

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

May Regular Session

May 27, 2021

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

May 27, 2021
Regular Session @ 6:00 p.m.

Executive Board

John Feyen, President
Sherry Bartmann, Vice President
Donna James, Treasurer
Elaine Hungenberg, Secretary
Carolyn Mader, Member
Jenny Ojala, Member

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



GROWING LIFE-LONG LEARNERS

MINUTES TO BE APPROVED AT THE JUNE 2021 REGULAR SESSION

**Executive Board Minutes
May 27, 2021**

1.0 Opening of the Meeting

1.1 Call to Order

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

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

The motion was made to approve the May 2022 Regular Session agenda by Donna James and seconded by Carolyn Mader. Donna James amended the motion to include adding the May Special Session minutes to 1.6. Jenny Ojala seconded the motion. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the April 2021 Regular Session and the May 2021 Special Session was made by Carolyn Mader and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There was 1 community member, Aaron Smith, that spoke during citizen communication at the Executive Board Regular Session. He shared his thoughts on areas of improvement for the next Executive Board election to increase voter engagement. He shared that some parents shared that they didn't receive an email about the election, their email was in their spam folder, or that they didn't have the time to vote.

3.0 Reports

3.1 Executive Director's Report

System-Wide Work

Induction Program

As the year comes to a close, so does our 20-21 Induction Program. The program assists new educators in transitioning to the culture, expectations, and Core Knowledge and early college curricula at Windsor Charter Academy. The program strengthens the educator's understanding of the Colorado Academic Standards, research-based instructional practices, and the teacher quality standards. This year, the Instructional Coaches and assigned mentors supported 20 educators with an initial licensure and 9 highly-qualified teachers with opportunities for professional development and coaching to promote teacher effectiveness and foster a positive classroom environment.

Elementary School

End-of-Year Celebrations

The end of the year is a busy time in schools. We are so thankful that we were able to continue with the many traditions that we hold near and dear to our hearts! The elementary school students celebrated the accomplishments of graduating seniors as the class of 2021 paraded through our halls. Our 5th grade students were welcomed

by middle school students during the annual school-wide assembly. Parents were invited to Field Day which marked the first school-wide event that included families this year. Our 5th grade students were able to gather together for Fifth Grade Continuation. Families cheered students on during the car parade. Students were able to meet their teachers for the 2021-2022 school year.

Middle School

End-of-Year Celebrations

The middle school has been actively engaged in a wide range of end-of-the-year celebrations. The National Junior Honor Society inducted 30 new members to the Phoenix Chapter. The middle school celebrated “Career Week.” During advisory, students participated in mini-lessons on careers. Our middle school spring athletics teams have had successful seasons.

High School

End-of-Year Celebrations

For the first time ever, the high school hosted internship interviews. Students had the opportunity to interview with local companies for internships in areas that they were interested in. This time of year is always bittersweet. A beautiful graduation ceremony celebrated all 58 senior graduates. Lastly, Michael Pientka, received the Colorado School of Mines Medal of Achievement in Math and Science. This honor is given to 11th grade students from across the United States who have demonstrated a high level of learning and achievement in the math and science areas

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
June 10 th	5:30 p.m.	Executive Board Retreat	HS Commons
June 17 th	6:00 p.m.	Executive Board Regular Session	HS Commons
August 4 th	9:00 a.m.	Back-to-School Kickoff	HS Gymnasium

3.2 Executive Board Reports

4.0 Items for Information

4.1 Executive Board Election

Sherry Bartmann, Board liaison, gave statistics on the 2021 Executive Board elections. 1563 parents and guardians received a unique link to vote, based on emails listed in Infinite Campus. After the original email to parents and guardians, five more emails were sent to parents that hadn't voted, reminding them to vote. 998 parents opened their email, but only 288 voted. 520 parents never opened their email. 20 parents had their email bounce back because their mail boxes were full, and 25 parents opted out

in Survey Monkey and did not receive an invitation to vote. It took less than 1 minute to vote.

The Election Committee met to review its process and brought forward recommendations for the Executive Board to consider that included more marketing about the elections for 2022.

5.0 Items for Action

5.1 Elementary School Principal Appointment

5.2 Elementary School Assistant Principal Appointment

5.3 Elementary School Dean of Students Appointment

The Executive Director summarized the interview process for the elementary school leadership. The committee that interviewed for the elementary school principal included 8 teachers, 2 parents, and the Executive Director. The interview committee for the assistant principal and dean of students consisted of 4 teachers and the Executive Director. The new leadership team will participate in yearlong professional development to prepare them for their new positions.

A motion was made to approve 5.1 Jessica Wilson as the new elementary principal; 5.2 Terra Moore as the assistant principal; and 5.3 Chrissy Jones as dean of students by Donna James and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.4 2020-2021 Supplemental Budget

The Executive Board had further questions on the supplemental budget. A motion was made to table the 2020-2021 supplemental budget by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

Donna James left the Regular Session at 8:16 p.m.

5.5 New Teacher Salary Placement

While the Executive Board was happy with the recommendation of a new teacher salary placement matrix that started 1st year teachers with a bachelor degree at 90% of the District's salary schedule (a strategic plan goal), the Board asked to have additional work on the matrix that included additional years for placement (up to 10 years) and step % increase that was greater than 2%. A motion was made to table the New Teacher Salary Placement matrix by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.6 Moral Obligation Refinance Process Authorization

A motion was made to authorize Windsor Charter Academy to apply for the moral obligation program by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.7 Bylaw Revisions

A motion was made to table revisions on the Bylaws by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

6.1.A Terminations/Resignations

6.1.A.1 Annie Birgenheier: Food Service Substitute Worker

6.1.A.2 Lee Birgenheier: Food Service Substitute Worker

6.1.A.3 Ryan Koehler: HS Cross Country Coach

6.1.A.4 Alithea Mooney: Food Service Substitute Worker

6.2 First Read Policies

6.2.A Policy BGC Policy Appraisal

6.2.B Policy BDB Executive Board Officers

6.3 Second Read Policies

6.3.A Policy ADF School Wellness

6.3.B Policy ADF-R School Wellness—Regulation

6.3.C Policy EHC Safeguarding Personal Identifying Information

6.4 Bids

6.4.A Outdoor Walk-in Freezer for Food Services

6.4.B Loading Ramp Expansion

6.5 Job Descriptions

6.5.A Athletic Director

6.5.B Site Kitchen Manager

6.5.C Multi-Site Food Services Manager

6.6 Financials

6.6.A April Financials

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

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

There was an Executive Session at the May 2021 Executive Board meeting. Carolyn Mader made a motion a to go into Executive Session and Sherry Bartmann seconded the motion based on the following:

Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)

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)

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

The Executive Board entered the Executive Session at 8:52 p.m. The Executive Board exited Executive Session at 10:45 p.m.

10.0 Adjournment

The meeting adjourned at 10:46 p.m.



Appendix



1.0 March 2021 Executive Board Regular Session Minutes

Executive Board Minutes April 22, 2021

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:04 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President (6:05 p.m.)

Sherry Bartmann, Executive Board Vice-President

Donna James, Executive Board Treasurer (6:12 p.m.)

Elaine Hungenberg, Executive Board Secretary

Jenny Ojala, Executive Board Member

Carolyn Mader, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school

curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.

1.5 Adoption of Agenda

The motion was made to approve the April 2022 Regular Session agenda by Elaine Hungenberg and seconded by John Feyen. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the March 25, 2021 Regular Session was made by John Feyen and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were not any community members that spoke during citizen communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

System-Wide Work

Donations

Windsor Charter Academy received a \$4,000 donation from a community stakeholder and \$3,190 from parents participating in the King Soopers program. From these donations, WCA will be able to purchase 4 of the 8 vape sensors needed for the middle and high school (\$4,380), as well as books for the elementary and middle school libraries (\$2810).

Facilities

The Facilities Department spent time over Spring Break working on a number of important work orders, systematic cleaning, training and special tasks. In addition to completing routine work orders, the maintenance staff worked on burnt out parking lot lights and lift only accessible lights inside our facilities. The custodial team performed detailed cleaning of the schools and refinished the backstage floor at the elementary school. Custodial Supervisor Stephanie Loeffler led a great training on the process in order to get ready for summer time

floor care. The department is beginning to wrap up work with IMS on our HVAC RTU insurance work.

Health Services

Over the course of the year, a significant amount of work has occurred to ensure health and safety. All Staff that work with students have been CPR and First Aid certified. Middle and high school teacher advisors, as well as middle school peer leaders received training in Sources of Strength.

Documentation and compliance for immunizations, as outlined by State Board of Health rule 6 CCR 1009-2. C.R.S. 25-4-902, has been a focus for the health offices. Vision and hearing screenings were completed for all state mandated grade levels. To this date, our school nurse and staff have screened and tracked over 2,000 symptomatic students and staff members to ensure compliance with return to school guidelines, tracked over 825 pending COVID tests/COVID exposures, and have contact traced, implemented, and managed 43 quarantines for positive COVID test.

AVID Implementation

The Educational Leadership team has focused their attention on the implementation of AVID instructional strategies for inquiry and collaboration. Two goals across our K-12 campuses have been made that support teachers with how to embed these strategies into their daily instruction. By the end of the 2021-2022 school year, 100% of teachers will develop AVID inquiry-based instructional strategies and AVID teaching practices that foster collaboration to engage students. To accomplish these goals, administration has focused their attention on creating a professional development plan that centers around AVID instructional strategies, conducting walkthroughs and classroom observations with feedback tied to AVID, and creating a K-12 AVID articulation plan that outlines criteria for success for inquiry-based instruction and collaboration.

BSN Relationship

WCA is excited to announce that we have been working with BSN to expand our offerings for branded Firebird wear, particularly for athletics. Sports uniforms, sport-specific spirit clothing, and embroidered products will all be a part of our new online store. We are in the process of finalizing the designs and brands offered and will promote the store as soon as it is ready.

Board Elections

Our Election Committee is working with our board candidates and have trained each candidate the process and expectations. The new Board Elections process is working smoothly. In the coming weeks we will be highlighting each Board candidate in email communication to parents.

Athletics Department Website

This year, our Athletic Director implemented two software programs, VNN and 8 to18, to bolster on digital capabilities for athletics. Through trial and error, we

have determined that 8 to18 seems to be the better, more reliable, software program. Sara Sanders is in the process of transitioning all of our athletic information to the 8to18 website. We should be ready to launch our fall sports seasons with seamless online capabilities.

Elementary School

Celebrating End-of-Year Activities

Elementary staff have been planning for many end-of-year activities that we missed last year. We are excited for our upcoming Field Day, 5th Grade Continuation, Yearbook Signing with Popsicles, CMAS Celebration, and Meet the Teacher.

Bike Safety Unit

Students are absolutely loving the Bike Safety Unit in PE. We had an overwhelmingly positive participation rate resulting in approximately 500 bikes that have been brought to school.

Literacy Adoption Committee

The Literacy Adoption Committee is in the process of using sample lessons from each curriculum to see how students learn using these programs.

Middle School

Literacy Adoption Committee

The Literacy Adoption Committee is in the process of using sample lessons from each curriculum to see how students learn using these programs.

CMAS Testing

Middle school students completed Colorado Measures of Academic Success. Students in 6th grade had an opportunity to demonstrate their knowledge and skill in math. Students in 7th grade had an opportunity to demonstrate their knowledge and skill in English Language Arts. Students in 8th grade had an opportunity to demonstrate their knowledge and skill in math and science.

End-of-Year Celebrations

Middle school administration and staff are planning end of the year celebrations including: band and choir concerts, 8th grade bar-b-que, 8th grade dance, 8th grade continuation, Firebird Fest and the annual talent show.

Athletics

Middle school athletics are in the middle of boys soccer and girls basketball. Our middle school cheer team has received some tremendous mentoring from our high school cheerleaders.

High School

Scholarship

WCA was proud to congratulate James Culp on being awarded \$166,000 ROTC scholarship.

Senior Class Meeting and Graduation Planning

High school leadership met with all of our seniors to discuss the end of year activities. WCA is planning to continue many of our traditions this year including the senior breakfast and a traditional graduation ceremony.

Interviews

High school leadership has been interviewing for several new teaching positions for next year including many new concurrent enrollment professors because of our growing enrollment in concurrent courses.

English Curriculum

The high school English team completed the vendor presentations and met with the middle school team to narrow down our choices. The teams followed up with the vendors with additional questions and the team is using sample lessons from each curriculum to see how students learn using these programs.

Testing Updates

Over 100 students took the math and English Accuplacer exam earlier this month as a prerequisite for several concurrent enrollment courses. The Accuplacer is also a way that students can meet the new state graduation requirement. Most of the 9th-11th graders also took the PSAT 9, PSAT 10, or SAT.

Athletics & Activities

Our Vex Robotics team placed 2nd in their state tournament! Also, our season C is in full swing with boys' soccer and girls' volleyball. The current statistics are:

- Varsity Girls' Volleyball: 4-5
- JV Girls Volleyball: 7-3
- Varsity Boys' Soccer: 3-3
- JV Boys' Soccer: 1-3

Most of their schedules are with CHSAA member schools so they are competing with some bigger, more established programs and doing well.

The CHSAA Legislative Council meeting is Wednesday, May 5th. During that meeting, the council will have an opportunity to vote on the approval of the CLOC committee report where WCA and the Foothills league received a unanimous vote for new school membership and new league establishment.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
April 23 rd	8:15 a.m.	Coffee with Leadership	HS Patio
May 7 th	12:00 p.m.	AVID Walkthrough	ES
May 10 th	3:45 p.m.	School Accountability Committee	Zoom

May 12 th	7:00 a.m.	Senior Breakfast	MSHS Gymnasium
May 13 th	7:00 p.m.	HS Graduation	MSHS Gymnasium
May 27 th	6:00 p.m.	Executive Board Meeting	HS Commons
???	???	Executive Board Retreat	HS Commons
August 4 th	9:00 a.m.	Back-to-School Kickoff	HS Gymnasium

3.2 Executive Board Reports

4.0 Items for Information

4.1 Self-Insured Models

4.2 Financial Reserves & Covenants

4.3 Executive Board Candidate Speeches

5.0 Items for Action

5.1 Strategic Plan

A motion was made to approve revisions to language on the strategic plan by Donna James and seconded by Jenny Ojala. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.2 2020 Track Athletic Fees

A motion was made to approve a fee change from \$100 to \$75 for the 2020 MS Track season by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.3 2021-2022 Operational Budget, Second Read

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

5.4 June Executive Board Meeting

A motion was made to move the June Executive Board meeting to June 17th by Elaine Hungenberg and seconded by Donna James. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.5 Executive Board Vacancies

A motion was made to table a decision on the Executive Board vacancy until the May 2021 Board meeting by John Feyen and seconded by Elaine Hungenberg. Members

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

6.0 Consent Agenda

6.1 Personnel

6.1.1 Terminations/Resignations

- 6.1.1.1 Annie Birgenheier: Food Service Substitute Worker
- 6.1.1.2 Lee Birgenheier: Food Service Substitute Worker
- 6.1.1.3 Ryan Koehler: HS Cross Country Coach
- 6.1.1.4 Alithea Mooney: Food Service Substitute Worker

6.2 First Read Policies

- 6.2.1 Policy ADF School Wellness
- 6.2.2 Policy ADF-R School Wellness—Regulation
- 6.2.3 Policy EHC Safeguarding Personal Identifying Information

6.3 Second Read Policies

- 6.3.1 Policy IKF Graduation Requirements
- 6.3.2 Policy JLF-R Reporting Child Abuse/Child Protection—Regulation
- 6.3.3 Policy BDFA Finance Committee

6.4 Financials

- 6.4.1 March Financials

6.5 Bids

- 6.5.1 Outdoor Walk-in Freezer for Food Services
- 6.5.2 Concrete Pad for Walk-in Freezer

6.6 Job Descriptions

- 6.6.1 Site Kitchen Manager
- 6.6.2 Multi-Site Food Services Manager

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

7.0 Executive Board-Pulled Consent Agenda Items

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

There was an Executive Session at the April 2021 Executive Board meeting. Sherry Bartmann made a motion a to go into Executive Session and XXX seconded the motion based on the following:

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

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

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

The Executive Board was entered an Executive Session at 11:28 p.m. The Executive Board exited Executive Session at 11:41 p.m.

10.0 Adjournment

A motion to adjourn the April 22, 2021 Regular Session was made by John Feyen and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 12:01 p.m.



