	78.82	* Account Type
11 Charter School	(536,892.21)	75,315.21	68,845.17	605,737.38	-779.85	Fund

Rev and Exp as of 4.30.23

Printed: 5/31/2023 10:42 AM
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	612,766.79	36,764.07	0.00	(612,766.79)	0.00	
I Revenue	612,766.79	36,764.07	0.00	(612,766.79)	0.00	* Account Type
0600 Supplies	246,040.89	44,246.58	685,511.05	439,470.16	35.89	
X Expense	246,040.89	44,246.58	685,511.05	439,470.16	35.89	* Account Type
23 Pupil Activity Fund	<u>(366,725.90)</u>	<u>7,482.51</u>	<u>685,511.05</u>	<u>1,052,236.95</u>	<u>-53.50</u>	Fund

Rev and Exp as of 4.30.23

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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	73,761.89	0.00	96,000.00	22,238.11	76.84	
1900 Other Revenue from Local Sources	1,053,700.02	0.00	1,468,310.00	414,609.98	71.76	
2000 Revenue from Intermediate Sources	10,487.21	0.00	15,000.00	4,512.79	69.91	
I Revenue	1,137,949.12	0.00	1,579,310.00	441,360.88	72.05	* Account Type
0700 Property	0.00	0.00	525,000.00	525,000.00	0.00	
0800 Other Objects	1,384,725.95	0.00	1,455,000.00	70,274.05	95.17	
0900 Other Uses of Funds	0.00	0.00	111,000.00	111,000.00	0.00	
X Expense	1,384,725.95	0.00	2,091,000.00	706,274.05	66.22	* Account Type
61 Building Corporation	246,776.83	0.00	511,690.00	264,913.17	48.23	Fund
Report Total:	656,841.28	(82,797.72)	(1,266,046.22)	(1,922,887.50)	-51.88	

