

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### **March Regular Session**

March 25, 2021

**Elementary  
School**

*680 Academy Ct.  
Windsor, CO 80550*

**Middle  
School**

*810 Automation Dr.  
Windsor, CO 80550*

**Early  
College  
High School**

*810 Automation Dr.  
Windsor, CO 80550*

March 25, 2021  
Regular Session @ 6:00 p.m.

**Executive Board**

**John Feyen, President**  
**Sherry Bartmann, Vice President**  
**Donna James, Treasurer**  
**Kevin Albertsen, Secretary**  
**Elaine Hungenberg, Member**  
**Jenny Ojala, Member**  
**Jim Zacheis, Member**

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

**Agenda**

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

**VISION STATEMENT**

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

**MISSION STATEMENT**

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



## MINUTES TO BE APPROVED AT THE APRIL REGULAR SESSION

### Executive Board Minutes March 25, 2021

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

The meeting was called to order at 6:01 p.m.

##### 1.2 Roll Call

###### ***Executive Board Members Present***

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

###### ***Staff Present***

Kelly Seilbach, Director of Elementary Education  
SarahGennie Colazio, Director of Finance & HR

##### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

##### 1.5 Adoption of Agenda

The motion was made to approve the March 2021 Regular Session agenda by Sherry Bartmann and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

## **1.6 Adoption of the Minutes**

A motion to approve the minutes for the February 25, 2021 Regular Session was made by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

A motion to approve the minutes for the March 11, 2021 Special Session was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

## **2.0 Citizen Communication**

There were 4 parents that spoke during citizen communication at the Executive Board Regular Session. The following summarizes the topics that the parent stakeholders addressed:

- Tina Toman: Mrs. Toman reminded the Board that by filling open board positions short-term, it is easier for the Board to make quorum, necessary to govern.
- Sean Standridge: Mr. Standridge stated that when the Board fills the open board positions, it is beneficial to have a stakeholder fill the position through the election process, rather than through a longer-term Board appointment.
- Aaron Smith: Mr. Smith cautioned the Board in filling open positions through appointments, rather than through the election process.
- Caroline Mader: Mrs. Mader shared her past experience on the Board.

## **3.0 Reports**

### **3.1 Executive Director's Report** **System-Wide Work**

#### **Summer Institute**

WCA will be hosting its 7th annual Summer Institute from June 1st to June 4th. Summer Institute is an opportunity for teachers to take professional development courses at a minimal cost that can be used towards licensure renewal hours, horizontal advancement, and more importantly, learning and professional growth. WCA has a robust line up of offerings, including Culturally & Linguistically Diverse Education, incorporating AVID strategies into instruction, using technology in the classroom, and supporting the social and emotional well-

being of students. Each session will be facilitated by one of our very own teacher leaders, instructional coaches, counselors or administrators. Registration opened on February 23rd for internal participants and will open to other schools in northern Colorado on March 15th.

### **Board Elections**

The next round of Executive Board elections is underway! The Election Committee has reconvened and they are well on their way to planning for this year's election cycle.

### **Sora Reading App**

In cooperation with Clearview Library District and Overdrive, our Sora online reading platform is almost ready to be launched! Sora books will be available to teachers and students who have a WCA email address. Weld RE-4 recently rolled out this program to their district. More to come on this exciting opportunity for our community!

### **Traffic Delineators**

The Facilities Management Department and Security Department worked to install delineators for our entrance and exit at the middle and high school in an effort to provide a cleaner and clear demarcation of lanes and access for stakeholder traffic.

## ***Elementary School***

### **Literacy Adoption Committee**

A committee of 15 teachers and administrators are in the process of reviewing literacy curricula for adoption in the 2022-23 school year. The following curricula are being reviewed: Core Knowledge Language Arts, Houghton Mifflin Into Reading, McGraw Hill Wonders, McGraw Hill Open Court and Collaborative Literacy. The committee will make their final recommendation to the Education Committee in the fall of 2021.

### **End of 3rd Quarter in Person Learning Celebration**

The elementary school staff celebrated the end of 3rd quarter in-person learning by thanking our students and staff for being so "Dino-mite!" The elementary school was visited by 4 dancing dinosaurs who greeted students and families during drop-off and pick-up.

## ***Middle School***

### **Literacy Adoption Committee**

A committee of 5 teachers and administrators are in the process of reviewing literacy curricula for adoption in the 2022-23 school year. The following curricula are being reviewed: Houghton Mifflin Into Literature, McGraw Hill StudySync and Savvas myPerspectives. The committee will make their final recommendation to the Education Committee in the fall of 2021.

### **Celebrating 4th Quarter in Person Learning**

The middle school staff celebrated the end of 3rd quarter and beginning 4th quarter with 5-day in-person learning with a Firebird Spirit Day. Students and staff members had the opportunity to show their Windsor Charter Academy pride by wearing spirit wear, green, and blue.

### **Success in Supporting Students**

The middle school met its goal for students earning As, Bs, and Cs in all their classes for 3rd quarter. The staff worked hard to support students mastering content, holding students accountable for their learning and helping students persevere. Teachers met with students on Wednesdays, after school, and strategically during WIN/advisory time.

### **Spirit Week and Firebird Strong Day**

The middle school students who form the advisory council have a great spirit week planned including a bracket competition, penny-war fundraiser, spirit week and the finale “Firebird Strong Day” focused on the importance of having grit.

## **High School**

### **Literacy Adoption Committee**

A committee of 4 teachers and administrators are in the process of reviewing literacy curricula for adoption in the 2022-23 school year. The following curricula are being reviewed: Houghton Mifflin Into Literature, McGraw Hill StudySync and Savvas myPerspectives. The committee will make their final recommendation to the Education Committee in the fall of 2021.

### **Athletics**

WCA’s high school athletics “season B” is wrapping up! The boys JV and varsity basketball teams made it to the FRCAA finals! As the county restrictions lightened, during the last few weeks of the season, WCA was also able to adapt our procedures with spectators, increasing the opportunity to have more fans that included students. “Season C” of sports with girls’ volleyball and boys’ soccer has now begun.

## **Executive Board Calendar**

<b>CALENDAR PREVIEW OF THE MONTH AHEAD</b>			
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
April 12th	3:45 p.m.	Student & School Safety Committee	Zoom
April 15th	3:30 p.m.	Finance Committee	Zoom
April 15th	7:00 p.m.	District Board Meeting	District Building
April 25th	6:00 p.m.	Executive Board Meeting	HS Commons

## **3.2 Executive Board Reports**

## **4.0 Items for Information**

## 4.1 Executive Board Vacancies

## 5.0 Items for Action

### 5.1 Executive Board Appointments

A motion was made to appoint Carolyn Mader to fill the position of former Board member Kevin Albertsen by Sherry Bartmann and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

### 5.2 2021-2022 Operational Budget, First Read

A motion was made to approve 2021-2022 budget on first read by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, abstain; Feyen, aye. The motion passed.

### 5.3 Policy BDFA Finance Committee, First Read

A motion was made to approve Policy BDFA Finance Committee on first read by Donna James and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, abstain; Feyen, aye. The motion passed.

### 5.4 Bylaw Revisions

A motion was made to table 5.4 Bylaw Revisions by Elaine Hungenberg and seconded by Donna James. Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

## 6.0 Consent Agenda

### 6.1 Personnel

#### 6.1.A Appointments

- 6.1.A.1 Winston Montano, Technology Assistant
- 6.1.A.2 Nancy Rutherford, Certified Substitute Teacher
- 6.1.A.3 Landon Smith, HS Assistant Soccer Coach

#### 6.1.B Terminations

- 6.1.B.1 Donovan Rants, Technology Assistant
- 6.1.B.2 Brecklyn Yackey, Paraprofessional

### 6.2 First Read Policies

- 6.2.A Policy IKF Graduation Requirements
- 6.2.B Policy JLF-R Reporting Child Abuse/Child Protection—Regulation

### 6.3 Second Read Policies

- 6.3.A Policy AC-E-2 Non-Discrimination/Equal Opportunity Complaint Form
- 6.3.B Policy GBI Criminal History Record Information
- 6.3.C Policy GCE/GCF-R Professional Staff Recruiting/Hiring
- 6.3.D Policy GDE/GDF-R Support Staff Recruiting/Hiring
- 6.3.E Policy GCIE Professional Development
- 6.3.F Policy CBI-R Evaluation of Executive Director—Regulation

## **6.4 Financials**

- 6.4.A February Financials

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Policy GCBA New Teacher Salary Placement was taken out of the Consent Agenda and added as item 8.1.

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

## **7.0 Executive Board-Pulled Consent Agenda Items**

## **8.0 Membership-Pulled Consent Agenda Items**

### **8.1 Policy GCBA New Teacher Salary Placement**

A motion to approve Policy GCBA New Teacher Salary Placement with revisions, striking the paragraph about teachers who have previously taught at WCA by the Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James (not present), aye; Mader; abstain; Feyen, aye. The motion passed.

## **9.0 Executive Session**

There was an Executive Session at the March 2021 Executive Board meeting. Sherry Bartmann made a motion to go into Executive Session based on the following citation:

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



Elaine Hungenberg seconded the motion. The Executive Board entered Executive Session at 11:05 p.m. and exited Executive Session at 11:35 p.m.

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

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

## 10.0 Adjournment

A motion to adjourn the March 25, 20221 Regular Session was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 11:48 p.m.



# Appendix



## 1.0 February 2021 Executive Board Regular Session Minutes

### 1.1 Call to Order

The meeting was called to order at 6:00 p.m.

### 1.2 Roll Call

#### ***Executive Board Members Present***

John Feyen, Executive Board President  
Sherry Bartmann, Executive Board Vice-President  
Donna James, Executive Board Treasurer  
Kevin Albertsen, Executive Board Secretary  
Elaine Hungenberg, Executive Board Member  
Jim Zacheis, Executive Board Member

#### ***Staff Present***

Rebecca Teeples, Executive Director

### 1.3 Pledge of Allegiance

### 1.4 Mission Statement

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

### 1.5 Adoption of Agenda

A motion was made to amend the February 25, 2021 Regular Session agenda with the following changes:

- Pulling 6.4 Financials from the Consent Agenda, and adding 5.4 Financials to Items for Action
- Adding 5.5 Athletic Fees to Items for Action

The motion was made by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, nay; Zacheis, aye; Feyen, nay. The motion passed.

The motion was made to approve the amended agenda by Jim Zacheis and seconded by Elaine Hungenberg. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

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### **1.6 Adoption of the Minutes**

A motion to amend the minutes for the January 28, 2021 Regular Session to include an amended change to the Citizen Communication summary was made by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, nay; Zacheis, nay; Feyen, nay. The motion did not pass.

The minutes were approved in its original summary form.

## **2.0 Citizen Communication**

There were 2 parent that spoke during citizen communication at the Executive Board Regular Session. Wayne Plechaty spoke to the Board, sharing his concerns around leadership accountability at the middle school. Tina Toman shared her disappointment around raising athletic fees and encouraged the Board to reach out to the high school administration to understand why athletic fees have increased.

## **3.0 Reports**

### **3.1 Executive Director's Report** **System-Wide Work**

#### **Innovation Station Grant Award**

Elementary School Innovation Lab teacher, Angie Shaler, was awarded an Innovation Station Grant from OtterCares for the amount of \$3200. Angie will use the funds from the Innovation Station grant to inspire our students to create "Innovation Inspiration" videos, where students share their stories of innovation, kindness (empathy), generosity (philanthropy), and a growth

mindset. The purpose of these videos is to provide opportunities for students to share with the school and the wider community the innovative ideas that will help to inspire other students to think outside of the box and to be creative.

