



## **March Regular Session**


March 22, 2018

### **Elementary School**

*680 Academy Ct.  
Windsor, CO 80550*

### **Middle & Early College High School**

*810 Automation Dr.  
Windsor, CO 80550*



March 22, 2018

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

### **Executive Board**

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

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

### **Agenda**

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

### **VISION STATEMENT**

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

### **MISSION STATEMENT**

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



## TABLE OF CONTENTS

1.0	Opening of Meeting	7
2.0	Citizen Communication	8
3.0	Reports	8
4.0	Items for Information	14
5.0	Items for Action	14
6.0	Consent Agenda	15
7.0	Executive Session	15
8.0	Adjournment	16
9.0	Appendix 1.0 February 22, 2018 Regular Session Minutes	18
10.0	Appendix 2.0 2018-2019 School-Year Budget, Second Read	30
11.0	Appendix 3.0 Policy EE Transportation, First Read	37
12.0	Appendix 4.0 Policy JFABD Homeless Students, First Read	40
13.0	Appendix 5.0 Policy JFABD-R Homeless Students Regulation, First Read	43
14.0	Appendix 6.0 Policy IKF Graduation Requirements, First Read	46
15.0	Appendix 7.0 Financials	51
16.0	Appendix 8.0 Education Committee Minutes	67



## **Executive Board Agenda March 22, 2018**

**Work Session: 5:30 p.m.**

- 1.0 Executive Board Group Picture**
- 2.0 2018-2019 School Year Budget**
- 3.0 Bi-Annual Parent Membership Meeting Planning for April 12, 2018**
- 4.0 Website: Communication Tools for Executive Board and Upcoming Board Elections**
- 5.0 Executive Board: Treasurer, Pro Tems, and Student Representation**

**Regular Session: 6:30 p.m.**

### **1.0 Opening of Meeting**

Call to Order  
Roll Call  
Pledge of Allegiance  
Adoption of Agenda  
Approval of Minutes  
    February 22, 2018 Regular Session Minutes  
    March 8, 2018 Special Session Minutes

### **2.0 Citizen Communication**

This is an opportunity to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to five

minutes. Any person desiring to speak during this time should complete a comment card provided on the table near the entrance or from the Executive Board Secretary.

### **3.0 Reports**

#### Executive Director's Report

Fund Development Update  
Elementary School Work  
Middle & Early College High School Work  
Technology Work  
Board Calendar

#### Executive Board Reports

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

### **4.0 Items for Information**

- 4.1** Executive Board Messages of Gratitude
- 4.2** Bi-Annual Parent Membership Meeting Planning for April 12, 2018
- 4.3** Executive Board Election Committee Timeline
- 4.4** Gym/Auditorium Planning Committee Update

### **5.0 Items for Action**

- 5.1** 2018-2019 School-Year Budget, Second Read
- 5.2** Policy EE Transportation, First Read
- 5.3** Policy JFABD Homeless Students, First Read
- 5.4** Policy JFABD-R Homeless Students Regulation, First Read
- 5.5** Policy IKF Graduation Requirements, First Read

### **6.0 Consent Agenda**

- 6.1** Personnel
- 6.2** Financial Report

### **7.0 Executive Session**

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

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)

- Conduct conferences with the District's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the 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 District'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**



**EXECUTIVE BOARD MINUTES TO BE APPROVED AT APRIL REGULAR SESSION**  
**March 22, 2018**

**Work Session: 5:30 p.m.**

- 1.0 2018-2019 School-Year Budget
- 2.0 Executive Board Group Picture
- 3.0 Bi-Annual Parent Membership Meeting Planning for April 12, 2018
- 4.0 Website: Communication Tools for Executive Board and Upcoming Board Elections
- 5.0 Executive Board: Treasurer, Pro Tems, and Student Representation

**1.0 Opening of the Meeting**

**Call to Order**

The meeting was called to order at 6:40 p.m.

**Roll Call**

***Executive Board Members Present***

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

***Staff Present***

Rebecca Teeples, Executive Director  
Jamie Zink, Executive Director Administrative Assistant

## Pledge of Allegiance

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## Mission Statement

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### Adoption of Agenda

A motion to approve the March 22, 2018 Regular Session agenda was made by James and seconded by Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

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### Adoption of the Minutes

A motion to approve the February 22, 2018 Regular Session minutes was made by James and seconded by Ojala. The March 8, 2018 Special Session minutes will be reviewed at the April 26, 2018 Regular Session. Member voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

## 2.0 Citizen Communication

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Two parents were present at the Executive Board meeting. No parents spoke.

## 3.0 Reports

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### Executive Director's Report

#### ***Fund Development & Marketing Update***

The following work has occurred to address fund development through fundraising, student enrollment, and marketing.

- *Spring Benefit:* Mrs. Lands' efforts are focused singularly on the upcoming Spring Benefit that will be held on April 14, 2018. Currently, \$24,060 in event sponsorship commitments to off-set our event costs have occurred, exceeding sponsorship goals of \$17,000. Mrs. Land spends significant time communicating with these sponsors to receive guest lists, logos, and program ads to acknowledge these donors at the event. Currently, 258 tickets have been sold for the Spring Benefit. Mrs. Land works with a team of 12 volunteers supporting all areas of the Spring Benefit including event promotion, reservation management, entertainment, and event decor. Mrs. Land is working continually coordinating logistics with vendors: auctioneer, DJ,



entertainers, venue, and catering. Our online event management and mobile bidding software continues to be a steep learning curve. Mrs. Land is working with the Director of Innovation to launch the mobile bidding process and working with a skilled volunteer on the check-in and check-out process utilizing this platform. The auction team is continuing cultivation work acquiring auction items for the benefit. Once each item is catalogued individually, the team will pull the items into packages. Two volunteers are working diligently behind the scenes on cataloging with additional support from the Director of Community Relations. This an estimated 60-hour task.

Auction highlights thus far include:

- Overnight Stay at Maven Hotel in Denver
- 7-Day Villa Encanto Stay in Mexico
- \$4,000 Toward Orthodontics at Windsor Smiles
- Home Security Equipment from Security and Sound Design
- Original Artwork

For an overview of the event, visit [www.windsorcharteracademy.org/benefit](http://www.windsorcharteracademy.org/benefit).

### **Elementary School Work**

- *Excellence in Innovation*
  - Irene Nissen participated in our AVID implementation walk through to help evaluate how technology is used in the classroom to enhance learning for students.
- *Excellence in Instruction*
  - Elementary Administration attended an award ceremony conducted by the Colorado Department of Education to receive their John Irwin School of Excellence Award.
  - A Teacher Math Curriculum Adoption Committee has been formed to review math curricula for a possible adoption in the 2019-20 school year, in preparation for next year's Education Committee work.
  - Professional Development
    - Several teachers are participating in ongoing book studies including: The Google Infused Classroom and Lost at School.
- *Excellence in Leadership*
  - Elementary leadership attended the Charter School Conference.
  - Our 4<sup>th</sup> and 5<sup>th</sup> grade teachers along with the AVID site team are preparing to host an AVID showcase to share with others how to implement AVID at the elementary level.
- *Excellence in Culture and Climate*
  - Positive comments from the parent survey were shared with all staff members. Teachers received a large chocolate bar in celebration of the work they do every day.

### **Middle & Early College High School Work**

- *Excellence in Innovation*
  - Based on the feedback from teachers, the MS/ HS has been piloting a consolidated meeting schedule. One Tuesday each month, teachers choose to be a part of a committee that are aligned to the four pillars of

the strategic plan (Innovation, Instruction, Climate / Culture and Induction).

- The Innovation Council is developing a survey to determine the level of technology and innovation implementation and needs for additional training.
- *Excellence in Instruction*
  - Based on teacher feedback the MS/HS leadership team has developed professional development offerings for the Summer Institute and imbedded professional development which will align with the needs of staff.
  - Administration has completed third quarter formal observations and associated post-observation conferences with all teaching staff.
  - The Instruction Council has analyzed the state assessment and MAPS data and has identified trends. Based on this data this council identified the following action steps:
    - Increase the staff members that attend AVID site visits.
    - Increase the participation in AVID WICOR workshops by providing these as ten-minute modules as part of each staff meeting.
    - Provide a refresher of the Data to Differentiation process developed by teachers last year.
    - Increase the frequency of data dialogues.
- *Excellence in Leadership*
  - The teachers and administration had a productive and solution-seeking third quarter teacher-council.
  - Hannah Mancina, Erica Koehler, Heather Bratton and Diana Stanislav have been working to develop the master schedule for next year that will provide the optimal fit for the vision of the school and student course requests.
  - The MS/HS administrative team has been working to plan the first WCA Early College High School graduation.
  - Jeremy Schriener was invited to attend the AVID Principals Collaborative, which is an opportunity to discuss and observe AVID implementation at other schools. Additionally, it provides the opportunity to suggest current trends and policies that the National AVID organization should be planning for.
  - Staff and students have been trained regarding research-based best practices and options in the response to violent critical incidents.
- *Excellence in Culture and Climate*
  - The Culture and Climate Council developed action steps for each of the priorities identified by the School Accountability student survey, staff survey and parent survey. These action steps were shared with all teaching staff for their input.
  - Staff are working to empower student leaders to further develop a deep culture of kindness and resilience to bullying behavior based on our 8 Keys of Excellence.

## **Technology Work**

- *Excellence in Innovation*

- Students have been working on writing and illustrating their WCA Short Story Challenge book during elementary specials time. This is the 3rd year WCA students have authored a story for our library program.
- *Excellence in Instruction*
  - The Technology Director attended the Colorado Charter Schools Conference and presented a session on technology planning and budgeting for new and expanding schools.
- *Excellence in Leadership*
  - The quarterly technology volunteer committee meeting was held on February 13th. Volunteers discussed the idea of an innovation lab in the elementary school, finalized planning for the parent technology education event, and reviewed student data privacy compliance policy and procedure.
- *Excellence in Climate and Culture*
  - The spring parent technology night was held on February 27th at the high school building. The Weld County District Attorney's office presented on sexting and online safety and the Windsor Charter Academy Director of Technology along with Dr. Corinne Deuel-Gentile presented on understanding and supporting your child's health in the digital world.
  - The Weld County District Attorney's office presented to 5th grade students on internet and phone safety on February 28th.
  - The Usborne Books Book Fair was held in the elementary library from February 27th to March 6th. Over \$2,200 in sales were done. A percentage of sales will go towards new books for the elementary library.

## **Board Calendar**

Date	Time	Event	Location
March 23rd	8:05 a.m.	Coffee with Leadership	MS/HS Media Center
March 23rd	1:50 to 3:05 p.m.	Character Ed Assembly	MS/HS Gym
March 23rd	6:30 to 8:30 p.m.	Middle School Dance	MS/HS Gym
March 28th	9:15 to 9:45 a.m.	Elementary Honor Roll Assembly	ES Gym
March 31th	8:00 a.m. to 7:00 p.m.	MS/HS Solo and Ensemble Festival	MS/HS Building
April 2nd	3:30 p.m.	SAC Meeting	ES Library
April 2nd	2:30 to 2:50 p.m.	1st Grade Authors Tea	ES Classrooms
April 3rd	K: 10:30-10:50 a.m. 1 <sup>st</sup> : 10:54-11:14 a.m. 3 <sup>rd</sup> : 12:30-12:50 p.m. 5 <sup>th</sup> : 11:42-12:02 p.m.	Special Easter Lunch	ES Cafeteria
April 3rd	1:30 to 3:00 p.m.	9th Grade Drive Smart Presentation	MS/HS Gym
April 6th	8:30 to 10:30 a.m.	1st Grade American Revolution	Classrooms
April 6th	All Day	2nd Grade Greek Presentations	Classrooms
April 9th	3:30 p.m.	Student and School Safety Committee Meeting	ES Library

April 12th	5:30 to 7:30 p.m.	Board Work Session/Parent Membership Night	HS Commons
April 14th	5:30 p.m.	WCA Annual Spring Benefit	The Ranch
April 16th	7:00 to 8:00 p.m.	Weld Re-4 District Board Meeting	District Office
April 17th	5:30 to 6:30 p.m.	Kindergarten Parent Information Night	ES Gym
April 19th	4:00 p.m.	Finance Committee Meeting	HS Conference Room
April 19th	5:30 to 7:00 p.m.	HS/Early College Parent Info Night	HS Commons
April 19th	5:30 p.m.	ES Talent Show	ES Gym
April 20th	TBD	8th Grade Dance and Dinner	TBD
April 25th	4:00 p.m.	Education Committee Meeting	ES Library

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## Executive Board Reports

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### ***Sherry Bartmann, Member***

Mrs. Bartmann attended Coffee with Leadership that is held each month, on Friday morning following all regular board meetings. She also attended middle school girls' basketball games and attended the Colorado League of Charter Schools annual conference in Denver. Mrs. Bartmann also attended the Special Session meeting on March 8, 2018. She thoroughly enjoyed attending High School Musical production and was impressed with how spectacular the theater students were. Mrs. Bartmann attended Weld Re-4 Board Work Session with the rest of the WCA Board.

