



June Regular Session

June 28, 2018

Elementary School

*680 Academy Ct.
Windsor, CO 80550*

Middle & Early College High School

*810 Automation Dr.
Windsor, CO 80550*



June 28, 2018

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

Executive Board

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

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

Agenda

- 1.0 Opening of the Meeting**
- 2.0 Citizen Communication**
- 3.0 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.



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JUNE REGULAR SESSION MINUTES TO BE APPROVED AT THE JULY REGULAR SESSION

Executive Board Minutes June 28, 2018

Work Session: 5:30 p.m.

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

1.0 Opening of the Meeting

Call to Order

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

Roll Call

Executive Board Members Present

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

Executive Board Members-Elect Present

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

Staff Present

Rebecca Teeples, Executive Director

Pledge of Allegiance

Mission Statement

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Adoption of Agenda

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

Adoption of the Minutes

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

2.0 Citizen Communication

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

3.0 Executive Session

An Executive Session occurred. Donna James made a motion to go into Executive Session under the following tenet: Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h). Carolyn Mader seconded the motion. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The Executive Session began at 6:38 p.m.

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

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

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

4.0 Reports

Executive Director's Report

Summer Updates

- The transformation process for the innovation lab at the elementary school is well under way.
- The annual summer reading program for K-5 is being held at the Elementary library during the month of June. Over 100 students have registered to participate.

- Student enrollment is currently at 1279. The 2018-2019 budget was created on an enrollment of 1257 students.
- Windsor Charter Academy hosted its fourth annual Summer Institute. 28 sections of classes were offered. Various teacher leaders, as well as WCA administration, as well as administration from other neighboring schools taught at the Summer Institute.

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

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

Board Calendar

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

Executive Board Reports

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

4.0 Items for Information

4.1 Executive Board Message of Gratitude

4.2 2018-2019 Executive Board Committees

5.0 Items for Action

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

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

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

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

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

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

5.4 Policy JLC Student Health Services and Records, First Read

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

5.5 Policy IK Grading, First Read

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

5.6 2018-2019 Raises for Directors and Managers

The motion to approve raises for directors and managers from the remaining monies allocated for raises in the 2018-2019 budget was made by Matt Meuli and seconded

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

6.0 Consent Agenda

6.1 Personnel

Appointments

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

Non-Renewals/Resignations

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

6.2 Second Read Policies

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

6.3 Financial Report

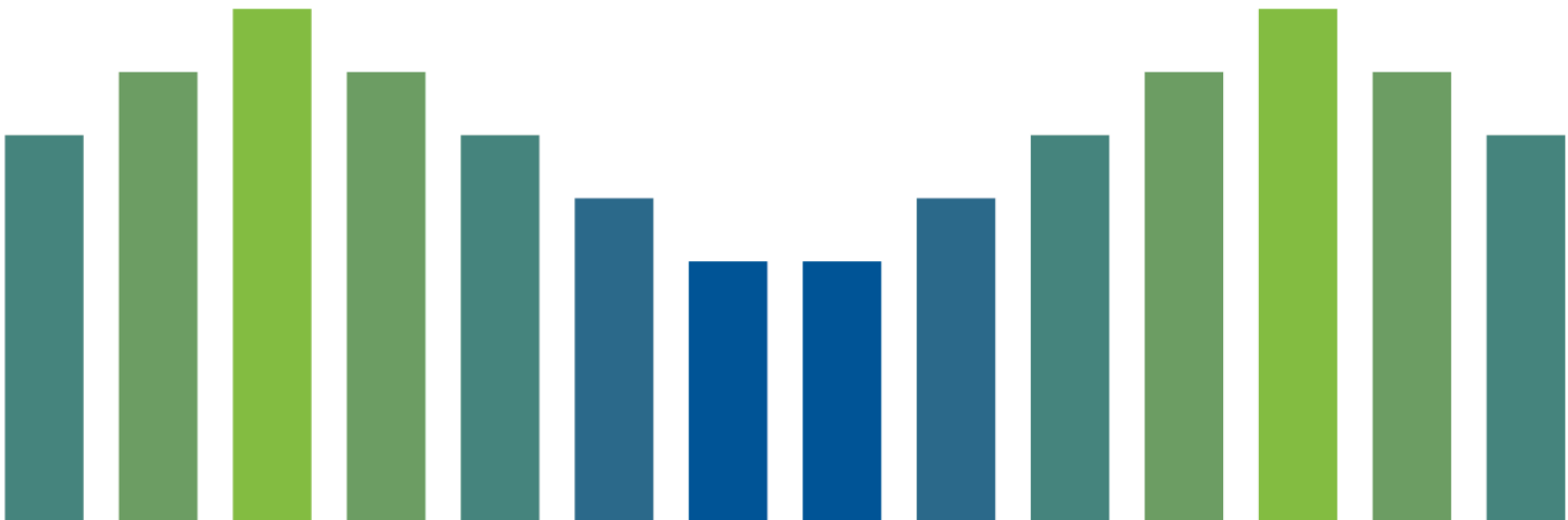
A motion was made to approve the Consent Agenda was made by Sherry Bartmann and seconded by Matt Meuli. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

7.0 Adjournment

A motion was made to adjourn the May 24, 2018 Regular Session was made by Carolyn Mader and seconded by Sherry Bartmann. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously. The meeting adjourned at 7:40 p.m.



Appendix





1.0 May 24, 2018 Regular Session Minutes



Executive Board Minutes May 24, 2018

Work Session: 5:30 p.m.

8.0 Amended Budget
9.0 Second Read Policies
10.0 Aims MOU

1.0 Opening of the Meeting

Call to Order

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

Roll Call

Executive Board Members Present

Samual Penn, Executive Board President
Donna James, Executive Board Vice-President (Left at 7:46 p.m.)
Paige Adams, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Matthew Meuli, Executive Board Member
Jenny Ojala, Executive Board Member

Kevin Albertsen
John Feyen

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Finance Director

Pledge of Allegiance

Mission Statement

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

Adoption of Agenda

A motion to approve the May 24, 2018 Regular Session agenda, moving action item Amended Budget to 5.1 and Capital Campaign to 5.2 and pull Policy JRA/JRC Student Records/Release of Information Concerning Students out of the consent agenda, adding it as action item 5.10 was made by Carolyn Mader and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

Adoption of the Minutes

A motion to approve the April 26, 2018 Regular Session minutes and the May 10, 2018 Special Session minutes was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were six community members that attended the May Regular Session. Two members spoke.

Tara Smith shared concerns around the process of selecting substitute teachers to ensure that rigor of instruction occurs. She also shared concerns with the athletics program and the need for strategic planning that builds our school athletic program.

Laura Allman shared concerns around a field trip at the high school and communications that occurred.

3.0 Reports

Executive Director's Report

Elementary School Work

- *Excellence in Innovation*
 - Students participated in Google Expeditions Pioneer Program. Representatives from Google came to our school with all the equipment needed to run the Expeditions Augmented Reality program for the day.
- *Excellence in Instruction*
 - We hosted an AVID in Action visit where 40 administrators and teachers came to see how to implement AVID Elementary. The AVID Regional Director was so impressed by our school's implementation that they gave us the honor of being an AVID Showcase school for the 2018-19 school year.
 - Professional Learning Communities have focused on reflecting on end of year data celebrating what has helped increase student achievement and our next steps.
 - All certified staff have participated in end of year evaluations.
- *Excellence in Leadership*
 - Administrators have observed instructional practices through classroom observations and met with each of the new teachers individually to support their growth through performance plans and goal setting. The elementary principal meets monthly with each new teacher to support them in the many challenges of being a first-year teacher.
- *Excellence in Culture and Climate*
 - Elementary PTC showered us with a week's worth of yummy treats for Teacher Appreciation week.
 - The Sunshine Committee is planning our end of the year FAC and Barbeque.

Middle & Early College High School Work

- *Excellence in Instruction*
 - The Instruction Council has developed a plan with three areas of focus and outlines action steps for the 2018-2019 school year. The first focus will be training all staff on the data-team process which will aid in effective data analysis and data dialogues amongst all staff. The second focus will be the articulation of curriculum maps and expectations across grade levels and content areas. The final focus for this council will be to provide professional development based on AVID and *Teach Like a Champion* strategies twice throughout the year.

- *Excellence in Leadership*
 - Katie Blankenbaker has accepted the position of Innovation teacher and Innovation coach for the 2018-2019 school year and will facilitate the Innovation Council along with Irene Nissen.
 - Robyn Koperski will be the teacher leader for the Instruction Council along with Jeremy Schriener.
 - Rachel Preece has accepted the position of Induction and New Teacher Coach to support our new teaching staff. Rachel will facilitate the Induction Council with Hannah Mancina.
 - Our new full-time Dean and Valerie Perciante will work together to facilitate our Culture and Climate Council next year.
 - The MS/HS administrative team has been working to identify the grade-level and content area team leads for next year.
 - The teachers will build goals, measures of outcome and action steps for next year based on the action steps identified in the Unified Improvement Plan and will track progress towards this goal through the year.

Technology Work

- *Excellence in Innovation*
 - The zSpace Virtual Learning Lab made a stop at the MS/HS building on May 2nd. Students from the Elementary and MS/HS had the chance to experience this amazing virtual reality technology.
 - Equipment to record and live broadcast the graduation ceremony on May 17th was purchased and a student run videography crew is under development.
- *Excellence in Instruction*
 - The MS/HS Innovation Council conducted a staff survey to determine professional development needs. A plan for directed professional development based on feedback is being designed for the 2018-2019 school year.
- *Excellence in Leadership*
 - The final quarterly technology volunteer committee meeting was held on May 8th. Volunteers discussed methods to increase participation for the 2018-2019 school year as well as the vision and mission for the committee as it transitions to a broader innovation focus. Meeting dates and parent technology information night dates were set for the upcoming school year and strategies to promote and encourage attendance at parent night events were shared.
- *Excellence in Climate and Culture*
 - The annual Scholastic Book Fair was held at the Elementary school May 2nd-9th and over \$6,500 in free books was earned our school libraries.

Board Calendar

Date	Time	Event	Location
May 24th	5:30 p.m.	Executive Board Work / Regular Session	ES Library

June 4th-7th	8:00 to 5:00 p.m.	Summer Institute Courses	MS/HS and ES
June 14 th	5:00 to 9:00 p.m.	Board Retreat	ES Library
June 18th	7:00 p.m.	District Board of Education Meeting	District Building
June 21st	3:30 p.m.	Finance Committee Meeting	HS Conf. Room
June 28th	5:30/6:30 p.m.	Executive Board Work / Regular Session	ES Library
July 16th	7:00 p.m.	District Board of Education Meeting	District Building
July 26th	5:30/6:30 p.m.	Executive Board Work / Regular Session	ES Library

Executive Board Reports

Sherry Bartmann, Member

The activities and meetings Mrs. Bartmann attended this month were Coffee with Leadership, the May Special Session of WCA Executive Board, the WCA Building and Student Safety Committee Meeting, and a special all-staff meeting to announce funding changes for the upcoming school year. She attended the Middle School theater production of STAR STARS as well as girls' soccer, she helped the Ag Club at the WCA Organic Garden and traveled to the Denver Aquarium to chaperone the 6th grade field trip. Wrapping up the school year, Mrs. Bartmann attended the High School Convocation Ceremony, Elementary Field Day/Mayfair, MSHS Firebird Fest activities, 8th Grade Continuation, and the first ever WCA high school Graduation Ceremony presenting the WCA Class of 2018!

Carolyn Mader, Member

Carolyn Mader attended the May Special Session, the Education Committee meeting, the MS Girls Soccer finals, and an Election Committee meeting. She also attended May Fair, 5th grade continuation, and the very first ever WCA high school graduation.