### **Athletics Streaming**

Six high school students interested in learning more about video streaming and production applied and were hired to live video stream the middle school volleyball and high school basketball games. Students completed training with our Technology Manager, Michael Unruh, on how to operate the equipment and provide a quality streaming service. We have had 2,117 views of the middle and high school games to date, and feedback has been extremely positive! Streaming will continue for all indoor sports through the spring.

### **Facilities Maintenance**

The Facilities Department worked with the Security Department to install a new crosswalk at our parking lot on Logistics and Diamond Valley for pick up and drop off. Additionally, the Departments are working together to ensure safety at our exits at our middle and high school. Traffic delineators have been ordered for exits to provide a clean, clear demarcation of lanes and discourage drivers from entering the wrong way.

## ***Elementary School***

### **Literacy Curriculum Adoption for 2021-2022**

The elementary school will be adopting a new literacy curriculum for the 2021-2022 school year. Elementary leadership identified literacy curricula that meets the criteria for the ELAT Grant and is on the approved curriculum list identified by the Colorado Department of Education. The committee will begin meeting late February. The following curricula will be reviewed: Core Knowledge Language Arts (CKLA), Houghton Mifflin Into Reading, McGraw Hill Wonders 2020, McGraw Hill Open Court and Collaborative Literacy.

## ***Middle School***

### **Literacy Curriculum Adoption for 2021-2022**

The middle school will be adopting a new literacy curriculum for the 2021-2022 school year. Teachers will begin reviewing resources in late February. The following curricula will be reviewed: McGraw Hill StudySync, Savvas myPerspectives, and Houghton Mifflin Harcourt- Into Literature.

### **Sources of Strength**

The middle school Sources of Strength team has begun to plan several campaigns for the spring semester. The team has been able to add 6<sup>th</sup> graders to the group during their first meeting of the semester.

### **Athletics**

Middle school volleyball had a successful season. The "A- team" competed in the playoffs. The "B-team" went undefeated for the season. Boys' basketball will begin towards the end of February.

## **High School**

### **Literacy Curriculum Adoption for 2021-2022**

The high school will be adopting a new literacy curriculum for the 2021-2022 school year. Teachers will begin reviewing resources in late February. The following curricula will be reviewed: McGraw Hill StudySync, Savvas myPerspectives, and Houghton Mifflin Harcourt- Into Literature.

### **Course Registration for 2021-2022**

The high school has completed the registration process for next year. Leadership is now focused on staffing and building the master schedule.

### **February Professional Development**

All high school staff participated in a professional development day. We focused on the following priorities: Habits of Mind (new character education program), focused note-taking, and inquiry strategies.

### **Athletics**

Our high school basketball season is off to an excellent start! We have been able to schedule several games and feel fortunate that we have been able to allow parents to watch. Our cheerleaders have provided much needed encouragement and entertainment at halftime. We have also hired several student videographers to work at each game to provide a live stream on YouTube. A final highlight is that Cooper, one of our 6th graders, has been the DJ for many of the games!

### **Contact Tracing Program**

Two bright juniors, Tripp and Brendon, have created a program that schools can use for contact tracing for positive COVID cases. This is an innovative project that they have started on their own and we are very excited to support this passion project.

### **Math Tutoring Program**

Despite not being able to meet in person, our math tutoring program is going strong this year. The high school has over 30 students participating in this amazing program where our high school students are matched up with elementary or middle school students to help them with their math. These students have been trained on how to host Zoom sessions and are doing the tutoring sessions fully online.

### **Semester 1 Honor Roll**

186 of our high school students made honor roll during first semester. Although we could not do an honor roll assembly we did deliver certificates to each of the classrooms to acknowledge their hard work!

### **Vex Robotics**

Last weekend, WCA's VEX Robotics teams were excited to be able to compete in their first live event on our campus! The 80550Y team won their skills-only event and qualified for the state competition! WCA hosted a skills-only event where teams were allowed on the field to complete up to 6 skill runs - 3 driver runs and

3 programmed runs. Team 80550Y won the event and team 80550X came in second place. Team 80550Z, WCA's freshman team, was able to compete after there were two team cancelations. Team 80550Z finished their robot in less than a week. It was a great accomplishment! All student competitors enjoyed the event, especially since this season has been unpredictable. The ability to compete live and in-person was a wonderful experience for WCA teams and their competitors! All WCA teams will now be preparing for their next events. In April, the VEX state competition may be an in-person event, depending on COVID-19 restrictions at the time. The VEX Worlds Competition will be a remote event and in order to participate, each team will have to compete in two remote events.

### **Executive Board Calendar**

<b>CALENDAR PREVIEW OF THE MONTH AHEAD</b>			
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
March 15 <sup>th</sup>	7:00 p.m.	District Board Meeting	District Building
March 18 <sup>th</sup>	3:30 p.m.	Finance Committee	Zoom

### **3.2 Executive Board Reports**

#### **4.0 Items for Information**

#### **4.2 Executive Board Communication Process**

#### **4.3 Athletic Fees**

#### **4.4 Meeting Process Changes**

### **8.0 Items for Action**

#### **8.1 Executive Board Election Committee Liaison**

John Feyen appointed Sherry Bartmann as the Election Committee liaison.

#### **8.2 Revision of Policy CBI-R Evaluation of Executive Director—Regulation**

A motion was made to approve Policy CBI-R Evaluation of Executive Director—Regulation on first read as amended by Elaine Hungenberg and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. Note: Jim Zacheis was absent for the remainder of the meeting.

#### **8.3 Bylaw Revisions**

A motion was made to approve the recommended revisions to Sections 1, 2 and 5 of the Bylaws by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

#### **8.4 Financials**

A motion was made to approve the January 2021 financials and the 990 form by Elaine Hungenberg and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

#### **8.5 Athletic Fees**

A motion was made to table 5.5 Athletic Fees until a Special Session on March 11th by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

### **9.0 Consent Agenda**

#### **6.1 Personnel**

##### **Appointments**

- 6.1.1** Sharon Albertsen: Substitute Teacher
- 6.1.2** Chris Auten: HS Boys Basketball Assistant Coach
- 6.1.3** Jill Dodson: Substitute Teacher
- 6.1.4** Landon Smith: HS Boys Soccer Assistant Coach
- 6.1.5** Susan Triplett: HS Assistant Cheer Coach

#### **6.2 First Read Policies**

- 6.2.1** Revision of Policy AC-E-2 Non-Discrimination/Equal Opportunity Complaint Form
- 6.2.2** New Policy GBI Criminal History Record Information
- 6.2.3** Revision of Policy GCBA Allowance for Experience Credit on Salary Schedule
- 6.2.4** Revision of Policy GCE/GCF-R Professional Staff Recruiting/Hiring
- 6.2.5** Revision of Policy GDE/GDF-R Support Staff Recruiting/Hiring
- 6.2.6** Revision of Policy GCIE Professional Development, First Read

#### **6.3 Second Read Policies**

- 6.3.1** Revision of Policy AC-R-2 Title IX Sexual Harassment Grievance Process
- 6.3.2** Revision of Policy BBA Executive Board Powers and Responsibilities
- 6.3.3** Deletion of Policy BBAA Duties of the Executive Board
- 6.3.4** Deletion of Policy BBAB General Powers
- 6.3.5** Deletion of Policy BBAC State of Emergency
- 6.3.6** Deletion of Policy BBAD Emergency Actions
- 6.3.7** Revision of Policy BBB Executive Board Membership
- 6.3.8** Deletion of Policy BBBG Elections
- 6.3.9** Revision of Policy BEDH Citizen Participation
- 6.3.10** Deletion of Policy CBC Executive Sessions



**6.3.11** Revision of Policy GBAA Sexual Harassment

**6.3.12** Revision of Policy GBEB Staff Conduct and Responsibilities

**6.3.13** Revision of Policy JBB Sexual Harassment

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

Kevin Albertsen shared with the Board that he was taking a leave of absence as a board member.

## **7.0 Executive Session**

There was no Executive Session at the February 2021 Executive Board meeting.

## **8.0 Adjournment**

A motion to adjourn the February 25, 20221 Regular Session was made by Sherry Bartmann and seconded Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously. The motion passed unanimously. The meeting adjourned at 10:46 p.m.



## 2.0 March 2021 Executive Board Special Session Minutes

### Executive Board Minutes March 11, 2021

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

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

##### 1.2 Roll Call

###### ***Executive Board Members Present***

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

###### ***Staff Present***

Rebecca Teeples, Executive Director  
SarahGennie Colazio, Director of Finance  
Lauren Miller, Business Manager  
Lindsay Yost, HS Athletic Director

##### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

## 1.5 Adoption of Agenda

The motion was made to approve the March Special Session agenda by Donna James and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously.

## 1.6 Adoption of the Minutes

A motion to approve the minutes for the February 25, 2021 Regular Session was made by Donna James. No other second occurred.

## 2.0 Citizen Communication

The meeting was well-attended by parents. There were 14 parents that spoke during citizen communication at the Executive Board Regular Session. The following parents spoke on athletics and fees:

- Carolyn Mader: Fees have an impact on family budgets. This can create a burden when families have multiple children playing multiple sports. There are always additional athletic costs that occur that impact family budgets such as team meals, team shirts, etc.
- Annie Hennen: The Board should strive to find a more moderate way to support athletic programs. Fundraising opportunities could support athletic needs.
- David Foltz: Athletes learn critical life skills. There should be a maximum spending per family that includes athletic fees and gate fees.
- Heather Anderson: Increased fees support growing programs. The prior approved fees are competitive with surrounding schools. Other schools have foundations to support the needs of athletic programs.
- Betsy Hart: Gate fees are needed to support athletic programs.
- Tara Smith: The message of increased athletic and gate fees differs from the message shared of having a healthy operational budget. Parents would like to understand why gate fees must occur and what our priorities are.
- Brett Brown: It is important to ensure that the growth and refinement of athletic programs occur. Families are responsible for supporting their family needs through athletic fees rather than funding from the operational budget that comes from enrollment from the entire WCA community. WCA needs to invest in quality programs.
- Serena Schmidt: As a 3A school, programs grow and costs rise with the growth. Fees offer opportunities for skill growth. Through athletic refinement, a well-rounded experiences will be available for students.
- Richard Werner: The Board should be diligent in its commitment to strong communications with its parents. Listening to parents and their concerns is an important responsibility.
- Jami Jaques: A reasonable sports fee is important. A cap should be considered; as the Board analyzes the impact on the budget, they should analyze the impact fees have on families. The current adopted fees would have an impact on their family of \$1680 for their family to attend games as a family.

- Tina Toman: All parents are in favor of athletics. There are creative ways to raise needed money. There should be equal opportunities for all students across programs and subject areas.
- Keith Dellapina: CHSAA is an organization that supports more than athletics, but also other activities. Athletic programs are expensive; needed investments in these programs yield priceless experiences for students. Booster programs could help offset costs. Athletics is branding; it is traveling marketing.
- Tabatha McClure: Athletic fees and gate fees for families have spanned time; they have been around for decades. Athletics is visible. There should be a focus on building programs of excellence, while addressing the concerns and needs of families and expensive programs.
- Kami Anderson: WCA draws families to their schools because of the variety of programs that are offered. There is a need for revenue that comes from fees to support these programs. Transportation is an issue and should be a priority. WCA should focus on creative fundraising to support programs and could help lower gate fees.

### **3.0 Items for Action**

#### **3.1 Athletic Fees**

A motion was made to approve high school athletic fees for the 2021-2022 school year at \$125 with a cap of \$2 sports and gate fees waived for WCA families by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, nay; Feyen, aye. The motion passed.

### **4.0 Executive Session**

There was no Executive Session at the March 2021 Special Session Executive Board meeting.

### **5.0 Adjournment**

A motion to adjourn the March 11, 2021 Special Session was made by John Feyen and seconded Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 9:55 p.m.