2.0 May 19, 2021 Executive Board Special Session Minutes

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:30 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board Vice-President

Donna James, Executive Board Treasurer

Elaine Hungenberg, Executive Board Secretary

Jenny Ojala, Executive Board Member

Carolyn Mader, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

SarahGennie Colazio, Director of Finance & HR

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

The motion was made to approve the May 2022 Special Session agenda by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were not any community members that spoke during citizen communication at the Executive Board Regular Session.

3.0 Items for Action

3.1 2021-2022 Amended Budget

A motion was made to approve the 2021-2022 amended budget by Donna James and seconded by Carolyn Mader. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

4.0 Adjournment

A motion to adjourn the May 2022 Special Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 7:19 p.m.



3.0 2020-2021 Supplemental Budget

Windsor Charter Academy Budget

General Fund	2020-2021	Supplemental 2020-2021	Notes
PPR Base	\$ 7,653.34		
FTE	1482.5		
PPR	\$ 11,346,077		
Mill Levy 2007	\$ 90,000		
Mill Levy 2016	\$ 462,614		
Interest	\$ 20,000		
Student Fees	\$ 84,503		
Building Rental	\$ 18,000		
Donations/Fundraising (Bingo, Gala, Walkathon)	\$ 68,000		
Other (CC cash back, collections)	\$ 3,152		
Capital Construction	\$ 403,668		
Food Service Revenue	\$ 449,378		
O&G revenue from Building Corp	\$ 10,000		
Title II Grant Revenue	\$ 15,100		
Title IV Grant Revenue	\$ 4,165		
Insurance Claim	\$ 145,000		
ESSER Funds	\$ 30,000	\$ 111,851	Esser II funding
READ Act Grant Revenue	\$ 8,000		
Total Revenues	\$ 13,157,656	\$ 111,851	
Use of Reserves/COVID Carryover	\$ 497,921		
Total Revenues and Reserves	\$ 13,655,577	\$ 111,851	
Expenditures			
Salaries & Benefits			
Salaries	\$ 5,774,080		
Food Service Salaries	\$ 174,780		
Substitutes Salaries	\$ 90,125		
Extra Duty/Stipends Salaries	\$ 73,000		
Salaries Total	\$ 6,111,985		
Food Svc Health Benefits, medicare, PERA	\$ 68,229		
Benefits	\$ 871,637		
Medicare	\$ 86,089		
Sick Bank/Short Term Disability	\$ 17,000		
PERA	\$ 1,244,429		
Benefits Total	\$ 2,287,384		
Purchased & Technical Services			
Prof Services-Background checks, , interpreter	\$ 10,000		
Accounting Software/Payroll	\$ 31,269		
Audit/990 Prep	\$ 6,750		
Legal	\$ 12,120		
Purchased & Technical Services Total	\$ 60,139		
Facilities & Property Services			
Natural Gas/Electricity	\$ 114,000		
Water/Sewer	\$ 26,348		
Trash	\$ 9,000		
Facility Repairs & Maintenance	\$ 122,000		
Repair HVAC	\$ 170,500		
Bldg Lease Payments	\$ 1,627,763		

Storage unit lease	\$	600	
Facilities & Property Services Total	\$	2,070,211	

General Fund	Approved Budget		
	2020-2021 6.17.20		

Other Purchased Services			
Printing/Binding	\$	1,500	
Special Ed District Charge	\$	776,046	
AIMS Fees	\$	36,000	
Professional Development/ Avid	\$	29,100	
Board PD	\$	-	
Security Budget	\$	7,500	
Title II Grant Expenses (Prof Dev)	\$	15,100	
Title IV Grant Expenses	\$	4,165	
District Admin Charges	\$	226,922	
Infinite Campus	\$	13,780	
Property/Liability Insurance	\$	86,886	
SUTA	\$	17,812	
Worker's Comp Insurance	\$	38,031	
Food Service Expenses	\$	206,369	
(Tech) Copier Lease	\$	81,792	
Tech Support	\$	1,210	
Tech Repair/Maintenance	\$	6,300	
Tech Software/Licensing	\$	47,615	
Facilities Fire/Intercom/Security Maint	\$	3,978	
Tech Internet/Phone/Comm	\$	64,897	
Marketing Enrollment	\$	16,000	
Other Purchased Services Total	\$	1,681,002	\$ -

Educational Supplies & Materials			
Curriculum/ Online License renewals	\$	199,500	
Assessments/Testing- (AR, Renaissance, AIMS v	\$	27,245	
Summer School Credit Recovery	\$	1,000	
General/Office Supplies	\$	28,000	
Paper	\$	12,021	
Dues & Fees	\$	10,800	
PE Uniforms	\$	2,000	
Health Supplies	\$	8,424	
Teacher Classroom Budgets	\$	9,000	
School Event Budgets	\$	10,740	
Facility Supplies	\$	33,200	
Facility on call and interns	\$	4,600	
PTC	\$	5,000	
Anniversary Gifts			
Exec Dir/Staff Culture	\$	7,500	
ESSER Expenditures	\$	30,000	\$ 111,851
COVID EXPENSES	\$	497,921	
Educational Supplies & Materials Total	\$	886,951	\$ 111,851

Summer school, ES, MS, HS, Online learning COVID teacher stipends, 105 student chromebooks

Equipment			
Tech Equipment	\$	217,903	
Facilities Equipment	\$	1,000	
Facilities Furniture	\$	23,400	
Total Property/Equipment	\$	242,303	

General Fund	2020-2021		
Other			
Bank Fees	\$	17,170	
Trustee Fees	\$	9,000	
Auto Expenses	\$	2,000	

Fundraising expenses(bingo, gala,	\$	68,000	
Other Total	\$	96,170	

Total Expenditures	\$	13,436,146	\$	111,851
Net Surplus/Deficit	\$	219,431	\$	219,431
Required Surplus for DS Coverage	\$	162,776	\$	162,776
Surplus over DS requirement	\$	56,655	\$	56,655
General Fund Balance- Beginning	\$	3,641,834	\$	3,641,834
Appropriation	\$	-		
Net Surplus/Deficit	\$	219,431	\$	219,431
Fund Balance- Ending	\$	3,861,265	\$	3,861,265
Ending Fund Balance Detail				
Unrestricted Fund Balance	\$	3,516,265	\$	3,522,851
TABOR Reserves	\$	345,000	\$	338,414
Total Projected Ending FB	\$	3,861,265	\$	3,861,265

Total Revenues	\$	13,655,577
Total Expenditures less DS and one time	\$	11,280,462
Net avail for Debt Service	\$	2,375,115
Projected Debt Service	\$	1,627,763
Net Surplus	\$	747,352

Bond Covenant Requirement to maintain 1.10 X debt service	\$	1,790,540
Actual Ratio		113.48%
Actual Surplus plus Debt Svc	\$	1,847,194
Diff Over/(under)		\$56,655
Required Surplus to maintain DS coverage	\$	162,776
Daily operating expenses less capital outlay and debt service	\$	32,351.73
Projected days cash on hand incl TABOR restr.		138.00



4.0 New Teacher Salary Placement



New Teacher Salary Placement Matrix 2021-2022

YEARS	BA	BA/10	BA/20	BA/30	BA/50	BA/60				PhD
					MA	MA/10	MA/20	MA/30	MA/40	MA/50
0-1	\$36,000	\$37,080	\$38,192	\$39,338	\$40,518	\$41,734	\$42,986	\$44,275	\$45,604	\$46,972
2	\$36,720	\$37,822	\$38,956	\$40,125	\$41,329	\$42,569	\$43,846	\$45,161	\$46,516	\$47,911
3	\$37,454	\$38,578	\$39,735	\$40,927	\$42,155	\$43,420	\$44,723	\$46,064	\$47,446	\$48,869
4	\$38,203	\$39,350	\$40,530	\$41,746	\$42,998	\$44,288	\$45,617	\$46,985	\$48,395	\$49,847
5	\$38,968	\$40,137	\$41,341	\$42,581	\$43,858	\$45,174	\$46,529	\$47,925	\$49,363	\$50,844
6	\$39,747	\$40,939	\$42,167	\$43,433	\$44,735	\$46,078	\$47,460	\$48,884	\$50,350	\$51,861
7	\$40,542	\$41,758	\$43,011	\$44,301	\$45,630	\$46,999	\$48,409	\$49,861	\$51,357	\$52,898
8	\$41,353	\$42,593	\$43,871	\$45,187	\$46,543	\$47,939	\$49,377	\$50,859	\$52,384	\$53,956



Years represent full-time K-12 teaching.



Maximum experience accepted for initial placement is 7 years.



5.0 Bylaw Revisions

FINAL REVISION IN EFFECT ON MARCH 27th, 30 DAYS AFTER FEBRUARY REGULAR SESSION



ARTICLE 1 OFFICES

SECTION 1. PRINCIPAL PLACE OF BUSINESS

The principal office of Windsor Charter Academy (herein referred to as "the Academy") is located at: 810 Automation Dr, Windsor, Colorado 80550.

SECTION 2. CHANGE OF ADDRESS

The designation of the Academy's principal office may be changed by resolution. The Executive Board may change the principal office from one location to another by posting the changed address and effective date at the 810 Automation Dr., Windsor, Colorado 80550, or any subsequent fixed address. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

SECTION 3. OTHER OFFICES

The Academy may also have offices or facilities at such other places, within the State of Colorado, as its business and activities may require, and as the Executive Board may designate.

ARTICLE 2 NONPROFIT PURPOSES

SECTION 1. IRS SECTION 501(c)(3) PURPOSES

The Academy is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Academy's purpose is to provide a K-12 education to its enrolled students.

SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES

The specific objectives and purposes of the Academy shall be:

- A. To maintain a regularly enrolled student body with an established curriculum and a full-time faculty.
- B. To offer an innovative educational program of academic excellence.

- C. To promote parental involvement in the Academy.
- D. To have the normal functions, operations, programs, and pursuits incidental to a fully recognized and operational nonprofit center of learning and education.

ARTICLE 3 EXECUTIVE BOARD

SECTION 1. NUMBER

The Academy Executive Board shall consist of at least five (5) Board members and no more than seven (7) Board members and collectively they shall be known as the Executive Board (for the purposes of this document they shall be referred to as "the Board").

The Board shall consist of at least five (5) Academy members from the Academy Membership. (See Article 13, Academy Membership Provisions) and up to two (2) community-at-large members; who are neither an Academy member, an employee of the Academy, or an employee of another entity who is assigned to the Academy as a function of their employment.

SECTION 2. QUALIFICATIONS

No employee's spouse, child, sibling, and/or parent/guardian will be eligible to serve on the Board. No current employee will be eligible to serve on the Board. No former employee or the spouse, child, sibling, and/or parent/guardian of a former employee, nor an employee of another entity who is assigned to the Academy as a function of their employment or their spouse, child, sibling, and/or parent/guardian shall serve on the Board for a minimum of twenty-four (24) months from the last date of employment with, or assignment to the Academy.

Only one (1) Academy member per family may serve on the Board at any one time.

Board members shall be of the age of majority in this state.

SECTION 3. POWERS

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation, these Bylaws and the Academy Charter relating to action required or permitted to be taken or approved by the members of the Academy, the activities and affairs of the Academy shall be conducted and all corporate powers shall be exercised by or under the direction of the Board.

SECTION 4. DUTIES

The Board shall govern for the purpose of implementing the philosophy, vision, mission, goals and objectives for the Academy as a charter school, as described in the Charter Contract. The Board's responsibilities shall include but are not limited to:

- A. Establishing Academy policy, staff requirements and long-range planning.
- B. Making necessary organizational appointments, including the final approval of all staff hiring and termination, with input from the Academy Executive Director.
- C. Adopting and overseeing the Windsor Charter Academy's budget and finances.

- D. Reviewing and approving contracts for goods and services over the set limit for the Executive Director.
- E. Preparing or causing to be prepared all documents and reports required to meet Federal, State and local requirements.
- F. Negotiating with the Windsor School District or any other outside party for future needs.
- G. Acting as liaison between the Academy and the community-at-large.
- H. Performing any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws.
- I. Supervising or causing to be supervised, all officers, agents and employees of the Academy to assure that their duties are performed properly.
- J. Meeting at such times and places as required by these Bylaws.
- K. Registering their addresses with the Secretary of the Board for notices of meetings communicated to them at such addresses which shall be valid notice thereof.

SECTION 5. TERM OF OFFICE

Each Board member, except for instances detailed within these Bylaws, shall hold office until the end of July of the year their term ends.

- A. In the event there is a vacancy on the Board between election periods, the existing Board members may appoint individuals to fulfill the duties for the remaining term of office created by the vacancy.
- B. Each Board term is for a period of three (3) years.

SECTION 6. COMPENSATION

Board members shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

SECTION 7. PLACE OF MEETING

Board meetings shall be held at the Academy unless otherwise provided by the Board or at such other places as may be designated by posted agenda as required by Colorado Revised Statutes.

SECTION 8. MEETINGS

Regular meetings of the Board shall be held monthly at the time designated on the posted agenda.

SECTION 9. SPECIAL SESSION MEETINGS

Special Sessions of the Board may be called by the President of the Board, the Secretary of the Board, by any two (2) Board members, or, if different, by the persons specifically authorized under the laws of this state to call a Special Session of the Board. Such meetings shall be held at the Academy or, if different, at the place designated by the person or persons calling the special meeting.

SECTION 10. NOTICE OF MEETINGS

Unless otherwise provided by the Articles of Incorporation, these Bylaws, provisions of law, or the Academy Charter, the following provisions shall govern the giving of notice for meetings of the Board:

- A. All meetings of the Board will be noticed to the public, at a minimum, in accordance with Colorado Revised Statute (CRS) 24-6-402.
- B. All Board members shall be notified of all meetings of the Board.
- C. Acceptable forms of communication between Board members include, but are not limited to, oral, written, first class mail, e-mail, text, facsimiles, ~~and~~ telephone, social media, and video-conferencing platforms. All communications are considered non-confidential, except when provided by law.

SECTION 11. QUORUM FOR MEETINGS

A quorum shall consist of a majority of the members of the Board. Except as otherwise provided under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, no business shall be considered by the Board at any meeting at which a quorum is not present, and the only motion which the President of the Board shall entertain at such meeting is a motion to adjourn. Minutes shall be taken at such meetings.

SECTION 12. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the Board members present at a meeting duly held at which a quorum is present, is an act of the entire Board, unless the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board. Each Board member shall have one (1) vote except when a tie vote results, in which case the President of the Board's vote shall be counted twice.

SECTION 13. ATTENDANCE

Attendance at Board meetings is mandatory. If a member must miss a meeting due to extenuating circumstances, he/she must give the President or Secretary of the Board advanced notice, if possible. Failure to follow this procedure may be grounds for removal from the Board. Missing three (3) meetings in six (6) consecutive months may result in removal from the Board.

SECTION 14. CONDUCT OF MEETINGS

Meetings of the Board shall be presided over by the President of the Board or, in his/her absence, the Vice President of the Board or, in the absence of each of these persons, by a person chosen by a majority of the Board members present at the meeting. The Secretary of the Board shall act as secretary of all meetings of the Board, provided that, in his/her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

The President of the Board shall govern meetings, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, the Academy Charter, or with provisions of law. The conduct of the meetings shall be in accordance with established parliamentary procedure. Except as otherwise specified by state law or by Board policies pertaining to its own operating procedures, the Board shall be governed by the rules prescribed in *Robert's Rules of Order, Newly Revised*. NOTE: Under Robert's Rules, these parliamentary rules of order may be suspended by a majority vote.

SECTION 15. CONFLICT OF INTEREST

Members of the Board hold a position of trust, created in the interest of the common good and for the benefit of the Academy. It is the intent of this Section to maintain public confidence and prevent the

use of public office for private gain. Board members shall disclose any known or potential conflicts of interest to the President of the Board prior to the time set for voting on any such transaction and shall not vote on the matter or attempt to influence the decisions of other Board members in voting on the matter. The disclosures shall be included in the Minutes of the meeting in which Board action will occur relating to the matter disclosed. Failure by a Board member to bring notice of a potential conflict of interest to the attention of the Board in this manner may constitute just cause for removal of the member from the Board.

The following activities have the potential to create actual conflicts of interest, or raise the appearance of a conflict:

- A. Any term of paid consulting to the Academy.
- B. Decision-making role/responsibility in other organizations relevant to the Academy, its Board, its membership, etc.
- C. Position on publicly visible advisory bodies, even if no decision-making authority is involved.

