



March Regular Session

March 28, 2019

Elementary School

*680 Academy Ct.
Windsor, CO 80550*

Middle & Early College High School

*810 Automation Dr.
Windsor, CO 80550*

March 28, 2019

Work Session @ 5:30 p.m.
Regular Session @ 7:00 p.m.

Executive Board

Samual Penn, President
John Feyen, Vice President
Donna James, Treasurer
Kevin Albertsen, Secretary
Sherry Bartmann, Member
Carolyn Mader, Member
Jenny Ojala, Member

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE APRIL REGULAR SESSION

Executive Board Minutes
March 28, 2019

Work Session: 5:30 p.m.

- 1.0 2019-2020 Annual Financial Budget
- 2.0 2017-2018 IRS 990
- 3.0 Change of Banks from Community Banks of Colorado to First Bank
- 4.0 Training Requirements for Temporary Security
- 5.0 Review of SAC Annual Stakeholder Survey Results
- 6.0 Election Committee Process
- 7.0 Exit Interviews
- 8.0 Executive Director Evaluation

1.0 Opening of the Meeting

- 1.1 **Call to Order**
The meeting was called to order at 7:04 p.m.

- 1.2 **Roll Call**
 - Executive Board Members Present**
 - Sam Penn, Executive Board President
 - John Feyen, Executive Board Vice-President
 - Donna James, Executive Board Treasurer
 - Kevin Albertsen, Executive Board Secretary
 - Sherry Bartmann, Executive Board Member
 - Carolyn Mader, Executive Board Member

Staff Present

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 to approve the March 28, 2019 Regular Session agenda was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Feyen, aye; James, Aye; Albertsen, Aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the February 28, 2019 Regular Session was made by Donna James and seconded by Kevin Albertsen. Members voted the following: Feyen, aye; James, Aye; Albertsen, Aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were three parents at the March Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Enrollment & Student Data Services Support

- Student enrollment for the 2018-2019 school year is 1262
- Last month's student enrollment projections for the 2019-2020 school year was 1374. This month's student enrollment projections are 1373.

- Past years for student enrollment showed an 11 to 12% increase in enrollment; we project a growth of 3.9% based on external variables due to upcoming external school developments.
- Past years, we based a budget on 97% of actual enrollment. Our 2019-2020 budget reflects a more conservative approach, based on 95% of actual enrollment, with projections of 1,305 students.

Fund Development

- As of the end of February, the following monies have been raised, prior to our spring benefit Gala.
 - 2018 Year-End Campaign: \$16,075
 - Banners: \$18,650
 - Restricted Grants & Donations: \$109,316
 - Gala Sponsors & Donors: \$16,610

Excellence in Innovation

- Coltrin C. (9th Grade) and Carsten C. (11th Grade) represented WCA at the HP Code Wars competition on Saturday, March 2nd at the Hewlett Packard Enterprise facility in Fort Collins. HP Code Wars is an international computer programming competition for high school students. Students compete against other teams to solve challenging problems that demonstrate computer coding skills in multiple languages.
- One of our Vex Robotics teams qualified and participated in the state Vex Robotics tournament.

Excellence in Instruction

- The third quarterly Innovation Leadership Academy meeting was held on March 7th. Teacher participants began work on their professional portfolios to demonstrate work in innovation in the classroom and share innovative teaching strategies with their peers.
- All elementary school staff participated in peer observations to observe AVID implementation across the grade levels.
- All formal evaluations have been completed for elementary school teachers. Every new teacher had 3 formal evaluations and at least 6 informal evaluations. All other teachers had 2 formal evaluations and at least 4 informal evaluations.
- Third grade students celebrated their Native American Core Knowledge Unit with a culminating presentation of their totem pole projects.
- Grade level teams participated in Professional Learning Communities to rate their third quarter writing assessments and talk about next steps as well as looking at DIBELS progress monitoring and adjusting groups and instruction as needed.
- All elementary school certified staff attended professional development provided by Weld RE-4 District's Special Education coordinator on 504s and IEPs.
- Middle and high school teachers worked with administration to present professional development in March that addressed AVID writing to learn strategies of quick writes and reflection, as well as strategies on how to effectively use paraprofessionals and other additional adults in the classroom to benefit student learning.

Excellence in Leadership

- School administration and counseling staff attended the Violence Threat Risk Assessment and Basic Digital Threat Assessment trainings hosted by the Colorado School Districts Self Insurance Pool and Safer Schools Together.
- Middle and high school administration are conducting follow up training to refine and improve the Multi-Tiered System of Support process to ensure that all students needs are being met.
- Middle and high school administration are completing the master schedule for the 2019-2020 school year. They are working with staff members to develop a schedule that best meets the needs of students.

Excellence in Climate and Culture

- A Parent Cyber Safety Education night was held on March 29th for parents of 5th-12th grade students to encourage an open conversation around online behaviors and awareness of social media use by students.
- Over \$2,000 in free books for our elementary school library was earned through the Usborne book fair that was held in February.
- The Community Relations department created webpages and updated the school website to include information on VEX Robotics, Solo & Ensemble webpage and store, King Soopers Cards page, Gala page, MS Summer Volleyball sports camp store, employment page, and other general updates.
- Our elementary, middle and high school staff worked collaboratively with administration to determine staff action steps that supported priority challenges outlined in our annual stakeholder plan. The goal of the action steps is to strengthen the culture of our school and increase positivity in the work environment.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
March 28 th	5:30/7:00 p.m.	Executive Board Work/Regular Session	HS Commons
March 28 th	5:30 to 6:30 p.m.	Kindergarten Music Program	ES Gym
March 28 th	6:30 to 7:15 p.m.	1 st Grade Music Program	ES Gym
March 29 th	8:15 to 12:45 p.m.	2 nd Grade Greek Presentations	2 nd Grade Classrooms
March 29 th	8:15 a.m.	Coffee with Leadership	MS/HS Media Center
April 1 st -8 th		Spring Break	
April 13 th	5:30 p.m.	WCA Annual Spring Gala	The Ranch Event Center
April 15 th	8:30 to 10:30 a.m.	1 st Grade American Revolution Celebration	1 st Grade Classrooms
April 15 th	7:00 p.m.	Weld Re-4 Board Meeting	District Office
April 17 th	10:30 a.m.	Easter Special Lunch for Grades 1, 3, 5 and W/F Kindergarten	ES Cafeteria
April 18 th	6:00 p.m.	Spring Parent Membership Meeting	HS Commons
April 19 th	6:00 to 8:00 p.m.	ES Talent Show	ES Gym
April 22-26 th	Refer to Schedule	1 st Grade Living Animal Wax Museum	1 st Grade Classrooms
April 23 rd	5:00 p.m.	MS/HS Student Innovation Showcase	STEM Lab & HS Commons
April 23 rd	6:30 p.m.	NHS Induction	MS Commons/Gym
April 25 & 26 th	8:15 to 10:30 a.m.	Kindergarten Continent Celebration	Kinder Classrooms
April 26 th	6:00 p.m.	5 th Grade Midsummer Night's Dream Play	ES Gym
CALENDAR PREVIEW OF THE YEAR AHEAD			
May 1 st	8:30 a.m.	MS/HS Volunteer Appreciation	TBD

May 9 th	3:30 p.m.	ES Volunteer Appreciation	ES Gym
May 16 th	7:00 p.m.	WCA Early College High School Graduation	MS/HS Gym
May 21 st	All Day	ES May Fair/Field Day/Executive Board Elections	ES
May 22 nd	8:30 a.m./2:00 p.m.	5 th Grade Continuation/Transition	ES Gym/MS Gym
May 22 nd	5:30 p.m.	8 th Grade Continuation	TBD
May 23 rd	11:30 a.m. Dismissal	Last Day of School	

3.2 Executive Board Reports

3.2.1 Samuel Penn

Executive Board President Penn has been following up on the results of the board Work Session where we defined improved communication plans for our stakeholders. He has also communicated expectations for the completion of the Executive Director evaluation process, agenda for the Spring Membership Meeting, exit interview planning, Weld Re-4 charter renewal completion, and the summer Executive Board schedule. Mr. Penn also facilitated the kick-off meeting for the 2019 WCA Executive Board Elections on March 20th where timelines and roles were defined.

3.2.2 John Feyen

Executive Board Vice-President Feyen attended the production of Footloose and portions of the RE-4 March Board Meeting.

3.2.3 Donna James

Mrs. James attended all four performances of "Footloose" and they were excellent. As always, the theater department out-did itself. Mrs. James also attended the Finance Committee meeting on March 21.

3.2.4 Kevin Albertsen

Mr. Albertsen attended Coffee with Leadership on March 1st. He also had the opportunity to attend the music festival and the middle school band concerts in early March. Mr. Albertsen attended the Weld RE-4 board work session on March 18th. Mr. Albertsen attended the elementary school honor roll assembly on March 22nd and supported job shadowing, working with a high school student that is interested in engineering.

3.2.5 Sherry Bartmann

Mrs. Bartmann attended WCA Senior Capstone presentations, boys' and girls' HS basketball games, MS basketball games and playoffs, girls' soccer games and the MS basketball banquet. She is a volunteer scorekeeper for MS girls basketball games. In addition, she has been working on the gala committee with the silent auction details. Mrs. Bartmann attended the WCA student and building safety committee meeting this month as well as another outstanding WCA musical theater production, Footloose!

3.2.6 Carolyn Mader

Mrs. Mader participated in the first Election Committee meeting for the upcoming board election. She also attended a girls' basketball banquet.

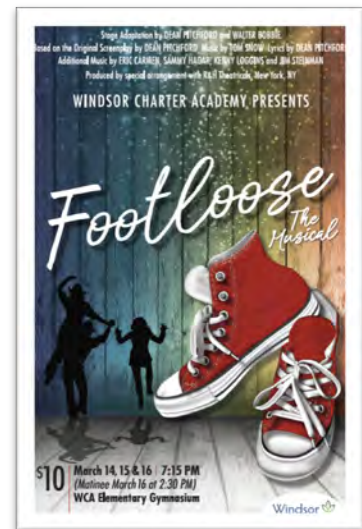
3.2.7 Jenny Ojala

In the last month, Mrs. Ojala attended Coffee with Leadership. She also attended multiple meetings for the School Accountability Committee, where the group completed analysis of survey data and discussed celebrations and priority challenges identified on the surveys, as well as development of action plans to address the challenges. Mrs. Ojala also attended a Strategic Plan Review Meeting, in which small adjustments were finalized to some of the goals identified for each of the Pillars. These will be presented to the Board for approval. Mrs. Ojala also attended the 6th Grade field trip to Boettcher Concert Hall.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

- **John Feyen:** A huge thank you to Mr. Lighthall and all of the staff, volunteers, and students who spent hours and hours putting together a FANTASTIC production of Footloose. The level of talent and passion we have at our school is amazing!



- **Sherry Bartmann:** Mrs. Bartmann would like to recognize the MS girls' basketball coaches, Tom Hart and Jay Helzer, for their time and dedication in teaching our WCA girls new skills and ensuring our girls are respectful, confident, and capable players.

Mrs. Bartmann would also like to recognize Mr. Lighthall for organizing and producing another fantastic WCA theater production this spring. Footloose was well performed by our student actors and techies and was an entertaining evening at WCA.

In addition, a special recognition of gratitude for our talented parent, Mrs. Schmidt, who is the costume maker for all the WCA theatrical productions as well as an

encouraging, creative and fun leader of the MS cheer team, which performed at the girls basketball games.

- **Kevin Albertsen:** A huge thank you to our staff that supported our students on the MathCounts team. Three students from our MathCounts team competed in the state level competition on March 23rd. Emmit K.(8th grade), Sean H. (7th grade) and Kendall A. (6th grade).

4.2 Training Requirements for Temporary Security

4.3 April Membership Meeting Planning

4.4 Election Committee Process

4.5 Exit Interviews

4.6 Executive Director Evaluation

5.0 Items for Action

5.1 2019-2020 Annual Financial Budget

A motion was made to approve the 2019-2020 annual financial budget by Donna James and seconded by Carolyn Mader. Members voted the following: Feyen, aye; James, aye; Albertsen, Aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

5.2 2017-2018 IRS 990

A motion was made to approve the 2017-2018 IRS 990 by Donna James and seconded by Kevin Albertsen. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

5.3 Change of Banks from Community Banks of Colorado to First Bank

A motion was made to approve the change of banks from Community Banks of Colorado to First Bank by Sherry Bartmann and seconded by Donna James. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

5.4 Owner's Representative for Firebird Facility

A motion was made to table the approval of an owner's representative for Windsor Charter Academy until a Special Session on April 18th by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

5.5 Training Requirements for Temporary Security

The Safety Committee recommended that temporary security meet the Armed School Employee Insurability Standards as armed security. A motion was made to accept the Safety Committee's recommendation by Donna James and seconded by Sherry Bartmann. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

5.6 WCA Job Descriptions

A motion was made to approve the job descriptions of the following jobs:

- K-12 Paraprofessional
- K-5 Elementary Education Teacher
- 6-12 Secondary Education Teacher
- Office Manager
- Head of Security
- Bus Operator

The motion was made by Donna James and seconded by Kevin Albertsen. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, nay; Mader, aye; Penn, aye. The motion passed.

5.7 Policy JICH Student Involvement with Drugs and Alcohol, First Read

A motion was made to approve Policy JICH Student Involvement with Drugs and Alcohol on first read by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Bartmann, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.8 Policy JLCD Administering Medicines to Students, First Read

A motion was made to approve Policy JLCD Administering Medicines to Students on first read by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, nay; Mader, aye; Penn, aye. The motion passed.

5.9 Policy Deletion of Policy JLCD-R Administering Medication to Students—Regulation, First Read

A motion was made to approve the policy deletion of Policy JLCD-R Administering Medication to Students—Regulation on first read by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

5.10 Policy JLCDB Administration of Medical Marijuana, First Read

A motion was made to approved Policy JLCDB Administration to Medical Marijuana on first ready by John Feyen and seconded by Donna James. A motion was then made to table Policy JLCDB Administration of Medical Marijuana to Qualified Students on first read until a Special Session on April 18th by Sherry Bartmann and seconded by John Feyen. Members voted the following: Feyen, nay; James, aye; Albertsen, aye; Bartmann, nay; Mader, nay; Penn, aye. The motion passed.

5.11 Policy KFA Public Conduct on School Property, First Read

A motion was made to approve Policy KFA Public Conduct on School Property on first read by John Feyen and seconded by Donna James. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Rebecca Diener, HS Counselor
- Denise Miller, K-12 Paraprofessional
- Jody Monsivais, K-12 Paraprofessional
- Crystal Lowe, 2019-2020 Literacy Interventionist

6.2 Second Read Policies

- Policy EEAEAA Drug and Alcohol Testing for School Transportation Vehicle Operators
- Policy EEAEAA-R Drug and Alcohol Testing for School Transportation Vehicle Operators—Regulation
- Policy JICEC Student Distribution of Non-Curricular Materials
- Policy ECAF-R Use of Video and Audio Monitoring—Regulation

6.3 Financials

- February Financials

A motion was made to approve the Consent Agenda by John Feyen and seconded by Kevin Albertsen. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously.

7.0 Executive Session

There was an Executive Session at the March Regular Session. A motion was made to enter into Executive Session, based on the following:

Conduct discussions regarding the charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)

The motion was made by Donna James and seconded by John Feyen. The Executive Board entered Executive Session at 9:03 p.m.

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

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

The Executive Board exited Executive Session at 9:47 p.m.

8.0 Adjournment

A motion was made to adjourn the March 28, 2019 Regular Session by John Feyen and seconded by Donna James. Members voted the following: Feyen, aye; James, aye; Albertsen, aye; Bartmann, aye; Mader, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 9:49 p.m.



Appendix



1.0 February Regular Session Minutes

Executive Board Minutes February 28, 2019

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 7:06 p.m.

1.2 Roll Call

Executive Board Members Present

Sam Penn, Executive Board President
John Feyen, Executive Board Vice-President
Carolyn Mader, Executive Board Member (Called in remotely)
Jenny Ojala, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
Kelly Seilbach, Director of Elementary 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 to approve the February 28, 2019 Regular Session agenda was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the January 24, 2019 Regular Session minutes and the February 20, 2019 Special Session minutes was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 2 parents and 1 student were present at the February Executive Board Regular Session. A sixth-grade student, Rize S., spoke to the Executive Board. He shared his recommendation to the school administration to highlight student work in the newsletters. Tina Toman shared her concerns around the schools promoting CHSAA in decisions that shaped the decision for the auditorium and gymnasium on the facilities plan.

3.0 Reports

3.1 Executive Director's Report

Enrollment & Student Data Services Support

- 14 new students enrolled at WCA at the beginning of the 2nd semester—1 elementary student, 6 middle school students, and 7 high school students.
- The open enrollment window opened and our lottery began mid-January. WCA enrolled 175 new students for the 2019-2020 school year.
- As new students register, leadership is recording how prospective parents have heard about our schools to determine successful avenues for marketing enrollment.
- Course registration has occurred for current 5th through 11th graders for next year's middle and high school programs, with 2019-2020 courses uploaded into IC.
- Clubs, teams, and student organizations have been added into IC. This allows for advisors, coaches, and mentors to use proper avenues for communication with students.
- 2019-2020 enrollment projections currently show a 7.9% increase, with 1374 students. Due to upcoming external school developments, we recognize that this enrollment is not accurate. Our 2019-2020 budget reflects a more conservative approach, based on 95% of actual enrollment, with projections of 1,305 students. Past years, we based a budget on 97% of actual enrollment.

Additionally, past years showed an 11 to 12% increase in enrollment; we project a growth of 3.9% based on external variables.

Fund Development

- We recently received a safety grant for our schools for \$79,126 from the Colorado Division of Homeland Security and Emergency Management. The grant will cover the following:
 - Property Parameter Fencing: \$50,000
 - Front Entrance Buzzer/Camera for Elementary School: \$5,455.00
 - Push to Exit Timer system for HS entryway - \$2,534.00
 - 8 additional cameras with wiring and install for 12 total cameras for the elementary school (includes a 32-channel network video recorder): \$9,581.00
 - 8 Additional cameras with wiring and install for the MS/HS: \$3,232.00
 - 11 additional handheld radios: \$4,950.00

Excellence in Innovation

- The network fire wall for our schools was upgraded due to the limit on the number of clients being reached. This new fire wall will provide sustainable network access for a heavier load of clients as our schools continue to grow.

Excellence in Instruction

- Professional development on the SMARTboard software and BreakoutEDU was provided for all elementary and MS/HS staff as a part of the ongoing introduction to technology and high-tech professional development series being offered this year.
- As our programs grow and develop, our middle and high school have seen increased applications for programs such as AVID and National Honor Society.
- 5th grade students recently participated in our annual science fair. Students posed questions about a topic of interest and sought out answers using the scientific process.
- 5th grade students will participate in a Changing Bodies class that will be held the first week in March. Mr. Gallie will be working with our nurse, Mrs. Ibarra. Mr. Gallie will be teaching the boys this year and will be an asset in this role given his science background. WCA will have a parent information night prior to the class so that parents have the opportunity to ask questions and discuss content with Mrs. Ibarra and Mr. Gallie.
- Mrs. Ibarra and Mr. Wagner are working on becoming certified to teach CPR/First Aid. This will allow WCA to certify our staff members for a fraction of the cost. All teachers and staff that work with students are certified every two years at WCA.

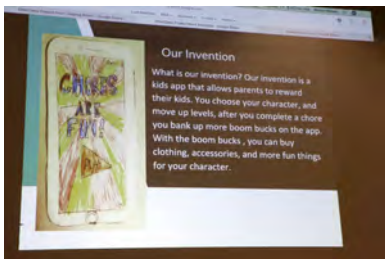
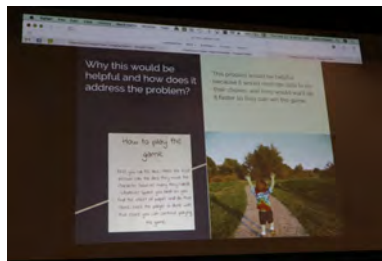
Excellence in Leadership

- The administration and teaching staff have worked collaboratively to develop action steps based on the parent SAC survey results and priority challenges identified by the School Accountability Committee.
- Administration is currently meeting with each classroom teacher and supports staff member for mid-year reviews. During these meetings, staff members discuss

their teaching practices, job performance and progress towards their professional goals.

Excellence in Climate and Culture

- Otterbox volunteers participated in multiple activities at the elementary school as a part of their Closed2Open volunteer day.
- Students have been learning about entrepreneurship and philanthropy during their innovation lab classes. 4th and 5th grade students presented business pitch ideas at an all school assembly on February 21st. The winning team was selected by Otterbox volunteers and awarded \$100 to donate to a charity of their choice.
- Over the last few weeks the elementary school library received some updates. New carpet was installed and the walls were painted to create a fresh look. The bookshelves were also rearranged and the fiction books were updated to a bookstore model to better facilitate the checkout process and encourage a love of reading for all students! We were fortunate to have the help from Otterbox volunteers to help make this transformation a reality.