The Building and Student Safety Committee did not formally meet in March. Mrs. Bartmann was invited to attend a meeting that was hosted by Administration to review their Crisis Response processes. Administration worked with parents with various backgrounds in law enforcement and safety to review Windsor Charter Academy's preparations and processes for student safety.

### ***Carolyn Mader, Member***

Mrs. Mader attended the attended middle school girls' basketball games, the March 8 Executive Board special session and the Education Committee meeting as board liaison.

### ***Matthew Meuli, Member***

Mr. Meuli attended a portion of the Colorado League of Charter Schools Conference and participated in several sessions involving tools and strategies for better communication with a charter school and its stakeholders. He is currently researching the bylaws and board policies to see what opportunities for these new tools exist for better communication among the stakeholders of WCA. He plans to bring the results

from this research into discussion with the board at a future board meeting. Mr. Meuli also attended the executive board special board session on March 8, 2018.

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### ***Jenny Ojala, Member***

This month, Mrs. Ojala was able to attend the 5th Grade AVID field trip to CSU, where students were able to tour the university and see different departments at the school. This was a great opportunity for WCA's incoming middle schoolers to learn about college and their career possibilities. Mrs. Ojala also attended a SAC meeting where members reviewed the staff surveys and finalized the summary, celebrations, and challenges on those surveys. These results will be shared with the Board during April's board meeting. Mrs. Ojala was able to attend the third grade Native American celebration, where she watched totem pole story presentations in Mrs. Bass, Mrs. Weisgerber and Mrs. Wilson's classes. Mrs. Ojala continues her yearlong work in supporting kindergarteners in AR testing in Mrs. Speck's class.

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### ***Paige Adams, Secretary***

Mrs. Adams attended the CLCS (Colorado League of Charter Schools) Conference in Denver, the March 8 Executive Board special session and the Financial Committee meeting as board liaison.

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### ***Donna James, Vice President***

Ms. James attended several middle school girls' basketball games, including their winning championship game. Ms. James also had the privilege of chaperoning the 5th grade field trip to Colorado State University. The children were able to see several different departments, including engineering, veterinary medicine, and the student recreation center before enjoying lunch at the student center. Their children were respectful and had many questions for their tour guides.

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### ***Samual Penn, President***

Mr. Penn has been working diligently to plan and prepare for the upcoming 2018 board elections through committee meetings and action items. On March 1st and 2nd Mr. Penn attended the annual CLCS conference in Denver, Colorado. Mr. Penn also prepared and facilitated the March 8, 2018 Special Session following attendance at the MS girls' basketball championship game (Congrats ladies!!!). Mr. Penn continues his efforts toward the completion of the Executive Director contract and evaluation as well as preparations for the Spring Benefit. Mr. Penn also attended the gym/auditorium planning committee meeting March 22, 2018, prior to the board meeting.

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#### **4.1 Executive Board Messages of Gratitude**

*Donna James:* Ms. James would like to thank Coach Leto, Coach Hart, Mrs. Leto and Ms. Post for their time and unwavering support of our middle school girls' basketball team. The B team won every game but one, and the A team was undefeated all the way through playoffs and the championship game. The competition from other schools was fierce at times. Our middle school girls showed tremendous grace and sportsmanship the entire season, a testament to their character and the coaching that they received.

#### **4.2 Bi-Annual Parent Membership Meeting Planning for April 12, 2018**

#### **4.3 Executive Board Election Committee Timeline**

#### **4.4 Gym/Auditorium Planning Committee Update**

### **5.0 Items for Action**

#### **5.1 2018-2019 School-Year Budget, Second Read**

The motion to approve the 2018-2019 School-Year Budget on second read was made by James and seconded by Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

#### **5.2 Policy EE Transportation, First Read**

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

#### **5.3 Policy JFABD Homeless Students, First Read**

The motion to approve Policy JFABD Homeless Students on first read was made by James and seconded by Mader. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

#### **5.4 Policy JFABD-R Homeless Students Regulation, First Read**

The motion to approve Policy JFABD-R Homeless Students Regulation on first read was made by James and seconded by Bartmann. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

## 5.5 Policy IKF Graduation Requirements, First Read

The motion to approve Policy IKF Graduation Requirements on first read was made by James and seconded by Ojala. Members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

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## 6.0 Consent Agenda

### 6.1 Personnel

#### *Appointments*

- Jolie Michaelson, Elementary School Paraprofessional

#### *Transfers*

- Theresa Tickler, HS Receptionist to Early College Academic Advisor

#### *Resignations*

- Lorren Havens, First Grade Teacher

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### 6.2 Financial Report

A motion was made to approve the Consent Agenda, as outlined by personnel and the financial report by Ojala. The motion was seconded by Mader. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

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## 7.0 Executive Session

A motion was made to enter into an Executive Session was made by Donna James, based on the following citation:

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

The motion was seconded by Carolyn Mader. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The Executive Session began at 7:51 and closed at 8:38 p.m.

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

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

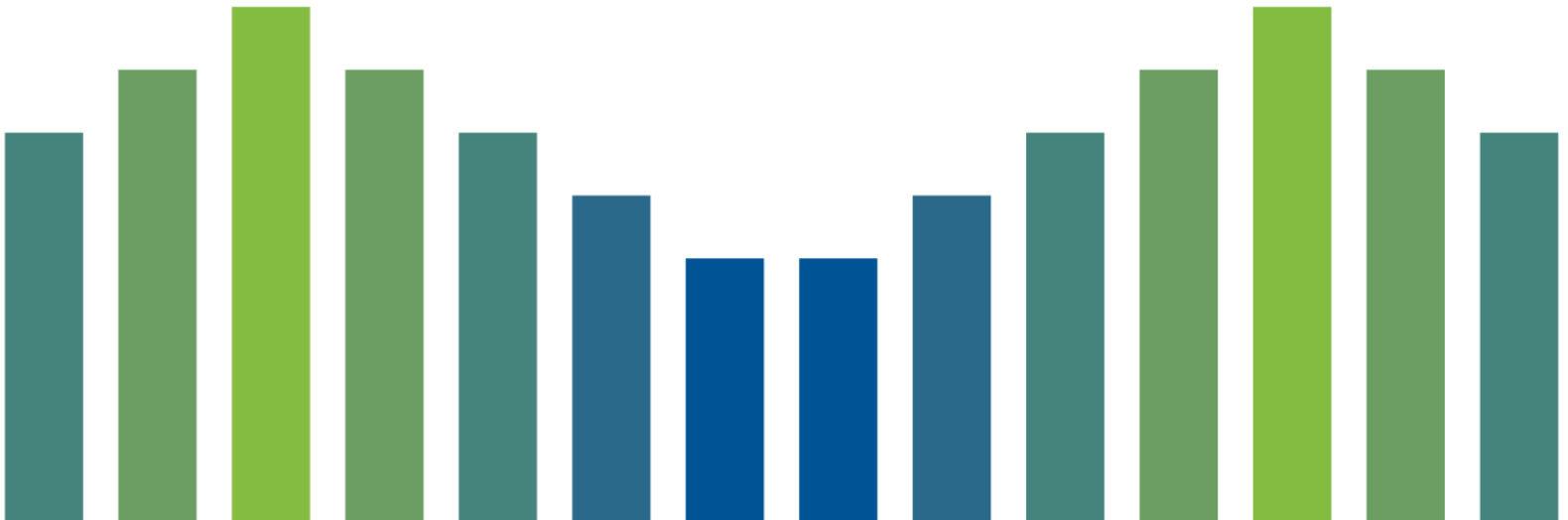
## **8.0 Adjournment**

A motion was made to adjourn the March 22, 2018 Regular Session by Donna James. The motion was seconded by Jenny Ojala. The members voted the following: Adams, aye; Bartmann, aye; James, aye; Mader, aye; Meuli, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 8:39 p.m.





## Appendix





## 1.0 February 22, 2018 Regular Session Minutes



## 1.0 Opening of the Meeting

### Call to Order

The meeting was called to order at 7:08 p.m.

### Roll Call

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

Samual Penn, Executive Board President

Donna James, Executive Board Vice-President (Arrived at 7:53 p.m.)

Paige Adams, Executive Board Secretary

Sherry Bartmann, Executive Board Member (Arrived at 7:40 p.m.)

Carolyn Mader, Executive Board Member (Arrived at 7:16 p.m./departed at 9:59 p.m.)

Matthew Meuli, Executive Board Member

Jenny Ojala, Executive Board Member

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

Rebecca Teeples, Executive Director

SarahGennie Colazio, Finance Director

Kelly Seilbach, Elementary Education Director

Irene Nissen, Technology Director

### Pledge of Allegiance

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## Mission Statement

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### Adoption of Agenda

A motion to approve the February 22, 2018 Regular Session Agenda was made by Matt Meuli and seconded by Jenny Ojala. Members voted the following: Penn, aye; Adams, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

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### Adoption of the Minutes

A motion to approve the January 25, 2018 Regular Session minutes, the January 29, 2018 Special Session minutes, and the February 8, 2018 Work Session minutes was made by Jenny Ojala and seconded by Paige Adams. Members voted the following: Penn, aye; Adams, aye; Mader, aye; Meuli, aye; Ojala, aye. The motion passed unanimously.

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## 2.0 Citizen Communication

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Three parents spoke at the Executive Board meeting.

Pam Lauer, parent at Windsor Charter Academy, spoke to the Executive Board regarding concerns around taking Spanish out of the Specials rotation.

Audrey Kuhn, parent at Windsor Charter Academy, shared concerns about Spanish, not being part of the Specials rotation.

Katie Baker, parent at Windsor Charter Academy, also shared that it is her hope that Windsor Charter Academy should be enriching curriculum, rather than taking away from the curriculum.

## 3.0 Reports

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### Executive Director's Report

#### ***Enrollment***

Enrollment and wait lists for the 2018-2019 school year are as follows.

GRADE	2018-2019 WAIT LIST	2017-2018 Enrollment	Total Seats Per Grade	2018-2019 WORKING Enrollment	Openings 2018-2019	GRADE
K	92	117	120	120	0	K
1	107	119	120	120	0	1

2	58	103	120	120	0	2
3	77	103	104	104	0	3
4	44	101	104	104	0	4
5	13	104	104	104	0	5
6	0	106	140	139	0	6
7	1	94	112/114	114	0	7
8	0	106	112	102	10	8
9	0	68	112	116	0	9
10	0	58	84	70	14	10
11	0	36	84	54	30	11
12	0	17	56	35	21	12
	392	1137	1372	1302		

### **Fund Development & Marketing Update**

The following work has occurred to address fund development through fundraising, student enrollment, and marketing.

- *Spring Benefit*
  - Project Coordination & Volunteer Management: The Fund Development Manager's focus has been on the Spring Benefit. Mrs. Land manages a volunteer team of 10 working specifically on the Spring Benefit event. These volunteers assist with auction donation cultivation, RSVP management, event decor, publicity and promotion, vendor cultivation, etc. Mrs. Land supports volunteers in these roles by meeting with each chairperson weekly, meeting as a group bi-weekly, managing donation documentation, supporting the purchasing process, vendor coordination and follow-up. Mrs. Land also manages the venue relationships overseeing product donation procurement, and all coordination relating to the Spring Benefit. She also works to promote the event on an on-going basis internally among staff and parents and externally. She is also collaborating with performing arts staff to pull together meaningful video/photo images for a video illustrating our fundraising focus at the event.
  - Sponsorship Cultivation: Our goal for event sponsorships is \$20,000. To date, we have \$18,360 in sponsorship commitments for the Spring Benefit. Significant time is spent coordinating the fulfillment of our sponsorship benefits for each partner.
  - Media Relations: Mrs. Land wrote a media advisory and public service announcement highlighting the Spring Benefit. The public service announcement will run 20 times on Townsquare media stations between now and April 7<sup>th</sup>.
- *Marketing Activities*
  - Website: Emily Land is the liaison to Sarah Sanders, who supports WCA with our website management. Emily and Sarah collaborate as needed to develop copy and images for our WCA pages.
  - Summer Camp: This month, Emily Land has supported marketing efforts for the summer camp program. This includes; advertising with local recreation departments, social media publicity, and internal promotional efforts.
  - Branding Oversight: After some collaboration with administrators, Emily Land will work toward creating a process for staff to submit publicity and t-shirt design to make sure it adheres to our style guide. She is also working on a "toolkit" to

empower staff to equip them to create properly branded designs before submitting them for approval.