Duty to Abstain

- A. No Board member shall vote on any matter in which he/she has a material and direct financial interest that will be affected by the outcome of the vote.
- B. In the event of such an abstention, the abstaining Board member shall state the reason for the abstention, which shall be noted in the minutes.

Request for Disclosures by Board Members and Officers

- A. When requested by the Board, each Board member and/or Officer shall promptly submit a statement to the Board setting forth all business and other affiliations, which relate in any way to the business and other affiliations of the Academy. This will be requested not less than once every year.

Procedures for Addressing a Conflict of Interest

- A. A Board member with a potential conflict of interest in a transaction or arrangement is not precluded from making a presentation to the Board or committee regarding the transaction or arrangement. However, before the Board or committee discusses and votes on the transaction or arrangement, the interested person must leave the meeting.
- B. Where a matter has been referred to the Board and they have concluded that a conflict of interest exists, the President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.
- C. After exercising due diligence, the Board may determine whether the Academy can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board may determine by a majority vote of the disinterested Board member(s) whether the transaction, contract, or arrangement is in the Academy's best interest and for its own benefit and whether it is fair and reasonable to the Academy, and may make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

Rules About Gifts

Board members may accept gifts as a result of their involvement with the Academy in the following circumstances:

- A. The gift has no more than token value.
- B. It is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together.
- C. The exchange is lawful and in accordance with the educational industry's ethical practice and/or standards.
- D. The gift could not be construed by an impartial observer as a bribe, pay off or improper and/or illegal payment.
- E. No member may use the Academy property to make a gift, charitable donation or political contribution to anyone on behalf of the Academy. Any gift must have the authorization/approval of the Board or Board designee.

SECTION 16. EXECUTIVE SESSION

All Regular and Special Session meetings of the Board shall be open to the Academy Membership and the public, except that at any Regular or Special Session, the Board may proceed into Executive Session upon the affirmation vote of the quorum present, and as provided by these Bylaws, the Academy Charter and the laws of this state.

The motion requesting the Executive Session shall state the statutory reason for the Executive Session along with the statutory citation and the nature of the matter to be discussed. A motion to enter into the Executive Session requires a 2/3 vote of the Board. However, the Board shall not make final policy decisions, nor shall any resolution, rule, regulation, or formal action or any final action approving a contract or calling for the payment of money be adopted or approved during an Executive Session.

Matters discussed during an Executive Session shall remain private and confidential among those attending the session and may not be disclosed, discussed or otherwise revealed outside the Executive Session. Disclosure of said discussion shall be just cause for a Board member to be removed from office.

The Secretary of the Board shall ensure that the Executive Session is audio-recorded (unless statutory exceptions apply) and the recording kept on file for ninety (90) days after which it shall be destroyed. Only those persons invited by the Board may be present during any Executive Session.

An Executive Session is closed to the public for the purpose of discussing business of a sensitive or confidential nature and may only be called for a purpose as provided by C.R.S. §24-6-402(4) and/or as otherwise permitted by the laws of this state.

SECTION 17. VACANCIES

Vacancies on the Board may exist due to the death, resignation or removal of any Board member. Any Board member may resign effective upon giving written notice to the President of the Board, the Secretary of the Board, or the Board, unless the notice specifies a later time for the effectiveness of such resignation.

No Board member may resign if the Academy would then be left without a duly elected Board member or Board members in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this state.

Removal by Action of the Board

Board members may be removed from office, with just cause as permitted by and in accordance with these Bylaws and the laws of this state. Any Board member being considered for removal shall have prior notice of the concerns of the Board and have an opportunity to address those concerns. A Board member considered for removal has the right of grievance through an outside mediator. The Board must acknowledge and consider the recommendations of the mediator before taking further action. However, the Board is not bound by said recommendations when taking action. If just cause is presented to the Board, any Board member may be voted off by a super majority of the entire Board.

Removal by Action of the Academy Membership

The Academy Membership has the right to remove any Board member by submitting a petition to the Board that states the nature of the grievance. This petition must contain the valid names and signatures of at least 51% of the Academy Membership. The petition process shall be initiated when the Board is presented with a petition stating the Board member's name, the reason for removal, the name(s) of the person(s) responsible for the petition. Once the Board has received the petition, those person(s) responsible for the petition shall have the following sixty (60) days in which to collect the required signatures. Upon expiration of the sixty (60) days the petition and the signatures of 51% of the Academy Membership shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. No one Board member shall face a petition for removal more than once within any twelve (12) month period. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. If, after the petition is discussed at the Board meeting and is not withdrawn by petitioner, the Board shall appoint a new Board member pursuant to this section.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws, the Academy Charter or provisions of law, vacancies left by a Board member shall be appointed by the Board to fulfill the remainder of the vacated position's term. Each Board member shall have an equal vote and shall be given seven (7) days advance notice of any meeting at which an appointment vote will be taken.

SECTION 18. NON-LIABILITY OF BOARD MEMBERS

The Board members shall not be personally liable for the debts, liabilities, or other obligations of the Academy.

SECTION 19. INDEMNIFICATION BY ACADEMY OF BOARD MEMBERS AND OFFICERS

- A. **Indemnification by the Academy.** The Academy shall indemnify any person who was or is an involuntary party or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Academy) by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of the Academy or is or was serving, at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise, against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by he/she in connection with such action, suit, or proceeding, if he/she acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Academy and, with respect to any criminal action or proceeding had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit,

or proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in the best interest of the Academy and, with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

- B. **No Indemnification Upon Negligence or Misconduct.** The Academy shall indemnify any person who was or is a party defendant or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Academy to procure a judgment in its favor by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise against expenses (including attorney fees) actually and reasonably incurred by him/her in connection with the defense or settlement or such action or suit if he/she acted in good faith and a manner he/she reasonably believed to be in the best interest of the Academy; but no indemnification shall be made in respect to any claim, issue, or matter as to which such person has been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Academy unless and only to the extent that the court in which such action or suit was brought determines upon application that despite the adjudication such person is fairly and reasonably entitled to indemnification for such expenses which such court deems proper.
- C. **Indemnification Upon Successful Defense.** To the extent that a Board member, employee, fiduciary or agent of the Academy has been successful on the merits in defense of any action, suit or proceeding referred to in Sections (a) or (b) above or in defense of any claim, issue, or matter therein, he/she shall be indemnified against expenses (including attorney fees) actually and reasonably incurred by him/her in connection therewith.
- D. **Determination by the Board.** Any indemnification under this Bylaw (unless ordered by a court) shall be made by the Academy only as authorized in a specific case upon determination that indemnification of the director, officer, employee, fiduciary or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth in Sections (a) or (b) above. Such determination shall be made by the Board by a majority vote of a quorum consisting of Board member(s) who were not parties to such action, suit, or proceeding, or if such a quorum is not obtainable, or, even if obtainable, if a quorum of disinterested Board members so directs, by independent legal counsel in written opinion.
- E. **Payment in Advance.** The Academy may pay for or reimburse the reasonable expenses incurred by a Board member, fiduciary, employee or agent who is a party to a proceeding in advance of final disposition of the proceeding if:
 - a. The party seeking indemnification furnishes to the Academy a written affirmation demonstrating a good faith belief that the party has met the standard of conduct described in Sections (a) and (b) above;
 - b. The party seeking indemnification furnishes to the Academy a written undertaking, executed personally or on the party's behalf, to repay the advance if it is ultimately determined that the party did not meet the standard of conduct; and
 - c. Determination is made that the facts then known to those making the determination would not preclude indemnification under these Bylaws.
- F. **Inurement for the Benefit of Heirs.** That the indemnification provided by these Bylaws shall not be deemed exclusive of any other rights to which those indemnified may be entitled to under any other Bylaw, agreement, vote of members or disinterested directors, or otherwise any procedure provided for by any of the foregoing, both as to action in his/her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Board member, officer, employee, fiduciary or agent and shall inure to the benefit of heirs, executors, and administrators of such a person.

G. **Insurance.** The Academy shall purchase and maintain insurance on behalf of any person who is or was a Board member, officer, employee, fiduciary or agent of the Academy or who is or was serving at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust, or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the Academy would have the power to indemnify him/her against such liability under provisions of these Bylaws.

SECTION 20. INSURANCE FOR AGENTS

Except as may be otherwise provided under provisions of law, the Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Academy (including a Board member, employee or other agent of the Academy) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Academy would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, and in accordance with budgetary constraints.

SECTION 21. EXTENDED ABSENCE OF BOARD MEMBER

A replacement Board member may be appointed by a majority vote of the Board, for the duration of the absence, should any Board member require an ~~extended~~ absence **of more than three months.**

ARTICLE 4 ELECTIONS

SECTION 1. REGULAR AND SPECIAL ELECTIONS

A regular election shall be held annually in the spring semester with thirty (30) days written public notice. The regular election may be held for the purpose of electing Academy members and community-at-large individuals to the Board.

The Board may hold a special election by resolution with at least thirty (30) days written public notice in advance of such special election. The resolution shall set forth the purpose of such election.

Any Academy member with at least one (1) child enrolled and attending shall be eligible to vote in any regular or special election.

Electronic voting will ensure access to voting by all members of the Academy, which is a primary consideration of the Board. The details of all voting such procedures will be set forth in the written public notice.

SECTION 2. ELECTION COMMITTEE

Votes shall be tallied by the Election Committee in accordance with established policies. The Election Committee shall consist of members, preferably 3 or greater, appointed by the Board. The Election Committee shall also have the power to answer all questions relating to the conduct of the Academy elections.

SECTION 3. CANDIDATES FOR OFFICE

Any Academy member or community-at-large individual who desires to be considered for election as a member of the Board shall complete a WCA Board application, indicating such desire with the Election Committee no less than six (6) full weeks prior to the election.

A candidate for an Academy member seat on the Board must have attended a minimum of two (2) Board meetings in the year of their intended candidacy or volunteered for a minimum of thirty-five (35) hours within the twelve (12) months prior to their candidacy. Candidate requirements must be verified and approved by the Election Committee. Additionally, the committee reserves the right to disqualify a candidate based on the results of a criminal background check.

SECTION 4. REQUIREMENTS OF NEWLY ELECTED AND APPOINTED BOARD MEMBERS

All newly elected Board members must complete the minimum training requirements within sixty (60) days of being elected and prior to service on the Board. Failure to complete the minimum training within the sixty (60) days may result in removal from the Board.

Minimum training requirements shall be established and reviewed annually by the Board and published no less than thirty (30) days prior to an election.

All newly appointed Board members must complete the minimum training requirements that are currently in effect at the time of appointment within sixty (60) days of being appointed by the Board. Failure to complete the minimum training within the sixty (60) days shall result in removal from the Board.

All newly elected Board members may participate in the discussions at the Board meetings following their election; however, they shall not count towards quorum and they cannot vote until they are seated.

ARTICLE 5 OFFICERS AND DUTIES

SECTION 1. DESIGNATION OF OFFICERS

The officers of the Academy shall be a President, a Vice President, a Secretary and a Treasurer.

SECTION 2. QUALIFICATIONS

Any Board member may serve as an officer of the Academy.

SECTION 3. ELECTION AND TERM OF OFFICE

The Board shall elect officers by secret ballot annually at the first meeting of each new Board. Each officer shall hold office until he/she resigns, is removed, or is otherwise disqualified to serve, or until his/her successor shall be elected and qualified, whichever occurs first.

SECTION 4. REMOVAL AND RESIGNATION

The Board may remove any officer, with cause, at any time. Any officer may resign at any time with written notice to the Board or to the President or Secretary of the Board. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any Board officer shall be filled as outlined in Article 3 section 17 of these Bylaws.

In the event of a vacancy in any office other than that of President of the Board, such vacancy may be filled temporarily by appointment by the President of the Board until such time as the Board shall fill the vacancy, by majority vote. Any vacancy appointment shall retain the officer's position until the period of vacancy ends.

SECTION 6. DUTIES OF PRESIDENT

The President of the Board shall, subject to the control of the Board, supervise, or cause to be supervised, and control the business affairs of the Academy and the activities of the officers. They shall perform all duties incident to their office and such other duties as may be required by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, or which may be prescribed from time to time by the Board. The President of the Board shall preside at all meetings of the Board and, at all meetings of the Academy Membership. Except as otherwise expressly provided by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, they shall, in the name of the Academy, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board.

SECTION 7. DUTIES OF VICE PRESIDENT

The Vice President of the Board shall perform all the duties of the President of the Board, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President of the Board. The Vice President of the Board shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, or as may be prescribed by the Board.

SECTION 8. DUTIES OF SECRETARY

The Secretary of the Board shall certify and keep at the principal office of the Academy the original, or a copy, of these Bylaws as amended or otherwise altered to date.

The Secretary of the Board shall maintain at the principal office of the Academy, or at such other place as the Board may determine, a book of minutes of all meetings of the Board members, meetings of committees and Meetings of the Academy Members, recording therein the time and place of holding, whether Regular or Special, the names of those present or represented at the meeting, and the proceedings thereof. They shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. Such records may be kept in digital format.

SECTION 9. DUTIES OF TREASURER

The Treasurer of the Board shall ensure the proper accounting of financial records and work with the Finance Director in ensuring that the Academy is aligned with state expectations for transparency, accuracy and accountability pursuant to Colorado law.

SECTION 10. COMPENSATION

Board members shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

ARTICLE 6 COMMITTEES

SECTION 1. COMMITTEES

The Academy shall have committees designated by resolution of the Board. These committees may consist of persons who are Academy members, Academy staff and invited community-at-large individuals and may also be members of the Board. Board members shall have committee voting privileges and may act in an advisory capacity.

SECTION 2. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be governed by the Board, which may also adopt rules and regulations pertaining to the conduct of meetings and committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

Committees are advisory to the Board. Committees do not have decision-making authority and the Board may not delegate decision-making authority to a committee. Committees are charged with gathering and analyzing information, reaching consensus on recommendations, and then make recommendations to the Board which then may enable the Board to make thoughtful and strategic decisions.

ARTICLE 7 RELATIONSHIP OF EXECUTIVE BOARD TO ACADEMY EMPLOYEES

SECTION 1. EXECUTIVE DIRECTOR

The Executive Director shall serve as the official representative of the Academy to the community and as the chief administrator of the Academy over all aspects of the operations of the Academy, as well as for such other services and duties as shall be assigned by the Board.

The Executive Director shall be appointed by the Board and may be removed by a vote of the majority of the Board, with or without cause, whenever in the judgment of the Board, the best interests of the Academy is served by such action. Any contract or agreement entered into by the Board with the Executive Director contrary to the provisions of this Article or any other provision of these Bylaws shall be deemed null and void.

The Board of Directors is solely responsible for evaluating the performance of the Executive Director at the minimum of once per year.

SECTION 2. HUMAN RESOURCES

All Human Resource matters shall be addressed by the Executive Director, including but not limited to, all matters pertaining to the areas of Employee Investigations, Employee Benefits, HR Related training staff, and other topics of interest as determined by the Executive Director.

All Human Resource matters pertaining directly to the Executive Director shall be brought to the attention of the President and Secretary of the Board.

**ARTICLE 8
EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

SECTION 1. EXECUTION OF INSTRUMENTS

The Board, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Academy to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Academy, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Academy by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, no more than four (4) signatures will be on file with the bank. Two (2) signatures will be required per check written.

SECTION 3. DEPOSITS

All funds of the Academy shall be deposited expeditiously to the credit of the Academy in such banks, trust companies, or other depositories as the Board may select.

SECTION 4. GIFTS TO THE ACADEMY

The Board may accept on behalf of the Academy any contribution, gift, bequest, or devise for the nonprofit purposes of the Academy.

**ARTICLE 9
CORPORATE RECORDS, REPORTS AND SEAL**

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The Academy shall keep at its principal office:

- A. Minutes of all meetings of the Board, committees and of all Meetings of the Academy Members, indicating the time and place of holding such meetings, whether Regular or Special, and the names of those present and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

- C. A copy of the Academy's Articles of Incorporation, Charter and Bylaws as amended to date, which shall be open to inspection at reasonable times during office hours.

SECTION 2. CORPORATE SEAL

The Board may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Academy. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. BOARD MEMBERS' INSPECTION RIGHTS

Every Board member shall have the right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Academy and shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter and provisions of law.

