

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

March 2023 Regular Session
March 23, 2023

**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 23, 2023
Regular Session @ 6:00 p.m.

Executive Board

Sherry Bartmann, President
Elaine Hungenberg, Vice President
Donna James, Treasurer
Jenny Ojala, Secretary
John Feyen, Member
Carolyn Mader, Member
Jenny Ojala, Member
Holly Stephens, 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 2023 REGULAR SESSION

**Executive Board Minutes
March 23, 2022**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:05 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Elaine Hungenberg, Executive Board Vice-President (6:50 p.m.)
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member (6:10 p.m.)
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Jessica Wilson, Director of Elementary School Education (7:00 p.m.)

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 by Donna James and seconded by Jenny Ojala to approve the March 2023 Regular Session agenda. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes.

A motion to approve the minutes for the February 23, 2023 Regular Session Regular Session minutes was made by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 2 parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

- Cheree Myatt: Cheree, a substitute teacher and cheer coach, shared how thankful she was for the athletic programs at Windsor Charter Academy. She gave a shout out to Lindsay Yost for all of her hard work. She's proud of the great things that are happening and loves seeing college-level recruitment occurring for our athletes.
- Melinda Stroud: Melinda echoed Cheree's comments about the athletic program and also thanked Cheree for her work as a cheer coach. She was proud of the great athletic programming that was occurring at our schools.

3.0 Reports

3.1 Executive Director Report

- **Book Studies for Staff Professional Development**

In an effort to support teachers in behavior management and student engagement, our Instructional Coaches are offering professional development through two book studies during the second semester. The first professional development opportunity explores the book, From Behaving to Belonging by Julie Causton and Kate MacLeod. The book details how teachers can shift from a "behavior management" mindset to an approach that supports all students, even the most challenging ones, with kindness, creativity, acceptance, and love. The second book study is a close examination of the book 50 Strategies to Boost Cognitive Engagement by Rebecca Stobaugh. This book focuses on how to transform classroom culture from passive knowledge consumption to active learning and student engagement. Strategies aim to build a culture of thinking that emphasizes 21st-century skills. Included in the book are 50 teacher-tested instructional strategies that nurture cognitive abilities across all thinking levels. Teachers who complete the requirements of each book study will earn 1.0 professional development credit that can be used towards horizontal advancement.

- **Colorado League of Charter Schools**

On March 1st, the Director of Communications presented at the Annual Conference of the Colorado League of Charter Schools. The presentation, entitled "Liquid Expectations: Transform Your Marketing Through Strong Branding, Liquid Storytelling, and Audience Connection" was well-received by attendees. Representatives from the communications team at the League indicated that it was one of their most informative presentations at the conference. In addition, Prospect Ridge Academy has reached out for more information on WCA's communications practices.

- **Board Elections**

Board elections will occur in April! The deadline for Board candidate applications was Monday, March 13th. During the month of March, approved candidates will attend a Board Candidate Training and present their campaign speech during the March 23rd Board Meeting. Candidate information will also be sent to WCA stakeholders.

- **Safety Events & Webinars**

Our Safety Committee has organized a series of webinars this spring. On March 9th, Carolyn Mader presented "The Threat of Pornography: How to Talk to Your Teen About Porn." This webinar was well-received by attendees. We are excited to offer our families information on these important topics!

- **5th Grade Science Fair**
In mid-February, our fifth-grade students worked hard to create innovative science fair experiments and projects. Students presented their projects to peers and parents.
- **1st Grade Mexico Core Knowledge Celebration**
First grade students participated in different activities that supported and enriched the Core Knowledge curriculum and tied to their learning around the culture of Mexico as part of their unit on modern civilizations.
- **National Read Across America Day**
Students celebrated Dr. Seuss's birthday and Read Across America Day at the beginning of March by dressing like their favorite book character and having the opportunity to meet up with their cross-grade level Key Buddy to read books together.
- **Student Council Outreach and Leadership Conference**
Fifth grade student council members attended an exciting volunteer opportunity at Brunner Farm Park. Students helped to pull weeds, spread mulch, cut tall grass and clean up the park to prepare it for the spring season. Fifth graders then spent time at Windsor Town Hall with Mayor Rennemeyer who spoke to students about what it's like to run a town and ways in which it is similar to their role as student council leaders.
- **ES SAC Survey Review and Action Items**
Teacher teams and the Elementary Building Leadership team analyzed parent and staff SAC survey data in order to create goals around supporting staff and families for the 2023-2024 school year.
- **MS Colorado Open Cup Stacking Tournament**
Saturday March 4th, Clayton M. and Tayla F. competed in the WSSA Colorado Open Cup Stacking Tournament in Castle Rock. Clayton placed 6th overall in his division and Tayla placed 4th! Both students performed very well in their first tournament. Congratulations, Clayton and Tayla! A huge thank you to Mr. Hill for introducing cup stacking and inspiring these students to join the competition.
- **Middle School Crews**
Middle school students met in their cross-grade level Crews. They participated in a team builder and completed their Crew Crest. Students attending the Firebird on Fire assembly where they competed in their crews.
- **MS SAC Survey Action Items**
Teachers reviewed SAC survey data and created action items to address the identified goals for parents, students, and teachers for the 2023-2024 school year.
- **HS Boys' Basketball**
Our boys' basketball team placed 4th in the state for the 3A division this year. This amazing group of athletes and coaches made history by making it to the Final Four during our first year as a CHSAA-sanctioned school.
- **HS Vex Robotics**
We had three teams qualify for the state Vex Robotics tournament (two high school and one middle school). One of our teams made it all the way to the quarterfinals and we are proud of all of our students who participated this year.
- **ThinkFast Interactive Assembly**
Our high school students participated in an assembly on safe driving hosted by ThinkFast Interaction. This was paid for by a grant through CDOT. The assembly was set up like a game show where students answered questions about pop culture and driving using handheld devices.
- **HS Academic Lettering Breakfast**
We honored our many high school students who earned an academic letter by getting a 3.95 or higher for two semesters in a row this month. We had many parents and students join us to celebrate their academic achievements!
- **HS College Counselors**
Our college counselors visited all of our juniors this month to discuss how to build an activity list for their college applications. We appreciate their insights into the college application process. They have hosted parent webinars also throughout the year and these recordings are posted to our website.

3.2 Executive Board Reports

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

- Sherry Bartmann: Annual Colorado League of Charter School Conference, Board walk, Coffee with Leadership, K-12 Reunification Drill, Weld RE-4 District Board meeting, bi-monthly Executive Director meeting, and soccer games. Sherry also gave a shout out to our high school students that volunteer in our community.
- John Feyen: John attended last month's board meeting.
- Elaine Hungenberg: Board walk, Coffee with Leadership, bi-monthly Executive Director meeting, ES music concert, Author's Tea, SAC meeting, and Bring Your Parent to PE Week.
- Donna James: Annual Colorado League of Charter School Conference, Board walk, Coffee with Leadership, HS Academic Lettering Celebration, and Finance Committee.
- Jenny Ojala: Annual Colorado League of Charter School Conference, Board walk, boys' basketball finals, Bring Your Parent to PE Week, and Firebird Facilities planning meetings.
- Carolyn Mader: Annual Colorado League of Charter School Conference, led a safety webinar for parents on the harms of pornography, and attended the girls' basketball playoffs. She emphasized that both the boys' and girls high school basketball teams made history this year with their performance and level of competition in an inaugural year in CHSAA.
- Holly Stephens: Annual Colorado League of Charter School Conference, Board walk, Coffee with Leadership, K-12 Reunification Drill, Weld RE-4 District Board meeting, 4th grade Core Knowledge celebration, and the Election Committee work in preparation for board elections. Holly gave a shout out to the work that is occurring to build the athletic program. She thanked Lindsay for all of her work as Athletic Director. She also was grateful to the coaches that work with students. She shared that the high school boys' basketball banquet was a great culminating event. It was evident that the coaches knew each of the athletes and sincerely cared about each of them and their growth as individuals.

4.0 Items for Action

4.1 2021 Form 990

A motion to approve the Form 990 for 2021 was made by Elaine Hungenberg and seconded by Jenny Ojala. SarahGennie Colazio, Director of Finance & HR reviewed the purpose of a Form 990 and highlighted Part VIII Statements of Revenue and Part IX Statements of Functional Expense. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.2 Sex Education Waiver

A motion was made to move forward with a request for a Sex Education Waiver from Weld RE-4 and the State was made by Jenny Ojala and seconded by Donna James. Carolyn shared that she would be abstaining from the voted. It was a conflict of interest, given that she was a counselor that addressed areas Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, abstain; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

5.0 Consent Agenda

Jenny Ojala requested that the Food Services Bid for MSHS Walk-in Freezer be moved to 6.0 Executive Board Consent Agenda Items. Elaine Hungenberg requested that Policy JECD-R Assignment of Transfer Students to Classes and Grade Levels on first read be moved to 6.0 Executive Board Consent Agenda Items.

5.1 Personnel

5.1.1 Appointments

- 5.1.1.1 Zoe Avery: Substitute Teacher
- 5.1.1.2 Madison Byers: HS Cheer Coach
- 5.1.1.3 Sophia Fokken: Custodian
- 5.1.1.4 Angela Hollingsworth: Substitute Teacher
- 5.1.1.5 Nicole Kellengarger: Instructional Paraprofessional
- 5.1.1.6 Thomas Kulawiak: HS Volleyball Coach
- 5.1.1.7 Chloe Miller: MS Volleyball Coach
- 5.1.1.8 Isaac Toman: Substitute Teacher

5.1.2 Terminations/Resignations

- 5.1.2.1 Mandi Murtaugh: Instructional Paraprofessional
- 5.1.2.2 Erin Leahy: Substitute Teacher
- 5.1.2.3 Ashley Meusch: Substitute Teacher
- 5.1.2.4 Gwendolyn Schulte: Substitute Teacher
- 5.1.2.5 Debra Childress: Substitute Teacher
- 5.1.2.6 Lindsay Guard: Substitute Teacher
- 5.1.2.7 Mandi Henderson: Substitute Teacher
- 5.1.2.8 Summer Allred: Substitute Teacher
- 5.1.2.9 Naomi Kephart: Substitute Teacher
- 5.1.2.10 Danielle Peterson: Substitute Teacher

5.2 Job Descriptions

- 5.2.1 Technology Manager

5.3 Policies

- 5.3.1 Policy GBEE Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, First Read
- 5.3.2 Policy GBEE-R Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, First Read
- 5.3.3 Policy IKF Graduation Requirements, First Read
- 5.3.4 Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students, First Read
- 5.3.5 Policy JS-R Appropriate Use of Windsor Charter Academy and Personal Technology by Students—Regulation, First Read
- 5.3.6 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, Second Read
- 5.3.7 Policy JEB Entrance Age Requirements, Second Read
- 5.3.8 Policy JF Student Admissions to Windsor Charter Academy, Second Read
- 5.3.9 Policy JRCB Privacy and Protection of Confidential Student Information, Second Read
- 5.3.10 Policy JRCB-R Privacy and Protection of Confidential Student Information—Regulation, Second Read
- 5.3.11 Policy IHCDCA Concurrent Enrollment, Second Read

5.4 Financials

- 5.4.1 February 2023

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

6.0 Executive Board-Pulled Consent Agenda Items

6.1 Food Services Bid for MSHS Walk-in Freezer

Jenny Ojala asked for clarifications on the bids to ensure that each bid had installation costs tied to the bid to ensure an equitable comparison. Once confirmed, a motion to approve the Stateside Services

was made by Jenny Ojala and seconded by Carolyn Mader. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.2 Policy JECD-R,E Assignment of Transfer Students to Classes and Grade Levels, First Read

Elaine Hungenberg asked for clarifications on the policy on prioritization of full-time student enrollment versus part-time student enrollment. Once confirmed that prioritization for full-time students was outlined, a motion to approve the policy was made by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

7.0 Membership-Pulled Consent Agenda Items

8.0 Items for Information

8.1 Board Candidate Speeches

8.2 Town Hall Questions

9.0 Executive Session

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

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

A motion was made to go into Executive Session by Carolyn Mader and seconded by John Feyen based on the following criteria:

- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board entered Executive Session at 9:25 p.m. The Executive Session ended at 9:54 p.m.

10.0 Adjournment

The motion was made by John Feyen and seconded by Holly Stephens to approve adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 9:54 p.m.



Appendix

1.0 February 2023 Executive Board Regular Session Minutes

Executive Board Minutes February 23, 2022

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

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

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Kelly Seilbach, Director of Middle School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made by Elaine Hungenberg and seconded by Jenny Ojala to approve the February 2023 Regular Session agenda. Members voted the following: Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes.

A motion to approve the minutes for the January 26, 2023 Regular Session Regular Session minutes was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were not any parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director Report –

- **Gaggle and GoGuardian**

In-house firewalls and filtering, along with *Gaggle* and *GoGuardian* are used in our schools to monitor the safety and wellbeing of students who access online resources and tools for their education. *Gaggle* and *GoGuardian* allow teachers and administrators to be made aware of any concerning situations, gather information, evaluate details, and establish plans to avoid potentially harmful situations. Over the course of the school year, our technology department has offered three *GoGuardian* professional development sessions, consisting of four after-school modules each, to support teachers with the use of *GoGuardian* during instructional time to monitor student activity. In addition, quarterly “Tech Talks” are presented to elementary, middle and high school staff during staff meetings where a variety of tech tools are shared to support teachers. Providing ongoing professional development for our teachers helps to ensure our tech-rich environment is safe, and that technology is used to foster learning experiences that promote problem solving, collaboration, creativity, critical thinking and communication.

- **Parent Agreement Forms & Opt-Out Forms**

The Director of Communications and Director of Curriculum and Instruction have worked together over the past few months to update our Parent Agreement Forms and Opt-Out Forms to better align with Board policies. These forms have been reviewed by our school attorneys and will be finalized this month. We are excited to have a more streamlined, simplified Parent Agreement Form that aligns well with Board policies.

- **Updated Technology & Innovation Webpage**

Windsor Charter Academy now has an updated webpage that is focused on technology and innovation in our schools. The purpose of the page is to better inform current and future parents about the innovative STEM-based programs we have at our schools. A focus on STEM education is one component that sets our school apart from other charter schools. It is important that we celebrate the innovative programs we have at our school!

- **Board Elections**

Board elections will occur in April. The Election Committee has been established and they will have their first meeting next week. We will begin reaching out to our greater community to solicit interest from parents/stakeholders about serving on the board. March will be a busy month for elections!

- **Safety Events & Webinars**

Our Safety Committee has organized a series of webinars this spring. On December 7th, Dr. Jason Clarke hosted a “Love & Logic Parenting” seminar that was attended by parents and community members. In addition, Dr. Clarke is offering a series of Love & Logic seminars next week to both parents and staff members. In March, Carolyn Mader will present “The Threat of

Pornography: How to Talk to Your Teen About Porn." We are excited to offer our families information on these important topics!

- **ES Honor Roll Assembly:** 3rd, 4th and 5th grade families were invited to celebrate the achievements of students who made the honor roll and high honor roll for second quarter. Students were honored with certificates and a special honor roll pencil.
- **ES Mid-Year Evaluations:** During the month of January, all certified and classified staff had the opportunity to meet with administration to reflect on their professional goals and mid-year data. Each certified staff member is responsible for a goal around strengthening collaboration through our PLC process tied to all school professional development and AVID implementation. Goal reflections and mid-year data conversations helped to support our school-wide goals in math achievement and growth and reading achievement.
- **Hot Cocoa Sales:** The fifth graders in the elementary Student Council sold hot chocolate to raise money for Children's Hospital. Students were excited to bring in donations in exchange for a warm cup of cocoa.
- **ES Battle of the Books:** Students are participating in Battle of the Books and gearing up for competition in March. This is a fun Family Feud-style competition where teams of students compete against peer schools to test their knowledge of a selection of books.
- **Parent-Teacher Conferences**
Spring conferences were conducted with many elementary school families to discuss student progress, needs and celebrations around growth. Parents were able to view all data collected during mid-year benchmark assessments on student data sheets sent home at the end of January.
- **MS Battle of the Books**
Students are participating in Battle of the Books. This is a fun Family Feud-style competition where teams of students compete against peer schools to test their knowledge of a selection of books.
- **MS Honor Band**
The middle school is so proud of its students who were nominated for demonstrating outstanding musicianship, playing ability, and leadership qualities. They were selected to participate in the Combined League Middle School Honor Bands. Anna G. (flute), Alaina D. (flute), Andy W. (alto saxophone), Grace M. (clarinet), and Cason C. (euphonium), students in our middle school symphonic band, participated in this all-day band festival. The top middle school musicians from over 23 northern Colorado middle schools performed and were directed by Dr. Dockendorf, clinician and Associate Director of Bands at University of Colorado Boulder. The evening concluded with a full concert presented at the Union Colony Civic Center. It was an amazing experience for our students and we are proud of them for representing our school so well!
- **MS & HS Mid-Year Evaluations**
As part of the evaluation process, all staff reflected on their professional goals. In order to support our school wide goals, all certified staff have created goals around increasing academic growth in math and reading as well as implementing AVID inquiry and collaboration in the classrooms. Teachers also reflected on the mid-year iReady data and discussed how they can positively contribute to our school wide goals around math and reading growth.
- **MS & HS Instructional Rounds**
Teachers participated in Instructional Rounds. The purpose of Instructional rounds is for the observing teachers to compare their own instructional practices with those of the teachers they observe in an effort to expand individual teacher practice schoolwide and cultivate collaboration regarding instructional practices.
- **HS 2023-2024 Course Registration**
Our counseling and advising staff is meeting individually with every high school student to ensure that they are registering for correct courses to stay on track for graduation with their high school diploma and associates degree.
- **Vex Robotics**
Our Vex Robotics team traveled to South Dakota School of Mines for a tournament and placed 2nd overall! This was a great experience for them to compete against some new teams and see the SDSM&T campus.
- **Junior Class Truffle Fundraiser**
The junior class spent the weekend making over 2500 truffles to sell to our WCA community. The money that they raised will go towards a class trip, After-Prom, and other future class needs.

- **Cornhole Tournament**

Our boys' basketball team raised over \$13,000 during their annual Cornhole Tournament. They plan to use some of this money to purchase a second scoreboard for the MSHS gym.

- **3v3 Basketball Tournament**

Our NHS students planned a new event, a 3v3 basketball tournament, this month. There were ten teams who participated and it was a great event to bring both our middle and high school students together.

3.2 Executive Board Reports

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

- Sherry Bartmann: Truffle sales, basketball games, meeting with the Executive Director
- Elaine Hungenberg: Meetings with the Executive Director, Valentine parties, honor roll assembly, poem reading
- Donna James: Finance Committee
- Jenny Ojala: Boys' and girls' basketball, meeting with Executive Director regarding the Firebird Facility
- Carolyn Mader: Basketball boys and girls playoff games.
- Holly Stephens: Boys' and girls' basketball, Election Committee work.

4.0 Items for Information

4.1 Sex Education Waiver

Based on prior request from the Executive Board, Dr. Teeple presented a draft waiver for Sex Education. The Executive Board discussed the pros and cons for a waiver, the rationale for a Sex Education Waiver. Items for discussion included how a waiver would give Windsor Charter Academy the autonomy for how the School approached sex education. Concerns were also shared on how the definition for "appropriate curriculum" would be determined based on the subjectivity of a Board. The Board requested that the Executive Director present the waiver as an Item for Action at the next Board meeting.

The Executive Board took a break from 7:05 pm. to 7:17 p.m.