- Enrollment: Emily Land created sign-ups for building tours one Friday per month through May. Emily collaborates with ES and MS/HS administration to communicate about participants and fields participant inquiries. Emily worked with Sarah Sanders to create an AdRoll digital retargeting campaign last month. Our ads had over 68,000 impressions and 78 click-throughs to our enrollment page.
- Windsor Charter Academy at the Eagles Game: Emily Land collaborated with Robert Lighthall to have our MS/HS choirs perform at the February 28, Eagles game. This is a significant marketing opportunity for our secondary program as well as a strategic move toward critical relationship cultivation. Emily promoted the event and worked through the coordination purchasing tickets for these singers to attend at no cost.
- *Fundraising*
  - Grant Writing: Mrs. Land worked with Ms. Nissen and Mrs. Teeple to explore grants targeting specific WCA needs. This week we are meeting with a parent who can potentially support our grant writing efforts. Additionally, she worked with The Women's Fund to make sure our VEX Team appropriately displayed their logo as we were the recipient of a \$1200 grant in support of our VEX program. Mrs. Land will also be writing a grant this week seeking support for the OtterCares Foundation for the Spring Benefit.
  - Strategic Coordination of Internal Fundraising Efforts: After considerable dialog with administrators, Mrs. Land is working to create a process to equip staff, club advisors, and coaches select appropriate fundraising activities to support their programs. Mrs. Land will create an approval process for administrators to approve fundraisers and will work on a "tool-kit" to equip coaches, advisors, and staff to select activities that are strategically aligned with our fundraising plan.

### **Elementary School Work**

- *Excellence in Innovation*
  - The Elementary Director participated in the Future of Education Technology Conference.
  - The Elementary Director and Technology Director presented new learning to members of the Leadership Academy. Plans for future professional development for staff are in the process.
- *Excellence in Instruction*
  - Data Digs in math and reading were conducted to analyze the mid-year data and determine the next instructional steps to ensure all students make adequate growth and master grade level standards.
  - All certified teachers participated in peer observations with a focus on student engagement connected to our UIP goals.
- *Excellence in Leadership*
  - Administrators have observed instructional practices through classroom observations and met with each of the new teachers individually to support their growth through performance plans and goal setting. The elementary principal meets monthly with each new teacher to support them in the many challenges of being a first-year teacher.

- Our 4<sup>th</sup> and 5<sup>th</sup> grade teachers, along with the AVID site team, are preparing to host an AVID showcase to share with others how to implement AVID at the elementary level.
- *Excellence in Culture and Climate*
  - Our PTC sponsored an amazing teacher lunch.
  - Staff reviewed the parent survey results and created action items to address the priority challenges identified by the SAC committee.

### **Middle & Early College High School Work**

- *Excellence in Innovation*
  - The Innovation Council will be distributing a survey to determine the level of technology and innovation implementation and needs for additional training.
  - Hannah Mancina, Irene Nissen and Kelly Seilbach all attended the Future of Education Technology Conference.
- *Excellence in Instruction*
  - The Instruction Council has analyzed the state assessment and MAPS data and has identified trends. Based on this data this council identified the following action steps:
    - Increase the number of staff members that attend AVID site visits.
    - Increase the participation in AVID WICOR workshops by providing these as ten-minute modules as part of each staff meeting.
    - Provide a refresher of the Data to Differentiation process developed by teachers last year.
    - Increase the frequency of data dialogues.
  - The teachers in the MS/HS teacher's council proposed a way in which teachers who conduct voluntary walk-throughs can be recognized for highlighting other teachers and will receive a small token of appreciation from the administration.
- *Excellence in Leadership*
  - Based on the feedback from teachers, the MS/HS has been piloting a consolidated meeting schedule. One Tuesday each month teachers choose to be a part of a committee that is aligned with one the four pillars of the strategic plan (Innovation, Instruction, Climate/Culture, and Induction). Through these councils all teachers are building their leadership skills and have a voice in sharing in the decision-making process.
- *Excellence in Culture and Climate*
  - The Culture and Climate Council developed action steps for each of the priorities identified by the School Accountability Student Survey. These action steps were shared with all teaching staff for their input.

### **Technology Work**

- *Excellence in Innovation*
  - An Innovation council has been formed at the MS/HS to align with the strategic plan goal for innovative learning and technology integration in the classroom. The council consists of technology department staff and MS/HS classroom teachers. The council is working to create a staff survey

to gather data on the current use of technology in the classroom, professional development needs and innovative thinking with regard to technology integration.

- *Excellence in Instruction*
  - Teachers participating in the Leadership Academy program received professional development on innovative technology tools for the classroom at their February meeting.
- *Excellence in Leadership*
  - The Technology Director, Elementary Education Director and MS/HS Assistant Principal participated in over 60 hours of combined professional development at the Future of Education Technology conference in January.
  - The quarterly volunteer technology committee meeting was held on Tuesday, February 13th. WCA community members, teachers and technology staff discussed plans for the upcoming parent technology night, elementary and MS/HS technology curriculum, Student Data Privacy Act compliance and plans for the 2018-2019 technology volunteer committee.
- *Excellence in Climate and Culture*
  - The elementary library will be hosting an Usborne Books book fair February 27th-March 6th. A percentage of the sales will go toward new books for the Elementary library.
  - A parent technology night will be held on February 27th. The Weld County District Attorney's Office will give their presentation on cyber safety and a presentation on understanding and supporting the impacts of technology on children's health will be presented by the WCA Technology Director and a local chiropractor.
  - 5th grade students and their parents will receive a presentation on cyber safety from the Weld County District Attorney's office on February 28th.

## **Board Calendar**

Date	Time	Event	Location
February 23rd	8:05 a.m.	Coffee with Leadership	MS/HS Media Center
February 27th	6 to 7 p.m.	Parent/Student Technology Education Night	MS/HS
February 27th	6:30 p.m.	MS/HS Choir/Orchestra Concert	MS/HS
February 28th	8:15 to 9:05 a.m.	5 <sup>th</sup> Grade Cyber Safety Presentation	ES Gym
February 28th	7 p.m.	MS/HS Choir Performance @ Eagles Game	Budweiser Event Center
March 1st	7 a.m.	Morning with Mom	Elementary School
March 1 <sup>st</sup> & 2 <sup>nd</sup>		Annual Colorado League of Charter Schools Conference	
March 5 <sup>th</sup>	3:30 p.m.	School Accountability Committee	ES Library
March 6th	5:30 to 6:30 p.m.	CMAS Parent Information Night for Grades 3 through 12	HS Commons
March 20th	4 p.m.	Finance Committee Meeting	HS Conference Room

March 8 <sup>th</sup>	5:30 p.m.	Work Session	ES Library
March 9 <sup>th</sup>	9:15 to 11:15 a.m.	3rd Grade Native American Day/Totem Pole Project	ES Classrooms
March 9 <sup>th</sup> -10 <sup>th</sup>	7:30 p.m.	HS Musical	ES Stage
March 19 <sup>th</sup>	5:30 p.m.	Weld Re-4 Work Session with WCA Executive Board	District Building

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## Executive Board Reports

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### ***Sherry Bartmann, Member***

Mrs. Bartmann attended Coffee with Leadership held each month, the morning after the regular monthly board meeting, as well as the WCA Middle School Science Fair and the WCA High School Senior Capstone presentations. Mrs. Bartmann has also enjoyed attending middle and high school basketball games and the Longs Peak Science and Engineering Regional Science fair with the WCA middle school students.

The WCA School and Student Safety Committee met on February 12<sup>th</sup> and focused discussions on reviewing progress towards our annual committee priorities as well as school zone determination & marking per previous traffic studies and the lockout/lockdown drill this month at the high school. New proposals discussed this month included incorporation of a "buddy bench" and "no student dines alone" campaigns.

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### ***Carolyn Mader, Member***

Mrs. Mader attended the February Education Committee and the January 29<sup>th</sup> Executive Board Special Session. She also has been to various middle school basketball games and an Election Committee meeting.

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### ***Matthew Meuli, Member***

Matt Meuli attended the February Work Session.

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### ***Jenny Ojala, Member***

Mrs. Ojala attended the 100 Day celebration for Mrs. Speck's Tuesday/Thursday class on February 1. The kids were very excited to celebrate their 100<sup>th</sup> day of school. Mrs. Ojala also attended two School Accountability Committee meetings, where members reviewed results from the surveys and compiled lists of celebrations and challenges. Mrs. Ojala was able to attend the Senior ICAP Presentations, where each student's presentation reflected their different personalities and interests. Mrs. Ojala continued her work with kindergarten AR testing, assisting a group of kindergartners with selecting books and taking AR tests on the books they have read. Mrs. Ojala also attended the elementary school Honor Roll assembly.



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**Paige Adams, Secretary**

Mrs. Adams attended the VEX Robotics competition hosted by WCA, the January 29th Executive Board Special Session and the Senior Capstone presentations. Mrs. Adams also enjoyed attending the girls' basketball games and the Finance Committee meeting as a board liaison. The committee reviewed January 2018 financial statements and reviewed the first read of the proposed 2018-2019 budget.

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**Donna James, Vice President**

Ms. James attended several events in the last few weeks. She attended the middle school girls' basketball games and enjoyed watching our talented athletes play. She attended one of the Senior Capstone presentations as the Class of 2018 seniors presented their capstone projects. These projects were amazing in the quality and depth of the work as well as the diversity of approaches taken by the students. Dr. Kingsley's passion for her students was evident in this project as well as in conversations with her. Ms. James also attended the elementary honor roll assembly, two SAC meetings, the 5th grade Valentine's Day party, and the graduation committee meeting. She and her daughter also participated in the 8th grade fundraiser by helping to make 6,000 truffles and assembling the packaging for them. As one of the board liaisons for the SAC Committee, Mrs. James shared that the SAC analyzed the data from the parent and student surveys. Celebrations and recommendations have already been represented to the board. At the next SAC meeting, the committee will be analyzing the data from the two staff surveys.

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**Samual Penn, President**

Mr. Penn continues efforts towards the development of the Ad Hoc Election Committee. On February 1st, Mr. Penn attended the inaugural Senior Capstone presentations. He was also able to attend the elementary school honor roll assembly on February 2nd. Mr. Penn is continually working to prepare contract and evaluation information, Spring Benefit presentation details, and meetings with the Executive Director and Executive Board Vice President.

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**4.0 Items for Information****4.1 Executive Board Messages of Gratitude**

*Carolyn Mader:* Mrs. Mader would like to thank Diana Stanislav for all her efforts with the lottery process.

*Donna James:* Mrs. James and her daughter participated in the 8th grade fundraiser by helping to make 6,000 truffles and assembling the packaging for them. Mrs. Annie Hennen deserves huge accolades for organizing this fundraiser.

## **4.2 2017-2018 Annual Parent Survey Results**

The Executive Board reviewed the parent survey results. Through analysis, celebrations were highlighted, goals and action items were identified based on trends and patterns.

## **4.3 2017-2018 Annual Student Survey Results**

The Executive Board reviewed the student survey results. Through analysis, celebrations were highlighted, goals and action items were identified based on trends and patterns.

## **4.4 2018-2019 Elementary Innovation Specials**

Administration shared the changes that would occur in moving Technology to Innovation in the Specials rotation for the 2018-2019 school year.

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## **5.0 Items for Action**

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### **5.1 2018-2019 Salary Schedule, Second Read**

It is the recommendation to the Executive Board to approve the 2018-2019 salary schedule on 2<sup>nd</sup> read. A motion was made by Carolyn Mader to approve the 2018-2019 salary schedule on 2<sup>nd</sup> read. The motion was seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously.

### **5.2 2018-2019 Stipend Schedule, Second Read**

It is the recommendation to the Executive Board to approve the 2018-2019 stipend schedule on 2<sup>nd</sup> read. A motion was made by Donna James to approve the 2018-2019 stipend schedule on 2<sup>nd</sup> read. The motion was seconded by Paige Adams. Members voted the following: Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously.

### **5.3 2018 Executive Board Election Committee**

A motion was made to approve eight school parent members to the 2018 Executive Board Election Committee: Richard Werner, Amy Adams, Jennifer Bryant, Jennifer Whittington, Jackie Compton, Julie Whitehead, Austin Swafford, and Sam Porter. The motion was made by Donna James and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously.

### **5.4 Appointment of Executive Board Treasurer**

A motion was made by Donna James to table the appointment of the Executive Board Treasurer indefinitely. The motion was seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Mader, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously.

### **5.5 High School Fees Addendum**

It is the recommendation to the Executive Board to approve an addendum for the 2018-2019 high school student fees. Windsor Charter Academy Early College High School proposes a \$40 graduation fee for seniors. The fees would approximately cover:

- \$10 for graduating diploma and diploma cover
- \$20 for cords (estimating most students will get at least 2 cords and they are \$8 to \$10 each)
- \$7 for access to digital portfolio for their Senior Capstone project

The motion to approve recommended changes to the 2018-2019 high school student fees addendum was made by Matt Meuli and seconded by Donna James. Members voted the following: Bartmann, nay; Mader, nay; Meuli, aye; Ojala, nay; Adams, aye; James, aye; Sam Penn, nay. The motion did not pass.

### **5.6 Windsor Charter Academy Organizational Framework**

It is the recommendation to the Executive Board to approve changes to the Windsor Charter Academy organizational framework. The motion to approve recommended changes to the Windsor Charter Academy organizational framework for Technology Director to Director of Innovation, Facilities Manager to Director of Facilities Management and Fund Development Manager to Director of Community Relations was made by Donna James and seconded by Matt Meuli. Members voted the following: Bartmann, nay; Mader, nay; Meuli, aye; Ojala, nay; Adams, nay; James, aye; Penn, aye. The motion did not pass.