- Our elementary PTC brought Love and Logic to our schools. Dr. Fay from Love and Logic spoke to several hundred parents as a keynote speaker on February 5th.
- The middle school and high school peer-counselor is up and running. Peer counselors act as leaders and mentors to help students work through some of the stresses which are commonly faced in the adolescent years.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
March 1 st	8:15 a.m.	Coffee with Leadership	MSSH Media Center
March 1 st	All Day	ES Read Across America Day	ES Classrooms
March 2 nd	8 to 4 p.m.	MS/HS Solo and Ensemble Festival	MSSH Building

March 5 th	6:30 p.m.	MSHS Choir/Orchestra Concert	MSHS Gym
March 7 th	9 to 2:15 p.m.	3 rd Grade Native American Day	ES 3 rd Grade Classrooms
March 7 th	6:30 p.m.	MSHS Band Concert	MSHS Gym
March 8 th		NO SCHOOL-Teacher PD Day	
March 14 th & 15 th	7:00 p.m.	HS Musical	ES Stage/Gym
March 16 th	2 p.m. & 7 p.m.	HS Musical	ES Stage/Gym
March 18 th	7:00 p.m.	Weld Re-4 District Board Meeting	District Office
March 22 nd	8:30 a.m.	ES Honor Roll Assembly	ES Gym
March 22 nd	6 to 9 p.m.	MS Dance	MSHS Gym
March 28 th	5:30 to 6:30 p.m.	Kindergarten Music Program and Art Show	ES Gym
March 28 th	6:30 to 7:15 p.m.	1 st and 2 nd Grade Music Program and Art Show	ES Gym
March 28 th	5:30/7:00 p.m.	Executive Board Work Session/Board Meeting – Plan for April Parent Membership Meeting	HS Commons
CALENDAR PREVIEW OF THE YEAR AHEAD			
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	HS Commons
April 13 th		WCA Annual Spring Gala	The Ranch Event Center
May 16 th	7:00 p.m.	Early College HS Graduation Ceremony	MSHS Gym/Commons

3.2 Executive Board Reports

3.2.1 Samuel Penn

Mr. Penn facilitated the Special Session that focused on WCA's long-term facilities master plan on February 20th. He has also continued to establish details and planning for the February 27th Regular Session, including board professional development and planning for the work session to discuss a Board action plan based on annual stakeholder survey data. Mr. Penn will assist Mrs. Mader in kicking off the 2019 Election Committee and planning as well as finalize details regarding the ED evaluation process. Sam will also continue to work with the ED to finalize the annual charter renewal following completion of contract details.

3.2.2 John Feyen

Mr. Feyen attended the Special Session on the long-term facilities master plan for WCA.

3.2.3 Donna James

Mrs. James attended the Special Session on the long-term facilities master plan for WCA, as well as the monthly Finance Committee. This month's Finance Committee reviewed financials for November and January, as well as reviewing the 2019-2020 draft budget.

3.2.4 Kevin Albertsen

Mr. Albertsen attended Coffee with Leadership on January 25th. He was a member of the Long-Term Facilities Master Planning Committee and attended meetings on January 30th, February 4th and February 12th. He also attended the Special Session on the long-term facilities master plan for WCA. Mr. Albertsen will be hosting a WCA High School Engineering class tour of Snaptron on Feb 26th.

3.2.5 Sherry Bartmann

Mrs. Bartmann attended Coffee with Leadership following the last Board meeting. She has been participating on the Long-Term Facilities Master Planning Committee, the

School and Student Safety Committee, as well as the Gala Planning Committee. She attended the Special Session Board Meeting in February. Mrs. Bartmann attends high school and middle school games and volunteers at the middle school girls' basketball games.

3.2.6 Carolyn Mader

Mrs. Mader attended numerous girl basketball games. She also attended the Special Session on February 20th. Carolyn reminded parent stakeholders that the upcoming Election Committee that will be handle this year's board election will commence in the near future. If interested in joining, please email carolyn.mader@windsorcharteracademy.org.

3.2.7 Jenny Ojala

Mrs. Ojala attended the Special Session on the long-term facilities master plan for WCA. Mrs. Ojala attended the School Accountability Committee Meetings on February 11 and 25, where the committee reviewed the middle school/high school student surveys and the elementary staff surveys. The SAC continues its work on the annual survey analysis, determining celebrations and priority challenges for the schools.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

Kevin Albertsen: Mr. Albertsen shared his gratitude for Mrs. Holt and Mr. Crompton and the time they gave to our students at the regional MathCounts competition on February 16th at CSU. Their coaching skills helped our students successfully compete against 20 schools in northern Colorado. Hayden B., Emmit K., Aiden L. and Sean H. earned 4th place team overall. Three of our students, Kendall A., Sean H., and Emmit K. are advancing to state on March 23rd.



4.2 Training Requirements for Temporary Security

4.3 April Membership Meeting Planning

5.0 Items for Action

5.1 Policy EEAEAA Drug and Alcohol Testing for School Transportation Vehicle Operators, First Read

A motion was made to approve Policy EEAEAA Drug and Alcohol Testing for School Transportation Vehicle Operators on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.2 Policy EEAEAA-R Drug and Alcohol Testing for School Transportation Vehicle Operators—Regulation, First Read

A motion was made to approve Policy EEAEAA-R Drug and Alcohol Testing for School Transportation Vehicle Operators—Regulation on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.3 Policy ECAF Use of Video and Audio Monitoring, First Read

A motion was made to approve Policy ECAF Use of Video and Audio Monitoring on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.4 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, First Read

A motion was made to approve Policy ECAF-R Use of Video and Audio Monitoring—Regulation on first read by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion was made to add an additional item to the agenda, 5.5 April Parent Membership Meeting by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.5 April Parent Membership Meeting

A motion was made to change the April Parent Membership Meeting from April 11th to 18th by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Non-Renewals/Resignations

- Jules Nash: Paraprofessional
 - Erin Townsend: Paraprofessional
 - Annalise Mecham: Director of Community Relations
 - Flora Tobanche: Custodian
-

6.3 Second Read Policies

- Policy JICE Student Communications
 - Policy JICEA School-Related Student Publications
 - Policy JICEC Student Distribution of Non-Curricular Materials
-

6.3 Financials

- November Financials
 - January Financials
 - 2019-2020 Budget Preview
-

A motion was made to approve the Consent Agenda by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.0 Executive Session

There was no Executive Session at the February Regular Session.

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

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

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

8.0 Adjournment

A motion was made to adjourn the February 28, 2019 Regular Session by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 7:55 p.m.



2.0 2019-2020 Annual Financial Budget

Windsor Charter Academy Budget

		2018-2019 Amended Budget- Approved 5-24-18	2018-2019 Amended Budget approved 1.24.19		2019-2020 Proposed Budget		
General Fund				100.00%		95.00%	
PPR Base	\$	7,730.26	\$ 7,730	6.20%	\$ 7,884.87	2.00%	
FTE		1210.2	\$ 1,210	11.84%	1257.4	3.90%	
				% of Total Rev		% of Total Rev	Per student
PPR	\$	9,354,944	\$ 9,355,006	82.76%	\$ 7,730.26	\$ 9,914,587	84.58% \$ 1,257.42 \$ 483,200.00
Mill Levy 2007	\$	90,000	\$ 90,000	0.80%	\$ 74.37	\$ 90,000	0.77% \$ 11.41 \$ (50,000.00)
Mill Levy 2016	\$	462,000	\$ 462,614	4.09%	\$ 382.27	\$ 462,614	3.95% \$ 58.67 \$ (2,400.00)
Rural Schools Funding	\$	186,360	\$ 186,360	1.65%	\$ 153.99	\$ -	0.00% \$ - \$ (600.00)
Kindergarten Tuition	\$	213,900	\$ 213,900	1.89%	\$ 176.75	\$ 220,800	1.88% \$ 28.00
Interest	\$	200	\$ 200	0.00%	\$ 0.17	\$ 24,000	0.20% \$ 3.04
Student Fees	\$	89,398	\$ 86,498	0.77%	\$ 71.47	\$ 93,368	0.80% \$ 11.84 \$ 430,200.00
Building Rental	\$	32,640	\$ 32,640	0.29%	\$ 26.97	\$ 33,293	0.28% \$ 4.22
Donations/Fundraising (Bingo, Gala, Walkathon)	\$	130,000	\$ 130,000	1.15%	\$ 107.42	\$ 135,000	1.15% \$ 17.12
Other (lost books, fines, etc)	\$	5,253	\$ 3,000	0.03%	\$ 2.48	\$ 3,075	0.03% \$ 0.39
Capital Construction	\$	284,390	\$ 343,800	3.04%	\$ 284.09	\$ 357,107	3.05% \$ 45.29
Food Service Revenue	\$	399,150	\$ 359,044	3.18%	\$ 296.69	\$ 360,000	3.07% \$ 45.66
O&G revenue from Building Corp	\$	10,000	\$ 10,000	0.09%	\$ 8.26	\$ 15,000	0.13% \$ 1.90
Title II Grant Revenue	\$	4,800	\$ 13,500	0.12%	\$ 11.16	\$ 4,700	0.04% \$ 0.60
Title IV Grant Revenue	\$		\$ 2,500	0.02%	\$ 2.07	\$ -	0.00% \$ -
READ Act Grant Revenue	\$	10,000	\$ 14,191	0.13%	\$ 11.73	\$ 9,000	0.08% \$ 1.14
CDE Expansion Grant Revenue	\$	-	\$ -	0.00%	\$ -	\$ -	0.00% \$ -
Total Revenues	\$	11,273,036	\$ 11,303,253	100.00%	\$ 9,340.14	\$ 11,722,544	100.00% \$ 1,486.71
/Reimbursement/Txfr from Building Corp							
Total Revenues and Reserves	\$	11,273,036	\$ 11,303,253		\$ 11,722,544	\$ 419,292	

General Fund	Amended Budget- Approved 5-24-	Amended Budget approved 1.24.19			2019-2020 Proposed Budget	Per student	
Other Purchased Services							
Printing/Binding	\$ 5,250	\$ 5,250	0.05%	\$ 4.34	\$ 5,513	0.05%	\$ 0.70
Special Ed District Charge	\$ 598,015	\$ 630,000	5.57%	\$ 520.58	\$ 661,500	5.64%	\$ 83.89
AIMS/CU Succeed Fees	\$ 10,000	\$ 13,250	0.12%	\$ 10.95	\$ 11,000	0.09%	\$ 1.40
Professional Development/ Avid	\$ 31,000	\$ 45,500	0.40%	\$ 37.60	\$ 28,000	0.24%	\$ 3.55
Board PD	\$ 7,000	\$ 3,000	0.03%	\$ 2.48	\$ 3,000	0.03%	\$ 0.38
Security PD/Training		\$ -	0.00%	\$ -	\$ 4,200	0.04%	\$ 0.53
Title II Grant Expenses (Prof Dev)	\$ 4,800	\$ 13,500	0.12%	\$ 11.16	\$ 4,700	0.04%	\$ 0.60
Title IV Grant Expenses		\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
District Admin Charges	\$ 187,099	\$ 189,188	1.67%	\$ 156.33	\$ 198,292	1.69%	\$ 25.15
Infinite Campus	\$ 13,516	\$ 13,100	0.12%	\$ 10.82	\$ 14,308	0.12%	\$ 1.81
Property/Liability Insurance	\$ 80,007	\$ 69,850	0.62%	\$ 57.72	\$ 74,740	0.64%	\$ 9.48
SUTA	\$ 14,493	\$ 14,555	0.13%	\$ 12.03	\$ 15,453	0.13%	\$ 1.96
Worker's Comp Insurance	\$ 36,728	\$ 53,000	0.47%	\$ 43.80	\$ 55,650	0.47%	\$ 7.06
(Tech) Copier Lease	\$ 65,598	\$ 66,450	0.59%	\$ 54.91	\$ 67,500	0.58%	\$ 8.56
Tech Leases	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Tech Support	\$ 1,200	\$ 2,475	0.02%	\$ 2.05	\$ 2,475	0.02%	\$ 0.31
Tech Repair/Maintenance	\$ 32,655	\$ 14,439	0.13%	\$ 11.93	\$ 15,161	0.13%	\$ 1.92
Tech Software/Licensing	\$ 32,325	\$ 51,298	0.45%	\$ 42.39	\$ 20,000	0.17%	\$ 2.54
Tech Media Center	\$ 7,446	\$ 12,415	0.11%	\$ 10.26	\$ 12,663	0.11%	\$ 1.61
Tech Prof Dev		\$ 13,104	0.12%	\$ 10.83	\$ 2,000	0.02%	\$ 0.25
TECH Fire/Intercom/Security Maint	\$ 16,320	\$ 6,425	0.06%	\$ 5.31	\$ 6,554	0.06%	\$ 0.83
Tech Internet/Phone/Comm	\$ 75,002	\$ 45,529	0.40%	\$ 37.62	\$ 46,667	0.40%	\$ 5.92
Advertising	\$ 15,822	\$ 18,822	0.17%	\$ 15.55	\$ 18,000	0.15%	\$ 2.28
Total	\$ 1,234,275	\$ 1,281,149	11.33%	\$ 1,058.64	\$ 1,267,375	10.81%	\$ 160.74
Educational Supplies & Materials							
Curriculum/ Online License renewals	\$ 197,924	\$ 197,924	1.75%	\$ 163.55	\$ 130,000	1.11%	\$ 16.49
General/Office Supplies	\$ 29,988	\$ 29,988	0.27%	\$ 24.78	\$ 28,000	0.24%	\$ 3.55
Paper	\$ 6,000	\$ 10,500	0.09%	\$ 8.68	\$ 11,235	0.10%	\$ 1.42
Sunshine Supplies	\$ 600	\$ 600	0.01%	\$ 0.50	\$ 600	0.01%	\$ 0.08
Assessments/Testing- (AR, Renaissance, AIMS web)	\$ 26,708	\$ 26,708	0.24%	\$ 22.07	\$ 26,975	0.23%	\$ 3.42
Dues & Fees(CO League, survey monkey	\$ 15,750	\$ 8,250	0.07%	\$ 6.82	\$ 8,663	0.07%	\$ 1.10
Athletic/CoCurricular Exp	\$ 5,500	\$ 5,500	0.05%	\$ 4.54	\$ 4,000	0.03%	\$ 0.51
Organic Garden Supplies	\$ 3,500	\$ 3,500	0.03%	\$ 2.89	\$ 2,500	0.02%	\$ 0.32
Health Supplies	\$ 4,635	\$ 4,635	0.04%	\$ 3.83	\$ 4,774	0.04%	\$ 0.61
Teacher Classroom Budgets	\$ 15,000	\$ 15,000	0.13%	\$ 12.39	\$ 16,000	0.14%	\$ 2.03
School Event Budgets	\$ 8,000	\$ 8,000	0.07%	\$ 6.61	\$ 8,240	0.07%	\$ 1.05
Food Service Expenses	\$ 225,150	\$ 178,632	1.58%	\$ 147.61	\$ 174,361	1.49%	\$ 22.11
Facility Supplies	\$ 36,000	\$ 36,000	0.32%	\$ 29.75	\$ 36,000	0.31%	\$ 4.57
Booster Groups	\$ 12,850	\$ 12,850	0.11%	\$ 10.62	\$ 10,000	0.09%	\$ 1.27
Exec Dir/Staff Culture	\$ 13,000	\$ 13,000	0.12%	\$ 10.74	\$ 13,000	0.11%	\$ 1.65
Total Supplies	\$ 600,605	\$ 551,087	4.88%	\$ 455.38	\$ 474,348	4.05%	\$ 60.16

General Fund					0	Per student
Expansion/Equipment						
Tech Equipment	\$ 123,360	\$ 151,263	1.34% \$ 124.99	\$ 75,000	0.64%	\$ 9.51
Title IV Equipment		\$ 2,500	0.02% \$ 2.07		0.00%	\$ -
Facilities Equipment	\$ 7,500	\$ 7,500	0.07% \$ 6.20	\$ 3,000	0.03%	\$ 0.38
Equipment/ Furniture/Marquis	\$ 30,000	\$ 5,000	0.04% \$ 4.13	\$ -	0.00%	\$ -
Total Property/Equipment	\$ 160,860	\$ 166,263	1.47% \$ 137.39	\$ 78,000	0.67%	\$ 9.89
			\$ -			

General Fund	2018-19	2018-19		2019-20	
Other					
Bank Fees	\$ 10,100	\$ 10,100	0.09% \$ 8.35	\$ 10,201	0.09% \$ 1.29
Auto Expenses	\$ 7,210	\$ 6,000	0.05% \$ 4.96	\$ 6,180	0.05% \$ 0.78
Fundraising expenses(bingo, gala, walkathon)	\$ 88,200	\$ 130,000	1.15% \$ 107.42	\$ 135,000	1.15% \$ 17.12
Future Facility Planning Costs	\$ -	\$ -	0.00% \$ -	\$ -	0.00% \$ -
Total	\$ 105,510	\$ 146,100	1.29% \$ 120.73	\$ 151,381	1.29% \$ 19.20

Total Expenditures	\$ 11,098,361	\$ 11,114,095	98.33% \$ 9,183.84	\$ 11,533,594	98.39% \$ 2,142.58
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Net Surplus/Deficit	\$ 174,675	\$ 189,158	\$ 156.31	\$ 188,950	
Required Surplus for DS Coverage	\$ 154,340	\$ 154,340	\$ 34,818	\$ 180,024	\$ 8,926

General Fund Balance- Beginning	\$ 2,776,911	\$ 2,776,911		\$ 2,966,069	
Appropriation	\$ -	\$ -		\$ -	
Net Surplus/Deficit	\$ 174,675	\$ 189,158		\$ 188,950	
Fund Balance- Ending	\$ 2,951,587	\$ 2,966,069		\$ 3,155,019	

## Ending Fund Balance Detail					
Unrestricted Fund Balance	\$ 2,140,643	\$ 2,682,069		\$ 2,863,019	
TABOR Reserves	\$ 284,000	\$ 284,000		\$ 292,001	

Total Projected Ending FB	\$ 2,427,292	\$ 2,966,069		\$ 3,155,019	
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Total Revenues	\$ 11,273,036	\$ 11,303,253		\$ 11,722,544	
Total Expenditures less DS and one time	\$ 9,554,958	\$ 9,570,692		\$ 9,733,351	
Net avail for Debt Service	\$ 1,718,078	\$ 1,732,561		\$ 1,989,193	
Projected Debt Service	\$ 1,543,403	\$ 1,543,403		\$ 1,800,243	
Net Surplus	\$ 174,675	\$ 189,158		\$ 188,950	

Bond Covenant Requirement to maintain 1.10 X debt service	\$ 1,697,743	\$ 1,697,743		\$ 1,980,268	
Actual Ratio	111.32%	112.26%		110.50%	
Actual Surplus plus Debt Svc	\$ 1,718,078	\$ 1,732,561		\$ 1,989,193	
Diff Over/(under)	\$20,335	\$ 34,818		\$8,926	
Required Surplus to maintain DS coverage	\$ 154,340	\$ 154,340		\$ 180,024	



3.0 2017-2018 IRS 990

Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ 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.

OMB No. 1545-0047

2017**Open to Public Inspection****A For the 2017 calendar year, or tax year beginning 07/01/17, and ending 06/30/18**

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 Windsor Charter Academy		D Employer identification number 84-1517346
	Doing business as		E Telephone number 970-674-5020
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	810 Automation Drive		
	City or town, state or province, country, and ZIP or foreign postal code Windsor CO 80550		G Gross receipts \$ 10,743,931
F Name and address of principal officer: Samual Penn			H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: ▶ www.windsorcharteracademy.org			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> 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	7
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	7
	5 Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	205
	6 Total number of volunteers (estimate if necessary)	6	318
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, line 34	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year 1,497,002	Current Year 1,445,783
	9 Program service revenue (Part VIII, line 2g)	7,980,956	9,266,387
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	14,383	28,719
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		3,042
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	9,492,341	10,743,931
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)	9,230,280	12,998,927
	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)	5,657,701	4,841,389
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	14,887,981	17,840,316
19 Revenue less expenses. Subtract line 18 from line 12	-5,395,640	-7,096,385	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 39,197,804	End of Year 40,871,998
	21 Total liabilities (Part X, line 26)	48,481,695	57,749,649
	22 Net assets or fund balances. Subtract line 21 from line 20	-9,283,891	-16,877,651

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 Samual Penn		Date	
	Type or print name and title President			
Paid Preparer Use Only	Print/Type preparer's name John Cutler	Preparer's signature <i>John L. Cutler</i>	Date 03/07/19	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			
	Firm's address ▶ 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.

Form **990** (2017)

Part III Statement of Program Service Accomplishments

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

☒

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 ☒ No

If "Yes," describe these new services on Schedule O.

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

If "Yes," describe these changes on Schedule O.