5.0 Items for Action

5.1 Designation of Official Posting Notice Location

A motion to approve the elementary and middle school lobbies as the official posting notice location was made by Elaine Hungenberg and seconded by Holly Stephens. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

5.2 Start & End Times for School Day

A motion to approve the following times for start and end times for the school day was made by Elaine Hungenberg and seconded by Donna James.

- ES: 8:00 a.m. to 3:05 p.m.
- MS & HS: 8:15 a.m. to 3:21 p.m.

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

5.3 Instructional Paraprofessional Merit Pay Program

Administration and representatives from the ES/MS/HS paraprofessionals to create a Merit Pay program for paraprofessionals. Dr. Teeple shared the matrix of options and the process for paraprofessionals indicating that they want to participate in the merit pay program.

The motion was made to approve the Instructional Paraprofessional Merit Pay Program by John Feyen and seconded by Elaine Hungenberg. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

5.4 Staffing Plan for Instructional Paraprofessionals

Dr. Teeple presented data that outlined three different plans for paraprofessional staffing—full time, full coverage, or a hybrid with paraprofessionals full time in kindergarten classrooms and full coverage for instructional support for students in grades 1-5.

The motion was made to approve staffing plan as recommended by the Executive Director, with full-time paraprofessionals in each kindergarten classroom, and full coverage to support interventions by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, nay; James, aye; Mader, nay; Ojala, nay; Stephens, nay; Bartmann, nay. The motion did not pass.

A second motion was made by Elaine Hungenberg and seconded by Jenny Ojala to move to a full-time model for paraprofessionals at the elementary school. Members voted the following: Feyen, nay; Hungenberg, aye; James, nay; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed.

5.5 2023-2024 Salaries

The motion was made to approve an initial raise of 8.4% for the 2023-2024 school year for staff by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

6.1.1 Appointments

- 6.1.1.1 Deanne Erskine: Substitute Teacher
- 6.1.1.2 David Lindburg: Substitute Teacher
- 6.1.1.3 Taylor Lucas: Substitute Teacher
- 6.1.1.4 Allison Neidert: Substitute Teacher
- 6.1.1.5 James Griess: Custodian
- 6.1.1.6 Alaina Schmidt: Food Services Assistant
- 6.1.1.7 Jennifer Herrback: ES Counselor
- 6.1.1.8 Peggy Pirayesh: Intramurals Coach
- 6.1.1.9 Naomi Horse: MS Coach Cheer
- 6.1.1.10 Melissa DeBusk: MS Teacher

6.1.2 Transfers

- 6.1.2.1 Alicia Saffer: Substitute Teacher to Instructional Paraprofessional
- 6.1.2.2 Phillip Winn: Custodian to MS Teacher

6.1.3 Terminations/Resignations

- 6.1.3.1 Caitlin Hass: Instructional Paraprofessional
- 6.1.3.2 Mandy Mullen: MS Cross Country Coach
- 6.1.3.3 Stephanie Bartke: HS Volleyball Coach
- 6.1.3.4 Caleb Rupe: Custodian

6.2 Policies

- 6.2.1 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, First Read
- 6.2.2 Policy JEB Entrance Age Requirements, First Read
- 6.2.3 Policy JECD-R,E Assignment of Transfer Students to Classes and Grade Levels
- 6.2.4 Policy JF Student Admissions to Windsor Charter Academy, First Read
- 6.2.5 Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students, First Read
- 6.2.6 Policy JRCB Privacy and Protection of Confidential Student Information, First Read
- 6.2.7 Policy JRCB Privacy and Protection of Confidential Student Information—Regulation, First Read
- 6.2.8 Policy IHEDA Concurrent Enrollment, First Read
- 6.2.9 Policy GBJ Personnel Records and Files, Second Read

6.3 Financials

- 6.3.1 November 2022
- 6.3.2 December 2022

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

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

- Candra Campbell expressed her appreciation for the Board making the decision to employ elementary school paraprofessionals full time.
- Natalie Baliff asked who determines the plan for paraprofessionals and how they are utilized—and whether this was a Board or Administrator's responsibility.
- Cody Brady expressed concerns on the behaviors at the elementary school. He also supported a waiver for sex education.

9.0 Executive Session

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

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)

- Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

A motion was made by Donna James and seconded by John Feyen to enter Executive Session based on the following citation:

- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

The Board entered Executive Session at 9:00 p.m. The Board exited Executive Session at 9:49 p.m.

10.0 Adjournment

The motion was made by John Feyen and seconded by Elaine Hungenberg to approve adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 9:50 p.m.



2.0 2021 Form 990

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2021
Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2021 calendar year, or tax year beginning 07/01/21, and ending 06/30/22

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <p style="text-align: center;">Windsor Charter Academy</p> Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <p style="text-align: center;">810 Automation Drive</p> City or town, state or province, country, and ZIP or foreign postal code <p style="text-align: center;">Windsor CO 80550</p>	D Employer identification number <p style="text-align: center;">84-1517346</p> E Telephone number <p style="text-align: center;">970-674-5020</p> G Gross receipts\$ 15,416,876
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F Name and address of principal officer:
John Feyen

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. See instructions

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶ **www.windsorcharteracademy.org** **H(c)** Group exemption number ▶

K Form of organization: Corporation Trust Association Other ▶ **L** Year of formation: **2000** **M** State of legal domicile: **CO**

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: Windsor Charter Academy is a K-12 Charter School providing academic excellence, character development, and enthusiasm for life-long learning.		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	6
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	6
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	307
	6	Total number of volunteers (estimate if necessary)	6	0
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 3,383,537	Current Year 1,795,358
	9	Program service revenue (Part VIII, line 2g)	12,476,686	13,436,738
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	22,923	24,978
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	104,725	159,802
	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	15,987,871	15,416,876
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
	14	Benefits paid to or for members (Part IX, column (A), line 4)		0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	10,607,946	5,217,566
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		0
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	5,608,824	5,236,294
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	16,216,770	10,453,860
	19	Revenue less expenses. Subtract line 18 from line 12	-228,899	4,963,016
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 36,625,608	End of Year 34,838,175
	21	Total liabilities (Part X, line 26)	55,139,264	48,388,815
	22	Net assets or fund balances. Subtract line 21 from line 20	-18,513,656	-13,550,640

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer <p style="text-align: center;">John Feyen</p> Type or print name and title	Date <p style="text-align: center;">President</p>
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Paid Preparer Use Only	Print/Type preparer's name John Cutler	Preparer's signature <i>John L. Cutler</i>	Date 02/06/23	Check <input type="checkbox"/> if self-employed	PTIN P00879543
	Firm's name ▶ John L Cutler & Associates			Firm's EIN ▶ 20-2011689	
	Firm's address ▶ 600 17th St S Ste 2800 Denver, CO 80202-5428			Phone no. 303-634-2259	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: Windsor Charter Academy is a K-12 Charter School providing academic excellence, character development, and enthusiasm for life-long learning.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 5,845,363 including grants of\$) (Revenue \$) Windsor Charter Academy provides a challenging academic program based on Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

4b (Code:) (Expenses \$ including grants of\$) (Revenue \$) N/A

4c (Code:) (Expenses \$ including grants of\$) (Revenue \$) N/A

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses ▶ 5,845,363

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a	Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	X	
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		X
24b			
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		X
24c			
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		X
24d			
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
25b			
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
26			
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
27			
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
28a			
b	A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
28b			
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
28c			
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
29			
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
30			
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
31			
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
32			
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
33			
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
34			
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
35a			
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
35b			
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
36			
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
37			
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	
38			

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
1a			0
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
1b			0
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
1c			

Part V Statements Regarding Other IRS Filings and Tax Compliance <i>(continued)</i>		Yes	No		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	307		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b	X		
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X	
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X	
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X	
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X	
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X	
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	Organizations that may receive deductible contributions under section 170(c).				
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X	
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X	
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X	
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		X	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		X	
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	Section 501(c)(7) organizations. Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	Section 501(c)(12) organizations. Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.				
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X	
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15		X	
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X	
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
1b	Enter the number of voting members included on line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	The governing body?	X	
8b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		X
11b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		X
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official	X	
15b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.	X	
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **None**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records ►

Windsor Charter Academy
Windsor

810 Automation Drive

CO 80550

970-674-5020

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) John Feyen President	2.00 0.00	X		X				0	0	0
(2) Carolyn Mader Member	2.00 0.00	X						0	0	0
(3) Donna James Treasurer	2.00 0.00	X		X				0	0	0
(4) Sherry Bartmann Vice President	2.00 0.00	X		X				0	0	0
(5) Jenny Ojala Member	2.00 0.00	X						0	0	0
(6) Elaine Hungenberg Secretary	2.00 0.00	X		X				0	0	0
(7) Rebecca Teeples Executive Director	40.00 0.00						X	164,550	0	36,036
(8) SarahGennie Colazio Director of Finance	40.00 0.00						X	107,360	0	23,512
(9) Hannah Mancina Dir of HS Education	40.00 0.00						X	100,445	0	21,998
(10) Kelly Seilbach Dir of MS Education	40.00 0.00						X	100,445	0	21,998
(11)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

Table with 6 main columns: (A) Name and title, (B) Average hours per week, (C) Position (Individual trustee or director, Institutional trustee, Officer, Key employee, Highest compensated employee, Former), (D) Reportable compensation from the organization, (E) Reportable compensation from related organizations, (F) Estimated amount of other compensation. Includes subtotals for 1b, 1c, and 1d.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 4

Table with 3 columns: Question number, Yes, No. Contains questions 3, 4, and 5 regarding compensation reporting.

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

Table with 3 columns: (A) Name and business address, (B) Description of services, (C) Compensation. Includes a total row for question 2.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a						
	b Membership dues	1b						
	c Fundraising events	1c						
	d Related organizations	1d						
	e Government grants (contributions)	1e	1,690,900					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	104,458					
	g Noncash contributions included in lines 1a-1f	1g	\$					
	h Total. Add lines 1a-1f			1,795,358				
	Program Service Revenue				Business Code			
2a Per Pupil Revenue			611710	12,804,177	12,804,177			
b Mill Levy			611710	552,614	552,614			
c Tuition and Fees			611710	79,947	79,947			
d								
e								
f All other program service revenue								
g Total. Add lines 2a-2f				13,436,738				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			24,978			24,978	
	4 Income from investment of tax-exempt bond proceeds							
	5 Royalties							
	6a Gross rents		(i) Real	(ii) Personal				
		6a						
		b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c						
	d Net rental income or (loss)							
	7a Gross amount from sales of assets other than inventory		(i) Securities	(ii) Other				
		7a						
		b Less: cost or other basis and sales exps.	7b					
	c Gain or (loss)	7c						
	d Net gain or (loss)							
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18							
		8a						
b Less: direct expenses	8b							
c Net income or (loss) from fundraising events								
9a Gross income from gaming activities. See Part IV, line 19								
	9a							
b Less: direct expenses	9b							
c Net income or (loss) from gaming activities								
10a Gross sales of inventory, less returns and allowances								
	10a							
b Less: cost of goods sold	10b							
c Net income or (loss) from sales of inventory								
Miscellaneous Revenue				Business Code				
	11a Other			159,802	159,802			
	b							
	c							
	d All other revenue							
e Total. Add lines 11a-11d				159,802				
12 Total revenue. See instructions				15,416,876	13,596,540	0	24,978	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	7,296,761	4,669,927	2,626,834	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	-3,447,506	-1,837,852	-1,609,654	
9 Other employee benefits	1,220,294	780,988	439,306	
10 Payroll taxes	148,017	94,731	53,286	
11 Fees for services (nonemployees):				
a Management				
b Legal	10,213		10,213	
c Accounting	52,433		52,433	
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	33,184	33,184		
13 Office expenses	176,152	88,076	88,076	
14 Information technology	388,576	194,288	194,288	
15 Royalties				
16 Occupancy	420,594	44,213	376,381	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	1,453,435		1,453,435	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	501,143		501,143	
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a District Purch. Services	1,021,317	817,053	204,264	
b Food Services	432,994	432,994		
c Supplies and Materials	318,141	318,141		
d Other Purchased Services	218,492		218,492	
e All other expenses	209,620	209,620		
25 Total functional expenses. Add lines 1 through 24e	10,453,860	5,845,363	4,608,497	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	4,810,600	1	5,415,667
	2 Savings and temporary cash investments	3,522,743	2	3,097,213
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	251,834	4	513,138
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 25,440,265		
	b Less: accumulated depreciation	10b 4,045,878	21,895,531	10c 21,394,387
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	6,144,900	15	4,417,770
16 Total assets. Add lines 1 through 15 (must equal line 33)	36,625,608	16	34,838,175	
Liabilities	17 Accounts payable and accrued expenses	165,495	17	105,281
	18 Grants payable		18	
	19 Deferred revenue	46,894	19	39,593
	20 Tax-exempt bond liabilities	27,985,000	20	25,329,500
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	26,941,875	25	22,914,441
	26 Total liabilities. Add lines 17 through 25	55,139,264	26	48,388,815
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions		27	
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds	-18,513,656	31	-13,550,640
32 Total net assets or fund balances	-18,513,656	32	-13,550,640	
33 Total liabilities and net assets/fund balances	36,625,608	33	34,838,175	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	15,416,876
2	Total expenses (must equal Part IX, column (A), line 25)	2	10,453,860
3	Revenue less expenses. Subtract line 2 from line 1	3	4,963,016
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	-18,513,656
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	-13,550,640

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

**SCHEDULE A
(Form 990)**

Public Charity Status and Public Support

OMB No. 1545-0047

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

2021

Department of the Treasury
Internal Revenue Service

▶ **Attach to Form 990 or Form 990-EZ.**

**Open to Public
Inspection**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) 12

13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ►

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	%

16a 33 1/3% support test—2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization ►

b 33 1/3% support test—2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization ►

17a 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ►

b 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ►

18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ►

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

- 19a 33 1/3% support tests—2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- b 33 1/3% support tests—2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations *(continued)*

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
11a		
b A family member of a person described on line 11a above?		
11b		
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
2		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>	Yes	No
2a		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
2b		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D – Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i>)	
6 Other distributions (<i>describe in Part VI</i>). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	
9 Distributable amount for 2021 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required— <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021 Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Area with horizontal dotted lines for supplemental information.

**Schedule B
(Form 990)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Organization type (check one):

Filers of:**Section:**

Form 990 or 990-EZ

 501(c)(3) (enter number) organization 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation 527 political organization

Form 990-PF

 501(c)(3) exempt private foundation 4947(a)(1) nonexempt charitable trust treated as a private foundation 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

-
- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2021)

Name of organization

Windsor Charter Academy

Employer identification number

84-1517346

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	Great Western Operating Co. 4093 Special Place Longmont CO 80504	\$ 15,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	The Bergan Family 1891 Seadrift Dr. Windsor CO 80550	\$ 15,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors... Yes No, 6 Did the organization inform all grantees... Yes No.

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements, 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution..., 3 Number of conservation easements modified..., 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy..., 6 Staff and volunteer hours..., 7 Amount of expenses..., 8 Does each conservation easement..., 9 In Part XIII, describe how the organization reports...

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report..., 1b If the organization elected, as permitted under FASB ASC 958, to report..., 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain...

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a** Public exhibition
- b** Scholarly research
- c** Preservation for future generations
- d** Loan or exchange program
- e** Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

- c** Beginning balance
- d** Additions during the year
- e** Distributions during the year
- f** Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment ▶ %
- b** Permanent endowment ▶ %
- c** Term endowment ▶ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) Unrelated organizations		
(ii) Related organizations		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,844,450		1,844,450
b Buildings		23,340,420	3,884,790	19,455,630
c Leasehold improvements				
d Equipment		255,395	161,088	94,307
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) ▶ **21,394,387**

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Deferred Outflows Related to Pension	4,187,937
(2) Deferred Outflows Related to OPEB	229,833
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	4,417,770

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Net Pension Liability	12,385,682
(3) Deferred Inflows Related to Pension	4,656,646
(4) 2021 Bond Premium	2,346,529
(5) 2020 Premium	1,381,516
(6) Net OPEB Liability	683,481
(7) Accrued Salaries and Benefits	535,253
(8) Other Liabilities	367,751
(9) Accrued Interest Payable	337,483
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	22,914,441

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	15,416,876
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	15,416,876
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	15,416,876

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	10,453,860
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	10,453,860
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	10,453,860

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part X - Other Liabilities Continued

Description	Book Value
Deferred Outflows Related to OPEB	220,100

**SCHEDULE E
(Form 990)**

Department of the Treasury
Internal Revenue Service

Name of the organization

Schools

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.
- ▶ Attach to Form 990 or Form 990-EZ.
- ▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Windsor Charter Academy

Employer identification number

84-1517346

Part I

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	X	
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	X	
3 Has the organization publicized its racially nondiscriminatory policy on its primary publicly accessible Internet homepage at all times during its taxable year in a manner reasonably expected to be noticed by visitors to the homepage, or through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II	X	
4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	X	
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	X	
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	X	
d Copies of all material used by the organization or on its behalf to solicit contributions?	X	
If you answered "No" to any of the above, please explain. If you need more space, use Part II.		
5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges?		X
b Admissions policies?		X
c Employment of faculty or administrative staff?		X
d Scholarships or other financial assistance?		X
e Educational policies?		X
f Use of facilities?		X
g Athletic programs?		X
h Other extracurricular activities?		X
If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		
6a Does the organization receive any financial aid or assistance from a governmental agency?	X	
6b Has the organization's right to such aid ever been revoked or suspended?		X
If you answered "Yes" on either line 6a or line 6b, explain on Part II.		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II	X	

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

Sch E - Financial Aid or Government Assistance Explanation

Governmental Financial Aid: Windsor Charter Academy operates under a charter granted by the Weld County School District RE-4. Windsor Charter Academy is funded based on the level of per pupil revenue (PPR) as determined by the Colorado State Legislature each year multiplied by the number of full time equivalent (FTE) students.