### **5.7 2018-2019 Elementary 5-Day Rotation Proposal Without Spanish**

Motion to table the 2018-2019 Elementary 5-Day Rotation Proposal Without Spanish until the March Regular Session was made by Carolyn Mader. The motion was seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Mader, aye; Meuli, nay; Ojala, nay; Adams, nay; James, nay; Penn, aye. The motion did not pass.

Motion to table the 2018-2019 Elementary 5-Day Rotation Proposal Without Spanish until a designated Special Session was made by Jenny Ojala. The motion was seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Mader, aye; Meuli, nay; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion carried.

### **5.8 2018-2019 School Budget, First Read**

It is the recommendation to the Executive Board to accept the 2018-2019 school year budget on 1<sup>st</sup> read. The motion to approve the recommended 2018-2019 school year budget on 1<sup>st</sup> read was made by Donna James and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously.

## **5.9 Return of Organization Exempt From Income Tax, Form 990**

It is the recommendation to the Executive Board to approve the 2017 Return of Organization Exempt from Income Tax, Form 990. The motion to approve the 2017 Return of Organization Exempt from Income Tax, Form 990 was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously.

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## **6.0 Consent Agenda**

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### **6.1 Personnel**

#### *Appointments*

- Maureen Byers: Food Service
- Heather Klein: Elementary Teacher

#### *Resignations*

- Lynne Ryder: Food Service
  - Crystal Speck: Elementary Teacher
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### **6.2 Financial Report**

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A motion was made by Donna James to approve the Consent Agenda to include the personnel and the financial report. The motion was seconded by Sherry Bartmann. The members voted the following: Bartmann, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously.

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## **7.0 Executive Session**

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A motion was made to go into an Executive Session was made by Donna James based on the following citation—"Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)." The motion was seconded by Jenny Ojala. The members voted the following: Bartmann, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously. The Executive Session began at 10:31 p.m.

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

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

The executive session began at 10:31 p.m. and ended at 11:08 p.m.

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## **8.0 Adjournment**

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A motion was made by Donna James to adjourn the February 22, 2018 Regular Session. The motion was seconded by Paige Adams. The members voted the following: Bartmann, aye; Meuli, aye; Ojala, aye; Adams, aye; James, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 11:10 p.m.



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## 2.0 2018-2019 School-Year Budget, Second Read

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## Financial Highlights 2.28.18 and Proposed 2018-2019 Budget Highlights

As of February 28, 2018 we are 8 months through the year, revenues and expenditures should be approximately 66.66% of budget.

We are on track for expected revenues and expenditures for this time of year.

- **Total GF Revenue is \$6,468,820 (66.7%)**
  - Revenue is in line with expected at this time of year
- **Total GF Expenses are \$5,531,767 (58.41%)**
  - Expenses are in line with expected at this time of year
- **"Surplus" to date of \$ 934,053**
- **Balance Sheet Notes**
  - GF Checking Account Balance: \$3,001,781
  - SF Checking Account Balance: \$74,863
- **Fundraising Detail:**
  - Revenue: \$72,496- 60.41% of budgeted ( \$120,000)
    - Walkathon, general donations, and Gala
  - Expenditures: \$36,816- 44% of budget (\$84,000)
  -

### Proposed 2018-2019 Budget Highlights

- **Budget at 97% of Actual Enrollment**

### Revenue Changes- increase of \$1,018,990

- Student/FTE increase of 165.5
- PPR increase to \$7,424.62
- Slight decrease in fees and Capital construction

### Expenditure Changes- increase of \$1,084,617

- Staff increase 12 FTE and raises- \$ 467,752
  - Elem teacher, lunch monitor, ELL position increase



- AIMS positions now in house
- 4 FTE for MSHS
- College academic advisor
- Instructional coach
- Paras MSHS
- Benefits increase \$118,193
- Facilities increase \$408,336
  - Lease payment increased due to debt service schedule
  - Repairs and Maintenance budget increased for additional needs
- Purchased Services decrease \$91,000
  - AIMS concurrent enrollment program savings
- Supplies increase \$ 140,549
  - Additional curriculum and testing needs
- Equipment increase of \$45,000
  - Tech allocation
  - Student security system- Raptor - removed

**Projected Surplus- \$156,436**

- Required Surplus to meet bond covenant debt service coverage of 1.10x is \$154,340

**See next page for additional Budget Scenario**





## **Proposed 2018-2019 Budget Highlights**

- **Budget at 95% of Actual Enrollment- per Board request**

### **Revenue Changes- increase of \$697,867**

- Student/FTE increase of 103.1
- PPR increase to \$7,424.62
- Slight decrease in fees and Capital construction
- Removed all fundraising revenue

### **Expenditure Changes- increase of \$758,973**

- \$71,000 of positions/para's removed
- \$30,000 of extra duty positions removed
- Professional development cut
- Student security system removed
- Advertising removed
- Dues/Fees reduced
- Organic Garden costs removed
- All classroom budgets removed
- Booster and Staff Culture budgets removed
- All fundraising expenditures and possible purchases removed

### **Projected Surplus- \$160,958**

- Required Surplus to meet bond covenant debt service coverage of 1.10x is \$154,340

# Windsor Charter Academy Budget

		2017-2018				2018-2019				2018-2019			
General Fund		Approved Budget	Amended Budget	100.00%		Proposed Budget	97.00%		Proposed Budget	95.00%			
PPR Base FTE		\$ 7,279.04		3.37%		\$ 7,424.62		2.00%		\$ 7,424.62		2.00%	
		1082.1		7.64%		1210.2		11.84%		1185.2		11.84%	
			% of Total Rev	Per student			% of Total Rev	Per student			% of Total Rev	Per student	
PPR		\$ 7,876,649	81.22%	\$ 7,279.04	\$ 8,985,068	83.84%	\$ 6.73	\$ 8,799,809	84.65%	\$ 0.01			
Mill Levy 2007		\$ 90,000	0.93%	\$ 83.17	\$ 90,000	0.84%	\$ 0.08	\$ 90,000	0.87%	\$ 0.00			
Mill Levy 2016		\$ 462,614	4.77%	\$ 427.52	\$ 462,000	4.31%	\$ 0.40	\$ 462,000	4.44%	\$ 0.00			
Rural Schools Funding		\$ 169,747	1.75%	\$ 156.87	\$ -	0.00%	\$ 0.14	\$ -	0.00%	\$ 0.00			
Kindergarten Tuition		\$ 207,000	2.13%	\$ 191.29	\$ 213,900	2.00%	\$ 0.18	\$ 213,900	2.06%	\$ 0.00			
Interest		\$ 200	0.00%	\$ 0.18	\$ 200	0.00%	\$ 0.00	\$ 200	0.00%	\$ 0.00			
Student Fees		\$ 76,407	0.79%	\$ 70.61	\$ 89,398	0.83%	\$ 0.07	\$ 89,398	0.86%	\$ 0.00			
Building Rental		\$ 32,000	0.33%	\$ 29.57	\$ 32,640	0.30%	\$ 0.03	\$ 32,640	0.31%	\$ 0.00			
Donations/Fundraising (Bingo, Gala, Walkathon)		\$ 120,000	1.24%	\$ 110.90	\$ 130,000	1.21%	\$ 0.10	\$ -	0.00%	\$ 0.00			
Other (lost books, fines, etc)		\$ 5,125	0.05%	\$ 4.74	\$ 5,253	0.05%	\$ 0.00	\$ 5,253	0.05%	\$ 0.00			
Capital Construction		\$ 274,983	2.84%	\$ 254.12	\$ 284,390	2.65%	\$ 0.23	\$ 278,527	2.68%	\$ 0.00			
Food Service Revenue		\$ 367,185	3.79%	\$ 339.33	\$ 399,150	3.72%	\$ 0.31	\$ 399,150	3.84%	\$ 0.00			
Daniels Fund Grant					\$ -	0.00%	\$ -	\$ -	0.00%	\$ -			
O&G revenue from Building Corp					\$ 10,000	0.09%	\$ -	\$ 10,000	0.10%	\$ -			
Title II Grant Revenue		\$ 4,900	0.05%	\$ 4.53	\$ 4,800	0.04%	\$ 0.00	\$ 4,800	0.05%	\$ 0.00			
READ Act Grant Revenue		\$ 11,000	0.11%	\$ 10.17	\$ 10,000	0.09%	\$ 0.01	\$ 10,000	0.10%	\$ 0.00			
CDE Expansion Grant Revenue		\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -			
Total Revenues		\$ 9,697,810	100.00%	\$ 8,962.03	\$ 10,716,800	100.00%	\$ 8.28	\$ 10,395,677	100.00%	\$ 0.01			
728222													
Reimbursement/Txfr from Building Corp		\$ -											
Total Revenues and Reserves		\$ 9,697,810			\$ 10,716,800			\$ 10,395,677					
Expenditures													
Salaries & Benefits			% of Total Rev	Per student		% of rev	Per student		% of rev	Per student			
Salaries		\$ 4,062,427	41.89%	\$ 3,754.21	\$ 4,524,833	42.22%	\$ 3.47	\$ 4,451,274	41.54%	\$ 0.00			
Food Service Salaries		\$ 126,000	1.30%	\$ 116.44	\$ 127,000	1.19%	\$ 0.11	\$ 127,000	1.19%	\$ 0.00			
Substitutes Salaries		\$ 67,000	0.69%	\$ 61.92	\$ 70,350	0.66%	\$ 0.06	\$ 70,350	0.66%	\$ 0.00			
Extra Duty/Stipends Salaries		\$ 49,800	0.51%	\$ 46.02	\$ 50,796	0.47%	\$ 0.04	\$ 20,796	0.19%	\$ 0.00			
Salaries Total		\$ 4,305,227	44.39%	\$ 3,978.59	\$ 4,772,979	44.54%	\$ 3.68	\$ 4,669,420	43.57%	\$ 0.00			
Food Svc Health Benefits, medicare, PERA		\$ 43,779	0.45%	\$ 40.46	\$ 47,000	0.44%	\$ 0.04	\$ 47,000	0.44%	\$ 0.00			
Benefits		\$ 785,000	8.09%	\$ 725.44	\$ 790,000	7.37%	\$ 0.67	\$ 790,000	7.37%	\$ 0.00			
Medicare		\$ 60,599	0.62%	\$ 56.00	\$ 69,208	0.65%	\$ 0.05	\$ 67,707	0.63%	\$ 0.00			
Sick Bank		\$ 14,250	0.15%	\$ 13.17	\$ 14,250	0.13%		\$ 14,250	0.13%				
PERA		\$ 834,502	8.61%	\$ 771.19	\$ 936,165	8.74%	\$ 0.71	\$ 915,298	8.54%	\$ 0.00			
Benefits Total		\$ 1,738,130	17.92%	\$ 9,563.43	\$ 1,856,623	17.32%	\$ 8.83	\$ 1,834,254	17.12%	\$ 0.01			
Purchased & Technical Services													
Prof Services-Background checks, fingerprints, interpreter		\$ 19,450	0.20%	\$ 17.97	\$ 20,034	0.19%	\$ 0.02	\$ 20,034	0.19%	\$ 0.00			
Accounting Software/Payroll		\$ 11,070	0.11%	\$ 10.23	\$ 11,347	0.11%	\$ 0.01	\$ 11,347	0.11%	\$ 0.00			
Audit/990 Prep		\$ 6,500	0.07%	\$ 6.01	\$ 6,630	0.06%	\$ 0.01	\$ 6,630	0.06%	\$ 0.00			
Legal		\$ 8,500	0.09%	\$ 7.86	\$ 8,585	0.08%	\$ 0.01	\$ 8,585	0.08%	\$ 0.00			
Total		\$ 45,520	0.47%	\$ 42.07	\$ 46,595	0.43%	\$ 0.04	\$ 46,596	0.43%	\$ 0.00			
Facilities & Property Services													
Natural Gas/Electricity		\$ 135,915	1.40%	\$ 125.60	\$ 139,313	1.30%	\$ 0.12	\$ 139,313	1.30%	\$ 0.00			
Water/Sewer		\$ 28,750	0.30%	\$ 26.57	\$ 29,325	0.27%	\$ 0.02	\$ 29,325	0.27%	\$ 0.00			
Trash		\$ 8,568	0.09%	\$ 7.92	\$ 8,739	0.08%	\$ 0.01	\$ 8,739	0.08%	\$ 0.00			
Repairs & Maintenance		\$ 113,000	1.17%	\$ 104.43	\$ 133,060	1.24%	\$ 0.10	\$ 133,060	1.24%	\$ 0.00			
Bldg Lease Payments		\$ 1,159,271	11.95%	\$ 1,071.32	\$ 1,543,403	14.40%	\$ 0.99	\$ 1,543,403	14.40%	\$ 0.00			
Storage unit lease		\$ 600	0.01%	\$ 0.55	\$ 600	0.01%	\$ 0.00	\$ 600	0.01%	\$ 0.00			
Total		\$ 1,446,104	14.91%	\$ 1,335.83	\$ 1,854,440	17.30%	\$ 1.23	\$ 1,854,440	17.30%	\$ 0.00			