Matthew Meuli, Member

Matt Meuli attended the May Special Session, the WCA high school graduation, as well as the 8th grade continuation. Matt was able to attend the all-staff meeting where celebrations were shared for raises and bonuses for the staff. Matt also had the opportunity to attend two Finance Committee meetings in May and the May Regular Session.

Jenny Ojala, Member

Mrs. Ojala continued her work on AR testing with kindergarten students. She was able to watch the fifth-grade dress rehearsal of *Midsummer Night's Dream*. The students did an excellent job with the play. Mrs. Ojala was able to attend the third-grade wax museum presentations, which were very informative and well done. She attended a School Accountability Meeting where teachers and administration presented on the work completed this year to meet goals outlined on the schools' Unified Improvement Plans. Thank you to administration and teachers for the hard work put in this year toward these goals. Mrs. Ojala was able to attend the Special Session Executive Board meeting on May 10th.

Paige Adams, Secretary

Mrs. Adams attended a production of the MS play, *Star Stars*. She also attended the Special Session board meeting on May 10th and the Finance Committee meetings on May 10th and 17th. She attended the ceremony of WCA's first HS graduating class, as well as the 8th grade continuation. Mrs. Adams was also able to attend the Town Coffee with the Mayor.

Donna James, Vice President

Ms. James attended the April 26 Coffee with Leadership, the 5th grade performance of *A Midsummer Night's Dream*, both performances of *Star Stars*, State History Day at the CU Denver campus, and the SAC meeting.

The 5th grade teacher team did an incredible job with *Midsummer Night's Dream*. The evening featured singing, a Maypole dance, puppets and the actual play. The children did an outstanding job on with very tough material.

Two WCA students were selected to go on to the National History Day competition in Washington, D. C. They have already put in an incredible amount of work and will continue to do so. Mr. Potson continues to help them refine their presentations.

The middle school theater class performed *Star Stars*—a spoof of a classic sci-fi movie franchise. It was very funny and included the usual great costumes and enthusiastic cast.

The SAC committee had the privilege of hearing the end of the year presentations from our teachers. It is always good to hear about all the great collaboration and innovation happening at each grade level, and how it benefits the children.

Samual Penn, President

Mr. Penn continued to assist the Board Election Committee as the board liaison, meeting with team members and the Director of Innovation to finalize plans for the 2018 election. Mr. Penn and Mrs. Teeple met with CLCS Leadership and on May 10th.

The Board hosted a Special Session and continued efforts on Gym/Auditorium planning and board professional development planning. Mr. Penn attended the May 14th elementary school band/choir concert and spoke as a part of the inaugural Windsor Charter Academy graduating class on May 17th.

11.0

Items for Information

11.1 Executive Board Messages of Gratitude

Sam Penn & Jenny Ojala: Mr. Penn and Mrs. Ojala shared gratitude for the work of our Director of Innovation, Irene Nissen. She spent countless hours supporting the Election Committee as they implemented the first ever online voting platform.

11.2 2018-2019 Raises for Directors and Managers

12.0

Items for Action

12.1 Capital Campaign

The motion to accept the proposal of MPW Strategies for consultant services that would include a capital campaign assessment, plan, and implementation services, as well as case development that would increase opportunities for investments for a capital campaign was made by Donna James and seconded by Matt Meuli.

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

12.2 2018-2019 Amended Budget

The motion to accept the 2018-2019 amended budget was made by Donna James and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

12.3 2018-2019 Elementary School Student & Parent Handbook, Second Read

The motion to approve the 2018-2019 WCA Elementary Student & Parent Handbook with revision of absences and tardies to align with current policies was made by Sherry Bartmann and seconded by Jenny Ojala. The motion was retracted by Sherry Bartmann and Jenny Ojala. The motion to approve the 2018-2019 WCA Elementary Student & Parent Handbook on second read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

12.4 2018-2019 Elementary School Staff Handbook, Second Read

The motion to approve the 2018-2019 WCA Elementary Staff Handbook on second read was made by Sherry Bartmann and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

12.5 2018-2019 Middle School Student & Parent Handbook, Second Read

The motion to approve the 2018-2019 WCA Middle School Student & Parent Handbook with the revision to align tardies and absences to align with current policy JE on second read was made by Sherry Bartmann and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

12.6 2018-2019 Early College High School Student & Parent Handbook, Second Read

The motion to approve the 2018-2019 WCA Early College High School Student & Parent Handbook with the revision to align tardies and absences to align with current policy JE on second read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

12.7 2018-2019 WCA Middle & High School Staff Handbook, Second Read

The motion to approve the 2018-2019 WCA MS/HS Staff Handbook with the revision to align tardies and absences to align with current policy JE on second read was made by Sherry Bartmann and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

12.8 2018-2019 WCA Middle & High School Athletics Handbook, Second Read

The motion to approve the 2018-2019 WCA MS/HS Athletics Handbook on second read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

12.9 2018-2019 Aims Memorandum of Understanding

The motion to approve the 2018-2019 Aims Memorandum of Understanding for the early college high school was made by Carolyn Mader and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.10 Policy JRA/JRC Student Records/Release of Information Concerning Students, Second Read

The motion to table the approval Policy JRA/JRC Student Records/Release of Information Concerning Students for second read at the June Regular Session was made by Jenny Ojala and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

13.1 Personnel*Appointments*

- Katherine Ericson: Elementary Teacher
- Julie Pederson: Elementary Teacher
- Casey Foreman: Elementary Teacher
- Rebecca Hawkins: Elementary Teacher
- Jocelyn Lacy: Elementary Teacher
- Brianna Benson: Elementary Teacher
- Daina Faling: Elementary Teacher
- Jennifer Birks: Elementary Teacher
- Susan Ernst: Elementary Math Enrichment/Intervention Teacher
- Waneen White: Spanish Teacher
- Brandon Stone: History Teacher
- Jennifer Cotter: Environmental Science Teacher
- Brett Morley: Elementary Counselor
- Rick Schmitz: Paraprofessional & Basketball Coach
- Amy Overton: Paraprofessional

Non-Renewals/Resignations

- Maureen Byers: Food Services
- Kayci Bass: Elementary Teacher
- Carly Jurgensmeier: Elementary Teacher
- Lynne Post, Athletic Director

13.2 Second Read Policies

- Policy EGA Electronic Signatures
- Policy EGAEA Electronic Communication
- Policy EHB Records Retention
- Policy GBEE Appropriate Use of Windsor Charter Academy and Personal Technology by Non-Student Stakeholders
- Policy GBEEA Use of Social Media for School-Related Purposes
- Policy JRCB Privacy and Protection of Confidential Student Information
- Policy JRCB-R Privacy and Protection of Confidential Student Information Regulation
- Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students

13.3 Financial Report

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

14.0

Executive Session

There was no Executive Session.

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

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

15.0

Adjournment

A motion to adjourn the May 24, 2018 Regular Session was made by Sherry Bartmann and seconded by Jenny Ojala. The members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 8:03 p.m.



2.0 First Read Policies



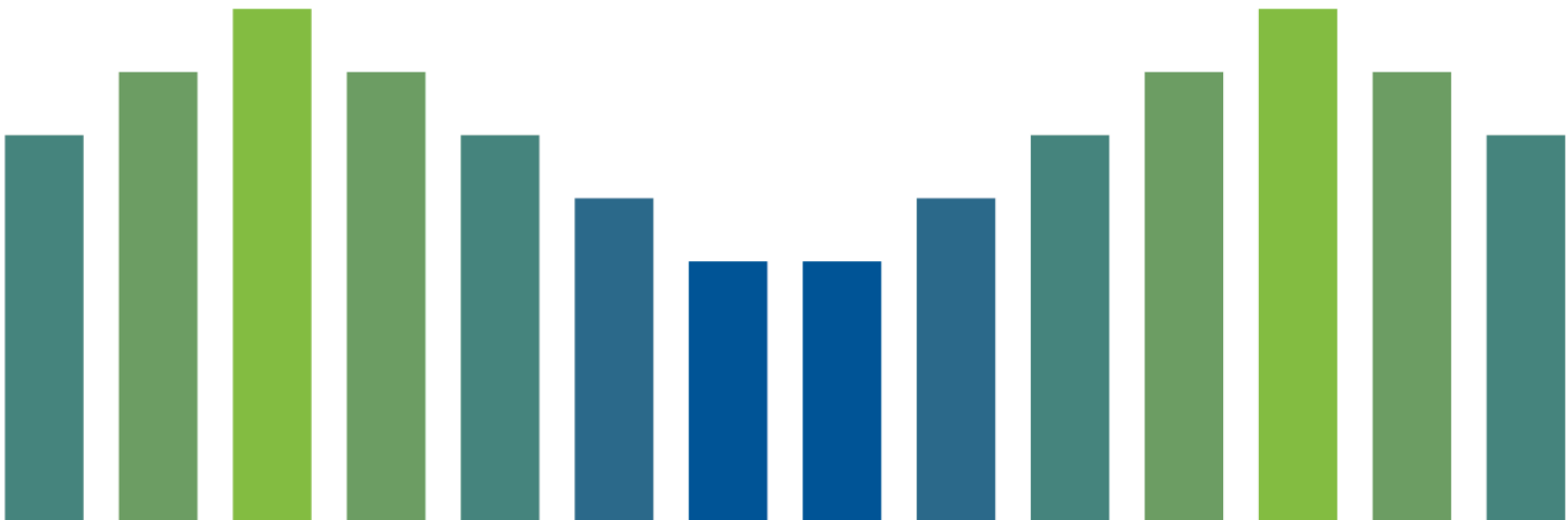
3.0 Second Read Policies



4.0 Financials



Appendix





1.0 May 24, 2018 Regular Session Minutes



Executive Board Minutes May 24, 2018

Work Session: 5:30 p.m.

- 4.0 Amended Budget
- 5.0 Second Read Policies
- 6.0 Aims MOU

1.0 Opening of the Meeting

Call to Order

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

Roll Call

Executive Board Members Present

Samual Penn, Executive Board President
Donna James, Executive Board Vice-President (Left at 7:46 p.m.)
Paige Adams, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Matthew Meuli, Executive Board Member
Jenny Ojala, Executive Board Member

Kevin Albertsen
John Feyen

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Finance Director

Pledge of Allegiance

Mission Statement

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

Adoption of Agenda

A motion to approve the May 24, 2018 Regular Session agenda, moving action item Amended Budget to 5.1 and Capital Campaign to 5.2 and pull Policy JRA/JRC Student Records/Release of Information Concerning Students out of the consent agenda, adding it as action item 5.10 was made by Carolyn Mader and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

Adoption of the Minutes

A motion to approve the April 26, 2018 Regular Session minutes and the May 10, 2018 Special Session minutes was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were six community members that attended the May Regular Session. Two members spoke.

Tara Smith shared concerns around the process of selecting substitute teachers to ensure that rigor of instruction occurs. She also shared concerns with the athletics program and the need for strategic planning that builds our school athletic program.

Laura Allman shared concerns around a field trip at the high school and communications that occurred.

3.0 Reports

Executive Director's Report

Elementary School Work

- *Excellence in Innovation*
 - Students participated in Google Expeditions Pioneer Program. Representatives from Google came to our school with all the equipment needed to run the Expeditions Augmented Reality program for the day.
- *Excellence in Instruction*
 - We hosted an AVID in Action visit where 40 administrators and teachers came to see how to implement AVID Elementary. The AVID Regional Director was so impressed by our school's implementation that they gave us the honor of being an AVID Showcase school for the 2018-19 school year.
 - Professional Learning Communities have focused on reflecting on end of year data celebrating what has helped increase student achievement and our next steps.
 - All certified staff have participated in end of year evaluations.
- *Excellence in Leadership*
 - Administrators have observed instructional practices through classroom observations and met with each of the new teachers individually to support their growth through performance plans and goal setting. The elementary principal meets monthly with each new teacher to support them in the many challenges of being a first-year teacher.
- *Excellence in Culture and Climate*
 - Elementary PTC showered us with a week's worth of yummy treats for Teacher Appreciation week.
 - The Sunshine Committee is planning our end of the year FAC and Barbeque.