SCHEDULE J
(Form 990)

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
- ▶ Attach to Form 990.
- ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Part I Questions Regarding Compensation

	Yes	No								
<p>1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> First-class or charter travel</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Housing allowance or residence for personal use</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Travel for companions</td> <td style="border: none;"><input type="checkbox"/> Payments for business use of personal residence</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Tax indemnification and gross-up payments</td> <td style="border: none;"><input type="checkbox"/> Health or social club dues or initiation fees</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Discretionary spending account</td> <td style="border: none;"><input type="checkbox"/> Personal services (such as maid, chauffeur, chef)</td> </tr> </table>	<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use	<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence	<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees	<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as maid, chauffeur, chef)		
<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use									
<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence									
<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees									
<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as maid, chauffeur, chef)									
<p>b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain</p>	1b									
<p>2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?</p>	2									
<p>3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Compensation committee</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Written employment contract</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Independent compensation consultant</td> <td style="border: none;"><input type="checkbox"/> Compensation survey or study</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Form 990 of other organizations</td> <td style="border: none;"><input type="checkbox"/> Approval by the board or compensation committee</td> </tr> </table>	<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract	<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study	<input type="checkbox"/> Form 990 of other organizations	<input type="checkbox"/> Approval by the board or compensation committee				
<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract									
<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study									
<input type="checkbox"/> Form 990 of other organizations	<input type="checkbox"/> Approval by the board or compensation committee									
<p>4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:</p> <p>a Receive a severance payment or change-of-control payment?</p> <p>b Participate in or receive payment from a supplemental nonqualified retirement plan?</p> <p>c Participate in or receive payment from an equity-based compensation arrangement?</p> <p>If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.</p>	4a	X								
	4b	X								
	4c	X								
<p>Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5–9.</p> <p>5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:</p> <p>a The organization?</p> <p>b Any related organization?</p> <p>If "Yes" on line 5a or 5b, describe in Part III.</p>	5a	X								
	5b	X								
<p>6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:</p> <p>a The organization?</p> <p>b Any related organization?</p> <p>If "Yes" on line 6a or 6b, describe in Part III.</p>	6a	X								
	6b	X								
<p>7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III</p>	7	X								
<p>8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III</p>	8	X								
<p>9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?</p>	9									

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)–(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)–(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1 Rebecca Teeples Executive Director	(i)	164,550	0	0	36,036	0	200,586	0
	(ii)	0	0	0	0	0	0	0
2	(i)							
	(ii)							
3	(i)							
	(ii)							
4	(i)							
	(ii)							
5	(i)							
	(ii)							
6	(i)							
	(ii)							
7	(i)							
	(ii)							
8	(i)							
	(ii)							
9	(i)							
	(ii)							
10	(i)							
	(ii)							
11	(i)							
	(ii)							
12	(i)							
	(ii)							
13	(i)							
	(ii)							
14	(i)							
	(ii)							
15	(i)							
	(ii)							
16	(i)							
	(ii)							

**SCHEDULE K
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information on Tax-Exempt Bonds

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 24a. Provide descriptions, explanations, and any additional information in Part VI.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization **Windsor Charter Academy** Employer identification number **84-1517346**

Part I Bond Issues

(a) Issuer name	(b) Issuer EIN	(c) CUSIP #	(d) Date issued	(e) Issue price	(f) Description of purpose	(g) Defeased		(h) On behalf of issuer		(i) Pooled financing	
						Yes	No	Yes	No	Yes	No
A 2020 Refunding Bonds	27-3534321	19645UUE0	08/29/20	10,305,000			X		X		X
B 2021 Refunding Bonds	27-3534321	19645UJZ8	10/01/21	15,280,000	Refund 2016 Bonds		X		X		X
C											
D											

Part II Proceeds

	A		B		C		D	
1 Amount of bonds retired								
2 Amount of bonds legally defeased								
3 Total proceeds of issue	11,686,516		17,508,109					
4 Gross proceeds in reserve funds	1,528,869		1,466,823					
5 Capitalized interest from proceeds								
6 Proceeds in refunding escrows								
7 Issuance costs from proceeds	532,271		525,782					
8 Credit enhancement from proceeds								
9 Working capital expenditures from proceeds								
10 Capital expenditures from proceeds								
11 Other spent proceeds								
12 Other unspent proceeds								
13 Year of substantial completion								
	Yes	No	Yes	No	Yes	No	Yes	No
14 Were the bonds issued as part of a refunding issue of tax-exempt bonds (or, if issued prior to 2018, a current refunding issue)?		X		X				
15 Were the bonds issued as part of a refunding issue of taxable bonds (or, if issued prior to 2018, an advance refunding issue)?		X		X				
16 Has the final allocation of proceeds been made?	X		X					
17 Does the organization maintain adequate books and records to support the final allocation of proceeds?	X		X					

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule K (Form 990) 2021

Part III Private Business Use

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
1 Was the organization a partner in a partnership, or a member of an LLC, which owned property financed by tax-exempt bonds?		X		X				
2 Are there any lease arrangements that may result in private business use of bond-financed property?		X		X				
3a Are there any management or service contracts that may result in private business use of bond-financed property?		X		X				
b If "Yes" to line 3a, does the organization routinely engage bond counsel or other outside counsel to review any management or service contracts relating to the financed property?								
c Are there any research agreements that may result in private business use of bond-financed property?		X		X				
d If "Yes" to line 3c, does the organization routinely engage bond counsel or other outside counsel to review any research agreements relating to the financed property? ..								
4 Enter the percentage of financed property used in a private business use by entities other than a section 501(c)(3) organization or a state or local government								
5 Enter the percentage of financed property used in a private business use as a result of unrelated trade or business activity carried on by your organization, another section 501(c)(3) organization, or a state or local government								
6 Total of lines 4 and 5								
7 Does the bond issue meet the private security or payment test?		X		X				
8a Has there been a sale or disposition of any of the bond-financed property to a nongovernmental person other than a 501(c)(3) organization since the bonds were issued?		X		X				
b If "Yes" to line 8a, enter the percentage of bond-financed property sold or disposed of								
c If "Yes" to line 8a, was any remedial action taken pursuant to Regulations sections 1.141-12 and 1.145-2?								
9 Has the organization established written procedures to ensure that all nonqualified bonds of the issue are remediated in accordance with the requirements under Regulations sections 1.141-12 and 1.145-2?		X		X				

Part IV Arbitrage

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
1 Has the issuer filed Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate?		X		X				
2 If "No" to line 1, did the following apply?								
a Rebate not due yet?		X		X				
b Exception to rebate?		X		X				
c No rebate due?		X		X				
If "Yes" to line 2c, provide in Part VI the date the rebate computation was performed								
3 Is the bond issue a variable rate issue?		X		X				

Part IV Arbitrage (continued)

Table with 8 columns (A-D, Yes/No) and 7 rows of arbitrage questions. Includes questions about qualified hedges, superintegrated hedges, and GIC investments.

Part V Procedures To Undertake Corrective Action

Table with 8 columns (A-D, Yes/No) and 1 row asking about written procedures to ensure timely identification and correction of federal tax requirements.

Part VI Supplemental Information. Provide additional information for responses to questions on Schedule K. See instructions

Lined area for providing supplemental information.

**SCHEDULE O
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346

Form 990, Part III, Line 4d - All Other Accomplishments

Windsor Charter Academy provides a challenging academic program based on Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

The process to review the form 990 includes a presentation of the form to the Board of Directors. The 990 is an agenda item and details are recorded in the minutes. The Finance Committee reviews the 990 and recommends approval to the Board of Directors.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

The conflict of interest policy is monitored at each Board meeting when decisions are made. If there is a conflict of interest or potential conflict of interest, the member abstains from voting.

Form 990, Part VI, Line 15a - Compensation Process for Top Official

The Board of Directors determine compensation using approved salary schedules and market analysis.

Form 990, Part VI, Line 15b - Compensation Process for Officers

The Board of Directors determine compensation using approved salary

Name of the organization

Employer identification number

Windsor Charter Academy

84-1517346

schedules and market analysis.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

The organizing documents were created by the founding members of the Charter School and are available upon request. The conflict of interest policy and financial statements are posted on the school's website as required by the Financial Transparency Act.



3.0 Sex Education Waiver

22-1-128, CRS. Comprehensive Human Sexuality Education

Specifies how, when, and content for human sexuality education to be taught in all grade levels.

Rationale: Windsor Charter Academy is granted the authority to determine the educational program for the school through an automatic waiver of C.R.S. § 22-32-109(1)(t). Consistent with this waiver, Windsor Charter Academy should have the authority to establish and maintain appropriate standards for the education program, texts, and materials acceptable in its school in accordance with the Charter School Contract.

Replacement Plan: Windsor Charter Academy offers a broad curriculum that meets the Colorado Academic Standards for Comprehensive Health and Physical Education, to include the sub-standards: Physical and Personal Wellness, Emotional and Social Wellness, and Prevention and Risk Management. Windsor Charter Academy will include appropriate instruction on human anatomy and reproduction.

Duration of the Waiver: Windsor Charter Academy requests that this waiver be for the duration of its contract with Weld RE-4.

Financial Impact: The requested waivers will have no financial impact on Weld RE-4 or Windsor Charter Academy.

How the Impact of the Waiver Will be Evaluated: The impact of this waiver will be measured by the performance criteria and assessments that apply to Windsor Charter Academy, as set forth in the Charter School Agreement.

Expected Outcome: As a result of this waiver, Windsor Charter Academy will experience an enhanced educational program by being able to administer the school program keeping with the philosophy and mission as stated in the Charter School Agreement and executing the curricular autonomy it is guaranteed.



4.0 Food Services Bid for MSHS Walk-in Freezer

Walk-in Cooler/Freezer Combination Bid

With the passing of the Healthy Kids School Meal Act, the middle school kitchen will need to replace the six free-standing reach in coolers and freezers with a walk-in cooler/freezer combination. The existing reach in coolers is not adequate for storage of food. Additionally, the cooling process that is part of the HACCP in the scratch food service model is not adequate. Due to the Healthy Kids School Meal Act, student participation in the program will double. We will need more space for fresh foods, as well as the frozen. Replacement of the equipment will also allow for more dry storage space in the storage room. Bids do not include floor preparation or walk-in cooler/ combo shelving.

Bid Results:

- \$57,575.1: Desert Peak Marketing--11 x 8 x 7.6 Thermocool Walk-in Combination Cooler/Freezer. \$52,548.10 + \$5,027 (refrigeration).
- \$55,660.00: Valley Heating and Air--11 x 8 x 7.6 Walk-In Cooler/Freezer Combination. Note: Refrigeration is included.
- \$39,642: Stateside Service--11 x 8 x 8.6 Bally Prefabricated Exterior Cooler/Freezer Combination. \$34,615.00 + \$5,027 (refrigeration).

Recommendation: The recommendation of the Director of Food Services is to approve the bid from Stateside Services because it is the most reasonably priced proposal.



BUDGET

12/08/2022

Project:

Windsor Charter School - High
School - BUDGET

From:

Desert Peak Marketing
Luke Short
2655 S. Santa Fe Dr
Unit 4G
Denver, CO 80223
3037902424
(720) 506-1459 (Contact)

Project Code: LS129019

Job Reference Number: LS18976

3	1 ea	WALK IN COMBINATION COOLER FREEZER	\$52,548.10	\$52,548.10
		<p>Thermo-Kool Model No. CUSTOM THERMO-KOOL Walk-in Cooler/Freezer 8' 6" x 10' 10" x 7' 6" High Insulation: 4" DURATHANE, all-urethane foamed-in-place (Class 1) Exposed Exterior: White Stucco Galvanized Unexposed Exterior: Stucco Galvanized Interior: White Stucco Galvanized Interior Floors: 1/8" Aluminum Treadplate *FLOOR PANELS NOT DESIGNED FOR ROLLING TRAFFIC OR PALLET JACK USE* Cooler, Freezer with Floor (1) 30" x 76" Flush Mounted Entrance Door(s), with hardware, Pilot light & switch assembly, vapor proof light & dial thermometer. NSF LISTED (1) 26" x 76" Flush Mounted Entrance Door(s), with hardware, Pilot light & switch assembly, vapor proof light & dial thermometer. NSF LISTED (1) Exterior Ramp (2) Door(s) with (2) Hinges per door (2) Kason # 1806 LED light fixture at door(s) (2) Thermo-Kool TK4700 walk-in monitor system with TK4 panic switch, motion detector, battery backups, dry contacts and thermostatically controlled heater wires (2) 36"H 1/8" Aluminum Treadplate kickplates int & ext (1) vinyl strip curtain</p>		

Item	Qty	Description	Budget	Budget Total
		(1) Interior Ramp		
		(1) Vinyl strip curtain(s)		
		(2) Pressure relief vent(s)		
1 ea		RFO060M4SEANT 1/2 HP, Remote Pre Assembled Refrig. System Model RFO060M4SEANT 208-230/60/3 Medium Temperature, base, weather hood, winter controls, Scroll, Air-cooled, R448A (15 MCA, 15 MOPD, 3.1 Compressor RLA) with ASLA35073ADA 115/60/1 coil (1.8 amps) with EC motor. Accessories: 1 ea Low ambient kit with heated and insulated receiver, low pressure bypass relay.		
1 ea		RFO250L4SEA 2 1/2 HP, Remote Pre Assembled Refrig. System Model RFO250L4SEA 208-230/60/3 Low Temperature, base, weather hood, winter controls, Scroll, Air-cooled, R448A, Std. Defrost Kit (26 MCA, 30 MOPD, 8.7 Compressor RLA) with ASLE45094DDA 208230/60/1 coil (1.2 fan amps, 10.9 heater amps) with EC motor. Accessories: 1ea Low ambient kit with heated and insulated receiver, low pressure bypass relay.		
1 ea		2 Compressor Warranties		



Valley Heating Air and Refrigeration

Windsor Charter Middle School
810 Automation Dr
Windsor, CO 80550

(480) 330-6685
ricky.wagner@windsorcharteracademy.com

ESTIMATE	#710
ESTIMATE DATE	Dec 20, 2022
SCHEDULED DATE	Fri Dec 9, 2022 11:00am
TOTAL	

CONTACT US

671 Academy Ct , A
Windsor , CO 80550

(970) 686-2021
Valleyhvacr1@gmail.com

ESTIMATE

U.S Cooler Cooler/Freezer combo

Services	amount
New Walk-In Cooler/Freezer Install	\$55,660.00

Price includes the assembly and construction of a W/I cooler/Freezer with box temp of 35/0 degrees.

SCOPE OF WORK

- US Cooler assembled of approximate 11'x 8'x 7.5' tall with left side cooler/right side freezer
- Condensing units set customer supplied concrete pad outside on ground
- Evaporator unit set in cooler and freezer
- New refrigerant lines
- Commissioning of systems

COOLER BOX

-Walk-In Combination: 11ft. 0in. X 8ft. 0in. X 8ft. 8in. -
1 Cooler(s) 1 Freezer(s)

-Walk-In Cooler: 6'-0" X 8'-0" X 8'-8" - 4" extruded polystyrene, stucco embossed galvalume 26 gauge exterior, stucco embossed galvalume 26 gauge interior, nsf approved.

-Floor: 6'-0" X 8'-0" - 4" extruded insulation, 22 gauge stainless steel interior, stucco embossed galvalume 26 gauge exterior

U.S. Cooler floors are not designed for the use of Forklifts, Pallet Jacks, or Hard Wheeled Carts. Damage caused by this usage will void the panel warranty

Door, 30 In. X 76 In.; med temp inside, with floor, threshold , hinge left centered On front length wall , with U.S. Cooler Logo

***** Includes *****

- 1 x Vert-Ergo handle
- 1 x LED light
- 1 x LED thermometer switch
- 1 x door closure
- 2 x adjustable spring-loaded hinges

FREEZER

Walk-In Freezer: 5'-0" X 8'-0" X 8'-8" - 4" extruded polystyrene, stucco embossed galvalume 26 gauge exterior, stucco embossed galvalume 26 gauge interior, nsf approved.

Floor: 5'-0" X 8'-0" - 4" extruded insulation, 22 gauge stainless steel interior, stucco embossed galvalume 26 gauge exterior
 U.S. Cooler floors are not designed for the use of Forklifts, Pallet Jacks, or Hard Wheeled Carts. Damage caused by this usage will void the panel warranty

Door, 30 In. X 76 In.; low temp inside, with floor, threshold, heater wire, hinge right centered On front length wall.

***** Includes *****

- 1 x Vert-Ergo handle
- 1 x LED light
- 1 x LED thermometer switch
- 1 x door closure
- 2 x adjustable spring-loaded hinges
- 1 Pressure relief (usc 9644)(installed)

REFRIGERATION EQUIPMENT

- Medium Temp Condenser included and installed
- 1 indoor evaporator 120 volt included and installed
- Refrigerant piping Installed and insulated.

- Low Temp condenser included and installed
- 1 indoor evaporator 240 volt included and installed
- Refrigerant piping installed and insulated

-1 year parts and labor warranty. Compressor will fall under manufactures warranty if longer than 1 year.

-Existing install area will need to be cleared and floor prepped by customer or GC

-Walls and ceiling must be clear to allow for refrigerant lines to be ran to outside of building

-GC or customer is responsible for suitable concrete pad poured and cured for placement of condenser

-Electrician is responsible for all electrical and lighting in cooler and for powering evaporator and condenser.

Scope of work only includes the refrigeration and assembly of box. All other trades are responsible for their respected trades.

Pricing is good for 15 days and is subject to change.

Due to inflation and market conditions, Valley Heating Air and Refrigeration inc. reserves the right to adjust pricing if required due to copper, refrigerant or shipping prices.

Check pricing. Credit card conv. fee add 4%.

**50% down payment required to order equipment and to proceed with job.

***Remaining balance due with in 10 days of final commissioning of system. Payments not received by the 10th day will be subject to 2% late fee penalties per month.

	Total	\$55,660.00
Bally MFG Cooler/Freezer combo		

State Side Services, Inc.

2300 Mayflower Ave.
Apopka, FL 32703 US
STATESIDESERVICE@yahoo.com

Estimate

ADDRESS
Windsor Charter Academy Middle/High School
810 Automation Dr
Windsor, CO 80550

SHIP TO
Windsor Charter Academy Middle/High School
810 Automation Dr
Windsor, CO 80550

ESTIMATE 1522
DATE 01/16/2023
EXPIRATION 01/31/2023
DATE

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Combo Box	- Bally Prefabricated Exterior Dimensions: 11'-11¼"(l) x 8'-2¾"(w) x 8'-6"(h) 2 Compartments Ceiling: Single Span - Panel Thickness: 4 in. Exterior Vertical Used (7'-10") with 4 in. Partition, 4 in. Floor in cooler & freezer, 4 in. Ceiling - Base Finish: Vertical and Ceiling Panels: Embossed Galvalume (26 GA) - Special Finishes: Interior Floor - Aluminum Smooth (10 GA .100" Thick) - Doors/Opening: Wall 1 Door 1 (1) 30" x 78" Hinged Door In a 46" Wall 1 Door 1 (1) Foot Treadle Wall 1 Door 1 (1) Int. Stainless Steel Ramp (36" Door) Wall 1 Door 1 (1) Strip Curtain (36" Door and Under) Wall 1 Door 1 (1) Super Door 36" Wide and Under, 36" High Wall 1 Door 1 (1) Vapor Proof LED Bulb (Common base on door) Wall 1 Door 2 (1) 30" x 78" Hinged Door In a 46" Wall 1 Door 2 (1) Bally Standard Pressure Relief Port (< 400 sq/ft) Wall 1 Door 2 (1) Foot Treadle Wall 1 Door 2 (1) Int. Stainless Steel Ramp (30" Door) Wall 1 Door 2 (1) Strip Curtain (36" Door and Under) Wall 1 Door 2 (1) Super Door 36" Wide and Under, 36" High Wall 1 Door 2 (1) Vapor Proof LED Bulb (Common base on door) - Accessories and Extras: (2) Kason LED 1809-3 Light w/ strips (17" Long) - 40° F to 120° F (Range) (19) L/F Grey Vinyl Coving 4" Panel (68) S/F 1/2" Plywood Foamed in Panel	1	32,278.39	32,278.39

* Structural
 (17) S/F Emboss Galvalume (Closure Metal)
 - Refrigeration:
 (1) BEZA 007 H8 HT3DB (208-230/3/60) w/ smart speed
 Scroll Unit 7190 BTU
 (1) BEZA 020 L8 HT3DB (208-230/3/60) w/ smart speed
 For use with SMARTVAP+
 (1) BLP107MA-S1D-SV+ 115/1/60
 SmartVap+ Air Defrost with EEV
 Installed
 (1) BLP207LE-S2D SV+ 208-230/1/60
 SmartVap+ Electric Defrost with EEV
 Installed
 - Estimated Shipping:
 Weight 3,765.09
 *For cooler/freezer combo box and refrigeration only. Installation by others.
 Warranties are sold separate and not included in price. Please see price for each warranty below, if you choose a warranty please advise which one so we can add it to the quote.

Warranty

Optional Warranties: (not included in Total Price)
 (1) 007 HP Compressor Only (5y warr)
 Scroll MT \$223.50 Net
 (1) 01 HP System (5 yr. Parts , 1 yr. Labor) \$340.20 Net
 (1) 02 HP Compressor Only (5y warr)
 Scroll LT \$284.06 Net
 (1) 02 HP System (5 yr. Parts , 1 yr. Labor) \$504.00 Net

Freight

1 2,336.61 2,336.61

Payment Terms

Paid in full.