**3.0 First Read Policies**

**Windsor**   
**CHARTER ACADEMY**  
GROWING LIFE-LONG LEARNERS  
**FINANCE COMMITTEE**

The Finance Committee is commissioned by and responsible to the Executive Board of Windsor Charter Academy for the purpose of assisting, advising and making recommendations to the **Executive** Board with respect to its short-term and long-term financial and budget goals for the Windsor Charter Academy. It has the responsibility for working with the Executive Director and the Finance Director to create the upcoming fiscal year budget, present the budget recommendations to the **Executive** Board, and monitor the implementation of the approved budget on a consistent basis. It has a vested interest in ensuring that the Windsor Charter Academy is operated in an efficient, effective, orderly and fiscally-prudent manner.

The Finance Committee will consist of no more than seven members. Said Finance Committee shall serve in an advisory capacity only, whose purpose shall be to assist, advise, and make recommendations to the **Executive** Board on a periodic basis with respect to the **Windsor Charter** Academy's short-term and long-term financial and budget goals, and for any other purpose that shall from time to time be adopted by the **Executive** Board.

The Finance Committee shall be comprised of the Executive Director, the Academy's Finance Director **of Finance & HR**, the **Executive Board** Treasurer of the Board, and up to four **additional members that may include an additional Executive Board member**, parents of the Academy Membership, or community-at-large members appointed by the **Executive** Board Treasurer. Committee members shall continue to hold their respective offices until their qualified successors have been appointed. All Finance Committee members shall have a strong background in accounting and finance.

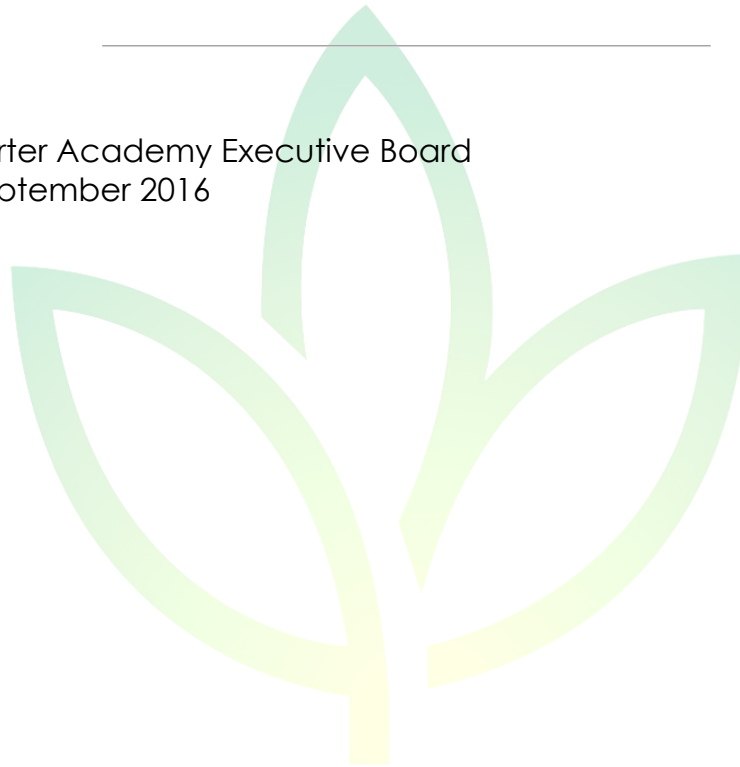
The duties of the Finance Committee shall include, but not be limited to, advising, counseling, assisting, and making recommendations to the Board on the following matters or any other matters that the Board may from time to time adopt or charge:

# Policy BDFA

1. Budget and fiscal advice and forecasting for implementation of Academy's budget.
2. Review various funding mechanisms, including state and federal aid and grants and alternative, private or innovative funding opportunities.
3. Recommend criteria for fiscal accountability.
4. Review and advise on impact of state legislation affecting the financial health of the Academy.
5. Work with the Board and Facilities Committee to propose a 5-year capital plan.

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Windsor Charter Academy Executive Board  
Adopted: September 2016  
April 2021



**Windsor**   
**CHARTER ACADEMY**  
GROWING LIFE-LONG LEARNERS  
**GRADUATION REQUIREMENTS**

Windsor Charter Academy Executive Board establishes the following graduation requirements for Windsor Charter Academy. These requirements are formed to meet the many demands of a literate society. These requirements are established after consideration of many factors. Some of the contributing factors are:

- Providing students with the necessary preparation and credits to enter a post-secondary institution and fulfilling the requirements that these institutions may have relative to admissions requirements.
- Meeting K-12 educational standards as measured by state accreditation mandates.

**Minimum Units of Credit Needed to Graduate**

All students must complete the necessary credit requirements outlined in the graduation requirements below to participate in the graduation ceremony.

**Courses taken outside of the district will be evaluated to determine if credit will be granted. Any exception should align with the student's official Individual Career and Academic Plan (ICAP).** Credits shall be granted for grades of D and above. The exception to this requirement shall be "social graduations" for certain students with disabilities. Foreign exchange students are not eligible for an authorized diploma from Windsor Charter Academy.

To be awarded a diploma, a student enrolled at Windsor Charter Academy Early College High School must earn a minimum of 26 credits that include the following:

- Math—3 credits
- English—4 credits
- History/Social Sciences—3.5 credits
- Science—3.0 credits
- Physical Education/Health—1.0 credits
- ICAP—2.0 credits
- Electives—9.5 credits



A diploma shall consist of the minimum requirements necessary to graduate from Windsor Charter Academy. Any exception to these requirements must be approved by the student's counselor, the principal, the Executive Director and should align with a student's individual career and academic plan.

## College and Career-Prepared Demonstration of Competency Needed to Graduate

Additionally, beginning with the class of 2021, all students in Colorado must meet additional minimum requirements to graduate from high school and demonstrate college and career readiness. To graduate, students must obtain one passing score in English and one passing score in math from one of the options below.

**NOTE: In July 2020, the State Board of Education voted to provide flexibility for graduation requirements for the Class of 2021. The requirements that include passing proficiency scores below will be delayed but plan to be implemented with the Class of 2022.**

English* Minimum Scores	Math* Minimum Scores
470 on Evidence-Based Reading and Writing on SAT	500 on Math for SAT
18 on English for ACT	19 on Math for ACT
<del>70 on Sentence Skills or 62 on Reading Comprehension Classic Accuplacer</del>	<del>61 on Elementary Algebra Classic Accuplacer</del>
241 on Reading Comprehension OR 236 on Writing Next Generation Accuplacer	255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS) Next Generation Accuplacer
C or higher on Dual Credit Course for ENG 1212 Level or Above	C or higher for <del>Concurrent Enrollment</del> <b>Dual Credit</b> Course at the MAT 1201 <del>College Algebra</del> Level or Above
2 on Language and Composition or Literature and Composition for Advanced Placement	2 on AP Statistics, AP Calculus AB or AP Calculus BC
Bronze level (3) on ACT Work Keys Graphic Literacy and Workplace Documents	Bronze level (3) on Math for ACT Work Keys Applied Mathematics

31 on the AFQT for ASVAB	31 on Math on the AFQT for ASVAB
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## College Preparation

If students wish to pursue admission to a four-year college or university, higher scores than the minimum to graduate may be a component of admission to institutes of higher education. The requirements of admission at any college or university being considered should be researched for specifics. Recommended scores are below.

- College Readiness Benchmarks on SAT
  - 480 in Evidence-Based Reading and Writing
  - 530 in Math
- College Readiness Benchmarks on ACT
  - 18 in English
  - 22 in Math
- College Readiness Cut Scores for Accuplacer
  - 80 in Reading Comprehension
  - 95 in Sentence Skills
  - 85 in Elementary Algebra
- Advanced Placement Scores for College Credit
  - 3 or Higher
- AVAB
  - 50 in AFQT

## Students on Individualized Education Plans

~~For students eligible for special education and who have an active Individualized Education Plan (IEP), the IEP may be used to outline and provide for appropriate course substitutions to supplant or replace current graduation requirements with alternate course options. These course alternatives must directly align with the student's IEP and documented postsecondary goals and must be approved by both the school principal and the Executive Director.~~

Students whose IEP may supplant required graduation requirements may still earn a diploma if they are able to demonstrate minimum competency measures by meeting one or more of the assessment thresholds listed above. Students requiring curricular modifications may earn a diploma if able to demonstrate minimum proficiencies outlined by this policy and/or the Colorado Department of Education.

Special Education students who are eligible to participate in social graduations are those who:

- Have a current Individualized Education Plan (IEP).
- Have a commensurate number of credits (currently 26) required by the Windsor Charter Academy Executive Board for graduation (These need NOT be the same required courses needed for a diploma).
- After obtaining their 26 credits, will continue to receive special education services in the district's 18-21 Windsor Exceptional Students Transitioning (WEST) program and have district transition related goals necessary to obtain the postsecondary goals outlined in the IEP.
- Are ready and need community based part-time transition focused special education services.

Those students who are NOT eligible for social graduation are those who:

- Have less than 26 total credits.
- Are younger than 17 years of age as of September 1st of the active school year.
- Have 26 credits but whose needs require continuation at the high school instead of a part-time community-based setting in order to receive Free Appropriate Education (FAPE).

Special education students participating in a social graduation shall receive a certificate of transition at the commencement ceremony in lieu of a diploma or certificate of completion. Once a student is no longer eligible to receive special education services (e.g., the student has reached the age of twenty-one), the student shall be issued either a diploma if the district diploma requirements as outlined above have been met or a certificate of completion if the district diploma requirements have not been met.

Students are encouraged to begin planning during their high school years so they will be adequately prepared for postsecondary opportunities upon graduation. The Colorado Commission on Higher Education (CCHE) is required to provide information about postsecondary education opportunities including admission requirements for institutions of higher education in Colorado to the parents/guardians of eighth grade students. Prior to a student's enrollment in ninth grade courses, Windsor Charter Academy will make information available to the parents/guardians of eighth grade students concerning the courses the Windsor Charter Academy offers that meet the CCHE admission requirements.

Adopted: December 2016

December 2017

April 2018

November 2018

May 2019

June 2020

**April 2021**





**REPORTING CHILD ABUSE / CHILD PROTECTION—REGULATION**

**1. Definition of Abuse or Neglect**

Child abuse or neglect is defined in law as “an act or omission which seriously threatens the health or welfare of a child.” Specifically, this refers to:

- a. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at a variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- b. Any case in which a child is subject to unlawful sexual behavior as defined in state law.
- c. Any case in which a child is in need of services because the child's parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
- d. Any case in which a child is subjected to emotional abuse which means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development.
- e. Any case in which, in the presence of a child, or on the premises where a child is found, or where a child resides, a controlled substance, as defined in Colo. Rev. Stat. §18-18-102(5), is manufactured or attempted to be manufactured.
- f. Any act or omission described as neglect in state law as follows:
  - i. A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
  - ii. The child lacks proper parental care through the action or

- omissions of the parent, guardian or legal custodian.
- iii. The child's environment is injurious to his or her welfare.
  - iv. A parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being.
  - v. The child is homeless, without proper care or not domiciled with his or her parent, guardian or legal custodian through no fault of such parent, guardian or legal custodian.
  - vi. The child has run away from home or is otherwise beyond the control of his or her parent, guardian or legal custodian.
  - vii. A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

## **2. Reporting Requirements**

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact to the appropriate department of social services, local law enforcement agency or through the statewide child abuse reporting hotline system. The employee must follow any oral report with a written report sent to the appropriate agency.

In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

If a child is in immediate danger, the employee should call 911. "Immediate" refers to abuse that occurs in the employee's presence or has just occurred. The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original



concern.