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	1,348,306.96	(434,076.90)	914,230.06		11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank	173,981.14	354,987.11	528,968.25		11-950-00-0000-8102-000-0000
	COLOTRUST Account	3,759,253.28	15,562.94	3,774,816.22		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK	657,338.98	1,008.53	658,347.51		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC	100,610.01	77.18	100,687.19		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 GF	(30,984.30)	36,892.12	5,907.82		11-950-00-0000-8153-000-0000
	Food Service Petty Cash	133.00	0.00	133.00		11-950-31-0000-8103-000-0000
	Due From Food Service	25,486.03	0.00	25,486.03		11-950-31-0000-8141-000-0000
	Accounts Receivable Food Service	63,683.91	(35,362.25)	28,321.66		11-950-31-0000-8153-000-0000
8100	Current Assets	6,098,460.89	(60,911.27)	6,037,549.62		* Account Class
Liabilities						
	Accounts Payable	(56,991.49)	(5,679.10)	(62,670.59)		11-950-00-0000-7421-000-0000
	Rental Deposits Liability	(800.00)	0.00	(800.00)		11-950-00-0000-7421-000-0000
	Accrued Salaries	0.00	1,103.92	1,103.92		11-950-00-0000-7461-000-0000
	Deferred Grant Revenue	(793.57)	0.00	(793.57)		11-950-00-0000-7482-000-0000-9393
	Tax Liabilities	0.86	0.00	0.86		11-950-01-0000-7471-000-0000
	PERA & Life Liab	2.08	0.21	2.29		11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab	(30,852.98)	(15,440.12)	(46,293.10)		11-950-05-0000-7471-000-0000
	401K/457 Liab	0.00	0.00	0.00		11-950-06-0000-7471-000-0000
	Due to GF	(25,486.03)	0.00	(25,486.03)		11-950-31-0000-7402-000-0000
	TITAN Account Bal Liability- Food Service	(21,136.71)	5,611.15	(15,525.56)		11-950-31-0000-7481-000-0000-9665
7400	Liabilities	(136,057.84)	(14,403.94)	(150,461.78)		* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve	(415,000.00)	0.00	(415,000.00)		11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(4,935,195.63)	0.00	(4,935,195.63)		11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(612,207.42)	75,315.21	(536,892.21)		11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(5,962,403.05)	75,315.21	(5,887,087.84)		* Account Class
11	Charter School	0.00	0.00	0.00		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		392,473.90	(9,960.93)	382,512.97	23-950-00-0000-8100-000-0000
	SF Checking Arbiter Athletic		5,904.08	(2,651.23)	3,252.85	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>398,377.98</u>	<u>(12,612.16)</u>	<u>385,765.82</u>	* Account Class
Liabilities						
	Bus Liab Due to GF		0.00	(556.50)	(556.50)	23-950-00-0000-7400-000-0000
	MSSH Activity Accts Payable		(24,169.57)	5,686.15	(18,483.42)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(24,169.57)</u>	<u>5,129.65</u>	<u>(19,039.92)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Activity Net Income/Loss		(374,208.41)	7,482.51	(366,725.90)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(374,208.41)</u>	<u>7,482.51</u>	<u>(366,725.90)</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 Gain on 2021 Refunding		(367,750.60)	0.00	(367,750.60)	61-950-00-5100-8193-000-0000
	Bldg Corp Reserve Fund-2020		1,408,719.17	0.00	1,408,719.17	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		55,118.50	0.00	55,118.50	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021		969,506.26	0.00	969,506.26	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021		75,881.90	0.00	75,881.90	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021		235,891.96	0.00	235,891.96	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Bond Reserve Fund		3,797.28	0.00	3,797.28	61-950-67-0000-8105-000-0000
8100	Current Assets		<u>2,381,164.47</u>	<u>0.00</u>	<u>2,381,164.47</u>	* Account Class
Fixed Assets						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(3,935,937.61)	0.00	(3,935,937.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>21,342,746.36</u>	<u>0.00</u>	<u>21,342,746.36</u>	* Account Class
Liabilities						
	Bldg Corp Premium on Bonds		(3,728,045.00)	0.00	(3,728,045.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(25,329,500.00)	0.00	(25,329,500.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(337,483.35)	0.00	(337,483.35)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(29,395,028.35)</u>	<u>0.00</u>	<u>(29,395,028.35)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal		5,424,340.69	0.00	5,424,340.69	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		246,776.83	0.00	246,776.83	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>5,671,117.52</u>	<u>0.00</u>	<u>5,671,117.52</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

Printed: 6/15/2023 11:02 AM
 Windsor Charter Academy
 Check Date: 4/1/2023 to 4/30/23