Terms

I have authority to order the work outlined above which has been satisfactorily completed. I agree that seller retains title to equipment/materials furnished until final payment is made. If any payment is not made as agreed, seller can remove said equipment/materials at sellers expense. Any damage resulting from said removal shall not be the responsibility of seller.

SUBTOTAL	34,615.00
TAX	0.00
TOTAL	\$34,615.00

Note: Refrigeration Bid as Noted in the Proposal Comparisons



QUOTE

IN DEPTH REFRIGERATION

802 Elias Tarn DR Severance, CO 80550
970-599-5185
indepthrefrigeration@gmail.com

To Jeannine Davison
Windsor Charter Academy
970-980-8466

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Vinny Ziesmer	Walk-in cooler/Freezer combo	After job completion	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
20HRS	Labor	125	2,500
1	Trip Charge	20	20
1	Copper/Fittings	950	950
30ft	Insulation	100	100
1	Torch and Solder	150	150
1	Vacuum pump	15	15
12	Refrigerant	432	432
1	Drain Pipe/Fittings	350	350
1	Drain Heater	160	160
1	electrical	150	150
1	Misc.	200	200
SUBTOTAL			5,027
SALES TAX			none
TOTAL			5,027



5.0 Job Descriptions



JOB DESCRIPTION Technology Manager

Summary

Responsible for planning, developing, managing and maintaining a technology program that supports the vision and mission of Windsor Charter Academy Schools. Supervises Technology Assistant(s).

Responsible for directing all aspects of the systems, services, infrastructure, networks and end user technology platforms that supports the vision and mission of Windsor Charter Academy Schools. This includes the planning, development, implementation management, and maintenance of all applications, infrastructure, security, networks technology, training, and communications. Directs infrastructure and technology support staff to ensure a secure, maintainable, highly available environment of data center, applications, servers, storage infrastructure, data and voice networks, security, internet and operations. Investigate, research, evaluate, and recommend creative and innovative uses of technology as a means of improving instruction, curriculum, academic support, and administrative delivery systems. Participate in the visioning and implementation of strategic initiatives through involvement with the Leadership Cabinet.

Report directly to the Director of Curriculum, Innovation and Instruction. Supervises Technology Assistant(s) and Technology Support Specialist.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Description of Job Tasks

- ~~Maintains a balanced technology budget, in partnership with the Director of Curriculum, Instruction & Innovation.~~ **in partnership with the Director of Curriculum, Instruction & Innovation, effectively manage the technology budget priorities and procedures. Submit purchase orders for technology. Ensure that programs, equipment, and systems selected are cost effective. Understand and communicate the total present and future cost of changing or implementing technology solutions including long range planning.**
- Direct **the long-term planning of** ~~and assist with the review,~~ purchasing, management, inventory, and repair and deletion of technology materials, hardware, software, licenses, and/or equipment.
- **Direct the prioritization of assigned projects in coordination with the Leadership Cabinet. Provide subject matter expertise.**
- **Provide leadership on all technology-related projects for school operations, telecommunications, and student support and instruction. Evaluate technological changes, software needs, emerging technologies, and best practices in the digital space to recommend innovative and cost-effective integration of new technologies. Partner and collaborate with other school leaders in the procurement**

process, implementation, and communication plan, always ensuring compliance with applicable state requirements and Windsor Charter Academy Policies.

- **Direct the operation, activities, coordination, and supervision of staff in the department including the hiring, evaluating, supervising, developing, professional development and mentoring needed to meet long-term goals of Windsor Charter Academy.**
- Supervise and guide the work of Tech Assistant(s), including their job performance reviews and evaluations.
- **Plan, collaborate, and coordinate internally with staff members throughout Windsor Charter Academy, as well as externally with vendors, contractors, and organizations to ensure proper integration of systems and applications in schools and instructional support groups.**
- **Oversee the design, implementation, and daily operations and maintenance of network infrastructure, telecommunications systems, servers, databases, and stored systems.**
- ~~Responsible for managing and providing technical support for school computers and network.~~
- Coordinate the use, maintenance, setup and repair of technology and audio/visual equipment.
- Participate **in and/or lead** in technology committees and/or attend appropriate professional development, building meetings, trainings and/or school functions.
- ~~Provide professional development and support on digital applications, computer systems, and tech equipment to support technology integration.~~
- ~~Collaborate with the Director of Curriculum, Instruction & Innovation to plan and manage the Technology budget.~~
- Assist with the set up and management of online student testing databases and other data management systems for the school.
- Provides general troubleshooting and support for school technology for staff, students and families.
- ~~Manages Tech Requests, ensuring requests are completed efficiently and effectively.~~
- ~~Understands how to differentiate support to staff, students and families based on need and ability.~~
- ~~Manages the inventories of student and staff devices and school wide technology.~~
- **Oversee the establishment of sound data management practices, ensuring data security, privacy, and protection of confidential information and providing for reliable and efficient collection, processing, and reporting of data.**
- **Facilitate effective communication and utilization of technology resources and lead by example with creative and proactive communication strategies. Facilitate communication between staff, management, vendors, and other technology resources within the organization while also managing relationships with vendors for sales, service, and support of all information systems and technology.**
- ~~Manages student account creation, password resets, and monitors online safety and security programs.~~
- ~~Reports large scale technology concerns and/or needs to the Director of Curriculum, Instruction & Innovation.~~
- ~~Troubleshoots issues and makes service calls for Xerox machines, printers and other school wide technology systems. Partners with the Director of Facilities Management.~~
- ~~Provides clear and timely communication to all stakeholders.~~
- Professionalism: Supports the school's vision and mission.
- Professionalism: Is professional when interacting with students, parents and staff.
- Professionalism: Is punctual and reliable.
- Performs other duties as assigned by the Director of Curriculum, Instruction & Innovation.

Education and Related Work Experience

- Bachelor's degree in a related field or evidence of equivalent training and four years of related experience required
- Experience working in a school media and/or technology lab/center required
- Experience working in a school setting preferred
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

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

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Customer service and public relations skills
 - Critical thinking and problem-solving skills
- Program planning, implementing and evaluating skills
- Supervisory and management skills preferred
- Knowledge of Dewey Decimal system, library automation system, collection systems and children's literature
- Knowledge of behavior management techniques
- Ability to set up, troubleshoot and problem solve computer, peripherals and networking problems and knowledge of Mac and Microsoft required
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Adhere to attendance requirements, including regular and punctual employee presence.
- Maintain honesty and integrity in all aspects of the job.
- Work independently and manage time effectively.
- Promote and follow Executive Board policies.
- Work in varied environments with various people including students, administrators, teachers, parents, law enforcement, general public, etc.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, PowerPoint, Excel, Adobe, and other software.
 - Typical office equipment
-

Physical Requirements & Working Conditions

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

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

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

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



6.0 First Read Policies



APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY NON-STUDENT STAKEHOLDERS

Introduction

Windsor Charter Academy offers staff, Executive Board members, substitute teachers, student teachers, parent volunteers, and other non-student, adult stakeholders (hereafter referred to as “user” or “users”) access to Windsor Charter Academy’s network, servers, computers, communication systems (i.e. email, VOIP, and audience response systems), hardware, software, operating systems, and an array of other emerging technologies (hereafter referred to as “Windsor Charter Academy technology”) to promote educational excellence. Each user is responsible for her/his use of technology, whether personal (i.e. computers/laptops, cell phones, portable digital assistants (PDAs), wireless email devices, and other digital devices) (hereafter referred to as “personal technology”) or Windsor Charter Academy provided. While using technology on or near school property, in school vehicles, and at school-sponsored activities, as well as using Windsor Charter Academy technology resources via off-campus remote access or with Windsor Charter Academy owned equipment, each user is expected to act in an appropriate manner consistent with school, Windsor Charter Academy, and legal guidelines.

Using Windsor Charter Academy Internet and Communications Systems

Use as a Privilege

Windsor Charter Academy technology is provided to users to conduct research, communicate with others, and fulfill other job responsibilities. Use of, and access to, Windsor Charter Academy technology is a privilege, not a right. Users must comply with Windsor Charter Academy standards when accessing and using Windsor Charter Academy technology. To protect the integrity of Windsor Charter Academy technology, system administrators (hereafter referred to as “Windsor Charter Academy technology staff”) will determine whether Windsor Charter Academy technology is used appropriately and may suspend, limit, or deny user access and use at any time. Windsor Charter Academy technology staff may also suspend user access and use to Windsor Charter Academy technology at any time for maintenance and repair purposes. Determinations of

Policy GBEE

inappropriate use of Windsor Charter Academy technology may be appealed to the Director of Innovation. Additionally, employee users who use Windsor Charter Academy technology in an inappropriate manner and who are found to be in violation of this policy may be subject to additional disciplinary action according to other Executive Board policies or state and federal statutes. Violation of this policy may also be cause for referral to outside agencies for additional investigation.

Information as Windsor Charter Academy Property

All digital storage on Windsor Charter Academy technology is property of Windsor Charter Academy and Windsor Charter Academy retains the right to retain, review, and disclose all information sent via, or stored on, Windsor Charter Academy technology for any legally permissible reason, including: to determine whether such information is a public record, to determine whether such information is discoverable in litigation, to access Windsor Charter Academy information in the employee's absence, and to determine whether Windsor Charter Academy technology is being used in a manner that complies with Windsor Charter Academy policy/regulation and law. Users should not expect files stored on, or sent via, Windsor Charter Academy technology to be private. Furthermore, users should understand that if such files qualify as public records, they may be open for inspection by individuals and entities unaffiliated with Windsor Charter Academy (i.e. to the media, for court purposes, etc.).

Proper and Acceptable Use of Technology

Users must comply with the following security expectations:

- Adhere to, and comply with, all Windsor Charter Academy policies and local, state, and federal laws regarding data security.—
- With the exception of Windsor Charter Academy technology staff, or their designees, who may access Windsor Charter Academy technology in accordance with this policy to troubleshoot and determine appropriate use, users shall not access the accounts of other users without the express consent of such other users, nor access any other account other than that to which they have been assigned.—
- To protect privacy, users shall not transfer and save personal, student, or employee information stored in electronic format on Windsor Charter Academy servers on to a laptop or other external device and take it off of school property, nor transmit such information outside of Windsor Charter Academy unless Windsor Charter Academy data security procedures are followed to allow for effective file encryption.—
- When outside Windsor Charter Academy network, users shall not allow others to access their Windsor Charter Academy-issued laptops or other

Policy GBEE

Windsor Charter Academy technology without a technology protection measure in place.

- Only connect personal technology to approved Windsor Charter Academy wireless networks, and never connect personal technology to Windsor Charter Academy's wired LAN.
- Immediately notify Windsor Charter Academy technology staff of any suspected Windsor Charter Academy technology security issues without demonstrating the problem to others.
- Protect login and password information and avoid public posting or sharing of access with anyone, including co-workers, student teachers, students, parents, or volunteers.
- Avoid prolonged, repeated use of generic user login ID's.
- Ensure that workstations are locked when left unattended.

Furthermore, any use, transmission, storage, or publication of any material in violation of law, and/or Windsor Charter Academy policy is prohibited. Such use includes, but is not limited to the following activities in which users must not engage:

- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that:
 - Are threatening, promote violence, or advocate the destruction of property.
 - Are pornographic, obscene, or sexually oriented (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form).
 - Advocate or promote violence or hatred against particular individuals or groups of individuals or advocate or promote the superiority of one racial, ethnic, or religious group over another; and/or
 - Can be construed to be political activity (state law prohibits the use of any public funds for political activities).
- Using profane, obscene, and/or inappropriate language, images, and/or other materials.
- Representing Copyright ©, Registered ®, and/or Trademark TM materials as one's own work.
- Using software, media, or digital content contrary to licensing or fair-use copyright restrictions.
- Circumventing or intentionally compromising Windsor Charter Academy security measures.
- Using Windsor Charter Academy technology to install or utilize software or

Policy GBEE

~~executable files that are beyond the scope of the educational objectives of Windsor Charter Academy, and/or installing such software or executable files onto Windsor Charter Academy technology.~~

- ~~• Using USB, bootable CDs, or other devices to alter the function of Windsor Charter Academy technology, including, but not limited to, a Windsor Charter Academy computer or a network; and/or~~
- ~~• Damaging Windsor Charter Academy technology to modify their intended functionality.~~
- ~~• Intentionally or neglectfully transmitting viruses or other destructive computer files.~~
- ~~• Obtaining unauthorized access to Windsor Charter Academy or external computers (i.e. cracking).~~
- ~~• Intentionally bypassing Windsor Charter Academy filters without authorization.~~
- ~~• Using Windsor Charter Academy technology for commercial purposes, personal financial gain, or fraud.~~
- ~~• Using Windsor Charter Academy technology in such a way that Windsor Charter Academy will incur an expense unless spending authority has been granted by the appropriate administrator.~~
- ~~• Using Windsor Charter Academy or personal technology to violate the privacy of others, including taking unauthorized photos of others.~~
- ~~• Using Windsor Charter Academy or personal technology to improperly disclose of any student's or staff member's name, image, likeness, home address, phone number, or other personal information.~~
- ~~• Using Windsor Charter Academy technology for non-educational uses such as gaming, inappropriate role playing multi-user environments, or gambling; issuing junk mail, chain mail, or raffles.~~
- ~~• Engaging in any activity that violates Windsor Charter Academy policy, school rules, or law.~~
- ~~• Disrupting the operation of any Windsor Charter Academy technology, including, but not limited to, any school network.~~
- ~~• Using Windsor Charter Academy communication systems in an inappropriate manner.~~
- ~~• Purposely failing to report flagrant abuse of this policy to a Windsor Charter Academy technology staff.~~

Student and Employee Information

~~Maintenance of privacy and adherence to confidentiality laws, including, but not limited to the Family Educational Rights and Privacy Act (FERPA) is required. Therefore, users shall not electronically transmit, publish, or distribute confidential information pertaining to students, parents/guardians, or Windsor Charter Academy employees. Additionally, users may not use Windsor Charter~~

Policy GBEE

~~Academy technology for confidential matters or privileged communications (i.e. transferring student records) unless appropriate encryption measures are taken to ensure confidentiality and maintain appropriate privilege. Access to information that is not legally protected but is sensitive in nature shall only be given on a "need to know" basis. Users shall handle all employee and student records in accordance with policies GBJ (Personnel Records and Files), JRA/JRA-R/JRC (Student Records and Release of Information Concerning Student Records/Student Records and Release of Information Concerning Students – Regulation/Colorado Open Records Law), and applicable law.~~

No Warranty

~~Windsor Charter Academy does not expressly or implicitly warrant Windsor Charter Academy technology it provides to users. Therefore, Windsor Charter Academy is not responsible for any damage or loss incurred through use of Windsor Charter Academy technology including, but not limited to, damage or loss caused by non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of Windsor Charter Academy technology and reliance on any information obtained via Windsor Charter Academy technology is at a user's own risk and Windsor Charter Academy specifically denies any responsibility for the reliability of such use or accuracy and quality of information obtained through the use of Windsor Charter Academy technology including Windsor Charter Academy provided Internet access.~~

~~Also, Windsor Charter Academy assumes no responsibility for any loss or damage to personal property including personal technology.~~

Windsor Charter Academy Executive Board
Revised: May 2018

Weld Re-4 Windsor Charter Academy Board
Adopted: June 2008
Revised: November 2012

APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY NON-STUDENT STAKEHOLDERS

The Internet, various forms of electronic communications, and other Windsor Charter Academy technology resources have vast potential to support curriculum and learning. Accordingly, the Executive Board of Directors believes these resources should be used in schools as a learning resource to educate and to inform.

The Executive Board of Directors supports the use of the Internet, electronic communications, and other Windsor Charter Academy technology by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which the Windsor Charter Academy staff may access materials and information from many sources. Staff members shall take responsibility for their own use of Windsor Charter Academy technology resources while on or off of the Windsor Charter Academy network, as well as use of personal devices while connected to the Windsor Charter Academy network, in accordance with this policy. Windsor Charter Academy technology resources must be used only for educational purposes, or to perform assigned job responsibilities.

Filtering

Web filtering technology that blocks or filters material and information that is unsuitable for students as defined by federal and state law and Board policy shall be deployed by Windsor Charter Academy. Staff must report access (their own or that of a student or other staff member) to material or information that is unsuitable for students as defined by federal and state law, professes a threat of violence or self-harm, or otherwise in violation of this policy, to their supervisor or Windsor Charter Academy administration and the Windsor Charter Academy technology department.

No Expectation of Privacy

Windsor Charter Academy technology resources are owned by Windsor Charter Academy and are intended for educational purposes, Windsor Charter Academy business and performance of assigned job responsibilities at all times. Staff members shall have no expectation of privacy while using Windsor Charter Academy technology resources. Windsor Charter Academy reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice)

Policy GBEE

all usage of Windsor Charter Academy technology resources, including, but not limited to, all Internet, network, application, and electronic communications access and transmission/receipt of materials and information, including such activity on personal devices while connected to the Windsor Charter Academy network. Windsor Charter Academy reserves the right to utilize and apply decryption technology to such activity within Windsor Charter Academy (at any time and without prior notice) to the extent allowable by law. All material and information accessed/received through Windsor Charter Academy technology resources shall remain the property of the Windsor Charter Academy.

Public Records

Electronic communications sent and received by Windsor Charter Academy staff may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All staff electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law and Windsor Charter Academy policy.

Unauthorized and Unacceptable Use

Staff members must use Windsor Charter Academy technology resources, as well as personal technology resources while connected to the Windsor Charter Academy network, in a responsible, efficient, ethical and legal manner and in accordance with applicable law and Windsor Charter Academy policy. Use of Windsor Charter Academy technology resources, systems, and networks for personal gain is prohibited.

Because technology and ways of using technology are constantly evolving, every unacceptable use of Windsor Charter Academy technology resources cannot be specifically described in policy. Therefore, examples of unacceptable uses are detailed in the accompanying regulation.

Intentional access or attempt to access material defined in the accompanying regulation, or defined as unsuitable elsewhere in this policy or in state or federal law, is considered a direct violation of this policy and may subject the staff member to disciplinary action, up to and including termination, and/or criminal or other legal action.

Security

Information security is a high priority for Windsor Charter Academy. Windsor Charter Academy is dedicated to adhering to the most current industry standard information security best practices and continuous improvement of its security posture. Staff members who identify abuse, in violation of policy or otherwise, or

Policy GBEE

a security risk or vulnerability while using Windsor Charter Academy technology resources must immediately notify a supervisor, the Windsor Charter Academy technology department, and Windsor Charter Academy administration. Staff members must not communicate or demonstrate the problem to other users. Utilization of credentials other than those assigned to the user for their own exclusive use is strictly prohibited. Account names or credentials used in the Windsor Charter Academy shall not be duplicated or reused for any purpose external to Windsor Charter Academy. Access privileges are subject to the principle of least privilege; in addition, access to sensitive data may be subject to the requirement of need to know.

Because technology and related security issues are constantly changing, not every practice that could jeopardize Windsor Charter Academy's technology resources and systems can be described in policy. Therefore, examples of security risks that violate Windsor Charter Academy's policies are detailed in the accompanying regulation.

Staff are prohibited from accessing, storing, or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by Windsor Charter Academy on any device other than that which has been assigned for exclusive use by the staff member, or has been explicitly designated as an administrative or staff use only device.

Any device, application or other Windsor Charter Academy technology resource storing or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by Windsor Charter Academy must not be left unattended while logged in; devices must employ a configured and enabled lock screen mechanism triggered by a timer, inactivity, or both; and web-based applications must employ an auto-logout mechanism triggered by inactivity.

Any user identified as a security risk, or as having a history of problems with other technology resources, may be denied access to Windsor Charter Academy systems, networks and other technology.

