

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

May 2022 Regular Session
May 11, 2022

**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 11, 2022
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.



MINUTES TO BE APPROVED AT THE JUNE 2022 REGULAR SESSION

Executive Board Minutes May 11, 2022

1.0 Opening of the Meeting

1.1 Call to Order

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

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Sherry Bartmann, Executive Board Vice-President
Donna James, Executive Board Treasurer
Elaine Hungenberg, Executive Board Member
Jenny Ojala, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Elect 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 amend and approve the May 11, 2022 Regular Session agenda, moving into Executive Session after Citizen Communication.

The motion was made 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.

1.6 Adoption of the Minutes

A motion to approve the minutes for the April 28, 2022 Regular Session Regular Session by Donna James and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 0 stakeholders spoke during Citizen Communication at the Executive Board Regular Session.

3.0 Executive Session

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

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

Following Citizen Communication, Donna James made a motion to enter Executive Session, inviting Rebecca Teeples, SarahGennie Colazio and Holly Stephens into the Session with the Board.

Donna James cited the following statute:

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)

The Executive Board entered Executive Session at 8:17 p.m.

4.0 Reports

4.1 Executive Director's Report

Induction Program

As the year comes to a close, so does our 21-22 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 12 educators with an initial licensure and 7 highly-qualified teachers with opportunities for professional development and coaching to promote teacher effectiveness and foster a positive classroom environment. Six elementary teachers and two middle school teachers have completed the 2-year Induction Program and will receive their completion certificate at our Induction Celebration on May 11th.

Elementary School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Kona Ice Day:** The Kona Ice truck visited the elementary to celebrate some of the winners of the Fund Drive Fun Run. Elementary families chipped in together so that every student was able to enjoy an ice cold treat in the beautiful sunshine. What a fun day!
- **First Grade Living Animal Wax Museum:** First graders dressed as their favorite animals from all over the planet and presented facts to classmates and parents. Their well put-together speeches wowed their audience and spread awareness about animals in need.
- **Kindergarten Continent Celebration:** Kindergartners celebrated the culmination of their Core Knowledge unit on the seven continents. Parent volunteers guided students through stations that included continent related crafts, games, and activities.
- **CMAS Movie Celebrations:** Third through fifth graders celebrated successfully completing their CMAS assessments by enjoying a movie on a giant screen in the elementary gym. Students snacked on popcorn and candy earned from their testing tickets and relaxed with stuffies and blankets.
- **Talent Show:** Over 20 fantastic acts performed for parents, peers and staff at the annual elementary talent show. Students sang, danced, and even told jokes to show off their amazing skills.
- **Field Day:** Students, families and staff are looking forward to this year's Olympic themed Field Day. Students will participate in various outdoor activities and games allowing them to demonstrate their athletic abilities and skills learned in PE class. Students will even get to enjoy a large inflatable obstacle course.

Middle School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **AVID Showcase:** Kristin Lockwood, the AVID Regional Director, parents, board members, and teachers participated in the MS/HS AVID Showcase. Educators and parents were impressed with the level of schoolwide implementation of AVID WICOR strategies being implemented. WCA will be moving forward with our application to be a National Demonstration school.
- **Teacher Appreciation Week:** WCA is so grateful for our teachers. Administration and PTC honored their dedication and hard work throughout the week! They were spoiled by a coffee bar, pancake and bacon breakfast, breakfast burritos, flowers, cards and room service deliveries.
- **iReady End-of-Year Assessment:** Students completed end of year benchmark iReady assessments in reading and math.
- **National Junior Honor Society Induction:** During the 2022 induction ceremony, 27 new students were inducted into NJHS. Students earn Membership of the Phoenix Chapter of the National Junior Honor Society by demonstrating the five qualities held in high esteem by the Society: Scholarship, Service, Leadership, Citizenship and Character.

High School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- National Honor Society Induction**
 The high school inducted about twenty students to the National Honor Society this month. These students went through the application process and were selected by our council of five based upon their recommendations and essays. These students are joining a strong group of veteran NHS members that are excellent leaders for these new inductees.
- Teacher Appreciation Week**
 WCA High School loves its staff! Staff are getting showered with special treats this week provided by PTC, Student Council, NHS, parent donations, and the administrative team.
- AVID Showcase:** Kristin Lockwood, the AVID Regional Director, parents, board members, and teachers participated in the MS/HS AVID Showcase. We were impressed with the level of schoolwide implementation of AVID WICOR strategies being implemented. We will be moving forward with our application to be a National Demonstration school.
- Assemblies**
 WCA welcomed Weld County and Windsor law enforcement to give presentations to our students before prom. 9th and 10th graders listened to a presentation about vaping and 11th and 12th graders listened to a presentation about drinking and driving. We are appreciative for our community members partnering with WCA to keep our students safe.
- Prom & After-Prom**
 The high school students enjoyed a wonderful evening for prom and after-prom. WCA had very high attendance at these events with most of our juniors and seniors attending. WCA thanks Mrs. Tickler, Mrs. Watkins, and student council for organizing prom. We are also appreciative of Annie Hennen and many parent volunteers to gather prizes and organize a fun-filled evening at The Summit for After-Prom.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
May 13 th	7:00 p.m.	HS Graduation	HS Gym
June 16 th	6:00 p.m.	Executive Board Meeting	HS Commons
August 3 rd	8:15 a.m.	Back-to-School Kickoff	HS Gymnasium

4.2 Executive Board Reports

- 4.2.1 John Feyen:** Mr. Feyen attended District board meetings and met with the District Board to discuss charter school misunderstandings that exist in the community. He attended the Raindance community District meeting, as well as the WCA Senior Breakfast.
- 4.2.2 Sherry Bartmann:** Mrs. Bartmann attended Coffee with Leadership, District Board meetings, Senior Breakfast, the girls' soccer banquet, as well as the safety seminar in May. She also worked closely with the Elections Committee during the Board elections. She gave a shout out to Scheels for offering its facility for the banquet and also welcomed Jenny Ojala and Holly Stephens as newly elected board members.
- 4.2.3 Donna James:** Mrs. James attended the boys' volleyball banquet, Senior Breakfast, and the Finance Committee.
- 4.2.4 Elaine Hungenberg:** Mrs. Hungenberg attended the wax museum at the elementary school. She also attended the safety webinar and emphasized how well done and informative the webinar was.
- 4.2.5 Jenny Ojala:** Mrs. Ojala attended Coffee with Leadership and the AVID Showcase walkthrough. She appreciated seeing teachers implementing various strategies in the classroom. She also attended the safety webinar.
- 4.2.6 Carolyn Mader:** Mrs. Mader hosted the safety webinar in May. She attended Coffee with Leadership, Senior Breakfast and the soccer banquet. She participated in the AVID Showcase. She gave a shout out to Food Services and the quality of food that was served at the Senior Breakfast.

4.0 Items for Information

4.1 Executive Board Elections

An update was given on the Board elections. 400 out of 1605 parents/guardians voted. 2 votes were in-person; 398 votes were online. Adrienne Jacobs received 191 votes. Jenny Ojala received 269 votes. Holly Stephens received 198 votes.