SECTION 4. ACADEMY MEMBERS' INSPECTION RIGHTS

Each Academy member shall have the following inspection rights, for a purpose reasonable related to such person's interest as an Academy member:

- A. To inspect and copy, upon written demand on the Secretary of the Board, the record of all Academy members' names, addresses and voting rights, at reasonable times, which demand shall state the purpose for which the inspection rights are requested.
- B. To obtain from the Secretary of the Board, upon written demand on, and payment of a reasonable charge to, the Secretary of the Board, a list of the names, addresses and voting rights of those Academy members entitled to vote for the election of Board members as of the most recent record date for which the list has been compiled or as of the date specified by the Academy member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The Academy Membership list shall be made within a reasonable time after the demand is received by the Secretary of the Board or after the date specified therein as of which the list is to be compiled.
- C. To inspect at any reasonable time the books, applicable records, or minutes of proceedings of the members or of the Board or committees of the Board, upon written demand on the Secretary of the Board by the member, for a purpose reasonably related to such person's interests as a member.
- D. Academy members shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter, and provisions of law.

SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts. The Academy shall maintain the right to charge a reasonable copying cost.

SECTION 6. DISTRIBUTION OF RECORDS

Such distribution of any of the aforementioned records shall be made in accordance with all applicable provisions of the laws of this state.

SECTION 7. ANNUAL REPORT

The Board shall cause an annual report required under law to be prepared and available to the members.

ARTICLE 10 IRS 501(c)(3) TAX EXEMPTION PROVISIONS

SECTION 1. LIMITATIONS ON ACTIVITIES

No substantial part of the activities of the Academy shall be the carrying on of propaganda, or otherwise attempting to influence legislation [except as otherwise provided by Section 501(h) of the Internal Revenue Code], and the Academy shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, the Academy shall not carry on any activities not permitted to be carried on (a) by an Academy exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an Academy, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of the Academy shall inure to the benefit of, or be distributed to, its Academy members, Board members or trustees, officers, or other private persons, except that the Academy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Academy.

SECTION 3. DISTRIBUTION OF ASSETS

Upon the dissolution of the Academy, any assets remaining after payment, or the provision for payment, of all debts and liabilities of the Academy, shall be distributed to the Windsor School District RE-4, or to another state or local governmental entity or instrumentality thereof.

SECTION 4. PRIVATE FOUNDATION REQUIREMENTS AND RESTRICTIONS

In any taxable year in which the Academy is a private foundation as described in Section 509(a) of the Internal Revenue Code, the Academy 1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; 2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; 3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; 4) shall not make any investments in such manner as to subject the Academy to tax under Section 4944 of the Internal Revenue Code; and 5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

ARTICLE 11 AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

The Board of the Academy may alter, amend, repeal or add new Bylaws, except as may otherwise be specified under provisions of law.

- A. Any Bylaw changes must be posted for a thirty (30) day period prior to any changes taking effect.
- B. The Academy Membership has the right to appeal the altered, amended, repealed, or new Bylaws. The appeal process shall be initiated when the Board is presented with a petition that states the nature of the grievance and the suggested remedy. Once the Board has received the petition, those person(s) responsible for the petition shall have the following sixty (60) days in which to collect the required signatures. Upon expiration of the sixty (60) days the petition and the signatures shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. No petition may be filed for the same reason more than once within any twelve (12) month period of time.
- C. The submitted petition must contain the valid names and signatures of at least 51% of the Academy Membership.
- D. The submitted petition shall only require the Board to re-evaluate the protested provision(s) and shall not require the Board to take any further action whatsoever.
- E. Bylaw changes shall be approved by a majority vote of the entire Board.

ARTICLE 12 CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Academy, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding. All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of the Academy filed with an office of this state and used to establish the legal existence of the Academy.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

ARTICLE 13 ACADEMY MEMBERSHIP PROVISIONS

SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS

The Academy shall have only one (1) class of Academy members. No Academy member shall hold more than one (1) membership in the Academy. All memberships shall have the same rights, privileges, restrictions and conditions. Membership rights include, but are not limited to, the right to:

- A. Vote for the election of members of the Board.
- B. Initiate and vote for removal of members of the Board.
- C. Appeal Bylaws.

SECTION 2. QUALIFICATIONS OF MEMBERS

The qualifications for membership in the Academy are as follows:

- A. Academy Membership is defined as those biological parents or legal guardians who have at least one (1) child enrolled and attending the Academy. This does not include parents or legal guardians who have children on waiting lists.
- B. Board members will be included in the Academy Membership whether they have children attending the Academy or not.

SECTION 3. TUITION, DUES AND FEES

The Academy is a public school and therefore shall not have tuition or dues associated with membership to the Academy or that would restrict any child from attending, as long as there is room available and the Academy can meet the educational needs of the child. In the event that an educational program is not fully funded via state or federal funding, the Academy reserves the right, at the sole discretion of the Board, to charge tuition for said program.

The Academy shall have the authority to enact mandatory fees for materials, field trips, speakers, events, and supplies used for the express purpose of student education and the effective operation of the Academy.

SECTION 4. NUMBER OF MEMBERS

The number of Academy members is limited to a maximum of two (2) Academy members per family or child, whichever is least .

SECTION 5. NON-LIABILITY OF MEMBERS

A member of the Academy is not, as such, personally liable for the debts, liabilities, or obligations of the Academy.

SECTION 6. NON-TRANSFERABILITY OF ACADEMY MEMBERSHIPS

No member may transfer a membership. All rights of membership cease upon the member's death. In the event of a member's death, the Academy Membership will transfer to the child's or children's legal guardian.

SECTION 7. TERMINATION OF ACADEMY MEMBERSHIP

The membership of an Academy member shall terminate upon the occurrence of any of the following events:

- A. Upon written notice of such termination of enrollment of a child or children by a parent or legal guardian to the Academy, delivered to the Academy personally or by mail. Such membership to terminate upon the date of delivery or postmark date.
- B. By failure of the child or children to attend the Academy during the first five (5) scheduled school days of the school year without written permission from the Executive Director.

IN WITNESS WHEREOF, these Revisions to the original Bylaws and amendments to the Bylaws were read, reviewed and adopted on this 21st day of March 2021.



6.0 First Read Policies

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
EXECUTIVE BOARD OFFICERS

Chairperson President and Vice President

The President of the Executive Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the President shall:

1. Preside at all meetings of the Executive Board.
2. Serve as the main point of contact between the Executive Board and the Executive Director.
3. Set the Board meeting agendas with input from Executive Board members.
4. Bring before the Executive Board such matters as in the President's judgment may require the attention of the Executive Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the Executive Director on crucial matters which may occur between Executive Board meetings.
7. Call special meetings of the Executive Board when necessary.
8. Coordinate the Executive Director's annual performance evaluation as a member of the Executive Director's Evaluation Committee.

In the absence of the President, the Vice President shall have and perform all of the powers and duties of the President.

~~The Chairperson shall, subject to the control of the Board, supervise, or cause to be supervised, and control the business affairs of the Academy and the activities of the officers. He or she shall perform all duties incident to his/her office and such other duties as may be required by law, by the Articles of Incorporation, by the Bylaws or by the Academy Charter, or which may be prescribed from time to time by the Board. The Chairperson shall preside at all meetings of the Executive Board and, at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Incorporation, by the Bylaws or by the Academy Charter, he or she shall, in the name of the Academy, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board.~~

Vice Chairperson

~~The Vice Chairperson shall perform all the duties of the Chairperson, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chairperson. The Vice Chairperson shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, by the Bylaws or by the Academy Charter, or as may be prescribed by the Board.~~

Secretary

The secretary of the Executive Board shall perform the following duties:

- 1. Ensure that a record is kept of all business transacted by the Executive Board at either regular or special meetings.**
- 2. Cause written notice to be given to each Executive Board member of all special meetings of the Board.**
- 3. Perform such other duties as may be assigned by the Executive Board.**

~~The Secretary shall certify and keep at the offices of the schools the original, or a copy, of the Bylaws as amended or otherwise altered to date. The Secretary shall maintain at the offices of the schools, or at such other place as the Board may determine, a record of minutes of all meetings of the Board members, meetings of committees and meetings of the Academy membership, recording therein the time and place of holding, whether Regular or Special, the names of those present or represented at the meeting, and the proceedings thereof. He or she shall see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law. Such records may be kept in digital format.~~

Treasurer

~~The treasurer of the board shall ensure the proper accounting of financial records and work with the finance director in ensuring that the school is aligned with state expectations for transparency, accuracy, and accountability pursuant to Colorado law.~~ **The Treasurer shall perform or cause to be performed the following duties:**

- 1. Ensure the proper accounting of financial records and work with the finance director in ensuring that Windsor Charter Academy is aligned with state expectations for transparency, accuracy, and accountability pursuant to Colorado law**
- 2. Serve as a member on the Finance Committee.**
- 3. Report to the Executive Board on an accounting of financial records and the recommendations of the Finance Committee.**
- 4. Perform such other duties as may be assigned by the Executive Board.**

Windsor Charter Academy Executive Board
Adopted: May 2001
March 2017
June 2021

Legal References

C.R.S. § 22-32-104(3); § 22-32-105 (president and vice president)

C.R.S. § 22-32-104(4); § 22-32-106 (secretary)

C.R.S. § 11-10.5-111; § 22-32-104 (4); 22-32-107 (treasurer)





POLICY APPRAISAL REVIEW AND EVALUATION

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Executive Board action and administrative decision, the Executive Board will review its policies on a continuing basis. The Executive Director is given the continuing responsibility of calling to the Executive Board's attention all policies that are out of date or appear to need revision for other reasons. ~~The duty of maintaining the policy manual for Windsor Charter Academy lies with the Executive Director. The required process for revising, adding to or amending policies is by the presentation of the proposal in writing to each Board member at any regular or special meeting. The proposal shall be tabled after discussion and reconsidered at the next regular or special meeting, amended if necessary, and adopted or rejected by a majority vote of the members present.~~

~~Under unusual circumstances, temporary approval may be granted to meet urgent conditions; however, the policy change will only be considered permanent by going through the above procedure.~~

~~The Executive Board shall consider policy review an ongoing activity and review policies monthly during the year. The Board may meet as a committee of the whole to consider policy as the necessity arises.~~

The procedure for adopting a new policy, the revision of an existing policy or the deletion of an existing policy shall be:

- 1. The proposed policy and/or revisions shall be presented to the Executive Board as an action item and discussed at first reading.**
- 2. The policy will then be voted on, with amendments if indicated, and approved or rejected by a majority vote of the members present.**
- 3. If approved on first reading, the policy will then be brought forward at the next regularly scheduled board meeting.**
- 4. Any revisions from the first reading will be indicated.**
- 5. The policy will then be formally adopted and enforced after second reading.**

Minor changes to the name of the policy, any additional legal or cross references to be added/deleted, or proofreading changes that do not change the language and or meaning of the policy may be made without formal board approval.

The **Executive** Board shall cause all revisions, additions, amendments, and/or deletions to be timely published on the charter website.

Windsor Charter Academy Executive Board
Adopted: May 2001
November 2009
January 2015
March 2017
June 2021





7.0 Second Read Policies



The Executive Board promotes a healthy learning environment by supporting student wellness, evidence-based nutrition recommendations, mental health, and regular physical activity. Schools prioritize the health status of students by facilitating learning around balanced nutrition and consistent physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals have a greater propensity to learn in the classroom.

Windsor Charter Academy will maintain a system-wide Wellness Committee. The Wellness Committee will serve as a resource to schools in supporting school wellness.

The following goals support a healthy learning environment:

Goal 1 Windsor Charter Academy will provide a learning environment for developing and practicing lifelong wellness behaviors.

The school environment will be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to proper nutrition and regular physical activity. Such learning environment will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity.

Goal 2 Windsor Charter Academy will support and promote proper dietary habits contributing to students' health status and academic performance.

Foods and beverages offerings available on school grounds and at school-sponsored activities will meet or exceed nutrition standards. Windsor Charter Academy will comply with any state and federal rules or regulations regarding competitive food service and the service of Foods of Minimal Nutritional Value, as defined by the USDA.

Goal 3 Windsor Charter Academy will provide opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Schools should not provide substitutions for quality physical education. Physical activity will be included in a school's education program from elementary school through high school. Physical activity should include regular instructional physical education, in accordance with academic standards, and may include, but need not be limited to exercise programs, fitness breaks, recess, field trips that include physical activity and classroom activities that include physical activity.

Goal 4 Windsor Charter Academy will support and promote staff and student's mental health needs.

Mental health support is essential to address barriers of learning. School-based programs and collaboration with the community to offer prevention, early intervention, crisis intervention, and mental health support will promote a positive and safe climate for staff and students.

Windsor Charter Academy Executive Board
Adopted: May 2021

Legal References

Section 204 of P.L. 111-296(Healthy, Hunger-Free Kids Act)
C.R.S. 22-32-134.5 (healthy beverages requirement)
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)
C.R.S. 22-32-136.3 (trans fat ban)
C.R.S. 22-32-136.5(3)(a) and (b) (physical activity requirement)
1 CCR 301-79 (State Board of Education – healthy beverages rules)

Cross References

EF Food Service Program
EFEA Nutritious Food Choices



Windsor
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
SCHOOL WELLNESS—REGULATION

The Executive Board promotes a healthy learning environment by supporting student wellness, evidence-based nutrition recommendations, mental health, and regular physical activity. Schools prioritize the health status of students by facilitating learning around balanced nutrition and consistent physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals have a greater propensity to learn in the classroom.

Windsor Charter Academy will maintain a system-wide Wellness Committee. The Wellness Committee will serve as a resource to schools in supporting school wellness.

The following goals support a healthy learning environment:

Goal 1 Windsor Charter Academy will provide a learning environment for developing and practicing lifelong wellness behaviors.

The school environment will be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to proper nutrition and regular physical activity. Such a learning environment will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity.

Providing a comprehensive learning environment can be accomplished by:

- Active promotion of the importance of healthy eating, mental health, and physical activity to students, parents, school /staff, and the community at school registration, parent-teacher meetings, open houses, staff in-services, etc.
- The availability of virtual nutrition and culinary educational lessons for students to complete with the assistance of a teacher, family or community member.

- The availability of nutrition and physical activity educational resources for parents to promote student wellness. Including information about healthful foods and beverages to provide to their child and to bring to school activities and events. These educational opportunities may include, but not be limited to, education provided in the form of handouts, articles and information provided in school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.
- All activities and educational materials shall be promoted and supported by evidence-based resources and practices

Goal 2 Windsor Charter Academy will support and promote proper dietary habits contributing to students' health status and academic performance.

Foods and beverages offerings available on school grounds and at school-sponsored activities will meet or exceed nutrition standards. Windsor Charter Academy will comply with any state and federal rules or regulations regarding competitive food service and the service of Foods of Minimal Nutritional Value, as defined by the USDA.

Supporting and promoting proper dietary habits can be accomplished by:

- Only USDA Smart Snacks in school regulation and the Department of Education nutrition guidelines may be sold or advertised during school hours.
- A restriction on using food as a discipline or reward.
- A list of Smart Snacks shall be made available to teachers, administrators and parent/teacher association.
- A recommendation that at any school function (parties, celebrations, receptions, festivals, sporting events, etc.) at least 50% of food choices be comprised of healthy Smart Snack options and be made available to all students.

Goal 3 Windsor Charter Academy will provide opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Schools should not provide substitutions for quality physical education. Physical activity will be included in a school's education program from elementary school through high school.

Physical activity should include regular instructional physical education, in accordance with academic standards, and may include, but need not be limited to exercise programs, fitness breaks, recess, field trips that include physical activity and classroom activities that include physical activity.

Increasing opportunities for students to engage in physical activity can be accomplished by:

- Students shall have the opportunity to participate in physical education programs that comply with Colorado state standards.
- An encouragement that schools follow the recommendations of the Shape America standards, which guide students through a process that enables them to achieve a high personal level of fitness.
- An encouragement that secondary schools administer a health-related fitness assessment to students to help students determine their own level of fitness and create their own fitness goals and plans.
- Schools shall provide health-promotion activities and incentives for students, parents and staff that encourage lifelong wellness behaviors, including physical activity, nutrition, and mental health for all students through opportunities such as speakers, recreational demonstrations, walking clubs, etc.

Goal 4 Windsor Charter Academy will support and promote staff and student's mental health needs.

Mental health support is essential to address barriers of learning. School-based programs and collaboration with the community to offer prevention, early intervention, crisis intervention, and mental health support will promote a positive and safe climate for staff and students.