Middle & Early College High School Work

- *Excellence in Instruction*
 - The Instruction Council has developed a plan with three areas of focus and outlines action steps for the 2018-2019 school year. The first focus will be training all staff on the data-team process which will aid in effective data analysis and data dialogues amongst all staff. The second focus will be the articulation of curriculum maps and expectations across grade levels and content areas. The final focus for this council will be to provide professional development based on AVID and *Teach Like a Champion* strategies twice throughout the year.

- *Excellence in Leadership*
 - Katie Blankenbaker has accepted the position of Innovation teacher and Innovation coach for the 2018-2019 school year and will facilitate the Innovation Council along with Irene Nissen.
 - Robyn Koperski will be the teacher leader for the Instruction Council along with Jeremy Schriener.
 - Rachel Preece has accepted the position of Induction and New Teacher Coach to support our new teaching staff. Rachel will facilitate the Induction Council with Hannah Mancina.
 - Our new full-time Dean and Valerie Perciante will work together to facilitate our Culture and Climate Council next year.
 - The MS/HS administrative team has been working to identify the grade-level and content area team leads for next year.
 - The teachers will build goals, measures of outcome and action steps for next year based on the action steps identified in the Unified Improvement Plan and will track progress towards this goal through the year.

Technology Work

- *Excellence in Innovation*
 - The zSpace Virtual Learning Lab made a stop at the MS/HS building on May 2nd. Students from the Elementary and MS/HS had the chance to experience this amazing virtual reality technology.
 - Equipment to record and live broadcast the graduation ceremony on May 17th was purchased and a student run videography crew is under development.
- *Excellence in Instruction*
 - The MS/HS Innovation Council conducted a staff survey to determine professional development needs. A plan for directed professional development based on feedback is being designed for the 2018-2019 school year.
- *Excellence in Leadership*
 - The final quarterly technology volunteer committee meeting was held on May 8th. Volunteers discussed methods to increase participation for the 2018-2019 school year as well as the vision and mission for the committee as it transitions to a broader innovation focus. Meeting dates and parent technology information night dates were set for the upcoming school year and strategies to promote and encourage attendance at parent night events were shared.
- *Excellence in Climate and Culture*
 - The annual Scholastic Book Fair was held at the Elementary school May 2nd-9th and over \$6,500 in free books was earned our school libraries.

Board Calendar

Date	Time	Event	Location
May 24th	5:30 p.m.	Executive Board Work / Regular Session	ES Library

June 4th-7th	8:00 to 5:00 p.m.	Summer Institute Courses	MS/HS and ES
June 14 th	5:00 to 9:00 p.m.	Board Retreat	ES Library
June 18th	7:00 p.m.	District Board of Education Meeting	District Building
June 21st	3:30 p.m.	Finance Committee Meeting	HS Conf. Room
June 28th	5:30/6:30 p.m.	Executive Board Work / Regular Session	ES Library
July 16th	7:00 p.m.	District Board of Education Meeting	District Building
July 26th	5:30/6:30 p.m.	Executive Board Work / Regular Session	ES Library

Executive Board Reports

Sherry Bartmann, Member

The activities and meetings Mrs. Bartmann attended this month were Coffee with Leadership, the May Special Session of WCA Executive Board, the WCA Building and Student Safety Committee Meeting, and a special all-staff meeting to announce funding changes for the upcoming school year. She attended the Middle School theater production of STAR STARS as well as girls' soccer, she helped the Ag Club at the WCA Organic Garden and traveled to the Denver Aquarium to chaperone the 6th grade field trip. Wrapping up the school year, Mrs. Bartmann attended the High School Convocation Ceremony, Elementary Field Day/Mayfair, MSHS Firebird Fest activities, 8th Grade Continuation, and the first ever WCA high school Graduation Ceremony presenting the WCA Class of 2018!

Carolyn Mader, Member

Carolyn Mader attended the May Special Session, the Education Committee meeting, the MS Girls Soccer finals, and an Election Committee meeting. She also attended May Fair, 5th grade continuation, and the very first ever WCA high school graduation.

Matthew Meuli, Member

Matt Meuli attended the May Special Session, the WCA high school graduation, as well as the 8th grade continuation. Matt was able to attend the all-staff meeting where celebrations were shared for raises and bonuses for the staff. Matt also had the opportunity to attend two Finance Committee meetings in May and the May Regular Session.

Jenny Ojala, Member

Mrs. Ojala continued her work on AR testing with kindergarten students. She was able to watch the fifth-grade dress rehearsal of *Midsummer Night's Dream*. The students did an excellent job with the play. Mrs. Ojala was able to attend the third-grade wax museum presentations, which were very informative and well done. She attended a School Accountability Meeting where teachers and administration presented on the work completed this year to meet goals outlined on the schools' Unified Improvement Plans. Thank you to administration and teachers for the hard work put in this year toward these goals. Mrs. Ojala was able to attend the Special Session Executive Board meeting on May 10th.

Paige Adams, Secretary

Mrs. Adams attended a production of the MS play, *Star Stars*. She also attended the Special Session board meeting on May 10th and the Finance Committee meetings on May 10th and 17th. She attended the ceremony of WCA's first HS graduating class, as well as the 8th grade continuation. Mrs. Adams was also able to attend the Town Coffee with the Mayor.

Donna James, Vice President

Ms. James attended the April 26 Coffee with Leadership, the 5th grade performance of *A Midsummer Night's Dream*, both performances of *Star Stars*, State History Day at the CU Denver campus, and the SAC meeting.

The 5th grade teacher team did an incredible job with *Midsummer Night's Dream*. The evening featured singing, a Maypole dance, puppets and the actual play. The children did an outstanding job on with very tough material.

Two WCA students were selected to go on to the National History Day competition in Washington, D. C. They have already put in an incredible amount of work and will continue to do so. Mr. Potson continues to help them refine their presentations.

The middle school theater class performed *Star Stars*—a spoof of a classic sci-fi movie franchise. It was very funny and included the usual great costumes and enthusiastic cast.

The SAC committee had the privilege of hearing the end of the year presentations from our teachers. It is always good to hear about all the great collaboration and innovation happening at each grade level, and how it benefits the children.

Samual Penn, President

Mr. Penn continued to assist the Board Election Committee as the board liaison, meeting with team members and the Director of Innovation to finalize plans for the 2018 election. Mr. Penn and Mrs. Teeple met with CLCS Leadership and on May 10th.

The Board hosted a Special Session and continued efforts on Gym/Auditorium planning and board professional development planning. Mr. Penn attended the May 14th elementary school band/choir concert and spoke as a part of the inaugural Windsor Charter Academy graduating class on May 17th.

9.0 Items for Information

9.1 Executive Board Messages of Gratitude

Sam Penn & Jenny Ojala: Mr. Penn and Mrs. Ojala shared gratitude for the work of our Director of Innovation, Irene Nissen. She spent countless hours supporting the Election Committee as they implemented the first ever online voting platform.

9.2 2018-2019 Raises for Directors and Managers

10.0 Items for Action

10.1 Capital Campaign

The motion to accept the proposal of MPW Strategies for consultant services that would include a capital campaign assessment, plan, and implementation services, as well as case development that would increase opportunities for investments for a capital campaign was made by Donna James and seconded by Matt Meuli.

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

10.2 2018-2019 Amended Budget

The motion to accept the 2018-2019 amended budget was made by Donna James and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.3 2018-2019 Elementary School Student & Parent Handbook, Second Read

The motion to approve the 2018-2019 WCA Elementary Student & Parent Handbook with revision of absences and tardies to align with current policies was made by Sherry Bartmann and seconded by Jenny Ojala. The motion was retracted by Sherry Bartmann and Jenny Ojala. The motion to approve the 2018-2019 WCA Elementary Student & Parent Handbook on second read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.4 2018-2019 Elementary School Staff Handbook, Second Read

The motion to approve the 2018-2019 WCA Elementary Staff Handbook on second read was made by Sherry Bartmann and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.5 2018-2019 Middle School Student & Parent Handbook, Second Read

The motion to approve the 2018-2019 WCA Middle School Student & Parent Handbook with the revision to align tardies and absences to align with current policy JE on second read was made by Sherry Bartmann and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.6 2018-2019 Early College High School Student & Parent Handbook, Second Read

The motion to approve the 2018-2019 WCA Early College High School Student & Parent Handbook with the revision to align tardies and absences to align with current policy JE on second read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.7 2018-2019 WCA Middle & High School Staff Handbook, Second Read

The motion to approve the 2018-2019 WCA MS/HS Staff Handbook with the revision to align tardies and absences to align with current policy JE on second read was made by Sherry Bartmann and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.8 2018-2019 WCA Middle & High School Athletics Handbook, Second Read

The motion to approve the 2018-2019 WCA MS/HS Athletics Handbook on second read was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.9 2018-2019 Aims Memorandum of Understanding

The motion to approve the 2018-2019 Aims Memorandum of Understanding for the early college high school was made by Carolyn Mader and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.10 Policy JRA/JRC Student Records/Release of Information Concerning Students, Second Read

The motion to table the approval Policy JRA/JRC Student Records/Release of Information Concerning Students for second read at the June Regular Session was made by Jenny Ojala and seconded by Matt Meuli. Members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

11.0 Consent Agenda

11.1 Personnel

Appointments

- Katherine Ericson: Elementary Teacher
- Julie Pederson: Elementary Teacher
- Casey Foreman: Elementary Teacher
- Rebecca Hawkins: Elementary Teacher
- Jocelyn Lacy: Elementary Teacher
- Brianna Benson: Elementary Teacher
- Daina Faling: Elementary Teacher
- Jennifer Birks: Elementary Teacher
- Susan Ernst: Elementary Math Enrichment/Intervention Teacher
- Waneen White: Spanish Teacher
- Brandon Stone: History Teacher
- Jennifer Cotter: Environmental Science Teacher
- Brett Morley: Elementary Counselor
- Rick Schmitz: Paraprofessional & Basketball Coach
- Amy Overton: Paraprofessional

Non-Renewals/Resignations

- Maureen Byers: Food Services
- Kayci Bass: Elementary Teacher
- Carly Jurgensmeier: Elementary Teacher
- Lynne Post, Athletic Director

11.2 Second Read Policies

- Policy EGA Electronic Signatures
- Policy EGAEA Electronic Communication
- Policy EHB Records Retention
- Policy GBEE Appropriate Use of Windsor Charter Academy and Personal Technology by Non-Student Stakeholders
- Policy GBEEA Use of Social Media for School-Related Purposes
- Policy JRCB Privacy and Protection of Confidential Student Information
- Policy JRCB-R Privacy and Protection of Confidential Student Information Regulation
- Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students

11.3 Financial Report

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

12.0 Executive Session

There was no Executive Session.

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

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

13.0 Adjournment

A motion to adjourn the May 24, 2018 Regular Session was made by Sherry Bartmann and seconded by Jenny Ojala. The members voted the following: Adams, aye; Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 8:03 p.m.



2.0 First Read Policies



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 the purpose of~~ **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 unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, rRestraint is defined ~~by state law and this policy~~ 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. Restraint, ~~however, does~~ **shall** not include the holding of a student for less than five minutes by a school employee for the protection of the student or others **and other actions excluded from the definition of restraint in state law.** ~~; brief holding of a student by one~~

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~~adult for the purpose of calming or comforting a student; minimal physical contact for the purpose of safely escorting the student from one area to another; or minimal physical contact for the purpose of assisting the student in completing a task or response.~~

School employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of 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** ~~State Board of Education Rules~~ and this policy's accompanying regulation.