Confidentiality

Staff members shall not access, receive, transmit or retransmit data or any other material regarding students, parents/guardians, Windsor Charter Academy staff or Windsor Charter Academy affairs that is protected by confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act

Policy GBEE

(FERPA) and the Student Data Transparency and Security Act, unless such access, receipt, or transmittal is in accordance with their assigned job responsibilities, applicable law and Windsor Charter Academy policy. In order to maintain data confidentiality and compliance, data subject to confidentiality laws, as well as any other data designated as sensitive by Windsor Charter Academy, shall employ the use of encryption. It is imperative that staff members who store and share confidential student information in digital form understand how to do so in a safe and secure manner, so that confidential records are not inadvertently shared with the wrong party or made publicly available in any other manner. Staff members who disclose student records or other confidential student information in a manner inconsistent with applicable law and Windsor Charter Academy policy may be subject to disciplinary action, up to termination, and/or criminal or other legal action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material.

Data Handling

Storage of Windsor Charter Academy data, in any form, is restricted to Windsor Charter Academy issued technology resources. Staff are prohibited from storing Windsor Charter Academy data, in any form, on personal devices. Storage of Windsor Charter Academy data in unsanctioned external storage providers or applications is strictly prohibited.

Staff members are required to configure and utilize multi-factor authentication for any Windsor Charter Academy sanctioned application where data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by the Windsor Charter Academy will be stored or processed.

Any device, including but not limited to stationary workstations, mobile devices, permanently attached or approved removable storage, storing or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by Windsor Charter Academy shall employ encryption technology to maintain confidentiality of data.

Staff connecting any personal devices, such as cell phones (including cell phones where a stipend is provided), laptops or tablets, to Windsor Charter Academy sanctioned applications are required to utilize a screen lock mechanism with an automatic screen lock timeout configured.

Policy GBEE

All Windsor Charter Academy data or data created by Windsor Charter Academy staff while performing their assigned responsibilities, including email, must be securely destroyed when the data no longer maintains value or valid purpose to Windsor Charter Academy and in accordance with law and the Windsor Charter Academy's record retention schedule. Windsor Charter Academy reserves the right to securely reclaim, remove access, or destroy data not meeting value or validity standards (to include email and other electronic communications) at any time and without prior notice.

Use of Social Media

Staff members may use social media in accordance with Windsor Charter Academy Board policy GBEEA: Staff Use of Social Media for School-Related Purposes, for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school-related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications. Staff members must receive prior approval before any social media platform may be used on behalf of Windsor Charter Academy or for student educational purposes. Approval of the use of social media must be resubmitted annually for review. Staff who would like to use social media as an educational tool are required to create and utilize a professional account for exclusive use for Windsor Charter Academy educational purposes.

Online or electronic conduct resulting in a negative impact to the educational environment or other conduct in violation of Windsor Charter Academy policy may form the basis for disciplinary action, up to and including termination, and/or criminal or other legal action.

Windsor Charter Academy-Owned Technology Hardware

Staff-issued Windsor Charter Academy technology resources are the sole responsibility of the staff member. Theft, loss, or damage of all staff-issued hardware devices must be replaced or reimbursed by the staff member, with the exception of theft within a Windsor Charter Academy building where clear evidence is present and a police report has been filed. Staff members must report the incident to Windsor Charter Academy administration, their supervisor, and the Windsor Charter Academy technology department.

Unauthorized Software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration, licensing, and payment of any fees owed has been deemed unacceptable by the Windsor Charter Academy, or otherwise does not comply with Windsor Charter Academy policy or state and federal laws.

Staff Member Use is a Privilege

Use of Windsor Charter Academy technology resources, Internet and electronic communications requires personal responsibility and an understanding of an agreement to the acceptable and unacceptable uses of such tools as defined in this policy. Provisioning of Windsor Charter Academy technology resources for use by staff is a privilege, not a right. Availability to and use of Windsor Charter Academy technology resources by staff is contingent upon acceptance of and compliance with this policy. Failure to follow the use procedures and requirements contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action, up to and including termination, and/or criminal or other legal action. Windsor Charter Academy may deny, revoke or suspend access to Windsor Charter Academy technology or close accounts at any time.

Staff members are required to follow the Technology Policies and Expectations outlined in the staff handbook.

Windsor Charter Academy Makes No Warranties

Windsor Charter Academy makes no warranties of any kind, whether express or implied, related to the use of Windsor Charter Academy technology resources, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Windsor Charter Academy of the content, nor does Windsor Charter Academy make any guarantee as to the accuracy or quality of information. Windsor Charter Academy is not responsible for any damages, losses or costs a staff member or student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via Windsor Charter Academy technology resources is at the staff member's own risk.

Definition

As used in this policy, the terms "staff," "staff member" and "Windsor Charter Academy staff" include any person employed by the Windsor Charter Academy, student teachers, interns, volunteers, contractors, or any other third

party under contract to perform work or services or process data for Windsor Charter Academy.

Windsor Charter Academy Executive Board

May 2018

April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

C.R.S. 24-72-204.5 (monitoring electronic communications)

Cross References

AC and subcodes, Non-Discrimination/Equal Opportunity

JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students

GBEEA Staff Use of Social Media for School-Related Purposes



STAFF USE OF WINDSOR CHARTER ACADEMY TECHNOLOGY, THE INTERNET, AND ELECTRONIC COMMUNICATIONS

All employees of Windsor Charter Academy must sign and abide by the Windsor Charter Academy Technology Policies and Expectations outlined in the staff handbook indicating their knowledge of and agreement to terms and conditions of use of Windsor Charter Academy technology resources. Each staff member is responsible for her/his use of technology, whether personal or Windsor Charter Academy-provided. While using Windsor Charter Academy and personal technology resources on or near school property, in school vehicles and at school sponsored activities, as well as using Windsor Charter Academy technology resources off campus or through the use of VPN access, each staff member must act in an appropriate manner consistent with school and Windsor Charter Academy policies, and conform to any compulsory state or federal law or other legal requirements. Failure to follow the acceptable use policies will result in the loss of the privilege to use Windsor Charter Academy technology resources and may result in disciplinary action, up to and including termination, and/or referral to law enforcement.

Employees leaving Windsor Charter Academy must surrender all Windsor Charter Academy-issued technology resources and Windsor Charter Academy data. Upon end of employment or termination, staff must discontinue use of all Windsor Charter Academy technology resources.

Accounts

All windsorcharteracademy.org accounts are the property of Windsor Charter Academy. Upon leaving Windsor Charter Academy, employee access to accounts will be terminated and may be deleted after a period of inactivity. Certain files, folders, or accounts may be retained for future Windsor Charter Academy use.

Password Requirements

Staff are required to create strong passwords for accessing Windsor Charter Academy technology resources. Requirements for strong passwords include:

1. At least 12 characters in length; and
2. They must satisfy 3 of the 4 following requirements:
 - a. At least one uppercase character
 - b. At least one lowercase character

- c. At least one number
 - d. At least one special character (a special character is anything other than a letter or number)
3. Must not have been used previously
 4. Must not contain identifiable characteristics (e.g., the employee's name)

Staff are required to change their password annually.

Unauthorized and Unacceptable Use

Examples of unacceptable uses include, but are not limited to, the following:

No staff member shall access, create, transmit, retransmit or forward material, information, or other data:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is not related to Windsor Charter Academy education purposes.
- That contains pornographic, obscene or other sexually oriented material or information, either as pictures or writing, or is otherwise inappropriate as defined by state and federal law and Windsor Charter Academy policy
- That harasses, threatens, demeans, or promotes violence or hatred. against another person or group of persons in violation of Windsor Charter Academy's nondiscrimination policies.
- For personal profit, financial gain, advertising, commercial transaction or political purposes.
- That plagiarizes the work of another.
- That uses inappropriate, derogatory, or profane language likely to be offensive to others in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person's reputation.
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including personally identifiable information defined and protected by confidentiality laws including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act.
- That impersonates another individual, group, or organization.

Intentional access or attempt to access material defined above, or defined as unsuitable elsewhere in this policy or in state or federal law, is considered a direct violation of this policy and may subject the staff member to disciplinary action, up to and including termination, and/or criminal or other legal action.

Security

Examples of security risks that violate Windsor Charter Academy's policies include, but are not limited to, the following:

- Gaining unauthorized access to Windsor Charter Academy technology resources, data, networks or systems and by extension, third party data, networks, or systems integrated with Windsor Charter Academy.
- Reading, altering, copying, exfiltrating, destroying, or otherwise harming any data outside the user's own authorized scope of access, to include but not limited to, any official file or record of Windsor Charter Academy or data of another user.
- Attacking, destroying, or disrupting the functionality of Windsor Charter Academy technology resources, systems, or networks, including but not limited to denial-of-service attacks, or the unauthorized alteration of hardware or software.
- Performing reconnaissance efforts including but not limited to network, system, or vulnerability scanning or any other method utilized to identify or execute security vulnerabilities to obtain unauthorized access to any system or data or for any other purpose.
- Reading, altering, or modifying network packets.
- Exploiting any security vulnerability in an effort to gain unauthorized access accounts, systems or data.
- Downloading, storing, installing, or utilizing malicious software.
- Deploying or utilizing any malicious hardware.
- Bypassing or evading security or filtering measures by use of a proxy, virtual private networking, tunneling, or any other method.
- Employing any type of social engineering effort to gain unauthorized access to Windsor Charter Academy systems, data, or accounts or data of other users.
- Posting, sharing, or otherwise making available account, system, or network information that would provide access to unauthorized parties, or increase the likelihood of access by unauthorized parties.
- Performing any other action that will increase the level of vulnerability, risk, or exposure to threats to Windsor Charter Academy technology resources, networks, systems, or data.

- Use of any Windsor Charter Academy technology resource, system, or network performing any of the aforementioned activities against any network or system external to Windsor Charter Academy.
- Allowing others to access their Windsor Charter Academy-issued laptops or other Windsor Charter Academy technology without a technology protection measure in place when outside Windsor Charter Academy network.
- Allowing non-Windsor Charter Academy personnel access to staff-issued technology devices.
- Staff are prohibited from the use of cellular hotspots while on Windsor Charter Academy property with the exception of the event of an emergency or outage which requires use.

Email Retention

Deleted emails may be purged immediately.

Definitions

As used in this regulation, the terms “staff”, “staff member”, and “Windsor Charter Academy staff” include any person employed by Windsor Charter Academy, student teachers, interns, volunteers, contractors, or any other third party under contract to perform work or services or process data for Windsor Charter Academy.

Windsor Charter Academy Executive Board
April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
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47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)
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Cross References

AC and subcodes, Non-Discrimination/Equal Opportunity
JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students
GBEEA Staff Use of Social Media for School-Related Purposes

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. **Please note that any courses placed on a transcript will reflect the official record of that student and will not be removed, edited, or adjusted unless the record is inaccurate or otherwise violates the student's privacy rights.** 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.

Reading, Writing & Communicating 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
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 for Semester-Transcribed Grade in Dual Credit Concurrent Enrollment Course for ENG 121 Level or Above (or Equivalent)	C or higher for Semester-Transcribed Grade in Dual Credit Concurrent Enrollment Course at the MAT 120 Level or Above
2 on Language and Composition, Literature and Composition, Seminar, Research, Modern World History, Psychology, Government or U.S. History for Advanced Placement (AP)	2 on Statistics, Calculus AB or Calculus BC, Biology, Chemistry or Physics for Advanced Placement (AP)
Earned National Career Readiness Certificate through ACT Work Keys	Earned National Career Readiness Certificate through ACT Work Keys
31 on the AFQT for ASVAB	31 on Math on the AFQT for ASVAB

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

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.

Windsor Charter Academy Executive Board

Adopted: December 2016

December 2017

April 2018

November 2018

May 2019

June 2020

April 2021

February 2022

| April 2023





Full-Time and Part-Time Enrollment Assignment of Transfer Students to Classes and Grade Levels

Students transferring into Windsor Charter Academy shall present records of attendance, grade placement, and academic achievement.

Students entering grades two through twelve from public, parochial, and private schools that are accredited by a recognized accrediting agency or organization shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring.

The administration, through academic achievement tests and other evaluation/assessment measures shall determine the appropriate grade level/credit status of students transferring from home instruction that are not accredited by a recognized accrediting agency or organization (“non-accredited schools”).

Grades 9-12 Enrollment and Placement

Home instruction students or students from non-accredited schools transferring to Windsor Charter Academy should enroll at least 30 days before the beginning of the school year. This will allow time for records and documentation to be submitted and evaluated and credit to be issued, where warranted, toward a Windsor Charter Academy high school diploma.

Students enrolling during the school year will be placed at the grade level and awarded credits after administration reviews the results of appropriate assessments. Students may be temporarily placed in a grade or class, subject to reassignment upon completion of assessments and consideration of results and review of submitted documentation.

The principal/designee will review completed course information and determine the number of transfer credits, if any, to be awarded based on a comparison to Windsor Charter Academy standards for the awarding of credit.

1. Windsor Charter Academy shall accept the transcripts from the home instructional program or a non-accredited school for its consideration. However, Windsor Charter Academy will determine, in its sole discretion, the amount of credit awarded and/or the grades recorded on the Windsor Charter Academy transcript

for work done in a home instruction program or at a non-accredited school. Grades from home instruction or a non-accredited school will be recorded as "S" (satisfactory) and "U" (unsatisfactory). The transcript will indicate if credit is awarded for work done other than at Windsor Charter Academy.

2. High school students enrolling from home instruction will be subject to Colorado High School Activities Association (CHSAA) regulations to qualify for athletics and activities.

Full-Time Enrollment

Students must be enrolled in Windsor Charter Academy Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the school system.

Exceptions are permitted only for:

1. Enrolled students attending another state-accredited institution such as a college or university for school credit;
2. Enrolled students taking the limited number of credits needed to graduate in the school year;
3. Enrolled students in need of modified school attendance as an accommodation for a disability or similar **administration-approved** unique circumstance;
4. Enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations
5. Non-public school students in accordance with the policies and procedures set forth in this policy; **or-**
6. **Tenth, eleventh and twelfth-**grade students, in good standing, with a graduation plan that allows for open blocks.

Part-Time Enrollment of Non-Public School Students

Windsor Charter Academy Schools shall allow the part-time enrollment of students who are enrolled in a private, denominational, or parochial school or are home schooled, which elects pursuant to section 22-33-104.5. Such students are referred to herein as "non-public school students." Windsor Charter Academy establishes the following guiding principles for **the** enrollment of non-public school students:

1. The primary school for a non-public school student is the student's private, denominational, parochial or home school.-
2. Enrollment of a non-public school student in Windsor Charter Academy Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant

programming of the student's primary school.-

3. Non-public school students are not to be given priority over full-time students.
4. Non-public school students are to be enrolled only in programs or courses that are –educationally appropriate for the student, with a minimum enrollment of four courses at Windsor Charter Academy.

To be eligible to participate, non-public school students must be enrolled at Windsor Charter Academy and attending courses prior to October 1. Students may apply for part-time enrollment for a minimum of 90 hours of instruction for each semester, after applicants for full-time admission are accommodated. Approval will be subject to space availability, to other limitations for enrollment, and to the satisfaction of any prerequisites and other applicable school requirements for a particular course, as determined by Windsor Charter Academy.

Deadline for Part-Time Applications

~~A~~**The applications for part-time enrollment of non-public school students** must be received by **Windsor Charter Academy** by September 1 and the student enrolled by October 1st. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that **part-time enrollment of a non-public school student** will be continued from one year to the next.—

College Course Registration

Part-time students may not enroll in more than 2 college courses during any one semester.-

Standards, Policies and Expectations

Non-public school students who are enrolled part-time are to be subject to the same standards, policies, and expectations as full-time enrolled students except where appropriate to reflect their part-time status.—

Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of **school policies including** student conduct rules.

Presence on School Grounds

~~s~~**Part-time non-public school s**Students ~~enrolled on a part-time basis~~ are to be present on school grounds during the school day only at the times required for their attendance in the course(s) in which they are enrolled. **Part-time non-public school s**Students must sign in and out of the school by following the building level procedure.

Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

Academic Honors

Non-public school students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from Windsor Charter Academy Schools or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of Windsor Charter Academy's policies for such, including attainment of minimum credits and semesters of attendance.

Extracurricular Activities

Non-public school students enrolled on a part-time basis may be permitted ~~at~~ in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Colorado High School Activities Association (CHSAA) will be limited to those students who meet the CHSAA bylaws.

Compulsory Attendance

~~Even P~~part-time **non-public school** students must attend school in compliance with the Colorado Compulsory Attendance Law. ~~This law applies to students attending public school part time and receiving a home based education program part time, but it does not apply to the portion of a student's educational program received from a private school.~~ Windsor Charter Academy Schools will take attendance for part-time students.

Grading and Instruction

The **part-time non-public** student will be graded for **on** the educational instruction received at Windsor Charter Academy Schools and is not responsible for delivering curricula or content which the student is not available to receive during normal instructional time while in attendance. Windsor Charter Academy will not make special arrangements to deliver curricula outside the scope of the part-time enrollment. Report cards will reflect the student's mastery of content taught during the student's instructional time school at Windsor Charter Academy Schools.-

Retention/Loss of Credit/Delayed Graduation

A part-time **non-public** student may be subject to retention, loss of credit or delayed graduation. If the student is receiving instruction elsewhere (home-based program or private institution), the parent or guardian is responsible for providing the Windsor Charter Academy Schools with evidence of grades, progress reports, assessments, transcripts and other relevant information demonstrating academic achievement that would support promotion to the next grade level and/or award of credit. Failure to do so may result in retention, loss of credit or delayed graduation. If inadequate

information is provided or the information provided demonstrates a failure to master certain content, Windsor Charter Academy Schools may (but is not required to) to perform its own assessments and/or review to determine grasp of content, grade placement and/or transfer credits. **The determination about retention, loss of credit, and/or delayed graduation is Windsor Charter Academy's to make in its sole discretion.**

Schedules

~~Then the parent must ensure that the student will be able to receive a complete educational program, otherwise the student might face retention or late graduation.~~ Windsor Charter Academy Schools' instructional schedule is determined prior to the beginning of the school year and, therefore, the schools are not able to accommodate special schedule requests of students enrolled part-time. **Part-time non-public school students are responsible for ensuring that they can complete the educational program in which they are enrolled. If the student cannot complete such a program, the student may face retention or late graduation.**

IEPs

~~If the student is enrolled at Windsor Charter Academy Schools only part-time, then the school will deliver only those special education and related services identified in the IEP that are available during the portion of the day in which the student attends the school. The school will not be able to rearrange staff schedules or otherwise alter the instructional day to accommodate a part-time student's schedule.~~

School and State Assessments

Both full-time and part-time students are required to take school assessments for the subjects that they are enrolled in. Part-time **non-public school** students that are **also** ~~part-time AND~~ enrolled in home school or private school do not need to take state assessments.

Windsor Charter Academy Executive Board
Adopted by WCA: May 2016

Legal References

C.R.S. 22-33-104.5(4)

Cross References

IKF Graduation Requirements

JFB Enrollment at Windsor Charter Academy Schools



APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY STUDENTS

Introduction

Windsor Charter Academy offers its students access to Windsor Charter Academy's network, servers, computers, communication systems (i.e. e-mail, web sites, blogging, podcasting, VOIP and audience response systems and/or other emerging technologies), hardware, software, operating systems, and an array of other emerging technologies (hereafter referred to as "Windsor Charter Academy technology") to promote educational excellence. Each student is responsible for her/his use of technology, whether personal (i.e. computers/laptops, cell phones, portable digital assistants (PDAs), wireless email devices, tablets cameras, audio and/or video recorders and players, data storage devices and other digital devices) (hereafter referred to as "personal technology") or Windsor Charter Academy provided. While using technology on or near school property, in school vehicles, and at school sponsored activities, as well as using Windsor Charter Academy Technology resources via off-campus remote access or with Windsor Charter Academy provided equipment, each student is expected to act in an appropriate manner consistent with school, Windsor Charter Academy, and legal guidelines. It is the joint responsibility of Windsor Charter Academy and school personnel and the parents and/or guardians of each student to educate students about their responsibilities and to establish expectations when using and/or accessing technology.