5.0 Items for Action

5.1 Director of Communications

A motion to approve the position for Director of Communications as a replacement for Communications Manager was made by Carolyn Mader and seconded by Jenny Ojala.

Discussion occurred on the difference between responsibilities for a manager versus a director.

Jenny Ojala had to leave for the remainder of the Board meeting and did not vote.

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

Donna James had to leave for the remainder of the Board meeting.

A motion to approve the job description for Director of Communications as a replacement for Communications Manager was made by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

5.2 2022-2023 Salary Schedules

The 2022-2023 salary schedules were presented. The salaries matched the District at 90% for most positions.

A motion to approve the 2022-2023 salary schedules was made by XXX and seconded by XXX. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

5.3 2022-2023 Annual Amended Budget

The 2022-2023 amended budget was reviewed. The budget outlined an increase in salaries for staff members with a 6.25% increase to most positions.

A motion to approve the amended budget for the 2022-2023 school year was made by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

A motion was also made to opt out of FMLI was made by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.4 Policy GCC Employee Leave, First Read

Given new legislation that requires that organizations pay out for unused PTO, the Executive Board reviewed the policy and discussed two different areas of the policy.

- WCA allows for staff to roll over 240 hours of PTO or 30 days. Should this remain the same or should it be capped for all new employees—current staff potentially would remain at 30 days and new staff would remain at 20 days.
- Options for the Level of Pay Out
 - PTO paid out on substitute teacher rate
 - PTO paid out based on staff member's salary
 - PTO paid out on substitute teacher rate for those who have been at WCA for less than 5 years; PTO paid out on staff member's salary rate for staff who have been here for 5 years or more.

A motion to amend the Policy verbiage in GCC Employee Leave to allow staff to roll over 240 hours of PTO or 30 days for existing staff and 160 hours or 20 days for new staff was made by Carolyn Mader and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, nay; Mader, aye; Feyen, nay. The motion did not pass.

A motion to amend the Policy verbiage in GCC Employee Leave to pay PTO out based on staff members' salaries was made by Sherry Bartmann and seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, nay; Feyen, nay. The motion did not pass.

A motion to amend the Policy verbiage in GCC Employee Leave for PTO paid out on substitute teacher rate for those who have been at WCA for less than 3 years and PTO paid out on staff member's salary rate for staff who have been here for 3 years or more was made by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; Hungenberg, nay; Mader, aye; Feyen, aye. The motion passed.

The amended language in Policy GCC Employee Leave will reviewed on second read at the June 2022 Board meeting.

6.0 Consent Agenda

6.1 Personnel

- 6.1.A Appointments
 - 6.1.A.1 Noah Baker: Student Facilities
 - 6.1.A.2 Bethany Man: Certified Substitute Teacher
 - 6.1.A.3 Chloe Sandy: MS Paraprofessional
 - 6.1.A.4 Kristena Starck: Certified Substitute Teacher
- 6.1.B Terminations/Resignations
 - 6.1.B.1 Ellen Cermak: HS Paraprofessional
 - 6.1.B.2 Deonn DeVore: Classified Substitute
 - 6.1.B.3 Jackie Glynn: Kitchen Manager
 - 6.1.B.4 Winston (Fabricio) Montano: Technology Assistant
 - 6.1.B.5 Lilly Seilbach: Classified Substitute

Sherry Bartmann asked for first read Policy JFB Enrollment at Windsor Charter Academy to be pulled from the Consent Agenda.

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

7.0 Executive Board-Pulled Consent Agenda Items

7.1 First Read Policies

7.1.A Policy JFB Enrollment at Windsor Charter Academy

Discussion occurred around the recommended change to the policy, placing staff members in the first "bucket" for filling open student spots, given the shortage in staff in education.

A motion was made to approve Policy JFB Enrollment at Windsor Charter Academy with an amendment to include WCA Board members in the "bucket" with staff members was made by Elaine Hungenberg and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, nay; Feyen, aye. The motion passed.

8.0 Membership-Pulled Consent Agenda Items

10.0 Adjournment

A motion was made to adjourn the May 2022 Regular session by Carolyn Mader seconded by Elaine Hungenberg. Members voted the following: Bartmann, aye; Hungenberg, aye; Mader, aye; Bartmann, aye. The motion passed unanimously. The Regular Session ended at 11:12 p.m..



Appendix

1.0 April 28, 2022 Executive Board Regular Session Minutes

**Executive Board Minutes
April 28, 2022**

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

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

Staff Present

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

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

The motion was made to approve the April 28, 2022 Regular Session agenda by Carolyn Mader and seconded by Donna James. Carolyn Mader amended the motion to with add an agenda item for a change in date for the May 2022 Regular Session to May 11, 2022. Donna James seconded the motion.

Members voted the following (the agenda and the change in date for the May 2022 Regular Session): Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the March 31, 2022 Regular Session Regular Session 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 0 stakeholders spoke during Citizen Communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Instructional Coaching

Our two Instructional Coaches have had a busy year coaching teachers on how to best implement research-based instructional practices in order to increase engagement and overall student achievement. Over the course of the year, the coaches have delivered professional development modules focused on AVID and Teach Like a Champion techniques, led two book studies on inquiry and participation ratio, and have met one-on-one in formal coaching cycles with almost every teacher in our K-12 system.

To be effective in their role, our Instructional Coaches participate in ongoing professional development focused on the art of coaching. They have completed 8 days of Cognitive Coaching training and will also complete a 2-day Instructional Coaching Summit. Coaches are instrumental in increasing teacher effectiveness as they engage in planning and reflecting conversations focused on a student-centered goal. Beginning in May, the coaches will switch their focus to planning and preparing high-quality professional development during WCA's Summer Institute and will attend AVID Summer Institute in June, alongside four administrators and fifteen teachers.

Fundraising Initiatives:

Windsor Charter Academy uses our Firebird Funder to raise money for various causes. This year, we have raised money for the following initiatives:

- Firebird Fun Run: In March, our Firebird Fun Run Fundraising Campaign began at our elementary school! As of April 7th, we have raised almost \$44, 579!
- VEX Robotics: VEX Robotics raised money to attend their national and international competition. To date, they have raised \$765 via our Firebird Funder.
- Cheer Competition Mats: Our middle and high school cheer team is raising money to purchase competition mats. As of April 7th, the team has raised \$1,260. using our Firebird Funder.
- MuAlphaTheta Math League: MuAlphaTheta has hosted a variety of fundraisers, including Valentine's Day sales, etc. As of April 7th, they have raised \$110 using our Firebird Funder.

Other initiatives:

- Share the Light Scholarship: We are currently raising funds for our Share the Light Scholarship to award to deserving high school seniors.
- Parking Spot Auction: In late April we will launch this year's Parking Spot Auction in order to raise more funds for the school.

- **Banner Sponsorships:** We have several banner sponsors that have donated money or in-kind services to our school, including Whatever It Takes Fitness, run.Windsor, DJ Design Services, Allstate Insurance, etc.