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

Exceptions

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

- ~~1. to~~ **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).** ~~and as defined by C.R.S. 16-2.5-101 et seq. who are acting within the scope of their employment or in accordance with C.R.S. 16-3-109; or~~
- ~~2. when the School is engaged in transporting a student from one facility or location to another, and it is within the scope of the School's powers and authority to effect such transportation.~~ **When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901(3)(e).**

Reviewed and Revised by Windsor Charter Academy Executive Board

July 2018

Adopted: September 2010

Weld Re-4 District Board

Adopted: August 2010

Revised: May 2018

LEGAL REFS:

C.R.S. 18-1-703 *(use of physical force by those supervising minors)*

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

C.R.S. 18-6-401 (1) *(definition of child abuse)*

C.R.S. 191-1-103 (1) *(definition of abuse and neglect)*

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C.R.S. 22-32-109.1 (2)(a) *(adoption and enforcement of discipline code)*

C.R.S. 22-32-109.1 (2)(a)(IV) *(policy required as part of safe schools' plan)*

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

C.R.S. 22-32-109.1 (9) *(immunity provisions in safe schools' law)*

C.R.S. 22-32-147

C.R.S. 26-20-101 et seq. *(Protection of Persons from Restraint Act)*

1 CCR 301-45 *(State Board of Education Rules for the Administration of the Protection of Persons from Restraint Act)*





COMPLAINT PROCEDURES AND REGULATIONS REGARDING THE USE OF RESTRAINT OR SECULUSION, 1CCR 301-45,2620-R-2.07

According to applicable rules of the Colorado State Board of Education, the following represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a ~~district~~ **school** employee.

2.07(1) Complaint

A student or a parent or legal guardian may file a complaint about the use of restraint or seclusion used by an employee or volunteer of ~~a school or charter school of [a] school district or Board of Cooperative Services or any institute charter school~~ **Windsor Charter Academy** by using the procedures established under this section 2.07.

2.07(2) Required Content of the Complaint

The Complaint must contain the following information:

- 2.07(2)(a) A statement that the employee or volunteer has violated a requirement regarding the use of restraints and an identification of the portion of the statute, rule, or regulation alleged to have been violated, if known by the complainant.
- 2.07(2)(b) The background information and facts on which the Complaint is based that identify persons, actions and/or omissions.
- 2.07(2)(c) The name and the residential address of the child against whom the alleged violation occurred.
- 2.07(2)(d) The name of the school that the child was attending when the alleged violation occurred.
- 2.07(2)(e) A proposed resolution of the problem to the extent known and available to the complainant at the time the Complaint is filed.

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- 2.07(2)(f) The Complaint must allege that the violation(s) set forth in the Complaint occurred not more than one (1) year prior to the date that the Complaint is filed with the Colorado Department of Education (CDE).
- 2.07(2)(g) The signature and contact information (minimally, address and telephone number) for the complainant.
- 2.07(2)(h) Written verification in a cover letter accompanying the Complaint that a complete copy of the Complaint and any attachments have also been mailed, hand-delivered, or delivered by other secure method to ~~the public education agency (i.e. a school district, BOCES, or the Charter School Institute)~~ **Windsor Charter Academy** serving the child.

2.07(3) Delivery of Complaint

The Complaint, including any attachments, must be mailed, hand-delivered, or delivered by other secure method to the IDEA State Complaints:

IDEA Part B State Complaints Officer
Colorado Department of Education
Exceptional Student Leadership Unit, Dispute Resolution Office
1560 Broadway, Suite 1175
Denver, Colorado 80202

Additionally, as noted in paragraph 2.07(2)(h) above, a complete copy of the Complaint, including any attachments, must also be mailed, hand-delivered, or delivered by other secure method to ~~the public education agency (i.e. a school district, BOCES or the Charter School Institute)~~ **Windsor Charter Academy** serving the child.

2.07(4) Complaints Involving Children with Disabilities

- 2.07(4)(a) If the State Complaints Officer determines that the Complaint alleges a violation of the IDEA or its implementing regulations in 34 CFR Part 300, then the Complaint shall be processed through CDE's IDEA dispute resolution process. In these cases, the State Complaints Officer shall also have the authority to investigate and process a Complaint alleging improper use of seclusion and restraints in accordance with the timelines and procedures outlined in these rules.
- 2.07(4)(b) If the State Complaints Officer determines that the Complaint does not meet the criteria under section 2.07(4)(a), he or she shall refer the Complaint to the Restraint Complaints Officer (RCO) within five (5) calendar days of receiving the Complaint and shall notify the complainant in writing of this referral.

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- 2.07(4)(c) Nothing in this subsection shall require the complainant to submit an additional Complaint directly to the RCO.

2.07(5) Proper Filing

The Complaint shall be considered properly filed with the Department when it is received in CDE's Dispute Resolution Office and satisfies paragraph 2.07(2) above. A Complaint, once filed, will not be accepted for investigation if the CDE does not have jurisdiction (i.e., authority) to investigate; or if the Complaint does not set forth sufficient grounds on File: JKA-E-2 3 of 5 which to grant relief.

2.07(6) Decisions and Notifications

Within ten calendar (10) days of receipt of the Complaint, the RCO shall decide to accept or reject the Complaint for investigation and notify the complainant in writing. If the Complaint was sent via mail, the RCO's decision shall be postmarked by the 10th day. If the Complaint is accepted, the RCO shall:

- 2.07(6)(a) Notify the complainant of receipt and acceptance of the Complaint.
- 2.07(6)(b) Notify, by certified or overnight mail, ~~the public education agency~~ **Windsor Charter Academy** of each and every allegation contained in the Complaint together with a complete copy of the Complaint.
- 2.07(6)(c) Initiate an investigation concerning the allegations contained in the Complaint. 2.07(7)

Complaint Timelines

- 2.07(7)(a) Response: Within fifteen (15) calendar days of receiving the RCO's notification of the Complaint, ~~the public education agency~~ **Windsor Charter Academy** may file a Response to the Complaint allegations and provide information which it deems necessary or useful for the RCO to consider in conducting a thorough investigation. If ~~the public education agency~~ **Windsor Charter Academy** fails to timely respond to an allegation, the RCO may, in his/her sole discretion, deem the allegation admitted.

The Response is due by 5:00 p.m. on the date due. ~~The public education agency~~ **Windsor Charter Academy** shall provide any written Response to the RCO and ~~also~~ a complete copy of the Response, including any attachments, to the complainant unless doing so would violate relevant laws regarding confidentiality. ~~The public education agency~~ **Windsor Charter Academy** shall provide the RCO with a legible copy of the written

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tracking receipt which verifies that a complete copy of the Response, including any attachments, was sent by certified or overnight mail to the complainant.

- 2.07(7)(b) Reply: Within ten (10) calendar days of delivery of the response, the complainant may file a written Reply to the Response, including any attachments, in support of his/her position. The complainant shall provide any written Reply to the RCO at the address identified in paragraph 2.07(3), above, and ~~also provide the RCO by 5:00 p.m. on the date due with written verification that a complete copy of the Reply, including any attachments, was also mailed or hand-delivered to the public education agency~~ **Windsor Charter Academy**.

The Response and Reply must be delivered by 5:00 p.m. on the date due to the office of the RCO and not merely File: JKA-E-2 4 of 5 postmarked by the due date. If the Response or Reply is untimely, the RCO may, within his or her sole discretion, refuse to consider the late document.

- 2.07(7)(c) Timeline Extensions: If the RCO finds that exceptional circumstances exist with respect to a ~~particular Complaint~~ **Complaint**, the RCO may, in his or her sole discretion, extend for a reasonable ~~period of time~~, any of the timelines set forth in these Complaint procedures. Any request and extension of a timeline must occur prior to expiration of the timeline and shall be documented in a written order issued by the RCO prior to the expiration of the timeline and mailed to the parties. The RCO does not have authority to extend the regulatory statute of limitations of one (1) year described in Section 2.07(2)(f) above.
- 2.07(7)(d) If one or more due dates in the process fall on a weekend or a state holiday, the due date shall be the next calendar day following a weekend or state holiday if the due date is on a weekend or state holiday.

2.07(8) Complaint Investigations

- 2.07(8)(a) The Complaint investigation may include, but is not limited to: an onsite investigation; request(s) that the complainant or ~~public education agency~~ **Windsor Charter Academy** provide additional information; and request(s) to review records in the possession of either party.
- 2.07(8)(b) Any time after a Complaint is filed and before the Complaint is resolved, the RCO may recommend a ~~public education agency~~ **Windsor Charter Academy** to undertake immediate action in an extraordinary

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situation when it is imperative to do so in order to protect the rights, ~~health~~**health**, or safety of any student.

- 2.07(8)(c) The CDE, through the RCO, shall have sixty (60) calendar days from the date of receipt of the properly filed Complaint, to resolve the Complaint. The parties may mutually agree to extend the sixty (60) calendar day time limit to engage in voluntary mediation. Any extension of the Decision due date will be set by the RCO to a date certain as per section 2.07(7)(c), above.

2.07(9) Complaint Resolution

- 2.07(9)(a) The RCO shall issue a written decision which details the findings of fact and conclusions of law unless the issues have been previously resolved. Based upon a finding that ~~a public education agency~~**Windsor Charter Academy** has failed substantially to comply with state laws and regulations for the use of restraint, the RCO will, as part of the resolution of the Complaint, make recommendations to ~~the public education agency~~**Windsor Charter Academy** of remedial actions that may be taken ~~in order to come into compliance~~ File: JKA-E-2 5 of 5 with applicable law and regulations, (e.g., technical assistance and training activities).
- 2.07(9)(b) The RCO shall have no authority to require corrective action by ~~the public education agency~~**Windsor Charter Academy**, including but not limited to compensatory education for the child who is the subject of the complaint, monetary reimbursement, or attorney fees.
- 2.07(9)(c) The decision of the RCO shall be final.

Reviewed and Revised by Windsor Charter Academy Executive Board
July 2018

Weld Re-4 District Board
Adopted: May 2018



USE OF PHYSICAL DISCIPLINE AND RESTRAINT Regulation

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 ~~(JK-A)~~.

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~~**chemicals**, and seclusion.
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. Holding of a student for less than five minutes by a staff person for the protection of the student or others.
 - b. Brief holding of a student by one adult ~~for the purpose of~~**for** calming or comforting the student.
 - c. Minimal physical contact ~~for the purpose of~~**for** safely escorting a student from one area to another.
 - d. Minimal physical contact ~~for the purpose of~~**for** assisting the student in completing a task or response.
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 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.

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- 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.
 - 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. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon).
 - b. The administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).
- 5.5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.**
- 5.6. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:
- a. Placement of a student in residential services in the student's room for the night.
 - b. Time-out.
- 6.7. "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.
- 7.8. "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.
- 8.9. "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).
- 9.10. 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 301-405, ~~§§ 2620 R 1.00 et seq.~~

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~~10.11.~~ “Parent” shall be defined as by the State Board Rules.

B. Basis for the use of Restraint

Restraints shall only be used:

1. In an emergency and with extreme caution.
2. After:
 - a. The failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and re-structuring the environment).
 - 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 to gain control or gain compliance of a student's behavior.
4. School personnel shall:
 - a. Use restraints only for the ~~period of time~~ **period** necessary and using no more force than necessary.
 - b. Prioritize the prevention of harm to the student.

C. Duties Related to the Use of Restraint—General Requirements

When restraints are used, school personnel shall ensure that:

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.
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.

D. Proper Administration of Specific Restraints

- ~~1.~~ Chemical restraints shall **not** be used ~~by school staff~~.

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2. Mechanical **and prone** restraints shall **not** be used by school staff, **except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.**
3. Physical restraint may be used in an emergency. However:
 - 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.
 - 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 may be used in an emergency. However:
 - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.
 - b. Any space in which a student is secluded shall have adequate lighting, ~~ventilation~~**ventilation**, and size.
 - c. To the extent possible under the specific circumstances, the space should be free of injurious items.