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 \$ **11,072,700** 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 \$)

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

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses ► **11,072,700**

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 Revenue Procedure 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 temporarily restricted endowments, permanent endowments, or 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

Part IV Checklist of Required Schedules (continued)

	Yes	No
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
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
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
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		X
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
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
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
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
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
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
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
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
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>		
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
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
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck 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 31		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		
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 205		
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 in 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	X	
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		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
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 in Schedule O	14b		

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 in 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	1a	7		
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 in Schedule O.				
b Enter the number of voting members included in line 1a, above, who are independent	1b	7		
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?		2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		5		X
6 Did the organization have members or stockholders?		6		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?		7a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?		8a	X	
b Each committee with authority to act on behalf of the governing body?		8b	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 in Schedule O		9		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?	10a		X
b 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?	10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b Describe in 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	12a	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	12c	X	
13 Did the organization have a written whistleblower policy?	13		X
14 Did the organization have a written document retention and destruction policy?	14	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?			
a The organization's CEO, Executive Director, or top management official	15a	X	
b Other officers or key employees of the organization	15b	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
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?	16a		X
b 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?	16b		

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 (or 1024 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 in Schedule O)

19 Describe in 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**810 Automation Drive****Windsor****CO 80550****970-674-5020**

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck 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 and/or Box 7 of Form 1099-MISC) 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.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ 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)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(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) Samual Penn	2.00									
President	0.00	X		X				0	0	0
(2) Donna James	2.00									
Vice President	0.00	X		X				0	0	0
(3) Paige Adams	2.00									
Secretary	0.00	X		X				0	0	0
(4) Sherry Bartmann	2.00									
Member	0.00	X						0	0	0
(5) Carolyn Mader	2.00									
Member	0.00	X						0	0	0
(6) Matt Meuli	2.00									
Member	0.00	X						0	0	0
(7) Jenny Ojala	2.00									
Member	0.00	X						0	0	0
(8)										
(9)										
(10)										
(11)										

Part VIII Statement of RevenueCheck 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	1,271,301			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	174,482			
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f		1,445,783			
Program Service Revenue		Busn. Code				
	2a Per Pupil Revenue	611710	8,042,157	8,042,157		
	b Tuition and Fees	611710	671,616	671,616		
	c Mill Levy	611710	552,614	552,614		
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		9,266,387			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		28,719	28,719		
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
		(i) Real	(ii) Personal			
	6a Gross rents					
	b Less: rental exps.					
	c Rental inc. or (loss)					
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other			
	b Less: cost or other basis & sales exps.					
	c Gain or (loss)					
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a				
	b Less: direct expenses	b				
	c Net income or (loss) from fundraising events					
	9a Gross income from gaming activities. See Part IV, line 19	a				
	b Less: direct expenses	b				
	c Net income or (loss) from gaming activities					
	10a Gross sales of inventory, less returns and allowances	a				
	b Less: cost of goods sold	b				
	c Net income or (loss) from sales of inventory					
	Miscellaneous Revenue		Busn. Code			
11a		3,042	3,042			
b						
c						
d All other revenue						
e Total. Add lines 11a-11d		3,042				
12 Total revenue. See instructions.		10,743,931	9,298,148	0	0	

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	4,278,809	2,738,398	1,540,411	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	7,920,632	5,069,131	2,851,501	
9 Other employee benefits	730,139	584,112	146,027	
10 Payroll taxes	69,347	55,478	13,869	
11 Fees for services (non-employees):				
a Management				
b Legal	13,301		13,301	
c Accounting	16,609		16,609	
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	15,512	15,512		
13 Office expenses	136,938	68,469	68,469	
14 Information technology	308,876	154,438	154,438	
15 Royalties				
16 Occupancy	1,290,161	1,032,129	258,032	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	480,339		480,339	
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Capital Outlay	1,090,203		1,090,203	
b District Purch. Services	672,083	537,666	134,417	
c Other Purchased Services	184,370	184,370		
d Food Services	180,612	180,612		
e All other expenses	452,385	452,385		
25 Total functional expenses. Add lines 1 through 24e	17,840,316	11,072,700	6,767,616	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 SheetCheck 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	2,368,468	1	3,306,197
	2 Savings and temporary cash investments	3,302,223	2	1,749,038
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	501,928	4	8,502
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	12,477	9	13,740
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 25,366,439		
	b Less: accumulated depreciation	10b 2,058,426	10c	23,308,013
	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	11,562,596	15	12,486,508
16 Total assets. Add lines 1 through 15 (must equal line 34)	39,197,804	16	40,871,998	
Liabilities	17 Accounts payable and accrued expenses	2,513,854	17	215,269
	18 Grants payable		18	
	19 Deferred revenue	85,960	19	20,030
	20 Tax-exempt bond liabilities	24,011,293	20	28,145,000
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		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	21,870,588	25	29,369,350
	26 Total liabilities. Add lines 17 through 25	48,481,695	26	57,749,649
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets		27	
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds	-9,283,891	32	-16,877,651
33 Total net assets or fund balances	-9,283,891	33	-16,877,651	
34 Total liabilities and net assets/fund balances	39,197,804	34	40,871,998	

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	10,743,931
2	Total expenses (must equal Part IX, column (A), line 25)	2	17,840,316
3	Revenue less expenses. Subtract line 2 from line 1	3	-7,096,385
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	-9,283,891
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	-497,375
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	-16,877,651

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 in 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
b 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	
c 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 in 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?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

SCHEDULE A
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

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

▶ **Attach to Form 990 or Form 990-EZ.**▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2017**Open to Public
Inspection**

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 or 990-EZ).)
- 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 in 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						

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

Schedule A (Form 990 or 990-EZ) 2017

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) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(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) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(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 five 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 2017 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2016 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2017. 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	<input type="checkbox"/>	
b 33 1/3% support test—2016. 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	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test—2017. 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	<input type="checkbox"/>	
b 10%-facts-and-circumstances test—2016. 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	<input type="checkbox"/>	
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	<input type="checkbox"/>	

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) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(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) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(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 in 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 five 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 2017 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2016 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2016 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2017. 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—2016. 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 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of 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 (b) and (c) 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 12a or 12b in Part I, answer (b) and (c) 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 (b) and (c) 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 (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 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</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 in 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 in 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 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 in (b) and (c) below, the governing body of a supported organization?		
11a		
b A family member of a person described in (a) above?		
11b		
c A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's 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 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 in (2), 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** ☐ The organization satisfied the Activities Test. *Complete line 2 below.*
- b** ☐ The organization is the parent of each of its supported organizations. *Complete line 3 below.*
- c** ☐ The organization supported a governmental entity. *Describe in Part VI how you supported a government entity (see instructions).*

2 Activities Test. Answer (a) and (b) below.

	Yes	No
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>		
2a		
b Did the activities described in (a) 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 (a) and (b) 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>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 (explain in detail in Part VI):		
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 1-1/2% 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 .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 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)	
6	Other distributions (describe in Part VI). See instructions.	
7	Total annual distributions. Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9	Distributable amount for 2017 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-2017	(iii) Distributable Amount for 2017
1	Distributable amount for 2017 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2017 (reasonable cause required-explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2017:			
a				
b	From 2013			
c	From 2014			
d	From 2015			
e	From 2016			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2017 distributable amount			
i	Carryover from 2012 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2017 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2017 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6	Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7	Excess distributions carryover to 2018. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2013			
b	Excess from 2014			
c	Excess from 2015			
d	Excess from 2016			
e	Excess from 2017			

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.)

**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

2017**Open to Public
Inspection**

Name of the organization

Employer identification number

Windsor Charter Academy**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.

	(a) Donor advised funds	(b) Funds and other accounts
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 and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements.

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).	
<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	
2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.	
a Total number of conservation easements	2a Held at the End of the Tax Year
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d
3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶	
4 Number of states where property subject to conservation easement is located ▶	
5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶	
7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$	
8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.	

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.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.	
b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:	
(i) Revenue included on Form 990, Part VIII, line 1	▶ \$
(ii) Assets included in Form 990, Part X	▶ \$
2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:	
a Revenue included on Form 990, Part VIII, line 1	▶ \$
b Assets included in Form 990, Part X	▶ \$

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 are a 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 programs
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:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	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 Temporarily restricted 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:

(i) unrelated organizations **3a(i)** ☐ Yes ☐ No
 (ii) related organizations **3a(ii)** ☐ Yes ☐ No

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

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	1,995,140	21,345,280
c Leasehold improvements				
d Equipment		181,569	63,286	118,283
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) ▶				23,308,013

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	12,075,917
(2) Cost of Refunding	309,213
(3) Deferred Outflows Related to OPEB	101,378
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ►	12,486,508

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	26,801,741
(3) Deferred Inflows Related to Pension	1,095,956
(4) Net OPEB Liability	612,037
(5) Accrued Salaries and Benefits	316,233
(6) Accrued Interest Payable	314,685
(7) 2016 Bond Premium	218,459
(8) Deferred Outflows Related to OPEB	10,239
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ►	29,369,350

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 FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐

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	10,743,931
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	10,743,931
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	10,743,931

Part XII	Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.
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Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1 Total expenses and losses per audited financial statements			1	17,840,316
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	17,840,316
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	17,840,316

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 XIII **Supplemental Information** *(continued)*

SCHEDULE E
(Form 990 or 990-EZ)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

2017**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 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	
b 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 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

2017**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 2016 Revenue and Refunding Bonds	27-3534321	19645RZ20	09/01/16	9,455,000	Revenue and refundin		X		X		X
B 2017 Revenue Bonds	27-3534321		05/01/17	10,000,000	Building Improvement		X		X		X
C 2016 Revenue and Refunding Bonds	27-3534321	19645RY96	09/01/16	5,800,000	Revenue and refundin		X		X		X
D 2016 Revenue and Refunding Bonds	27-3534321	19645RY88	09/01/16	2,890,000	Revenue and refundin		X		X		X

Part II Proceeds

	A		B		C		D	
1 Amount of bonds retired	2,890,968				1,773,413		883,649	
2 Amount of bonds legally defeased								
3 Total proceeds of issue	9,455,000		10,000,000		5,800,000		2,890,000	
4 Gross proceeds in reserve funds	639,495				392,287		195,467	
5 Capitalized interest from proceeds	143,297		150,000		87,913		43,800	
6 Proceeds in refunding escrows								
7 Issuance costs from proceeds	309,466		268,180		189,836		94,591	
8 Credit enhancement from proceeds								
9 Working capital expenditures from proceeds								
10 Capital expenditures from proceeds	5,471,773		9,581,820		3,356,561		1,672,493	
11 Other spent proceeds								
12 Other unspent proceeds								
13 Year of substantial completion	2016		2017		2016		2016	
	Yes	No	Yes	No	Yes	No	Yes	No
14 Were the bonds issued as part of a current refunding issue?		X		X		X		X
15 Were the bonds issued as part of an advance refunding issue?		X		X		X		X
16 Has the final allocation of proceeds been made?	X		X		X		X	
17 Does the organization maintain adequate books and records to support the final allocation of proceeds?	X		X		X		X	

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		X		X
2 Are there any lease arrangements that may result in private business use of bond-financed property?		X		X		X		X

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

Schedule K (Form 990) 2017

Part III Private Business Use (Continued)

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
3a Are there any management or service contracts that may result in private business use of bond-financed property?		X		X		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		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		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		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		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		X		X
2 If "No" to line 1, did the following apply?								
a Rebate not due yet?		X		X		X		X
b Exception to rebate?		X		X		X		X
c No rebate due?		X		X		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		X		X
4a Has the organization or the governmental issuer entered into a qualified hedge with respect to the bond issue?		X		X		X		X
b Name of provider								
c Term of hedge								
d Was the hedge superintegrated?								
e Was the hedge terminated?								

This image shows a full page of blank, lined paper. It features approximately 30 evenly spaced horizontal black lines running across the width of the page. The lines are thin and consistent in thickness. There are no margins, text, or other markings present on the paper.

SCHEDULE O
(Form 990 or 990-EZ)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 990-EZ.

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

OMB No. 1545-0047

2017**Open to Public
Inspection**

Name of the organization

Windsor Charter Academy

Employer identification number

84-1517346**Form 990, Part III, Line 4d - All Other Accomplishment**

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.



4.0 Change of Banks



PRESENTED BY



NORTHERN COLORADO MARKET
CHRIS MELSON - ASSISTANT VICE PRESIDENT



November 28, 2018

Windsor Charter Academy
810 Automation Drive
Windsor, CO 80550

Dear Windsor Charter Academy:

Thank you for this opportunity to cultivate a relationship with Windsor Charter Academy. We offer outstanding customer service, convenient branch locations, and an account and product portfolio developed to meet your needs.

FirstBank has been providing full-service banking for over 55 years and has grown into a \$18 billion organization with over 110 locations. The key to our success is found in our ability to combine superior customer service; a friendly, small-bank feel; local, senior decision-making; and a forward-thinking, technologically proficient product-development center. We were founded on conservative, risk-averse banking principles and have maintained that approach through the years, allowing us to realize a strong financial position, even through difficult times. We are committed to continuing to use our strengths and experiences to offer services and solutions that are unmatched by other banks.

The enclosed presentation includes high-level information regarding our business products and services. We would be pleased to perform an analysis of your accounts in order to determine the best pricing structure to suit your needs. This analysis would include a clear comparison of fees between FirstBank and your current financial institution.

I look forward to further discussing these proposed solutions and building a relationship with Windsor Charter Academy. Thank you in advance for your time and consideration. Should you have questions regarding this information, please contact me directly at 970.350.5260.

Sincerely,

Chris Melson - Assistant Vice President
FirstBank Northern Colorado Market
1510 Main Street
Windsor, CO 80550
Chris.Melson@efirstbank.com



Combined Account Analysis

Volume	Product	Rate	Total
Account Activity Charges			
2	Monthly Maintenance Fee	\$ 12.00	\$ 24.00
120	Debits: Checks/Paper (Ledger)	\$ 0.20	\$ 24.00
20	Debits: ACH	\$ 0.15	\$ 3.00
20	Credits: Deposit Slips/Paper (Ledger)	\$ 0.30	\$ 6.00
90	Credits: ACH	\$ 0.20	\$ 18.00
50	Deposited Items: alle items included in a deposit	\$ 0.10	\$ 5.00
254	Deposited Items: returned unpaid (chargebacks)	\$ 12.00	\$ 24.00
1	Incoming Wires	\$ 10.00	\$ 10.00
Internet Cash Management (ICM) Service Charges			
1	ICM Base Fee	\$ 10.00	\$ 10.00
1	Combined Account Analysis	\$ 20.00	\$ 20.00

Total Service Charges	\$ 144.00
Less Earnings Credit (.25% on \$1,529,640.00)	\$ 314.31
Net Activity Charge after Earnings Credit	\$ 0.00

In this analysis scenario we used both a conservative volume and collected balance to reflect the Net Activity Charge.



Combined Account Analysis with Liquid Asset

Volume	Product	Rate	Total
Account Activity Charges			
2	Monthly Maintenance Fee	\$ 12.00	\$ 24.00
120	Debits: Checks/Paper (Ledger)	\$ 0.20	\$ 24.00
20	Debits: ACH	\$ 0.15	\$ 3.00
20	Credits: Deposit Slips/Paper (Ledger)	\$ 0.30	\$ 6.00
90	Credits: ACH	\$ 0.20	\$ 18.00
50	Deposited Items: all items included in a deposit	\$ 0.10	\$ 5.00
254	Deposited Items: returned unpaid (chargebacks)	\$ 12.00	\$ 24.00
1	Incoming Wires	\$ 10.00	\$ 10.00
Internet Cash Management (ICM) Service Charges			
1	ICM Base Fee	\$ 10.00	\$ 10.00
1	Combined Account Analysis	\$ 20.00	\$ 20.00

Total Service Charges	\$ 144.00
Less Earnings Credit (.25% on \$900,000.00)	\$184.93
Net Activity Charge after Earnings Credit	\$ 0.00

In this analysis scenario we used both a conservative volume and collected balance to reflect the Net Activity Charge. In this instance we calculated the Collected balance as if we moved \$700,000.00 into a FirstBank Liquid Asset savings account. As you can see, you are still paying \$0 in fees but would be earning \$9,508 in interest annually with FirstBanks current interest rates



About FirstBank - Stability, Strength, & Service



Headquartered in Lakewood, Colorado, FirstBank has been providing full service banking for 55 years. Since its initial bank charter was granted in 1963, FirstBank has grown into a highly successful organization with over 110 locations. We have more than 2,600 total officers and employees, and more than 100 of those officers and more than 744 of those employees have more than 10 years of experience with the company. We continue to provide our customers with innovative banking products, outstanding customer service, and local decision makers.

FirstBank is well-capitalized according to all regulatory guidelines. As of December 31, 2017, our total deposits were over \$15.8 billion and our total assets were over \$18 billion. We continue to experience solid growth in both assets and deposits. We do not originate, hold, or purchase subprime mortgage loans or securities. Continued focus on credit quality has enabled us to succeed in all economic cycles.

FirstBank serves over 600,000 customers across three states. We opened our doors to the residents of Palm Desert, California in 1985, and in 2007, expanded to Arizona. Today, Palm Desert, California has four locations and Arizona has 15 locations, with more branches planned. Our solid banking history and strong financial position enable us to meet the credit needs of customers and communities across several states. Please see us for all of your business banking needs.



Background and Customer Service Philosophy

FirstBank began in Lakewood, Colorado, in 1963, with a commitment to provide superior customer service and inspire employee loyalty. Our high level of commitment has been demonstrated by maintaining consistent ownership and management, growing organically, and investing in Colorado residents and businesses. While other institutions have purchased their way into the ever-growing Colorado market, at our employee-owned institution, we believe the well-being of the State of Colorado is vital to our success.

Other Banks have been purchased or sold, but we have remained consistent in name, ownership, and continuous growth!



We have become the second largest depository institution and largest locally owned bank in Colorado. We understand the importance of creating a customer experience that cannot be matched by other banks. Our mission to provide a small-bank feel combined with big-bank solutions inspires us to excel in the following areas:

Management

Our Officers are effective relationship managers and decision makers. They are local, accessible, and manage relationships with the support of technical and treasury management specialists. These empowered and united fronts ensure customers' needs are anticipated and addressed.

We believe reaching customers is not only a matter of providing convenient banking products and facilities, but also a commitment to employing reliable, responsive, empathetic, and skilled professionals who customize offerings to meet customers' needs.



Background and Customer Service Philosophy

Long-Term Vision

We are privately held. Most publicly-traded organizations must adhere to short-term public market demands. Our goal is to realize long-term success by consistently serving our customers and communities. Therefore, short-sighted strategies that have a negative impact on our customers are never employed.

Community Involvement and Contribution

We have been a community bank since our founding. Over the years, we have focused on consumer and business needs, offering a variety of banking products and services tailored to our customers. This same philosophy applies to our community service and charitable involvement. Since 2000, we have contributed more than \$57 million to charitable organizations in Colorado. In addition, we have devoted thousands of volunteer hours in the areas of education, affordable housing, and economic and community development.

Banking Solutions

Our product solutions are developed and supported by our Colorado-based employees. Unlike other banks that primarily rely on third parties to build and support their products, we use customers' wishes, needs, and ideas to build solutions that will serve them and enhance their organizations. Designing and developing our products and offering local support enables us to respond with efficient and effective resolutions.

Banking Access

We incorporate convenience in the design of banking services and placement of branch locations and ATMs. You may take advantage of our 24 Hour Telephone Banking, Online Services, and Treasury Management Departments, all located in Colorado and staffed with knowledgeable professionals. Our Online Banking products, developed in-house and with customer usability in mind, provide access to account information and support 24 hours a day. Desktop Teller is another Internet-based solution. It allows you to deposit checks into your business accounts using a special scanner and your PC, instead of visiting the bank. Desktop Teller extends the business day to 9:00 p.m. Mountain Time and helps you save the time and money it costs to transport deposits. Our network includes over 300 ATMs and over 110 branch and grocery store locations, all equipped with night depositories. In our continued goal to make banking convenient and funds accessible, we do not institute mid-day cut-off times on deposits. Additionally, our standard practice is to make deposited funds available to customers the next business day.



Business Continuity at FirstBank

FirstBank is committed to providing exceptional customer service. Our Business Continuity Program is centrally managed with employees specializing in developing, maintaining, and testing technical and business recovery plans, as well as managing crisis plans and teams for FirstBank. The Business Continuity Program, which follows all appropriate FFIEC guidelines, is also regularly reviewed by federal and state examiners.

The BC Program has three areas of focus: Crisis Management, Business Continuity Management, and IT Disaster Recovery:

Crisis Management focuses on unplanned incidents that threaten life, property, operations or the FirstBank brand. A critical part of managing a crisis is communicating incidents properly with our customers, employees, and vendors.

Business Continuity Management focuses on identifying potential threats and provides a framework for effective responses that safeguard the interests of our customers, employees and stakeholders.

IT Disaster Recovery focuses on the recovery of systems and applications. Data Center recoverability strategies, systems and applications are evaluated and updated continuously.

The Business Continuity Program is designed to:

- Identify and analyze risks.
- Create and maintain business continuity plans.
- Develop, maintain and test IT Disaster Recovery.
- Update and exercise the Crisis Management Plan.
- Train and exercise plans for employees.

Identify and Analyze Risks

The Business Impact Analysis (BIA) is conducted annually to identify and prioritize business processes into tiered levels.

The tiers identify which processes are the most critical to the operations of FirstBank. Several other risk assessments are updated annually, including Natural and Man-Made Hazards, Security and Fraud Risks, and Reputation.



Business Continuity at FirstBank

Create and Maintain Business Continuity Plans

Business Continuity Plans include critical safety procedures and checklists necessary to respond to incidents. Updated quarterly, these plans are structured according to risk assessments, the BIA, and key business priorities. They are designed to ensure:

- The safety of customers, employees, visitors and vendors.
- The safeguarding of property and equipment.
- Business continuance.
- Timely restoration of services.
- Protection of FirstBank's reputation and brand.
- The mitigation of financial impacts.

Develop, Maintain and Test IT Disaster Recovery

FirstBank maintains a secondary data center in a different state than its primary data center, and we replicate data from the primary to the secondary data center on a continuous basis. Disaster Recovery testing of applications and services is conducted at least once per year. Ongoing updates are made to the Disaster Recovery procedures as new services are released. We have workspace facilities for use by critical FirstBank staff in the event the primary facilities are not available.

Update and Exercise the Crisis Management Plan

Incidents are funneled through a 24/7/365 monitoring center and controlled by an Incident Command Center. The Incident Command Center ensures that detailed communication between incident teams, employees, customers, and vendors happens in a timely manner. For major incidents, the Incident Management Team will make decisions best suited for the situation using the pre-established Business Continuity plans. For external communication such as our FirstBank webpage, Facebook, and other social media, FirstBank has a detailed Crisis Communication Plan.

Training and Exercise

A wide variety of incident training exercises are used at FirstBank. Each exercise is analyzed for opportunities to improve the Business Continuity Program.

Training includes:

- New employee training
- Security Officer training
- New Officer training
- Supervisor training at each branch
- Annual incident exercise within each market and department
- Annual incident exercise for the Incident Management Team



Fraud Prevention Guide

Fraud Types

Recognizing different types of fraud can leave you better quipped to prevent it from happening

Check Fraud

Check fraud is a rampant and serious issue. Check altering continues to be the number one way to perform check fraud. Often times, thieves steal checks and alter them for monetary gain.