Board Elections: This month, we have worked to finalize our candidate materials, sent out parent communication about the candidates, the election process, and the Parent Town Hall meeting. Additional reminders about the voting process will be sent out in the coming weeks.

EMPOWER Program: Our Communications Manager was accepted to participate in this year's EMPOWER program hosted by Weld RE-4. This group is composed of community leaders and parent stakeholders across the district. Each month, the group meets at various locations across the district to learn more about each department or district function (governance, finance, facilities, curriculum, etc.). The topic of the first meeting was charter schools. Dr. Teeple was in attendance to answer the group's questions about charter schools. Sara Sanders will represent Windsor Charter Academy at each of these monthly meetings for the next six months.

Elementary School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **CMAS Assessments:** Third through fifth grade students are finishing up CMAS assessments in the areas of math, reading and 5th grade science. After their hard work, students will get to enjoy popcorn and movie parties with their classmates.
- **Author's Teas:** Kindergarten and second grade families were welcomed into classrooms to enjoy handwritten student stories. Students presented their masterpieces complete with illustrations and enjoyed tea and treats with their loved ones.
- **First Grade Field Trip:** After two years of restrictions while maneuvering through the pandemic, our students were fortunate to be able to load back up on the big yellow bus. First grade students traveled to the Museum of Nature and Science in Denver. Students and teachers were so excited for this great off-campus learning opportunity.
- **Firebird Fun Run Fund Drive:** Students at the elementary raised over their goal of \$60,000 toward artificial turf for the backyard. Run.Windsor helped to sponsor the race and supplied students with official run tags that kept track of student laps. A school-wide assembly will be held to celebrate our accomplishments at which time Mrs. Wilson will kiss a pig. Kona Ice will also be coming to the elementary to add to and conclude this fundraiser.
- **Arbor Day Celebration:** On Thursday, April 14th, kindergartners joined in celebrating Arbor Day. The Windsor Tree Board, Colorado Department of Forestry, and the Mayor of Windsor all came to tell students about the meaning of Arbor Day and to help the Elementary welcome and celebrate a brand new beautiful Redpointe maple tree in the back northwest corner of our school grounds.
- **Annual Stakeholder Surveys:** Elementary school teachers and the Building Leadership Team analyzed the data from the annual stakeholder surveys, identified celebrations, and created action items to address priority challenges.

Middle School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Girls Basketball:** WCA is proud of its Lady Firebirds! They have advanced to the playoffs, winning their first game.
- **Q3 Firebird Assembly:** During the Q3 Firebird Assembly, students nominated by their teachers were recognized for demonstrating the 8 Keys of Excellence. Representatives of our high school SLANT team taught middle school students positive cheers for athletic events. Grade levels competed in a game of knockout. As the grade level winner, 7th grade challenged the staff and maintained their winning status.
- **Annual Stakeholder Surveys:** Middle school teachers analyzed the data from the annual stakeholder surveys and created action items to address priority challenges.

High School

A wide variety of work and activities occurred during the last month. The following outline highlights of this work:

- **Science Curriculum Vendor Presentations:** The middle school and high school science teams participated in several curriculum vendor presentations this month as a part of our curriculum adoption process. They are now trying sample lessons and completing evaluations on each of the curricula in preparation for a recommendation to the committee next fall.
- **Theater Performance:** WCA's high school theater department's annual performance was *Anastacia*. This group of over twenty students put on a fantastic show. Thanks to several staff members for their work with these amazing students: Vanessa Peters-Leonard, Meggan Bilotte, Skye Montoya, and Greg Mulder.
- **Master Schedule:** WCA is finalizing its work on the master schedule for next year. This is a complex and important process that involves many staff members.
- **Service Area Waiver:** Colorado law states that institutes of higher learning cannot provide services to off-campus students outside of specific geographic areas. Traditionally, this has meant that WCA can only partner with Aims Community College. In order to expand its offerings for WCA students, WCA is working on a service area waiver from Aims Community College so that it can partner with Front Range Community College as well starting in the fall. WCA hopes to start this new partnership by transitioning our math department to FRCC.
- **PSAT/SAT Testing:** WCA completed state testing at our high school. The 9th graders took the PSAT 9, 10th graders the PSAT 10, and 11th graders the SAT. The high school should get their results back in June.
- **SAC Surveys:** High school teachers and our BLT analyzed the annual SAC survey data. They identified celebrations and challenges as well as several action steps to achieve goals around this data.
- **National History Day**
 Congratulations to Corianna J (10th) and Rheannon Z (10th). They both participated in National History Day this year. Corinna placed 1st in the Senior Paper category for her essay titled, "A Bridge Between Ideals: Betty Ford and the Equal Rights Amendment." Rheannon placed 3rd in the Senior Paper category for her essay titled, "Margaret Sanger and the Birth Control Debate." Congratulations to these hard-working students. They have now advanced to the state competition for a chance to compete at the national competition.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
April 29 th	8:15 a.m.	Coffee with Leadership	MS Media Center
May 11 th	4:00 p.m.	Finance Committee	HS Conference Room
May 11 th	6:00 p.m.	Executive Board Meeting	HS Commons
May 12 th	7:00 p.m.	HS Graduation	HS Gym
August 3 rd	8:15 a.m.	Back-to-School Kickoff	HS Gymnasium

3.2 Executive Board Reports

- Sherry Bartmann: Sherry Bartmann attended Coffee with Leadership last month. Sherry attended soccer. She also went on a field trip to the zoom with 10th graders. Sherry also attended this month's Weld RE-4 Board April board meeting. She also updated the Board on the work of the Election Committee.
- Jenny Ojala: Jenny Ojala attended the district board meeting in April.
- Carolyn Mader: Carolyn Mader reminded the Board about the upcoming parent seminar. On May 3rd Carolyn will host a WCA webinar on the concerns for pornography.
- Elaine Hungenberg: Elaine Hungenberg attended Author's Tea at the elementary school.
- Donna James: Donna James attended the performance "Anastasia." She was so impressed by the level of talent. She thanked the Student Council President for her work and her attendance at the Board meetings. Donna was also able to attend last month's Coffee with Leadership, as well as the new boys' volleyball games. The students have shown strong sportsmanship and have grown in skill.

4.0 Items for Information

4.1.1 Annual Stakeholder Survey Results

Results from the annual stakeholder surveys were shared. Celebrations and priority challenges based on parent, teacher, and student surveys were discussed.

4.2 Calendar Waiver for Charter Contract

The District approved a waiver for Windsor Charter Academy that grants autonomy in building its annual calendar for the school year. Windsor Charter Academy must meet state requirements for seat hours.