### 3. Contents of the Report

The following information should be included to the extent possible in the initial report:

- a. Name, age, address, sex and race of the child.
- b. Name and address of the child's parents, guardians and/or persons with whom the student lives.
- c. Name and address of the person, if known, believed responsible for the suspected abuse or neglect.
- d. The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings—all with dates as appropriate.
- e. The family composition, if known.
- f. Any action taken by the person making the report.
- g. Any other information that might be helpful in establishing the cause of the injuries or the condition observed. It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the school official or employee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:
  - i. School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.
  - ii. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
  - iii. All efforts must be made to avoid duplicate or numerous interviews of the victim.

### 4. After Filling Reports

After the report is made to the agency, charter schools, and school staff members will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further

incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not engage in the following activities:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- c. Convey messages between the agency and the parents/guardian.

Authorized school personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

## **5. Guidelines for Consideration**

- a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with their school leader. If the school leader is not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another school official or employee will not absolve the school official or employee of the responsibility for reporting child abuse.

- b. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise a court order must be obtained to legally withhold a child from his or her parent or guardian.



Legal References

C.R.S 18-3-412.5 (1)(b) (definition on unlawful sexual behavior)





**4.0 Second Read Policies**



**NON-DISCRIMINATION / EQUAL OPPORTUNITY  
Complaint Form**

Directions: Please complete all sections of this form, sign affirming your statements, and submit to the Title IX Coordinator. For student allegations, submit form to Mia Dellanini at [mia.dellanini@windsorcharteracademy.org](mailto:mia.dellanini@windsorcharteracademy.org). For staff allegations, submit form to SarahGennie Colazio at [sarahgennie.colazio@windsorcharteracademy.org](mailto:sarahgennie.colazio@windsorcharteracademy.org). You may also drop the form off at the Windsor Charter Academy Office at 810 Automation Dr., Windsor CO 80550.

Date: \_\_\_\_\_  
Name of complainant: \_\_\_\_\_  
School: \_\_\_\_\_  
Complainant email: \_\_\_\_\_  
Complainant phone: \_\_\_\_\_  
Complainant mailing address: \_\_\_\_\_  
Name of Student/Staff experienced alleged harassment: \_\_\_\_\_  
\_\_\_\_\_

TITLE IX COMPLAINT

Accused name: \_\_\_\_\_  
Date of alleged incident: \_\_\_\_\_  
Type of Title IX offense:  
Dating Violence \_\_\_ Gender Discrimination \_\_\_ Gender Inequality \_\_\_  
Rape \_\_\_ Sexual Harassment \_\_\_ Sexual Misconduct \_\_\_ Repeated Sexual  
Comments \_\_\_ Quid pro Quo \_\_\_ Other (Describe) \_\_\_\_\_

Have you brought this matter to the attention of any other person, such as staff at your school, police, or social services? If so, indicate below whom you discussed this matter with?

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Are there witnesses to the incident? If so, please list the information below?

Witness #1 \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Information

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Witness #2 \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Information

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Witness #3 \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Information

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Please explain your Title IX complaint. Describe what happened. Who was involved? When did this happen? Where did it occur? Is there evidence? (If so, attach any evidence that you may have.) Provide as much information as possible in the section below.

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DISCRIMINATION COMPLAINT

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Accused name: \_\_\_\_\_

Date of alleged incident: \_\_\_\_\_

Are there witnesses to the incident? If so, please list the information below?

Witness #1 \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Information

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Witness #2 \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Information

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Witness #3 \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Information

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Have you brought this matter to the attention of any other person, such as staff at your school, police, or social services? If so, indicate below whom you discussed this matter with?

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By checking this box, I am indicating that I wish for this matter to be investigated. As part of an investigation, I understand that the identity of the Complainant and the details of this Complaint will be shared with the person accused.

You may also submit this form without checking this box. The Title IX Coordinator will contact you to discuss your options.

I affirm the information above is true.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person receiving complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Windsor Charter Academy Executive Board  
September 2020  
March 2021





## **EVALUATION OF EXECUTIVE DIRECTOR—REGULATION**

The Executive Board shall serve as the evaluator for the Executive Director. The Executive Director's performance shall be reviewed annually, with a mid-year review to guide progress.

### **Prior to the Evaluation**

The Board President and the senior Executive Board liaison to the School Accountability Committee will serve as the Executive Director Evaluation Committee. The Committee members and the Executive Director shall review the professional standards that are the framework for the work of an Executive Director. During this preliminary meeting, the Executive Director will share his/her professional goals for the year after reflecting on progress on the professional standards. The evaluation committee will give input on the professional goals to ensure that the work supports that vision and mission of Windsor Charter Academy.

### **Meetings**

The Executive Director Evaluation Committee members will meet twice a month throughout the year with the Executive Director. These meetings will allow the Committee to better understand the Executive Director's day-to-day job duties, as well as offer input and support of the Executive Director in his/her role. A summary of the topics covered in these meetings will be kept in a running log to maintain a record for the future Committee members' reference.

### **Observations**

The Executive Board Evaluation Committee will observe the Executive Director in an authentic setting for a minimum of six times over the course of the school year.

### **Mid-Year Review**

The Executive Director Evaluation Committee will meet and determine the progress the Executive Director has made on the professional standards. The committee will meet with the Executive Director to share results and discuss areas for growth for the remainder of the year.

## **Information Collection**

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it. The evaluation shall be based upon multiple sources of information that can be provided by members of the Executive Board or the Executive Director.

Information may be collected from the evaluation committee and synthesized into a collective Board position, although the range of views may be presented as a basis for discussion with the Executive Director.

The Executive Director shall have an opportunity for self-review in relationship to the criteria employed by the Executive Director Evaluation Committee prior to the time that the Executive Director meets with the Committee to discuss the results of the evaluation. The Executive Director will share artifacts with the Committee if discrepancies arise on specific professional standards. After discussions around the discrepancies occur, the Committee will make final determinations and share these recommendations to the Executive Board. Upon recommendations, the Executive Board will meet to review the work of the evaluation committee. The Executive Board will accept the final evaluation or suggest changes. Once a final evaluation is accepted by the Executive Board, the evaluation results will be shared with the Executive Director.

## **Written Evaluation Report**

The evaluation shall result in a written summary of conclusions regarding the Executive Director's performance. The report shall include the following:

1. Specific information about the strengths and weaknesses in the Executive Director's performance based upon the agreed upon criteria.
2. Documentation showing information collected considered in the evaluation.

The Executive Director Evaluation Committee and the Executive Director shall discuss information relating to the Executive Director's performance in an Executive Session.

The evaluation report shall be signed by the President of the Executive Board and by the Executive Director. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the Executive Director's personnel file. The Executive Director shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the Executive Director, modifying Executive Board/Executive Director relationship and/or modifying the goals and objectives of Windsor Charter Academy may be incorporated in the documents used to initiate the next evaluation.

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Windsor Charter Academy Executive Board  
Adopted: April 2017  
October 2019  
March 2021





## **CRIMINAL HISTORY RECORD INFORMATION**

The Executive Board is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

Accordingly, this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) CJI while being stored, accessed, or physically moved from a secure location within Windsor Charter Academy. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing criminal history record information.

### **Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

CJI refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

### **Proper Access, Use, and Dissemination of CHRI**

CHRI must only be used for an authorized purpose consistent with the purpose for which it was accessed or requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

### **Personnel Security Screening**

Access to CJ and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have completed security awareness training and have been granted access to CJ data.

### **Security Awareness Training**

Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all personnel with access to said confidential information.

### **Physical Security**

All CJ and CHRI information must be securely stored. Windsor Charter Academy will maintain a current list of authorized personnel. Authorized personnel will take necessary steps to prevent and protect Windsor Charter Academy from physical, logical, and electronic breaches.

### **Media Protection**

Controls must be in place to protect electronic and physical media containing CJ while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJ.

Windsor Charter Academy must securely store electronic and physical media within physically secure locations. Windsor Charter Academy restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

### **Media Sanitization and Disposal**

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or



transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by Windsor Charter Academy.

Physical media (print-outs and other physical media) must be disposed of by one of the following methods:

1. Shredding using school-issued shredders; or
2. Placed in locked shredding bins for a private contractor to come on-site and pick up to shred the same day with a certificate of shred completion.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the Windsor Charter Academy's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

### **Account Management**

Windsor Charter Academy must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. Windsor Charter Academy must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS point of contact or their designee to ensure that access and account privileges

commensurate with job functions, need-to-know, and employment status on systems that contain CJJ. The CJIS point of contact may also conduct periodic reviews.

### **Reporting Information Security Events**

Windsor Charter Academy must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, Windsor Charter Academy must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third-party users must be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of Windsor Charter Academy's assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

### **Policy Violation/Misuse Notification**

Violation of this policy or misuse of CHRI by any personnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

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Windsor Charter Academy Executive Board  
Adopted: March 2021

### **Legal References**

P.L. 92-544 (*authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes*)  
28 C.F.R. 20.33 (b) (*limited dissemination of criminal history record information*)  
28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)  
C.R.S. 22-2-119.3 (6)(d) (*name-based criminal history record check—definition*)

C.R.S. 22-32-109.8 (*non-licensed personnel – submittal of fingerprints and name-based criminal history record check*)

C.R.S. 22-32-109.9 (*licensed personnel – submittal of fingerprints and name-based criminal history record check*)

C.R.S. 24-72-302 (*definition of criminal justice information*)

#### Cross References


GBEB Staff Conduct and Responsibilities

GCE/GCF Professional Staff Recruiting/Hiring

GDE/GDF Support Staff Recruiting/Hiring





**Windsor**   
**CHARTER ACADEMY**  
GROWING LIFE-LONG LEARNERS  
**NEW TEACHER SALARY PLACEMENT**

New teachers ~~hired at entering~~ **hired at entering** Windsor Charter Academy will be placed on the salary matrix according to their preparation classification, plus any credit for past experience according to the following matrix:

No experience	Begin on Step 0 of salary matrix
One year of experience	Begin on Step 2 of salary matrix
Two years of experience	Begin on Step 3 of salary matrix
Three years of experience	Begin on Step 4 of salary matrix
Four years of experience	Begin on Step 5 of salary matrix
Five years of experience	Begin on Step 6 of salary matrix
Six years of experience	Begin on Step 7 of salary matrix
Seven years of experience	Begin on Step 8 of salary matrix

Teaching experience is defined as a full school year of teaching. Half years, substituting, and paraprofessional/teacher aide positions will not be recognized as a full school year of teaching experience.

Teachers who have previously taught at Windsor Charter Academy and are rehired will be considered a new teacher and placed on the salary matrix with only a maximum amount of seven (7) years of teaching experience.

The Director of Finance & HR shall evaluate past experience and verify appropriate educational status for the proper step and lane for placement on the salary matrix. matrix

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Windsor Charter Academy Executive Board  
September 2007  
February 2016  
November 2017  
March 2021

**Windsor**   
**CHARTER ACADEMY**  
GROWING LIFE-LONG LEARNERS  
**PROFESSIONAL STAFF RECRUITING/HIRING**

Applications of all regular licensed personnel to be employed by Windsor Charter Academy will be processed according to this procedure. Short-term, temporary or interim appointments or transfers may be made directly by the Executive Director, subject to the approval of the Executive Board, without following the advertising procedure.

**1. Vacancies**

All regular vacancies will be advertised by Windsor Charter Academy.

**2. Applications**

Current employees may apply for supplemental pay positions by submitting a letter outlining their qualifications for the position they are seeking or by completing any required supplemental application. The Administration is responsible for the initial screening of the application files including completed application, credentials, transcripts and written references. The Administration will maintain an up-to-date file of applicants from which applicants can be considered for vacancies.