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21659	AED Everywhere Inc.	9110	04/20/2023	3268	(150.00)	0.00	(150.00)
Void by FD on 4/20/2023							
218573	Cramer, Dianne	3	04/03/2023	3464	489.81	0.00	489.81
21080	Ace Hardware WCA	4	04/07/2023	3465	166.01	0.00	166.01
21564	Avid Center HQ	4	04/07/2023	3466	5,459.00	0.00	5,459.00
218195	Bimbo Bakeries USA	6	04/07/2023	3467	328.95	0.00	328.95
21009	Brooms N More Inc	4	04/07/2023	3468	1,271.36	0.00	1,271.36
218383	Brown Property Services LLC	4	04/07/2023	3469	4,945.00	0.00	4,945.00
219066	Carrico, Wendy	6	04/07/2023	3470	62.40	0.00	62.40
21015	Comcast Cable	4	04/07/2023	3471	1,307.65	0.00	1,307.65
217633	Diversified Underground Inc.	6	04/07/2023	3472	1,818.00	0.00	1,818.00
219337	Earth Engineering Consultants, LLC	4	04/07/2023	3473	9,150.00	0.00	9,150.00
21183	Elite Awards and Trophies	4	04/07/2023	3474	130.00	0.00	130.00
21136	Home Depot Pro	4	04/07/2023	3475	531.31	0.00	531.31
219095	James, Donna	6	04/07/2023	3476	61.57	0.00	61.57
219132	Jost, Renda	7	04/07/2023	3477	199.83	0.00	199.83
21269	JW Pepper	4	04/07/2023	3478	495.40	0.00	495.40
21038	Lewan and Associates	4	04/07/2023	3479	5,514.80	0.00	5,514.80
21498	Purchase Power Pitney Bowes	4	04/07/2023	3480	138.85	0.00	138.85
219085	Royal Crest Dairy Inc.	4	04/07/2023	3481	2,368.57	0.00	2,368.57
21093	Security Benefit	5	04/07/2023	3482	1,154.28	0.00	1,154.28
218862	Southern Exposure Landscape Management Inc	4	04/07/2023	3483	1,645.00	0.00	1,645.00
219083	SparksWillson, P.C.	4	04/07/2023	3484	6,552.50	0.00	6,552.50
217892	T-Mobile	4	04/07/2023	3485	56.54	0.00	56.54
217638	UNCC	4	04/07/2023	3486	27.09	0.00	27.09
21078	Waste Management	4	04/07/2023	3487	704.96	0.00	704.96
218535	FirstBank	5	04/07/2023	3488	13,156.93	0.00	13,156.93
21552	Airgas USA LLC	12	04/13/2023	3489	46.65	0.00	46.65
21009	Brooms N More Inc	7	04/13/2023	3490	150.40	0.00	150.40
218016	Bumble Bee Parking Lot Striping	12	04/13/2023	3491	325.00	0.00	325.00
21323	Carol Vaughan Designs Architecture LLC	11	04/13/2023	3492	98,465.62	0.00	98,465.62
21117	Carolina Biological	12	04/13/2023	3493	32.09	0.00	32.09
21015	Comcast Cable	12	04/13/2023	3494	3,409.05	0.00	3,409.05
21140	EON Office	12	04/13/2023	3495	806.01	0.00	806.01
21136	Home Depot Pro	12	04/13/2023	3496	218.88	0.00	218.88
218817	InfoArmor, Inc.	11	04/13/2023	3497	89.75	0.00	89.75
21109	Mail N Copy	12	04/13/2023	3498	31.87	0.00	31.87
21254	Republic Services Inc.	12	04/13/2023	3499	579.92	0.00	579.92
21681	Snappy Holdings LLC	12	04/13/2023	3500	13.80	0.00	13.80
21072	Town of Windsor	11	04/13/2023	3501	1,590.82	0.00	1,590.82
219237	University of Phoenix, Inc	12	04/13/2023	3502	2,294.66	0.00	2,294.66
21077	Valley Fire Extinguisher Inc	7	04/13/2023	3503	396.20	0.00	396.20
218953	Virtual College Counselors	11	04/13/2023	3504	1,000.00	0.00	1,000.00
21079	Wells Fargo Financial Leasing	12	04/13/2023	3505	3,730.04	0.00	3,730.04
219237	University of Phoenix, Inc	12	04/13/2023	3506	2,294.66	0.00	2,294.66
219237	University of Phoenix, Inc	12	04/13/2023	3507	2,294.66	0.00	2,294.66
219237	University of Phoenix, Inc	12	04/13/2023	3508	2,294.66	0.00	2,294.66
219237	University of Phoenix, Inc	12	04/13/2023	3509	2,294.66	0.00	2,294.66
219237	University of Phoenix, Inc	12	04/13/2023	3510	2,294.66	0.00	2,294.66
219237	University of Phoenix, Inc	12	04/13/2023	3511	2,294.66	0.00	2,294.66
21659	AED Everywhere Inc.	8110	04/20/2023	3512	150.00	0.00	150.00
21353	Aims Community College	19	04/20/2023	3513	144.00	0.00	144.00
21453	Bartmann, Sherry	19	04/20/2023	3514	75.98	0.00	75.98
21009	Brooms N More Inc	19	04/20/2023	3515	350.10	0.00	350.10
21012	CenturyLink	19	04/20/2023	3516	163.14	0.00	163.14

A/P Check Register

Printed: 6/15/2023 11:02 AM
 Windsor Charter Academy
 Check Date: 4/1/2023 to 4/30/23