E. 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.
 - 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.

F. Documentation Requirements ~~and review of specific incidents of restraint~~

- ~~1. The School shall ensure that a review process is conducted for each incident of restraint. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint. The steps of the review process are described below.~~
- ~~1.2.~~ **If restraints are used, a written report shall be submitted within one school day to school administration.**
- ~~2.3.~~ First, any time that restraint is used, ~~the~~ 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.

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- ~~3.4. Within one (1) school day, the staff involved shall submit a written report regarding the incident to school administration.~~
- ~~4.5. Within two (2) school days, appropriate school staff shall meet to review the incident. This review shall include, but not be limited to:~~
- ~~a. Review of the incident, including review of the written report submitted by the staff involved and any related documentation to ensure the use of alternative strategies; and~~
 - ~~b. Recommendations for adjustment of procedures, if appropriate.~~
- ~~5.6. A written report based on the findings of the staff review described in paragraph ~~F~~**G.4 above below** shall 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.~~
 - ~~g. The staff present and staff involved in administering the restraint.~~
- ~~6.7. A copy of the written report shall be placed in the student's confidential file.~~
- ~~7.8. If requested by the School or the student's parents, the School shall convene a meeting with parents to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.~~

G. ~~General review process~~Review of Specific Incidents of Restraint

1. The School shall ensure that a ~~general~~ review process is **established and conducted for each incident of restraint used.** ~~and documented in writing at least annually.~~ The purpose of the ~~general~~ review is to ascertain that **appropriate procedures were followed and to minimize future use of restraint.** ~~the School 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 ~~analysis of:~~

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- ~~a. Written reports prepared pursuant to paragraph F including, but not limited to, analysis of the procedures used during any incidents of restraint, the preventative or alternative techniques tried, and staff compliance with documentation and review requirements contained in paragraph F above;~~
- ~~b. Training needs of staff;~~
- ~~c. Staff to student ratio; and~~
- ~~d. Environmental conditions, including physical space, student seating arrangements, and noise levels.~~

- 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.**
- d. Recommendations for adjustment of procedures, if appropriate.**

- 3. If requested by the Weld RE-4 School District ~~district~~ or the student's parents, the District 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.**

H. General Review Process

- 1. ~~1. Weld RE-4 School District The district~~ 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 ~~the district~~ 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 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.**
 - d. Environmental conditions, including physical space, student seating arrangements and noise levels.**

H. I. Staff Training

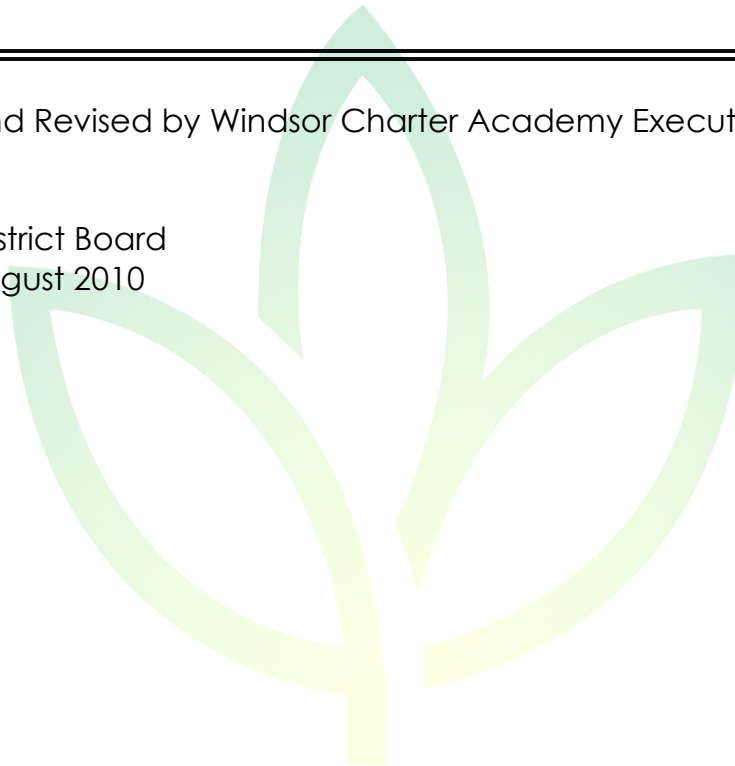
- 1. The School shall work with Weld RE-4 School District to ensure that staff utilizing restraint in schools are trained in accordance with the State Board Rules.**
- 2. Training shall include:**
 - a. A continuum of prevention techniques.**

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- 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.**
 - ~~f. Appropriate documentation and notification procedures as described in paragraphs E and F above.~~
3. Retraining shall occur at a frequency of at least every two years.

Reviewed and Revised by Windsor Charter Academy Executive Board
July 2018

Weld Re-4 District Board
Adopted: August 2010
May 2018





STUDENT HEALTH SERVICES AND REQUIREMENTSRECORDS

The purpose of the school health program shall be to supplement the efforts and guidance of parents/**guardians** to ~~promote~~ **raise** ~~an~~ **student** awareness of **the benefits of** regular health care ~~on the part of students.~~

The objectives of the school health program are:

1. To promote good health habits among students.; and
2. To stimulate a sanitary, **safe**, and healthful environment within the school.
- ~~2.3.~~ **To assist in the identification and referral to appropriate health care providers for medical, psychological, and physical needs.**

Health Records

Health records shall be maintained by the nursing staff **and kept in a separate and secure health file in the school health office.** ~~Health records shall be subject to applicable state and federal laws protecting the confidentiality of student education records. See "Student Records and Release of Information Concerning Student Records", Policy JRA.~~

Access to the health files shall be limited to only those school personnel who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly teaching environment.

Physical Examinations and Immunizations

~~Physical examinations are recommended prior to registration in kindergarten or first, third, and sixth grades. Annual examinations shall be required for participants in athletic programs.~~

~~All students entering the School for the first time are required to present up to date certification of immunization from a licensed physician, and authorized representative of the Colorado Department of Public Health and Environment or local health department stating that the child has received immunizations against communicable diseases as specified by state law and the health~~

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~~department. All students shall furnish the required certificate of immunization or shall be excluded from school.~~

~~A student may attend without submitting an immunization certificate if the parent/guardian submits written authorization requesting the health department to administer the immunization or submits a written plan stating that the immunization will begin within 14 days. If the student begins school but does not continue or complete the written plan, he or she shall be suspended or expelled.~~

~~If a homeless child's immunizations are incomplete or unavailable, the School, through its Homeless Child Liason, shall arrange for such immunizations as may be necessary and in accordance with state and federal laws.~~

~~A student shall be exempted from the immunization requirements only upon submission of:~~

- ~~1. Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health.~~
- ~~2. A statement signed by one parent or guardian that he or she adheres to a religious belief that is opposed to immunizations.~~
- ~~3. A statement signed by one parent or guardian that he or she opposes immunization for personal reasons.~~

Annual Screening Programs

3. The sight and hearing of all students in kindergarten, first, second, third, fifth, seventh and ninth grades or students in comparable age groups referred for testing shall be tested during the school year by the school nurse, teacher, principal, or other qualified person authorized by the school district, Windsor Charter Academy as required by law. These screenings shall not be required of any student whose parent/guardian objects on religious or personal grounds. The parent/guardian shall be informed when a deficiency is found.

Dental Health

~~The School~~**Windsor Charter Academy** shall establish and participate in programs to encourage good dental health, including instruction, **dental examination clinics when available** and referrals to agencies, which can provide aid for those in need.

Communicable Diseases

Students showing symptoms of a communicable disease, an infectious condition, or illness or disability of a serious nature shall be referred to the school nurse. The school nurse shall report the presence of a communicable disease if action is necessary to protect the health of other students and staff.

Students with Special Health Needs

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The school nurse coordinates health services for students with specific health or medical needs who seek to attend or are in attendance at school. Health needs may be either temporary, as when a child returns to school following illness or injury, or ongoing, due to congenital conditions or other disabilities. When there is a request that a student's health needs to be addressed or accommodated at school, the school nurse will request the following information from school personnel, the parents, and the student's physician:

1. A description of the student's condition or diagnosis, current health status, medical concerns and medical needs at school.
2. A release of medical information form, signed by the parents, in order to allow the school nurse to obtain current medical information.
3. The school nurse will contact the parent(s) or guardian(s) and student's physician, if information beyond that already provided to building personnel is required.
4. Written physician's instructions regarding any medication, procedures, or accommodation requested by the parents to be considered while the student is at school.
5. Information from building staff, including the classroom teacher, regarding the school environment and available staff in relation to the requested procedures and accommodations.

When a student is identified as eligible for services under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400, et seq., or as an individual with disabilities under the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101, et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 794, the school nurse will consult with appropriate staff regarding the requested procedures and accommodations.

Some procedures required to address a student's health needs cannot be provided appropriately in the school environment by the school nurse or other school personnel and others cannot be safely implemented in the school environment at all. In such cases, the school nurse will make a determination, based upon his or her analysis of information provided through records and through consultation, whether the requested procedure can be provided at school. When there is a question regarding the School's obligation to provide the requested service, the school nurse will consult with the appropriate administrator and an individual student's IEP team or Section 504 team as appropriate.

When it is determined by the School that a requested procedure can be appropriately provided at school by school staff, the school nurse will coordinate the development of a health care plan with the parents, the student's physician, school principal, teacher, other school staff including special education personnel, and the student (if appropriate).

Health Care Plan

~~When the School determines that a health care procedure prescribed or delegated by a physician is to be provided at school, a health care plan that sets forth medical orders, precautions, written procedures, schedule and personnel training will be completed by the school nurse and signed by the physician and the parent(s)/guardian(s).~~

~~For all procedures and actions, a record of the date, time and relevant notes will be made and maintained by the staff member performing the procedure or action. In appropriate circumstances, a health care plan may be part of a student's individualized education program (IEP) or Section 504 plan.~~

Reviewed and Revised by Windsor Charter Academy Executive Board
Adopted: May 2001
July 2018

Weld Re-4 District Board
Revised: August 1986
September 2004
February 2005
August 2016
May 2018

LEGAL REFS:

~~20 U.S.C. 1400 et seq. (Individuals with Disabilities Education Act)~~

20 U.S.C. 7906

~~29 U.S.C. 794 (Section 504 of the Rehabilitation Act of 1973)~~

C.R.S 13-22-102, 103

C.R.S. 22-1-116

~~C.R.S. 22-20-101 et seq.~~

~~C.R.S. 22-32-110 (1) (bb)~~

~~C.R.S. 22-33-106 (2) (b)~~

C.R.S. 25-4-402

C.R.S. 25-4-901

C.R.S. 25-6-102

6 CCR 1010-6, Rule 6.13



3.0 Second Read Policies



STUDENT RECORDS/RELEASE OF INFORMATION CONCERNING STUDENTS

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act ("FERPA") of 1974 and the Colorado Open Records Law. FERPA provides certain rights to parents and eligible students (18 years and older) regarding educational records, including the right to review and inspect the student's educational records and in certain circumstances, the right to restrict access to the student's educational records. Windsor Charter Academy will limit access, inspection, and transfer of student educational records in accordance with applicable law.

1. Content and Custody of Records

In general, student educational records are records maintained by Windsor Charter Academy that directly relate to individual students. These records may come in multiple formats, including photographic and electronic. Student education records may contain but are not necessarily limited to the following information: personal identifying data; graded academic work; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized, aptitude, and psychological tests; health data; family background information; teacher or counselor ratings and observations, school disciplinary records, and any Individualized Education Program (IEP).

Student records do not include records created by instructional, supervisory, and administrative personnel and that are in the sole custody of the maker, and that are not accessible or revealed to any other person, except a substitute. Student education records also do not include records that are maintained by a law enforcement unit of the school that are created by that unit for the purpose of law enforcement.