**3. Selection**

A minimum of three applicants will be interviewed except in the case where fewer qualified applicants are available. The objectives of screening and initial interview process are:

- a. Determine if an applicant meets the applicable licensure requirements under state and federal law.
- b. Determine the suitability of an applicant for a specific position.
- c. Determine those applicants who are most qualified for the position.

The Executive Director will recommend to the Executive Board, in a regular monthly meeting, the applicant recommended for employment.

The Executive Director, or designee, is responsible for notifying persons approved for employment by the Executive Board. The Principals or Directors/Managers must ensure that all applicants interviewed will be notified of their status and that the position has been filled.

**4. Background Checks**

Prior to hiring and in accordance with state law, the Executive Director

designee must:

- a. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant's fitness for employment.

The department's records must indicate if the applicant has been convicted of, pled nolo contendere to, received a deferred sentence, or had their license or authorization denied, annulled, suspended or revoked for such crimes. The department must provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department must also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source must be reported by Windsor Charter Academy to the department.

The department will not disclose any information reported by a school or district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

- b. Reference checks by the principal or director with former supervisors is required if supervisor information is available. Previous employers and/or other reference checks will be contacted to obtain information or recommendations relevant to the applicant's fitness for employment.

## 5. Fingerprinting Non-Licensed Administrators

- a. All non-licensed applicants selected for employment must submit a complete set of fingerprints taken by a qualified law enforcement agency and a completed form (described in b below) as required by state law.
- b. Non-licensed applicants selected for employment must also submit a completed form, as required by state law, to certify, under penalty of perjury, either that they have never been convicted of a

felony or misdemeanor charge, not including any misdemeanor traffic offense, or that they have been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.

- c. Windsor Charter Academy will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Windsor Charter Academy must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.
- d. Although an applicant may be conditionally employed prior to receiving the results, they may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant must be terminated or disqualified from employment at Windsor Charter Academy if the results disclose a conviction for any of the following offenses:
  1. Felony child abuse, as described in C.R.S. 18-6-401;
  2. Crime of violence, as defined in C.R.S. 18-1.3-406 (2)
  3. Felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
  4. Felony domestic violence, as defined in C.R.S. 18-6-800.3;
  5. Felony drug offense, as described in C.R.S. 18-18-401 et seq., committed on or after August 25, 2012;
  6. Felony indecent exposure, as described in C.R.S. 18-7-302;
  7. Attempt, solicitation or conspiracy to commit any of the offenses described in items 1-6; or
  8. Offense committed outside of this state, which if committed in this state would constitute an offense described in items 1-7.

Windsor Charter Academy may notify the District Attorney of such

inconsistent results for action or possible prosecution.

## 6. Credit Reports

The Finance & HR office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that Windsor Charter Academy would like to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The Finance & HR office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

- a. The name, address and phone number of the credit bureau supplying the report;
- b. A statement that the credit bureau was not involved in the decision to deny the application; and
- c. A notice of the individual's right to dispute the information in the report.

## 7. Information Report to State

In accordance with federal and state law, the Finance & HR office will report the name, address, and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado, 80201-2920.

This report, due within 20 days of the date of the time of the hire or on the first payroll after the 20 days have expired, will be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, will be reported to the applicable court or agency.

Upon receiving a Notice of Wage assignment, Windsor Charter Academy will remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding take priority over other legal actions against the same wages.

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Windsor Charter Academy Executive Board  
Adopted: December 2010  
April 2016  
March 2021







## **Credit Hours**

Teachers and other eligible personnel will have an opportunity to increase their salary by earning professional development credit.

The following credits are eligible for salary advancement.

1. Credit hours from a college and/or university.  
Up to two credit hours for supervision of a student teacher that is a semester in length; up to one credit for supervision of a practicum teacher. Supervision of a student teacher that is shared with one or more teachers shall have the credit hours prorated based on the number of supervising teachers during the semester.
2. Credit hours from professional development course offerings provided by Windsor Charter Academy.
3. Credit hours from professional development course offerings provided by external organizations that are approved in advance by the Director of Curriculum, Instruction, and Innovation.

Fifteen contact hours of professional development equals 1.0 credit. Course offerings eligible for credit approval must meet a minimum threshold of 0.25 credits.

## **Approval of Credits**

A teacher must submit a request to advance on an official form as provided for this purpose. The official form for salary advancement must be completed by March 31<sup>st</sup> for the next school year.

The Director of Curriculum, Instruction, and Innovation shall review the request for advancement and make a determination on relevant credit hours submitted for licensure. Professional development course offerings must have relevance to the appropriate CDE Professional Licensure Standards and for the content that

the individual teaches. In the case where the applicant disagrees with the decision of accepted credit hours, the Executive Director shall cause a review team to review the request for advancement. The review team shall consist of the Executive Director, Director of Curriculum, Instruction & Innovation, Director of Finance & HR, one Board Member, and one teacher. If, in the opinion of the review team, credits are not deemed sufficient with regard to relevance to appropriate licensure standards, the team may deny such credits toward advancement. If the review team finds in favor of the individual making the request, the credits shall count toward advancement. The findings of the team shall be final. In the case where a majority of the members of the review team cannot reach a decision, the team shall refer the decision to the Executive Board President and the decision of the Executive Board President shall be final.

Official transcripts and/or evidence of successful completion must be submitted to the Executive Director or designee no later than September 1<sup>st</sup> of the current school year.

### **Pay Increases**

Advancement granted in March shall be paid on the next contracted school year and be evident in the September payroll.

### **Other Considerations**

Teachers that are hired with a bachelor's or an advanced degree, but are not certified teachers, may wish to complete an alternative licensing program. Credit hours from professional development course offerings provided by external organizations for alternative licensing must be approved in advance by the Director of Curriculum, Instruction, and Innovation to be considered for horizontal movement.

Once a bachelor's degree or master's degree is obtained, hours for salary advancement must be earned after the date the degree was granted.

Credit for advancement shall not be granted for course work or other professional development activities completed more than seven (7) years prior to the date of the request for advancement.



February 2016  
November 2017  
March 2021





### **Background Checks**

Prior to hiring and in accordance with state law, the Finance & HR office must:

1. Conduct a background check through the Colorado Department of Education (the Department), if applicable, to determine the applicant's fitness for employment.

The Department's records must indicate if the applicant has been convicted of, pled nolo contendere to or received a deferred sentence for a felony or misdemeanor crimes involving unlawful sexual behavior, unlawful behavior involving children or domestic violence. The Department must provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the Department by a school district and confirmed by the Department in accordance with state law. The Department must also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher's information clearinghouse.

Information of this type that is learned from different sources must be reported by Windsor Charter Academy to the Department.

The Department will not disclose any information reported by a school district unless and until the Department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

2. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

### **Credit Reports**

The Finance & HR Department will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notices, that Windsor Charter Academy would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The Finance & HR Department will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the Finance & HR Department will give the applicant notice that the action has been taken, as well as:

1. The name, address and phone number of the credit bureau supplying the report;
2. A statement that the credit bureau was not involved in the decision to deny the application; and
3. A notice of the applicant's right to dispute the information in the report.

## **Fingerprinting**

1. All applicants selected for employment in a support staff position must submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation.
2. Applicants selected for employment must also submit a completed form, as required by state law, to certify, under penalty of perjury, either on the form the applicant must certify either that they have never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that they have been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
3. Windsor Charter Academy will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint based criminal history record check utilizing the records of the Colorado Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Windsor Charter Academy must require the employee to submit to a name-based criminal history check. Criminal

history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

4. Although an applicant may be conditionally employed prior to receiving the results, they may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant must be terminated or disqualified from Windsor Charter Academy employment if the results disclose a conviction for any of the following offenses:
  - a. Felony child abuse, as described in C.R.S 18-6-401;
  - b. Crime of violence, as defined in C.R.S. 18-1.3-406 (2);
  - c. Felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
  - d. Felony domestic violence, as defined in C.R.S 18-6-800.3;
  - e. Felony drug offense, as described in C.R.S. 18-18-401 et seq., committed on or after August 25, 2012;
  - f. Felony indecent exposure, as described in C.R.S. 18-7-302;
  - g. Attempt, solicitation or conspiracy to commit any of the offenses described in items a-f; or
  - h. Offense committed outside of this state, which if committed in this state would constitute an offense described in items a-g.

Windsor Charter Academy must notify the District Attorney of inconsistent results for action or possible prosecution.

### **Information Report to State**

1. In accordance with federal and state law, the Finance & HR Department will report the name, address and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.
2. This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, must be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, must be reported to the applicable court or agency.

3. Upon receiving a Notice of Wage Assignment, the district must remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

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Windsor Charter Academy Executive Board  
Adopted: March 2021





**5.0 Financials**

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### Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Executive Director

SarahGennie Colazio, Finance Director

Paige Adams, Member

Matt Meuli, Member

Levi Burkhart, Member

Lauren Miller, Business Manager~ attends as a resource to the Finance Committee

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### Agenda 3.18.21

#### Meeting called to order at 3:32pm

- Reviewed February 2021 financials
  - a. Review Rev & Exp Detail, Food Service detail and Fundraising detail
  - b. Review Balance Sheet
  - c. Review Student Fund financials
  - d. Review Check-Debit Register
  - e. Review Feb CC Statement
  - f. Review Financial Summary to Board
  - g. **Motion to approve February 2021 Financials by Donna, second by Sara, motion passes unanimously**
  
- Reviewed 2021-2022 Initial Budget
  - a. **Motion to recommend 2021-2022 Budget to Board by Levi, second by Donna, motion passes unanimously**
  
- Next Meeting – Thursday April 15th, 3:30pm

#### Meeting adjourned at 4:57pm

# Rev and Exp as of 2.28.21

Printed: 3/16/2021 2:33 PM  
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	3,056.11	20,000.00	16,943.89	15.28	
1700	Pupil Activities	76,514.00	84,502.00	7,988.00	90.55	
1900	Other Revenue from Local Sources	201,761.50	606,151.00	404,389.50	33.29	
3900	Other Revenue From State Sources	935,651.76	1,148,083.08	212,431.32	81.50	
5200	Interfund Transfers	0.00	10,000.00	10,000.00	0.00	
5600	Direct Allocations	7,853,931.02	11,898,691.00	4,044,759.98	66.01	
I	Revenue	<u>9,070,914.39</u>	<u>13,767,427.08</u>	<u>4,696,512.69</u>	<u>65.89</u>	* Account Type
0100	Salaries	3,640,912.60	6,111,985.00	2,471,072.40	59.57	
0200	Employee Benefits	1,440,808.00	2,287,384.00	846,576.00	62.99	
0300	Purchased Professional and Technical Services	36,113.53	60,139.00	24,025.47	60.05	
0400	Purchased Property Services	1,264,720.91	2,060,311.00	795,590.09	61.38	
0500	Other Purchased Services	1,231,822.28	1,686,029.08	454,206.80	73.06	
0600	Supplies	777,217.98	992,801.64	215,583.66	78.29	
0700	Property	23,034.68	242,303.00	219,268.32	9.51	
0800	Other Objects	39,295.73	89,817.00	50,521.27	43.75	
X	Expense	<u>8,453,925.71</u>	<u>13,530,769.72</u>	<u>5,076,844.01</u>	<u>62.48</u>	* Account Type
11	Charter School	<u>(616,988.68)</u>	<u>(236,657.36)</u>	<u>380,331.32</u>	<u>260.71</u>	Fund