5.0 Items for Action

5.1 2022-2023 Annual Budget, Second Read

A motion to approve the annual budget for the 2022-2023 school year on second read was made by Jenny Ojala and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Eric Anderson: MS Track Assistant Coach
- Michael Ball: HS Boys' Basketball Assistant Coach
- Wendy Carrico: Paraprofessional
- Eliana Duhon: Food Services Assistant
- Samantha Harvey: Food Services Assistant
- Steven Hill: PE Teacher
- Pearson Kraus: Certified Substitute Teacher
- Christopher O'Neal: PE Teacher
- Karson Rice: Food Services Assistant
- Claire Richardson: Cooking Club Advisor

Terminations/Resignations

- Heather Duhon: Certified Substitute Teacher
- Chase Popp: PE Teacher
- Devon Rosson: PE Teacher

6.2 Job Descriptions

- Food Services Kitchen Manager
- Food Services Assistant
- Food Services Baker/Prep Cook

6.3 First Read Policies

- GCC Employee Leave

6.4 Second Read Policies

- GCIE Professional Development

6.5 Financials

- March Financials

Sherry Bartmann requested that Policy GCC Employee Leave be pulled from the Consent Agenda. A motion was made to pull Policy GCC Employee Leave from the Consent Agenda, moving the policy from 6.3A to 7.1. A motion was made to approve the amended Consent Agenda was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

8.0 Executive Board-Pulled Consent Agenda Items

7.1 Policy GCC Employee Leave, First Read

Discussion occurred on the changes in the policy based on new legislation that requires employee payout for unused leave. Points of discussion centered on the length of time that could be rolled over and the amount paid out per day. The Executive Board asked for additional information to make a greater informed decision.

A motion to table Policy GCC Employee Leave on first read was made by Jenny Ojala and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

8.0 Membership-Pulled Consent Agenda Items

9.0 Executive Session

There was no Executive Session for the April Executive Board meeting.

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

9. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
10. 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)
11. Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
12. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
13. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
14. 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)

15. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
16. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

10.0 Adjournment

A motion to adjourn the April 2022 Regular Session was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The Executive Board meeting ended at 8:15 a.m.



2.0 Director of Communications Job Description



JOB DESCRIPTION

Director of Communications

Summary

Responsible for setting the strategic direction and implementing strategies in the areas of marketing, communications, branding, advertising, social media, and website management for Windsor Charter Academy Schools. Manage all website, social media, and fundraising software platforms.

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

Strategy

- 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.
- Maintain comprehensive knowledge of the school's mission and programs to promote external partnerships that strengthen programs and initiatives, including fundraising initiatives.
- Establish and maintain superior stakeholder relations, including with the Weld RE-4 School District, Chamber of Commerce, and other entities.
- Train all new employees on branding, communication, marketing, and social media policies and procedures.
- Manage a yearly marketing and advertising budget.
- Attend work and arrive in a timely manner.
- Perform other duties as assigned.

Communications

- Use Mailchimp to write, edit, and deliver all school emails.
- Create a weekly newsletter for each school.
- Create news blasts for parents that address time sensitive issues, crises, etc.
- Create quarterly reports to the community from the Executive Director.
- Maintain a school-wide PR calendar to coordinate newsletter and social media releases.
- Create press releases highlighting school news and events and share with local media.
- Create branded marketing materials for enrollment-related documents, including handbooks, course guides, and course selection sheets.
- Support administration to communicate with parents and external stakeholders in the event of an emergency.

Community Relations

- Engage with local and statewide stakeholders to promote Windsor Charter Academy.
- Foster positive relations with the Weld Re-4 School District, Chamber of Commerce, Clearview Library District, and other community entities. Coordinate regularly with the Weld Re-4 Public Information Officer.
- Host or serve as a moderator for community webinars or parent/student safety webinars.
- Manage media and community relations for all school bond initiatives.

Marketing

- Create and launch annual enrollment marketing campaign to attract new families.
- Implement and develop campaigns and initiatives to ensure a growth trajectory in enrollment.
- Design digital, print, and video ads to promote enrollment.
- Create web, print, and advertising materials for school events.
- Manage annual Parent Information Nights for each school.
- Organize monthly school tours and informational webinars.
- Monitor and update content on external websites (School Grades, Niche, and School Digger) to ensure most recent state and federal data is published.
- Maintain and organize all school photos (Share Your Story, yearbook, etc.)
- Manage 3-party contractors for graphic design, photography, etc.

Branding

- Ensure branding is correct for external and internal communications and marketing.
- Create and maintain Windsor Charter Academy Media Kit and ensure compliance with the school's branding and style guide across website, print marketing, online material, and apparel.
- Edit all marketing material (flyers, posters, internal events) to adhere to brand consistency.
- Create templates and ensure presentations, flyers, syllabi, and internal and external documents meet branding standards.
- Design and/or approve all apparel for t-shirts, sports uniforms, and other apparel to ensure branding guidelines are met.
- Design and/or approve all signage, including school banners, athletic banners, decals, etc.

Website Management

- Maintain Windsor Charter Academy website, including creating new and updating current webpages.
- Create and maintain all online stores to purchase tickets, meals, t-shirts, event registration, sports camps, summer camps, etc.
- Create and maintain all teacher and staff school-managed webpages.
- Ensure design is optimized for user engagement on desktop and mobile devices.
- Ensure compliance with federal laws, including online ADA Accessibility rules.

Social Media

- Demonstrate knowledge and use of digital, social media, and emerging online channels.
- Manage social media accounts, including Facebook, Instagram, Twitter, and LinkedIn.
- Advise and consult with Facebook moderators' group to ensure consistent online presence; serve as the administrator of the school's Facebook page and of all grade-level Facebook groups. Foster a positive culture and climate.
- Manage Facebook Ads campaign and/or other digital advertising initiatives.
- Maintain school YouTube channel.
- Create and update Windsor Charter Academy's Marketing and PR and Social Media Policy.

Fundraising

- Manage and maintain online crowdfunding program and promote online fundraising initiatives.
- Support marketing efforts for Colorado Gives, King Soopers Community Rewards Program, and other fundraising efforts.
- Support the Banner Sponsorship Program and Corporate Sponsorship Program.
- Tell the "WCA Story" in a cohesive manner in all fundraising activities.
- Synthesize information from a variety of sources into a compelling and persuasive narrative for online giving campaigns or competitive grants.
- Create branded donor relations materials, including case statements, grant applications, etc.

- Edit and package fundraising materials.