Account Takeover

Corporate account takeover is a type of fraud where thieves gain access to a business' finances to make unauthorized transactions, including transferring funds from the company, creating and adding new fake employees to payroll, and stealing sensitive customer information that may not be recoverable.

Impostor Fraud

Closely tied to account takeover, fraudsters steal contact information and act as individuals you know and trust in order to request payments or change payment instructions. This can be accomplished through email compromise, phishing, vishing, and smishing.

Fraud Prevention

There are many actions you can take to reduce the likelihood of fraud. Here's how you can get started.

FirstBank Tools

The Positive Pay service offers quick detection of fraudulent checks that are resented against account(s), allowing you to return them prior to final payment.

Setting up alerts through your online services will allow for improved monitoring of your account activity.

Operational Controls

There are ways to reduce the risk of fraud including:

Internal Controls

Create processes to ensure that all requests are valid and are verified.

Internal Controls

Create processes to ensure that all requests are valid and are verified.

Device Security

Always make sure the devices you use for banking are secure and regularly updated.

Look Carefully

Watch for suspicious email or website links, as they may try to install malware on your computer.



Fraud Prevention Guide

Self-Evaluation

Perform monthly, quarterly, semi-annual, and annual reviews on internal users and their account activity. Educate employees on best practices for fraud prevention.

FirstBank Resources

We're here to help! Below are a few of our fraud prevention solutions

Security Forum

FirstBank holds several security forums a year to address growing trends in fraud and steps to prevent fraud. Learn more about these fraud types and ways to better equip your business by attending our semi-annual forum. Contact us at (303)235-1378 or (855)426-1500, option 5 to learn more.

Treasury Management Department

The Treasury Management department is available Monday-Friday, 7AM-6PM to answer and questions you many have about fraud or other business issues. We can be reached at (303)235-1378 or (855)426-1500, option 5.

24 Hour Department

Outside of regular business hours, our 24 Hour department can be reached at (303)257-5000 or (800)964-3444

Branch Contact

For additional questions, pelase visit any of our locations. To find a branch near you, visit us at efirstbank.com.



Business Checking and Savings Accounts

Business Checking

FirstBank's Business Checking Accounts have no minimum balance requirement, a \$12 monthly maintenance fee, and no activity charges, provided you have fewer than 150 items per month. Items include all ACH debits and credits, paper debits and credits, and deposited items. The monthly maintenance fee can be waived by: (1) Maintaining a daily balance of \$1,000 or higher or (2) Maintaining \$20,000 in combined average balances for the same legal entity and cannot be combined with any other personal or business entity accounts.

Business Analyzed Checking (Greater than 150 Items)

FirstBank's Business Analyzed Checking Account, with more than 150 items a month, has no minimum daily balance but does incur activity charges. We provide a monthly account analysis statement detailing the per-item costs associated with this account. This account can take advantage of an earnings credit, based on your average monthly collected balance, to offset monthly charges.

Business Money Market Checking

FirstBank's interest-bearing Business Money Market Checking Account is available to any business. We provide a monthly account analysis statement detailing the per-item costs associated with this account.

Business Money Market Savings

FirstBank's Business Money Market Savings Account, with limited check writing capability, features competitive money market rates and unlimited in-person transactions. Within each statement cycle, you are allowed a total of six checks or electronic transactions (i.e., telephone transfers, Internet transfers, and/or pre-authorized withdrawals).

Business Liquid Asset

FirstBank's Business Liquid Asset Account, with limited check writing capability, takes advantage of high-yield interest rates competitive with Money Market Mutual Funds. In-person transactions are unlimited; however, within each statement cycle, you are allowed a total of six checks or electronic transactions (i.e., telephone transfers, Internet transfers, and/or pre-authorized withdrawals).

Business Regular Savings

FirstBank's Regular Business Savings Account is available to all types of businesses. It features a low minimum balance, allows unlimited in-person transactions, and earns a competitive rate.



Business Visa Credit Card

FirstBank's Visa Business Credit Card can help you manage business expenses and is designed to meet the needs of large and small businesses.



Simplify Purchases

- Pay for travel-related expenses such as car rental, hotel, entertainment and restaurant charges
- Make inventory and equipment purchases without having to establish credit with suppliers
- Control and track expenses.

Control Spending with Preset Limits

By setting a limit for each employee cardholder, you can control card usage and keep your expenses within budget.

Receive Management Reports

Reports include: Cardholder Spending Analysis, Annual Company Recaps, Transaction Activity by major merchant types (i.e. restaurants, airlines, etc.) and more. Examples of management reports are available upon request.

Enjoy ATM Access

Use your FirstBank Visa Credit Card at ATMs displaying our Cirrus logo or Visa logo throughout the U.S. and around the world.

Spend More...Earn More

Our tiered cash-back program offers higher rewards based on your annual purchases.

Spending Tier	Cash Back Rewards
\$0 - \$39,999.99	1.00%
\$40,000 - \$999,999.99	1.25%
\$1,000,000 - \$4,999,999.99	1.50%
\$5,000,000 and above	1.75%



Online Business Credit Card Management

FirstBank offers a free online business credit card management tool called 360Control. This is a powerful resource designed to help you manage your FirstBank Business Credit Cards through a convenient online portal. With 360Control, you will enjoy complete card-management flexibility. 360Control allows you to assign administrative or user-level permissions to your employees, giving you multiple options for controlling access and functionality.

Administrator Functions

- Manage online access for cardholders and users
- Schedule one-time or recurring payments
- Adjust cardholder limits
- Request new cards for employees
- Close, suspend, or re-open individual cardholder accounts
- Adjust individual credit limits
- Add individual cardholder accounts
- Assign Cost Allocation Codes to transactions
- Make payments

Administrator and User Functions

- View transactions
- View statements
- Dispute transactions
- Request a replacement card
- Attach scanned images of receipts
- Print activity for each billing cycle
- View pending transaction data



The screenshot shows the 360Control Transactions page. It includes a table with columns: TRANSACTION DATE, POST DATE, CARDHOLDER, CARD, MERCHANT, BILLING AMOUNT, TRANSACTION STATUS, NET AMOUNT, ORIGINAL AMOUNT, DISCOUNT, VAT AMOUNT, VAT RATE, and VAT C. The table lists several transactions, including finance charges, late fees, and payments.

TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT	ORIGINAL AMOUNT	DISCOUNT	VAT AMOUNT	VAT RATE	VAT C
08/02/13	08/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	13.65 usd		13.65 usd	13.65 usd	0.00 usd	0.00 usd	0.00%	
09/02/13	09/02/13	360CONTROL DEMO COMPANY	*****0105	late fee	25.00 usd		25.00 usd	25.00 usd	0.00 usd	0.00 usd	0.00%	
09/02/13	09/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	13.65 usd		13.65 usd	13.65 usd	0.00 usd	0.00 usd	0.00%	
10/02/13	10/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	13.65 usd		13.65 usd	13.65 usd	0.00 usd	0.00 usd	0.00%	
10/22/13	10/22/13	360CONTROL DEMO COMPANY	*****0105	payment - thank you	-1,146.95 usd		-1,146.95 usd	-1,146.95 usd	0.00 usd	0.00 usd	0.00%	
11/05/13	11/05/13	360CONTROL DEMO COMPANY	*****0105	payment - thank you	-5.00 usd		-5.00 usd	-5.00 usd	0.00 usd	0.00 usd	0.00%	
12/02/13	12/02/13	360CONTROL DEMO COMPANY	*****0105	finance charge	45.99 usd		45.99 usd	45.99 usd	0.00 usd	0.00 usd	0.00%	
12/10/13	12/10/13	360CONTROL DEMO COMPANY	*****0105	payment - thank you	-100.00 usd		-100.00 usd	-100.00 usd	0.00 usd	0.00 usd	0.00%	
01/02/14	01/02/14	360CONTROL DEMO COMPANY	*****0105	late fee	25.00 usd		25.00 usd	25.00 usd	0.00 usd	0.00 usd	0.00%	
01/02/14	01/02/14	360CONTROL DEMO COMPANY	*****0105	finance charge	45.46 usd		45.46 usd	45.46 usd	0.00 usd	0.00 usd	0.00%	





Internet Cash Management

FirstBank's Internet Cash Management solution enables businesses to monitor and manage their FirstBank business accounts conveniently, effectively, and securely using a computer and the Internet. Internet Cash Management is user-friendly and offers the capability to set different access and permission levels for each user, and create account and activity reports.

Account Management

The Account Management Service allows the user to:

- View and print images of cleared checks
- View and print detailed account activity on FirstBank business accounts
- Account activity includes deposits, cleared checks, and check card transactions
- View, print, and save business account statements
- Search for specific transactions or ranges of transactions
- Establish email notifications when FirstBank business account balances go above or below a customer-determined dollar amount
- Download account activity using tab-delimited, comma-delimited, or BAI file formats

 My Profile Administration Contact Us Glossary Log Off			
Home Accounts Bill Pay Wires ACH Reports			
Information Transfers Downloads eStatements Balance Notifications Positive Pay			
Account Summary Customize List of Accounts			
 Printable Version			
Deposit Accounts (as of 12/05/05)			
Account Name	Account Number	Current Balance	Available Balance
Checking	1234567891	\$10,345.67	\$10,345.67
Money Market Checking	1234534891	\$5,876.54	\$5,876.54
Savings	9876543254	\$34,567.98	\$34,567.98
Savings- Special	1234567891	\$10,345.67	\$10,345.67
Loan Accounts (as of 12/05/05)			
Account Name	Account Number	Current Balance	Available Balance
Cash Reserve	348763542	\$0.00	\$5,000.00
Loan	1234567891	\$10,345.67	\$10,345.67
Line of Credit	9876543254	\$34,567.98	\$34,567.98



Community Service Report

FirstBank has been a community bank since our founding in Lakewood, Colorado, in 1963. Today, we have over 120 branches located throughout Colorado, Arizona and California.

Over the years, FirstBank has focused on consumer and small business needs, offering a variety of banking products and services tailored to our customers. This same philosophy applies to our community service and charitable involvement.

Charitable Giving

Since 2000, FirstBank has contributed more than \$57 million to charitable organizations in Colorado. In 2016, we contributed over \$4 million. Junior Achievement, YMCA, United Way and Community First Foundation are just a few of the many organizations receiving financial and volunteer support from FirstBank and our employees.

Employee Volunteer Programs

All FirstBank employees are encouraged to volunteer with the non-profit organizations of their choice.

Affordable Housing

In addition to stimulating the economies we serve through increased commercial lending and serving on many chambers of commerce, FirstBank has participated in many local affordable housing programs over the past decade.

Scholarship Programs

FirstBank and its officers fund the FirstBank Colorado Scholars program. This \$2.5 million endowment now provides scholarships exceeding \$122,000 per year at several universities, including the University of Colorado campuses among others. Since its inception, nearly 369 students have received more than \$1.8 million in financial aid through this endowment. FirstBank officers also fund the CSU Alumni Endowment Fund which has raised over \$415,000 in gifts.

Education Foundations

FirstBank also supports numerous local school districts and education foundations throughout Colorado.

Colorado Leadership Alliance

FirstBank helped establish and currently supports leadership education at eight major universities in Colorado. Students are selected for participation based on their high school academic and community service records.

Employee Educational Assistance

Company wide, we offer financial aid to employees and their children. FirstBank employees and their children have received thousands of dollars in educational assistance through this program.

Economic Development

FirstBank is active in economic development activities in all our market areas and supports our local Chambers of Commerce.



Thank You

FirstBank knows that you have many choices when it comes to choosing a bank. Other banks offer packaged solutions that may not fit all customers. FirstBank works directly with our customers to fully understand their needs and then builds packages to meet those needs. In this proposal, we have recommended multiple cash-management services that may benefit Windsor Charter Academy. We look forward to the opportunity to build a suite of services tailored specifically for you.

FirstBank sincerely appreciates your interest in our banking services. We strongly believe that our local roots, unparalleled customer service, and dedication to finding solutions that will help you focus on your organization—rather than your banking—would make us ideal partners.



Commercial Fee Schedule

Special Services

The bank will determine on a customer-by-customer basis the cost of any services requested or required by the customer that are in addition to the normal services provided for the type of account

ATM/Debit Card Fees

ATM Fee (FirstBank ATM)	Free
ATM Fee (Non-FirstBank ATM)	\$2.50 (ATM owner may charge additional fee)
FirstBank ATM/Visa Debit Card (per cardholder)	\$2.00 / card/ month

Overdraft Information & Fees

Non-Sufficient Funds Item Paid	\$34.00
Non-Sufficient Funds Item Returned	\$34.00
Maximum Number of Non-Sufficient Items per Business Day	5
Daily Overdraft Fee	\$5.00/business day charged after the 5th business day (retroactive to 1st day account was overdrawn)
Overdraft Fee Threshold	Charges less than \$5.00 will not incur Non-Sufficient Funds Item fee
Cash Reserve/Overdraft Protection	\$20.00 / year

FirstBank customers have several choices to help manage their accounts and avoid overdrafts. Please contact us at 1-800-964-3444 if you no longer want us to pay items that may overdraw your account. Customers can apply for a Cash Reserve, which is a line of credit that can be used for overdraft protection. In addition, Online Banking customers can enroll for free text message and email account balance alerts to receive notification of a low account balance. To enroll visit efirstbank.com. For Consumer accounts, you can link a Regular Savings account to your FirstBank checking account for overdraft protection. Funds may be automatically transferred from one account to another whenever you do not have adequate funds to pay checks or other debit items which are presented. Certain restrictions apply.

Internet Banking

Banking Information Only	\$10.00 / month Free with eStatements
Electronic Bill Payment	\$5.00 / month / authorized user
P2P Transfer	Free



Commercial Fee Schedule

Processing Policy

Posting Order (The order in which deposits and withdrawals are processed)

We process our transactions at the end of the business day in the following order:

- 1) Deposits
- 2) Wire Transfers, telephone transfers
- 3) ATM/Visa Debit Card transactions (chronologically)
- 4) Electronic Bill Payments
- 5) ACH (largest to smallest)
- 6) Checks (check number order)
- 7) All other items

Funds Availability Policy (When funds deposited into your account are available)

* Direct deposits, cash deposits, wire transfers available on the same business day

* General policy is to have up to \$500.00 of deposited checks available on the same business day; the rest of your deposit available on the next business day

*ATM and night drop deposits are treated the same as our general policy but have individual cut-off times

* If we delay the availability of funds, we will notify you and funds will generally be available no later than the 7th business day after the day of your deposit

Collection Items

Envelope Draft or Other Item Requiring Special Handling

\$15.00 (mail registration fees may also apply)

Foreign Collection Fee

\$75.00

Incoming and Outgoing Routine Collection Item

\$30.00 (routine items include checks, drafts, and coupons)

Desktop Teller

Desktop Teller Service (View Only)

Free

Desktop Teller Service (Medium-Speed Scanner)

\$55.00 / month

Desktop Teller Service (High-Speed Scanner)

\$75.00 / month

Desktop Teller Service (Customer's Scanner - Any Speed)

\$55.00 / month



Commercial Fee Schedule

Foreign Currency / Drafts / Checks

Conversion of Currency / Drafts / Checks	\$10.00 (collection or special handling fees may apply)
Purchasing Currency (Per Order)	\$20.00
Purchasing Draft (Per Draft)	\$30.00

Inactivity Fee

Checking Account	\$10.00 / month
Savings Account	\$20.00 / quarter

Internet Cash Management

Internet Cash Management Service - ICM Base Fee	\$10.00 / month per entity
ACH	\$30.00 / month & \$0.20 / transaction
Account Management	\$35.00 / month OR free with eStatements
Electronic Bill Payment	\$25.00 / month
Outgoing Wire - Domestic	\$25.00 / month & \$15.00 / wire
Outgoing Wire - Foreign	\$25.00 / month & \$30.00 / wire
Positive Pay	\$25.00 / month
Positive Pay Payee Name Matching	\$0.05 / check

Note: All monthly fees are per Tax ID Number

Statements with Item Images

Accounts with 1 to 150 items (includes Non-Profits)	\$2.00
Accounts with greater than 150 items (includes Non-Profits)	\$5.00
Club & Association Account	\$2.00
Money Market Checking Account	\$5.00

Wire Fees

Incoming Wire (Domestic or Foreign)	\$10.00
Outgoing Wire - Domestic	\$30.00
Outgoing Wire - Foreign	\$45.00
Outgoing Wire - Telephone Exception - Domestic	\$45.00
Outgoing Wire - Telephone Exception - Foreign	\$65.00



Commercial Fee Schedule

Additional Charges

Balancing Checkbook	\$25.00 / hour
Business Deposit Lock Bag	\$25.00
Cashier's Check	\$8.00
Check Cashing for Non-Customers	\$5.00 / Non-Customer
Check Printing	Prices vary by style and quantity
Copy of Check / Deposited Item	\$1.00
Copy of Visa Debit Card and Visa/MC Credit Card Sales Draft	\$5.00 (3 free per year)
Deposit at FirstBank ATM	\$1.00
Deposited Item Returned Unpaid	\$12.00*
Excess Cash/Coin Deposited (more than \$5,000)	0.10%
Filmwork	\$1.00 / copy & \$25.00 / hour
FirstBank Visa Debit Card Cash Advance Transaction	\$2.00 (at Non-FirstBank locations)
Garnishment, Levy, Subpoena (Not Including Filmwork)	\$150.00
Interim Statement	\$2.00
Interim Statement with Item Images	\$2.00 & \$35.00 / hour
International FirstBank Visa Debit Card / ATM Transaction	2.00% of US dollar transaction amount
Money Order	\$5.00
Non-Preprinted/Non-Machine-Readable Form	\$1.00 (first 5 free per statement cycle)
Notary Service for Non-Customers	\$5.00
Notification of Post-Dated Check	\$30.00
Replace Lost or Stolen ATM/Visa Debit Card	Free
Replace Lost or Stolen Visa/MC Credit Card	Free
Stop Payment - 6 Months	\$30.00
Stop Payment - 12 Months	\$45.00
Sweep Account Service	\$100.00 / month
Undeliverable Mail	\$5.00
Verification of Deposit	\$15.00

Dispute Resolution

If you have questions, please visit a FirstBank location or call us at 1-800-964-3444. Please refer to the Deposit Account Agreement for further detailed information governing our checking accounts.



5.0 Owner's Representative for Firebird Facility



RLH engineering, inc.

Project Management & Environmental Consulting

March 21, 2019

Ms. Rebecca Teeples
Executive Director
Windsor Charter Academy
801 Automation Drive
Windsor, CO 80550

SUBJECT: Proposal for Owner's Representative Services -
Windsor Charter Academy Pre-planning for Capital Improvements
RLH Engineering Proposal Number 2325

Dear Rebecca,

RLH Engineering, Inc. (RLH) is pleased to present this letter of proposal for Owner's Representative (OR) services to assist Windsor Charter Academy (WCA) in pre-planning for Capital Improvements. It is our understanding that WCA, with assistance from Carol Vaughan Designs + Architecture (CVDA), has developed conceptual plans to provide a 47,922 SF Gym and Performing Arts Addition and Soccer Field at the WCA Middle/Early College High School located at 801 Automation Drive. The pre-planning efforts will result in a submittal to Weld County School District RE-4 (RE-4), for inclusion of the WCA project scope of RE-4's anticipated 2020 bond Issue.

Through correspondence with WCA and CVDA, we understand this pre-planning engagement to be comprised of a 14-month duration. During the time period from April 2019 to November 2019, the OR would work with WCA and CVDA to develop a submittal for RE-4. Further Committee meetings may be conducted after November 2019 to refine the WCA submittal, up to May 2020, when it is anticipated that RE-4 will have their bond scope defined.

WCA has indicated the following general scope of services for the OR:

1. Review scope/ program and costs and understand the Owner's goals for the project. Note allowances, owner soft costs, escalation and any other specific line items as they relate to the entire project and budget.
2. Assist the Architect in working with WCA and Executive Board for the purposes of design review.
3. Assist the Owner with selection of a delivery method most appropriate to the schedule and the outlined goals for the project.

4. Coordinate with the design team throughout the design phases and create progress reports to be delivered to the Owner's board of directors as design proceeds.
5. Assist the Owner with developing and coordinating technology needs.

The scope of services that RLH has used as the contractual Exhibit for our Pre-Bond work at other Schools/Schools Districts is shown below. It would be our intention to provide similar services as described (and will be tailored to WCA's needs in a formal contract Exhibit), but we believe these scope items align with WCA's desired OR scope indicated above.

1. Development of Pre-Bond Timelines

- Review of facility plans, budgets, schedules, and goals to organize project plan
- Identify and organize the internal leadership team to develop accountability and facilitate input during pre-bond process
- Develop pre-bond design schedule to ensure appropriate progress prior to November 2019 submittal, to include drawings for bond marketing purposes

2. Selection of Project Team Members (As Needed, can be omitted or deferred)

- Pre-qualify Master Planning, architectural, and engineering consultants
- Develop a detailed Request for Qualifications Package
- Conduct formal solicitations of RFQ responses from consultants
- Review qualifications statements with district leadership and summarize information for review
- Coordinate the identification of a short list of firms to interview with the leadership team
- Facilitate the interview of short-listed firms
- Assist in negotiation of master planning / pre-bond fees and contracts with architect and consultants
- Provide information to Owner regarding delivery methods and pre-qualify contractors, if necessary
- Pursue cost estimating services from contractors

3. Oversight of the Project Design Process

- Serve as the Project Manager with regard to performance of the project
- Monitor the work being performed, endeavoring to guard the owner against performance of any work that is inconsistent with plans and specifications
- Ensure appropriate progress prior to the bond election

4. Community Presentations

- Assist Owner with community meetings to provide details on proposed project

5. Budget Development for Election Purposes

- Work with WCA and consultants to determine an accurate budget for each project to utilize for election purposes

6. Other as may be Needed

- Assist with other items that may be necessary during the pre-bond work, depending on the timeline developed
- Assist with the preparation of BEST, GOCO, or other grant opportunities as they relate to the development and funding of the capital construction program

RLH proposes to provide these services for a total fee not to exceed **\$28,900**, based upon our anticipated labor commitment expenses. Our work is proposed as a “not to exceed” and will be based upon only those staff hours spent and approved on the project, starting with the execution of this contract. Our fee will include all labor costs, overhead, profit and reimbursable expenses. Our 2019 Billing Rates sheet is attached, indicating the rates and fees typical to our staff and their job description. Our monthly project hours will likely fluctuate throughout the course of the project, but we commit to our fee as a not-to-exceed total and there will be no additional cost to WCA beyond our proposal amount. Reimbursable expense costs are primarily due to travel expenses for mileage at the IRS approved rate of \$.58/mile and miscellaneous expenses such as mailing costs and document reproduction. However, with our office in Windsor and proximity to WCA, we anticipate reimbursable expenses will be minimal.