Using Windsor Charter Academy Internet and Communications Systems

Windsor Charter Academy technology, including a school email account, is provided to students to conduct research, complete assignments, and communicate with others to further their education. Use of, and access to, Windsor Charter Academy technology is a privilege, not a right; therefore, general rules of school behavior apply. Such use and/or access is provided to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using and/or accessing Windsor Charter Academy technology. Students must comply with Windsor Charter Academy standards and honor this agreement to be permitted access and use of Windsor

Charter Academy technology.

All digital storage on Windsor Charter Academy technology is Windsor Charter Academy property, and network administrators may review files and communications to maintain system integrity and ensure that students are using Windsor Charter Academy technology responsibly. Students should not expect that files stored on, or sent via, Windsor Charter Academy computers or servers will be private. Student email addresses will be part of the internal school directory.

The educational value of technology integration in curriculum is substantial. Access to the Internet enables students to use extensive online libraries and databases. Families should be warned that some material accessible through the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented, or potentially offensive to some people. While the intent is to make the Internet available to further educational goals and objectives, students may find ways to access these other materials as well. Windsor Charter Academy does not condone or permit the use of this material and uses content filtering technology to protect, to the extent possible, against Internet access by both adults and minors to visual depictions that are obscene, child pornography or harmful to minors. Parents and/or guardians must be aware that content filtering tools are not completely fail safe and while at school, direct supervision by school personnel of each student using a Windsor Charter Academy computer or accessing the Internet through Windsor Charter Academy's server is desired, but not always possible. Students are expected to use Windsor Charter Academy technology in a manner consistent with the rules below and will be held responsible for their intentional misuse and inappropriate access. Windsor Charter Academy believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using and/or accessing technology. If a student accidentally accesses inappropriate material, they should back out of that information at once and notify the supervising adult.

To ensure that student Internet access on Windsor Charter Academy technology is subject to Windsor Charter Academy's technology protection measures, student use of Internet ready Windsor Charter Academy technology shall primarily be restricted to Windsor Charter Academy property and Windsor Charter Academy's network. While on Windsor Charter Academy premises, student may use only Windsor Charter Academy networks in conjunction with Windsor Charter Academy technology. Students shall not be permitted to

~~remove Internet-ready Windsor Charter Academy technology from Windsor Charter Academy property unless Windsor Charter Academy technology in question includes one or more technology protection measures.~~

Proper and Acceptable Use of Technology by Students

~~Windsor Charter Academy technology must only be used and/or accessed in a manner that supports education and academic research and that is consistent with the educational mission and objectives of Windsor Charter Academy. Additionally, personal technology must not be used in a manner that has a detrimental effect on the educational environment.~~

~~Activities that are permitted and encouraged include:~~

- ~~• School work.~~
- ~~• Original creation and presentation of academic work.~~
- ~~• Research on topics being studied in school.~~
- ~~• Research for opportunities outside of school related to community service, employment, or further education.~~

~~Activities that are not permitted include but are not limited to:—~~

- ~~• Plagiarism or representing the work of others as one's own including non-attributed use of Copyright ©, Registered ® and/or Trademark TM materials.~~
- ~~• Use of profane, obscene, and/or inappropriate language, images, and/or other materials.—~~
- ~~• Use of technology, Windsor Charter Academy or personal, to harass, intimidate, or bully others.~~
- ~~• Use of Windsor Charter Academy technology to search, view, communicate, publish, download, store, or retrieve materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted).—~~
- ~~• Circumventing or intentionally compromising Windsor Charter Academy security measures.~~
- ~~• Damaging or modifying Windsor Charter Academy computers or networks.~~
- ~~• Use of Windsor Charter Academy technology to install or utilize software or executable files that are not approved by the Windsor Charter Academy technology department, and/or the installation of such software or~~

~~executable files onto Windsor Charter Academy Technology.~~

- ~~• Intentional or neglectful transmission of viruses or other destructive computer files; hacking into Windsor Charter Academy or external computers; intentionally bypassing Windsor Charter Academy filters.~~
- ~~• Use of USB, bootable CDs, or other devices to alter the function of a Windsor Charter Academy computer or a network.~~
- ~~• Connection of personal technology to the Windsor Charter Academy data network for purposes other than to store or retrieve education-related data.~~
- ~~• Use of Windsor Charter Academy technology to subscribe to any online services or to order any goods or services.~~
- ~~• Use of personal email accounts, not Windsor Charter Academy-provided email accounts, on Windsor Charter Academy network.~~
- ~~• Unauthorized online sharing of any student's or staff member's name, home address, phone number, image, or other personal information.~~
- ~~• Using Windsor Charter Academy technology for non-educational uses such as games, role playing multi-user environments, gambling, junk mail, chain mail, jokes, or raffles.~~
- ~~• Use of Windsor Charter Academy technology to participate in online chat rooms or instant messaging, unless specifically assigned by a teacher.~~
- ~~• Use of Windsor Charter Academy technology for commercial purposes, personal financial gain, or fraud.~~
- ~~• Use of technology, Windsor Charter Academy or personal, to cheat on homework, quizzes, or tests or to assist others in cheating.~~
- ~~• Use of technology, Windsor Charter Academy or personal, to take an unauthorized photo or image and/or violate the privacy of others.~~
- ~~• Use of technology, Windsor Charter Academy or personal, with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.~~
- ~~• Use of technology, Windsor Charter Academy or personal, in any manner that is disruptive (this includes the obtrusive ringing or buzzing of technology during instructional time or other school-sponsored activities or events).~~
- ~~• Any activity that violates Executive Board policy, a school rule, or a local, state, or federal law.~~

Students are expected to report harassment, threats, hate speech, bullying behavior and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Education about Appropriate Online Behavior

Windsor Charter Academy has procedures and curriculum in place for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Privacy and Security

Students must use and access Windsor Charter Academy technology responsibly and in a secure manner. They must not share their logins, passwords, or access with others. Students may only access Windsor Charter Academy technology using their assigned logins and passwords.

Online Assessments

Student assessments may be conducted through the use and/or access of Windsor Charter Academy technology. Normally, students will use Windsor Charter Academy technology as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism

Any intentional act by a student that damages Windsor Charter Academy technology, or data stored on any Windsor Charter Academy technology, will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to investigate, repair, replace, or perform corrective work on Windsor Charter Academy technology or data is also considered vandalism.

Consequences of Misuse

Misuse of, or inappropriate access to, personal or Windsor Charter Academy technology while on or off school property, in school vehicles, and at school-sponsored activities, including the misuse or inappropriate access of Windsor Charter Academy technology via off-campus remote access, may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with the Executive Board policies. In addition, a student's use of Windsor Charter Academy technology may be suspended or restricted. If the building principal or designee believes a student's possession or use of personal

or Windsor Charter Academy technology may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement, as appropriate.

A school may temporarily hold (pending parental or same-day pick up) personal technologies that are used inappropriately. Personal technologies that are portable and carried with a student are considered to be personal effects in a student's possession and thereby subject to Windsor Charter Academy policies and school rules and regulations governing searches of such items. Students are required to turn portable personal technology over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority in violation of policies for student discipline, and shall be subject to disciplinary action. Additionally, and in accordance with Windsor Charter Academy policy and state law, students may be disciplined for any use of personal technology that has a detrimental effect on the welfare or safety of other students or of school personnel regardless of whether such use occurs on or off school property or entails the use or access of Windsor Charter Academy technology.

Individual schools may choose to have additional rules and regulations pertaining to the use of personal technology in their respective buildings.

Intentional unauthorized access and/or damage to Windsor Charter Academy networks, servers, user accounts, passwords, or other Windsor Charter Academy resources may be punishable under local, state, or federal law.

No Warranty

Windsor Charter Academy does not expressly or implicitly warrant Windsor Charter Academy technology it provides to students. Therefore, Windsor Charter Academy is not responsible for any damage or loss incurred through use of Windsor Charter Academy technology including, but not limited to, damage or loss caused by non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of Windsor Charter Academy technology and reliance on any information obtained via Windsor Charter Academy technology is at a student's own risk and Windsor Charter Academy specifically denies any responsibility for the reliability of such use or accuracy and quality of information obtained through the use of Windsor Charter Academy technology including Windsor Charter Academy provided Internet access.

The student and his/her parents and/or guardians will indemnify and hold

~~Windsor Charter Academy harmless from any losses sustained as the result of misuse or inappropriate access of Windsor Charter Academy technology resources by the student.~~

~~Also, Windsor Charter Academy assumes no responsibility for loss or damage to the personal property of students including personal technology. If, pursuant to this policy, the personal technology of students is confiscated by school personnel, reasonable care will be taken of the item until either it is retrieved or after a reasonable period of time is discarded.~~

APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY STUDENTS

The Windsor Charter Academy Executive Board of Directors believes that technology, including the Internet and electronic communications (email, chat rooms and others) have vast potential to support curriculum and student learning. Use of technology requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs. Windsor Charter Academy believes technology should be used in schools as a learning resource to educate and to inform.

Student Use is a Privilege

Use of technology, including the Internet and electronic communications, demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of technology, including the Internet and electronic communications, is a privilege, not a right. Students shall use Windsor Charter Academy computers, devices, computer systems, and technology resources in a responsible, ethical and legal manner. Failure to follow Windsor Charter Academy's policies and expectations may result in the loss of the privilege to use these tools, require restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Windsor Charter Academy may deny, revoke or suspend access to Windsor Charter Academy technology or close accounts at any time. Students and parents/guardians shall be required to sign Windsor Charter Academy's Acceptable Use of Technology Agreement upon initial enrollment and at the beginning of each school year. Failure to sign the

Acceptable Use of Technology Agreement will result in suspension of the student's account until a signature is obtained.

Assigning Student Projects and Monitoring Student Use

Windsor Charter Academy will make reasonable efforts to see that technology, including the Internet and electronic communications, are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of technology, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

No Expectation of Privacy

Windsor Charter Academy technology and computer systems are owned by Windsor Charter Academy and are intended for educational purposes at all times. Students shall have no expectation of privacy when using Windsor Charter Academy technology, including Internet or electronic communications. Windsor Charter Academy reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of Windsor Charter Academy technology, including all Internet, network, application, and electronic communications access and transmission/receipt of materials and information, including such activity on personal devices while connected to Windsor Charter Academy network. Windsor Charter Academy reserves the right to utilize and apply decryption technology to such activity within Windsor Charter Academy (at any time and without prior notice) to the extent allowable by law. All material and information accessed/received through Windsor Charter Academy computers and computer systems shall remain the property of Windsor Charter Academy.

Unauthorized and Unacceptable Uses

Because technology and ways of using technology are constantly evolving, every unacceptable use of Windsor Charter Academy computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses are detailed in the accompanying regulation.

Security

Security on Windsor Charter Academy technology and systems is a high priority. Students who identify a security problem while using technology, including the Internet or electronic communications must immediately notify a Windsor Charter Academy employee. Students should not demonstrate the problem to

any other users. Accessing Windsor Charter Academy technology with access privileges other than assigned is prohibited. Because technology and related security issues are constantly changing, not every practice that could jeopardize Windsor Charter Academy's technology resources and systems can be described in policy. Therefore, examples of security risks that violate Windsor Charter Academy's policies are detailed in the accompanying regulation. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to Windsor Charter Academy's Internet, electronic communications, and/or Windsor Charter Academy technology resources.

Safety

In the interest of student safety, Windsor Charter Academy has procedures and curriculum in place for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Accessing Obscene, Pornographic and Harmful Information

Technology, including the Internet and electronic communications, present fluid environments in which students may access materials and information from many sources, including some that may be inappropriate for students. While it is impossible to predict with certainty what information students might locate or come into contact with, Windsor Charter Academy shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as determined by the Executive Board of Directors. Web and email filtering software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as determined by the Executive Board of Directors, shall be deployed on all Windsor Charter Academy computers utilized on Windsor Charter Academy property or checked out to students for take-home use. Students shall take responsibility for their own use of technology to avoid contact with material or information that may be harmful to minors. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member and shall encourage others to report when appropriate.

Windsor Charter Academy Makes No Warranties

Windsor Charter Academy makes no warranties of any kind, whether express or implied, related to the use of Windsor Charter Academy computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply

endorsement by Windsor Charter Academy of the content, nor does Windsor Charter Academy make any guarantee as to the accuracy or quality of information received. Windsor Charter Academy shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

The student and his/her parent/guardian will indemnify and hold Windsor Charter Academy harmless from any losses sustained as the result of misuse or inappropriate access of Windsor Charter Academy technology resources by the student.

Windsor Charter Academy Executive Board

May 2018

April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

~~C.R.S. 18-7-109~~

Cross References

AC and subcodes, Non-Discrimination/Equal Opportunity

JB Equal Educational Opportunities

JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students

JICDA, Student Conduct

JIHA, Searches

JK and subcodes, Student Discipline



Appropriate Use of Windsor Charter Academy and Personal Technology by Students (regulation)

Each student is responsible for their use of technology, whether personal or Windsor Charter Academy provided. While using Windsor Charter Academy and personal technology resources on or near school property, in school vehicles and at school- sponsored activities, as well as using Windsor Charter Academy technology resources via off- campus remote access when engaging in activity that has an impact on the school community, each student must act in an appropriate manner consistent with Windsor Charter Academy and legal guidelines. It is the joint responsibility of school personnel and parents and guardians to educate students about their responsibilities and to establish expectations when using technology. Use of Windsor Charter Academy technology resources, including hardware, software, Internet, and use of any form of electronic communication or applications while on Windsor Charter Academy network, are restricted to use for educational purposes only.

Account and Password Requirements

Account names or credentials used in Windsor Charter Academy must not be duplicated or reused for any purpose external to Windsor Charter Academy. Students are required to create strong passwords for accessing Windsor Charter Academy technology and email. Requirements for strong passwords include:

1. At least 8 characters in length; and
2. They must satisfy 3 of the 4 following requirements:
 - a. At least one upper case character
 - b. At least one lower case character
 - c. At least one number
 - d. At least one special character (a special character is anything other than a letter or number)
3. Must not have been used previously

4. Must not contain identifiable characteristics (e.g., the student's name)

Students are required to change their password annually.

Logging Out

Any device, application or other technology resource storing or processing data protected by state or federal law or otherwise deemed sensitive in nature by Windsor Charter Academy must not be left unattended while logged in; devices must employ a configured and enabled lock screen mechanism triggered by a timer, inactivity, or both; and applications must employ an auto logout mechanism triggered by inactivity.

Email Retention

Deleted emails may be purged immediately.

Unauthorized and Unacceptable Use

Examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information, or other data:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That is not related to Windsor Charter Academy educational purposes
- That contains pornographic, obscene or other sexually oriented material or information, either as pictures or writing, or is otherwise inappropriate as defined by state and federal law and Windsor Charter Academy policy
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of Windsor Charter Academy's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another
- That uses inappropriate, derogatory, or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation in violation of any federal or state

law or Windsor Charter Academy policy, including but not limited to copyrighted material and material protected by trade secret

- That contains personal information about themselves or others, including personally identifiable information defined and protected by confidentiality laws including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act
- That impersonates another individual, group, or organization or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator

Security

Examples of security risks that violate Windsor Charter Academy's policies include, but are not limited to, the following:

- Sharing Personal Identifiable Information (PPI)
- Using another person's password or any other identifier
- Gaining or attempting to gain unauthorized access to Windsor Charter Academy technology resources, data, networks or systems and by extension, third party data, networks, or systems integrated with Windsor Charter Academy attacking, destroying, or disrupting the functionality of Windsor Charter Academy technology resources, systems, or networks, including, but not limited to, denial-of-service attacks, or the unauthorized alteration of hardware or software
- Using or possessing software that has been downloaded without appropriate permissions, has not been approved through Windsor Charter Academy software approval process, or that otherwise does not comply with Windsor Charter Academy policy or state and federal laws.
- Performing reconnaissance efforts including but not limited to network, system, or vulnerability scanning or any other method utilized to identify or execute security vulnerabilities to obtain unauthorized access to any system or data or for any other purpose.
- Reading, altering, or modifying network packets
- Bypassing or evading security filtering measures by use of a proxy, virtual private networking, tunneling, or any other method

- Posting, sharing, or otherwise making available account, system, or network information that would provide access to unauthorized parties, or increase the likelihood of access by unauthorized parties.
- Using cellular hotspots while on Windsor Charter Academy property with the exception of the event of an emergency or outage which requires use
- Storing student PII or other sensitive school data on USB or other removable storage devices.

Safety

Students must not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students must not use their last name or any other information that might allow another person to locate him or her. Students must not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Windsor Charter Academy Executive Board
April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)
C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

Cross References

AC and Subcodes, Non-Discrimination/Equal Opportunity
JB Equal Educational Opportunities
JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students
JICDA, Student Conduct
JIHA, Searches
JK and Subcodes, Student Discipline



7.0 Second Read Policies



USE OF VIDEO AND AUDIO MONITORING—REGULATION

Placement and Notification

1. Video surveillance equipment may be installed in and around schools, school buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the Executive Director.
2. Equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video recording equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video surveillance equipment shall not be located in an administrative office or in the schools' office.
5. Video monitors shall not be located in an area that enables public viewing.
6. Conduct and comments in publicly accessible places on school property (i.e. school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.
7. Windsor Charter Academy shall notify students, staff and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the school buildings.
8. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the Head of School Security or designee. The use of video surveillance equipment on school vehicles also shall be supervised and controlled by the Curriculum, Instruction or Innovation or designee.

2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Executive Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.
3. The Head of School Security will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, Executive Board policies and/or school rules.

Storage & Security

1. Windsor Charter Academy shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the video surveillance system from hackers, unauthorized users and unauthorized use.
2. Video recordings will be stored for a minimum of 10 calendar days after the initial recording. If the Head of School Security knows no reason for continued storage, such recordings may be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Executive Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. Access to the storage devices will be limited to authorized personnel.
5. Video recordings held by Windsor Charter Academy as student education records and/or personnel records shall be maintained in accordance with applicable law and Executive Board policy.

Viewing Requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or school

officials with a direct interest in the recording as authorized by the designated administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.

2. Written requests for viewing must be made to the designated administrator within 5 business days of the date of recording.
3. Approval or denial for viewing will be made within 5 business days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within 3 business days of the approval of the request.
5. Actual viewing will be permitted only at school sites, unless otherwise required by law.
6. All viewing will include the designated administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
8. Recordings will remain the property of Windsor Charter Academy and may be reproduced only in accordance with applicable law and Executive Board policy.

Windsor Charter Academy Executive Board

Adopted: March 2019

January 2023

March 2023

Legal References

20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974)

34 C.F.R. §99.1 et seq. (FERPA regulations)

C.R.S. 24-72-113 (Limit on retention of passive surveillance records)

Cross References

GBEB Staff Conduct and Responsibilities

JIC Student Conduct and Sub-Codes

JK Student Discipline and Sub-Codes

JRA/JRC Student Records/Release of Information on Students



ENTRANCE AGE REQUIREMENTS

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

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

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

Windsor Charter Academy Executive Board
Adopted by WCA: March 2023

Legal References

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

Cross References

JEA Compulsory Attendance Ages



STUDENT ADMISSIONS TO WINDSOR CHARTER ACADEMY

All persons age 5 and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, may be permitted to attend public school. A birth certificate or other proof of legal age, as well as proof of residence, will be required by the school administration.