General Fund		% of Total Rev Per student		2018-2019 Proposed Budget Per student		2018-2019 Proposed Budget Per student			
<b>Other Purchased Services</b>									
Printing/Binding	\$ 5,000	0.05%	\$ 4.62	\$ 5,250	0.05%	\$ 0.00	\$ 5,250	0.05%	\$ 0.00
Special Ed District Charge	\$ 506,764	5.23%	\$ 468.31	\$ 598,015	5.58%	\$ 0.43	\$ 585,685	5.47%	\$ 0.00
AIMS Fees	\$ 131,892	1.36%	\$ 121.89	\$ 10,000	0.09%	\$ 0.11	\$ 10,000	0.09%	\$ 0.00
Professional Development/ Avid	\$ 40,000	0.41%	\$ 36.97	\$ 31,000	0.29%	\$ 0.03	\$ 10,000	0.09%	\$ 0.00
Board PD	\$ 7,000	0.07%	\$ 6.47	\$ 7,000		\$ 0.01	\$ -		\$ 0.00
Title II Grant Expenses (Prof Dev)	\$ 4,900	0.05%	\$ 4.53	\$ 4,800	0.04%	\$ 0.00	\$ 4,800	0.04%	\$ 0.00
District Admin Charges	\$ 157,533	1.62%	\$ 145.58	\$ 179,701	1.68%	\$ 0.13	\$ 175,996	1.64%	\$ 0.00
Infinite Campus	\$ 15,000	0.15%	\$ 13.86	\$ 13,516	0.13%	\$ 0.01	\$ 13,516	0.13%	\$ 0.00
Property/Liability Insurance	\$ 74,773	0.77%	\$ 69.10	\$ 80,007	0.75%	\$ 0.06	\$ 80,007	0.75%	\$ 0.00
SUTA	\$ 12,916	0.13%	\$ 11.94	\$ 13,727	0.13%	\$ 0.01	\$ 13,416	0.13%	\$ 0.00
Worker's Comp Insurance	\$ 34,979	0.36%	\$ 32.32	\$ 36,728	0.34%	\$ 0.03	\$ 36,728	0.34%	\$ 0.00
( Tech) Copier Lease	\$ 54,665	0.56%	\$ 50.52	\$ 65,598	0.61%	\$ 0.05	\$ 65,598	0.61%	\$ 0.00
Tech Leases	\$ 102,826	1.06%	\$ 95.02	\$ -	0.00%	\$ 0.09	\$ -	0.00%	\$ 0.00
Tech Support	\$ 1,200	0.01%	\$ 1.11	\$ 1,200	0.01%	\$ 0.00	\$ 1,200	0.01%	\$ 0.00
Tech Repair/Maintenance	\$ 31,100	0.32%	\$ 28.74	\$ 32,655	0.30%	\$ 0.03	\$ 32,655	0.30%	\$ 0.00
Tech Software/Licensing	\$ 30,786	0.32%	\$ 28.45	\$ 32,325	0.30%	\$ 0.03	\$ 32,325	0.30%	\$ 0.00
Tech Media Center	\$ 7,300	0.08%	\$ 6.75	\$ 7,446	0.07%	\$ 0.01	\$ 7,446	0.07%	\$ 0.00
Daniels Fund Grant- Equipment									
Tech Prof Dev	\$ 5,078	0.05%	\$ 4.69			\$ 0.00			\$ 0.00
TECH Fire/Intercom/Security Maint	\$ 16,000	0.16%	\$ 14.79	\$ 16,320	0.15%	\$ 0.01	\$ 16,320	0.15%	\$ 0.00
Tech Internet/Phone/Comm	\$ 73,173	0.75%	\$ 67.62	\$ 75,002	0.70%	\$ 0.06	\$ 75,002	0.70%	\$ 0.00
Student Security System	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Advertising	\$ 15,512	0.16%	\$ 14.34	\$ 15,822	0.15%	\$ 0.01	\$ -	0.00%	\$ 0.00
<b>Total</b>	<b>\$ 1,328,395</b>	<b>13.70%</b>	<b>\$ 1,227.61</b>	<b>\$ 1,226,112</b>	<b>11.44%</b>	<b>\$ 1.13</b>	<b>\$ 1,165,944</b>	<b>10.88%</b>	<b>\$ 0.00</b>
<b>Educational Supplies &amp; Materials</b>									
Curriculum/ Online License renewals	\$ 98,650	1.02%	\$ 91.17	\$ 197,924	1.85%	\$ 0.08	\$ 197,924	1.85%	\$ 0.00
General/Office Supplies	\$ 29,400	0.30%	\$ 27.17	\$ 29,988	0.28%	\$ 0.03	\$ 29,988	0.28%	\$ 0.00
Paper	\$ 5,000	0.05%	\$ 4.62	\$ 6,000	0.06%	\$ 0.00	\$ 6,000	0.06%	\$ 0.00
Student Supplies/planners									
Sunshine Supplies	\$ 600	0.01%	\$ 0.55	\$ 600	0.01%	\$ 0.00	\$ 600	0.01%	\$ 0.00
Assessments/Testing- (AR, Renaissance, AIMS web	\$ 22,356	0.23%	\$ 20.66	\$ 26,708	0.25%	\$ 0.02	\$ 26,708	0.25%	\$ 0.00
Dues & Fees(CO League, survey monkey	\$ 15,000	0.15%	\$ 13.86	\$ 15,750	0.15%	\$ 0.01	\$ 8,750	0.08%	\$ 0.00
Athletic/CoCurricular Exp	\$ 5,000	0.05%	\$ 4.62	\$ 5,500	0.05%	\$ 0.00	\$ 5,500	0.05%	\$ 0.00
Organic Garden Supplies	\$ 3,500	0.04%	\$ 3.23	\$ 3,500	0.03%	\$ 0.00		0.00%	\$ 0.00
Health Supplies	\$ 4,500	0.05%	\$ 4.16	\$ 4,635	0.04%	\$ 0.00	\$ 4,635	0.04%	\$ 0.00
Teacher Classroom Budgets	\$ 16,000	0.16%	\$ 14.79	\$ 15,000	0.14%	\$ 0.01	\$ -	0.00%	\$ 0.00
School Event Budgets		0.00%	\$ -	\$ 8,000	0.07%	\$ -	\$ 8,000	0.07%	\$ -
Food Service Expenses	\$ 185,200	1.91%	\$ 171.15	\$ 225,150	2.10%	\$ 0.16	\$ 225,150	2.10%	\$ 0.00
Facility Supplies	\$ 35,000	0.36%	\$ 32.34	\$ 36,000	0.34%	\$ 0.03	\$ 36,000	0.34%	\$ 0.00
Booster Groups	\$ 12,850	0.13%	\$ 11.88	\$ 12,850	0.12%	\$ 0.01	\$ -	0.00%	\$ 0.00
Exec Dir/Staff Culture	\$ 15,000	0.15%	\$ 13.86	\$ 13,000	0.12%	\$ 0.01	\$ -	0.00%	\$ 0.00
<b>Total Supplies</b>	<b>\$ 448,056</b>	<b>4.62%</b>	<b>\$ 414.06</b>	<b>\$ 600,605</b>	<b>5.60%</b>	<b>\$ 0.38</b>	<b>\$ 549,255</b>	<b>5.13%</b>	<b>\$ 0.00</b>

General Fund	2017-18 (add 12th)	% of Total Rev	Per student		Per student		Per student
<b>Expansion/Equipment</b>							
Tech Equipment	\$ 47,315	0.49%	\$ 43.73	\$ 90,000	0.84%	\$ 0.04	\$ 90,000 0.84% \$ 0.00
Facilities Equipment	\$ 5,000	0.05%	\$ 4.62	\$ 7,500	0.07%	\$ 0.00	\$ 7,500 0.07% \$ 0.00
Playground Equipment/ Furniture	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
2014-2015 Expansion Carryforward	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
MSHS expansion costs- 2017	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
<b>Total Property/Equipment</b>	<b>\$ 52,315</b>	<b>0.54%</b>	<b>\$ 48.35</b>	<b>\$ 97,500</b>	<b>0.91%</b>	<b>\$ 0.04</b>	<b>\$ 97,500 0.91% \$ 0.00</b>
				\$ -			\$ -
<b>General Fund</b>	<b>2017-18 (add 12th)</b>			<b>2018-19</b>		<b>2018-19</b>	
<i>Other</i>							
Dues & Fees	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
Bank Fees	\$ 10,000	0.10%	\$ 9.24	\$ 10,100	0.09%	\$ 0.01	\$ 10,100 0.09% \$ 0.00
Auto Expenses	\$ 7,000	0.07%	\$ 6.47	\$ 7,210	0.07%	\$ 0.01	\$ 7,210 0.07% \$ 0.00
Fundraising expenses(bingo, gala, walkathon)	\$ 84,000	0.87%	\$ 77.63	\$ 88,200	0.82%	\$ 0.07	\$ - 0.00% \$ 0.00
Future Facility Planning Costs	\$ 11,000	0.11%	\$ 10.17	\$ -			\$ -
CDE Proj 1-	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
CDE Proj 2-	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
CDE Proj 3-	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
CDE Proj 4-	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ - 0.00% \$ -
<b>Total</b>	<b>\$ 112,000</b>	<b>1.15%</b>	<b>\$ 103.50</b>	<b>\$ 105,510</b>	<b>0.98%</b>	<b>\$ 0.09</b>	<b>\$ 17,310 0.16% \$ 0.00</b>
<b>Total Expenditures</b>	<b>\$ 9,475,747</b>	<b>97.71%</b>	<b>\$ 12,734.84</b>	<b>\$ 10,560,364</b>	<b>98.54%</b>	<b>\$ 11.75</b>	<b>\$ 10,234,720 95.50% \$ 0.01</b>
<b>Net Surplus/Deficit</b>	<b>\$ 222,063</b>			<b>\$ 156,436</b>			<b>\$ 160,958</b>
<b>Required Surplus for DS Coverage</b>	<b>\$ 115,927</b>			<b>\$ 154,340</b>			<b>\$ 154,340</b>
<i>General Fund Balance- Beginning</i>	<i>\$ 2,030,553</i>			<i>\$ 2,252,616</i>			<i>\$ 2,252,616</i>
<i>Appropriation</i>	<i>\$ -</i>			<i>\$ -</i>			<i>\$ -</i>
<i>Net Surplus/Deficit</i>	<i>\$ 222,063</i>			<i>\$ 156,436</i>			<i>\$ 160,958</i>
<b>Fund Balance- Ending</b>	<b>\$ 2,252,616</b>			<b>\$ 2,409,052</b>			<b>\$ 2,413,574</b>
## <b>Ending Fund Balance Detail</b>							
<i>Unrestricted Fund Balance</i>	<i>\$ 2,003,122</i>			<i>\$ 2,138,543</i>			<i>\$ 2,152,834</i>
<i>TABOR Reserves</i>	<i>\$ 249,494</i>			<i>\$ 270,509</i>			<i>\$ 260,739</i>
<b>Total Projected Ending FB</b>	<b>\$ 2,252,616</b>			<b>\$ 2,409,052</b>			<b>\$ 2,413,574</b>
<b>Total Revenues</b>	<b>\$ 9,697,810</b>			<b>\$ 10,716,800</b>			<b>\$ 10,395,677</b>
<b>Total Expenditures less DS and one time</b>	<b>\$ 8,316,476</b>			<b>\$ 9,016,961</b>			<b>\$ 8,691,317</b>
Net avail for Debt Service	\$ 1,381,334			\$ 1,699,839			\$ 1,704,361
Projected Debt Service	\$ 1,159,271			\$ 1,543,403			\$ 1,543,403
Net Surplus	\$ 222,063			\$ 156,436			\$ 160,958

Bond Covenant Requirement to maintain 1.10 X debt service	\$ 1,275,198	\$ 1,697,743	\$ 1,697,743
<b>Actual Ratio</b>	<b>119.16%</b>	<b>110.14%</b>	<b>110.43%</b>
Actual Surplus plus Debt Svc	\$ 1,381,334	\$ 1,699,839	\$ 1,704,361
Diff Over/(under)	\$106,136	\$2,096	\$6,617
Required Surplus to maintain DS coverage	\$ 115,927	\$ 154,340	\$ 154,340
Daily operating expenses less capital outlay and debt service	\$ 22,784.86	\$ 24,704.00	\$ 23,811.83
<b>Days cash on hand incl TABOR restr.</b>	<b>98.86</b>	<b>97.52</b>	<b>101.36</b>



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### 3.0 Policy EE Transportation, First Read

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## TRANSPORTATION

~~The District shall furnish transportation to all resident elementary students who live beyond a one-mile radius from their assigned school, to all resident middle school students who live beyond a one and one-half mile radius from their assigned school, and to all resident high school students who live beyond a two-mile radius of their assigned school.~~