RLH is in a unique position to potentially represent WCA in their pre-planning efforts, as RLH is also currently engaged as RE-4’s Owner’s Representative for pre-bond planning efforts for the anticipated 2020 bond election. RLH has served as RE-4’s Owner’s Representative for their past 4 bond programs (1996, 2001, 2007, 2016). Since our inception in 1990, RLH has represented over 40 school districts in Colorado, with OR services ranging from pre-bond planning, master planning, grant applications and project management. If WCA would like to review our experience, qualifications and references, we’d be happy to provide this information.

Thank you for the opportunity to provide these services to Windsor Charter Academy! Please feel free to contact me if you have any questions regarding our proposal or services.

Sincerely,
RLH Engineering, Inc.

Proposal Accepted:
Windsor Charter Academy

Jeff Kirtley
Senior Project Manager

Attachment: RLH 2019 Billing Rates



Facility Planning, Engineering, & Environmental Services

2019 BILLING RATES

President	\$135.00/hour
Vice President/Program Manager	\$125.00/hour
Principal	\$125.00/hour
Senior Project Manager	\$115.00/hour
Project Manager	\$ 92.50/hour
Assistant Project Manager	\$ 80.00/hour
Technician	\$ 67.50/hour
Drafting	\$ 65.00/hour
Secretarial	\$ 50.00/hour
Air Monitoring Technician (AM Tech)	\$725.00/10 hour day
AM Tech Weekend/Second Shift	\$775.00/10 hour day
PCM Analysis - 2-hour turnaround	\$ 14.95/sample
PCM Analysis - 2-hour turnaround plus after hours lab additional fee of	\$ 14.95/sample \$ 11.50/sample
PLM Analysis - 2-hour turnaround	\$ 18.40/sample
PLM Analysis - 24-hour turnaround	\$ 11.50/sample
PLM Analysis - 3-5-day turnaround	\$ 9.20/sample
PLM Point Count - 24-hour turnaround	\$ 20.70/sample
TEM Analysis - 6-hour turnaround	\$103.50/sample
TEM Analysis - 6-hour turnaround plus after hours lab additional fee of	\$103.50/sample \$ 28.75/sample
Mileage to and from project sites	IRS approved mileage rate/year \$ 0.58/mile for 2019
Blueline originals	\$ 2.00/sheet
Blueline copies	\$ 1.00/sheet
Copies	\$ 0.10/copy
Colored copies	\$ 1.00/copy
Other travel related expenses	Reimbursed at cost



March 21, 2019

Windsor Charter Academy Schools
Ms. Rebecca Teeples
810 Automation Drive
Windsor, CO 80550

RE: Consultation Proposal

Ms. Teeples,

I am pleased to provide you with a proposal for Owners Representative services to complete the design, estimate and schedule for the upcoming Firebird Facilities to be located at 810 Automation Way. I understand the services need to be broken into two phases, the breakdown of services and costs are as follows.

Phase One:

Services to include, but not limited to:

- Working with WCA Staff and Carol Vaughan Designs Architecture to complete the drawings.
- Facilitate the Proposal Request process to gain three qualified bids for the construction.
- Provide a baseline schedule and updates as needed for the project.

Cost of services:

- 8 months of services averaging 4 hours per week at a cost of \$115.00 per hour. Cost will be billed by the hour, not to exceed \$16,000.00.

BRETT.BROWN.BPS@GMAIL.COM

(970) 566-1294

224 ROCK BRIDGE DRIVE, WINDSOR, CO 80550

Phase Two:

Services to include, but not limited to:

- Provide Owners Representative services to work with WCA and Weld RE-4 school district to negotiate WCA's position on the bond and mill levy.

Costs of services:

- 6 months of services averaging 4 hours per month at a cost of \$115.00 per hour. Cost will be billed by the hour, not to exceed \$3,000.00.

Billable time includes:

- On site meetings.
- Off site review of drawings or other documents.
- Off site preparation of documents, or preparation for meetings.
- Off site preparation of reports of other deliverables.
- Off site phone, email or web conferencing time.

Cost of below is included in the hourly rate:

- Travel time to and from meetings within the Town limits. Travel to other locations, if required, subject to hourly rate plus a \$0.55 per mile reimbursement rate.

Miscellaneous Terms:

- Time to be billed hourly.
- Invoices will be provided monthly prior to the 1st day of the month.
- Invoices are net 30, beyond 30 days invoices are subject to 18% APR interest.
- Services may be terminated by either party at any time, given 14 days' notice.

Thank you again for the opportunity to work with yourself and WCA, should you have any questions regarding the above information please feel free to contact me.



Brett Brown

President

Brown Property Services, LLC

ZTS Const., Inc.
Zachariah T. Satrang
1048 Riverplace Drive
Windsor, CO 80550
zach@ztsconstinc.com

March 21, 2019

Rebecca Teeples
Executive Director
Windsor Charter Academy
810 Automation Drive
Windsor, CO 80550

Mrs. Teeples,

Thank you for the invitation to apply for the Owners Representative position for the Windsor Charter Academy.

I am the principal of the company ZTS Const., Inc. A native of Colorado of 46 years, I graduated early from high school in 1990 continuing my education at Colorado State University of Fort Collins where I studied Construction Management as a major and a minor in Business. ZTS Const., Inc. was formed in 1994 and has been providing construction services solutions in the Northern Colorado area for 25 yrs. We are a multi-faceted company with the ability to perform high level management including project design and development, project scheduling and execution, contract negotiations and risk management.

ZTS has built a long-standing reputation on three principles: **Integrity, Fairness, and Respect**. As an extension of the Owner's staff, the Owner's Representative interfaces with all project team members, tracking issues and facilitating and expediting solutions. These solutions cannot be executed easily if these three principles are not exercised. ZTS will approach and complete this project by using distinguishing characteristics

employing **Teamwork** coupled with **Ambition** and **Focus** to deliver your project with accurate **Execution**. I look forward to the opportunity to impart insight and suggestions where ZTS' skills and abilities would be of the greatest value to Windsor Charter Academy. Please contact me by phone at **970-218-1607** or by email at **zach@ztsconstinc.com** to further discuss how ZTS can provide your building solution needs.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Zachariah T. Satrang, President

Zachariah Satrang, President

EXPERIENCE AND QUALIFICATIONS

ZTS has provided Owners representation for Windsor Charter Academy, Windsor CO for three separate builds in 2017 and was acting Project Manager/Superintendent on the 2016 WCA Elementary Addition. A description of those projects and current projects are listed below:

2018/2019 – Owners Representative, Mundt Energy; 80 Acre Development, 4 Structures 30,000 sf, 6.7M

2018/2019 – Owners Representative, Mundt Energy; Commercial Building 17,000 sf, 5.0M

2017 – Owners Representative, WCA Elementary Addition; 7,000 sf, 1.5M

2017 – Owners Representative, WCA Auxiliary Parking Lot Remediation; 37,000 sf, 1M

2017 – Owners Representative, WCA High School Addition; 47,000 sf 8.0M

2016 - Project Manager/Superintendent WCA Elem. Addition; 6,300 sf, 2.0M

ZTS has a simple organizational structure. I am the main point of contact facilitating the oversight of the various build phases. ZTS possess cross disciplinary skill sets offering value to the Owner allowing you and your team to continue focusing on your core interests, knowing that they are protected by a dedicated representative throughout the course of the project.

Providing in-depth cost evaluation of proposals, fees and budgets is required in projects of this nature where decisions are mission-critical, and where large sums of money are involved. To do this we employ a Cost Benefit Analysis to help you make streamlined decisions while on the go identifying the costs and the benefits of an item and evaluating those ratios.

Proper development and maintaining a project schedule are crucial to a successful building project. Proper planning and organization make efficient use of time by staying focused from beginning to completion of a project. A comprehensive plan for work activities and projects ensures you tackle all necessary steps for success. This is accomplished by:

1. Identify the scope and goals of the project
2. Establish the timeline in which those goals are to be met
3. Establish Milestones
4. Identify and avoid potential barriers that may throw off the schedule
5. Communication is key!! Schedule planning meetings with the Project Team on a regular basis; always ask for feedback from others
6. Lastly, send out regular updates and communication notifying any schedule updates.

"Failing to plan, is like planning to fail." Budgeting is essential planning for financial performance. There are a variety of purposes and benefits obtained from budgeting. It is as a major planning device for the success of a project. This planning process encourages the Contractor/Owner to consider alternatives that might improve customer value and reduce costs.

ZTS prides itself on providing construction solutions that make sense for our client. One of the ways we accomplish this through Risk Management. Risk management is the process of identifying and controlling threats to the success of a project. These risks could stem from a wide variety of sources, including financial and municipal uncertainties regarding permitting, to labor shortages and disputes as well as material shortages or delays. Communication between the Project team, the Owner and the Owners Representative is the key to successfully staving off strategic management errors, or accidents. Unfortunately, natural disasters are difficult to overcome however are not unsurmountable.

I am confident that the years of extensive management experience I possess in the commercial, residential, and land construction sectors for almost 25 years has provided me with the capabilities to successfully fulfill the need as the Owners Representative role on behalf of Windsor Charter Academy. The management skills, training and learned construction knowledge I possess would be of enormous benefit to Windsor Charter Academy helping to guide throughout the various construction processes.

Some key points that are relevant to this opportunity include:

- ♦ Proficient in reading/creating architectural designs and structural engineering

- ♦ Have experience in working with mechanical engineers, electrical engineers and have designed civil drawings
- ♦ Maintain a strong background in construction estimating
- ♦ Successful management of multiple projects in the residential, commercial, and land development industry, from defining project goals and requirements through project completion using efficient implementation.
- ♦ Proven track record of delivering multiple projects concurrently, on time, and within budget
- ♦ Sound ability to introduce, conduct and maintain strong business relationships
- ♦ Retain considerable knowledge and experience with building practices and municipal codes
- ♦ Have gained a solid reputation as a hard working, innovative and results-driven Senior-Level Professional

Having worked directly as a Project Manager/Superintendent with Roche Constructors and acting Owners Representative on previous school builds with Rebecca Teeples and WCA in the past I believe gives me a unique working insight into this build that will assist in the execution of a successful project.

SCOPE OF SERVICES

A Phase One - Pre-construction Phase

1. Assist w/Pre-Design

- a) Evaluate various land use options or governmental restrictions and provide input
- b) Review scope/ program and costs and understand the Owner's goals for the project.
- c) Assist the Owner with the development and review of contracts negotiations with the Architect and assist in the negotiation of fees and contracts with consultants. Contracts will be reviewed by the Owner's attorney.

2. Assist w/Schematic Design

- a) Coordinate with faculty/department heads in order to properly convey design criterion best suited.
- b) Assist the Owner with developing/ implementing and coordinating technology needs.
- c) Review design documents with Carol Vaughn Architects as they are developed incorporating faculty/department head input to avoid potential problems and to minimize potential change orders.
- d) Create progress reports to be delivered to the Owner's board of directors as design proceeds.
- e) Facilitate the review of the interior design by the Owner's committee, document decisions and verify that final design is consistent with the selections made.

3. Assist w/Construction Docs

- a) Review product selections and specifications for ease of maintenance/warranties/environmentally responsible products and solicit input from maintenance personnel to standardize equipment and construction materials. Verify that selected materials are consistent with the goals set forth for the project.
- b) Assist the Owner in developing FF&E requirements including inventory of all existing FF&E. Assist the Owner with the selection of an FF&E vendor or if included in the design team's scope, review all decisions with the Owner.

- c) Facilitate the review of the interior design by the Owner's committee, document decisions and verify that final design and installation is consistent with the finish selections made.
- d) Finalize and coordinate acceptance of the Construction Documents with the Owner and board of directors.

4. Assist w/Bidding Process

- a) Assist in putting together bid documents and soliciting bids when appropriate.
- b) Review general contractor bids and process and confirm that a competitive process has been followed in obtaining bids.
- c) Assist the review of bids and general contractor selection.

B. Phase 2 – District Meetings

1. Project Preparedness for Bond Vote

- a) Develop and update a Master Budget to be tracked from start to completion of the project. Assist the Owner with monitoring, identify cost savings and design options/products.
- b) Maintain and review project costs to confirm that the project is designed within the budget and to avoid value engineering at the end of the design process.
- c) Assist the Executive Director in preparation of documents required by the District for the upcoming bond measure.
- d) Work in conjunction with RLH; representatives and owners rep for the District

FEE PROPOSAL - STATEMENT OF WORK

March 21, 2019

CLIENT: Rebecca Teeples
Executive Director
Windsor Charter Academy
810 Automation Drive
Windsor, CO 80550
rebecca.teeples@windsorcharteracademy.org

OWNERS

REPRESENTATIVE: ZTS Const., Inc.
Zachariah T. Satrang
1048 Riverplace Dr
Windsor, CO 80550
zach@ztsconstinc.com

PROJECT: To orchestrate and assist the Owner in the preparation and execution of designing and bidding for the new Windsor Charter Academy gymnasium with classrooms. The build is to be a 48,000 sf, two story facility with added parking lot at a budget of 8M.

1. Windsor Charter Academy

a) Project Type: Gymnasium/Classrooms, including Site Development

b) Estimated Size:

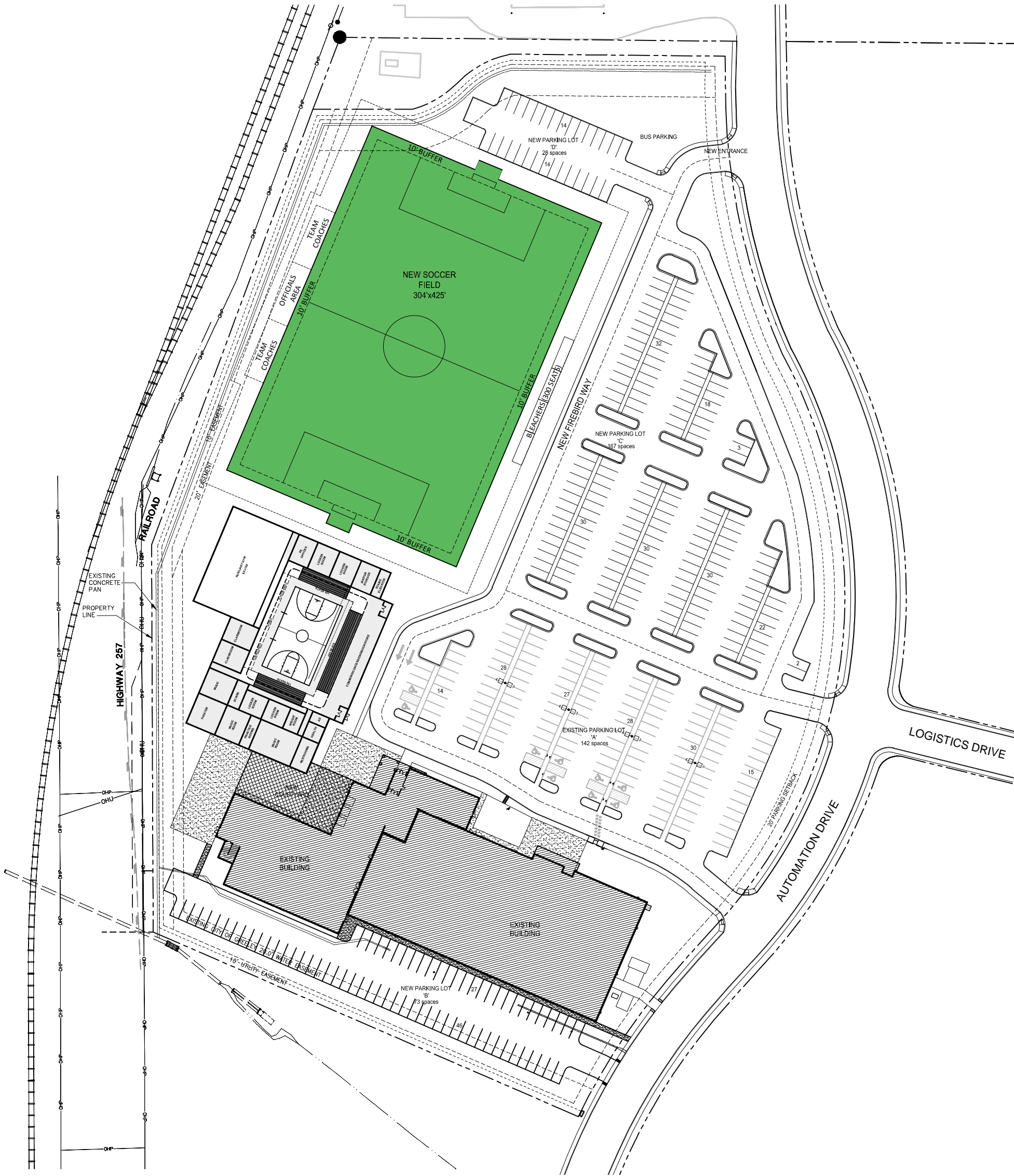
1st Floor Classrooms Gymnasiums	32,890 SF
2nd Floor Classrooms and Aux Space	15,032 SF
Total New Building Area	47,922 SF

c) Construction Budget: \$8,000,000.00

d) Project Schedule:

1. Pre-Construction: March, 2019 – April, 2019
2. Drawings: April, 2019 – September, 2019
3. Bidding: September, 2019 – November, 2019
4. District Meetings: December, 2019 – May, 2020

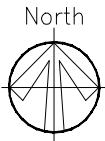
FEE PROPOSAL: ZTS Const., Inc. proposes to provide Owner's Representative Services to Windsor Charter Academy on the scope of services described at an hourly rate of 125.00/hr as needed. Specifics to be outlined later in a meeting with the Director and Architect if awarded the contract.



CONCEPTUAL SITE LAYOUT - 5

New Gym and Performing Arts Building and New Soccer Field


not printed to scale



Conceptual new building size:
First floor – 32,890sf
Second floor – 15,032sf
Total area – 47,922sf

Parking Requirements for Option 5	
Building/Use	Required parking spaces
New Gym	200 spaces
New Soccer Field bleachers	100 spaces
Existing Gym	100 spaces
Total Parking required	400 spaces
Total Parking on plan	410 spaces

NOT FOR CONSTRUCTION



Carol Vaughan
Designs + Architecture, LLC

mt: 1690 eden valley lane
severance, colorado 80550
p: 970-379-7191
e: carol@cnvdesigns.com

WINDSOR CHARTER ACADEMY

AUDITORIUM & GYMNASIUM

810 Automation Drive, Windsor, Colorado

DRAWINGS

Conceptual Site
Layout
Option 5

PROJECT NO.
11201701

DRAWN
CNV

DATE ISSUED
02/04/2019

SHEET NO.

6



6.0 WCA Job Descriptions



JOB DESCRIPTION

K-12 Instructional Paraprofessional

Summary

Responsible for assisting the classroom teacher with implementing instruction and/or reinforcing learning skills in one-on-one, small, and/or large student groups. Assist with preparing classroom materials, administering tests, grading, taking attendance, completing paperwork, maintaining files, documenting student achievement, and monitoring students. Supervise students in various school locations and activities. Supervise student behavior and safety, and implement discipline and emergency procedures as needed.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Assist the classroom teacher with implementing instruction and reinforcing learning skills in one-on-one, small, and/or large student groups. Implement and support the teacher's instruction plan.
- Assist the classroom teacher with clerical and organizational duties, including grading assignments, making copies, laminating, completing paperwork, assembling bulletin boards and teaching tools, organizing classroom supplies and activity centers, and/or helping to maintain a clean instructional environment.
- Assist teacher to administer tests, grade, take attendance, complete paperwork, maintain files, and/or document student achievement.
- Monitor students in classroom and during breaks, lunch, recess, time outs, on field trips, and during drop-off and pick-up times before and after school, etc. Reinforce school-wide discipline procedures and ensure student safety.
- Arrive to work on time.
- Assist teacher and/or administration with special projects.
- Attend appropriate staff meetings, professional development, IEP meetings, parent conferences, and/or school functions.
- Administer state tests to students in small groups.
- Perform other duties as assigned.