Homeless students shall be enrolled in Windsor Charter Academy in accordance with applicable laws and policies.

Students transferring from home instruction programs or unaccredited private schools shall present, in addition to the above, other information regarding the student's level of achievement which Windsor Charter Academy may request to ensure that proper placement occurs. Home instruction transferees will be expected to meet specified assessment procedures and conditions. In providing for admission of home school children, Windsor Charter Academy may not enroll any child on a less than part-time basis. To be considered for admission on a part-time basis, a home instruction child must enroll in a minimum of two course periods if at the middle and high school level and in a minimum of 90 minutes per day if at the elementary school level. At the elementary level, enrollment must be in blocks of not less than 30 minutes each. Lunch periods and recess periods shall not qualify in meeting the minimum enrollment time required.

Children applying for admission to Windsor Charter Academy must comply with state health rules and with School requests for documentation of residency and parent/guardian information.

Children applying for admission to Windsor Charter Academy shall comply with any request from Windsor Charter Academy for information related to disciplinary actions taken against the student or behavior of the student that is detrimental to the safety and welfare of other students or school personnel in the school district(s) in which the student was previously enrolled in the past 12 months. Windsor Charter Academy may revoke admission to a student if the student fails to disclose or misrepresents such information and Windsor Charter Academy learns of such information after the student has been admitted.

Nondiscrimination

The Executive Board, the Executive Director, other administrators and staff will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy.

Windsor Charter Academy Executive Board

Adopted by WCA: May 2001

Revised: June 2010

October 2010

February 2015

March 2023

Legal References

42 U.S.C. 11431, 11432(g)

C.R.S. 22-1-102

C.R.S. 22-1-102.5

C.R.S. 22-1-115

C.R.S. 22-2-409

C.R.S. 22-32-109 (1)(II)

C.R.S. 22-32-110 (1)(k)

C.R.S. 22-32-115, and -119

C.R.S. 22-32-116

C.R.S. 22-32-138

C.R.S. 22-33-103 through 22-33-106

C.R.S. 22-32-105 (2)(c)

Cross References

JEB Entrance Age Requirements

JKD/JKE Suspension/Expulsion of Students

JLCB Immunization of Students



PRIVACY AND PROTECTION OF CONFIDENTIAL STUDENT INFORMATION

The Executive Board is committed to protecting the confidentiality of student information obtained, created and/or maintained by Windsor Charter Academy. Student privacy and Windsor Charter Academy's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Colorado Student Data Transparency and Security Act (the Act). The Executive Board directs Windsor Charter Academy staff to manage its student data privacy, protection and security obligations in accordance with this policy and applicable law.

Definitions

"Student education records" are those records that relate directly to a student. Student education records may contain, but not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

"Student personally identifiable information" or "student PII" means information that, alone or in combination, personally identifies an individual student or the student's parent or family, and that is collected, maintained, generated, or inferred by Windsor Charter Academy, either directly or through a school service, or by a school service contract provider or school service on-demand provider.

"Security breach" means the unauthorized disclosure of student education records or student PII by a third party.

The following terms used in this policy shall be as defined by the Act: "school service," "school service contract provider" and "school service on-demand provider."

Access, Collection and Sharing within Windsor Charter Academy

Windsor Charter Academy shall follow applicable law and Board policy in Windsor Charter Academy's access to, collection of and sharing of student PII and education records.

Windsor Charter Academy employees shall ensure that PII in student education records is disclosed within Windsor Charter Academy only to officials who have a legitimate educational interest, in accordance with applicable law and Board policy.

Outsourcing and Disclosure to Third Parties

Windsor Charter Academy employees shall ensure that PII and education records are disclosed to persons and organizations outside Windsor Charter Academy only as authorized by applicable law and Board policy. The term "organizations outside Windsor Charter Academy" includes school service on-demand providers and school service contract providers.

Any contract between Windsor Charter Academy and a school service contract provider shall include the provisions required by the Act, including provisions that require the school service contract provider to safeguard the privacy and security of student PII and impose penalties on the school service contract provider for noncompliance with the contract.

In accordance with the Act, Windsor Charter Academy shall post the following on its website:

- A list of the school service contract providers that it contracts with and a copy of each contract.
- To the extent practicable, a list of the school service on-demand providers that Windsor Charter Academy uses.

Privacy and Security Standards

The security of student PII and education records maintained by Windsor Charter Academy is a high priority. Windsor Charter Academy shall maintain an authentication and authorization process to track and periodically audit the security and safeguarding of student PII and education records.

Security Breach or Other Unauthorized Disclosure

Employees who disclose student PII or education records in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action, up to and including termination from employment.

Employee concerns about a possible security breach shall be reported immediately to their direct supervisor. If the direct supervisor is the person alleged to be responsible for the security breach, the staff member shall report the concern to the Executive Director or their designee.

When Windsor Charter Academy determines that a school service contract provider has committed a material breach of its contract with Windsor Charter Academy, and that such material breach involves the misuse or unauthorized release of student PII, Windsor Charter Academy shall follow this policy's accompanying regulation in addressing the material breach.

Nothing in this policy or its accompanying regulation shall prohibit or restrict Windsor Charter Academy from terminating its contract with the school service contract provider, as deemed appropriate by Windsor Charter Academy and in accordance with the contract and the Act.

Data Retention and Destruction

Windsor Charter Academy shall retain and destroy student PII and education records in accordance with applicable law and Board policy.

Staff Training

Windsor Charter Academy shall provide periodic in-service trainings to appropriate Windsor Charter Academy employees to inform them of their obligations under applicable law and Board policy concerning the confidentiality of student PII and education records.

Parent/Guardian Complaints

In accordance with this policy's accompanying regulation, a parent/guardian of a Windsor Charter Academy student may file a written complaint with Windsor Charter Academy if the parent/guardian believes Windsor Charter Academy has failed to comply with the Act.

Parent/Guardian Requests to Amend Student Education Records

Parent/guardian requests to amend his or her child's education records shall be in accordance with Windsor Charter Academy's procedures governing access to and amendment of student education records under FERPA, applicable state law and Board policy.

Oversight, Audits and Review

The Director of Innovation shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

Windsor Charter Academy's practices with respect to student data privacy and the implementation of this policy shall be periodically audited by the Director of Innovation or designee.

A privacy and security audit shall be performed by Windsor Charter Academy on an annual basis. Such audit shall include a review of existing user access to and the security of student education records and student PII.

The Director of Innovation or designee shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student PII and education records in light of advances in data technology and dissemination. The Director of Innovation shall recommend revisions to this policy and/or accompanying regulation as deemed appropriate or necessary.

Compliance with Governing Law and Board Policy

Windsor Charter Academy shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student PII and education records. Windsor Charter Academy shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Windsor Charter Academy Executive Board
Revised: May 2018
March 2023

LEGAL REFS.:

15 U.S.C. 6501 et seq. (Children's Online Privacy Protection Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights Amendment)
20 U.S.C. 1415 (IDEIA procedural safeguards, including parent right to access student records)

20 U.S.C. 8025 (access to student information by military recruiters)
34 C.F.R. 99.1 et seq. (FERPA regulations)
34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
C.R.S. 22-1-123 (Windsor Charter Academy shall comply with FERPA and federal law on protection of pupil rights)
C.R.S. 22-16-101 et seq. (Student Data Transparency and Security Act)
C.R.S. 22-16-107 (2)(a) (policy required regarding public hearing to discuss a material breach of contract by school service contract provider)
C.R.S. 22-16-107 (4) (policy required regarding student information privacy and protection)
C.R.S. 22-16-112 (2)(a) (policy required concerning parent complaints and opportunity for hearing)
C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose student address and phone number without consent)
C.R.S. 24-72-204 (3)(d) (information to military recruiters)
C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)
C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)
C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)
C.R.S. 25.5-1-116 (confidentiality of HCPF records)

CROSS REFS.:

BEDH, Public Participation at School Board Meetings
EHB, Records Retention
GBEB, Staff Conduct (And Responsibilities)
GBEE, Staff Use of the Internet and Electronic Communications
JLDAC, Screening/Testing of Students
JRA, Weld County School Windsor Charter Academy RE-4 Student Records/Release of Information Concerning Students
JS, Appropriate Use of Windsor Charter Academy and Personal Technology



PRIVACY AND PROTECTION OF CONFIDENTIAL STUDENT INFORMATION Regulation

(Hearing and Compliance Procedures)

Contract Breach by School Service Contract Provider

Within a reasonable amount of time after Windsor Charter Academy determines that a school service contract provider has committed a material breach of its contract with Windsor Charter Academy, and that such material breach involves the misuse or unauthorized release of student PII, the Executive Board shall decide whether to terminate Windsor Charter Academy's contract with the school service contract provider in accordance with the following procedure.

1. Windsor Charter Academy shall notify the school service contract provider of the basis for its determination that the school service contract provider has committed a material breach of the contract and shall inform the school service contract provider of the meeting date that the Executive Board plans to discuss the material breach.
2. Prior to the Executive Board meeting, the school service contract provider may submit a written response to Windsor Charter Academy regarding the material breach.
3. The Executive Board shall discuss the nature of the material breach at a regular or special meeting.
4. At the Executive Board meeting, a Windsor Charter Academy representative shall first be entitled to present testimony or other evidence regarding Windsor Charter Academy's findings of a material breach. The school service contract provider shall then have an opportunity to respond by presenting testimony or other evidence. If the school service contract provider is unable to attend the meeting, the Executive Board shall consider any written response that the school service contract provider submitted to Windsor Charter Academy.
5. If members of the public wish to speak to the Executive Board regarding the material breach, they shall be allowed to do so, in accordance with the Executive Board's policy on public participation at Executive Board

meetings.

6. The Executive Board shall decide whether to terminate the contract with the school service contract provider within 30 days of the Executive Board meeting and shall notify the school service contract provider of its decision. The Executive Board's decision shall be final.

Parent/Guardian Complaints

In accordance with the accompanying policy, the parent/guardian of a Windsor Charter Academy student may file a written complaint with the Director of Innovation if the parent/guardian believes Windsor Charter Academy has failed to comply with the Colorado Student Data Transparency and Security Act (the Act).

1. The parent/guardian's complaint shall state with specificity each of the Act's requirements that the parent/guardian believes Windsor Charter Academy has violated and its impact on his or her child.
2. The Director of Innovation or designee shall respond to the parent/guardian's written complaint within 30 calendar days of receiving the complaint.
3. Within 10 calendar days of receipt of Windsor Charter Academy's response, the parent/guardian may appeal to the Executive Board. Such appeal must be in writing and submitted to the Superintendent.
4. The Executive Board shall review the parent's complaint and Windsor Charter Academy's response at a regular or special meeting. A Windsor Charter Academy representative and the parent/guardian may make brief statements to the Executive Board, but no new evidence or claims may be presented. The Executive Board may choose to conduct the appeal in executive session, to the extent permitted by law.
5. The Executive Board shall make a determination regarding the parent/guardian's complaint that Windsor Charter Academy failed to comply with the Act within 60 days of the Executive Board meeting. The decision of the Executive Board shall be final.
6. This procedure shall not apply to parent/guardian concerns with his or her child's education records. If the parent/guardian files a complaint regarding his or her child's education records, Windsor Charter Academy shall follow its procedures governing access to and review of student education records, in accordance with FERPA, applicable state law and Executive Board policy.

Governing Law and Executive Board Policy

Policy JRCB-R

Nothing contained herein shall be interpreted to confer upon any person the right to a hearing independent of an Executive Board policy, administrative procedure, statute, rule, regulation or agreement expressly conferring such right. The complaint and hearing procedures described in this regulation shall apply, unless the context otherwise requires and/or unless the requirements of another policy, procedure, statute, rule, regulation or agreement expressly contradicts any of these procedures, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement shall govern.

Windsor Charter Academy Executive Board
Reviewed: May 2018
March 2023





Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
CONCURRENT ENROLLMENT

High school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by the institutions of higher education.

Definitions

For the purpose of this policy and accompanying regulation, the following definitions will apply.

“Concurrent enrollment” means the simultaneous enrollment of a qualified student in a high school and in one or more post-secondary courses at an institution of higher education.

“Qualified student” means a person who is less than 21 years of age and is in the 9th grade or higher and is enrolled in Windsor Charter Academy

“Postsecondary course” means a course offered by an institution of higher education and includes coursework resulting in an associate degree of applied sciences, general studies, arts, or science.

“Institution of higher education” means a state university or college, community college or junior college as described in title 23, C.R.S.;

An “academic term” means one semester of study.

Colleges recognize there are many factors that influence your decision to add, drop, or withdraw from a course during a term. Withdrawal may affect:

- High school grades and/or schedule
- High school graduation status
- Eligibility to continue participation in the concurrent enrollment program
- Any financial aid awards or other benefits one may expect to receive in the future
- Subsequent admission to another post-secondary college or university

Since concurrent enrollment courses have an effect on both high school records and college transcripts, students must carefully decide if dropping or withdrawing from a course is the best course of action.

Academic Credit

Academic credit granted for course work successfully completed by a qualified student will count as high school credit toward the Executive Board's graduation requirements, unless such credit is denied.

High school credit may be denied in the following circumstances:

- A postsecondary course does not meet or exceed the Windsor Charter Academy's academic standards.
- A postsecondary course substantially similar to a course offered at Windsor Charter Academy.
- The course is not a part of the student's Individual Career and Academic Plan (ICAP).

Windsor Charter Academy will award 0.5 credit for each one or two credit post-secondary course completed that is a D or higher. 1.0 credit will be awarded for a completed three, four or five credit post-secondary course that is a D or higher.

All college courses and course grades, including "W" for withdrawal, will be included on permanent high school and college transcripts, including those that students withdraw from.

Any letter grade below a "D" will not count as credit toward satisfaction for college courses requirements for all courses. However, all grades are calculated in a student's GPA and will appear on his/her high school and college transcript.

Payment of Tuition

The tuition paid by the Windsor Charter Academy for the qualified student's completion of an approved postsecondary course shall be in accordance with the Concurrent Enrollment Programs Act and the agreement with the Institution of Higher Education. The Institution of Higher Education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by Windsor Charter Academy.

Adding and Dropping Courses

Students and the student's parent/guardian must follow specified timelines and action steps to ensure that student grades are not negatively affected and to avoid potential tuition charges.

- Adding of courses must be done within the first 7% of the course.
- The deadline to drop a course is the point marking 15% of the course. Any withdrawals after the 15% deadline will be a WF and this factors in as an F for their cumulative GPA.
- The deadline to withdraw is the point marking 75% of the course. The deadlines for dropping and withdrawing from a course are outlined in student syllabuses for each course. It is the responsibility of the student to pay attention to withdrawal and add/drop deadlines from the institution that is offering the course.
- Once students submit the Withdrawal Form, the student must discuss how this withdrawal affects their high school grade point average with the high school counselor. Students may retake the course while still in high school.
- Withdrawal is processed and a grade of "W" is posted to the student's college transcript.

Transportation

Windsor Charter Academy shall not provide or pay for a qualified student's transportation to the institution of higher education.

Windsor Charter Academy Executive Board
May 2016
November 2020
March 2023

Legal References

C.R.S. 22-32-109 (1)(nn) (discussion of the requirements for and benefits of Concurrent Enrollment must be part of the student Academic Plan of Study)
C.R.S. 22-35-101 et seq.(Concurrent Enrollment Programs Act)
1 CCR 301-86 (State Board of Education rules regarding the Administration of the Concurrent Enrollment Program)

Cross References

IKF Graduation Requirements



8.0 Financials

February 2023 Financial Highlights

As of February 28th, 2023, we are 8 months through the year, revenues and expenditures should be approximately 66.67% of budget

- **Total GF Revenue is \$10,708,065 (66%)**
 - PPR is at expected

- **Total GF Expenses are \$10,177,664 (62.75%)**
 - Expenses are running at expected
 - Insurance, curriculum, testing are front loaded expenditures

 - **Firebird Facility Expenditures to date: \$295,862**
 - Architect/Design Costs: \$ 273,515
 - Owner's Rep Costs: \$20,585
 - Permits/Fees: \$1,761

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,215,410
 - Health Insurance Checking Balance: \$325,417
 - COLOTRUST Investment Balance: \$3,743,772
 - FirstBank Savings: \$ 756,748
 - SF Checking Account Balance: \$ 387,907

- **As of 2/28/23~ Days Cash on Hand: 158**

- **2021-2022 990 attached for approval**
 - Informational return using audit data in the required IRS format

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

Rev and Exp as of 2.28.23

Printed: 3/15/2023 9:52 AM
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	70,648.28	14,662.85	10,000.00	(60,648.28)	706.48	
1600 Food Services	226,245.00	32,145.75	416,712.50	190,467.50	54.29	
1700 Pupil Activities	84,953.98	780.00	82,944.00	(2,009.98)	102.42	
1900 Other Revenue from Local Sources	84,474.59	13,947.86	185,780.00	101,305.41	45.47	
3900 Other Revenue From State Sources	581,681.18	107,138.08	769,697.35	188,016.17	75.57	
5200 Interfund Transfers	0.00	0.00	260,400.00	260,400.00	0.00	
5600 Direct Allocations	9,660,062.45	1,207,507.80	14,490,278.00	4,830,215.55	66.67	
I Revenue	10,708,065.48	1,376,182.34	16,215,811.85	5,507,746.37	66.03	* Account Type
0100 Salaries	4,765,048.73	684,572.55	8,075,530.97	3,310,482.24	59.01	
0200 Employee Benefits	1,907,312.91	337,193.24	3,118,113.85	1,210,800.94	61.17	
0300 Purchased Professional and Technical Services	72,493.14	8,931.67	86,200.00	13,706.86	84.10	
0400 Purchased Property Services	1,213,787.08	151,150.72	1,983,369.00	769,581.92	61.20	
0500 Other Purchased Services	1,372,337.52	133,789.75	2,080,927.00	708,589.48	65.95	
0600 Supplies	337,941.40	19,490.79	511,346.20	173,404.80	66.09	
0700 Property	183,280.70	5,681.03	277,570.00	94,289.30	66.03	
0800 Other Objects	325,462.81	98,577.93	86,600.00	(238,862.81)	375.82	
X Expense	10,177,664.29	1,439,387.68	16,219,657.02	6,041,992.73	62.75	* Account Type
11 Charter School	(530,401.19)	63,205.34	3,845.17	534,246.36	-13,793.96	Fund

Rev and Exp as of 2.28.23

Printed: 3/15/2023 9:52 AM
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900 Other Revenue from Local Sources	539,848.14	27,472.66	0.00	(539,848.14)	0.00	
I Revenue	539,848.14	27,472.66	0.00	(539,848.14)	0.00	* Account Type
0600 Supplies	161,940.12	15,501.81	379,702.29	217,762.17	42.65	
X Expense	161,940.12	15,501.81	379,702.29	217,762.17	42.65	* Account Type
23 Pupil Activity Fund	<u>(377,908.02)</u>	<u>(11,970.85)</u>	379,702.29	757,610.31	-99.53	Fund