Education and Related Work Experience

- Bachelor's degree required
- Two years of related experience
- Equivalent combination of education and experience acceptable

Licenses, Registrations or Certifications

- Criminal background check required for hire
- CPR and first aid training will be required at hire
- Adminstrating medication in a school setting training required

Technical Skills, Knowledge & Abilities

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

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
- Extensive working knowledge of the following software products:
 - Google Suite
 - Squarespace and Squarespace Commerce
 - Mailchimp
 - Zoom and Zoom Webinar
 - Adobe Illustrator and other Adobe Creative Suite Software
 - Adobe Acrobat DC
 - Canva
 - Facebook and Facebook Ads
 - YouTube
 - Microsoft Word, PowerPoint, Excel, and other software
- Typical office equipment

Physical Requirements & Working Conditions

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

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

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

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



3.0 2022-2023 Salary Schedules

Administrative Exempt						
Position	Minimum	Maximum	Days	Minimum Salary	Max. Salary	Days
Executive Director of Education	\$144,692	\$190,385	220	\$190,000	\$250,000	260
Director of Finance and Human Resources	\$81,692	\$117,556	215	\$109,767	\$157,956	260
Director of Curriculum, Instruction & Innovation	\$81,692	\$117,556	215	\$109,767	\$157,956	260
Director of Communications	\$72,193	\$103,886	190	\$109,767	\$157,956	260
Directors of Education	\$85,155	\$122,539	215	\$99,017	\$142,487	225
Director of Facilities Management	\$72,801	\$104,762	260	\$80,890	\$116,402	260
Director of Food Services	\$60,201	\$86,630	215	\$80,890	\$116,402	260
Assistant Principal	\$71,414	\$109,510	206	\$80,890	\$124,040	210
Athletic Director	\$71,414	\$109,510	206	\$80,890	\$124,040	210
Dean of Students	\$64,705	\$93,112	195	\$75,581	\$108,763	205
School Nurse	\$59,200	\$96,200	220	Not Listed	Not Listed	NA

Classified Exempt				Weld RE-4 Data		
Position	Minimum	Maximum	Days	Minimum	Maximum	Days
Technology Manager	\$62,267	\$89,604	238	\$75,581	\$108,763	260
Business Manager	\$51,722	\$74,429	230	\$64,965	\$93,486	260
Fundraising Manager	\$51,133	\$73,581	190	NA	NA	NA
Student Data Services Manager/Registrar	\$39,793	\$60,590	220	NA	NA	NA
Head of School Security	\$48,000	\$72,000	180	NA	NA	NA
School Security	\$36,000	\$54,000	180	NA	NA	NA
Academic Advisor	\$30,190	\$55,297	203	NA	NA	NA
Classified Non-Exempt*				Weld RE-4 Data		
Position	Minimum	Maximum	Minimum	Maximum		
Food Services Kitchen Manager	\$15.17	\$18.50	\$16.86	\$20.56		
Food Services Baker/Prep Cook	\$14.00	\$15.33	\$14.00	\$17.03		
Food Services Assistant	\$14.00	\$15.33	\$14.00	\$17.03		
Lead Custodian	\$17.13	\$24.64	\$19.03	\$27.38		
Technology Assistant	\$17.78	\$25.58	\$19.75	\$28.42		
Office Manager	\$24.58	\$35.37	\$18.30	\$26.34		
Maintenance Technician	\$18.42	\$26.51	\$20.47	\$29.46		
Registrar Assistant	\$16.31	\$24.10	\$17.58	\$25.31		
Receptionist	\$16.31	\$23.47	\$16.14	\$23.22		
Media Assistant	\$14.00	\$19.03	\$14.69	\$21.14		
Health Aide	\$14.00	\$19.96	\$15.41	\$22.18		
Custodian	\$14.00	\$19.03	\$14.69	\$21.14		
Instructional Paraprofessional w/ Sub License	\$15.00	\$23.11	NA	NA		
Instructional Paraprofessional	\$14.00	\$18.09	\$14.00	\$20.10		

*All classified non-exempt new hires will receive a 30-day and 90-day evaluation. Based on performance on a rubric, additional raises may occur at these benchmarks.



4.0 2022-2023 Amended Budget



2022-2023 General Budget

Budget is based on a 8% increase in PPR funding. PPR funding is based on enrollment; WCA conservatively based enrollment numbers on 96% of projected enrollment.

	2021-2022			2022-2023			
		Percentage	Per Student	8% Increase	Percentage	Per Student	Notes
Per Pupil Funding	\$8,395.71			\$9,043			
Student Enrollment	1501.5			1509.1			
Revenue							
Per Pupil Funding	\$12,606,165	84.43%	\$8,395.71	\$13,646,972	86.53%	\$8,647.59	Increase of 8% to PPR funding per budget on governor's desk as of 5/3/22
Mill Levy 2007	\$90,000	0.60%	\$59.94	\$90,000	0.57%	\$59.64	
Mill Levy 2016	\$462,614	3.10%	\$308.10	\$462,614	2.93%	\$306.55	
Interest	\$10,000	0.07%	\$6.66	\$10,000	0.06%	\$6.63	
Student Fees	\$77,375	0.52%	\$51.53	\$81,492	0.52%	\$54.00	
Building Rental	\$70,000	0.47%	\$46.62	\$64,000	0.41%	\$42.41	
Donations/Fundraising	\$50,000	0.33%	\$33.30	\$55,000	0.35%	\$36.45	
Other (CC Cash Back, Collections)	\$109,231	0.73%	\$72.75	\$3,280	0.02%	\$2.17	
Capital Construction	\$444,402	2.98%	\$295.97	\$433,117	2.75%	\$287.00	
Food Service Revenue	\$799,000	5.35%	\$532.13	\$799,000	5.07%	\$529.45	
Oil & Gas Revenue	\$10,000	0.07%	\$6.66	\$10,000	0.06%	\$6.63	
Title II Grant Revenue	\$15,000	0.10%	\$9.99	\$15,000	0.10%	\$9.94	
Title IV Grant Revenue	\$4,000	0.03%	\$2.66	\$4,000	0.03%	\$2.65	
ESSER III Funds	\$167,504.00	1.12%	\$111.56	\$83,699	0.53%	\$55.46	
READ Act Grant Revenue	\$15,882	0.11%	\$10.58	\$14,000	0.09%	\$9.28	
Total Revenues	\$14,931,173		\$9,944	\$15,772,174		\$10,451	
Use of Reserves/COVID Carryover							
Total Revenues and Reserves	\$14,931,173		\$9,944	\$15,772,174		\$10,451	
Expenditures							
Salaries & Benefits							
Salaries	\$6,772,743	45.36%	\$4,510.65	\$7,304,016	46.31%	\$4,839.98	6.25% increase in salaries, horizontal movement & merit pay
ESSER Salaries & Stipends	\$76,608	0.51%	\$53.648	\$53,648	0.34%	\$35.55	Final year for ESSER funding
Food Service Salaries	\$201,473	1.35%	\$134.18	\$233,517	1.48%	\$154.74	
Substitutes Salaries	\$151,928	1.02%	\$101.18	\$145,000	0.92%	\$96.08	
Extra Duty/Stipends Salaries	\$87,000	0.58%	\$57.94	\$115,753	0.73%	\$76.70	Increase based on C teams for HS sports and club stipends
Salaries Total	\$7,289,752	48.82%	\$4,854.98	\$7,851,934	49.78%	\$5,203.06	