Supporting and promoting staff and students' mental health needs can be accomplished by:

- Staff shall have the opportunity to receive mental health training and suicide prevention training.
- Staff and students will know how to access resources and receive help for a mental health condition.
- School counselors shall be provided with professional development opportunities to further improve the understanding of mental health and trauma within the student population.

- Staff shall have the opportunity to receive professional development training on integrating Social Emotional Learning (SEL) into the classrooms.

Implementation and Review

To help ensure each school's compliance with and implementation of this policy's goals, the Executive Board designates the School Nurse as Windsor Charter Academy's wellness policy coordinator. The School Nurse will lead the Wellness Committee that will periodically review policy and may recommend policy revisions in accordance with federal law. The Wellness Committee will meet on a quarterly basis.

Windsor Charter Academy Executive Board
Adopted: May 2021

Legal References

Section 204 of P.L. 111-296 (Healthy, Hunger-Free Kids Act)
C.R.S. 22-32-134.5 (healthy beverages requirement)
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)
C.R.S. 22-32-136.3 (trans fat ban)
C.R.S. 22-32-136.5(3)(a) and (b) (physical activity requirement)
1 CCR 301-79 (State Board of Education – healthy beverages rules)

Cross References

EF Food Service Program
EFEA Nutritious Food Choices



SAFEGUARDING PERSONAL IDENTIFYING INFORMATION

The Executive Board is committed to protecting the confidentiality of personal identifying information (PII) obtained, created and/or maintained by Windsor Charter Academy. The Executive Board directs Windsor Charter Academy to safeguard PII in accordance with this policy, other Executive Board policies concerning the creation, use, storage or destruction of PII, and applicable law.

Windsor Charter Academy shall implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure or destruction. Windsor Charter Academy shall require third parties that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure or destruction.

Windsor Charter Academy shall ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as that term is defined by state law, Windsor Charter Academy shall conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's office and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

Windsor Charter Academy Executive Board
Adopted: May 2021

Legal References

C.R.S. 24-73-101 et seq.

Cross References

EGAEA Electronic Communication

JRA/JRC Student Records/Release of Information Concerning Students

JRCB Privacy and Protection of Confidential Student Information





8.0 Bids

Below are the three bids concerning the Expansion of the elementary School Loading Dock. It is the Director of Facilities Management recommendation to select VS Concrete Services as they provided the most in depth analysis of the overall scope of work for the project at the best range price point and the work comes warranted for a year after install.

VS Concrete Services- \$6000.00

Sam the Concrete Man- \$8,650.00

Northern Colorado Concrete - \$6711.50

Construction Estimate

This Construction Estimate was made as of May 3rd, 2021 by and between Windsor Charter Academy (the "Client") and, VS Concrete Services (the "Contractor").

Within are details of the estimate provided by our company for the address of:

680 Academy Ct.
Windsor CO

Description of Services: VS Concrete Services is giving this estimate for placing a thick concrete pad with 2.5ft thickened edge. Size 18'ft long and 44" inches wide. Concrete will have rebar tied into existing pad every 2-3ft and crushed asphalt will be used for fill. Concrete will be 4000psi with stealth fiber mesh throughout it for strength.

Price: \$ \$6,000

This price includes the rebar, prepping, labor, concrete and finishing. This includes building and construction materials, necessary labor and site security, and all required tools and machinery needed for completion of construction.

Warranty: This will include a one (1) year warranty for the work done at the above property if any major cracks or top chips were to happen. In the event this did happen you may contact VS Concrete Services to fix any damage that occurs during the first year



Northern Colorado Concrete

31793 WCR 29 Greeley, CO 80631

Serving Colorado

www.norcoconcrete.com

•Northern•Colorado•Concrete•

Fax: 970-336-1314

Office: 970-336-1315

Larry's Cell: 970-518-1711

Time Bailey's Cell: 970-576-8651

Office: 970-336-1315

Proposal

Proposal Submitted To	Windsor Charter Academy Elementary		Phone	480-330-6685	Date	5/10/21
Street	680 Academy ct		Job Name			
City, State and Zip Code	Windsor		Job Location			
Ricky Wagner	Fax	Cell Phone				

We hereby propose to furnish materials and labor necessary for the completion of:

* Loading dock 4x20x80 \$6,711.5

* Saw cut asphalt, tear out haul away asphalt, pour footing, set walls, backfill + compact inside walls, pour finish top of dock, concrete base, rebar, labor all included.

* Cement is 7sack mix, 4500psi

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: _____ dollars (\$ _____) Payment to be made as follows: cash on completion (10% late charge if payment not received within 48 hours of completion and a penalty of 2% per month thereafter, any attorney fees or collection fees to be paid by customer Additional 3.5% processing fee on credit or debit card transactions.

We are not responsible for damage or punctures to unexposed lines or wires. All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Warranty excludes cracking, all concrete cracks.

Authorized Signature

Claudia P...

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of acceptance _____



Quote

05/18/2021

To:
 Windsor Charter Academy
 Jon Reynolds
 680 Academy Ct
 Windsor, CO 80550
 970-674-5020 (Contact)

Project:
 Windsor Charter School - Thermo
 Kool
 Windsor Charter Academy
 680 Academy Ct
 Windsor , CO 80550

From:
 Pueblo Hotel Supply
 Michael Vunovich
 170 Greenhorn Drive
 170 Greenhorn Drive.
 Pueblo, CO 81004
 (719)542-8853

Job Reference Number: OPP2154

Installation includes:
 BUILDING CUSTOMER SUPPLIED INDOOR WALKIN FREEZER, NECESSARY TRIM.
 HANGING EVAPORATORS, SETTING CONDENSER ON PROVIDED PAD.
 NECESSARY PIPING, INSULATION,
 FITTINGS, SUPPORTS, REFRIGERANT, LABOR, ONE YEAR WARRANTY ON OUR WORKMANSHIP. PRICE BASED ON 25' LINE RUN, SINGLE STORY BUILDING.

Item	Qty	Description	Sell	Sell Total
1	1 ea	WALK IN FREEZER, MODULAR, SELF-CONTAINED Thermo Kool Model No. Q33217-12 ***SEE ATTACHED SPEC SHEETS* Outside Dimensions: 12' 0" x 8' 0" x 8' 6" High	\$15,529.02	\$15,529.02
	1 ea	RFO350L4SEA 3 1/2 HP, Remote Pre Assembled Refrig. System. 208-230/60/3 Low Temperature, base, weather hood, winter controls, Scroll, Air-cooled, R448A (32.2 MCA, 35 MOPD, 10.9 Compressor RLA) with RL6E105DDA 208-230/60/1 coil (1.0 fan amps, 9.8 heater amps) with Dual Speed EC motor. Accessories: 1 ea Low ambient kit with heated and insulated receiver, low pressure bypass relay.	\$9,110.87	\$9,110.87
	1 ea	WARRANTY Standard THERMO-KOOL 10 year panel warranty Standard THERMO-KOOL 5 year compressor & 1 year parts refrigeration	\$1,384.02	\$1,384.02
	1 ea	CHANGE EXTERIOR FINISH Change Exterior finish to Paint Grip Smooth Galvanized Steel	\$-403.65	<Optional>
ITEM TOTAL:				\$26,023.91
			Merchandise	\$26,023.91
			Installation	\$7,694.50
			Total	\$33,718.41



For Instant Quotes click here:
[Restaurant Equipment Financing](#)

For more information:
email: FoodService@LeaseQ.com
phone: (781) 328-9511

Finance-to-Own

- 24-month term:
\$1,536.01 - \$1,614.71*
- 36-month term:
\$1,071.60 - \$1,154.42*
- 48-month term:
\$840.47 - \$926.82*
- 60-month term:
\$702.59 - \$792.25*

*These examples reflect actual payment ranges that businesses with more than 2 years in business receive. Payments will vary depending on the established business and personal credit.

Financing is available for Start - Up restaurants.

Any and all damaged item(s) should be marked as such on delivery ticket and or refused and Grady's Restaurant and Bar Equipment should be notified immediately as to the extent of the damage so that we can address and work toward a solution immediately.

All packaging materials must be retained from damaged item(s) for freight inspector/adjuster claim.

Custom fabricated item(s) are **not** returnable. Buy-out item(s) may be returnable less the manufacturer's restocking fee, freight too and from, as well as any damages that may be incurred. The returned item(s) **must be new and unused.**

Credits for returned item(s) will only be given once the factory has issued credit to Grady's Restaurant and Bar Equipment

Freight is **not** included unless otherwise specified.

Price does **not** included fees, taxes, bond, permit, or licenses unless otherwise specified.



Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$33,718.41



723 East 21st Street
Laurel, Mississippi 39440
Phone 601-649-4600 FAX 601-649-0558

Job Reference:
WINDSOR CHARTER SCHOOL
WINDSOR CO

Quantity	Item Description
1	<p>THERMO-KOOL Walk-in Freezer 12' 0" x 8' 0" x 8' 6" High Insulation: 4" DURATHANE, all-urethane foamed-in-place (Class 1) Exterior: Stucco Aluminum Interior Walls: Stucco Galvanized Interior Ceilings: White Stucco Galvanized Interior Floors: 1/8" Aluminum Treadplate *FLOOR PANELS NOT DESIGNED FOR ROLLING TRAFFIC OR PALLET JACK USE* Freezer with Floor (1) 36" x 78" Flush Mounted Entrance Door(s), with hardware, Pilot light & switch assembly, vapor proof light & dial thermometer. NSF LISTED (1) Interior Ramp (1) Door(s) with (2) Hinges per door (1) Weather tight light switch (1) Kason # 1806 LED light fixture at door(s) (1) 36"H 1/8" Aluminum Treadplate kickplates int (1) vinyl strip curtain (1) Concealed locking bar(s) (1) Door canopy (1) Sloped weather roof with vinyl weather cap (1) Pressure relief vent(s) (1) 48" LED light fixture(s) w/ bulbs 1/8" Treadplate wainscot on exp. exterior 48" high (shipped loose for field installation)</p>
1	<p>3 1/2 HP, Remote Pre Assembled Refrig. System Model RFO350L4SEA 208-230/60/3 Low Temperature, base, weather hood, winter controls, Scroll, Air-cooled, R448A (32.2 MCA, 35 MOPD, 10.9 Compressor RLA) with RL6E105DDA 208-230/60/1 coil (1.0 fan amps, 9.8 heater amps) with Dual Speed EC motor. Accessories: 1 ea Low ambient kit with heated and insulated receiver, low pressure bypass relay.</p>
1	<p>Compressor warranty</p>

OPTIONS - NOT INCLUDED IN ABOVE PRICE

* Change Exterior finish to Paint Grip Smooth Galvanized Steel



723 East 21st Street
 Laurel, Mississippi 39440
 Phone 601-649-4600 FAX 601-649-0558

Job Reference:
 WINDSOR CHARTER SCHOOL
 WINDSOR CO

Quantity	Item Description
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Estimated shipping weight: 2322 lbs
 Freight not included

DEVIATIONS & NOTES:

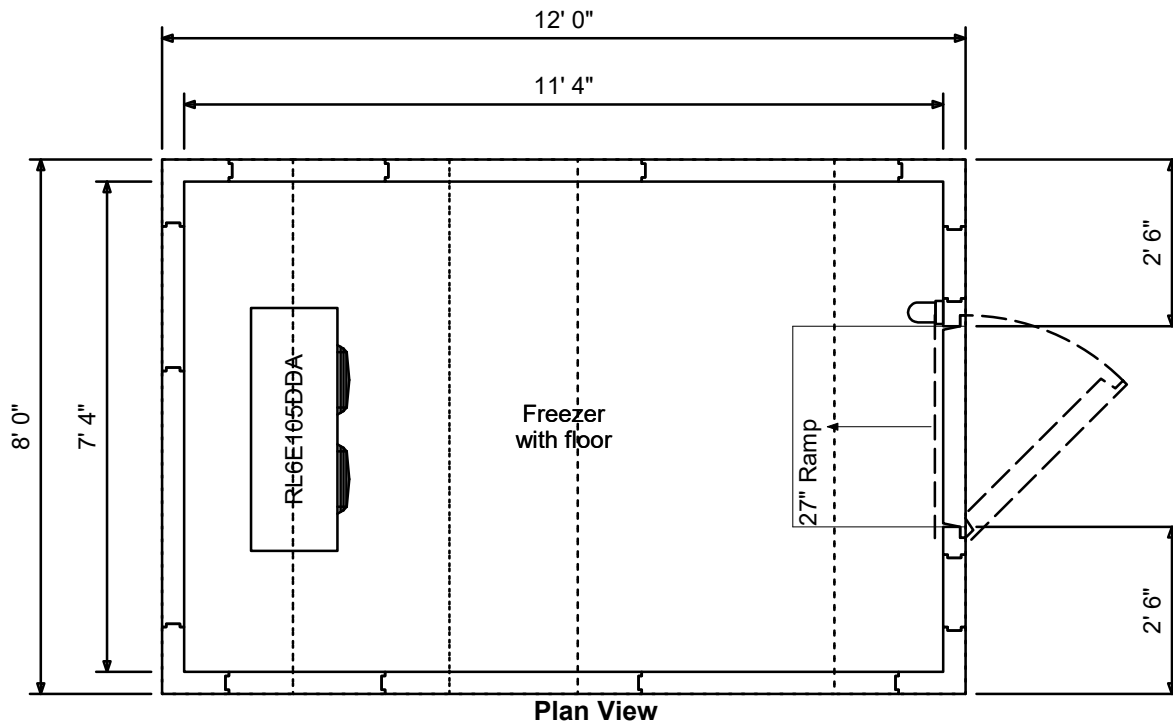
1. THERMO-KOOL floor panels are designed to withstand a uniformly distributed stationary load of 600 lbs. per square foot. THERMO-KOOL's warranty does not cover damage due to pallet jacks, mobile carts, mobile shelving, fork lifts or any other form of rolling traffic. A concrete wearing floor must be installed on top of the floor panels in this application.
2. Standard THERMO-KOOL 10 year panel warranty provided.
3. Standard THERMO-KOOL 5 year compressor & 1 year parts refrigeration warranty provided. Labor warranty by others.
4. Quotation provided meeting 2018 International Energy Conservation Code (IECC), section C403.10.2
5. Delivery & installation by others.
6. Penetrations, sleeves, & escutcheon plates by others.
7. Refrigerant lines, drain lines & heat tape by others.
8. Shelving by others.
9. No quantity of extra lights was specified. If additional lights are required, contact factory for revised pricing.
10. PRICING FOR BUDGET PURPOSES ONLY.
11. Stucco Aluminum is recommended finish for the exterior of an outdoor walk-in.
12. Standard Thermo-Kool door hardware provided.

THERMO-KOOL walk-ins are preassembled prior to shipment for a thorough quality control inspection to ensure a quick and trouble-free installation. Upon completion of inspection the unit is disassembled and packaged for shipment to the job site. A digital photograph of the walk-in preassembled at the THERMO-KOOL factory is provided with the warranty paperwork for the KEC's permanent record.

This quotation is based on information supplied to THERMO-KOOL which may or may not have been complete. Please verify all items for compliance with written specifications. THERMO-KOOL will not be responsible for any items in the specifications not included on this quotation if we did not receive the entire specifications.