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218363	K&W Printing, Inc.	19	04/20/2023	3517	344.25	0.00	344.25
219265	Las 9 Americas LLC	19	04/20/2023	3518	460.00	0.00	460.00
21092	Lincoln National Life Insurance	19	04/20/2023	3519	1,590.70	0.00	1,590.70
219346	Shileikis, Andrew and Kelly	19	04/20/2023	3520	31.75	0.00	31.75
21098	Staples Advantage	19	04/20/2023	3521	246.74	0.00	246.74
21072	Town of Windsor	13	04/20/2023	3522	104,941.32	0.00	104,941.32
21120	Weld RE-4 School District	19	04/20/2023	3523	15.34	0.00	15.34
21203	24 Hour Sign Language Services	20	04/21/2023	3524	162.50	0.00	162.50
218195	Bimbo Bakeries USA	20	04/21/2023	3525	983.76	0.00	983.76
218808	CobraHelp	20	04/21/2023	3526	35.00	0.00	35.00
21136	Home Depot Pro	20	04/21/2023	3527	813.82	0.00	813.82
219125	Shred Monster LLC	20	04/21/2023	3528	160.00	0.00	160.00
218195	Bimbo Bakeries USA	27	04/27/2023	3529	282.17	0.00	282.17
219167	Colorado High School Activities Association	26	04/27/2023	3530	75.00	0.00	75.00
21405	Colorado Secretary of State	27	04/27/2023	3531	750.00	0.00	750.00
21136	Home Depot Pro	27	04/27/2023	3532	1,960.25	0.00	1,960.25
21269	JW Pepper	26	04/27/2023	3533	57.45	0.00	57.45
21111	Philadelphia Insurance Companies	27	04/27/2023	3534	138.33	0.00	138.33
21498	Purchase Power Pitney Bowes	27	04/27/2023	3535	234.34	0.00	234.34
218208	OptumRX	4	04/10/2023	10682	5,324.28	0.00	5,324.28
218208	OptumRX	4	04/10/2023	10683	8.00	0.00	8.00
218960	Colorado In Motion	4	04/10/2023	10684	90.00	0.00	90.00
218960	Colorado In Motion	4	04/17/2023	10685	90.00	0.00	90.00
218963	Northern Colorado Anes Pro	4	04/17/2023	10686	925.00	0.00	925.00
218208	OptumRX	4	04/24/2023	10687	2,820.52	0.00	2,820.52
218208	OptumRX	4	04/24/2023	10688	6.40	0.00	6.40
217721	BSN Sports	4	04/07/2023	91003	159.92	0.00	159.92
21117	Carolina Biological	4	04/07/2023	91004	125.34	0.00	125.34
21119	Garretsons Sport Center	4	04/07/2023	91005	71.96	0.00	71.96
219312	Mountain Event Services LLC	4	04/07/2023	91006	1,231.00	0.00	1,231.00
21076	University of Northern Colorado	6	04/07/2023	91007	296.00	0.00	296.00
218535	FirstBank	5	04/07/2023	91008	23,516.35	0.00	23,516.35
21183	Elite Awards and Trophies	12	04/13/2023	91009	21.00	0.00	21.00
219345	Anderson, David	19	04/20/2023	91010	100.00	0.00	100.00
219344	Ball, Michael	19	04/20/2023	91011	100.00	0.00	100.00
219347	Britton, Dustin and Kirsta	19	04/20/2023	91012	65.00	0.00	65.00
219342	Colorado Spirit Signs	19	04/20/2023	91013	159.00	0.00	159.00
219349	McBroome, Heidi	19	04/20/2023	91014	65.00	0.00	65.00
218045	Schmidt, Serena	19	04/20/2023	91015	100.00	0.00	100.00
219350	Stolerow, David and Michelle	19	04/20/2023	91016	130.00	0.00	130.00
219351	Toman, Kristina	19	04/20/2023	91017	65.00	0.00	65.00
219343	Vasquez, Brycen	19	04/20/2023	91018	100.00	0.00	100.00
219348	Vegter, Kendra	19	04/20/2023	91019	65.00	0.00	65.00
21120	Weld RE-4 School District	19	04/20/2023	91020	47.29	0.00	47.29
21183	Elite Awards and Trophies	20	04/21/2023	91021	534.00	0.00	534.00
219340	Candlelight	25	04/25/2023	91022	544.51	0.00	544.51
219341	Beef Bank Colorado Inc.	27	04/27/2023	91023	100.00	0.00	100.00
218685	Bird, Bruce	26	04/27/2023	91024	600.00	0.00	600.00
219167	Colorado High School Activities Association	26	04/27/2023	91025	642.55	0.00	642.55
21183	Elite Awards and Trophies	26	04/27/2023	91026	16.00	0.00	16.00
219353	Florence High School	26	04/27/2023	91027	432.92	0.00	432.92
21494	Funme Events	26	04/27/2023	91028	6,690.00	0.00	6,690.00
219352	Manual High School	26	04/27/2023	91029	240.52	0.00	240.52
218041	Mu Alpha Theta	26	04/27/2023	91030	6,600.00	0.00	6,600.00
218372	Platte Valley High School	26	04/27/2023	91031	150.52	0.00	150.52