Education and Related Work Experience

- High school diploma or equivalent
- One year of related experience
- Experience working with students in a school setting preferred

Licenses, Registrations or Certifications

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

Technical Skills, Knowledge & Abilities

- Possess the following skills:

- Oral and written communication skills
- English language skills
- Mathematical skills, including basic calculations and application of basic math concepts
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Maintain confidentiality in all aspects of the job.
- Manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
- Maintain honesty and integrity in all aspects of the job.
- Promote and follow Executive Board policies and building and department procedures.
- Participate and work in a team environment.
- 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, Excel, PowerPoint, Adobe, and/or other software packages
 - Typical educational/instructional technology equipment and programs
 - Typical office equipment
-

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION

K-5 Elementary Teacher

Summary

Responsible for instructing elementary-level students in appropriate subject areas, in coordination with current curriculum and within the framework of Core Knowledge and state content standards.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in accordance with the Colorado Teacher Professional Practices. 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 the essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Actively participate in:
 - Department, team, building meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Collaborate:
 - With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes.
 - With colleagues in team and building-based meetings and discussions.
- Create a classroom environment which maximizes instructional time, supervise the safety and well-being of students in the classroom and all educational settings.
- Administer appropriate discipline when necessary.
- Develop, plan, prepare, and implement:
 - Course content, format, structure, and schedule.
 - Individualized programs of instruction for students.
 - Classroom materials and curriculum.
 - Standards-based lesson plans and learning activities.
- Instruct students in large, small, and one-on-one settings.
- Design assessment tasks that allow students to demonstrate understanding in a variety of ways and use the data to give meaningful feedback and modify instruction.
- Administer, edit, proofread, and grade students' assignments and assessments in a timely manner.
- Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students.
- Communicate students' progress and needs with parents/guardians and other staff as needed.
- Attend work and arrive in a timely manner.

- Perform other duties as assigned.

Education and Related Work Experience

- Bachelor's degree
- Experience instructing students in a classroom setting preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado teacher license with appropriate endorsements preferred
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

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

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, Excel, PowerPoint, Excel, Adobe, and/or other software packages
 - Typical educational/instructional technology equipment and programs
 - Typical office equipment
-

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION

6-12 Secondary Teacher

Summary

Responsible for instructing secondary-level students in appropriate subject area, in coordination with current curriculum and within the framework of 6-8 Core Knowledge and state content standards.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in accordance with the Colorado Teacher Professional Practices. 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 the essential functions.

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Actively participate in:
 - Department, team, building meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Collaborate:
 - With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes.
 - With colleagues in team and building-based meetings and discussions.
- Create a classroom environment which maximizes instructional time, supervise the safety and well-being of students in the classroom and all educational settings.
- Administer appropriate discipline when necessary.
- Develop, plan, prepare, and implement:
 - Course content, format, structure, and schedule.
 - Individualized programs of instruction for students.
 - Classroom materials and curriculum.
 - Standards-based lesson plans and learning activities.
- Instruct students in large, small, and one-on-one settings.
- Design assessment tasks that allow students to demonstrate understanding in a variety of ways and use the data to give meaningful feedback and modify instruction.
- Serve as an advisor to a small group of students and actively work to develop a professional, respectful, and trusting relationship with advisees.
- Administer, edit, proofread, and grade students' assignments and assessments in a timely manner.
- Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students.
- Communicate students' progress, and needs with parents/guardians and other staff as needed.

- Complete before-school duty, after-school duty, and/or lunch duty.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- Bachelor's degree
- Experience instructing students in a classroom setting preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado teacher license with appropriate endorsements preferred
- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

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

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, Excel, PowerPoint, Adobe, and/or other software packages
 - Typical educational/instructional technology equipment and programs
 - Typical office equipment
-

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION

Office Manager

Summary

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

Essential Duties and Responsibilities

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

Description of Job Tasks

- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Provide administrative and clerical support to the Director and administrative staff. Serve as a central point of contact for staff and community members.
- Serve as substitute coordinator for the building for all teachers and classified staff as required.
- Act as an administrative assistant to the Director of the school. Answer the telephone and screen calls for the Director.
- Receive and distribute mail.
- Maintain Director's calendar. Schedule appointments, meetings, and meeting rooms. Make travel arrangements as necessary.
- Maintain confidentiality in all aspects of the job.
- Research, compile, organize and analyze complex data and prepare reports, articles, and presentations.
- Initiate, compose and edit correspondence, newsletters and memos. Take and transcribe meeting minutes.
- Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; and maintain materials inventory.
- Create and coordinate schedules for special projects, including scheduling meetings, making room arrangements, etc.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned by the Director.

Education and Related Work Experience

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

Licenses, Registrations or Certifications

- Criminal background check required for hire

- CPR and first aid training will be required at hire

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Customer service and public relations skills
 - Critical thinking and problem-solving skills
- Adhere to attendance requirements, including regular and punctual employee presence.
- Maintain honesty and integrity in all aspects of the job.
- Work independently and manage time effectively.
- Promote and follow Executive Board policies.
- Work in varied environments with various people including students, administrators, teachers, parents, law enforcement, general public, etc.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Manage multiple priorities and manage multiple tasks with frequent interruptions.
- Diffuse and manage volatile and stressful situations.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

Materials and Equipment Operating Knowledge

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

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION

Head of School Security

Summary

Responsible for providing safety and security-related services that support and facilitate the educational process at Windsor Charter Academy. Responsible for daily and monthly scheduling for all security staff. Schedule coverage for all after-hour and special event requests. Work in conjunction with law enforcement agencies.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Completion of Armed School Employee Insurability Standards that outlines firearm training.
- Works with school administrators and law enforcement officials in handling serious student offenses and law violations.
- Provide in-service training to help administrators be better prepared to deal with security-related matters and serve as a wrap-around services team member to support student success.
- Work closely with the principal and staff of the school to foster a better understanding of maintaining a secure learning environment. Proactively work with the school's leadership team and collaborate with school's administrative team on safety protocols and procedures.
- Assist school administrators, staff, and faculty in developing and supporting emergency procedures and emergency management plans, and assist with lock downs, lockouts, fire drills, and evacuation procedures.
- Conduct routine patrols of facilities to include buildings, parking lots and property; Operate equipment to include alarm systems and surveillance equipment.
- Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
- Coordinate security for crowd and vehicle control at extra-curricular activities and special events. Monitor and instruct students, visitors, and personnel on proper and lawful facility behavior. Help to define and maintain a respectful code of conduct.
- Serve as the initial first responder and school safety coordinator for campus emergencies.
- Provide classroom presentations on crime prevention and fundamental concepts and structure of the law. Teach law-related education, de-escalation techniques, and conflict resolution to students and staff.
- Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings and equipment.
- Operate a two-way radio and qualify with a firearm.
- Develops, coordinates, oversees, and evaluates security measures (including locker inspections, prom/dances, etc.).
- Meets regularly with the Executive Director and other administrators to keep them informed of security issues and any present or future building and grounds security needs.
- Requests materials (stickers, violation notices, etc.) necessary for student/staff parking.

- Implements rules, regulations, and policies relating to student and staff parking.
- Recommends changes in policies, regulations and procedures as related to building and grounds security; recommends security modifications.
- Interacts with parent groups and community organizations.
- Prepares reports dealing with security such as on-school parking, student discipline, security guard schedules, etc.
- Perform other duties as assigned by Executive Director.

Education and Related Work Experience

- High school diploma or equivalent
- Five years of related experience
- Experience working with students in a school setting preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Colorado's driver's license
- CPR and first aid training will be required at hire
- Completion of NASRO training within 3 months of hire

Technical Skills, Knowledge & Abilities

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Knowledge of specialized de-escalation skills
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to maintain honesty and integrity in all aspects of the job
- Ability to work independently and manage time effectively
- Ability to maintain confidentiality in all aspects of the job
- Ability to promote and follow Executive Board policies
- Ability to work in varied environments with various people including students, administrators, teachers, parents, law enforcement, general public, etc.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to manage multiple priorities and manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to work flexible hours to cover school campus security and after hour events
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to 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

- Basic operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, etc.
- Operating knowledge of personal communication devices such as 800 MHz radio, cell phones and digital cameras

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION

Bus Operator

Summary

Operate a school bus in order to transport students in a safe and timely manner to, from, and in between schools. Transport students on school-sponsored activity trips.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Maintain appropriate student behavior to allow safe vehicle operation. Maintain appropriate communication with supervisor, school, and parents regarding student behavior.
- Perform daily pre- and post-trip safety inspections of bus in accordance to Colorado Department of Education, state, and federal regulations, and Windsor Charter Academy policies and procedures.
- Drive assigned route according to routing directions and follow schedule for student pickup and drop-off times as provided.
- Assist students to enter and exit the bus, especially those students with special needs.
- Review communication via e-mails, memos, route updates, etc.
- Report all unsafe route directions or bus stop locations to supervisor and participate in finding solutions.
- Complete daily pre- and post-trip forms, vehicle condition reports, mileage reports, assigned activity trip forms, and required misconduct reports.
- Attend work and arrive in a timely manner.
- Attend in-service trainings in addition to all required driver and supervisor meetings.
- Perform other duties as assigned.

Education and Related Work Experience

- High school diploma or equivalent
- Experience working with children preferred
- Must successfully complete Windsor Charter Academy's driver training program

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Must be at least 20 years of age and obtain a Commercial Driver's License (CDL) Class B
- Must pass the Department of Transportation (DOT) physical
- Must pass pre-employment drug and alcohol tests
- CPR and first aid training will be required within 60 days of hire
- Must meet Windsor Charter Academy's driver insurability requirements
- Successful completion of Windsor Charter Academy's approved physical strength and agility test prior to 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
- Knowledge of the following:
 - Applicable state and federal transportation laws
 - City and county roads
 - Student behavior management techniques
- Maintain confidentiality in all aspects of the job.
- Manage multiple priorities and manage multiple tasks with frequent interruptions.
- Diffuse and manage volatile and stressful situations.
- Work patiently and are flexible with special needs students.
- Promote and follow Executive Board policies.
- 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.
- 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
 - 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		



7.0 First Read Policies



STUDENT INVOLVEMENT WITH DRUGS AND ALCOHOL

Definitions

~~"Controlled substances" means all substances defined under the Uniform Controlled Substances Act of 1992, C.R.S. § 18-18-101, et. seq., as "drugs" or "controlled substances," as well as counterfeit drugs and substances falsely represented as being drugs including, but not be limited to, opiates, narcotics, cocaine, anabolic steroids, amphetamine and other stimulants, barbiturates, depressants, hallucinogenic or mind-altering substances, marijuana, inhalants, anabolic steroids, and any other controlled substances defined by law or legal drugs, as defined herein, when used by a person for whom they are not intended in a manner that is not intended and is violative of the law and Windsor Charter Academy policy.~~

~~This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.~~

~~"Legal drugs" means over the counter and prescription drugs, including vitamins and other dietary supplements or chemical substances that are properly possessed and used by the person for whom they are intended or prescribed in accordance with all applicable Windsor Charter Academy policies and regulations or administering medications to students.~~

"Controlled substances" for purposes of this policy include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with board policy and regulation on administering medication to students or the board's policy on administration of medical marijuana to qualified students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

"Illegal drugs" means all drugs not defined herein as legal drugs.

"Drug paraphernalia" means any machine, instrument, tool or device as defined in the Uniform Controlled Substances Act of 1992, C.R.S. § 18-18-426.

"To possess" or "to be in possession" means to have controlled substances, illegal drugs, drug paraphernalia, or alcohol on ones' personal property, or in an automobile or other vehicle, locker, desk or other storage area on Windsor Charter Academy property as defined in this policy.

"Distributing," "dispensing," "selling," "giving," and "exchanging" shall include any means by which illegal drugs or alcohol are transferred from one person to another regardless of whether there is use or intent to use the drugs or alcohol involved in the transfer.

Because the ~~unlawful~~ possession and use of illegal drugs and/or alcohol is ~~wrong~~ **unlawful** and harmful to students, using, possessing, distributing, selling, giving, exchanging and being under the influence of illegal drugs or alcohol is prohibited on Windsor Charter Academy property, at a school-sponsored activity or event, or while being transported in vehicles dispatched by Windsor Charter Academy at any time during the calendar year, and off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event or at any time or place when such conduct interferes with the operations of Windsor Charter Academy or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.

The Executive Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students

with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that Windsor Charter Academy assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups.

Windsor Charter Academy Executive Board
October 2017
April 2019

Legal References

20 U.S.C. § 7101
20 U.S.C. § 812
C.R.S. § 18-18-102 (3), (5), (13) (definition of “anabolic steroids,” “controlled substance” and “drug”
C.R.S. 18-18-407 (2)
C.R.S. 22-1-110
C.R.S. 22-1-119.3 (3)(c), (d)
C.R.S. 22-32-109.1 (2)(a)(I)(G)
C.R.S. 22-33-106(1)(d)
C.R.S. 25-1.5-106(12)(b)
C.R.S. 25-14-103.5

Cross References

JICDA Code of Conduct

JLCDB Administration of Medical Marijuana to Qualified Students

JK Student Discipline

JKB Discipline of Students with Disabilities

JKD/JKE Suspension and Expulsion

ADC Tobacco-Free Schools

JICH-R Student Involvement with Drugs and Alcohol



ADMINISTERING MEDICINES TO STUDENTS

Medication Administration to Students by School Personnel

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription and nonprescription medication, but does not include homeopathic/herbal medications, medical marijuana, CBD oil/products and essential oils. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing licensed health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's licensed health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Student Medication Possession and Self-Administration

High school and middle school students may possess and self-administer medications during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. The parent/legal guardian shall notify the school administration of the student's medical needs and/or of the fact that the student may be in possession of his or her medication. This notification, when appropriate, should include a written treatment plan from the licensed health care practitioner. These notifications will be shared with the school nurse, teachers, and other staff as appropriate. Permission to possess and self-administer medications may be restricted if school administration determines that a student's possession or self-administration of the medication poses a risk of harm to the student or other students. Controlled substances prescribed to students cannot be possessed or self-administered and must follow the above section of this policy, Medication Administration to Students by School Personnel. Students may only possess a sufficient dosage of a medication to treat their medical condition for a single day. Insulin pumps or other medical devices that deliver medication doses over a period of time are allowed.

Any student, regardless of age level, may possess and self-administer an emergency medication prescribed for them by a licensed health care practitioner to treat anaphylaxis, hypoglycemia, or respiratory distress. Elementary students may NOT possess and self-administer medications during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity, except for medications prescribed for the emergency treatment of anaphylaxis, asthma, and hyperglycemia and hypoglycemia, or as negotiated by the school nurse, parents, and the prescribing licensed health care practitioner.

Use of Stock Epinephrine Auto-injectors in Emergency Situations

The ~~district~~ **Windsor Charter Academy** may have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administrations of a stock epinephrine auto-injector to a student by a ~~district~~ **Windsor Charter Academy** employee shall be in accordance with applicable state law, including applicable State Board of Education rules.

The ~~district~~ **Windsor Charter Academy Schools** stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.

Disposal of Medications

Medications that are no longer needed at school and have not been picked up by the parent/guardian, once notified by school staff, will be disposed of. It is the responsibility of the school nurse or designated school employee to dispose

of medication. Should school personnel be required to dispose of medication, one witness must be present and school personnel must document the disposal, including the signatures of the individual disposing of the medication and the witness.

Preventative Measures

Preventive measures (such as sunscreen, insect repellent, diaper ointment, and cough drops) may be administered by school personnel with written parental permission only. These items must be supplied by the parent.

Administering Medication to Students During Non-School Hours

The administration of medication during non-school hours will depend on the type of activity and whether the activity requires pre-registration. All required activities that occur during non-school hours and field trips, and to the extent possible, many non-required special activities/events, including but not limited to, athletics, and pre-registered school sponsored clubs and events, will have medication administration available either by the School Nurse or her/his delegate.

Unfortunately, due to the nature of some events, including drop-in activities, small group activities, school dances, or other events, it is not possible for Windsor Charter Academy to have a staff member available that is trained to administer medications. If a student requires the administration of medications outside of school hours, it is the responsibility of the parents to notify the School Nurse consultant and provide the required documentation and authorization needed. Each non-school hours activity may require a separate authorization. It is the goal of Windsor Charter Academy to ensure that all students have access to as many non-school hour events as they choose to participate in. Windsor Charter Academy encourages the parents of students that may be impacted by this policy to communicate with the School Nurse in advance so that Windsor Charter Academy can understand the student's need. Parents are always welcome to drop in to any school sponsored events to administer the student's medication.

Non-School Sponsored Event Definition

Non-school sponsored events may be hosted on school grounds, but are run by an outside organization or individual. No staff will be available to tend to health care needs or administer medications. Parents are always welcome to drop in to non-school sponsored events to administer the student's medication.

Windsor Charter Academy Executive Board
Adopted: April 2019

Legal Reference

C.R.S. 22-1-119

C.R.S. 12-38-132

C.R.S. 22-1-119.5

C.R.S. 22-2-135

C.R.S. 24-10-101

1 CCR 301-68

6 CCR 1010-6, Rule 9-105

Cross Reference

JICH Student Involvement with Drugs and Alcohol

JKE JKD Suspension/Expulsion of Students

JLCE Medical Emergencies and First Aid





ADMINISTERING MEDICATION TO STUDENTS

If under exceptional circumstances a student is required to take medication during school hours, only the School Nurse or the Nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy shall be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law shall be on file in the school stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given at school
 - g. Possible side effects
3. The medication shall be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.
4. An individual record shall be kept of medications administered by school personnel.
5. Medication shall be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet.

Unless these requirements are met, medication will not be administered to students at school.

Self-Administration of Medication for Asthma, Allergies or Anaphylaxis

A school shall permit a student to possess and self-administer medication, such as an inhaler or epinephrine, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time

~~between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.~~

- ~~2. The School Nurse or school administrator, in consultation with the School Nurse, the student's health care practitioner, and the student's parent/guardian collaborate to assess the student's knowledge of his or her condition and ability to self-administer medication.~~
- ~~3. A written statement signed by the student's parent/guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.~~
- ~~4. A written contract between the School Nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.~~

~~A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved.~~

~~A student shall report to the School Nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the School Nurse, designee, or other adult will provide appropriate follow up care to the student, which shall include making a 911 emergency call.~~

~~Administering Medication to Students During Non-School Hours~~

~~The administration of medication during non-school hours will depend on the type of activity and whether the activity requires pre-registration. All required activities that occur during non-school hours and field trips, and to the extent possible, many non-required special activities/events, including but not limited to, athletics, and pre-registered school sponsored clubs and events, will have medication administration available either by the School Nurse or her/his delegate.~~

~~Unfortunately, due to the nature of some events, including drop-in activities, small group activities, school dances, or other events, it is not possible for Windsor Charter Academy to have a staff member available that is trained to administer medications. If a student requires the administration of medications outside of school hours, it is the responsibility of the parents to notify the School Nurse consultant and provide the required documentation and authorization needed. Each non-school hours activity may require a separate authorization. It is the goal of Windsor Charter Academy to ensure that all students have access to as many non-school hour events as they choose to participate in. Windsor~~

Policy JLCD-R

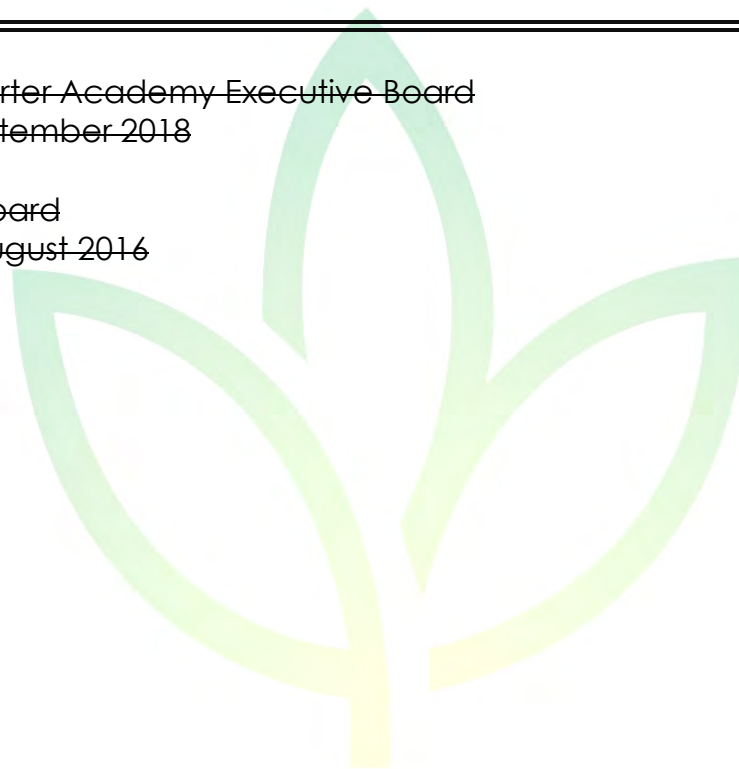
Charter Academy encourages the parents of students that may be impacted by this policy to communicate with the School Nurse in advance so that Windsor Charter Academy can understand the student's need. Parents are always welcome to drop in to any school sponsored events to administer the student's medication.

Non-School Sponsored Event Definition

Non-School sponsored events may be hosted on school grounds, but are run by an outside organization or individual. No staff will be available to tend to health care needs or administer medications. Parents are always welcome to drop in to non-school sponsored events to administer the student's medication.

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4 Board
Adopted: August 2016





ADMINISTRATION OF MEDICAL MARIJUANA TO QUALIFIED STUDENTS

The ~~Board~~**Executive Board** strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, ~~the district~~**Windsor Charter Academy** restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours.

Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the ~~Board~~**Executive Board's** policy concerning the administration of medications to students.

Definitions

For purposes of this policy, the following definitions shall apply:

1. "Designated location" means a location identified in writing by the school ~~district~~**Windsor Charter Academy** in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school-sponsored event in Colorado.
2. "Permissible form of medical marijuana" means non-smokeable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the ~~district~~**Windsor Charter Academy** when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student's primary caregiver to the ~~superintendent~~**Executive Director**, who may authorize such a request after consultation with appropriate medical personnel chosen by the ~~district~~**Windsor Charter Academy**.