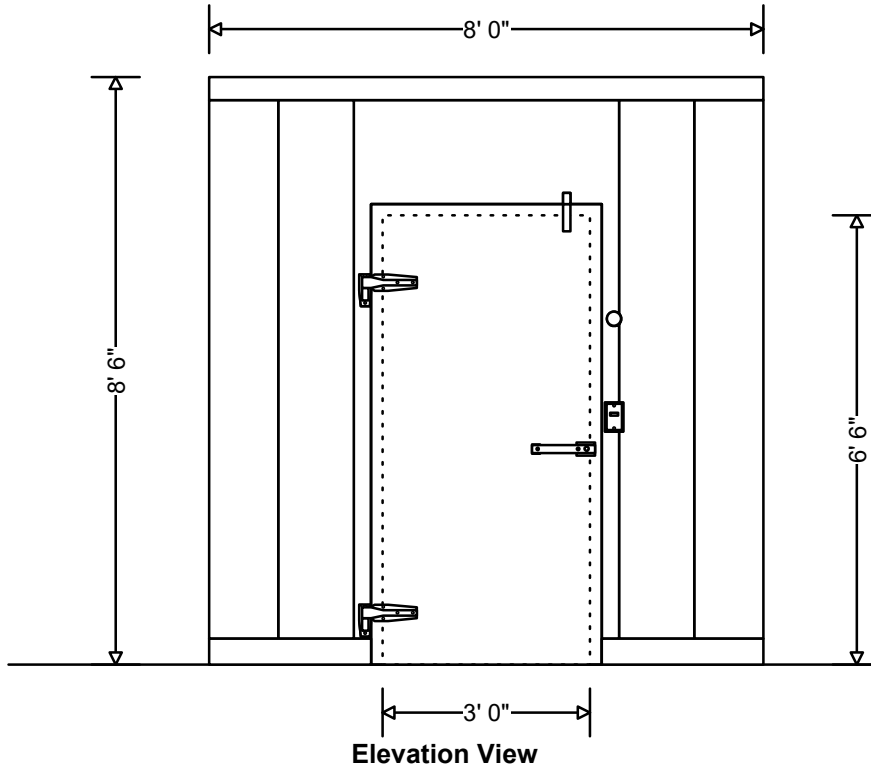


723 East 21st Street
Laurel, Mississippi 39440
Phone 601-649-4600 FAX 601-649-0558





723 East 21st Street
Laurel, Mississippi 39440
Phone 601-649-4600 FAX 601-649-0558





Quote

05/12/2021

Project:
WINDSOR CHARTER SCHOOL

From:
TAMMIE M TAYLOR

Item	Qty	Description	Sell	Sell Total
1	1 ea	WALK IN FREEZER Thermo-Kool 12' 0" x 8' 0" x 8' 6" High Insulation: 4" DURATHANE, all-urethane foamed-in-place (Class 1) Exterior: Stucco Aluminum Interior Walls: Stucco Galvanized Interior Ceilings: White Stucco Galvanized Interior Floors: 1/8" Aluminum Treadplate *FLOOR PANELS NOT DESIGNED FOR ROLLING TRAFFIC OR PALLET JACK USE* Freezer with Floor (1) 36" x 78" Flush Mounted Entrance Door(s), with hardware, Pilot light & switch assembly, vapor proof light & dial thermometer. NSF LISTED (1) Interior Ramp (1) Door(s) with (2) Hinges per door (1) Weather tight light switch (1) Kason # 1806 LED light fixture at door(s) (1) 36"H 1/8" Aluminum Treadplate kickplates int (1) vinyl strip curtain (1) Concealed locking bar(s) (1) Door canopy (1) Sloped weather roof with vinyl weather cap (1) Pressure relief vent(s) (1) 48" LED light fixture(s) w/ bulbs 1/8" Treadplate wainscot on exp. exterior 48" high (shipped loose for field installation)	\$15,989.00	\$15,989.00
	1 ea	3 1/2 HP, Remote Pre Assembled Refrig. System Model RFO350L4SEA 208-230/60/3 Low Temperature, base, weather hood, winter controls, Scroll, Air-cooled, R448A (32.2 MCA, 35 MOPD, 10.9 Compressor RLA) with RL6E105DDA 208-230/60/1 coil (1.0 fan amps, 9.8 heater amps) with Dual Speed EC motor. Accessories: 1 ea Low ambient kit with heated and insulated receiver, low pressure bypass relay.	\$7,048.98	\$7,048.98
	1 ea	Compressor warranty	\$189.00	\$189.00

Item	Qty	Description	Sell	Sell Total
1	ea	<p>OPTIONS - NOT INCLUDED IN ABOVE PRICE</p> <p>* Change Exterior finish to Paint Grip Smooth Galvanized Steel</p> <p>*****</p> <p>*****</p> <p><u>NOTE: OFFER GOOD FOR ORDERS PLACED BY 8-5-2021 *</u></p> <p><u>* FOR SHIPMENT BY 10-5-2021 *</u></p> <p>*****</p> <p>*****</p> <p><u>DEVIATIONS & NOTES:</u></p> <p><u>1. THERMO-KOOL floor panels are designed to withstand a uniformly distributed stationary load of 600 lbs. per square foot. THERMO-KOOL's warranty does not cover damage due to pallet jacks, mobile carts, mobile shelving, fork lifts or any other form of rolling traffic. A concrete wearing floor must be installed on top of the floor panels in this application.</u></p> <p><u>2. Standard THERMO-KOOL 10 year panel warranty provided.</u></p> <p><u>3. Standard THERMO-KOOL 5 year compressor & 1 year parts refrigeration warranty provided. Labor warranty by others.</u></p> <p><u>4. Quotation provided meeting 2018 International Energy Conservation Code (IECC), section C403.10.2</u></p> <p><u>5. Delivery & installation by others.</u></p> <p><u>6. Penetrations, sleeves, & escutcheon plates by others.</u></p> <p><u>7. Refrigerant lines, drain lines & heat tape by others.</u></p> <p><u>8. Shelving by others.</u></p> <p><u>9. No quantity of extra lights was specified. If additional lights are required, contact factory for revised pricing.</u></p> <p><u>10. Stucco Aluminum is recommended finish for the exterior of an outdoor walk-in.</u></p> <p><u>11. Standard Thermo-Kool door hardware provided.</u></p> <p><u>THERMO-KOOL walk-ins are preassembled prior to shipment for a thorough quality control inspection to ensure a quick and trouble-free installation.</u></p> <p><u>Upon completion of inspection the unit is disassembled and packaged for shipment to the job site. A digital photograph of the walk-in preassembled at the THERMO-KOOL factory is provided with the warranty paperwork for the KEC's permanent record.</u></p>	\$-351.00	<Optional>
			ITEM TOTAL:	\$23,226.98
2	1 ea	<p>INSTALLATION</p> <p>Custom</p>	\$14,600.00	\$14,600.00

Item	Qty	Description	Sell	Sell Total
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Walk-In Freezer

- a) Receive, Hold, Stage and Deliver ThermoKool walk in freezer to Windsor Charter School.
- b) Erect Walk-in structure and necessary trim per factory specifications on an existing concrete slab. Concrete slab should have protective steel barrier post (protects walk in from delivery vehicles).
- c) Hang evaporator(s), and set, level and secure Condensing unit(s) in place. Condensing unit location to be determined by GC and DPM-I during pre installation meeting.
- d) Run power within 6' of existing power supply. Electrician to work with DPM-I to make final connections. DPM-I to be on hand to assist with technical questions.
- e) DPM-I to dispose of all packing materials in school provided dumpster

Refrigeration

- a) Run refrigeration lines from condensing units, to evaporators.
- b) Leak testing of line runs
- c) Refrigerant Charging
- d) Low voltage control wiring as needed
- e) Drain piping to nearby floor drain
- f) Equipment startup and testing.
- g) provide and install roofing material

Exclusions

- a) Permits, Inspections, and fees.
- b) Repairs to concrete slabs
- c) Running new electrical circuits.
- d) Upsizing electrical circuits.
- e) Any work with fire alarm system
- f) Removal of existing loading dock steel railing and patching, and extension and build out of loading dock to accommodate new walk in. However, DPM-I will be on hand to provide support and input.
- g) If needed, flashing between walk in and school to be provided by GC. DPM-I to be on hand to provide coordination, support and input.
- h) Unforeseen conditions.

ITEM TOTAL: \$14,600.00

Total \$37,826.98

Acceptance: _____ Date: _____

Printed Name: _____



Quote

05/11/2021

Project:
Windsor Charter School - Walk In

From:
Bargreen Ellingson
Tuesdee Balderas
5005 Washington St.
Denver, CO 80216
720-264-2381 Direct Line
t.balderas@bargreen.com

Item	Qty	Description	Sell	Sell Total
1	1 ea	WALK-IN Custom Model No. THERMO-KOOL Please see attached	\$22,396.80	\$22,396.80
			ITEM TOTAL:	\$22,396.80
2	1 ea	FREIGHT Custom Model No. FREIGHT Estimated Freight *** Change exterior finish to Paint Grip Smooth Galvanized Steel Deduct \$351.00	\$3,650.00	\$3,650.00
			ITEM TOTAL:	\$3,650.00
			Total	\$26,046.80

CUSTOMER COMMITMENT: In foodservice, things don't always go as planned. When those things happen, Bargreen Ellingson is committed to make it right. Our staff is given the power to resolve your issue. If they cannot, or if you are not completely satisfied, we encourage you to call our President, David Ellingson, at (253) 234-1400. Thank you for the opportunity to serve you!

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$26,046.80



Quote

Quote ID.: Q33217-12
Revision: 1

723 East 21st Street
Laurel, Mississippi 39440
Phone 601-649-4600 FAX 601-649-0558

Quote Date: 05-05-2021
Page Number : 1 of 4

Sold To:
DPM SALES
DESERT PEAK MARKETING
2432 W. PEORIA AVENUE
STE. 1201
PHOENIX AZ 85029

Job Reference:
WINDSOR CHARTER SCHOOL
WINDSOR CO

Terms: Pending credit approval. All shipments are made F.O.B. Laurel, Mississippi. Unless otherwise noted, the following quotation is made in accordance with THERMO-KOOL's standard specifications.

Quantity	Item Description	\$ Amount
1	<p>THERMO-KOOL Walk-in Freezer 12' 0" x 8' 0" x 8' 6" High Insulation: 4" DURATHANE, all-urethane foamed-in-place (Class 1) Exterior: Stucco Aluminum Interior Walls: Stucco Galvanized Interior Ceilings: White Stucco Galvanized Interior Floors: 1/8" Aluminum Treadplate *FLOOR PANELS NOT DESIGNED FOR ROLLING TRAFFIC OR PALLET JACK USE* Freezer with Floor (1) 36" x 78" Flush Mounted Entrance Door(s), with hardware, Pilot light & switch assembly, vapor proof light & dial thermometer. NSF LISTED (1) Interior Ramp (1) Door(s) with (2) Hinges per door (1) Weather tight light switch (1) Kason # 1806 LED light fixture at door(s) (1) 36"H 1/8" Aluminum Treadplate kickplates int (1) vinyl strip curtain (1) Concealed locking bar(s) (1) Door canopy (1) Sloped weather roof with vinyl weather cap (1) Pressure relief vent(s) (1) 48" LED light fixture(s) w/ bulbs 1/8" Treadplate wainscot on exp. exterior 48" high (shipped loose for field installation)</p>	
1	<p>3 1/2 HP, Remote Pre Assembled Refrig. System Model RFO350L4SEA 208-230/60/3 Low Temperature, base, weather hood, winter controls, Scroll, Air-cooled, R448A (32.2 MCA, 35 MOPD, 10.9 Compressor RLA) with RL6E105DDA 208-230/60/1 coil (1.0 fan amps, 9.8 heater amps) with Dual Speed EC motor. Accessories: 1 ea Low ambient kit with heated and insulated receiver, low pressure bypass relay.</p>	
1	Compressor warranty	

OPTIONS - NOT INCLUDED IN ABOVE PRICE

* Change Exterior finish to Paint Grip Smooth Galvanized Steel

DEDUCT 351.00

Customer Notes:

Quotations are firm for acceptance within 60 days but not more than 30 days after the date of the latest price increase.
Prices on in-house orders are protected for shipment within 60 days but not more than 30 days after the date of latest price increase. On orders exceeding time limits, the price will be escalated in accordance with THERMO-KOOL's standard price protection policy.

Mid-South Industries, Inc

By

Customer Account Rep



723 East 21st Street
 Laurel, Mississippi 39440
 Phone 601-649-4600 FAX 601-649-0558

Sold To:
 DPM SALES
 DESERT PEAK MARKETING
 2432 W. PEORIA AVENUE
 STE. 1201
 PHOENIX AZ 85029

Job Reference:
 WINDSOR CHARTER SCHOOL
 WINDSOR CO

Terms: Pending credit approval. All shipments are made F.O.B. Laurel, Mississippi. Unless otherwise noted, the following quotation is made in accordance with THERMO-KOOL's standard specifications.

Quote

Quote ID: Q33217-12
Revision: 1

Quote Date: 05-05-2021
Page Number : 2 of 4

Quantity	Item Description	\$ Amount
----------	------------------	--------------

 NOTE: OFFER GOOD FOR ORDERS PLACED BY 8-5-2021 *
 * FOR SHIPMENT BY 10-5-2021 *

Estimated shipping weight: 2322 lbs
 Freight not included

DEVIATIONS & NOTES:

1. THERMO-KOOL floor panels are designed to withstand a uniformly distributed stationary load of 600 lbs. per square foot. THERMO-KOOL's warranty does not cover damage due to pallet jacks, mobile carts, mobile shelving, fork lifts or any other form of rolling traffic. A concrete wearing floor must be installed on top of the floor panels in this application.
2. Standard THERMO-KOOL 10 year panel warranty provided.
3. Standard THERMO-KOOL 5 year compressor & 1 year parts refrigeration warranty provided. Labor warranty by others.
4. Quotation provided meeting 2018 International Energy Conservation Code (IECC), section C403.10.2
5. Delivery & installation by others.
6. Penetrations, sleeves, & escutcheon plates by others.
7. Refrigerant lines, drain lines & heat tape by others.
8. Shelving by others.
9. No quantity of extra lights was specified. If additional lights are required, contact factory for revised pricing.
10. PRICING FOR BUDGET PURPOSES ONLY.
11. Stucco Aluminum is recommended finish for the exterior of an outdoor walk-in.
12. Standard Thermo-Kool door hardware provided.

THERMO-KOOL walk-ins are preassembled prior to shipment for a thorough quality control inspection to ensure a quick and trouble-free installation. Upon completion of inspection the unit is disassembled and packaged for shipment to the job site. A digital photograph of the walk-in preassembled at the THERMO-KOOL factory is provided with the warranty paperwork for the KEC's permanent record.

 This quotation is based on information supplied to THERMO-KOOL which may or may not have been complete. Please verify all items for compliance with written specifications. THERMO-KOOL will not be responsible for any items in the specifications not included on this quotation if we did not receive the entire specifications.

Quotations are firm for acceptance within 60 days but not more than 30 days after the date of the latest price increase.
Prices on in-house orders are protected for shipment within 60 days but not more than 30 days after the date of latest price increase. On orders exceeding time limits, the price will be escalated in accordance with THERMO-KOOL's standard price protection policy.

Mid-South Industries, Inc
Allison Ishee
 By _____
 Customer Account Rep

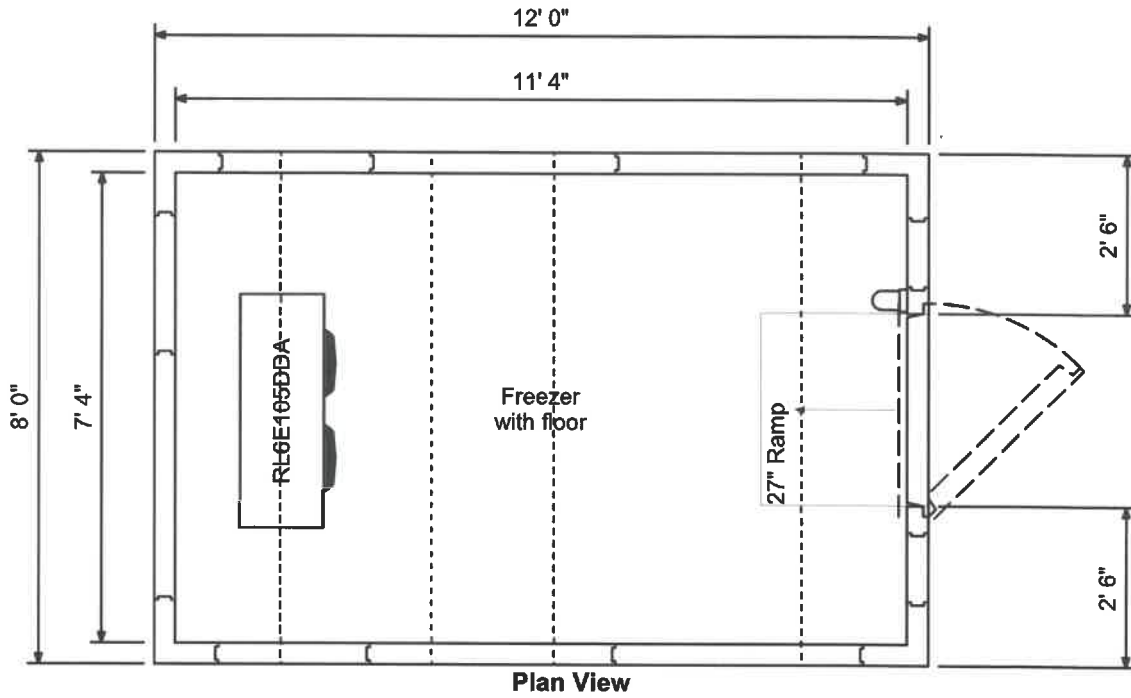


The Commercial Refrigeration Specialist

723 East 21st Street
Laurel, Mississippi 39440
Phone 601-649-4600 FAX 601-649-0558

Quote

Quote No.: Q33217
Date: 05-05-2021
Page Number : 3 of 4
Revision: 1



Quotations are firm for acceptance within 60 days but not more than 30 days after the date of the latest price increase. Prices on in-house orders are protected for shipment within 60 days but not more than 30 days after the date of latest price increase. On orders exceeding time limits, the price will be escalated in accordance with THERMO-KOOL's standard price protection policy.