# Rev and Exp as of 2.28.21

Printed: 3/16/2021 2:33 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900	Other Revenue from Local Sources	297,949.33	0.00	(297,949.33)	0.00	
I	Revenue	297,949.33	0.00	(297,949.33)	0.00	* Account Type
0600	Supplies	106,179.61	324,933.00	218,753.39	32.68	
0868	Overhead Costs	0.00	40,000.00	40,000.00	0.00	
X	Expense	106,179.61	364,933.00	258,753.39	29.10	* Account Type
23	Pupil Activity Fund	<u>(191,769.72)</u>	<u>364,933.00</u>	<u>556,702.72</u>	<u>-52.55</u>	Fund

# Rev and Exp as of 2.28.21

Printed: 3/16/2021 2:33 PM  
Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	2,471.59	30,500.00	28,028.41	8.10	
1900	Other Revenue from Local Sources	1,075,570.66	1,543,406.00	467,835.34	69.69	
2000	Revenue from Intermediate Sources	5,707.02	14,500.00	8,792.98	39.36	
I	Revenue	<u>1,083,749.27</u>	<u>1,588,406.00</u>	<u>504,656.73</u>	<u>68.23</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	852,944.70	1,401,678.00	548,733.30	60.85	
0900	Other Uses of Funds	25,270.00	408,360.00	383,090.00	6.19	
X	Expense	<u>878,214.70</u>	<u>2,357,874.00</u>	<u>1,479,659.30</u>	<u>37.25</u>	* Account Type
61	Building Corporation	<u>(205,534.57)</u>	<u>769,468.00</u>	<u>975,002.57</u>	<u>-26.71</u>	Fund
	Report Total:	<u>1,014,292.97</u>	<u>(897,743.64)</u>	<u>(1,912,036.61)</u>	<u>-112.98</u>	

# Balance Sheet

Printed: 3/16/2021 2:35 PM  
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
<b>Current Assets</b>						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		1,105,699.84	91,007.17	1,196,707.01	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		400,240.39	(63,593.91)	336,646.48	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,172,095.95	143.36	2,172,239.31	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		651,518.65	24.99	651,543.64	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,034.93	2.30	100,037.23	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>4,430,592.43</u>	<u>27,583.91</u>	<u>4,458,176.34</u>	* Account Class
<b>Liabilities</b>						
	Accounts Payable		(29,456.49)	(10,946.07)	(40,402.56)	11-950-00-0000-7421-000-0000
	Accrued Salaries		0.00	250.00	250.00	11-950-00-0000-7461-000-0000
	GARNISHMENT		2,916.69	(583.33)	2,333.36	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9393
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	PERA & Life Liab		121.50	0.00	121.50	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		(143,119.56)	(12,059.88)	(155,179.44)	11-950-05-0000-7471-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(176,014.43)</u>	<u>(23,339.28)</u>	<u>(199,353.71)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Tabor Reserve		(345,000.00)	0.00	(345,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,294,283.93)	0.00	(3,294,283.93)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(2,550.02)	0.00	(2,550.02)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(612,744.05)	(4,244.63)	(616,988.68)	11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(4,254,578.00)</u>	<u>(4,244.63)</u>	<u>(4,258,822.63)</u>	* Account Class
<b>11</b>	<b>Charter School</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 3/16/2021 2:35 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	SF Checking 1stBank		193,729.55	1,082.29	194,811.84	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>193,729.55</u>	<u>1,082.29</u>	<u>194,811.84</u>	* Account Class
<b>Liabilities</b>						
	Bus Liab Due to GF		(1,114.00)	(607.00)	(1,721.00)	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable		(111.12)	(3,815.00)	(3,926.12)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(1,225.12)</u>	<u>(4,422.00)</u>	<u>(5,647.12)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Elem Activity Acct Fund Balanc		2,605.00	0.00	2,605.00	23-901-00-0000-6760-000-0000
	Activity Net Income/Loss		(195,109.43)	3,339.71	(191,769.72)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(192,504.43)</u>	<u>3,339.71</u>	<u>(189,164.72)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 3/16/2021 2:35 PM  
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
<b>Current Assets</b>					
	Def Loss on Refunding-2016	287,887.59	0.00	287,887.59	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016	370,740.20	71,413.81	442,154.01	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016	1,227,676.15	0.00	1,227,676.15	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016	157,117.77	31,226.84	188,344.61	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2020	1,389,056.86	70.59	1,389,127.45	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020	208,151.01	35,315.28	243,466.29	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Bond Reserve Fund	0.00	66.49	66.49	61-950-67-0000-8105-000-0000
<b>8100</b>	<b>Current Assets</b>	<u>3,640,629.58</u>	<u>138,093.01</u>	<u>3,778,722.59</u>	* Account Class
<b>Fixed Assets</b>					
	Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS	14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM	(2,958,439.61)	0.00	(2,958,439.61)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>	<u>22,320,244.36</u>	<u>0.00</u>	<u>22,320,244.36</u>	* Account Class
<b>Liabilities</b>					
	Bldg Corp Premium on Bonds	(203,393.00)	0.00	(203,393.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable	(19,440,743.60)	0.00	(19,440,743.60)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017	(9,681,460.00)	0.00	(9,681,460.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>	<u>(29,640,281.60)</u>	<u>0.00</u>	<u>(29,640,281.60)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>					
	Bldg Corp Unreserved Fund Bal	3,746,849.22	0.00	3,746,849.22	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss	(67,441.56)	(138,093.01)	(205,534.57)	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>	<u>3,679,407.66</u>	<u>(138,093.01)</u>	<u>3,541,314.65</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

# A/P Check Register

Printed: 3/16/2021 1:23 PM  
Windsor Charter Academy  
Check Date: 2/1/2021 to 2/28/2021

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218083	Barrett, Chantelle	4	02/05/2021	1432	99.99	0.00	99.99
217835	Cengage Learning	4	02/05/2021	1433	2,251.00	0.00	2,251.00
21015	Comcast Cable	4	02/05/2021	1434	1,136.46	0.00	1,136.46
21254	Gallegos Sanitation Inc	4	02/05/2021	1435	301.51	0.00	301.51
218775	Hitz, Cameron	4	02/05/2021	1436	240.00	0.00	240.00
21136	Home Depot Pro	4	02/05/2021	1437	160.97	0.00	160.97
218817	InfoArmor, Inc.	3	02/05/2021	1438	71.80	0.00	71.80
218363	K&W Printing, Inc.	4	02/05/2021	1439	505.00	0.00	505.00
21092	Lincoln National Life Insurance	4	02/05/2021	1440	1,445.77	0.00	1,445.77
217978	MODESTO, AMPELIA	4	02/05/2021	1441	65.00	0.00	65.00
218149	Olson, David	4	02/05/2021	1442	582.75	0.00	582.75
218820	Searle, Stephanie	4	02/05/2021	1443	19.10	0.00	19.10
21093	Security Benefit	2	02/05/2021	1444	1,144.62	0.00	1,144.62
217979	Thomsen, Micki	4	02/05/2021	1445	100.00	0.00	100.00
217892	T-Mobile	4	02/05/2021	1446	27.82	0.00	27.82
217638	UNCC	4	02/05/2021	1447	6.60	0.00	6.60
218019	WAGNER, RICHARD	4	02/05/2021	1448	50.00	0.00	50.00
21078	Waste Management	4	02/05/2021	1449	820.90	0.00	820.90
21120	Weld RE-4 School District	4	02/05/2021	1450	36.00	0.00	36.00
218535	FirstBank	4	02/05/2021	1452	7,503.44	0.00	7,503.44
21353	Aims Community College	10	02/11/2021	1453	348.00	0.00	348.00
21552	Airgas USA LLC	10	02/11/2021	1454	35.88	0.00	35.88
218605	BROC LLC	10	02/11/2021	1455	225.00	0.00	225.00
218016	Bumble Bee Parking Lot Striping	10	02/11/2021	1456	195.00	0.00	195.00
21140	EON Office	10	02/11/2021	1457	2,319.20	0.00	2,319.20
21136	Home Depot Pro	10	02/11/2021	1458	978.00	0.00	978.00
218826	Lederhos, Donna	10	02/11/2021	1459	167.00	0.00	167.00
21273	Meadow Gold Dairy- Englewood	10	02/11/2021	1460	3,804.56	0.00	3,804.56
21054	Renaissance Learning Inc	10	02/11/2021	1461	495.00	0.00	495.00
21061	Security and Sound Design Inc	10	02/11/2021	1462	225.00	0.00	225.00
21079	Wells Fargo Financial Leasing	10	02/11/2021	1463	3,730.04	0.00	3,730.04
21080	Ace Hardware WCA	18	02/19/2021	1464	68.92	0.00	68.92
218713	AmTrust North America	18	02/19/2021	1465	1,896.98	0.00	1,896.98
218765	Bashor, Kylee	17	02/19/2021	1466	264.00	0.00	264.00
218803	Bicknell, Aiden	17	02/19/2021	1467	240.00	0.00	240.00
21009	Brooms N More Inc	18	02/19/2021	1468	256.96	0.00	256.96
218808	CobraHelp	18	02/19/2021	1469	28.00	0.00	28.00
218819	Cohen, Anahleigh	17	02/19/2021	1470	36.00	0.00	36.00
218818	Cohen, Chloe	17	02/19/2021	1471	144.00	0.00	144.00
21015	Comcast Cable	18	02/19/2021	1472	3,409.05	0.00	3,409.05
21175	Counter Trade	16	02/19/2021	1473	6,313.23	0.00	6,313.23
217633	Diversified Underground Inc.	18	02/19/2021	1474	600.00	0.00	600.00
21136	Home Depot Pro	18	02/19/2021	1475	1,488.78	0.00	1,488.78
218814	Jacobs, Nevaeh	17	02/19/2021	1476	228.00	0.00	228.00
218822	McCary, Erica	17	02/19/2021	1477	240.00	0.00	240.00
217993	Miller Farmer Law LLC	16	02/19/2021	1478	840.50	0.00	840.50
218815	Schmidt, Tristan	17	02/19/2021	1479	216.00	0.00	216.00
21245	Shred-it USA	18	02/19/2021	1480	698.32	0.00	698.32
21681	Snappy Holdings LLC	18	02/19/2021	1481	13.80	0.00	13.80
21072	Town of Windsor	18	02/19/2021	1482	988.18	0.00	988.18
21577	Apple, Inc.	25	02/26/2021	1483	1,895.00	0.00	1,895.00
21012	CenturyLink	25	02/26/2021	1484	155.52	0.00	155.52
21616	Jostens	25	02/26/2021	1485	48.80	0.00	48.80
21269	JW Pepper	25	02/26/2021	1486	40.83	0.00	40.83
218149	Olson, David	26	02/26/2021	1487	651.00	0.00	651.00
21498	Purchase Power Pitney Bowes	25	02/26/2021	1488	100.00	0.00	100.00
218833	Weld Clerk/Recorder	25	02/26/2021	1489	93.02	0.00	93.02