Rev and Exp as of 2.28.23

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Windsor Charter Academy

Building Corporation 61

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

Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	62,761.07	10,965.49	96,000.00	33,238.93	65.38	
1900 Other Revenue from Local Sources	937,966.68	115,733.34	1,468,310.00	530,343.32	63.88	
2000 Revenue from Intermediate Sources	9,905.29	779.57	15,000.00	5,094.71	66.04	
I Revenue	1,010,633.04	127,478.40	1,579,310.00	568,676.96	63.99	* Account Type
0700 Property	0.00	0.00	525,000.00	525,000.00	0.00	
0800 Other Objects	879,695.86	604.74	1,455,000.00	575,304.14	60.46	
0900 Other Uses of Funds	0.00	0.00	111,000.00	111,000.00	0.00	
X Expense	879,695.86	604.74	2,091,000.00	1,211,304.14	42.07	* Account Type
61 Building Corporation	(130,937.18)	(126,873.66)	511,690.00	642,627.18	-25.59	Fund
Report Total:	1,039,246.39	75,639.17	(895,237.46)	(1,934,483.85)	-116.09	

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity		State Account Number
Current Assets						
	Bingo Checking Acct	551.11	0.00	551.11		11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK	1,088,817.77	126,592.17	1,215,409.94		11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank	446,751.49	(121,334.00)	325,417.49		11-950-00-0000-8102-000-0000
	COLOTRUST Account	3,730,192.10	13,580.51	3,743,772.61		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK	655,219.01	1,005.28	656,224.29		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC	100,447.57	77.06	100,524.63		11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash	82.21	0.00	82.21		11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash	18.56	0.00	18.56		11-950-00-0000-8103-000-0000
	Accounts Receivable GF	5,907.82	(21,782.44)	(15,874.62)		11-950-00-0000-8153-000-0000
	Food Service Petty Cash	133.00	0.00	133.00		11-950-31-0000-8103-000-0000
	Due From Food Service	25,486.03	0.00	25,486.03		11-950-31-0000-8141-000-0000
	Accounts Receivable Food Service	36,892.12	13,392.91	50,285.03		11-950-31-0000-8153-000-0000
8100	Current Assets	6,090,498.79	11,531.49	6,102,030.28		* Account Class
Liabilities						
	Accounts Payable	(94,106.84)	(63,575.88)	(157,682.72)		11-950-00-0000-7421-000-0000
	Rental Deposits Liability	(800.00)	0.00	(800.00)		11-950-00-0000-7421-000-0000
	Deferred Grant Revenue	(793.57)	0.00	(793.57)		11-950-00-0000-7482-000-0000-9393
	Tax Liabilities	0.86	0.00	0.86		11-950-01-0000-7471-000-0000
	PERA & Life Liab	1.62	0.16	1.78		11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab	0.00	(15,485.35)	(15,485.35)		11-950-05-0000-7471-000-0000
	Due to GF	(25,486.03)	0.00	(25,486.03)		11-950-31-0000-7402-000-0000
	Unearned Rev Liab- Food Service	(25,512.67)	4,324.24	(21,188.43)		11-950-31-0000-7481-000-0000-9665
7400	Liabilities	(146,696.63)	(74,736.83)	(221,433.46)		* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve	(415,000.00)	0.00	(415,000.00)		11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(4,935,195.63)	0.00	(4,935,195.63)		11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(593,606.53)	63,205.34	(530,401.19)		11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(5,943,802.16)	63,205.34	(5,880,596.82)		* Account Class
11	Charter School	0.00	0.00	0.00		Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	SF Checking 1stBank		375,994.32	8,007.22	384,001.54	23-950-00-0000-8100-000-0000
	SF Checking Arbiter Athletic		2,404.13	1,501.63	3,905.76	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>378,398.45</u>	<u>9,508.85</u>	<u>387,907.30</u>	* Account Class
Liabilities						
	Bus Liab Due to GF		0.00	(911.50)	(911.50)	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable		(12,461.28)	3,373.50	(9,087.78)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(12,461.28)</u>	<u>2,462.00</u>	<u>(9,999.28)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Activity Net Income/Loss		(365,937.17)	(11,970.85)	(377,908.02)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(365,937.17)</u>	<u>(11,970.85)</u>	<u>(377,908.02)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

Printed: 3/14/2023 4:03 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
Current Assets						
	Bldg Corp Gain on 2021 Refunding		(367,750.60)	0.00	(367,750.60)	61-950-00-5100-8193-000-0000
	Bldg Corp Reserve Fund-2020		1,398,426.53	4,792.28	1,403,218.81	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020		191,734.18	35,030.62	226,764.80	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021		983,506.73	(14,000.47)	969,506.26	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021		256,327.35	68,000.04	324,327.39	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021		169,760.63	33,051.19	202,811.82	61-950-65-0000-8105-000-0000-9393
8100	Current Assets		<u>2,632,004.82</u>	<u>126,873.66</u>	<u>2,758,878.48</u>	* Account Class
Fixed Assets						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(3,935,937.61)	0.00	(3,935,937.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>21,342,746.36</u>	<u>0.00</u>	<u>21,342,746.36</u>	* Account Class
Liabilities						
	Bldg Corp Premium on Bonds		(3,728,045.00)	0.00	(3,728,045.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(25,329,500.00)	0.00	(25,329,500.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(337,483.35)	0.00	(337,483.35)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(29,395,028.35)</u>	<u>0.00</u>	<u>(29,395,028.35)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal		5,424,340.69	0.00	5,424,340.69	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		(4,063.52)	(126,873.66)	(130,937.18)	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>5,420,277.17</u>	<u>(126,873.66)</u>	<u>5,293,403.51</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

Printed: 3/14/2023 1:04 PM
 Windsor Charter Academy
 Check Date: 2/1/2023 to 2/28/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total	
218730	Snow, Nichole	9052	02/21/2023	1045	(60.00)	0.00	(60.00)	
			Void by FD on 2/21/2023					
218450	Mathis, Cira	9052	02/21/2023	1228	(20.55)	0.00	(20.55)	
			Void by FD on 2/21/2023					
218722	Lobato, Braden	9052	02/21/2023	1342	(36.00)	0.00	(36.00)	
			Void by FD on 2/21/2023					
219003	Porter, Jennifer	9052	02/21/2023	2184	(148.10)	0.00	(148.10)	
			Void by FD on 2/21/2023					
218550	Schriner, Aimee	9052	02/21/2023	2596	(9.20)	0.00	(9.20)	
			Void by FD on 2/21/2023					
217727	Windsor Guardian Self Storage	9052	02/21/2023	2783	(203.00)	0.00	(203.00)	
			Void by FD on 2/21/2023					
21017	Core Knowledge Foundation	9037	02/06/2023	3149	(1,294.90)	0.00	(1,294.90)	
			Void by FD on 2/6/2023					
21080	Ace Hardware WCA	2	02/03/2023	3298	210.92	0.00	210.92	
21353	Aims Community College	26	02/03/2023	3299	432.00	0.00	432.00	
218195	Bimbo Bakeries USA	2	02/03/2023	3300	267.15	0.00	267.15	
21009	Brooms N More Inc	2	02/03/2023	3301	1,509.32	0.00	1,509.32	
218383	Brown Property Services LLC	2	02/03/2023	3302	4,945.00	0.00	4,945.00	
21117	Carolina Biological	2	02/03/2023	3303	54.33	0.00	54.33	
218268	College Entrance Examination Board	26	02/03/2023	3304	340.20	0.00	340.20	
21015	Comcast Cable	2	02/03/2023	3305	1,297.64	0.00	1,297.64	
219272	Gibbs, Matthew	2	02/03/2023	3306	1,041.60	0.00	1,041.60	
21136	Home Depot Pro	2	02/03/2023	3307	85.55	0.00	85.55	
21498	Purchase Power Pitney Bowes	2	02/03/2023	3308	149.34	0.00	149.34	
219266	Radio Resource Inc.	26	02/03/2023	3309	789.00	0.00	789.00	
219085	Royal Crest Dairy Inc.	2	02/03/2023	3310	3,693.69	0.00	3,693.69	
21061	Security and Sound Design Inc	2	02/03/2023	3311	480.00	0.00	480.00	
219083	SparksWillson, P.C.	26	02/03/2023	3312	2,062.50	0.00	2,062.50	
217892	T-Mobile	2	02/03/2023	3313	55.94	0.00	55.94	
217638	UNCC	2	02/03/2023	3314	25.80	0.00	25.80	
21078	Waste Management	2	02/03/2023	3315	726.76	0.00	726.76	
21127	ACT, Inc	9	02/10/2023	3316	367.50	0.00	367.50	
21577	Apple, Inc.	9	02/10/2023	3317	3,924.00	0.00	3,924.00	
218195	Bimbo Bakeries USA	9	02/10/2023	3318	302.82	0.00	302.82	
219276	Burman, Matthew and Brianna	9	02/10/2023	3319	216.00	0.00	216.00	
218275	East Isles SEG AC EC21 Berkley Trst	10	02/10/2023	3320	48,896.00	0.00	48,896.00	
218101	Fagler, Tammy	9	02/10/2023	3321	77.95	0.00	77.95	
21136	Home Depot Pro	9	02/10/2023	3322	642.06	0.00	642.06	
218817	InfoArmor, Inc.	6	02/10/2023	3323	89.75	0.00	89.75	
219267	JT Plumbing Services LLC	9	02/10/2023	3324	26,500.00	0.00	26,500.00	
21109	Mail N Copy	9	02/10/2023	3325	47.31	0.00	47.31	
21177	Pinnacol	9	02/10/2023	3326	3,622.53	0.00	3,622.53	
219275	Quintal, Rebecca	9	02/10/2023	3327	216.00	0.00	216.00	
21093	Security Benefit	6	02/10/2023	3328	3,069.08	0.00	3,069.08	
218862	Southern Exposure Landscape Management Inc	9	02/10/2023	3329	4,458.75	0.00	4,458.75	
21098	Staples Advantage	9	02/10/2023	3330	134.96	0.00	134.96	
218892	Weld RE-4 Nutrition Services	6	02/10/2023	3331	40.00	0.00	40.00	
21120	Weld RE-4 School District	9	02/10/2023	3332	124.87	0.00	124.87	
21079	Wells Fargo Financial Leasing	9	02/10/2023	3333	3,730.04	0.00	3,730.04	
218535	FirstBank	8	02/10/2023	3334	22,646.30	0.00	22,646.30	
219296	Adams, Helena	13	02/14/2023	3335	22.25	0.00	22.25	
219286	Allen, Andrea	13	02/14/2023	3336	30.40	0.00	30.40	
219277	Baird, Kyla	13	02/14/2023	3337	70.00	0.00	70.00	
219287	Boudrero, Haylie	13	02/14/2023	3338	30.10	0.00	30.10	
219279	Bradshaw, MaryAnn	13	02/14/2023	3339	8.45	0.00	8.45	

A/P Check Register

Printed: 3/14/2023 1:04 PM
Windsor Charter Academy
Check Date: 2/1/2023 to 2/28/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
219304	Chamberlain, Emma	13	02/14/2023	3340	11.75	0.00	11.75
219293	Chamberlain, Stacey	13	02/14/2023	3341	21.60	0.00	21.60
219282	Conway, Annie	13	02/14/2023	3342	67.45	0.00	67.45
218574	Coy, Shelby	13	02/14/2023	3343	198.25	0.00	198.25
218279	Culp, Jim	13	02/14/2023	3344	79.80	0.00	79.80
219307	Daley, Tiffany	13	02/14/2023	3345	20.65	0.00	20.65
219303	De Kay, Sarah	13	02/14/2023	3346	50.00	0.00	50.00
219280	DePriest, Kate	13	02/14/2023	3347	19.50	0.00	19.50
219299	Eldridge, Ashley	13	02/14/2023	3348	44.11	0.00	44.11
219278	Fillinger, Kari	13	02/14/2023	3349	36.85	0.00	36.85
218431	Gorton, Jami	13	02/14/2023	3350	48.50	0.00	48.50
217684	Hale, Kristin	13	02/14/2023	3351	61.85	0.00	61.85
219290	Hetley, Tina	13	02/14/2023	3352	14.00	0.00	14.00
219295	Hopkins, Angela	13	02/14/2023	3353	29.60	0.00	29.60
219294	Izaguirre, Kristin	13	02/14/2023	3354	200.90	0.00	200.90
218440	Jackson, Felicia	13	02/14/2023	3355	9.00	0.00	9.00
219291	Jackson, Jeanne	13	02/14/2023	3356	58.45	0.00	58.45
219285	James, Marian	13	02/14/2023	3357	15.00	0.00	15.00
219284	Lacy, Clare	13	02/14/2023	3358	40.30	0.00	40.30
219292	Lehrer, Lindsay	13	02/14/2023	3359	105.00	0.00	105.00
219288	Lucas, Amanda	13	02/14/2023	3360	18.02	0.00	18.02
219289	Ludwig, Patricia	13	02/14/2023	3361	39.65	0.00	39.65
219297	Maravilla, Jill	13	02/14/2023	3362	6.50	0.00	6.50
219298	Marchio, Mary	13	02/14/2023	3363	11.45	0.00	11.45
219208	Mischo, Matt	13	02/14/2023	3364	17.35	0.00	17.35
219281	Pratt, Renee	13	02/14/2023	3365	35.25	0.00	35.25
219283	Shouey, Angela	13	02/14/2023	3366	5.52	0.00	5.52
219308	Thayer, Rachael	13	02/14/2023	3367	27.95	0.00	27.95
219306	Waller, Shaye	13	02/14/2023	3368	5.50	0.00	5.50
219302	Walters, Rick	13	02/14/2023	3369	54.25	0.00	54.25
219305	Whatley, Aimee	13	02/14/2023	3370	75.50	0.00	75.50
219300	Wilcox, Kimberlee	13	02/14/2023	3371	38.50	0.00	38.50
219301	Zorack, Sherry	13	02/14/2023	3372	108.80	0.00	108.80
21552	Airgas USA LLC	13	02/16/2023	3373	45.28	0.00	45.28
219309	Colorado Parenting Solutions	14	02/16/2023	3374	395.00	0.00	395.00
21015	Comcast Cable	15	02/16/2023	3375	3,460.19	0.00	3,460.19
217633	Diversified Underground Inc.	13	02/16/2023	3376	1,980.00	0.00	1,980.00
21140	EON Office	13	02/16/2023	3377	544.38	0.00	544.38
218101	Fagler, Tammy	14	02/16/2023	3378	16.05	0.00	16.05
21136	Home Depot Pro	15	02/16/2023	3379	477.85	0.00	477.85
21131	Knowledge Bound	15	02/16/2023	3380	83.76	0.00	83.76
21036	Lamar Companies	13	02/16/2023	3381	1,000.00	0.00	1,000.00
21254	Republic Services Inc.	13	02/16/2023	3382	584.66	0.00	584.66
218121	Ridout, Paula	14	02/16/2023	3383	16.05	0.00	16.05
21072	Town of Windsor	13	02/16/2023	3384	1,269.02	0.00	1,269.02
21248	WTBC II Owners Association	14	02/16/2023	3385	2,437.26	0.00	2,437.26
219311	Aegix Aim	23	02/24/2023	3386	5,000.00	0.00	5,000.00
218195	Bimbo Bakeries USA	23	02/24/2023	3387	464.50	0.00	464.50
21009	Brooms N More Inc	23	02/24/2023	3388	667.41	0.00	667.41
219309	Colorado Parenting Solutions	23	02/24/2023	3389	130.00	0.00	130.00
21175	Counter Trade	23	02/24/2023	3390	3,641.00	0.00	3,641.00
21136	Home Depot Pro	23	02/24/2023	3391	305.72	0.00	305.72
21681	Snappy Holdings LLC	23	02/24/2023	3392	13.80	0.00	13.80
218953	Virtual College Counselors	23	02/24/2023	3393	1,000.00	0.00	1,000.00
218208	OptumRX	7	02/06/2023	10669	14,472.22	0.00	14,472.22
218208	OptumRX	7	02/06/2023	10670	11.80	0.00	11.80
218537	Harmony Ambulatory Services	7	02/06/2023	10671	616.80	0.00	616.80

A/P Check Register

Printed: 3/14/2023 1:04 PM
 Windsor Charter Academy
 Check Date: 2/1/2023 to 2/28/2023

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218998	Mountain View Family Medicine	7	02/13/2023	10672	53.21	0.00	53.21
218208	OptumRX	7	02/27/2023	10673	4,144.50	0.00	4,144.50
218208	OptumRX	7	02/27/2023	10674	6.80	0.00	6.80
21635	Frontier Academy High School	9052	02/21/2023	90775	(600.00)	0.00	(600.00)
Void by FD on 2/21/2023							
217721	BSN Sports	2	02/03/2023	90956	370.13	0.00	370.13
21381	Costume Castle	2	02/03/2023	90957	300.00	0.00	300.00
219112	Johnson, Thomas and Melissa	2	02/03/2023	90958	65.00	0.00	65.00
21365	Original Works Yours, Inc.	2	02/03/2023	90959	2,628.40	0.00	2,628.40
219273	Vickerman, Michael	2	02/03/2023	90960	100.00	0.00	100.00
218281	Windsor Gymnastics Academy	2	02/03/2023	90961	150.00	0.00	150.00
219271	Banner Health Physicians Colorado LLC	6	02/10/2023	90962	1,625.00	0.00	1,625.00
21117	Carolina Biological	9	02/10/2023	90963	66.50	0.00	66.50
217680	Fisher Science Education	9	02/10/2023	90964	28.90	0.00	28.90
21109	Mail N Copy	9	02/10/2023	90965	1,051.10	0.00	1,051.10
21120	Weld RE-4 School District	9	02/10/2023	90966	345.55	0.00	345.55
218535	FirstBank	8	02/10/2023	90967	6,245.70	0.00	6,245.70
217721	BSN Sports	13	02/16/2023	90968	427.88	0.00	427.88
21682	Dayspring Christian Academy	13	02/16/2023	90969	100.00	0.00	100.00
217762	Rhythm Band Instruments	14	02/16/2023	90970	473.46	0.00	473.46
217721	BSN Sports	23	02/24/2023	90971	928.40	0.00	928.40
21088	American Fidelity	13	02/28/2023	22823111	3,594.08	0.00	3,594.08
21088	American Fidelity	13	02/28/2023	22823222	1,070.81	0.00	1,070.81
21088	American Fidelity	13	02/28/2023	22823333	15,073.31	0.00	15,073.31
21084	PERA	13	02/28/2023	22823444	2,684.00	0.00	2,684.00
21084	PERA	13	02/28/2023	22823555	2,350.41	0.00	2,350.41
219124	ISolved Inc.	13	02/28/2023	22823666	589,313.37	0.00	589,313.37
21084	PERA	13	02/28/2023	22823888	217,912.77	0.00	217,912.77
218205	Delta Dental of Colorado	2	02/01/2023	020123115	5,817.27	0.00	5,817.27
218208	OptumRX	7	02/06/2023	020623008	1,576.68	0.00	1,576.68
21088	American Fidelity	7	02/06/2023	020623111	84.21	0.00	84.21
218207	UMR Health	7	02/07/2023	020723362	49,429.75	0.00	49,429.75
218208	OptumRX	7	02/13/2023	021323823	5,587.88	0.00	5,587.88
21156	Xcel Energy	2	02/14/2023	021423888	19,133.38	0.00	19,133.38
218208	OptumRX	7	02/20/2023	022023089	4,943.82	0.00	4,943.82
21459	CBIZ	7	02/22/2023	022223541	250.00	0.00	250.00
218208	OptumRX	7	02/27/2023	022723147	1,497.30	0.00	1,497.30
218208	OptumRX	7	02/28/2023	022823681	38,993.24	0.00	38,993.24
218535	FirstBank	7	02/28/2023	022823803	50.00	0.00	50.00
217847	US Foods Inc.	7	02/28/2023	022823881	13,045.29	0.00	13,045.29
Report Totals					\$1,166,789.76	\$0.00	\$1,166,789.76