**Unless otherwise required by law, Windsor Windsor Charter Academy does not provide transportation to its schools for enrolled students.**

~~Transportation of students selecting schools of choice according to Board of Education policy shall not be provided transportation to a school outside of their attendance area unless such students are attending a school other than their assigned school pursuant to the No Child Left Behind Act (NCLB) choice option.~~

~~Children of district employees shall have access to district transportation following all district transportation policies and procedures. This provision will only apply to established bus routes and bus stops and is subject to space availability with no additional costs incurred by the District.~~

~~Additionally, tThe Director of Transportation~~**Director of Facilities Management**, in consultation with the ~~Superintendent~~**Executive Director**, may establish bus stops in the best interests of student safety. Pick up points are to be determined by the administration where most convenient and necessary**will ensure that management of the school transportation vehicles and equipment address the following:-**

- ~~1. Transportation will be furnished at district expense in district owned buses.~~
- ~~2. The purpose of replacement or additional buses shall be made by the Board of Education and Superintendent on the basis of competitive bids whenever they deem it necessary.~~
- ~~3. Extra buses shall be owned for auxiliary and emergency use.~~
- ~~4.1. The construction and equipment of the chassis and body shall conform to state and national regulations.~~
- ~~5.2. Property and liability insurance shall be secured for the buses and transportation equipment.~~

- ~~6.3.~~ District **Windsor Charter Academy** vehicles may be used by properly chaperoned athletic, music and other school groups, and on field trips ~~when these trips do not interfere with the regular transportation schedules.~~
- ~~7.4.~~ The use of school transportation vehicles or equipment for groups not associated with a school activity is not permitted. ~~except upon special permission from the Superintendent of Schools and consistent with state and federal statutes, rules, and regulations.~~
- ~~8.5.~~ Drivers shall have the authority over the conduct of students while being transported by **Windsor Charter Academy** ~~Weld RE-4~~. In the case of student failure to cooperate with the driver, the immediate supervisor and parent shall be notified. If misconduct continues, the student may receive consequences in accordance with the transportation point infraction system. Transportation services are considered an extension of the school and ~~due process procedures~~ for student discipline will be consistent with ~~Weld RE-4~~ **Windsor Charter Academy** board policies and procedures.

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Reviewed and Revised by Windsor Charter Academy Executive Board  
April 2018

Weld Re4 District Board  
Revised 1982  
August 2003  
March 2014  
July 2016  
March 2018



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**4.0    Policy JFABD-R Homeless Students, First Read**

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## HOMELESS STUDENTS

It is the Executive Board's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. Windsor Charter Academy shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, including transportation services, education services, career and technical education programs, gifted education programs, and school nutrition programs.

Homeless students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

Windsor Charter Academy shall coordinate with its authorizer and with local social services agencies and other agencies or programs providing services to homeless students as needed.

The Executive Director shall designate at least one staff member in each school to serve as the homeless student liaison and fulfill the duties set forth in state and federal law.

Decisions on enrollment for homeless students shall be made in accordance to current law.

### **Homeless Student Liaison**

The liaison appointed by the Executive Director shall work to identify homeless children and facilitate each homeless child's access to and success in school. On or before the pupil enrollment count day, the liaison shall report the number of homeless students enrolled at Windsor Charter Academy to its authorizer, who then reports the data to the Colorado Department of Education.

# Policy JFABD

~~The primary functions of the liaison shall be to mediate disputes concerning school enrollment, assist in requesting the student's records, provide information and give referrals on services and opportunities, and assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions.~~

## **Enrollment**

~~Enrollment shall be immediate even if the student lacks records routinely required prior to enrollment. Windsor Charter Academy shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible Windsor Charter Academy shall seek immunization through no- or low-cost health care providers. If an expense is incurred, Windsor Charter Academy shall seek reimbursement through Medicaid if possible.~~

## **Tuition**

~~Students defined in state and federal law as homeless children shall be admitted without payment of tuition.~~

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Reviewed and Revised by Windsor Charter Academy Executive Board  
September 2017

Weld Re4 District Board  
Adopted: August 2017

## LEGAL REFS.:

42 U.S.C. §11431 et seq. (McKinney-Vento Homeless Assistance Act - Education for Homeless Children and Youth)

C.R.S. [22-1-102.5](#)

C.R.S. [22-32-109](#) **(1)(dd)**

C.R.S. [22-33-103.5](#)

C.R.S. [26-5.7-101](#) **et seq**



**5.0 Policy JFABD-R Homeless Students Regulation, First Read**



## HOMELESS STUDENTS Regulation

Windsor Charter Academy works in conjunction with the School District, Weld RE-4, to meet the needs of homeless students. Please contact Windsor Charter Academy's Homeless Liaison or the School District's Local Liaison for more information on any policy below or for any questions you may have. \_\_\_\_\_

### School District Local Liaison [JJ1]

The **School Districts** local liaison(s) shall work to identify homeless children and youth and facilitate each homeless student's access to and success in school.

The primary functions of the local liaison shall be to mediate disputes concerning school enrollment, assist in making transportation arrangements, assist in requesting the student's records, provide information and give referrals on services and opportunities, and assist any unaccompanied youth with enrollment, credit accrual and college readiness decisions.

### Enrollment and School Stability

Enrollment shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines. The district shall make arrangements to obtain any necessary records and to help facilitate the student to receive any necessary immunizations.

If a homeless student becomes permanently housed outside the district ~~during~~ **during the** school year, the student shall no longer be considered homeless and may only continue enrollment in the district for the remainder of the school year.

### FeesTuition

**Any school fees or program costs will be waived for** students defined in state and federal law as a homeless child or youth. **Please contact the** ~~shall be admitted without payment of tuition.~~ [JJ2]

### Enrollment Determinations

In making enrollment determinations, the local liaison shall consider relevant factors, including but not limited to:

- The best interest of the homeless student
- To the extent feasible, keeping the homeless student in the school of origin
- The wishes of the student and of the student's parent or guardian

# Policy JFABD-R

- Which school can best meet the student's educational and other needs
- The student's transportation needs related to the school's options

## **Dispute Resolution**

When a dispute arises over eligibility, school selection or enrollment, the district shall provide a written explanation of the district's decision and of the right to appeal, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. The homeless student shall be immediately enrolled in the school in which the parent/guardian or unaccompanied youth seeks to enroll, pending resolution of the dispute.

The local liaison shall attempt to resolve the dispute as expeditiously as possible. If the local liaison is unable to resolve it, the district shall follow the Colorado Department of Education's McKinney-Vento homeless education dispute resolution procedure.

## **Transportation**

Subsequent to a determination that the student shall attend a school in the district, a request for transportation may be made by the unaccompanied youth, or by the student's parent/guardian.

If the student is located in the district and attending the attendance area school, the district shall provide or arrange for the student's transportation to and from school in accordance with district transportation policies. If the student is located outside of district boundaries but a determination has been made that the student shall remain in the school of origin within the district, the district and the district where the student is located shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

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Adopted by Windsor Charter Academy Executive Board  
~~NO DATE~~ **April 2018**

Weld Re-4 District Board  
March 2017



**6.0 Policy IKF Graduation Requirements, First Read**



## Graduation Requirements

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

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

All students must complete the necessary credit requirements outlined in the graduation requirements below to participate in the graduation ceremony. Credits shall be granted for grades of D and above. The exception to this requirement shall be "social graduations" for certain students with disabilities. Foreign exchange students are not eligible for an authorized diploma from Windsor Charter Academy.

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

- Math—3 credits
- English—4 credits
- History/Social Sciences—3.5 credits
- Science—3.0 credits
- Physical Education/Health—0.5 credits
- ICAP—2.0 credits
- Electives—10 credits

# Policy IKF

All students in Colorado must meet additional minimum requirements in order to graduate from high school and demonstrate college and career readiness. In order to graduate, students must obtain one passing score in English and one passing score in math from one of the options below.

English*	Math*
<del>430</del> <b>470</b> in Evidence-Based Reading and Writing on SAT	<del>460</del> <b>500</b> in Math on SAT
18 on ACT English	19 on ACT Math
62 on Reading Comprehension in Accuplacer	61 on Elementary Algebra in Accuplacer
C or higher in Concurrent Enrollment Course at the ENG 122 Level or Above	C or higher in College Algebra
2 on AP Language and Composition or Literature and Composition	2 on AP Statistics
Bronze level in Reading for Information <b>or Locating Information (3 or above)</b> on ACT Work Keys	Bronze level in Applied Mathematics <b>(3 or above)</b> on ACT Work Keys
31 in Verbal Skills Domain on ASVAB	31 in Math Skill Domain on ASVAB

\*Other options may be **come** available to students based on changes in availability or legislation.

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

## College Readiness Benchmarks on SAT

- 480 in Evidence-Based Reading and Writing
- 530 in Math

## College Readiness Benchmarks on ACT

- 18 in English
- 22 in Math

## College Readiness Cut Scores for Accuplacer

- **80 in Reading Comprehension**



- **95 in Sentence Skills**
- **85 in Elementary Algebra**

For students eligible for special education and who have an active Individualized Education Plan (IEP), the IEP may be used to outline and provide for appropriate course substitutions to supplant or replace current graduation requirements with alternate course options. These course alternatives must directly align with the student's IEP and documented postsecondary goals and must be approved by both the school principal and the Executive Director. Students whose IEP may supplant required graduation requirements may still earn a diploma if they are able to demonstrate minimum competency measures by meeting one or more of the assessment thresholds listed above. Students requiring curricular modifications may earn a diploma if able to demonstrate minimum proficiencies outlined by this policy and/or the Colorado Department of Education.

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

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

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

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

Special education students participating in a social graduation shall receive a certificate of transition at the commencement ceremony in lieu of a diploma or certificate of completion. Once a student is no longer eligible to receive special education services (e.g., the student has reached the age of twenty-one), the student shall be issued either a diploma if the district diploma requirements as

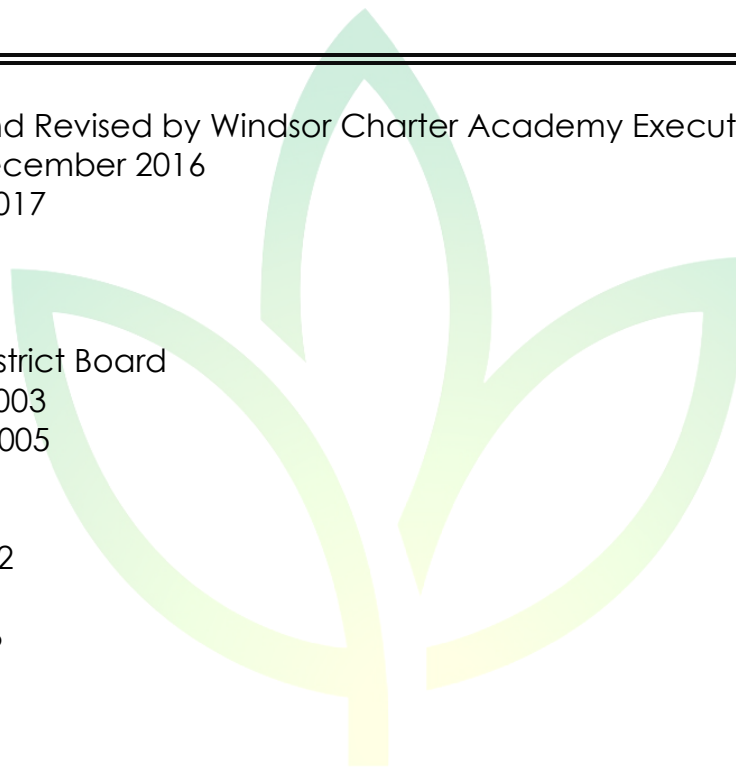
outlined above have been met or a certificate of completion if the district diploma requirements have not been met.