Food Services Benefits	\$89,634	0.60%	\$59.70	\$107,892	0.68%	\$71.49	Due to increase in FTE
Benefits	\$1,088,502	7.29%	\$0.09	\$1,142,927	7.25%	\$757.36	Predicted 5% increase
Medicare	\$101,416	0.68%	\$67.54	\$109,689	0.70%	\$72.69	
Sick Bank	\$17,000	0.11%	\$11.32	\$17,850	0.11%	\$11.83	
ESSER Benefits	\$33,063	0.22%		\$23,151	0.15%	\$15.34	Final year for ESSER funding
FAMLI Contribution	\$0	0.00%		\$0	0.00%	\$0.00	Recommend Board vote to opt out
PERA	\$1,465,439	9.81%	\$975.98	\$1,581,037	10.02%	\$1,047.67	
Benefits Total	\$2,795,054	18.72%	\$1,861.51	\$2,982,546	18.91%	\$1,976.37	
Purchased & Technical Services							
Professional Services	\$10,000	0.07%	\$6.66	\$8,200	0.05%	\$5.43	
College Consulting	\$20,000	0.13%	\$13.32	\$10,000	0.06%	\$6.63	
Accounting Software/Payroll	\$31,894	0.21%	\$21.24	\$46,000	0.29%	\$30.48	
Audit/990 Prep	\$7,000	0.05%	\$4.66	\$7,000	0.04%	\$4.64	
Legal	\$12,362	0.08%	\$8.23	\$15,000	0.10%	\$9.94	
Purchased & Technical Services Total	\$81,257	0.54%	\$54.12	\$86,200	0.55%	\$57.12	
Facilities & Property Services							
Natural Gas/Electricity	\$117,420	0.79%	\$78.20	\$157,632	1.00%	\$104.45	7557,333333
Water/Sewer	\$26,875	0.18%	\$17.90	\$32,958	0.21%	\$21.84	23068
Trash	\$9,180	0.06%	\$6.11	\$10,455	0.07%	\$6.93	
Facility Repairs & Maintenance	\$121,361	0.81%	\$80.83	\$121,361	0.77%	\$80.42	
Repair HVAC	\$43,000	0.29%	\$28.64	\$0	0.00%	\$0.00	
Bldg Lease Payments	\$1,485,213	9.95%	\$989.15	\$1,485,213	9.42%	\$984.17	
Storage Unit Lease	\$600	0.00%	\$0.40	\$600	0.00%	\$0.40	
Facilities & Property Services Total	\$1,803,649	12.08%	\$1,201.23	\$1,808,219	11.46%	\$1,198.21	
Other Purchased Services							
Printing/Binding	\$0	0.00%	\$0.00	\$0	0.00%	\$0.00	
Special Ed District Charge	\$842,000	5.64%	\$560.77	\$925,520	5.87%	\$613.29	
AIMS Fees	\$10,000	0.07%	\$6.66	\$15,000	0.10%	\$9.94	
Professional Development/AVID	\$29,100	0.19%	\$19.38	\$29,537	0.19%	\$19.57	
Board PD	\$800	0.01%	\$0.53	\$500	0.00%	\$0.33	
Security Budget	\$1,300	0.01%	\$0.87	\$1,300	0.01%	\$0.86	
Title II Grant Expenses	\$15,000	0.10%	\$9.99	\$15,000	0.10%	\$9.94	
Title IV Grant Expenses	\$2,279	0.02%	\$1.52	\$4,000	0.03%	\$2.65	
District Admin Charges	\$252,123	1.69%	\$167.91	\$272,939	1.73%	\$180.86	
Infinite Campus	\$15,776	0.11%	\$10.51	\$16,072	0.10%	\$10.65	
Property/Liability Insurance	\$89,493	0.60%	\$59.60	\$95,758	0.61%	\$63.45	

SUTA	\$19,051	0.13%	\$12.69	\$15,130	0.10%	\$10.03	
Worker's Comp Insurance	\$39,933	0.27%	\$26.60	\$41,930	0.27%	\$27.78	
Food Service Expenses	\$484,893	3.25%	\$322.94	\$437,591	2.77%	\$289.97	
ESSER Apex	\$6,900	0.05%		\$0	0.00%	\$0.00	
Copier Lease	\$69,292	0.46%	\$46.15	\$73,962	0.47%	\$49.01	
Tech Support	\$1,210	0.01%	\$0.81	\$1,210	0.01%	\$0.80	
Tech Repair/Maintenance	\$6,250	0.04%	\$4.16	\$5,700	0.04%	\$3.78	
Tech Software/Licensing	\$46,622	0.31%	\$31.05	\$47,921	0.30%	\$31.75	
Fire/Intercom/Security Maintenance	\$6,500	0.04%	\$4.33	\$6,630	0.04%	\$4.39	
Internet/Phone/Communications	\$66,697	0.45%	\$44.42	\$70,840	0.45%	\$46.94	
Job Advertising	\$3,000			\$10,000			Delineated for clarity
Marketing Enrollment	\$16,000	0.11%	\$10.66	\$22,000	0.14%	\$14.58	Increased for marketing enrollment needs
Other Purchased Services Total	\$2,024,219	13.56%	\$1,348.13	\$2,108,540	13.37%	\$1,397.22	
Educational Supplies & Materials							
Curriculum/Online License Renewals	\$159,100	1.07%	\$105.96	\$141,030	0.89%	\$93.45	
Assessments/Testing	\$33,407	0.22%	\$22.25	\$39,939	0.25%	\$26.47	
Summer School Credit Recovery	\$0.00	0.00%	\$0.00	\$1,500	0.01%	\$0.99	
General/Office Supplies	\$22,759	0.15%	\$15.16	\$23,214	0.15%	\$15.38	
Media Center Supplies	\$2,241	0.02%	\$1.49	\$2,200	0.01%	\$1.46	
Security Supplies/Software	\$6,200	0.04%	\$4.13	\$6,200	0.04%	\$4.11	
Paper	\$12,862	0.09%	\$8.57	\$14,791	0.09%	\$9.80	
Dues & Fees	\$18,000	0.12%	\$11.99	\$23,000	0.15%	\$15.24	
PE Uniforms	\$1,500	0.01%	\$1.00	\$0	0.00%	\$0.00	
Health Supplies	\$6,000	0.04%	\$4.00	\$5,600	0.04%	\$3.71	
Teacher Classroom Budgets	\$9,000	0.06%	\$5.99	\$9,180	0.06%	\$6.08	
School Event Budgets	\$17,424	0.12%	\$11.60	\$18,500	0.12%	\$12.26	
ESSER Facility Supplies	\$15,000	0.10%	\$9.99	\$0	0.00%	\$0.00	
Facility Supplies	\$34,000	0.23%	\$22.64	\$40,800	0.26%	\$27.04	
Facility on call and interns	\$4,950	0.03%	\$3.30	\$4,950	0.03%	\$3.28	
Title IV Supplies	\$1,731	0.01%	\$1.15	\$0	0.00%	\$0.00	
PTC	\$9,000	0.06%	\$5.99	\$7,500	0.05%	\$4.97	
Anniversary Gifts	\$2,600	0.02%	\$1.73	\$1,900	0.01%	\$1.26	
Exec Dir/Staff Culture	\$10,000	0.07%	\$6.66	\$10,000	0.06%	\$6.63	
Air Quality Grant	\$63,000	0.42%	\$41.96	\$0	0.00%	\$0.00	
ESSER III Expenditures	\$0.00	0.00%	\$0.00	\$0	0.00%	\$0.00	
Educational Supplies & Materials Total	\$428,774	2.87%	\$285.56	\$350,304	2.22%	\$232.13	
Equipment							
Tech Equipment	\$155,843	1.04%	\$103.79	\$222,070	1.41%	\$147.15	