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218835	Rants, Donovan	26	02/26/2021	1490	250.00	0.00	250.00
218208	OptumRX	2	02/08/2021	10299	1,285.16	0.00	1,285.16
218208	OptumRX	2	02/08/2021	10300	4.40	0.00	4.40
218487	Radiology Imaging Associates	2	02/08/2021	10301	196.69	0.00	196.69
218207	UMR Health	2	02/15/2021	10302	109.64	0.00	109.64
218208	OptumRX	2	02/22/2021	10303	2,036.85	0.00	2,036.85
218208	OptumRX	2	02/22/2021	10304	7.20	0.00	7.20
217860	Bass, Whitney	4	02/05/2021	90372	75.00	0.00	75.00
21119	Garretsons Sport Center	4	02/05/2021	90373	92.00	0.00	92.00
218804	Johnson, Nicholas	4	02/05/2021	90374	40.00	0.00	40.00
217860	Bass, Whitney	10	02/11/2021	90375	75.00	0.00	75.00
218825	Bauerle, Lisa	10	02/11/2021	90376	15.00	0.00	15.00
21124	Blick Art Materials	10	02/11/2021	90377	1,991.15	0.00	1,991.15
218285	Brown, Brett	10	02/11/2021	90378	105.00	0.00	105.00
21213	Emil Ewing	10	02/11/2021	90379	122.40	0.00	122.40
21119	Garretsons Sport Center	10	02/11/2021	90380	2,857.50	0.00	2,857.50
218823	Gefroh, Chad	10	02/11/2021	90381	169.32	0.00	169.32
218804	Johnson, Nicholas	10	02/11/2021	90382	40.00	0.00	40.00
218562	Skillman Photography	10	02/11/2021	90383	615.00	0.00	615.00
218824	Williams, LeAnn	10	02/11/2021	90384	169.32	0.00	169.32
218285	Brown, Brett	18	02/19/2021	90385	25.00	0.00	25.00
21117	Carolina Biological	18	02/19/2021	90386	251.26	0.00	251.26
21740	Dreith, Gregory	18	02/19/2021	90387	61.20	0.00	61.20
21140	EON Office	18	02/19/2021	90388	14.74	0.00	14.74
21119	Garretsons Sport Center	18	02/19/2021	90389	86.00	0.00	86.00
218827	Grogan, Sean	18	02/19/2021	90390	61.20	0.00	61.20
218804	Johnson, Nicholas	18	02/19/2021	90391	160.00	0.00	160.00
21269	JW Pepper	18	02/19/2021	90392	96.69	0.00	96.69
21366	Misuraca, Marc	18	02/19/2021	90393	61.20	0.00	61.20
21718	Robotics Education & Competition Foundation	18	02/19/2021	90394	30.00	0.00	30.00
217860	Bass, Whitney	25	02/26/2021	90395	37.50	0.00	37.50
218825	Bauerle, Lisa	25	02/26/2021	90396	30.00	0.00	30.00
21124	Blick Art Materials	25	02/26/2021	90397	1,472.47	0.00	1,472.47
218285	Brown, Brett	25	02/26/2021	90398	120.00	0.00	120.00
218832	Brown, Michael W	25	02/26/2021	90399	37.50	0.00	37.50
217895	FRCAA	25	02/26/2021	90400	300.00	0.00	300.00
218827	Grogan, Sean	25	02/26/2021	90401	61.20	0.00	61.20
218564	Hause, John	25	02/26/2021	90402	108.12	0.00	108.12
218261	Hinrichs, Nathan	25	02/26/2021	90403	122.40	0.00	122.40
218830	Hogan, Ethan	25	02/26/2021	90404	70.00	0.00	70.00
218804	Johnson, Nicholas	25	02/26/2021	90405	140.00	0.00	140.00
218831	Lindenberg, Scott	25	02/26/2021	90406	122.40	0.00	122.40
218642	McUinney, Shawn	25	02/26/2021	90407	93.84	0.00	93.84
217888	Paustian, Susan	25	02/26/2021	90408	75.00	0.00	75.00
21478	Wonmett, Richard	25	02/26/2021	90409	93.84	0.00	93.84
21286	Voya Financial	4	02/28/2021	22821111	1,649.81	0.00	1,649.81
21088	American Fidelity	4	02/28/2021	22821222	692.50	0.00	692.50
21088	American Fidelity	4	02/28/2021	22821333	2,861.47	0.00	2,861.47
21459	CBIZ	4	02/28/2021	02282144	3,886.23	0.00	3,886.23
21459	CBIZ	4	02/28/2021	22821555	396,449.66	0.00	396,449.66
21459	CBIZ	4	02/28/2021	22821666	58,478.17	0.00	58,478.17
21084	PERA	4	02/28/2021	22821777	158,901.90	0.00	158,901.90
21286	Voya Financial	4	02/28/2021	22821999	2,500.56	0.00	2,500.56
218404	Stripe	4	02/01/2021	020121015	0.05	0.00	0.05
218205	Delta Dental of Colorado	4	02/01/2021	020121115	5,954.42	0.00	5,954.42
218207	UMR Health	2	02/01/2021	020121362	43,944.86	0.00	43,944.86

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218535	FirstBank	4	02/01/2021	020121804	75.00	0.00	75.00
217847	US Foods Inc.	4	02/03/2021	020321881	49.41	0.00	49.41
217847	US Foods Inc.	4	02/04/2021	020421881	5,504.83	0.00	5,504.83
218601	Zelis	2	02/08/2021	020821132	150.00	0.00	150.00
218208	OptumRX	2	02/08/2021	020821274	10,602.05	0.00	10,602.05
217847	US Foods Inc.	4	02/11/2021	021121881	6,410.70	0.00	6,410.70
218208	OptumRX	2	02/15/2021	021521538	581.37	0.00	581.37
217847	US Foods Inc.	4	02/16/2021	021621881	348.89	0.00	348.89
21156	Xcel Energy	4	02/16/2021	021621888	11,978.05	0.00	11,978.05
217847	US Foods Inc.	4	02/18/2021	021821881	5,311.25	0.00	5,311.25
218208	OptumRX	2	02/20/2021	022021799	8,804.36	0.00	8,804.36
218208	OptumRX	2	02/22/2021	022221334	1,312.42	0.00	1,312.42
217847	US Foods Inc.	4	02/22/2021	022221881	613.15	0.00	613.15
218535	FirstBank	4	02/24/2021	022421804	6.00	0.00	6.00
217847	US Foods Inc.	4	02/25/2021	022521881	5,155.23	0.00	5,155.23
218208	OptumRX	2	02/26/2021	022621588	2,009.72	0.00	2,009.72
218535	FirstBank	4	02/26/2021	022621804	17.00	0.00	17.00
21088	American Fidelity	4	02/28/2021	228211212	14,798.19	0.00	14,798.19
218535	FirstBank	4	02/26/2021	226218049	12.00	0.00	12.00
<b>Report Totals</b>					<b>\$813,093.74</b>	<b>\$0.00</b>	<b>\$813,093.74</b>



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## Financial Highlights 2.28.2021 and Projected Budget 2021-2022

As of February 28, 2021, we are 8 months through the year, revenues and expenditures should be approximately 66.67% of budget

- **Total GF Revenue is \$9,070,914 (65.89%)**
  - Interest Revenue from COLOTRUST of \$3,056 (lower due to interest rates)
  - Revenue is at expected for this time of year
  
- **Total GF Expenses are \$8,453,925 (62.48%)**
  - Supplies (curriculum, assessments, liability insurance, etc- are frontloaded)
  - Expenses are at expected for this time of year
  
- **Balance Sheet Notes**
  - GF Checking Account Balance: \$ 1,196,707
  - Health Insurance Checking Balance: \$336,646
  - COLOTRUST Investment Balance: \$2,172,239
  - FirstBank Savings: \$ 751,580
  - SF Checking Account Balance: \$ 194,811
  
- **As of 2/28/21~ Days Cash on Hand: 137**
  
- **Check-Debit Register Notes (Reviewed monthly in detail by FC)**
  - Checks in the 1000 range are general fund
  - Checks in the 10111 range are actual medical costs
  - Checks in the 90000 range are student fund
  - Issuances beginning with a date (22821111) are auto pays or debits
    - American Fidelity, UMR, Delta, Lincoln, Eyemed, OptumRX are benefit related
    - CBIZ, PERA, Voya, Security Benefit represent payroll items
    - WCA is on a fully self-insured medical plan participating in a group charter captive that limits overall liability. This has saved us an average of \$100K per year over the past 3 years in medical costs.

## 2021-2022 Budget Draft Summary

- **Revenue: Increase of 2% PPR**
  - Projected Student Enrollment at 96% of current enrolled population (an increase of 17 students over current population 1499 total)
  - Capital Construction revenue slightly decreased
  - Rental revenue from two consistent churches
  - Total Revenue lower than 20-21 due to COVID funding awarded PY
  
- **Expenses:**
  - Salaries & Benefits- increase of base salaries by 2%
    - Salaries increased 2% with FTE increases
      - Re-filled the prior cultural literacy position at ES
      - Added instructional FTE for student increases
      - 1 FTE at MS and 2 FTE at HS
      - Filled MS AD/Dean position
      - Included Horizontal Movement and Merit Pay estimates
  - Benefits increase based on salaries
  - Facilities/Property- decrease from PY due to moral ob savings
  - Other Purchased services- reduced overall to not paying for off campus AIMS classes
  - Educational Supplies- decrease for COVID expenses
  - Equipment- replacement of devices, overall decrease due to COVID expenditures
  
- **Reserves: \$168,587 surplus to reserves**
  - \$163,478 is the required 10% above debt service
  - \$5,109 surplus above required debt service amount

**Windsor Charter Academy  
Budget**

5% decrease from  
PY

2% PPR Increase

General Fund	<u>Amended 2020- 2021</u>	<u>2021-2022</u>	96.00%	Notes
PPR Base	\$ 7,653.34	\$ 7,806.41	2.00%	
FTE	1482.5	1499.5	1.15%	
			% of Total Rev	Per student
PPR	\$ 11,346,077	\$ 11,705,863	87.46%	\$ 7,806.41
Mill Levy 2007	\$ 90,000	\$ 90,000	0.67%	\$ 60.02
Mill Levy 2016	\$ 462,614	\$ 462,614	3.46%	\$ 308.51
Rural Schools Funding	\$ -	\$ -	0.00%	\$ -
Kindergarten Tuition	\$ -	\$ -	0.00%	\$ -
Interest	\$ 20,000	\$ 20,000	0.15%	\$ 13.34
Student Fees	\$ 84,503	\$ 77,375	0.58%	\$ 51.60
Building Rental	\$ 18,000	\$ 36,000	0.27%	\$ 24.01
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 68,000	\$ 50,000	0.37%	\$ 33.34
Other (CC cash back, collections)	\$ 3,152	\$ 3,231	0.02%	\$ 2.15
Capital Construction	\$ 403,668	\$ 442,358	3.31%	\$ 295.00
Food Service Revenue	\$ 449,378	\$ 460,000	3.44%	\$ 306.76
O&G revenue from Building Corp	\$ 10,000	\$ 10,000	0.07%	\$ 6.67
Title II Grant Revenue	\$ 15,100	\$ 15,000	0.11%	\$ 10.00
Title IV Grant Revenue	\$ 4,165	\$ 4,000	0.03%	\$ 2.67
COVID REVENUE		\$ -	0.00%	\$ -
insurance rev	\$ 145,000	\$ -	0.00%	\$ -
ESSER Funds	\$ 30,000	\$ -	0.00%	\$ -
READ Act Grant Revenue	\$ 8,000	\$ 8,000	0.06%	\$ 5.34
CDE Expansion Grant Revenue	\$ -	\$ -	0.00%	\$ -
<b>Total Revenues</b>	<b>\$ 13,157,656</b>	<b>\$ 13,384,441</b>	100.00%	\$ 8,925.82
Use of Reserves/COVID Carryover	\$ 497,921			
<b>Total Revenues and Reserves</b>	<b>\$ 13,655,577</b>	<b>\$ 13,384,441</b>		