The Director of Elementary or Secondary Education shall be the designated official custodian of the records of students in his/her building.

2. Access to Records

A parent or legal guardian may request to inspect and review a student's education files. However, if a student is 18 years or older ("eligible student"), the student may inspect his own education records and give written consent for disclosure of such records and personal identifiable information therein, and his

written permission shall be necessary ~~in order for~~ **for** his parent/legal guardian to access them, unless the eligible student is a dependent for income tax purposes or the disclosure is in connection with a health or safety emergency.

1. A request to see the student's educational records must be submitted on an official school form by the parent/legal guardian or eligible student to the Director of Elementary or Secondary Education attended by the student, or in some instances, to the supervisor of student records.
2. The Director of Elementary or Secondary Education, upon receiving the request, will set a date and time for inspection and review of the records. In no case will the date set be more than ten school days after the request has been made.
3. The parent/legal guardian or eligible student shall examine the file in the presence of the Director of Elementary or Secondary Education or another person permitted by policy and designated by the Executive Director.

The record itself shall not be taken from the school building. However, upon request, one copy of the records shall be provided within a reasonable time to the parent/legal guardian or eligible student at a cost of \$.25 per page. A waiver of the copying fee is available upon request ~~in the event that~~ **if** the cost is a hardship.

A record of all requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. Such request for records or information shall be made available to the parent/legal guardian or eligible student upon request in accordance with the requirements of this regulation.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

4. Requests to Amend Education Records

Parents/legal guardians or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy rights of the student may request that Windsor Charter Academy amend the records. Student grades cannot be challenged pursuant

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to this policy. A request to amend a student's records must be made in writing to the Director of Elementary or Secondary Education within 10 school days of the date the records were first examined.

If the parent/legal guardian or eligible student challenges any part of the record, the Director of Elementary or Secondary Education (or in the case of psychological test data, the Weld Re-4 Director of Exceptional Student Services or designee) should review the part of the record being challenged and may by mutual agreement with the person making the challenge destroy, delete, or add the information in question.

If the Director of Elementary or Secondary Education denies the request to amend, the parent/legal guardian or eligible student may make a written appeal to the Executive Director. This appeal must be answered by the Executive Director in writing within 10 school days.

If the first two steps have not resulted in a formal change, then the parent/legal guardian or eligible student may request a formal hearing. A request for a formal hearing must be made in writing and addressed to the Executive Director. The response to the request must be mailed within 10 school days. The hearing will be held in accordance with the following procedure:

1. The hearing shall be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent/legal guardian or eligible student by certified mail.
2. The hearing will be conducted by a Director of Elementary or Secondary Education as designated in writing by the Executive Director. The official conducting the hearing shall not have a direct interest in the outcome of the hearing.
3. Parents/legal guardians or eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent/legal guardian or eligible student of that decision by certified mail.

5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parent/legal guardian or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained as a part of the records ~~as long as~~ **if** the record itself is maintained by Windsor Charter Academy. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

5. Disclosure with Written Consent

Whenever Windsor Charter Academy is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

1. The specific records to be disclosed.
2. The specific reasons for such disclosure.
3. The specific identity of any person, agency or organization requesting such information and the intended uses of the information.
4. The method or manner by which the records will be disclosed.
5. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

~~All signed consent forms shall be retained by the school.~~ **The school shall retain all signed consent forms.**

6. Disclosure Without Written Consent

Windsor Charter Academy may disclose student education records or personally identifiable information contained therein without written consent of the parent/legal guardian or eligible student if the disclosure meets one of the following conditions:

Policy JRA/JRC

- A. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
1. For purposes of this policy, a "school official" is a person employed by Windsor Charter Academy as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Executive Board; a person or company with whom Windsor Charter Academy has outsourced services or functions it would otherwise use its own employees to perform; a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
 2. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official school business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or determination about the student; and (4) consistent with the purposes for which the data are maintained.
- B. The disclosure is to officials of another school, school system or postsecondary education institution in which the student seeks or intends to enroll or has enrolled for purposes related to student's enrollment or transfer. Any records sent during the student's application or transfer period may be supplemented, updated, or corrected as necessary.
- C. The disclosure is to authorities identified in the Family Educational Rights and Privacy Act and accompanying federal regulations. These include: Comptroller General of the United States, Attorney General of the United States, Secretary of Education of the U.S. Department of Education, Director of the National Institute of Education, Assistant Secretary of Education, state, and local educational authorities.
- D. The disclosure is in connection with a student's application for, or receipt of, financial aid as needed to determine the student's eligibility for aid, the amount of the aid, the conditions of the aid or to enforce the terms and conditions of the aid.

- E. The disclosure is to accrediting organizations for accrediting functions.
- F. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado's Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
- G. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
- H. The disclosure is required to comply with court order or subpoena. Windsor Charter Academy shall make a reasonable effort to inform the parent or eligible student prior to complying with the subpoena or court order unless:
 - 1. The court order or subpoena prohibits such notification; or
 - 2. The parent is a party to a court proceeding involving child abuse and/or neglect or dependency matters and the court order is issued in the context of that proceeding.
- I. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
- J. The disclosure is to appropriate officials in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or others.
- K. The disclosure is of "directory information: as defined by this policy.
- L. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and either agencies and institutions receiving funding or providing benefits or programs authorized under the National School Lunch Act or the Child Nutrition Act.

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- M. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

7. Disclosure to Other Parties

The school shall not disclose student records to other individuals or parties without prior written consent of the parent or eligible student.

8. Disclosure of Directory Information

Windsor Charter Academy may disclose directory information without written consent of the parent/legal guardian or eligible student.

Directory information is the information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, date and place of birth, photograph, grade level, major fields of study, participation, including but not limited to videos or photos, in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent and previous education agency or institution attended by the student. Directory information also includes student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

In accordance with FERPA, parents and guardians may opt out of having Windsor Charter Academy release their student's directory information by submitting the proper form by the first Friday in September. Forms are available [\[here\]](#) or in person at the front office.

9. Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

10. Military Recruitment Information

Pursuant to FERPA, Windsor Charter Academy will release the names, addresses, and home telephone numbers of secondary school students to military recruiting officers. Parents and eligible students may opt out of disclosing this information to military recruiters by submitting a request, in writing, within the time period established by the Windsor Charter Academy that such information not be released.

11. Disclosure to the Commission on Higher Education

On or before December 31 of each school year, Windsor Charter Academy shall disclose to the Colorado Commission on Higher Education, the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

12. Release of Information to Other Schools/Agencies

- A. Information from student education records may be released to officials of other school systems in which the student intends to enroll on the condition that parent/legal guardian or eligible student is notified, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record as previously described.
- B. In cases where a student has applied for financial aid, records may be made available to an educational institution or a governmental agency or organization offering such aid in accordance with the procedure above.
- C. Except at the written request and authorization of the parent/legal guardian or eligible student, records will not be released to prospective employers, F.B.I. or any person or agency not specifically named in the Family Educational Rights and Privacy Act and the accompanying federal regulations.
- D. Requests for the release of information that are received from educational institutions and other agencies ordinarily are accompanied

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by the required parent/legal guardian or eligible student authorization for release of information. These requests should also include a description of the records desired, the reason for the request, the person requesting the record, the intended use, and assurance of confidentiality of the information to be released. In the absence of parent/legal guardian or eligible student authorization for release of information, the Director of Elementary or Secondary Education will place the request in the student's permanent file, forward Windsor Charter Academy's consent form to the requesting agency and record the request.

- E. Whenever Windsor Charter Academy is required by law or this regulation to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice or consent form provided to the parent/legal guardian or eligible student shall contain: the specific records to be disclosed; the specific reasons for such disclosure; the specific identity of any such person, agency or organization requesting such information and the intended uses of the information; the method or manner by which the records will be disclosure; and the right to review or receive a copy of the relevant records to be disclosed. Consent given shall be valid only for the specific instance for which it was given. ~~All signed consent forms shall be retained by Windsor Charter Academy~~ **Windsor Charter Academy shall retain all signed consent forms.**

13. Requesting Records from Other Districts/Schools

When a student transfers to Windsor Charter Academy from another district, the Director of Elementary or Secondary Education of the receiving school will ask the parent/legal guardian or eligible student to sign the authorization form. This form will be completed by the Director of Elementary or Secondary Education and forwarded to the school of previous attendance.

14. Annual Notification of Rights

Windsor Charter Academy at the beginning of each academic year will notify the parents/legal guardians and eligible students of their rights pursuant to this policy. Copies of this policy or forms may be obtained from the administration offices at any time during normal business hours. A copy of the Family Educational Rights and Privacy Act, the Executive Board policy on student records, and this regulation shall be on file in the office of each Director of Elementary and Secondary Education and of each individual who carries out procedures relative to the Act or policy. Complaints regarding violations of rights accorded parents and eligible students pursuant to the Family Rights and Privacy Act may be submitted to the local Office of Civil Rights of the Department of Education.

15. Waivers

A parent/legal guardian or eligible student may waive any or ~~all of~~ **all** his/**her** rights protected by this policy. A waiver shall not be valid unless in writing and signed by the parent or eligible student. Windsor Charter Academy does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

Reviewed and Revised by Windsor Charter Academy Executive Board
May 2018

Weld Re-4 District Board
Adopted: August 2000
Revised: April 2003
January 2008
January 2011
July 2012
September 2013
August 2015
April 2018

LEGAL REFS: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
(FERPA)
34 C.F.R. 99.1 *et seq.* (Implementing Regulations)
C.R.S. 24-72-204
20 U.S.C 7908
C.R.S. 19-1-303 and 304
C.R.S. 19-1-304 (5.5)
C.R.S. 19-2-921 (7.5)
C.R.S. 22-1-123
C.R.S 22-2-139 (7)
C.R.S. 22-32-109 (1) (ff)
C.R.S. 22-32-109.1 (6)
C.R.S. 22-32-109.3 (2)
C.R.S. 22-33-106.5
C.R.S 22-33-107.5
C.R.S. 22-72-204 (2) (e)
C.R.S 24-72-204 (3) (a) (VI)
C.R.S. 24-72-204 (3) (d)
C.R.S. 24-72-204 (3) (e) (I)(II)
C.R.S. 24-72-205 (5)
C.R.S. 25.5-1-116



4.0 Financials



Committee

Dean Moyer, Chair

Paige Adams, Board Secretary

SarahGennie Colazio, Finance Director

Rebecca Teeples, Exec. Director

Matt Meuli- Board Member

Sara Bakula, Member

Brian Mader, Member-absent

Linda Debo, Member-absent

Lauren Miller, Business Manager

Agenda 6.20.18

Meeting Called to order at 2:07 pm

1. Review May 2018 Financials
 - a. Rev & Exp, Balance Sheet, Food Service, Student Fund, Building Corp
 - i. **Motion to approve May 2018 Financials by Dean, second by Sara, motion passes unanimously**
2. Next Meeting – Thursday August 16th, 3:30 pm