3. "Primary caregiver" means the qualified student's parent, guardian or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver. In no case shall another student or a staff member be recognized as a primary caregiver, unless the staff member is the student's parent/guardian. Any primary caregiver seeking access to school or ~~district~~**Windsor Charter Academy** property, a school bus or school-sponsored event for purposes of this policy must comply with the ~~Board~~**Executive Board's** policy and/or procedures concerning visitors to schools and all other applicable policies.
4. "Qualified student" means a student who holds a valid registration from the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

Permissible Administration of Medical Marijuana to a Qualified Student

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met:

1. The qualified student's parent/guardian provides the school with a copy of the student's valid registration from the state of Colorado authorizing the student to receive medical marijuana.
2. ~~The district~~**Windsor Charter Academy** prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan shall be signed by the school administrator, the qualified student (if capable) and the qualified student's parent/guardian.
3. The qualified student's parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance and use of medical marijuana under state law, and releases the ~~district~~**Windsor Charter Academy** from liability for any injury that occurs pursuant to this policy.
4. The qualified student's parent/guardian or primary caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student.

5. ~~The district~~**Windsor Charter Academy** determines, in its sole discretion, the location and method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students.
6. After administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver shall remove any remaining marijuana from the grounds of the school, ~~district~~**Windsor Charter Academy**, school bus or school-sponsored event.

Additional Parameters

School personnel shall not administer or hold medical marijuana in any form.

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or ~~district~~**Windsor Charter Academy** property, a school bus or at a school-sponsored event to administer medical marijuana.

This policy shall not apply to school grounds, school buses or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of ~~Board~~**Executive Board** policy concerning drug and alcohol involvement by students or other ~~Board~~**Executive Board** policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable ~~Board~~**Executive Board** policy.

If the federal government indicates that the ~~district~~**Windsor Charter Academy's** federal funds are jeopardized by this policy, the ~~Board~~**Executive Board** declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted. ~~The district~~**Windsor Charter Academy Schools** shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

Windsor Charter Academy Executive Board
Adopted: April 2019

Legal Reference

Colo. Const. Art XVIII, Section 14

C.R.S. 22-1-119.3 (3) (c) (d)

C.R.S. 22-1-119.3 (3)(d)(III)

Cross Reference

JICH Drug and Alcohol Involvement by Students

JKD/JKE Suspension/Expulsion of Students

JLCD Administering Medications to Students

JLCE First Aid and Emergency Medical Care





PUBLIC CONDUCT ON DISTRICT WINDSOR CHARTER ACADEMY PROPERTY

Persons using or upon school district property, including all **school** buildings, **school** parking lots, and any district **school** vehicle used to transport students, shall not engage in the conduct described below.:

Any person considered by the superintendent **Executive Director** or designee to be in violation of this policy shall be instructed to leave district **school** property and law enforcement may be contacted. Any person who has engaged or district **Windsor Charter Academy** officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district **school** property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district **school** operations or any activity sponsored or approved by the district **Windsor Charter Academy**.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district **school** property regardless of the location, or property of a member of the community when such property is located on district property **owned by Windsor Charter Academy**.
4. Forceful or unauthorized entry to or occupation of district **school** facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district **school** property, at district or school-sponsored functions or in any district **school** vehicle transporting students. For purposes of the policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the

Board **Executive Board**'s policy to qualified students; such possession shall not be considered a violation of this policy.

6. Distribution, manufacture, or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry ~~onto district~~ **into school** buildings or **onto** grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board **Executive Board** policy.

Windsor Charter Academy Executive Board
Adopted: April 2019

Legal Reference

21 U.S.C. 860
C.R.S. 18-1-901 (3)(e)
C.R.S. 18-9-106
C.R.S. 18-9-108
C.R.S. 18-9-109
C.R.S. 18-9-110
C.R.S. 18-9-117
C.R.S. 18-12-105.5
C.R.S. 18-12-214 (3)(a)
C.R.S. 18-18-407 (2)
C.R.S. 25-1.5-106 (12)(b)
C.R.S. 25-14-103.5
C.R.S. 25-14-301

Cross Reference

ADC Tobacco-Free Schools
GBED Smoking-Staff and Public
GBEC Alcohol and Drug-Free Workplace
JICH Student Involvement with Drugs and Alcohol
JICI Weapons in School
JLCDB Administration of Medical Marijuana to Qualified
Students
KI Visitors to the Schools





8.0 Second Read Policies



DRUG AND ALCOHOL TESTING FOR SCHOOL TRANSPORTATION VEHICLE OPERATORS

In accordance with federal law and regulations, Windsor Charter Academy shall be responsible for implementing a drug and alcohol testing program for school bus drivers. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by bus drivers.

Prohibited Conduct

Drivers shall be prohibited from any alcohol misuse that could affect performance on the job including use on the job, use during the four hours before driving, having prohibited concentrations of alcohol in their systems while driving and use during eight hours following an accident. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect his or her ability to safely operate a motor vehicle.

Required Testing

Drivers shall be subject to pre-employment/pre-duty drug testing and to reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath-testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

Pre-employment drug testing shall be administered to an applicant offered a position in the Windsor Charter Academy prior to the first time the driver performs any safety-sensitive function for Windsor Charter Academy.

Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions, which includes just before or just after the employee performs the safety-related function. Controlled substances testing may be performed at any time while the driver is at work.

Policy EEAEAA

An employee covered by the federal regulations may not refuse to take a required test.

Consequences if Testing Indicates Drug or Alcohol Misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with the federal regulations. Before a driver is reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results.

A driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty.

The Executive Board retains the authority consistent with state and federal law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affects the employee's qualifications for and performance of his or her job.

Windsor Charter Academy is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable Windsor Charter Academy policies and negotiated agreements.

Record Retention

Windsor Charter Academy shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, Windsor Charter Academy may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver shall be entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver only as expressly authorized by the terms of the driver's request.

Other Provisions

Windsor Charter Academy shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program and that

employees receive the notifications required by federal regulations.

Windsor Charter Academy Executive Board
Adopted: March 2019

Legal References

49 U.S.C. §2717 et seq.

49 C.F.R. Part 40

49 C.F.R. Part 382

49 C.F.R. Part 391

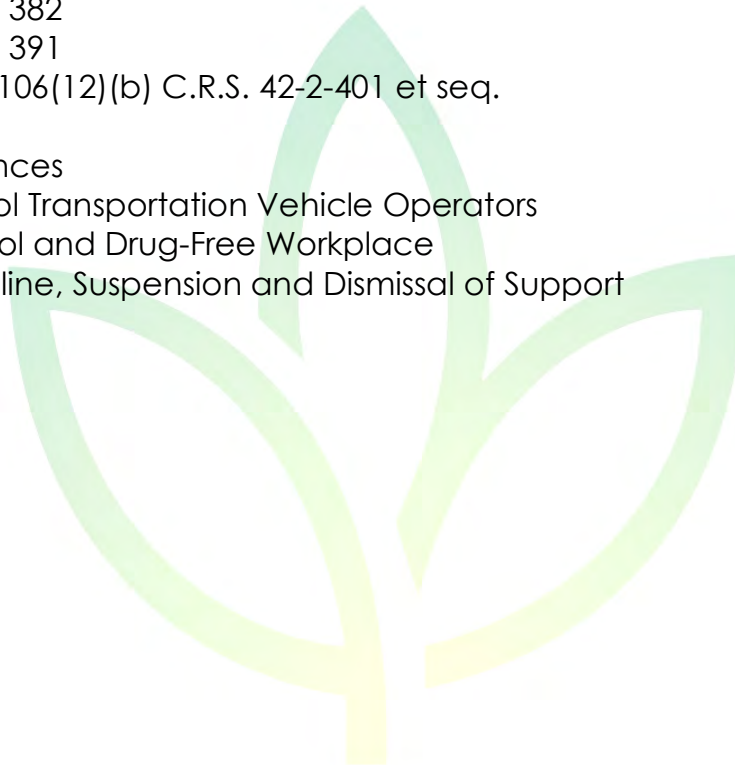
C.R.S. 25-1.5-106(12)(b) C.R.S. 42-2-401 et seq.

Cross References

EEAEA, School Transportation Vehicle Operators

GBEC, Alcohol and Drug-Free Workplace

GDQD Discipline, Suspension and Dismissal of Support
Staff





DRUG AND ALCOHOL TESTING FOR SCHOOL TRANSPORTATION VEHICLE OPERATORS—REGULATION

School bus drivers who operate a motor vehicle requiring a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

These Windsor Charter Academy's regulations reflect several requirements of the federal drug testing regulations, but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in federal regulation. Windsor Charter Academy's personnel will adhere to the detailed provisions of federal regulation in administering the its drug and alcohol program.

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opioids, phencyclidine (PCP) and amphetamines (including methamphetamines). The term "opioids" includes hydrocodone, hydromorphone, oxycodone, oxymorphone, opium, opiate, or an opium derivative such as morphine, codeine or heroin.

Pre-Employment Drug Tests

Drug tests will be administered before a driver performs any safety-sensitive functions for Windsor Charter Academy.

The tests will be required of an applicant only after the position has been offered. Employment with Windsor Charter Academy is conditional upon the applicant receiving a negative drug test result.

An employee may be exempt from the pre-employment drug test if the employee has participated in a drug testing program within 30 days prior to the application for employment and while participating in that program either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that Windsor Charter Academy has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests will be conducted as soon after an accident as practicable on any driver who:

1. Was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life.
2. Where any person involved in the accident required immediate medical attention away from the scene and the driver received a citation under state or local law for a moving traffic violation arising from the accident.
3. Where the vehicle required towing from the scene and the driver received a citation for a moving violation.
4. Where the circumstances of the accident give rise to reasonable concern by Windsor Charter Academy that use of alcohol or controlled substances may have contributed to the accident.

No driver involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours after the accident, Windsor Charter Academy will prepare and maintain records explaining why the test was not conducted.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by Windsor Charter Academy. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Before any driver operates a commercial motor vehicle, Windsor Charter Academy will provide post-accident procedures that will make it possible to comply with post-accident testing requirements.

Random Tests

Tests will be conducted on a random basis at unannounced times throughout the year. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Random tests for drugs do not have to be conducted in immediate time proximity to performing safety sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen.

Drivers will be selected by a scientifically valid random process, and each driver

will have an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing will be in accordance with federal regulations.

Reasonable Suspicion Tests

Tests must be conducted when the Director of Facilities Management has reasonable suspicion that the driver has violated the Windsor Charter Academy's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of chronic and withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, Windsor Charter Academy will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours.

An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A school official who makes a finding of reasonable suspicion also must make a written record of his observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Tests

A drug or alcohol test will be conducted when a driver who has violated Windsor Charter Academy's drug or alcohol prohibition returns to performing safety sensitive duties.

Employees whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol may not return to duty in a safety sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and Windsor Charter Academy's standards.

Follow-up Tests

A driver who violates Windsor Charter Academy's drug or alcohol prohibition

and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver will receive copies of any records pertaining to the driver's use of drugs or alcohol, including any records pertaining to personal drug or alcohol tests. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of Windsor Charter Academy's policy and regulations for meeting these requirements. Representatives of employee organizations will be notified of the availability of this information. The information will identify:

1. The person designated by Windsor Charter Academy's to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for

Policy EEAEAA-R

- referral, evaluation and treatment.
10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
 11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

Each driver must sign a statement certifying receipt of a copy of the above materials.

Windsor Charter Academy will inform drivers before drug and alcohol tests are performed.

Windsor Charter Academy School will notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application.

Windsor Charter Academy will notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. Windsor Charter Academy also will tell the driver which controlled substances were verified as positive.

Drivers will inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect the ability to safely operate a commercial motor vehicle.

Enforcement

Any driver who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions.

A driver who in any other way violates Windsor Charter Academy prohibitions related to drugs and alcohol will receive from Windsor Charter Academy the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Policy EEAEAA-R

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in which the professional has a financial interest except under circumstances allowed by law.

Before the driver is returned to safety-sensitive duties, if at all, Windsor Charter Academy must ensure that the employee:

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.
4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

Windsor Charter Academy Executive Board
Adopted: March 2019





STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS

To understand constitutional values such as the right to free speech, students must not only study such principles, but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's need to maintain an orderly and safe school environment which respects the rights of all Windsor Charter Academy staff and students.

Students may distribute noncurricular materials in accordance with this policy, its accompanying regulation and applicable state and federal law.

Prohibited Distribution

Students shall not distribute any non-curricular or school-sanctioned materials that bear the Windsor Charter Academy name, logo, or mascot or reference any Windsor Charter Academy students or staff without prior approval. Students shall not distribute any materials that in themselves or in the manner they are distributed:

- Create or threaten to create a substantial disruption or material interference with the normal operation of the school, school activity or event.
- Advocate or encourage unlawful conduct or conduct that violates Executive Board policy, including but not limited to the Executive Board's policies prohibiting unlawful discrimination, harassment and bullying.
- Cause or threaten to cause injury to persons or property.
- Are obscene, defamatory or violate any person's privacy rights.

Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and /or expulsion.

School equipment and supplies shall not be used for publication of such material.

Windsor Charter Academy Executive Board
Revised: October 2018
February 2019

Legal Reference

Tinker v. Des Moines Independent Community School District, 393 U.S. 503
Taylor v. Roswell Independent School District, 713 F.3d 25 (10th Cir. 2013)
Kowalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011), cert. den., 132 S. Ct. 1095 (2012)
Colorado Constitution, Article 9 Section 5
C.R.S. 22-1-120
C.R.S. 22-32-110 (1)(r)

Cross Reference

JICEA School-Related Student Publications
JK Student Discipline and Sub Codes
KHC Distribution/Posting of Non-Curricular Materials



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 Director of Innovation or designee. The use of video surveillance equipment on school vehicles also shall be supervised and controlled by the Director of 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

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 subcodes
JK Student Discipline and subcodes
JRA/JRC Student Records/Release of Information on Students



9.0 Financials



Committee

Paige Adams, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Direct: Absent

SarahGennie Colazio, Finance Director

Sara Bakula, Committee Member

Matt Meuli, Committee Member

Levi Burkhart, Committee Member

Lauren Miller, Bus Mgr: Absent

Agenda 3.21.19

Meeting Called to order at 3:31pm

1. Reviewed February 2019 Financials, Balance Sheet, Rev & Exp, Food Service, Student Fund
 - a. **Motion to approve February 2019 Financials by Sara, second by Matt, motion passes unanimously.**
2. Reviewed 19-20 Proposed Budget-
 - a. **Motion to approve the 2019-2020 Proposed Budget at 95% enrollment by Sara, second by Levi, motion passes unanimously**
3. Review 2017-2018 990 Informational Return
 - a. **Motion to approve 2017-2018 990 Return by Paige, second by Donna, motion passes unanimously.**
4. Update on Capital Campaign/ Facility Plan
5. Next Meeting – Thursday April 18th, will be a meeting by email, no physical meeting.

Meeting Adjourned at 5:10 pm



Financial Highlights 2.28.19

As of February 28, 2019, we are 8 months through the year, revenues and expenditures should be approximately 66.67% of budget

- **Total GF Revenue is \$7,746,842 (68.54%)**
 - Interest Revenue from COLOTRUST of \$15,268
 - Transfer from Building Corp- NOT Revenue
 - At expected for this time of year
- **Total GF Expenses are \$6,923,362 (62.29%)**
 - At expected for this time of year
- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,129,978
 - Health Insurance Checking Balance: \$524,130
 - COLOTRUST Investment Balance: \$2,115,268
 - SF Checking Account Balance: \$ 175,514
- **As of 2/28/19~ Days Cash on Hand: 124**
- **Recommendations and Requested Actions for Board**
 - Finance Committee reviewed February financials and recommends Board approval.
 - The Finance Committee recommends changing our bank to 1stBank in Windsor, to access better interest rates for current cash accounts held in checking accounts, as well as better cash back returns for purchase cards used. Our current bank has higher fees and non-existent interest rates in checking accounts. The FC believes our best option is 1stBank and would like to begin the process to transition by June 30th, 2019. There are no fees or penalties at the current location. Please see the attached proposal.
 - The Finance Committee reviewed the 2017-2018 990 Informational Return, and recommends Board approval.
 - The Finance Committee reviewed the proposed 2019-2020 Budget, and recommends Board approval at the 95% enrolled students



2019-2020 Proposed Budget Summary at 95% Enrolled Students

REVENUE:

- PPR Revenue anticipated to increase by 2%
- Enrollment budgeted at 95% of currently enrolled students
- This gives us a very conservative budget as we anticipate other schools opening in the area
- Loss of \$186,000 in Rural School funding due to overall District growth
- Total Revenue increase from 18-19 year of \$419,292

EXPENDITURES

- Salaries and Benefits increased due to the staffing increase at each school, based on a per pupil ratio calculation for admin, teaching, paraprofessionals and security
- Lease payment on the facility increased per the mortgage agreement in the bond financing as planned (for overall facility ratios, we are at 17% of budget for facility costs which is well within best practice/industry ranges.)
- Total expenditures increased by \$419,500

NET EFFECT:

- Our projected surplus for the year is \$188,950, which is just above our required surplus for Debt Service Coverage calculations.
- The CO Legislative session closes in May, and we may see an increase in PPR funding, as well as full funding for full day Kindergarten.

Overview of 93% Budget:

REVENUE:

- 93% of enrollments means 27 less students than 95%
- \$217,333 less total revenue

EXPENDITURES

- Removed 1 teacher and 3 paraprofessional positions (based on student teacher ratios)
- Reduced professional development by \$20,000
- Reduced advertising, organic garden, teacher and school event budgets, PTC budgets and staff culture budgets

NET EFFECT: Ending projected surplus would be \$181,590, just over our required surplus by \$1,566

Rev and Exp as of 2.28.19

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Windsor Charter Academy

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Expense on & PO Date thru 2/28/2019

Charter School 11

Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description			Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget
1300	Tuition		159,790.00	213,900.00	54,110.00	74.70
1500	Earnings on Investments		15,268.49	212.00	(15,056.49)	7,202.12
1700	Pupil Activities		72,503.00	86,497.20	13,994.20	83.82
1900	Other Revenue from Local Sources		327,858.63	524,673.87	196,815.24	62.49
3000	Revenue from State Sources		217,192.43	343,799.62	126,607.19	63.17
3900	Other Revenue From State Sources		74,125.63	30,191.00	(43,934.63)	245.52
5200	Interfund Transfers		188,499.51	10,000.00	(178,499.51)	1,885.00
5600	Direct Allocations		6,691,603.93	10,093,979.84	3,402,375.91	66.29
I	Revenue		7,746,841.62	11,303,253.53	3,556,411.91	68.54
						* Account Type
0100	Salaries		3,129,654.17	5,138,751.00	2,009,096.83	60.90
0200	Employee Benefits		1,174,609.06	1,951,335.62	776,726.56	60.20
0300	Purchased Professional and Technical Services		32,631.66	46,596.00	13,964.34	70.03
0400	Purchased Property Services		1,063,341.96	1,831,708.00	768,366.04	58.05
0500	Other Purchased Services		1,007,305.10	1,439,022.04	431,716.94	70.00
0600	Supplies		282,639.24	389,219.00	106,579.76	72.62
0700	Property		148,346.62	168,763.00	20,416.38	87.90
0800	Other Objects		84,834.25	148,700.00	63,865.75	57.05
X	Expense		6,923,362.06	11,114,094.66	4,190,732.60	62.29
						* Account Type
11	Charter School		(823,479.56)	(189,158.87)	634,320.69	435.34
						Fund

Rev and Exp as of 2.28.19

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Windsor Charter Academy

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Expense on & PO Date thru 2/28/2019

Pupil Activity Fund 23

Account Type I Revenue
Source of Revenue/Objec 1900 Other Revenue from Local Sources

Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget	
1900	Other Revenue from Local Sources	275,597.43	250,010.00	(25,587.43)	110.23	
I	Revenue	275,597.43	250,010.00	(25,587.43)	110.23	* Account Type
0600	Supplies	115,951.25	233,194.00	117,242.75	49.72	
0868	Overhead Costs	0.00	58,000.00	58,000.00	0.00	
X	Expense	115,951.25	291,194.00	175,242.75	39.82	* Account Type
23	Pupil Activity Fund	<u>(159,646.18)</u>	<u>41,184.00</u>	<u>200,830.18</u>	<u>-387.64</u>	Fund

Rev and Exp as of 2.28.19

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Windsor Charter Academy

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Expense on & PO Date thru 2/28/2019

Building Corporation 61

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

Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	23,291.74	21,000.00	(2,291.74)	110.91	
1900	Other Revenue from Local Sources	864,658.36	1,543,406.00	678,747.64	56.02	
2000	Revenue from Intermediate Sources	21,427.01	13,000.00	(8,427.01)	164.82	
I	Revenue	909,377.11	1,577,406.00	668,028.89	57.65	* Account Type
0700	Property	0.00	350,000.00	350,000.00	0.00	
0800	Other Objects	663,664.91	1,448,403.00	784,738.09	45.82	
0900	Other Uses of Funds	188,499.51	95,000.00	(93,499.51)	198.42	
X	Expense	852,164.42	1,893,403.00	1,041,238.58	45.01	* Account Type
61	Building Corporation	(57,212.69)	315,997.00	373,209.69	-18.11	Fund
Report Total:		1,040,338.43	(168,022.13)	(1,208,360.56)	-619.17	