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

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Reviewed and Revised by Windsor Charter Academy Executive Board  
Adopted: December 2016  
December 2017  
April 2018

Weld Re-4 District Board  
December 2003  
September 2005  
May 2010  
January 2011  
February 2012  
April 2013  
January 2016





# 7.0 Financials

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**Committee**

Dean Moyer, Chair-absent	Sara Bakula, Member
Paige Adams, Board Secretary	Brian Mader, Member-absent
SarahGennie Colazio, Finance Director	Linda Debo, Member
Rebecca Teeples, Exec. Director-absent	Lauren Miller, Business Manager

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**Minutes 3.20.18**

**Meeting Called to order at 4:00pm**

1. Review February 2018 Financial Statements (20 min)
  - a. Review Balance Sheet and Statement of Revenues & Expenditures, Student Fund Rev & Exp
  - b. Review check/debit register
    - i. **Motion to approve February financials by Sara, second by Linda, motion passes unanimously**
2. Review Second Read of Proposed 18-19 Budget
  - a. 97% Budget
    - i. **Motion to approve the 97% 18-19 budget for board approval by Linda, second by Sara, motion passes unanimously**
  - b. 95% Budget- discussion
3. Discussion of moving meeting time back into lunch hour- yes
4. Discussed investor visit on 3/20/18- Scott Hanley with Equus Investments- one of our main 2016 bondholders, Scott was interested in our enrollment, SAT scores, school performance, and inquired about future expansion plans. He stated very clearly that Equus would not be in support of WCA taking on more debt to build a non-revenue generating building (gym/auditorium).
5. Review upcoming months agenda's
  - a. July meeting canceled each year
6. Next Meeting – Thursday April 19th, 2:00pm
  - a. **Meeting adjourned at 5:23pm**

# Rev and Exp as of 2.28.18

Printed: 3/19/2018 10:04 AM  
Windsor Charter Academy

Page 1 of 3  
Expense on & PO Date Range: 7/1/2017 to 2/28/2018

## Charter School 11

Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description			Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget
1300	Tuition		155,100.00	207,000.00	51,900.00	74.93
1500	Earnings on Investments		0.00	200.00	200.00	0.00
1600	Food Services		224,607.46	367,185.00	142,577.54	61.17
1700	Pupil Activities		76,293.00	76,407.03	114.03	99.85
1900	Other Revenue from Local Sources		98,911.18	157,125.00	58,213.82	62.95
3000	Revenue from State Sources		174,625.78	274,983.00	100,357.22	63.50
3900	Other Revenue From State Sources		12,210.00	15,900.00	3,690.00	76.79
5600	Direct Allocations		5,727,072.34	8,599,010.00	2,871,937.66	66.60
I	Revenue		6,468,819.76	9,697,810.03	3,228,990.27	66.70
0100	Salaries		2,576,258.52	4,305,227.00	1,728,968.48	59.84
0200	Employee Benefits		946,184.67	1,728,129.00	781,944.33	54.75
0300	Purchased Professional and Technical Services		31,015.59	45,520.00	14,504.41	68.14
0400	Purchased Property Services		738,609.70	1,446,105.00	707,495.30	51.08
0500	Other Purchased Services		861,568.93	1,333,466.00	471,897.07	64.61
0600	Supplies		290,811.80	452,984.08	162,172.28	64.20
0700	Property		8,315.98	52,316.00	44,000.02	15.90
0800	Other Objects		82,001.76	112,000.00	29,998.24	73.22
X	Expense		5,534,766.95	9,475,747.08	3,940,980.13	58.41
11	Charter School		(934,052.81)	(222,062.95)	711,989.86	420.63

\* Account Type

\* Account Type

Fund

# Rev and Exp as of 2.28.18

Printed: 3/19/2018 10:04 AM  
Windsor Charter Academy

Page 2 of 3  
Expense on & PO Date Range: 7/1/2017 to 2/28/2018

## Pupil Activity Fund 23

Account Type		Revenue			
Source of Revenue/Objec		1700		Pupil Activities	
Description		Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget
1700	Pupil Activities	0.00	50,000.00	50,000.00	0.00
1900	Other Revenue from Local Sources	165,332.56	0.00	(165,332.56)	0.00
I	Revenue	165,332.56	50,000.00	(115,332.56)	330.67
0600	Supplies	71,401.97	220,250.00	148,848.03	32.42
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00
X	Expense	71,401.97	300,250.00	228,848.03	23.78
23	Pupil Activity Fund	(93,930.59)	250,250.00	344,180.59	-37.53

\* Account Type

\* Account Type

Fund

# Rev and Exp as of 2.28.18

Printed: 3/19/2018 10:04 AM  
Windsor Charter Academy

Page 3 of 3  
Expense on & PO Date Range: 7/1/2017 to 2/28/2018

## Building Corporation 61

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

Description	Y.T.D. Activity	Amended Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	19,251.90	15,000.00	(4,251.90)	128.35	
1900 Other Revenue from Local Sources	552,275.24	1,159,271.00	606,995.76	47.64	
2000 Revenue from Intermediate Sources	7,890.60	39,000.00	31,109.40	20.23	
I Revenue	579,417.74	1,213,271.00	633,853.26	47.76	* Account Type
0700 Property	0.00	200,000.00	200,000.00	0.00	
0800 Other Objects	1,091,353.41	859,436.00	(231,917.41)	126.98	
X Expense	1,091,353.41	1,059,436.00	(31,917.41)	103.01	* Account Type
61 Building Corporation	511,935.67	(153,835.00)	(665,770.67)	-332.78	Fund
Report Total:	516,047.73	125,647.95	(390,399.78)	410.71	

# 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
<b>Current Assets</b>					
Bingo Checking Acct		650.11	0.00	650.11	11-950-00-0000-8101-000-0000
General Fund Checking		3,001,781.41	68,499.83	3,070,281.24	11-950-00-0000-8102-000-0000
MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
Elem Petty Cash		0.00	0.00	0.00	11-950-00-0000-8103-000-0000
PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
CDE Grants Receivable		0.61	0.00	0.61	11-950-00-0000-8141-000-0000
Bond/Expansion Reimb Receivable		(5,342.55)	0.00	(5,342.55)	11-950-00-0000-8153-000-0000
Accounts Receivable GF		4,050.00	0.00	4,050.00	11-950-00-0000-8153-000-0000
Prepaid Expenses		11,967.36	0.00	11,967.36	11-950-00-0000-8181-000-0000
Prepaid Insurance		510.00	0.00	510.00	11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
<b>8100 Current Assets</b>		<b>3,014,068.50</b>	<b>68,499.83</b>	<b>3,082,568.33</b>	* Account Class
<b>Liabilities</b>					
17-18 Kinder Tuition Deposits		(20,700.00)	0.00	(20,700.00)	11-901-00-0000-7481-000-0000
18-19 Kinder Tuition Deposits		(7,440.00)	(6,820.00)	(14,260.00)	11-901-00-0000-7481-000-0000-9393
Accounts Payable		(97,722.33)	18,833.19	(78,889.14)	11-950-00-0000-7421-000-0000
Accrued Salaries		0.10	0.00	0.10	11-950-00-0000-7461-000-0000
GARNISHMENT		(2,330.16)	(500.00)	(2,830.16)	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		0.00	97,045.09	97,045.09	11-950-01-0000-7471-000-0000
PERA & Life Liab		(456.00)	(97,045.10)	(97,501.10)	11-950-04-0000-7471-000-0000
Health/Dental/Vision Liab		(1,197.36)	0.00	(1,197.36)	11-950-05-0000-7471-000-0000
401K/457 Liab		1,169.94	0.00	1,169.94	11-950-06-0000-7471-000-0000
<b>7400 Liabilities</b>		<b>(129,475.81)</b>	<b>11,513.18</b>	<b>(117,962.63)</b>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>					
Tabor Reserve		(218,590.00)	0.00	(218,590.00)	11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(1,799,704.73)	0.00	(1,799,704.73)	11-950-00-0000-6770-000-0000
Non Spendable FB- Prepays		(12,258.16)	0.00	(12,258.16)	11-950-00-0000-6770-000-0000
Gen Fund Net Income/Loss		(854,039.80)	(80,013.01)	(934,052.81)	11-950-00-0000-6775-000-0000
<b>6100 Reserved Co Dept of Ed use only.</b>		<b>(2,884,592.69)</b>	<b>(80,013.01)</b>	<b>(2,964,605.70)</b>	* Account Class
<b>11 Charter School</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Fund



# Balance Sheet

Printed: 3/6/2018 4:46 PM  
Windsor Charter Academy

Page 2 of 3  
Report as of: 2/28/2018

## Pupil Activity Fund 23

Account Class	8100	Current Assets				
		Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
		Activity Account Checking	74,863.23	5,786.31	80,649.54	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>74,863.23</u>	<u>5,786.31</u>	<u>80,649.54</u>	* Account Class
<b>Liabilities</b>						
		Bus Liab Due to GF	(1,225.00)	(570.00)	(1,795.00)	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(7,471.21)	2,263.25	(5,207.96)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(8,696.21)</u>	<u>1,693.25</u>	<u>(7,002.96)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	11,430.87	0.00	11,430.87	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(86,451.03)	(7,479.56)	(93,930.59)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(66,167.02)</u>	<u>(7,479.56)</u>	<u>(73,646.58)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 3/6/2018 4:46 PM  
Windsor Charter Academy

## Building Corporation 61

Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Def Loss on Refunding-2016		319,875.09	0.00	319,875.09	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016		394,413.06	58,028.78	452,441.84	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016		1,232,960.77	1,243.99	1,234,204.76	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016		9,086.04	663.16	9,749.20	61-950-65-0000-8105-000-0000
	Bldg Corp Interest Fund-2017		186,395.38	163.63	186,559.01	61-950-65-0000-8105-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>2,142,730.34</u>	<u>60,099.56</u>	<u>2,202,829.90</u>	* Account Class
<b>Fixed Assets</b>						
	Bldg Corp Land-Elem		692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS		1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017		92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM		9,422,223.94	0.00	9,422,223.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS		14,621,016.93	0.00	14,621,016.93	61-950-00-0000-8231-000-0000
	Construction in Progress		1,956,198.98	0.00	1,956,198.98	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM		(1,493,265.71)	0.00	(1,493,265.71)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>		<u>26,350,625.14</u>	<u>0.00</u>	<u>26,350,625.14</u>	* Account Class
<b>Liabilities</b>						
	Bldg Corp Accounts Payable		(1,950,978.88)	0.00	(1,950,978.88)	61-950-00-0000-7421-000-0000
	Bldg Corp Premium on Bonds		(225,992.15)	0.00	(225,992.15)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable		(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017		(4,133,706.83)	0.00	(4,133,706.83)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest		(329,242.00)	0.00	(329,242.00)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(30,651,213.03)</u>	<u>0.00</u>	<u>(30,651,213.03)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Bldg Corp Unreserved Fund Bal		1,585,822.32	0.00	1,585,822.32	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		572,035.23	(60,099.56)	511,935.67	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>2,157,857.55</u>	<u>(60,099.56)</u>	<u>2,097,757.99</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

# A/P Check Register

Printed: 3/6/2018 4:48 PM  
Windsor Charter Academy  
Check Date: 2/1/2018 to 2/28/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21009	Brooms N More Inc	1	02/02/2018	5199	479.06	0.00	479.06
21087	Colorado Department of Revenue	1	02/02/2018	5200	301.00	0.00	301.00
21457	Colorado Educational and Cultural	31	02/02/2018	5201	2,111.00	0.00	2,111.00
21015	Comcast Cable	1	02/02/2018	5202	488.41	0.00	488.41
21140	EON Office	29	02/02/2018	5203	264.53	0.00	264.53
21254	Gallegos Sanitation Inc	1	02/02/2018	5204	218.87	0.00	218.87
21119	Garretsons Sport Center	1	02/02/2018	5205	450.00	0.00	450.00
21092	Lincoln National Life Insurance	1	02/02/2018	5206	421.11	0.00	421.11
217941	Logisoft Computer Products LLC	1	02/02/2018	5207	2,412.00	0.00	2,412.00
217599	Machol & Johannes, LLC	1	02/02/2018	5208	445.19	0.00	445.19
21498	Purchase Power Pitney Bowes	29	02/02/2018	5209	217.59	0.00	217.59
21093	Security Benefit	1	02/02/2018	5210	1,605.03	0.00	1,605.03
21136	Supply Works	1	02/02/2018	5211	436.28	0.00	436.28
21007	Barefoot Farms Landscaping Inc.	7	02/08/2018	5212	525.00	0.00	525.00
21009	Brooms N More Inc	7	02/08/2018	5213	163.55	0.00	163.55
21610	ClearEcos	7	02/08/2018	5214	20.00	0.00	20.00
21015	Comcast Cable	7	02/08/2018	5215	499.30	0.00	499.30
21641	Fiske Electric Inc.	7	02/08/2018	5216	246.90	0.00	246.90
217792	Manweiler Hardware Inc.	7	02/08/2018	5217	138.18	0.00	138.18
21177	Pinnacol	1	02/08/2018	5218	5,244.00	0.00	5,244.00
217967	Rosson, Devon	8	02/08/2018	5219	325.00	0.00	325.00
21136	Supply Works	7	02/08/2018	5220	469.83	0.00	469.83
21704	Terminix	7	02/08/2018	5221	200.00	0.00	200.00
217892	T-Mobile	7	02/08/2018	5222	84.96	0.00	84.96
217638	UNCC	7	02/08/2018	5223	2.90	0.00	2.90
21078	Waste Management	7	02/08/2018	5224	232.68	0.00	232.68
21120	Weld RE-4 School District	7	02/08/2018	5225	527.66	0.00	527.66
21079	Wells Fargo Financial Leasing	8	02/08/2018	5226	3,026.41	0.00	3,026.41
217845	Wright Specialty Insurance Agency LLC	1	02/08/2018	5227	6,032.42	0.00	6,032.42
21319	Elan	7	02/08/2018	5228	5,690.58	0.00	5,690.58
21007	Barefoot Farms Landscaping Inc.	13	02/14/2018	5229	487.50	0.00	487.50
21015	Comcast Cable	13	02/14/2018	5230	3,004.05	0.00	3,004.05
217633	Diversified Underground Inc.	13	02/14/2018	5231	10.00	0.00	10.00
21140	EON Office	13	02/14/2018	5232	1,591.41	0.00	1,591.41
217851	Independent Interpreters of Northern CO LLC	13	02/14/2018	5233	250.00	0.00	250.00
21038	Lewan and Associates	13	02/14/2018	5234	242.68	0.00	242.68
21273	Meadow Gold - Greeley	13	02/14/2018	5235	1,268.24	0.00	1,268.24
217970	Mullen, Amanda	13	02/14/2018	5236	310.00	0.00	310.00
217971	Northwest Parkway	13	02/14/2018	5237	9.65	0.00	9.65
21136	Supply Works	13	02/14/2018	5238	306.38	0.00	306.38
21072	Town of Windsor	13	02/14/2018	5239	828.09	0.00	828.09
21686	COLAZIO, SARAHGENNIE	15	02/15/2018	5240	70.41	0.00	70.41
21743	John Cutler & Associates	15	02/15/2018	5241	500.00	0.00	500.00
21245	Absolute Shredding	22	02/23/2018	5242	110.00	0.00	110.00
21080	Ace Hardware WCA	22	02/23/2018	5243	178.23	0.00	178.23
21007	Barefoot Farms Landscaping Inc.	22	02/23/2018	5244	522.50	0.00	522.50
21009	Brooms N More Inc	22	02/23/2018	5245	238.88	0.00	238.88
21012	CenturyLink	22	02/23/2018	5246	104.28	0.00	104.28
21140	EON Office	22	02/23/2018	5247	66.50	0.00	66.50
21038	Lewan and Associates	22	02/23/2018	5248	103.00	0.00	103.00
217829	Oztek Commerical Services	22	02/23/2018	5249	1,677.77	0.00	1,677.77
217976	Rodriguez, Cassandra	22	02/23/2018	5250	35.80	0.00	35.80
21136	Supply Works	22	02/23/2018	5251	287.41	0.00	287.41
217984	Morgan, Jason and Christine	27	02/27/2018	5252	4,500.00	0.00	4,500.00
217926	ANISIMOW, ALYSSA	23	02/28/2018	5253	100.00	0.00	100.00
217979	Bartholomew, Micki	23	02/28/2018	5254	208.33	0.00	208.33