Meeting adjourned at 2:50pm

Rev and Exp as of 5.31.18

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Windsor Charter Academy

Page 1 of 3
Expense on & PO Date thru 5/31/2018

Charter School 11

Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description			Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget
1300	Tuition		205,520.00	207,000.00	1,480.00	99.29
1500	Earnings on Investments		0.00	200.00	200.00	0.00
1600	Food Services		324,374.76	367,185.00	42,810.24	88.34
1700	Pupil Activities		77,998.00	76,407.03	(1,590.97)	102.08
1900	Other Revenue from Local Sources		214,768.13	157,125.00	(57,643.13)	136.69
3000	Revenue from State Sources		263,265.38	274,983.00	11,717.62	95.74
3900	Other Revenue From State Sources		18,712.40	15,900.00	(2,812.40)	117.69
5600	Direct Allocations		7,874,818.20	8,599,010.00	724,191.80	91.58
I	Revenue		8,979,456.87	9,697,810.03	718,353.16	92.59
0100	Salaries		3,667,773.99	4,305,227.00	637,453.01	85.19
0200	Employee Benefits		1,342,055.80	1,728,129.00	386,073.20	77.66
0300	Purchased Professional and Technical Services		42,295.51	42,020.00	(275.51)	100.66
0400	Purchased Property Services		1,097,234.53	1,461,505.00	364,270.47	75.08
0500	Other Purchased Services		1,153,222.18	1,317,466.00	164,243.82	87.53
0600	Supplies		374,935.92	453,584.08	78,648.16	82.66
0700	Property		22,564.97	55,816.00	33,251.03	40.43
0800	Other Objects		135,401.39	112,000.00	(23,401.39)	120.89
X	Expense		7,835,484.29	9,475,747.08	1,640,262.79	82.69
11	Charter School		(1,143,972.58)	(222,062.95)	921,909.63	515.16

* Account Type

* Account Type

Fund

Rev and Exp as of 5.31.18

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Windsor Charter Academy

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Expense on & PO Date thru 5/31/2018

Pupil Activity Fund 23

Account Type		Revenue			
Source of Revenue/Objec		1700		Pupil Activities	
Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget
1700	Pupil Activities	0.00	50,000.00	50,000.00	0.00
1900	Other Revenue from Local Sources	237,553.41	0.00	(237,553.41)	0.00
I	Revenue	237,553.41	50,000.00	(187,553.41)	475.11
0600	Supplies	121,890.59	251,950.00	130,059.41	48.38
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00
X	Expense	121,890.59	331,950.00	210,059.41	36.72
23	Pupil Activity Fund	(115,662.82)	281,950.00	397,612.82	-41.02

* Account Type

* Account Type

Fund

Rev and Exp as of 5.31.18

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Windsor Charter Academy

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Expense on & PO Date thru 5/31/2018

Building Corporation 61

Account Type I Revenue
Source of Revenue/Objec 1500 Earnings on Investments

Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	26,079.54	24,000.00	(2,079.54)	108.66	
1900	Other Revenue from Local Sources	854,959.61	1,159,271.00	304,311.39	73.75	
2000	Revenue from Intermediate Sources	10,160.99	13,000.00	2,839.01	78.16	
I	Revenue	891,200.14	1,196,271.00	305,070.86	74.50	* Account Type
0700	Property	0.00	325,000.00	325,000.00	0.00	
0800	Other Objects	1,613,471.13	1,203,500.00	(409,971.13)	134.06	
X	Expense	1,613,471.13	1,528,500.00	(84,971.13)	105.56	* Account Type
61	Building Corporation	722,270.99	332,229.00	(390,041.99)	217.40	Fund
Report Total:		537,364.41	(392,116.05)	(929,480.46)	-137.04	

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		650.11	(100.00)	550.11	11-950-00-0000-8101-000-0000
General Fund Checking		3,318,732.37	(27,501.12)	3,291,231.25	11-950-00-0000-8102-000-0000
MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
Elem Petty Cash		0.00	0.00	0.00	11-950-00-0000-8103-000-0000
PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
CDE Grants Receivable		0.61	0.00	0.61	11-950-00-0000-8141-000-0000
Bond/Expansion Reimb Receivable		0.00	0.00	0.00	11-950-00-0000-8153-000-0000
Accounts Receivable GF		1,550.00	0.00	1,550.00	11-950-00-0000-8153-000-0000
Prepaid Expenses		11,967.36	4,770.00	16,737.36	11-950-00-0000-8181-000-0000
Prepaid Insurance		510.00	0.00	510.00	11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100 Current Assets		3,333,862.01	(22,831.12)	3,311,030.89	* Account Class
Liabilities					
17-18 Kinder Tuition Deposits		(20,700.00)	20,700.00	0.00	11-901-00-0000-7481-000-0000
18-19 Kinder Tuition Deposits		(20,150.00)	(500.00)	(20,650.00)	11-901-00-0000-7481-000-0000-9393
Accounts Payable		(132,565.49)	18,362.95	(114,202.54)	11-950-00-0000-7421-000-0000
Accrued Salaries		(99.90)	0.00	(99.90)	11-950-00-0000-7461-000-0000
GARNISHMENT		(1,330.16)	(945.19)	(2,275.35)	11-950-00-0000-7471-000-0000
Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
Tax Liabilities		(0.01)	0.00	(0.01)	11-950-01-0000-7471-000-0000
Health/Dental/Vision Liab		(1,639.73)	1,992.17	352.44	11-950-05-0000-7471-000-0000
401K/457 Liab		1,169.94	0.00	1,169.94	11-950-06-0000-7471-000-0000
7400 Liabilities		(176,115.35)	39,609.93	(136,505.42)	* Account Class
Reserved Co Dept of Ed use only.					
Tabor Reserve		(218,590.00)	0.00	(218,590.00)	11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(1,799,704.73)	0.00	(1,799,704.73)	11-950-00-0000-6770-000-0000
Non Spendable FB- Prepays		(12,258.16)	0.00	(12,258.16)	11-950-00-0000-6770-000-0000
Gen Fund Net Income/Loss		(1,127,193.77)	3,921.19	(1,123,272.58)	11-950-00-0000-6775-000-0000
6100 Reserved Co Dept of Ed use only.		(3,157,746.66)	3,921.19	(3,153,825.47)	* Account Class
11 Charter School		0.00	20,700.00	20,700.00	Fund

Balance Sheet

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Windsor Charter Academy

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Report as of: 5/31/2018

Pupil Activity Fund 23

Account Class	8100	Current Assets				
Description			Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Activity Account Checking	100,225.24	13,010.32	113,235.56	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>100,225.24</u>	<u>13,010.32</u>	<u>113,235.56</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(2,457.00)	2,457.00	0.00	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(10,197.97)	(7,658.78)	(17,856.75)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(12,654.97)</u>	<u>(5,201.78)</u>	<u>(17,856.75)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	11,430.87	0.00	11,430.87	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(107,854.28)	(7,808.54)	(115,662.82)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(87,570.27)</u>	<u>(7,808.54)</u>	<u>(95,378.81)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61

Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Def Loss on Refunding-2016		319,875.09	0.00	319,875.09	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016		87,957.32	146,188.53	234,145.85	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016		1,235,682.23	3,509.56	1,239,191.79	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016		10,669.62	1,394.85	12,064.47	61-950-65-0000-8105-000-0000
	Bldg Corp Interest Fund-2017		186,753.76	463.62	187,217.38	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>1,840,938.02</u>	<u>151,556.56</u>	<u>1,992,494.58</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		9,422,223.94	0.00	9,422,223.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,621,016.93	0.00	14,621,016.93	61-950-00-0000-8231-000-0000
	Construction in Progress		1,956,198.98	0.00	1,956,198.98	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(1,493,265.71)	0.00	(1,493,265.71)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>26,350,625.14</u>	<u>0.00</u>	<u>26,350,625.14</u>	* Account Class
Liabilities						
	Bldg Corp Accounts Payable		(1,950,978.88)	0.00	(1,950,978.88)	61-950-00-0000-7421-000-0000
	Bldg Corp Premium on Bonds		(225,992.15)	0.00	(225,992.15)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017		(4,133,706.83)	0.00	(4,133,706.83)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(329,242.00)	0.00	(329,242.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(30,651,213.03)</u>	<u>0.00</u>	<u>(30,651,213.03)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal		1,585,822.32	0.00	1,585,822.32	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		873,827.55	(151,556.56)	722,270.99	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>2,459,649.87</u>	<u>(151,556.56)</u>	<u>2,308,093.31</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>20,700.00</u>	<u>20,700.00</u>	

Food Service Rev & Exp

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Windsor Charter Academy

Food Services Operations 31

Account Type I Revenue
Source of Revenue/Objec 1600 Food Services

Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
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Revenue

Food Services

	Food Service Revenue	267,872.56	367,185.00	99,312.44	72.95	
	Food Service Rev- Fed Reimbursement	46,133.90	0.00	(46,133.90)	0.00	
	Food Service Rev-Vending Machine	10,368.30	0.00	(10,368.30)	0.00	
1600	Food Services	<u>324,374.76</u>	<u>367,185.00</u>	<u>42,810.24</u>	<u>88.34</u>	** Source of Revenue/Object of Expenditure
I	Revenue	<u>324,374.76</u>	<u>367,185.00</u>	<u>42,810.24</u>	<u>88.34</u>	* Account Type

Expense

Salaries

	Food Serv Salaries	110,541.10	126,000.00	15,458.90	87.73	
0100	Salaries	<u>110,541.10</u>	<u>126,000.00</u>	<u>15,458.90</u>	<u>87.73</u>	** Source of Revenue/Object of Expenditure

Employee Benefits

	Food Serv EE Benefits Health/Dent/Vision	14,982.24	15,808.49	826.25	94.77	
	Food Serv Medicare Exp	1,569.35	1,895.20	325.85	82.81	
	Food Serv SUTA Exp	324.69	392.11	67.42	82.81	
	Food Serv PERA Exp	21,527.31	25,683.20	4,155.89	83.82	
0200	Employee Benefits	<u>38,403.59</u>	<u>43,779.00</u>	<u>5,375.41</u>	<u>87.72</u>	** Source of Revenue/Object of Expenditure

Supplies

	Food Serv Food Cost	122,314.12	155,300.00	32,985.88	78.76	
	Food Serv Uniforms	0.00	700.00	700.00	0.00	
	Food Serv Supplies	9,946.35	11,000.00	1,053.65	90.42	
	Food Serv Repairs & Maint	3,192.85	4,500.00	1,307.15	70.95	
	Food Serv transport	0.00	500.00	500.00	0.00	
	Food Serv Dues & Fees	215.85	0.00	(215.85)	0.00	
	Food Serv Small Equipment	6,245.98	10,200.00	3,954.02	61.24	
	Food Serv Prof Dev	1,138.23	3,000.00	1,861.77	37.94	
0600	Supplies	<u>143,053.38</u>	<u>185,200.00</u>	<u>42,146.62</u>	<u>77.24</u>	** Source of Revenue/Object of Expenditure
X	Expense	<u>291,998.07</u>	<u>354,979.00</u>	<u>62,980.93</u>	<u>82.26</u>	* Account Type
31	Food Services Operations	<u>(32,376.69)</u>	<u>(12,206.00)</u>	<u>20,170.69</u>	<u>265.25</u>	Special Reporting Element