Mid-South Industries, Inc

Allison Ashe

By _____

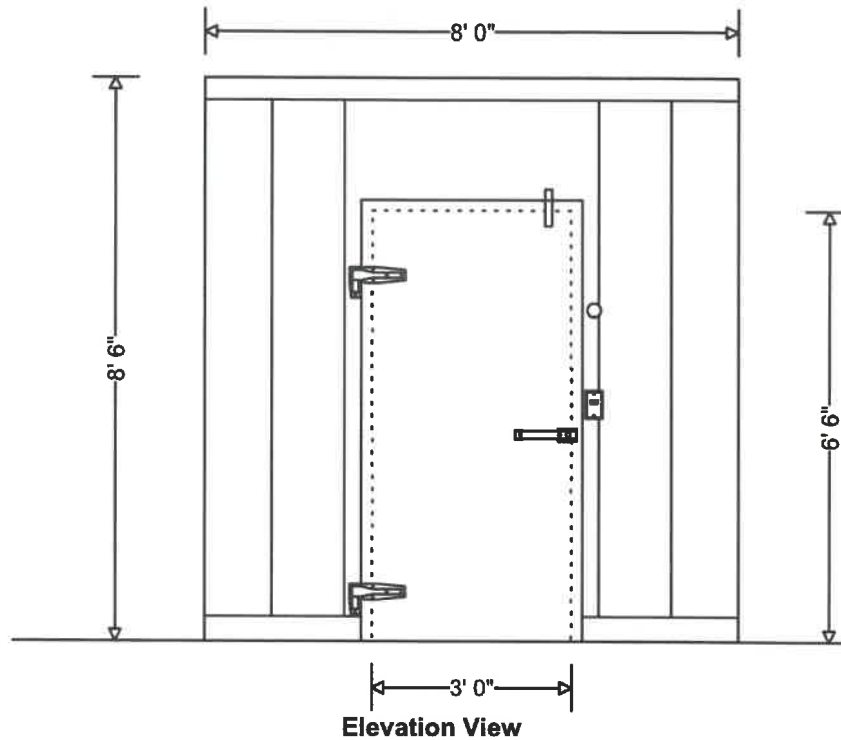
Customer Account Rep



723 East 21st Street
Laurel, Mississippi 39440
Phone 601-649-4600 FAX 601-649-0558

Quote

Quote No.: Q33217
Date: 05-05-2021
Page Number : 4 of 4
Revision: 1



Quotations are firm for acceptance within 60 days but not more than 30 days after the date of the latest price increase.
Prices on In-house orders are protected for shipment within 60 days but not more than 30 days after the date of latest price increase. On orders exceeding time limits, the price will be escalated in accordance with THERMO-KOOL's standard price protection policy.

Mid-South Industries, Inc

Allison Oshee

By _____

Customer Account Rep



Freezer Bid Summary

United Restaurant Supply, Inc.

Freezer Total: \$23,226.98

Installation: \$14,600.00

Total Cost: \$37,826.98

Bargreen Ellingson

Freezer Total: \$26,046.80

Installation: \$15,000.00

Total Cost: \$41,046.80

Grady's

Freezer Total: \$26,023.91

Installation: \$7,694.50

Total Cost: \$33,718.41

Windsor Charter Academy recommends the United Restaurant Supply bid. They are a reputable company. The price is competitive and they have been responsive throughout the entire process.



9.0 Job Descriptions



JOB DESCRIPTION

Athletic Director

Summary

Acts as an assistant principal, supporting the Director(s) of Education of the middle and/or high school(s) in athletics and after-school programs. Assist the Directors of Middle School and High School Education with instructional and organizational leadership, direction, supervision, operations, and accountability for the attainment of school goals. Evaluate, appraise, mentor, and monitor staff. Supervise, monitor, and encourage student behavior and success. Coordinate all athletic programs, policies, and procedures in accordance with district, league, state, and national guidelines.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Demonstrate a commitment to:
 - Understand, appreciate, and make accommodations for student diversity.
 - Include and engage families in the student's education.
 - Support all Windsor Charter Academy policies, procedures, and expectations.
 - Provide personal and professional excellence.
- Serve as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept. Skill in human relations which demonstrates sensitivity to needs and concerns of others. Participate or lead development of positive behavior support systems and development of intervention strategies.
- Develop, coordinate, and supervise school programs in collaboration with school staff and/or outside agencies.
- Collaborate with teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes and in team and building-based meetings and discussions.
- Assist in the maintenance of the crisis management plan and school safety requirements.
- Hire, supervise, and evaluate all athletic coaches and act as a resource and coordinator for all athletic coaches.
- Manage a variety of athletic budgets including the middle and high school athletic budget and equipment budget and implement a replacement schedule for uniforms and equipment.
- Communicate with athletes, coaches, community, and parents regarding student/athlete issues including eligibility issues, student behavior, coaching concerns, etc. and coordinate communication with media when necessary.
- Coordinate, schedule, supervise, and attend school-wide athletic events. Arrange transportation, lodging, and meals for all school, regional and state athletic events. Coordinate gym and athletic field use for practices, games, and activities. Schedule officials and game workers for home athletic events.
- Administer all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Colorado High School Athletic and Activities Association (CHSAA) and/or those of the appropriate league affiliation.

- Provide professional development for coaches including mandatory trainings and trainings to improve the skills and abilities of coaches, conduct pre-season coaches' meetings to prepare for the season and post-season coaches' meetings to evaluate the season and prepare for the future.
- Act as a resource for coaches, counselors, and participants regarding rules and regulations of the NCAA, NCAA Clearinghouse, NAIA, and NJCAA to ensure students/athletes who wish to participate in athletics on the collegiate level maximize their opportunities.
- Instruct students in appropriate behavior, supervise the behavior and well-being of students in all educational settings, and administer discipline when appropriate. Foster strong communication and partnership with parents throughout the discipline process.
- Communicate students' progress, needs, and behavior, attendance and discipline issues with parents and other staff as needed.
- Actively participate in:
 - Department, team, building meetings and discussions.
 - Student and/or family conferences and other meetings.
 - Social, cultural, interscholastic, and extracurricular activities.
 - Professional growth opportunities.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- **Master's degree with successful completion of principal licensure program required**
- **Experience in sports management preferred**
- ~~Master's degree preferred; sports management or educational leadership endorsement preferred~~
- Experience instructing students in a classroom setting required
- Leadership experience in schools preferred

Licenses, Registrations or Certifications

- Criminal background check required for hire
- Valid Principal or Administrator license required
- CPR and first aid training will be required at hire
- Valid Colorado driver's license required

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Strong scheduling, organizational, and time management skills.
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Manage multiple tasks with frequent interruptions.
- Maintain honesty and integrity in all aspects of the job.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

Materials and Equipment Operating Knowledge

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

Physical Requirements & Working Conditions

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

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

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

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



JOB DESCRIPTION

Multi-Site Food Services Manager

Summary

Works with Director of Food Services to manage food services in a multi-site system. Responsible for planning, preparing and serving a full range of food for school meals under minimal direct supervision. Assist with all aspects of planning, training, production and service of meals including cooking, line setup, replenishment, and operating point of sale system including cash collection. Maintain recipes, menus and production records within the TITAN School Solutions software. Comply with Health Department standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Work with Food Services Director in developing recipes and continually improving upon food quality. Develop processes and fire times to ensure highest possible food quality.

Essential Duties and Responsibilities

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

Description of Job Tasks

- Demonstrate a commitment to:
 - Scratch made food of the highest quality whenever possible and feasible.
 - Fostering a positive environment for other food service employees so that they can do their best work in serving our students.
 - Assist with meal preparation by cooking, pre-portioning, setting up serving lines, condiment stands, and fruit and vegetable bar. Prepare food items according to recipes and menus. Control food and kitchen waste. Maintain daily production records accurately.
 - Provide customer service and communication to students, staff, and community.
 - Clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Properly maintain equipment. Empty trash containers.
 - Properly receive, check-in, and store food and equipment from warehouse and vendors. Date and label food for storage. Perform inventories as scheduled. Work with Kitchen Leads to coordinate food and supply orders for both kitchens.
 - Train and cross train all kitchen staff to operate point-of-sale system including preparation and processing of accurate payments, day-end reports and money deposits; verify correct amount of change in cash box daily.
 - Maintain compliance with Health Department standards, including high standards of sanitation and safety. Adhere to state, federal and department guidelines, safety procedures, departmental policies and regulations. Provide ongoing training to kitchen staff on all food safety and sanitation standards.
 - Perform checkups on each site for quality control to ensure that proper portion sizes and all nutritional guidelines are being met.
 - Transport food between buildings as needed.
- Collaborate:

- With Food Services Director and Chef/Manager in continually developing scratch made recipes and improving food quality.
- With Food Service Director as well as teachers and front office staff in some circumstances.
- With Food Service Director on moving back towards higher number of scratch made meals. Assist with expansion of daily options for MS/HS in order to further increase participation for HS students.
- With Food Services Director on allocation of commodity dollars.
- With Food Service Director on interview and new hire decisions.
- With Health Office Staff in properly managing special dietary needs and allergies for all students.
- Develop, plan, prepare, train and implement:
 - Breakfast recipes, menus and meals for up to 150 students on 2 sites.
 - Lunch recipes, menus and meals for up to 750 students on 2 sites.
 - Cleaning protocol for each site.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Education and Related Work Experience

- High school diploma or equivalent
- 5 years of cooking experience
- 2 years of large-scale cooking or catering experience
- Knowledge of health and safety rules and regulations with the ability to maintain production records and records of safety and sanitation

Licenses, Registrations or Certifications

- Criminal background check required for hire
- ServSafe knowledge highly desirable

Technical Skills, Knowledge & Abilities

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

Materials and Equipment Operating Knowledge

- Personal computers, point-of-sale, and media equipment
 - Grill, range, oven, steamer, tilt skillet.
-

Physical Requirements & Working Conditions

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

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

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

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



10.0 Financials

Financial Highlights April 2021 and Amended Budget 2021-2022

As of April 30, 2021, we are 10 months through the year, revenues and expenditures should be approximately 83.33% of budget

- **Total GF Revenue is \$11,823,284 (85.88%)**
 - Interest Revenue from COLOTRUST of \$3,339 (lower due to interest rates)
 - Revenue is at expected for this time of year

- **Total GF Expenses are \$10,527,140 (77.8%)**
 - Supplies (curriculum, assessments, liability insurance, etc- are frontloaded)
 - Expenses are at expected for this time of year

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,681,049
 - Health Insurance Checking Balance: \$378,060
 - COLOTRUST Investment Balance: \$2,172,461
 - FirstBank Savings: \$ 751,642
 - SF Checking Account Balance: \$ 185,378

- **As of 4/30/21~ Days Cash on Hand: 154 *** will decrease when we pay insurance claim related expenses- we anticipate ending the year at approximately 140 days cash on hand

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

Rev and Exp as of 4.30.21

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Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	3,339.64	20,000.00	16,660.36	16.70	
1700	Pupil Activities	79,162.00	84,502.00	5,340.00	93.68	
1900	Other Revenue from Local Sources	219,169.13	606,151.00	386,981.87	36.16	
3900	Other Revenue From State Sources	1,348,073.59	1,148,083.08	(199,990.51)	117.42	
5200	Interfund Transfers	0.00	10,000.00	10,000.00	0.00	
5600	Direct Allocations	10,246,482.12	11,898,691.00	1,652,208.88	86.11	
I	Revenue	<u>11,896,226.48</u>	<u>13,767,427.08</u>	<u>1,871,200.60</u>	<u>86.41</u>	* Account Type
0100	Salaries	4,719,745.94	6,112,485.00	1,392,739.06	77.21	
0200	Employee Benefits	1,691,335.31	2,287,384.00	596,048.69	73.94	
0300	Purchased Professional and Technical Services	42,757.83	54,139.00	11,381.17	78.98	
0400	Purchased Property Services	1,610,958.90	2,063,961.00	453,002.10	78.05	
0500	Other Purchased Services	1,584,021.00	1,684,486.08	100,465.08	94.04	
0600	Supplies	797,016.97	993,030.04	196,013.07	80.26	
0700	Property	194,552.11	245,567.60	51,015.49	79.23	
0800	Other Objects	60,238.13	89,817.00	29,578.87	67.07	
X	Expense	<u>10,700,626.19</u>	<u>13,530,869.72</u>	<u>2,830,243.53</u>	<u>79.08</u>	* Account Type
11	Charter School	<u>(1,195,600.29)</u>	<u>(236,557.36)</u>	<u>959,042.93</u>	<u>505.42</u>	Fund

Rev and Exp as of 4.30.21

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1900	Other Revenue from Local Sources	334,484.75	0.00	(334,484.75)	0.00	
I	Revenue	<u>334,484.75</u>	<u>0.00</u>	<u>(334,484.75)</u>	<u>0.00</u>	* Account Type
0600	Supplies	157,948.04	353,827.00	195,878.96	44.64	
0868	Overhead Costs	0.00	40,000.00	40,000.00	0.00	
X	Expense	<u>157,948.04</u>	<u>393,827.00</u>	<u>235,878.96</u>	<u>40.11</u>	* Account Type
23	Pupil Activity Fund	<u>(176,536.71)</u>	<u>393,827.00</u>	<u>570,363.71</u>	<u>-44.83</u>	Fund

Rev and Exp as of 4.30.21

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	2,747.79	30,500.00	27,752.21	9.01	
1900	Other Revenue from Local Sources	1,347,890.46	1,543,406.00	195,515.54	87.33	
2000	Revenue from Intermediate Sources	7,248.09	14,500.00	7,251.91	49.99	
I	Revenue	<u>1,357,886.34</u>	<u>1,588,406.00</u>	<u>230,519.66</u>	<u>85.49</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	1,493,205.84	1,401,678.00	(91,527.84)	106.53	
0900	Other Uses of Funds	25,270.00	408,360.00	383,090.00	6.19	
X	Expense	<u>1,518,475.84</u>	<u>2,357,874.00</u>	<u>839,398.16</u>	<u>64.40</u>	* Account Type
61	Building Corporation	<u>160,589.50</u>	<u>769,468.00</u>	<u>608,878.50</u>	<u>20.87</u>	Fund
	Report Total:	<u>1,211,547.50</u>	<u>(926,737.64)</u>	<u>(2,138,285.14)</u>	<u>-130.73</u>	