A/P Check Register

Printed: 6/15/2023 11:02 AM
 Windsor Charter Academy
 Check Date: 4/1/2023 to 4/30/23

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21120	Weld RE-4 School District	27	04/27/2023	91032	1,369.30	0.00	1,369.30
21088	American Fidelity	9	04/28/2023	42823111	3,625.58	0.00	3,625.58
21088	American Fidelity	9	04/28/2023	42823222	1,070.81	0.00	1,070.81
21088	American Fidelity	9	04/28/2023	42823333	14,797.31	0.00	14,797.31
21084	PERA	9	04/28/2023	42823444	2,684.00	0.00	2,684.00
21084	PERA	9	04/28/2023	42823555	2,349.48	0.00	2,349.48
219124	ISolved Inc.	9	04/28/2023	42823666	580,875.21	0.00	580,875.21
21084	PERA	9	04/28/2023	42823888	214,481.42	0.00	214,481.42
21088	American Fidelity	9	04/28/2023	42823999	110.00	0.00	110.00
218205	Delta Dental of Colorado	20	04/01/2023	040123115	6,162.49	0.00	6,162.49
218208	OptumRX	4	04/03/2023	040323485	77.53	0.00	77.53
218535	FirstBank	4	04/03/2023	040323804	100.00	0.00	100.00
218207	UMR Health	4	04/07/2023	040723362	50,601.24	0.00	50,601.24
218601	Zelis	4	04/10/2023	041023591	20.68	0.00	20.68
218208	OptumRX	4	04/10/2023	041023789	2,127.38	0.00	2,127.38
218208	OptumRX	4	04/17/2023	041723657	1,120.77	0.00	1,120.77
21156	Xcel Energy	4	04/17/2023	041723888	72.68	0.00	72.68
21229	CBI Online	4	04/19/2023	041923790	1,000.00	0.00	1,000.00
218208	OptumRX	4	04/24/2023	042423394	2,661.52	0.00	2,661.52
218535	FirstBank	4	04/27/2023	042723804	56.00	0.00	56.00
218208	OptumRX	4	04/28/2023	042823236	924.49	0.00	924.49
218535	FirstBank	4	04/28/2023	042823804	24.00	0.00	24.00
217847	US Foods Inc.	4	04/28/2023	042823881	10,380.41	0.00	10,380.41
218535	FirstBank	4	04/30/2023	043023803	50.00	0.00	50.00
Report Totals					\$1,247,675.85	\$0.00	\$1,247,675.85

7.0

Executive Board
Pulled-Consent
Agenda Items

8.0

Member Pulled-
Consent Agenda
Items

9.0

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)

A motion was made to go into Executive Session based on the following citations. The Board entered Executive Session at 8:35 p.m. The Board returned from Executive Session at 10:24 p.m.

- 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)

The motion was made by Donna James and seconded by Elaine Hungenberg to give the Executive Director a raise of 2% for the 2023-2024 school year. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.



The motion was made by Donna James and seconded by Jenny Ojala to adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 10:25 p.m.