Report Total: 32,376.69 12,206.00 (20,170.69) 265.25

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217954	Merry Makers LLC	9138	05/18/2018	5345	(365.00)	0.00	(365.00)
Void by FD on 5/18/2018							
21080	Ace Hardware WCA	24	05/01/2018	5361	220.79	0.00	220.79
217917	Air Experts Inc.	26	05/01/2018	5362	252.00	0.00	252.00
21527	Bacino Family Properties 1 LLC	24	05/01/2018	5363	12,000.00	0.00	12,000.00
217918	BELMONT, ANTHONY	26	05/01/2018	5364	100.00	0.00	100.00
21009	Brooms N More Inc	24	05/01/2018	5365	190.08	0.00	190.08
21012	CenturyLink	24	05/01/2018	5366	103.89	0.00	103.89
217736	Collins, Devin	26	05/01/2018	5367	1,000.00	0.00	1,000.00
21140	EON Office	24	05/01/2018	5368	733.60	0.00	733.60
21028	H E S Elevator Services Inc	26	05/01/2018	5369	2,325.00	0.00	2,325.00
21038	Lewan and Associates	26	05/01/2018	5370	399.00	0.00	399.00
21136	Supply Works	24	05/01/2018	5371	247.29	0.00	247.29
21189	Vocabulary Spelling City	24	05/01/2018	5372	928.80	0.00	928.80
21009	Brooms N More Inc	2	05/03/2018	5373	282.63	0.00	282.63
21686	COLAZIO, SARAHGENNIE	1	05/03/2018	5374	113.24	0.00	113.24
21015	Comcast Cable	2	05/03/2018	5375	977.71	0.00	977.71
21140	EON Office	2	05/03/2018	5376	9.63	0.00	9.63
21254	Gallegos Sanitation Inc	2	05/03/2018	5377	294.08	0.00	294.08
21038	Lewan and Associates	2	05/03/2018	5378	3,564.41	0.00	3,564.41
21092	Lincoln National Life Insurance	2	05/03/2018	5379	422.50	0.00	422.50
217599	Machol & Johannes, LLC	1	05/03/2018	5380	445.19	0.00	445.19
21498	Purchase Power Pitney Bowes	2	05/03/2018	5381	201.00	0.00	201.00
218024	Roo Jumps LLC	2	05/03/2018	5382	997.00	0.00	997.00
21150	School Outfitters	2	05/03/2018	5383	6,999.99	0.00	6,999.99
21093	Security Benefit	1	05/03/2018	5384	1,621.65	0.00	1,621.65
21136	Supply Works	2	05/03/2018	5385	944.67	0.00	944.67
217892	T-Mobile	2	05/03/2018	5386	84.78	0.00	84.78
217638	UNCC	2	05/03/2018	5387	7.25	0.00	7.25
21120	Weld RE-4 School District	2	05/03/2018	5388	336.45	0.00	336.45
21009	Brooms N More Inc	9	05/10/2018	5389	398.62	0.00	398.62
21610	ClearEcos	3	05/10/2018	5390	15.00	0.00	15.00
21312	Colorado Bureau of Investigation	9	05/10/2018	5391	118.50	0.00	118.50
21175	Counter Trade	9	05/10/2018	5392	1,363.35	0.00	1,363.35
217633	Diversified Underground Inc.	9	05/10/2018	5393	100.00	0.00	100.00
21183	Elite Awards and Trophies	9	05/10/2018	5394	42.00	0.00	42.00
21140	EON Office	9	05/10/2018	5395	305.75	0.00	305.75
21038	Lewan and Associates	9	05/10/2018	5396	643.63	0.00	643.63
21109	Mail N Copy	9	05/10/2018	5397	328.57	0.00	328.57
217792	Manweiler Hardware Inc.	9	05/10/2018	5398	102.50	0.00	102.50
21273	Meadow Gold - Greeley	9	05/10/2018	5399	1,593.81	0.00	1,593.81
21136	Supply Works	9	05/10/2018	5400	411.08	0.00	411.08
21078	Waste Management	2	05/10/2018	5401	414.80	0.00	414.80
21079	Wells Fargo Financial Leasing	9	05/10/2018	5402	3,026.41	0.00	3,026.41
21319	Elan	8	05/10/2018	5403	29,350.49	0.00	29,350.49
21245	Absolute Shredding	14	05/17/2018	5404	110.00	0.00	110.00
21353	Aims Community College	16	05/17/2018	5405	46,268.68	0.00	46,268.68
21564	Avid Center HQ	14	05/17/2018	5406	4,770.00	0.00	4,770.00
21009	Brooms N More Inc	14	05/17/2018	5407	293.89	0.00	293.89
21686	COLAZIO, SARAHGENNIE	14	05/17/2018	5408	70.74	0.00	70.74
21140	EON Office	14	05/17/2018	5409	12.30	0.00	12.30
217851	Independent Interpreters of Northern CO LLC	15	05/17/2018	5410	235.00	0.00	235.00
21038	Lewan and Associates	16	05/17/2018	5411	103.00	0.00	103.00
218035	Nicoletti-Flater Associates, PLLP	14	05/17/2018	5412	900.00	0.00	900.00
21656	Sanders, Sara	16	05/17/2018	5413	450.00	0.00	450.00
21061	Security and Sound Design Inc	14	05/17/2018	5414	180.00	0.00	180.00

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21136	Supply Works	15	05/17/2018	5415	434.51	0.00	434.51
21715	Titan Machinery	16	05/17/2018	5416	154.98	0.00	154.98
21072	Town of Windsor	14	05/17/2018	5417	1,855.82	0.00	1,855.82
21245	Absolute Shredding	23	05/29/2018	5418	110.00	0.00	110.00
21659	AED Everywhere Inc.	23	05/29/2018	5419	89.00	0.00	89.00
218044	AP Exam	22	05/29/2018	5420	140.00	0.00	140.00
21424	Book Concepts	23	05/29/2018	5421	1,640.65	0.00	1,640.65
21009	Brooms N More Inc	22	05/29/2018	5422	249.32	0.00	249.32
21012	CenturyLink	22	05/29/2018	5423	110.86	0.00	110.86
218049	Daniels, Kelsey	23	05/29/2018	5424	620.00	0.00	620.00
217633	Diversified Underground Inc.	22	05/29/2018	5425	10.00	0.00	10.00
217997	Frantz, Payton	22	05/29/2018	5426	250.00	0.00	250.00
217755	Great Minds	22	05/29/2018	5427	380.00	0.00	380.00
217689	Hawkins, Micki	23	05/29/2018	5428	971.98	0.00	971.98
218048	Hawkins, Ryan	23	05/29/2018	5429	1,000.00	0.00	1,000.00
218046	Jostes, Megan	22	05/29/2018	5430	310.00	0.00	310.00
21131	Knowledge Bound	22	05/29/2018	5431	173.72	0.00	173.72
21038	Lewan and Associates	22	05/29/2018	5432	789.96	0.00	789.96
218045	Schmidt, Serena	22	05/29/2018	5433	500.00	0.00	500.00
21681	Snappy Holdings LLC	22	05/29/2018	5434	13.80	0.00	13.80
218019	Wagner, Ricky	23	05/29/2018	5435	1,150.00	0.00	1,150.00
21259	cash	26	05/01/2018	9470	600.00	0.00	600.00
218016	Bumble Bee Parking Lot Striping	26	05/01/2018	9471	150.00	0.00	150.00
21706	Burts Logo Apparel	26	05/01/2018	9472	762.50	0.00	762.50
218017	Dramatic Publishing	26	05/01/2018	9473	15.15	0.00	15.15
21720	Early, David	24	05/01/2018	9474	875.00	0.00	875.00
217882	Ellingson, Kyle	20	05/01/2018	9475	30.00	0.00	30.00
21710	Hansen, Harold L	20	05/01/2018	9476	80.00	0.00	80.00
218009	Latchaw, Robert	20	05/01/2018	9477	100.00	0.00	100.00
21691	Watt, Michael	20	05/01/2018	9478	80.00	0.00	80.00
218025	Bailey, Darcie	2	05/03/2018	9479	13.50	0.00	13.50
218026	BERG, TAMIE	2	05/03/2018	9480	13.50	0.00	13.50
218027	Frantz, Lori	2	05/03/2018	9481	13.50	0.00	13.50
21710	Hansen, Harold L	2	05/03/2018	9482	80.00	0.00	80.00
218030	Streeb, Tara	2	05/03/2018	9483	22.50	0.00	22.50
218028	Thompson, Matthew	2	05/03/2018	9484	22.50	0.00	22.50
218029	Watt, Melissa	2	05/03/2018	9485	22.50	0.00	22.50
21691	Watt, Michael	2	05/03/2018	9486	80.00	0.00	80.00
218026	BERG, TAMIE	3	05/10/2018	9487	149.40	0.00	149.40
218016	Bumble Bee Parking Lot Striping	9	05/10/2018	9488	150.00	0.00	150.00
21616	Jostens	9	05/10/2018	9489	169.75	0.00	169.75
21460	Koperski, Robyn	3	05/10/2018	9490	31.99	0.00	31.99
21109	Mail N Copy	9	05/10/2018	9491	175.35	0.00	175.35
21382	Pioneer Press	9	05/10/2018	9492	53.00	0.00	53.00
21567	Reedesign Concepts, LLC	2	05/10/2018	9493	674.00	0.00	674.00
21319	Elan	8	05/10/2018	9494	6,238.21	0.00	6,238.21
217988	Downtown Aquarium	14	05/17/2018	9495	47.60	0.00	47.60
21183	Elite Awards and Trophies	16	05/17/2018	9496	58.00	0.00	58.00
21710	Hansen, Harold L	14	05/17/2018	9497	90.00	0.00	90.00
21616	Jostens	16	05/17/2018	9498	138.08	0.00	138.08
21269	JW Pepper	14	05/17/2018	9499	27.99	0.00	27.99
Void by FD on 6/13/2018							
21044	NASSP/NASC in U.S. funds	15	05/17/2018	9500	865.00	0.00	865.00
217995	Neff Company	14	05/17/2018	9501	96.76	0.00	96.76
21718	Robotics Education & Competition Foundation	16	05/17/2018	9502	250.00	0.00	250.00
21691	Watt, Michael	14	05/17/2018	9503	40.00	0.00	40.00

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21706	Burts Logo Apparel	23	05/29/2018	9504	513.90	0.00	513.90
21140	EON Office	22	05/29/2018	9505	14.47	0.00	14.47
21499	Mead, Mandy	22	05/29/2018	9506	50.00	0.00	50.00
218041	Mu Alpha Theta	23	05/29/2018	9507	135.00	0.00	135.00
21612	Robotmesh.com	23	05/29/2018	9508	1,148.32	0.00	1,148.32
218039	Rocky Mountain Chapter	23	05/29/2018	9509	700.00	0.00	700.00
218047	Uhrig, Andria	22	05/29/2018	9510	125.00	0.00	125.00
21120	Weld RE-4 School District	22	05/29/2018	9511	4,953.91	0.00	4,953.91
21319	Elan	8	05/08/2018	20004	100.00	0.00	100.00
21286	Voya Financial	4	05/31/2018	53118111	1,222.80	0.00	1,222.80
21088	American Fidelity	4	05/31/2018	53118222	198.60	0.00	198.60
21088	American Fidelity	4	05/31/2018	53118333	258.33	0.00	258.33
21459	CBIZ	4	05/31/2018	53118444	390.32	0.00	390.32
21459	CBIZ	4	05/31/2018	53118555	289,627.38	0.00	289,627.38
21459	CBIZ	4	05/31/2018	53118666	38,044.45	0.00	38,044.45
21084	PERA	4	05/31/2018	53118777	100,647.58	0.00	100,647.58
21233	TEXAS LIFE	4	05/31/2018	53118888	152.00	0.00	152.00
21286	Voya Financial	4	05/31/2018	53118999	1,500.00	0.00	1,500.00
217847	US Foods Inc.	4	05/02/2018	050218190	3,413.30	0.00	3,413.30
217847	US Foods Inc.	4	05/08/2018	050818190	145.86	0.00	145.86
217847	US Foods Inc.	4	05/09/2018	050918190	3,733.72	0.00	3,733.72
21331	Cigna Dental & Vision	4	05/14/2018	051418762	4,906.37	0.00	4,906.37
21156	Xcel Energy	2	05/14/2018	051418995	9,655.65	0.00	9,655.65
217847	US Foods Inc.	4	05/16/2018	051618190	2,662.89	0.00	2,662.89
21108	KSB Gov Finance-lease	4	05/21/2018	052118828	5,973.00	0.00	5,973.00
21085	Cigna Health	4	05/22/2018	052218068	66,892.38	0.00	66,892.38
217847	US Foods Inc.	4	05/23/2018	052318190	2,893.87	0.00	2,893.87
217847	US Foods Inc.	4	05/30/2018	053018190	3,185.07	0.00	3,185.07
21636	HSA Bank	4	05/31/2018	531181313	6,383.54	0.00	6,383.54
Report Total					\$699,843.84	\$0.00	\$699,843.84