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		1,811,867.93	(130,819.32)	1,681,048.61	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		272,446.89	105,612.73	378,059.62	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,172,358.86	102.56	2,172,461.42	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		651,573.10	26.78	651,599.88	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,039.94	2.47	100,042.41	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets		<u>5,009,289.39</u>	<u>(25,074.78)</u>	<u>4,984,214.61</u>	* Account Class
Liabilities						
	Accounts Payable		(32,869.34)	(8,179.37)	(41,048.71)	11-950-00-0000-7421-000-0000
	GARNISHMENT		1,750.03	(583.33)	1,166.70	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9393
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	PERA & Life Liab		71.50	50.00	121.50	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		(167,423.50)	167,423.50	0.00	11-950-05-0000-7471-000-0000
7400	Liabilities		<u>(204,947.88)</u>	<u>158,710.80</u>	<u>(46,237.08)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(345,000.00)	0.00	(345,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,294,283.93)	0.00	(3,294,283.93)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(2,550.02)	0.00	(2,550.02)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		(1,162,057.56)	(134,086.02)	(1,296,143.58)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(4,803,891.51)</u>	<u>(134,086.02)</u>	<u>(4,937,977.53)</u>	* Account Class
11	Charter School		<u>450.00</u>	<u>(450.00)</u>	<u>0.00</u>	Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	SF Checking 1stBank		198,157.71	(12,779.86)	185,377.85	23-950-00-0000-8100-000-0000
	SF Checking Arbiter Athletic		0.00	1,076.77	1,076.77	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>198,157.71</u>	<u>(11,703.09)</u>	<u>186,454.62</u>	* Account Class
Liabilities						
	Bus Liab Due to GF		(3,476.00)	(669.00)	(4,145.00)	23-950-00-0000-7400-000-0000
	MSSH Activity Accts Payable		(10,970.74)	2,415.01	(8,555.73)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(14,446.74)</u>	<u>1,746.01</u>	<u>(12,700.73)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Elem Activity Acct Fund Balanc		2,605.00	0.00	2,605.00	23-901-00-0000-6760-000-0000
	Activity Net Income/Loss		(186,315.97)	9,957.08	(176,358.89)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(183,710.97)</u>	<u>9,957.08</u>	<u>(173,753.89)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Def Loss on Refunding-2016	287,887.59	0.00	287,887.59	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	85,187.92	71,396.04	156,583.96	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,227,790.58	30.45	1,227,821.03	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	219,557.64	31,174.99	250,732.63	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2020	1,389,186.47	42.92	1,389,229.39	61-950-65-0000-8105-000-0000-9393
		Bldg Corp Interest Fund-2020	65,991.21	34,352.71	100,343.92	61-950-65-0000-8105-000-0000-9393
8100	Current Assets		<u>3,275,601.41</u>	<u>136,997.11</u>	<u>3,412,598.52</u>	* Account Class
Fixed Assets						
		Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
		Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
		Bldg Corp Building & Imp MSHS	14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(2,958,439.61)	0.00	(2,958,439.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>22,320,244.36</u>	<u>0.00</u>	<u>22,320,244.36</u>	* Account Class
Liabilities						
		Bldg Corp Premium on Bonds	(203,393.00)	0.00	(203,393.00)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(19,440,743.60)	0.00	(19,440,743.60)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(9,681,460.00)	0.00	(9,681,460.00)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities		<u>(29,640,281.60)</u>	<u>0.00</u>	<u>(29,640,281.60)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	3,746,849.22	0.00	3,746,849.22	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	297,586.61	(136,997.11)	160,589.50	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>4,044,435.83</u>	<u>(136,997.11)</u>	<u>3,907,438.72</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>450.00</u>	<u>(450.00)</u>	<u>0.00</u>	

A/P Check Register

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Windsor Charter Academy
Check Date: 4/1/2021 to 4/30/2021

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21659	AED Everywhere Inc.	5	04/09/2021	1552	358.00	0.00	358.00
21007	Barefoot Farms Landscaping Inc.	7	04/09/2021	1553	1,443.75	0.00	1,443.75
21009	Brooms N More Inc	7	04/09/2021	1554	734.16	0.00	734.16
218016	Bumble Bee Parking Lot Striping	7	04/09/2021	1555	300.00	0.00	300.00
21015	Comcast Cable	8	04/09/2021	1556	1,146.34	0.00	1,146.34
21140	EON Office	8	04/09/2021	1557	93.13	0.00	93.13
217814	ExpressToll	25	04/09/2021	1558	9.30	0.00	9.30
21254	Gallegos Sanitation Inc	7	04/09/2021	1559	598.52	0.00	598.52
21136	Home Depot Pro	8	04/09/2021	1560	547.19	0.00	547.19
218817	InfoArmor, Inc.	6	04/09/2021	1561	107.70	0.00	107.70
21269	JW Pepper	7	04/09/2021	1562	116.99	0.00	116.99
218363	K&W Printing, Inc.	5	04/09/2021	1563	71.00	0.00	71.00
21038	Lewan and Associates	5	04/09/2021	1564	3,700.30	0.00	3,700.30
21092	Lincoln National Life Insurance	5	04/09/2021	1565	1,411.57	0.00	1,411.57
21048	Oriental Trading Company Inc	7	04/09/2021	1566	198.32	0.00	198.32
21498	Purchase Power Pitney Bowes	25	04/09/2021	1567	141.51	0.00	141.51
21093	Security Benefit	6	04/09/2021	1568	1,062.99	0.00	1,062.99
217873	Teachers Pay Teachers	5	04/09/2021	1569	31.99	0.00	31.99
217892	T-Mobile	7	04/09/2021	1570	27.82	0.00	27.82
217638	UNCC	5	04/09/2021	1571	2.64	0.00	2.64
21077	Valley Fire Extinguisher Inc	8	04/09/2021	1572	339.00	0.00	339.00
218572	Van Horn, Justin	7	04/09/2021	1573	500.00	0.00	500.00
21078	Waste Management	8	04/09/2021	1574	840.58	0.00	840.58
21120	Weld RE-4 School District	7	04/09/2021	1575	44.00	0.00	44.00
218535	FirstBank	7	04/09/2021	1576	18,458.57	0.00	18,458.57
21552	Airgas USA LLC	15	04/16/2021	1577	35.88	0.00	35.88
218765	Bashor, Kylee	16	04/16/2021	1578	195.00	0.00	195.00
218803	Bicknell, Aiden	16	04/16/2021	1579	156.00	0.00	156.00
218819	Cohen, Anahleigh	16	04/16/2021	1580	144.00	0.00	144.00
218818	Cohen, Chloe	16	04/16/2021	1581	180.00	0.00	180.00
21015	Comcast Cable	15	04/16/2021	1582	3,409.05	0.00	3,409.05
21175	Counter Trade	16	04/16/2021	1583	18,281.60	0.00	18,281.60
21179	Digi Pix Signs	13	04/16/2021	1584	142.00	0.00	142.00
217633	Diversified Underground Inc.	15	04/16/2021	1585	150.00	0.00	150.00
21136	Home Depot Pro	12	04/16/2021	1586	238.37	0.00	238.37
218814	Jacobs, Nevaeh	16	04/16/2021	1587	36.00	0.00	36.00
21616	Jostens	13	04/16/2021	1588	32.83	0.00	32.83
21273	Meadow Gold Dairy- Englewood	12	04/16/2021	1589	3,179.78	0.00	3,179.78
218663	Moser, Lori	15	04/16/2021	1590	86.20	0.00	86.20
218853	Rhoardarmer, Jessica	16	04/16/2021	1591	100.00	0.00	100.00
218815	Schmidt, Tristan	16	04/16/2021	1592	141.00	0.00	141.00
21681	Snappy Holdings LLC	12	04/16/2021	1593	13.80	0.00	13.80
218757	Threewitt, Margaret	16	04/16/2021	1594	201.00	0.00	201.00
21072	Town of Windsor	12	04/16/2021	1595	1,200.82	0.00	1,200.82
21120	Weld RE-4 School District	13	04/16/2021	1596	79.95	0.00	79.95
21079	Wells Fargo Financial Leasing	12	04/16/2021	1597	3,730.04	0.00	3,730.04
21080	Ace Hardware WCA	22	04/23/2021	1598	358.17	0.00	358.17
218713	AmTrust North America	22	04/23/2021	1599	274.03	0.00	274.03
21009	Brooms N More Inc	22	04/23/2021	1600	558.98	0.00	558.98
21012	CenturyLink	22	04/23/2021	1601	156.51	0.00	156.51
218808	CobraHelp	22	04/23/2021	1602	43.00	0.00	43.00
218775	Hitz, Cameron	22	04/23/2021	1603	230.00	0.00	230.00
21136	Home Depot Pro	22	04/23/2021	1604	412.18	0.00	412.18
218782	IMS Heating & Air Inc.	22	04/23/2021	1605	40,182.13	0.00	40,182.13
21269	JW Pepper	22	04/23/2021	1606	105.00	0.00	105.00
217978	MODESTO, AMPELIA	22	04/23/2021	1607	50.00	0.00	50.00
21048	Oriental Trading Company Inc	22	04/23/2021	1608	53.19	0.00	53.19

A/P Check Register

Printed: 5/10/2021 2:43 PM
 Windsor Charter Academy
 Check Date: 4/1/2021 to 4/30/2021

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218759	Rupe, Caleb	22	04/23/2021	1609	180.00	0.00	180.00
217979	Thomsen, Micki	22	04/23/2021	1610	25.00	0.00	25.00
218019	WAGNER, RICHARD	22	04/23/2021	1611	25.00	0.00	25.00
21353	Aims Community College	26	04/30/2021	1612	95,676.00	0.00	95,676.00
218859	Boyes, Lydia	28	04/30/2021	1613	114.40	0.00	114.40
218383	Brown Property Services LLC	27	04/30/2021	1614	747.50	0.00	747.50
21140	EON Office	29	04/30/2021	1615	14.63	0.00	14.63
21136	Home Depot Pro	28	04/30/2021	1616	563.71	0.00	563.71
218495	KOLB, TINA	28	04/30/2021	1617	62.40	0.00	62.40
217993	Miller Farmer Law LLC	27	04/30/2021	1618	881.50	0.00	881.50
21498	Purchase Power Pitney Bowes	28	04/30/2021	1619	134.00	0.00	134.00
218860	Sanchez Werner, Christina	28	04/30/2021	1620	114.40	0.00	114.40
218208	OptumRX	3	04/05/2021	10313	5,902.76	0.00	5,902.76
218208	OptumRX	3	04/05/2021	10314	6.20	0.00	6.20
218207	UMR Health	3	04/19/2021	10315	38.50	0.00	38.50
218208	OptumRX	3	04/26/2021	10316	557.17	0.00	557.17
218208	OptumRX	3	04/26/2021	10317	8.60	0.00	8.60
218654	Bariatric and Lifestyle Medicine	3	04/30/2021	10318	254.36	0.00	254.36
21124	Blick Art Materials	7	04/09/2021	90450	1,676.93	0.00	1,676.93
217721	BSN Sports	7	04/09/2021	90451	249.72	0.00	249.72
21706	Burts Logo Apparel	5	04/09/2021	90452	390.50	0.00	390.50
21117	Carolina Biological	5	04/09/2021	90453	743.00	0.00	743.00
21183	Elite Awards and Trophies	7	04/09/2021	90454	289.00	0.00	289.00
21269	JW Pepper	8	04/09/2021	90455	331.67	0.00	331.67
218363	K&W Printing, Inc.	7	04/09/2021	90456	144.00	0.00	144.00
21109	Mail N Copy	8	04/09/2021	90457	18.00	0.00	18.00
21548	NCIL League	7	04/09/2021	90458	175.00	0.00	175.00
21718	Robotics Education & Competition Foundation	5	04/09/2021	90459	230.00	0.00	230.00
217958	Selee, Samuel	8	04/09/2021	90460	46.92	0.00	46.92
218776	Teamleader	25	04/09/2021	90461	160.97	0.00	160.97
217759	Woodwind Brasswind	8	04/09/2021	90462	388.98	0.00	388.98
218846	Wright, Anyah	7	04/09/2021	90463	80.00	0.00	80.00
218535	FirstBank	6	04/09/2021	90464	6,584.81	0.00	6,584.81
218850	Pierce, David	8	04/09/2021	90465	46.92	0.00	46.92
21119	Garretsons Sport Center	15	04/16/2021	90466	2,905.00	0.00	2,905.00
218851	Johnson, Aiden	12	04/16/2021	90467	25.00	0.00	25.00
21269	JW Pepper	15	04/16/2021	90468	146.00	0.00	146.00
218363	K&W Printing, Inc.	15	04/16/2021	90469	168.00	0.00	168.00
21718	Robotics Education & Competition Foundation	15	04/16/2021	90470	200.00	0.00	200.00
21120	Weld RE-4 School District	13	04/16/2021	90471	265.37	0.00	265.37
217721	BSN Sports	22	04/23/2021	90472	68.97	0.00	68.97
21117	Carolina Biological	22	04/23/2021	90473	395.68	0.00	395.68
218856	Earhart Effinger, Carrie	22	04/23/2021	90474	255.00	0.00	255.00
218804	Johnson, Nicholas	22	04/23/2021	90475	120.00	0.00	120.00
21269	JW Pepper	22	04/23/2021	90476	290.00	0.00	290.00
21118	LEGO Education	22	04/23/2021	90477	929.80	0.00	929.80
218849	Logan, Cooper	22	04/23/2021	90478	250.00	0.00	250.00
218855	Simon, BriiAnn	22	04/23/2021	90479	90.00	0.00	90.00
21259	cash	26	04/29/2021	90480	257.00	0.00	257.00
21124	Blick Art Materials	29	04/30/2021	90481	692.92	0.00	692.92
21706	Burts Logo Apparel	28	04/30/2021	90482	604.50	0.00	604.50
21117	Carolina Biological	28	04/30/2021	90483	100.37	0.00	100.37
21269	JW Pepper	28	04/30/2021	90484	63.92	0.00	63.92
218363	K&W Printing, Inc.	28	04/30/2021	90485	1,445.60	0.00	1,445.60
218849	Logan, Cooper	28	04/30/2021	90486	250.00	0.00	250.00

A/P Check Register

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 Windsor Charter Academy
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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218805	Ptarmigan Country Club	28	04/30/2021	90487	1,998.00	0.00	1,998.00
217759	Woodwind Brasswind	28	04/30/2021	90488	39.99	0.00	39.99
21286	Voya Financial	5	04/30/2021	43021111	1,649.81	0.00	1,649.81
21088	American Fidelity	5	04/30/2021	43021212	14,936.52	0.00	14,936.52
21088	American Fidelity	5	04/30/2021	43021222	692.50	0.00	692.50
21088	American Fidelity	5	04/30/2021	43021333	2,859.67	0.00	2,859.67
21459	CBIZ	5	04/30/2021	43021444	3,060.58	0.00	3,060.58
21459	CBIZ	5	04/30/2021	43021555	393,006.26	0.00	393,006.26
21459	CBIZ	5	04/30/2021	43021666	58,684.32	0.00	58,684.32
21084	PERA	5	04/30/2021	43021777	158,151.81	0.00	158,151.81
21286	Voya Financial	5	04/30/2021	43021999	2,499.37	0.00	2,499.37
218205	Delta Dental of Colorado	8	04/01/2021	040121115	6,090.92	0.00	6,090.92
218207	UMR Health	3	04/01/2021	040121362	44,317.94	0.00	44,317.94
217847	US Foods Inc.	4	04/01/2021	040121881	10,486.00	0.00	10,486.00
218208	OptumRX	3	04/05/2021	040521528	21,885.10	0.00	21,885.10
217847	US Foods Inc.	4	04/07/2021	040721881	166.16	0.00	166.16
217847	US Foods Inc.	4	04/08/2021	040821881	4,948.33	0.00	4,948.33
218208	OptumRX	3	04/12/2021	041221690	8,437.54	0.00	8,437.54
21156	Xcel Energy	22	04/12/2021	041221888	59.30	0.00	59.30
217847	US Foods Inc.	4	04/15/2021	041521881	4,087.48	0.00	4,087.48
218208	OptumRX	3	04/19/2021	041921687	10,965.49	0.00	10,965.49
218208	OptumRX	3	04/26/2021	042621416	810.57	0.00	810.57
217847	US Foods Inc.	4	04/29/2021	042921881	6,790.46	0.00	6,790.46
218208	OptumRX	3	04/30/2021	043021241	1,580.04	0.00	1,580.04
Report Totals					\$991,031.72	\$0.00	\$991,031.72

Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Executive Director

SarahGennie Colazio, Finance Director

Paige Adams, Member

Matt Meuli, Member

Levi Burkhardt, Member- absent

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

Agenda 5.12.21

Meeting called to order at 3:32 pm

1. Reviewed April 2021 financials
 - a. Review Rev & Exp detail, Food Service detail and Fundraising detail
 - b. Review Balance Sheet
 - c. Review Student Fund financials
 - d. Review Check-Debit Register
 - e. Review April CC Statement
 - f. Review Financial Summary to Board

Motion to approve April 2021 Financials by Paige, second by Donna, motion passes unanimously

2. Reviewed 2021-2022 Amended Budget
 - a. **Motion to approve 2021-2022 Amended Budget by Donna, second by Sara, motion passes unanimously**
3. Finance Committee Meetings for 21-22
 - a. No July 2021 Meeting
 - b. Move to Wednesdays in August 2021
4. Finance Committee Members
 - a. No known vacancies at this time
5. Next Meeting – Wednesday June 16th, 3:30pm

Meeting adjourned at 4:42 pm