# A/P Check Register

Printed: 3/6/2018 4:48 PM  
Windsor Charter Academy  
Check Date: 2/1/2018 to 2/28/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217918	BELMONT, ANTHONY	23	02/28/2018	5255	100.00	0.00	100.00
217927	DERRERA, JOHNNIE	23	02/28/2018	5256	100.00	0.00	100.00
217980	Heimann, Susan	23	02/28/2018	5257	100.00	0.00	100.00
217978	Modesto, Ampelia	23	02/28/2018	5258	153.57	0.00	153.57
217981	Tobanche, Flora	23	02/28/2018	5259	240.28	0.00	240.28
217835	Cengage Learning	26	02/28/2018	5260	735.00	0.00	735.00
21425	Colorado State University	27	02/28/2018	5261	125.00	0.00	125.00
21038	Lewan and Associates	28	02/28/2018	5262	744.29	0.00	744.29
21109	Mail N Copy	26	02/28/2018	5263	985.00	0.00	985.00
217954	Merry Makers LLC	28	02/28/2018	5264	235.00	0.00	235.00
21498	Purchase Power Pitney Bowes	26	02/28/2018	5265	201.00	0.00	201.00
21462	Card, Doug	29	02/02/2018	9407	68.00	0.00	68.00
21755	Caugilla, Louis	29	02/02/2018	9408	88.00	0.00	88.00
217630	Devlin, Lucas	1	02/02/2018	9409	58.00	0.00	58.00
21740	Dreith, Gregory	29	02/02/2018	9410	88.00	0.00	88.00
217647	Kuehn III, Charles	30	02/02/2018	9411	68.00	0.00	68.00
21371	Lewis, Perry	30	02/02/2018	9412	68.00	0.00	68.00
217955	Marsh, Jeff	29	02/02/2018	9413	85.00	0.00	85.00
217957	Monson, Tyler	1	02/02/2018	9414	58.00	0.00	58.00
217953	Moswess, Robert	1	02/02/2018	9415	116.00	0.00	116.00
217870	Norton, Tyler	29	02/02/2018	9416	68.00	0.00	68.00
217958	Selee, Samuel	1	02/02/2018	9417	116.00	0.00	116.00
21467	Tipton, Jeffrey	29	02/02/2018	9418	85.00	0.00	85.00
217689	Hawkins, Micki	7	02/08/2018	9419	59.50	0.00	59.50
217965	Leigh, Thomas	7	02/08/2018	9420	68.00	0.00	68.00
21371	Lewis, Perry	7	02/08/2018	9421	68.00	0.00	68.00
21319	Elan	7	02/08/2018	9422	6,445.71	0.00	6,445.71
217969	Frieauf, Eric	13	02/14/2018	9423	116.00	0.00	116.00
21366	Misuraca, Marc	13	02/14/2018	9424	85.00	0.00	85.00
217600	Saunders, Chad	13	02/14/2018	9425	116.00	0.00	116.00
21467	Tipton, Jeffrey	13	02/14/2018	9426	85.00	0.00	85.00
217975	Carpenter, Kurt	22	02/23/2018	9427	68.00	0.00	68.00
21288	Electro-Mech Scoreboard Company	22	02/23/2018	9428	48.00	0.00	48.00
217895	FRCAA	22	02/23/2018	9429	185.00	0.00	185.00
21464	Hennen, Annie	22	02/23/2018	9430	1,257.52	0.00	1,257.52
21730	Paul, Ryan	22	02/23/2018	9431	68.00	0.00	68.00
21706	Burts Logo Apparel	26	02/28/2018	9432	433.50	0.00	433.50
217613	Huston Graphics	28	02/28/2018	9433	352.00	0.00	352.00
217983	Larsen, Amy	28	02/28/2018	9434	80.00	0.00	80.00
21109	Mail N Copy	26	02/28/2018	9435	56.00	0.00	56.00
21103	PERA - VOYA 457K	6	02/28/2018	22818111	1,202.41	0.00	1,202.41
21088	American Fidelity	6	02/28/2018	22818222	198.60	0.00	198.60
21088	American Fidelity	6	02/28/2018	22818333	258.33	0.00	258.33
21459	CBIZ	6	02/28/2018	22818444	369.99	0.00	369.99
21459	CBIZ	6	02/28/2018	22818555	279,633.59	0.00	279,633.59
21459	CBIZ	6	02/28/2018	22818666	35,923.06	0.00	35,923.06
21084	PERA	6	02/28/2018	22818777	97,045.10	0.00	97,045.10
21233	TEXAS LIFE	6	02/28/2018	22818888	152.00	0.00	152.00
21103	PERA - VOYA 457K	6	02/28/2018	22818999	1,500.00	0.00	1,500.00
21154	Community Banks of Colorado	5	02/01/2018	020118003	35.00	0.00	35.00
21154	Community Banks of Colorado	5	02/01/2018	020118034	9.00	0.00	9.00
217847	US Foods Inc.	5	02/07/2018	020718190	3,444.03	0.00	3,444.03
21331	Cigna Dental & Vision	5	02/12/2018	021218147	4,952.60	0.00	4,952.60
21156	Xcel Energy	1	02/12/2018	021218888	5,918.48	0.00	5,918.48
21156	Xcel Energy	1	02/12/2018	021218999	7,659.73	0.00	7,659.73
217847	US Foods Inc.	5	02/14/2018	021418190	3,287.48	0.00	3,287.48
217847	US Foods Inc.	5	02/21/2018	022118190	3,008.48	0.00	3,008.48

# A/P Check Register

Printed: 3/6/2018 4:48 PM  
Windsor Charter Academy  
Check Date: 2/1/2018 to 2/28/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21085	Cigna Health	5	02/21/2018	022118441	65,847.90	0.00	65,847.90
21108	KSB Gov Finance-lease	5	02/21/2018	022118828	5,973.00	0.00	5,973.00
21636	HSA Bank	6	02/28/2018	228181214	1,818.87	0.00	1,818.87
21636	HSA Bank	6	02/28/2018	228181313	4,648.98	0.00	4,648.98
217847	US Foods Inc.	5	02/28/2018	022818190	3,369.39	0.00	3,369.39
Report Total					<u>\$590,822.94</u>	<u>\$0.00</u>	<u>\$590,822.94</u>



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**8.0    Education Committee Minutes**

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## **MINUTES OF THE WINDSOR CHARTER ACADEMY EDUCATION COMMITTEE MEETING**

Wednesday, February 21st, 2018 at 4:00 PM  
Windsor Charter Academy Elementary Building – Library  
680 Academy Court  
Windsor, CO 80550

Attendance: Carolyn Mader – Board Liaison  
Rebecca Teeples – Executive Director of Education  
Kelly Seilbach – Elementary Education Director  
Jeremy Schriner – Secondary Education Director  
Michelle Ammirati – Elementary Teacher  
Lee Grasmick – Chairperson and Secretary  
Tina Toman - Parent  
Kylie Knutson - Parent

Also Present:  
Courtney Stone – Elementary Assistant Principal

Not Present:  
Lori Long – Parent  
Keith Gallie – Middle School/High School Teacher

### **CALL TO ORDER**

Lee Grasmick called the meeting to order.

### **AGENDA**

1. The rubric for future curriculums is to be evaluated.
2. Kelly Seilbach presentation of a math adoption committee that would review material for the 2019-2020 school year.
3. Jeremy Schriner presentation regarding the needs of the Secondary School before the end of the school year.

### **CURRICULUM RUBRIC**

Rebecca Teeples discussed the rubric that has been used to evaluate curriculum in the past. Rebecca noted that it worked for textbooks, but it did not work well for high school novels. The currently used rubric is divided into Organization, Content, Inclusion, and Alignment. The Committee noted that a weakness of the rubric was that it had only two scores to evaluate materials. These two scores are that the material either meets the needs for the curriculum or it is inadequate. It was suggested that the scores could be Meets or Exceeds, Somewhat Meets, and Inadequate. The addition of a subcategory as to whether or not the

material aligns with the Eight Areas of Excellence (Core Values) when applicable would be added to the Alignment category. In the Inclusion category the third and fourth subcategories appeared to be discussing the same topics. Recommend the third subcategories be eliminated and the fourth be separated into support for learners with disabilities and support for learners who are English language learners. Addition of more specific technology criteria such as online access or other digital information to the Electronic and Interactive Format Available subcategory. Suggest that rows of rubric be numbered. Addition of line item discussing whether supplemental information is available to the Organization category. Have separate line items for Literacy Standards and Colorado Academic Content Standards. Changes will be made and published with the options of comments being made online.

A rubric to evaluate novels was then presented. Novel rubric contained portions of the textbook Content and Alignment categories. The rubric is for any text that is supplemental to instruction. It would not be applied to every book that is presented in instruction. It would be more applicable to the middle and high school levels. When will the rubric be used and when will a book be brought through the Education Committee? Novel sets have been historically evaluated by educators. Tier 1 instruction material or any book assigned to a whole class as class sets by a teacher could be brought through the Committee. Evaluation of materials currently used as Core Knowledge could be brought through the Committee. Elementary novels are not recommended to go through the Committee because a policy is in place to address parental concerns. Core Knowledge books that are to be used in instruction are published and available at the beginning of the school year for parental review. Educators are bringing forth new supplemental books at the 9<sup>th</sup> through 12<sup>th</sup> grade that would be evaluated by the Committee. Retention of a list that shows the year that the book was adopted and for what grade it was intended.

#### MATH ADOPTION COMMITTEE

Kelly Sielbach noted that the Singapore Math curriculum is outdated and not keeping up with the expectations Colorado Academic Standards. Math scores for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade on State Assessments over the last few years have not been where they could have been. Kelly and Rebecca have inquired as to what math curriculums that top schools are using in the surrounding area. None of the schools were using Singapore Math. Five different curriculums have been identified for possible review by a Math Committee. Several teachers would like to sit on the Committee over the course of the next two months. The goal is to provide a recommendation by the end of this school year. Implementation of the curriculum would be during the 2019-2020 school year. A pilot of recommended curriculum could be used next school year. Curriculums should be reviewed every five years. Singapore Math is not teacher friendly. Vendors will be invited to present their materials, the rubric will be applied, and vendors will be invited again. Materials would go through Committee in the fall.



## NEEDS FOR THE SECONDARY SCHOOL

Two books will need to be reviewed prior to the end of the school year. These four books are:

1. *Mouse 2*
2. *Hunger of Memory*

There may be additional books that may need to be reviewed based on whether or not a class will be offered.

## FUTURE MEETINGS

Future meetings will be held on the 3<sup>rd</sup> Wednesday of the month at 4:00 PM at the Windsor Charter Academy Elementary Library.

Dates:

April 25th

Agenda

- Finalize evaluation rubric for future curriculum.
- Evaluate Secondary School books.

## ADJOURNMENT

Lee Grasmick adjourned the meeting.