Current rate is \$301 per student, assumed \$295 per student for 21-22

Based on FS Director projections for full year

Based on State Allocation to District

Based on State Allocation to District

Will know more in the next 30 days

Based on State Allocation to District

<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>				% of rev	Per student
					Based on increase in FTE and 2% raise to all staff, includes HM estimate and Merit Pay
Salaries	\$ 5,774,080	\$ 6,171,559		46.11%	\$ 4,115.69
Bonus	\$ -	\$ -		0.00%	\$ -
Food Service Salaries	\$ 174,780	\$ 177,103		1.32%	\$ 118.11
Substitutes Salaries	\$ 90,125	\$ 91,928		0.69%	\$ 61.30
Extra Duty/Stipends Salaries	\$ 73,000	\$ 87,000		0.65%	\$ 58.02
					increased based on stipends
<b>Salaries Total</b>	<b>\$ 6,111,985</b>	<b>\$ 6,527,590</b>		<b>48.77%</b>	<b>\$ 4,353.12</b>
Food Svc Health Benefits, medicare, PERA	\$ 68,229	\$ 73,005		0.55%	\$ 48.69
					12% increase projected due to increased enrollment and costs rising
Benefits	\$ 871,637	\$ 976,233		7.29%	\$ 651.03
Medicare	\$ 86,089	\$ 92,082		0.69%	\$ 61.41
Sick Bank	\$ 17,000	\$ 17,000		0.13%	\$ 11.34
					In house STD policy 150 days
PERA	\$ 1,244,429	\$ 1,330,805		9.94%	\$ 887.49
					20.90%
<b>Benefits Total</b>	<b>\$ 2,287,384</b>	<b>\$ 2,489,125</b>		<b>18.60%</b>	<b>\$ 1,659.95</b>
	<b>\$ 0</b>				
<b>Purchased &amp; Technical Services</b>					
Prof Services-Background checks, interpreter	\$ 10,000	\$ 10,000		0.07%	\$ 6.67
Accounting Software/Payroll	\$ 31,269	\$ 31,894		0.24%	\$ 21.27
					2% increase
Audit/990 Prep	\$ 6,750	\$ 7,000		0.05%	\$ 4.67
Legal	\$ 12,120	\$ 12,362		0.09%	\$ 8.24
<b>Purchased &amp; Technical Services Total</b>	<b>\$ 60,139</b>	<b>\$ 61,257</b>		<b>0.46%</b>	<b>\$ 40.85</b>
<b>Facilities &amp; Property Services</b>					
Natural Gas/Electricity	\$ 114,000	\$ 117,420		0.88%	\$ 78.31
					3% increase
Water/Sewer	\$ 26,348	\$ 26,875		0.20%	\$ 17.92
					2% increase
Trash	\$ 9,000	\$ 9,180		0.07%	\$ 6.12
					2% increase
Facility Repairs & Maintenance	\$ 122,000	\$ 114,250		0.85%	\$ 76.19
					based on Facilities Director budget
Repair HVAC	\$ 170,500	\$ -			prior year insurance
Bldg Lease Payments	\$ 1,627,763	\$ 1,634,778		12.21%	\$ 1,090.20
					Bond Debt Service schedule
Storage unit lease	\$ 600	\$ 600		0.00%	\$ 0.40
<b>Facilities &amp; Property Services Total</b>	<b>\$ 2,070,211</b>	<b>\$ 1,903,103</b>		<b>14.22%</b>	<b>\$ 1,269.14</b>

General Fund	Approved Budget 2020-2021 6.17.20	2021-2022		Per student
<b>Other Purchased Services</b>				
Printing/Binding	\$ 1,500	\$ 1,500	0.01%	\$ 1.00
Special Ed District Charge	\$ 776,046	\$ 799,327	5.97%	\$ 533.06 Contracted with District
AIMS Fees	\$ 36,000	\$ 10,000	0.07%	\$ 6.67 WCA no longer pays for off campus classes.
Professional Development/ Avid	\$ 29,100	\$ 29,100	0.22%	\$ 19.41
Board PD	\$ -	\$ 1,500	0.01%	\$ 1.00
Security PD/Training	\$ 7,500	\$ 7,500	0.06%	\$ 5.00
Title II Grant Expenses (Prof Dev)	\$ 15,100	\$ 15,000	0.11%	\$ 10.00 Based on State Allocation to District
Title IV Grant Expenses	\$ 4,165	\$ 4,000		\$ 2.67 Based on State Allocation to District
District Admin Charges	\$ 226,922	\$ 234,117	1.75%	\$ 156.13 2% of PPR per contract with District
Infinite Campus	\$ 13,780	\$ 15,776	0.12%	\$ 10.52 per student rate
Property/Liability Insurance	\$ 86,886	\$ 89,493	0.67%	\$ 59.68 3% increase
SUTA	\$ 17,812	\$ 19,051	0.14%	\$ 12.71
Worker's Comp Insurance	\$ 38,031	\$ 39,933	0.30%	\$ 26.63 5% increase
Food Service Expenses	\$ 206,369	\$ 179,197	1.34%	\$ 119.50
( Tech) Copier Lease	\$ 81,792	\$ 74,292	0.56%	\$ 49.54 based on Director of C, I, I budget
Tech Leases	\$ -	\$ -	0.00%	\$ - based on Director of C, I, I budget
Tech Support	\$ 1,210	\$ 1,210	0.01%	\$ 0.81 based on Director of C, I, I budget
Tech Repair/Maintenance	\$ 6,300	\$ 6,250	0.05%	\$ 4.17 based on Director of C, I, I budget
Tech Software/Licensing	\$ 47,615	\$ 46,622	0.35%	\$ 31.09 based on Director of C, I, I budget
Media Center	\$ -	\$ -	0.00%	\$ -
Tech Prof Dev	\$ -	\$ -		\$ - based on Director of C, I, I budget
Facilities Fire/Intercom/Security Maint	\$ 3,978	\$ 6,500	0.05%	\$ 4.33
Tech Internet/Phone/Comm	\$ 64,897	\$ 52,140	0.39%	\$ 34.77 based on Director of C, I, I budget
Advertising	\$ 16,000	\$ 16,000	0.12%	\$ 10.67
<b>Other Purchased Services Total</b>	<b>\$ 1,681,002</b>	<b>\$ 1,648,508</b>	12.32%	<b>\$ 1,099.36</b>
<b>Educational Supplies &amp; Materials</b>				
Curriculum/ Online License renewals	\$ 199,500	\$ 165,000	1.23%	\$ 110.04 Curriculum Budget
AIMS web)	\$ 27,245	\$ 27,517	0.21%	\$ 18.35 Curriculum Budget
Summer School Credit Recovery	\$ 1,000	\$ -		
General/Office Supplies	\$ 28,000	\$ 25,000	0.19%	\$ 16.67
Paper	\$ 12,021	\$ 12,863	0.10%	\$ 8.58
Student Supplies/planners	\$ -	\$ -		\$ -
Sunshine Supplies	\$ -	\$ -	0.00%	\$ -
Dues & Fees	\$ 10,800	\$ 18,000	0.13%	\$ 12.00 Helpcounter
PE Uniforms	\$ 2,000	\$ 1,500	0.01%	\$ 1.00
Organic Garden Supplies	\$ -	\$ -	0.00%	\$ -
Health Supplies	\$ 8,424	\$ 8,424	0.06%	\$ 5.62
Teacher Classroom Budgets	\$ 9,000	\$ 18,000	0.13%	\$ 12.00 approx \$200 per teacher
School Event Budgets	\$ 10,740	\$ 11,277	0.08%	\$ 7.52 graduation, staff/student culture
Facility Supplies/ athletic field	\$ 33,200	\$ 34,000	0.25%	\$ 22.67
Facility on call and interns	\$ 4,600	\$ 4,950	0.04%	\$ 3.30
Booster Groups	\$ 5,000	\$ 9,000	0.07%	\$ 6.00 ES, MS and HS PTC
Student Loan Repayment Fund	\$ -	\$ -	0.00%	\$ -
Anniversary Gifts	\$ -	\$ 2,600	0.02%	\$ 1.73 5, 10, 15 year anniversary gifts ( lifetime guarantee knives from Cutco)
Exec Dir/Staff Culture	\$ 7,500	\$ 7,500	0.06%	\$ 5.00
ESSER Expenditures	\$ 30,000	\$ -		
COVID EXPENSES	\$ 497,921	\$ -	0.00%	\$ - Goes away for 21-22
<b>Educational Supplies &amp; Materials Total</b>	<b>\$ 886,951</b>	<b>\$ 345,631</b>	2.58%	<b>\$ 230.49</b>

<b>Equipment</b>					
Tech Equipment	\$ 217,903	\$ 165,400	1.24%	\$ 110.30	based on Director of C, I, I budget
Title IV Equipment			0.00%	\$ -	
Facilities Equipment	\$ 1,000	\$ 1,000	0.01%	\$ 0.67	
Equipment/ Furniture	\$ 23,400	\$ 3,000	0.02%	\$ 2.00	
<b>Total Property/Equipment</b>	<b>\$ 242,303</b>	<b>\$ 169,400</b>	1.27%	<b>\$ 112.97</b>	
<b>General Fund</b>	<b>2020-2021</b>	<b>2021-2022</b>			
<b>Other</b>					
Bank Fees	\$ 17,170	\$ 10,000	0.07%	\$ 6.67	CC processing fees, IC, stripe
Trustee Fees	\$ 9,000	\$ 9,180	0.07%		Bond Trustee required fees
COVID TECH	\$ -	\$ -	0.00%		
Auto Expenses	\$ 2,000	\$ 2,060	0.02%	\$ 1.37	annual expenses for busses
Fundraising expenses(bingo, gala,	\$ 68,000	\$ 50,000	0.37%	\$ 33.34	Fundraising expenses exist IF money is raised
Future Facility Planning Costs	\$ -	\$ -	0.00%	\$ -	
<b>Other Total</b>	<b>\$ 96,170</b>	<b>\$ 71,240</b>	0.53%	<b>\$ 47.51</b>	
<b>Total expenditures</b>	<b>\$ 13,436,146</b>	<b>\$ 13,215,854</b>	98.74%	<b>\$ 8,813.39</b>	
Carryover of COVID FUNDS					
<b>Net Surplus/Deficit</b>	<b>\$ 219,431</b>	<b>\$ 168,587</b>			
<b>Required Surplus for DS Coverage</b>	<b>\$ 162,776</b>	<b>\$ 163,478</b>			Per Bond Docs, required to have 10% of DS as surplus. IC recommends \$25,000 minimum over DS surplus
<b>Surplus over DS requirement</b>	<b>\$ 56,655</b>	<b>\$ 5,109</b>			
General Fund Balance- Beginning	\$ 3,641,834	\$ 3,861,265			
Appropriation	\$ -	\$ -			
Net surplus/Deficit	\$ 219,431	\$ 168,587			
<b>Fund balance- ending</b>	<b>\$ 3,861,265</b>	<b>\$ 4,029,852</b>			
# <b>Ending Fund Balance Detail</b>					
Unrestricted Fund Balance	\$ 3,516,265	\$ 3,682,420			
TABOR Reserves	\$ 345,000	\$ 347,432			3% of annual expenses less debt service
<b>Total Projected Ending FB</b>	<b>\$ 3,861,265</b>	<b>\$ 4,029,852</b>			
<b>Total Revenues</b>	\$ 13,655,577	\$ 13,384,441			
<b>Total Expenditures less DS and one time</b>	\$ 11,280,462	\$ 11,581,076			
Net avail for Debt Service	\$ 2,375,115	\$ 1,803,365			
Projected Debt Service	\$ 1,627,763	\$ 1,634,778			
Net Surplus	\$ 747,352	\$ 168,587			
Bond Covenant Requirement to maintain 1.10 X debt service	\$ 1,790,540	\$ 1,798,256			
<b>Actual Ratio</b>	113.48%	110.31%			Credit Rating ( Moody's) would like to see 2x DS coverage ratio to maintain investment grade rating
Actual Surplus plus Debt Svc	\$ 1,847,194	\$ 1,803,365			
Diff Over/(under)	\$56,655	\$ 5,109			
Required Surplus to maintain DS coverage	<b>\$ 162,776</b>	<b>\$ 163,478</b>			
Daily operating expenses less capital outlay and debt service	\$ 32,351.73	\$ 31,729			
<b>Days cash on hand incl TABOR restr.</b>	119.35	127.0			