ESSER Tech Equipment	\$35,933	0.24%	\$23.93	\$0	0.00%	\$0.00	
Facilities Equipment	\$36,000	0.24%	\$23.98	\$1,000	0.01%	\$0.66	
Furniture	\$14,900	0.10%	\$9.92	\$10,000	0.06%	\$6.63	
Total Property/Equipment	\$242,676	1.63%	\$161.62	\$233,070	1.48%	\$154.44	
Other							
Bank Fees	\$10,000	0.07%	\$6.66	\$10,100	0.06%	\$6.69	
Trustee Fees	\$17,295	0.12%	\$11.52	\$12,000	0.08%	\$7.95	
Auto Expenses	\$2,061	0.01%	\$1.37	\$3,500	0.02%	\$2.32	
Athletics Deficit	\$17,000	0.11%	\$11.32	\$0	0.00%	\$0.00	
Fundraising Expenses	\$40,000	0.27%	\$26.64	\$55,000	0.35%	\$36.45	
Other Total	\$86,356	0.58%	\$57.51	\$80,600	0.51%	\$53.41	
Total Expenditures	\$14,751,737	98.80%	\$9,824.67	\$15,501,413	98.28%	\$10,271.96	
Net Surplus/Deficit	\$179,436			\$270,761			
Required Surplus for DS Coverage	\$155,100			\$148,521			
Surplus over DS Requirement	\$24,336			\$122,240			
Beginning General Fund Balance	\$4,527,679			\$4,707,115			
<i>Appropriation</i>	\$0.00			\$0			
<i>Net Surplus/Deficit</i>	\$179,436			\$270,761			
Ending Fund Balance	\$4,707,115			\$4,977,876			
Ending Fund Balance Detail							
<i>Unrestricted Fund Balance</i>	\$3,670,537			\$4,049,355			
<i>Restricted for Accrued Leave Liability</i>	\$0						
<i>TABOR Reserves</i>	\$378,818			\$419,496			
Total Projected Ending Fund Balance	\$4,049,355			\$4,468,851			
Total Revenues	\$14,931,173			\$15,772,174			
Total Expenditures less DS and one time	\$13,266,524			\$13,983,199			
Net Available for Debt Service	\$1,664,649			\$1,788,975			
Projected Debt Service	\$1,485,213			\$1,485,213			
Net Surplus	\$179,436			\$303,762			
Bond Covenant Requirement	\$1,633,734			\$1,633,734			
Current Ratio	112.08%			120.45%			

Actual Surplus plus Debt Service	\$1,664,649			\$1,788,975				
Diff Over/(Under)	\$30,915			\$155,241				
Required Surplus	\$148,521			\$148,521				
Daily Operating Expenses	\$36,347			\$38,401				
Days Cash on Hand	139			149				



5.0 First Read Policies



EMPLOYEE LEAVE

1. Jury Duty

Staff shall be granted leave with full pay when called to jury duty, under the condition that employee shall turn over to the School **Windsor Charter Academy** their jury duty fees, but not their mileage or transportation allowance.

2. Bereavement Leave

Staff members eligible for benefits shall be allowed up to five (5) days' leave with full pay per death for immediate and extended family members.

Immediate and extended family is defined as spouse, children, parents, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister, brother-in-law, sister-in-law, daughter-in-law and son-in-law. Said leave is not cumulative. Any portion of a day, up to and including one (1) full day with pay shall be allowed for death of a close friend or other relative/person not identified above. An employee may request additional leave not to exceed five (5) days. Such additional bereavement leave must be approved in advance by the Executive Director and such additional days shall be deducted from the employee's PTO leave account if available. If not, pay shall be deducted at the employee's current daily contract rate, whether or not a substitute is hired.

3. Paid Time Off (PTO) Leave

PTO leave allows continuation of full base pay plus benefits when an eligible staff member is required to be absent from work. PTO hours are awarded up front on the date of hire, or the first employment day each year.

PTO Leave Schedule for Full-Time Employees

Contract Days	PTO Leave
≤ 190	10 days
191-210	11 days
211-239	12 days
≥ 240	13 days

Part-time employees will be awarded PTO at the rate of one (1) hours per thirty (30) hours of work, up to a maximum of forty-eight (48) hours per employment year.

Unused PTO leave may be accumulated to the maximum of thirty (30) days for each employee **that was hired and worked at Windsor Charter Academy prior to the 2022-2023 school year. Unused PTO leave may be accumulated to the maximum of twenty (20) days for each new Windsor Charter Academy employee hired to begin the work for the 2022-2023 school year and beyond.** ~~Any part or all of unused PTO leave which~~ may be used during any given year, after the current year allocation has been used. Days of PTO leave may be used without losing salary up to the maximum days of entitlement.

When PTO leave is exhausted, the deduction for an approved absence will be based on the employee's current daily contract rate.

When PTO leave days exceeds four (4) consecutive working days in relation to a specific illness, a written report from the attending physician must be filed with the Executive Director confirming the need for additional days off the job for recovery because of abnormal and involuntary complications, so long as such documentation can be obtained in reasonable time and without added expense, otherwise the employee's signed certification may be requested. When the need for sick and safety leave is foreseeable, employees should make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements.

PTO may be used for the following "sick and safety leave" reasons, including other personal purposes not listed below.

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care or treatment related to such illness, injury or condition; or needs to obtain preventive medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care.

- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

During a Public Health Emergency, upon the date a public health emergency is declared a full-time employee will be granted up to 80 hours of paid sick leave, including any existing accrued sick time. Part-time employees will be granted the amount they are scheduled to work in a two-week time frame, including any existing accrued sick time. The following are additional allowable reasons qualifying as "sick and safety leave" during a public health emergency:

- Employee need to self-isolate and care for oneself because of a diagnosis or experiencing the symptoms of a communicable illness connected to the cause of the public health emergency or to care for a family member who has to self-isolate for those reasons.
- To see preventative care for, or medical diagnosis, care, or treatment for symptoms of a communicable illness that is the cause of the public health emergency or to care for a family member for those reasons.
- When a public official, health authority of employer (of the employee or the employee's family member) determined the employee's or employee's family member's presence on the job or in the community would jeopardize the health of others because of the individual's' exposure to- or exhibiting symptoms of- the communicable illness that is the cause of the public health emergency (whether diagnosed or not).
- Care of a child or other family member when the individual's child care provider is unable due to a public health emergency, or if the child's or family member's school or place of care is closed by a public health emergency (including if it is physically closed but providing remote instruction).
- An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

After the four-week period following a public health emergency, any remaining public health emergency leave time will be removed from the employee's leave total.

In the event that state or federal orders supersede these provisions, such orders will govern if warranted. This policy and any accompanying regulations should be read and understood in conjunction with the entirety of the Colorado Healthy Families and Workplaces Act. Any definitions, requirements, or details of the CHFWA shall supersede this policy.