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		550.11	0.00	550.11	11-950-00-0000-8101-000-0000
General Fund Checking		1,626,388.14	(496,409.68)	1,129,978.46	11-950-00-0000-8102-000-0000
Health Insurance Checking		577,592.38	(53,461.98)	524,130.40	11-950-00-0000-8102-000-0000
COLOTRUST Account		1,511,646.89	603,621.60	2,115,268.49	11-950-00-0000-8102-000-0000-9665
MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
CDE Grants Receivable		0.61	0.00	0.61	11-950-00-0000-8141-000-0000
COBRA Receivable		(614.22)	614.22	0.00	11-950-00-0000-8153-000-0000
Accounts Receivable GF		0.00	0.00	0.00	11-950-00-0000-8153-000-0000
Prepaid Expenses		8,395.37	0.00	8,395.37	11-950-00-0000-8181-000-0000
Prepaid Insurance		5,344.15	0.00	5,344.15	11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100 Current Assets		3,729,754.99	54,364.16	3,784,119.15	* Account Class
Liabilities					
18-19 Kinder Tuition Deposits		(21,415.00)	250.00	(21,165.00)	11-901-00-0000-7481-000-0000-9393
19-20 Kinder Tuition Deposits		(20,160.00)	(1,920.00)	(22,080.00)	11-901-00-0000-7481-000-0000-9393
Accounts Payable		(34,459.40)	(29,032.23)	(63,491.63)	11-950-00-0000-7421-000-0000
Accrued Salaries		(99.90)	99.90	0.00	11-950-00-0000-7461-000-0000
GARNISHMENT		(830.16)	445.19	(384.97)	11-950-00-0000-7471-000-0000
Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
Tax Liabilities		(0.01)	0.01	0.00	11-950-01-0000-7471-000-0000
PERA & Life Liab		0.00	(282.50)	(282.50)	11-950-04-0000-7471-000-0000
Health/Dental/Vision Liab		(61,218.12)	(14,309.96)	(75,528.08)	11-950-05-0000-7471-000-0000
401K/457 Liab		1,169.94	(1,169.94)	0.00	11-950-06-0000-7471-000-0000
7400 Liabilities		(137,812.65)	(45,919.53)	(183,732.18)	* Account Class
Reserved Co Dept of Ed use only.					
Tabor Reserve		(284,000.00)	0.00	(284,000.00)	11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(2,479,167.89)	0.00	(2,479,167.89)	11-950-00-0000-6770-000-0000
Non Spendable FB- Prepays		(13,739.52)	0.00	(13,739.52)	11-950-00-0000-6770-000-0000
Gen Fund Net Income/Loss		(815,034.93)	(8,444.63)	(823,479.56)	11-950-00-0000-6775-000-0000
6100 Reserved Co Dept of Ed use only.		(3,591,942.34)	(8,444.63)	(3,600,386.97)	* Account Class
11 Charter School		0.00	0.00	0.00	Fund

Balance Sheet

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Windsor Charter Academy

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Report as of: 2/28/2019

Pupil Activity Fund 23

Account Class	8100	Current Assets				
		Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Activity Account Checking	167,778.17	7,735.68	175,513.85	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>167,778.17</u>	<u>7,735.68</u>	<u>175,513.85</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(4,479.50)	(1,198.25)	(5,677.75)	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(4,479.64)	(5,710.25)	(10,189.89)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(8,959.14)</u>	<u>(6,908.50)</u>	<u>(15,867.64)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	(8,853.17)	0.00	(8,853.17)	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(158,819.00)	(827.18)	(159,646.18)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(158,819.03)</u>	<u>(827.18)</u>	<u>(159,646.21)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61

Account Class	8100	Current Assets				
Description			Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Def Loss on Refunding-2016	309,212.59	0.00	309,212.59	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	384,815.19	73,576.65	458,391.84	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,238,218.13	2,119.40	1,240,337.53	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	68,532.11	10,859.97	79,392.08	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	28,123.91	5.07	28,128.98	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>2,028,901.93</u>	<u>86,561.09</u>	<u>2,115,463.02</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	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000
		Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(1,973,604.71)	0.00	(1,973,604.71)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>23,275,079.26</u>	<u>0.00</u>	<u>23,275,079.26</u>	* Account Class
Liabilities						
		Bldg Corp Premium on Bonds	(218,459.08)	0.00	(218,459.08)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(4,133,706.83)	0.00	(4,133,706.83)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(28,678,144.08)</u>	<u>0.00</u>	<u>(28,678,144.08)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	3,344,814.49	0.00	3,344,814.49	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	29,348.40	(86,561.09)	(57,212.69)	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>3,374,162.89</u>	<u>(86,561.09)</u>	<u>3,287,601.80</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>	

Windsor Charter Academy Budget

1305 actual students

1277.82 actual students

27.18

General Fund	2018-2019 Amended Budget approved 1.24.19	100.00%		2019-2020 Proposed Budget	95.00%		2019-2020 Proposed Budget	93.00%	
		% of Total Rev	Per student		% of Total Rev	Per student		% of Total Rev	Per student
PPR Base	\$ 7,730	6.20%		\$ 7,884.87	2.00%		\$ 7,884.87	2.00%	
FTE	\$ 1,210	11.84%		1257.4	3.90%		1230.9	1.72%	
PPR	\$ 9,355,006	82.76%	\$ 7,730.26	\$ 9,914,587	84.58%	\$ 7,884.87	\$ 9,705,865	84.36%	\$ 7,718.87
Mill Levy 2007	\$ 90,000	0.80%	\$ 74.37	\$ 90,000	0.77%	\$ 71.58	\$ 90,000	0.78%	\$ 71.58
Mill Levy 2016	\$ 462,614	4.09%	\$ 382.27	\$ 462,614	3.95%	\$ 367.91	\$ 462,614	4.02%	\$ 367.91
Rural Schools Funding	\$ 186,360	1.65%	\$ 153.99	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Kindergarten Tuition	\$ 213,900	1.89%	\$ 176.75	\$ 220,800	1.88%	\$ 175.60	\$ 220,800	1.92%	\$ 175.60
Interest	\$ 200	0.00%	\$ 0.17	\$ 24,000	0.20%	\$ 19.09	\$ 24,000	0.21%	\$ 19.09
Student Fees	\$ 86,498	0.77%	\$ 71.47	\$ 93,368	0.80%	\$ 74.25	\$ 92,275	0.80%	\$ 73.38
Building Rental	\$ 32,640	0.29%	\$ 26.97	\$ 33,293	0.28%	\$ 26.48	\$ 33,293	0.29%	\$ 26.48
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 130,000	1.15%	\$ 107.42	\$ 135,000	1.15%	\$ 107.36	\$ 135,000	1.17%	\$ 107.36
Other (lost books, fines, etc.)	\$ 3,000	0.03%	\$ 2.48	\$ 3,075	0.03%	\$ 2.45	\$ 3,075	0.03%	\$ 2.45
Capital Construction	\$ 343,800	3.04%	\$ 284.09	\$ 357,107	3.05%	\$ 284.00	\$ 349,589	3.04%	\$ 278.02
Food Service Revenue	\$ 359,044	3.18%	\$ 296.69	\$ 360,000	3.07%	\$ 286.30	\$ 360,000	3.13%	\$ 286.30
O&G revenue from Building Corp	\$ 10,000	0.09%	\$ 8.26	\$ 15,000	0.13%	\$ 11.93	\$ 15,000	0.13%	\$ 11.93
Title II Grant Revenue	\$ 13,500	0.12%	\$ 11.16	\$ 4,700	0.04%	\$ 3.74	\$ 4,700	0.04%	\$ 3.74
Title IV Grant Revenue	\$ 2,500	0.02%	\$ 2.07	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
READ Act Grant Revenue	\$ 14,191	0.13%	\$ 11.73	\$ 9,000	0.08%	\$ 7.16	\$ 9,000	0.08%	\$ 7.16
CDE Expansion Grant Revenue	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Total Revenues	\$ 11,303,253	100.00%	\$ 9,340.14	\$ 11,722,544	100.00%	\$ 9,322.70	\$ 11,505,211	100.00%	\$ 9,149.86
rop/Reimbursement/Txfr from Building Corp									
Total Revenues and Reserves	\$ 11,303,253			\$ 11,722,544	\$ 419,292		\$ 11,505,211	\$ 201,959	
Expenditures									
Salaries & Benefits		% of rev	Per student		% of rev	Per student		% of rev	Per student
Salaries	\$ 4,789,656	42.37%	\$ 3,957.80	\$ 5,095,163	43.46%	\$ 4,052.08	\$ 4,997,375	43.44%	\$ 3,974.31
Bonus	\$ 83,500	0.74%	\$ 69.00	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Food Service Salaries	\$ 133,245	1.18%	\$ 110.10	\$ 135,910	1.16%	\$ 108.09	\$ 135,910	1.18%	\$ 108.09
Substitutes Salaries	\$ 70,350	0.62%	\$ 58.13	\$ 73,868	0.63%	\$ 58.75	\$ 73,868	0.64%	\$ 58.75
Extra Duty/Stipends Salaries	\$ 62,000	0.55%	\$ 51.23	\$ 56,000	0.48%	\$ 44.54	\$ 56,000	0.49%	\$ 44.54
Salaries Total	\$ 5,138,751	45.46%	\$ 4,246.27	\$ 5,360,941	45.73%	\$ 4,263.44	\$ 5,263,153	44.90%	\$ 4,185.68
Food Svc Health Benefits, medicare, PERA	\$ 47,167	0.42%	\$ 38.98	\$ 49,729	0.42%	\$ 39.55	\$ 49,729	0.43%	\$ 39.55
Benefits	\$ 826,000	7.31%	\$ 682.54	\$ 867,300	7.40%	\$ 689.75	\$ 867,300	7.54%	\$ 689.75
Medicare	\$ 73,301	0.65%	\$ 60.57	\$ 75,763	0.65%	\$ 60.25	\$ 74,345	0.65%	\$ 59.13
Sick Bank	\$ 14,250	0.13%	\$ 11.78	\$ 14,250	0.12%	\$ 11.33	\$ 14,250	0.12%	\$ 11.33
PERA	\$ 991,784	8.77%	\$ 819.53	\$ 1,068,813	9.12%	\$ 850.00	\$ 1,048,865	9.12%	\$ 834.14
Benefits Total	\$ 1,952,503	17.27%	\$ 1,613.40	\$ 2,075,855	17.71%	\$ 1,677.77	\$ 2,054,489	17.53%	\$ 1,652.24
Purchased & Technical Services									
Prof Services-Background checks, fingerprints, interpreter	\$ 20,034	0.18%	\$ 16.55	\$ 20,635	0.18%	\$ 16.41	\$ 20,635	0.18%	\$ 16.41
Accounting Software/Payroll	\$ 11,347	0.10%	\$ 9.38	\$ 11,630	0.10%	\$ 9.25	\$ 11,630	0.10%	\$ 9.25
Audit/990 Prep	\$ 6,630	0.06%	\$ 5.48	\$ 6,000	0.05%	\$ 4.77	\$ 6,000	0.05%	\$ 4.77
Legal	\$ 8,585	0.08%	\$ 7.09	\$ 8,671	0.07%	\$ 6.90	\$ 8,671	0.08%	\$ 6.90
Total	\$ 46,595	0.41%	\$ 38.50	\$ 46,936	0.40%	\$ 37.33	\$ 46,936	0.40%	\$ 37.33
Facilities & Property Services									
Natural Gas/Electricity	\$ 129,579	1.15%	\$ 107.07	\$ 132,171	1.13%	\$ 105.11	\$ 132,171	1.15%	\$ 105.11
Water/Sewer	\$ 25,325	0.22%	\$ 20.93	\$ 25,832	0.22%	\$ 20.54	\$ 25,832	0.22%	\$ 20.54
Trash	\$ 8,739	0.08%	\$ 7.22	\$ 8,914	0.08%	\$ 7.09	\$ 8,914	0.08%	\$ 7.09
Repairs & Maintenance	\$ 124,000	1.10%	\$ 102.46	\$ 111,000	0.95%	\$ 88.28	\$ 111,000	0.96%	\$ 88.28
Bldg Lease Payments	\$ 1,543,403	13.65%	\$ 1,275.35	\$ 1,800,243	15.36%	\$ 1,431.70	\$ 1,800,243	15.65%	\$ 1,431.70
Storage unit lease	\$ 600	0.01%	\$ 0.50	\$ 600	0.01%	\$ 0.48	\$ 600	0.01%	\$ 0.48
Total	\$ 1,831,646	16.20%	\$ 1,513.53	\$ 2,078,760	17.73%	\$ 1,652.72	\$ 2,078,760	17.73%	\$ 1,652.72

removed 1 teacher

General Fund	Amended Budget approved 1.24.19	Per student		2019-2020 Proposed Budget	Per student		2019-2020 Proposed Budget	Per student	
Other Purchased Services									
Printing/Binding	\$ 5,250	0.05%	\$ 4.34	\$ 5,513	0.05%	\$ 4.38	\$ 5,513	0.05%	\$ 4.38
Special Ed District Charge	\$ 630,000	5.57%	\$ 520.58	\$ 661,500	5.64%	\$ 526.08	\$ 647,577	5.63%	\$ 515.00
AIMS/CU Succeed Fees	\$ 13,250	0.12%	\$ 10.95	\$ 11,000	0.09%	\$ 8.75	\$ 11,000	0.10%	\$ 8.75
Professional Development/ Avid	\$ 45,500	0.40%	\$ 37.60	\$ 28,000	0.24%	\$ 22.27	\$ 10,000	0.09%	\$ 7.95
Board PD	\$ 3,000	0.03%	\$ 2.48	\$ 3,000	0.03%	\$ 2.39	\$ 1,000	0.01%	\$ 0.80
Security PD/Training	\$ -	0.00%	\$ -	\$ 4,200	0.04%	\$ 3.34	\$ 4,200	0.04%	\$ 3.34
Title II Grant Expenses (Prof Dev)	\$ 13,500	0.12%	\$ 11.16	\$ 4,700	0.04%	\$ 3.74	\$ 4,700	0.04%	\$ 3.74
Title IV Grant Expenses	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
District Admin Charges	\$ 189,188	1.67%	\$ 156.33	\$ 198,292	1.69%	\$ 157.70	\$ 194,117	1.69%	\$ 154.38
Infinite Campus	\$ 13,100	0.12%	\$ 10.82	\$ 14,308	0.12%	\$ 11.38	\$ 12,818	0.11%	\$ 10.19
Property/Liability Insurance	\$ 69,850	0.62%	\$ 57.72	\$ 74,740	0.64%	\$ 59.44	\$ 74,740	0.65%	\$ 59.44
SUTA	\$ 14,555	0.13%	\$ 12.03	\$ 15,453	0.13%	\$ 12.29	\$ 15,160	0.13%	\$ 12.06
Worker's Comp Insurance	\$ 53,000	0.47%	\$ 43.80	\$ 55,650	0.47%	\$ 44.26	\$ 55,650	0.48%	\$ 44.26
(Tech) Copier Lease	\$ 66,450	0.59%	\$ 54.91	\$ 67,500	0.58%	\$ 53.68	\$ 67,500	0.59%	\$ 53.68
Tech Leases	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Tech Support	\$ 2,475	0.02%	\$ 2.05	\$ 2,475	0.02%	\$ 1.97	\$ 2,475	0.02%	\$ 1.97
Tech Repair/Maintenance	\$ 14,439	0.13%	\$ 11.93	\$ 15,161	0.13%	\$ 12.06	\$ 15,161	0.13%	\$ 12.06
Tech Software/Licensing	\$ 51,298	0.45%	\$ 42.39	\$ 20,000	0.17%	\$ 15.91	\$ 20,000	0.17%	\$ 15.91
Tech Media Center	\$ 12,415	0.11%	\$ 10.26	\$ 12,663	0.11%	\$ 10.07	\$ 12,663	0.11%	\$ 10.07
Tech Prof Dev	\$ 13,104	0.12%	\$ 10.83	\$ 2,000	0.02%	\$ 1.59	\$ 2,000	0.02%	\$ 1.59
TECH Fire/Intercom/Security Maint	\$ 6,425	0.06%	\$ 5.31	\$ 6,554	0.06%	\$ 5.21	\$ 6,554	0.06%	\$ 5.21
Tech Internet/Phone/Comm	\$ 45,529	0.40%	\$ 37.62	\$ 46,667	0.40%	\$ 37.11	\$ 46,667	0.41%	\$ 37.11
Advertising	\$ 18,822	0.17%	\$ 15.55	\$ 18,000	0.15%	\$ 14.32	\$ 5,000	0.04%	\$ 3.98
Total	\$ 1,281,149	11.33%	\$ 1,058.64	\$ 1,267,375	10.81%	\$ 1,007.92	\$ 1,214,496	10.36%	\$ 965.86
Educational Supplies & Materials									
Curriculum/ Online License renewals	\$ 197,924	1.75%	\$ 163.55	\$ 130,000	1.11%	\$ 103.39	\$ 130,000	1.13%	\$ 103.39
General/Office Supplies	\$ 29,988	0.27%	\$ 24.78	\$ 28,000	0.24%	\$ 22.27	\$ 28,000	0.24%	\$ 22.27
Paper	\$ 10,500	0.09%	\$ 8.68	\$ 11,235	0.10%	\$ 8.93	\$ 11,235	0.10%	\$ 8.93
Sunshine Supplies	\$ 600	0.01%	\$ 0.50	\$ 600	0.01%	\$ 0.48	\$ 600	0.01%	\$ 0.48
Assessments/Testing- (AR, Renaissance, AIMS web)	\$ 26,708	0.24%	\$ 22.07	\$ 26,975	0.23%	\$ 21.45	\$ 26,975	0.23%	\$ 21.45
Dues & Fees(CO League, survey monkey	\$ 8,250	0.07%	\$ 6.82	\$ 8,663	0.07%	\$ 6.89	\$ 8,663	0.08%	\$ 6.89
Athletic/CoCurricular Exp	\$ 5,500	0.05%	\$ 4.54	\$ 4,000	0.03%	\$ 3.18	\$ 4,000	0.03%	\$ 3.18
Organic Garden Supplies	\$ 3,500	0.03%	\$ 2.89	\$ 2,500	0.02%	\$ 1.99	\$ -	0.00%	\$ -
Health Supplies	\$ 4,635	0.04%	\$ 3.83	\$ 4,774	0.04%	\$ 3.80	\$ 4,774	0.04%	\$ 3.80
Teacher Classroom Budgets	\$ 15,000	0.13%	\$ 12.39	\$ 16,000	0.14%	\$ 12.72	\$ 8,000	0.07%	\$ 6.36
School Event Budgets	\$ 8,000	0.07%	\$ 6.61	\$ 8,240	0.07%	\$ 6.55	\$ 4,000	0.03%	\$ 3.18
Food Service Expenses	\$ 178,632	1.58%	\$ 147.61	\$ 174,361	1.49%	\$ 138.67	\$ 174,361	1.52%	\$ 138.67
Facility Supplies	\$ 36,000	0.32%	\$ 29.75	\$ 36,000	0.31%	\$ 28.63	\$ 36,000	0.31%	\$ 28.63
Booster Groups	\$ 12,850	0.11%	\$ 10.62	\$ 10,000	0.09%	\$ 7.95	\$ -	0.00%	\$ -
Exec Dir/Staff Culture	\$ 13,000	0.12%	\$ 10.74	\$ 13,000	0.11%	\$ 10.34	\$ 10,000	0.09%	\$ 7.95
Total Supplies	\$ 551,087	4.88%	\$ 455.38	\$ 474,348	4.05%	\$ 377.24	\$ 446,608	3.81%	\$ 355.18

General Fund			0	Per student	0	Per student
Expansion/Equipment						
Tech Equipment	\$ 151,263	1.34% \$ 124.99	\$ 75,000	0.64% \$ 59.65	\$ 75,000	0.65% \$ 59.65
Title IV Equipment	\$ 2,500	0.02% \$ 2.07		0.00% \$ -		0.00% \$ -
Facilities Equipment	\$ 7,500	0.07% \$ 6.20	\$ 3,000	0.03% \$ 2.39	\$ 3,000	0.03% \$ 2.39
Equipment/ Furniture/Marquis	\$ 5,000	0.04% \$ 4.13	\$ -	0.00% \$ -	\$ -	0.00% \$ -
Total Property/Equipment	\$ 166,263	1.47% \$ 137.39	\$ 78,000	0.67% \$ 62.03	\$ 78,000	0.67% \$ 62.03
		\$ -				
General Fund	2018-19		2019-20		2019-20	
Other						
Bank Fees	\$ 10,100	0.09% \$ 8.35	\$ 10,201	0.09% \$ 8.11	\$ -	0.00% \$ -
Auto Expenses	\$ 6,000	0.05% \$ 4.96	\$ 6,180	0.05% \$ 4.91	\$ 6,180	0.05% \$ 4.91
Fundraising expenses(bingo, gala, walkathon)	\$ 130,000	1.15% \$ 107.42	\$ 135,000	1.15% \$ 107.36	\$ 135,000	1.17% \$ 107.36
Future Facility Planning Costs	\$ -	0.00% \$ -	\$ -	0.00% \$ -	\$ -	0.00% \$ -
Total	\$ 146,100	1.29% \$ 120.73	\$ 151,381	1.29% \$ 120.39	\$ 141,180	1.20% \$ 112.28
Total Expenditures	\$ 11,114,095	98.33% \$ 9,183.84	\$ 11,533,594	98.39%	\$ 11,323,621	96.60%
Net Surplus/Deficit	\$ 189,158	\$ 156.31	\$ 188,950		\$ 181,590	
Required Surplus for DS Coverage	\$ 154,340	\$ 34,818	\$ 180,024	\$ 8,926	\$ 180,024	\$ 1,566
<i>General Fund Balance- Beginning</i>	<i>\$ 2,776,911</i>		<i>\$ 2,966,069</i>		<i>\$ 2,966,069</i>	
<i>Appropriation</i>	<i>\$ -</i>		<i>\$ -</i>		<i>\$ -</i>	
<i>Net Surplus/Deficit</i>	<i>\$ 189,158</i>		<i>\$ 188,950</i>		<i>\$ 181,590</i>	
Fund Balance- Ending	\$ 2,966,069		\$ 3,155,019		\$ 3,147,659	