If PTO leave is to be used for a serious health condition, the birth or care of a newly-born child, the placement for adoption or foster care of a child, or to care for a covered military service member, certification will be required pursuant to the School's FMLA policy. Accumulated PTO leave must be used concurrently as part of the staff member's FMLA leave upon physician certification.

Accumulated PTO leave balances must be used concurrently with parental leave.

If employment is terminated before the employment agreement has been fulfilled, an adjustment will be made to PTO on a prorated basis based on the days scheduled versus the days worked. Accumulated PTO will not be paid **at the daily certified substitute teacher rate** upon termination of employment.

~~The School~~ **Windsor Charter Academy** will retain records for each employee for a two-year period, documenting hours worked, paid sick leave accrued, and paid sick leave used. ~~The School~~ **Windsor Charter Academy** will provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental public health emergency leave. Information may be requested once per month or when the need for paid sick leave arises.

~~The School~~ **Windsor Charter Academy** will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee's or an employee's family member's health information as a condition of providing paid sick leave. Any health or safety information possessed by ~~the School~~ **Windsor Charter Academy** regarding an employee

or employee's family member will be maintained on a separate form and in a separate file from other personnel information; be treated as confidential medical records; and not be disclosed except to the affected employee or with the express permission of the affected employee.

Use of PTO for a reason qualifying as sick and safety leave will not be counted as an "absence" that may result in termination or any other kind of adverse action. An employee will not be required to find a substitute or job coverage when taking paid leave for a reason qualifying as sick and safety leave. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick leave (up to a maximum of 48 hours) that the employee had accrued but not used during the employee's previous employment.

4. Parental Leave of Absence

Parental leave of absence is available to all full-time personnel. Parental leave may be taken to provide care for a newly born, adopted or foster- placed child.

Parental leave of absences are unpaid and intended to supplement leave available under the Family and Medical Leave Act (FMLA). Accumulated PTO leave must be used concurrently with parental leave of absence.

Parental leave of absence may be granted for a maximum of one school year; however, return date shall be designated as the beginning of a semester.

When a staff member returns to duty from a parental leave of absence of one year or less, the employee will be reassigned to their previous position. Salary, position and unused accrued PTO leave earned prior to the leave of absence shall be retained. Staff employment status as defined in CRS 22-63- 101 will not be altered as a result of this leave.

A staff member requesting parental leave shall submit a written request to the Executive Director at least 30 calendar days prior to the commencement of the leave. The request shall be accompanied by a physician's statement giving the expected date of delivery.

The beginning date and length of parental leave shall be determined by the employee and his/her supervisor, subject to approval by the Executive Director.

An employee whose parental leave extends over the summer months and who expects to return for the opening of school shall notify ~~the School~~ **Windsor Charter Academy** of his/~~her~~**their** intent to return by April 1 preceding the ensuing school year.

5. Professional Leave

Professional leave by the definition of this policy shall apply to staff who plan to be absent from their regular duties to attend educational conventions, conferences, clinics, seminars, or other activities related to their duties or responsibilities.

Application to attend any of the above-mentioned activities shall be initiated by discussion with the Executive Director, taking in to consideration the following:

1. Will the experience be worthwhile to the employee and subsequently enhance or improve education within ~~the School~~ **Windsor Charter Academy**?
2. Is a satisfactory substitute available to assume the duties of the employee while they are on professional leave? Have adequate plans been made by the employee to ensure that the substitute is able to carry on a qualified program of instruction?
3. The applicant shall outline a summary of expenses to be borne by ~~the School~~ **Windsor Charter Academy**, including the number of days a substitute will be required.
4. The application shall be finalized in writing and submitted in advance of required registration deadlines to obtain administrative approval. This means that the application shall have been made to the Executive Director sufficiently in advance of the required registration date to obtain approval as may be required by Executive Board policy.

Approval or rejection of the application shall be made by the Finance Director with an administrative recommendation. The Finance Director will consult with the Executive Director prior to approving or rejecting the recommendation.

Appropriate reports shall be made to the Executive Board from time to time by the Executive Director about the number of leaves approved for

staff as well as the purpose and cost of each activity.

6. Worker's Compensation Benefits

Employees temporarily absent from work and unable to perform their duties as a result of a work-related injury for which they are eligible for worker's compensation benefits, will be paid their full salary (until the individual employee's PTO leave is exhausted) less the amount of any worker's compensation payment benefits, or awards made for temporary disabilities due to said injury, during the period of such temporary absence from the date of said injury. If the employee is entitled to any PTO leave benefits from ~~the School~~ **Windsor Charter Academy** in addition to that employee's salary, the amount of the additional PTO leave benefits shall also be reduced by the amount of any worker's compensation received by the employee. Employees receiving worker's compensation benefits are not eligible to use PTO leave bank time.

The Executive Board shall have the right to have such employee examined by a physician designated by the Board to assist in determining the length of time the employee is temporarily unable to perform duties, and that the disability is attributable to the injury involved.

7. Family and Medical Leave

Eligible staff are entitled to unpaid leave under the Federal Family Medical Leave Act (FMLA). The conditions for such leave are outlined in School Policy GBGF.

Windsor Charter Academy Executive
Board Adopted: May 2001
August 2007
September 2009
June 2010
February 2016
December 2020
May 2022

Legal References

Family and Medical Leave Act of 1993 and Implementing Regulations

Cross References
GBGF Family Medical Leave

Employee	Time Off Type	Balance	Hire Date	Years at WCA	Individual Hourly Rate	Liability (Ind. Daily Rate)	Liability (Sub Rate) \$13.75/Hour	Balance Due: EE's Leaving 21-22 Daily Rate	Balance Due: EE's Leaving 21-22 SUB Rate	Balance Due: EE's Leaving 21-22 Daily Rate OVER 5 Years and Sub Rate Under 5 Years
				44,743.0			\$13.75		\$13.75	
Sharon	Albertsen	PTO Hourly	6.72	1/21/2021	1.4	\$13.75	\$92.40	\$92.40		
Adrianja	Albrecht	PTO Salary	54.50	8/2/2019	2.9	\$27.65	\$1,506.79	\$749.38		
Michelle	Ammirati	PTO Salary	252.00	5/2/2007	15.2	\$53.77	\$13,550.04	\$3,465.00		
Jordan	Antal	PTO Salary	16.00	7/30/2021	0.9	\$29.29	\$468.64	\$220.00		
Natalie	Bayliff	PTO Hourly	23.52	8/5/2020	1.9	\$13.75	\$323.40	\$323.40		
Gabrielle	Becker	PTO Salary	179.50	8/8/2017	4.9	\$30.75	\$5,519.63	\$2,468.13		
Brianna	Benson	PTO Salary	22.50	8/3/2018	3.9	\$31.34	\$705.15	\$309.38	\$705.15	\$309.38
Tamie	Berg	PTO Salary	150.00	8/8/2017	4.9	\$31.53	\$4,729.50	\$2,062.50		
Danton	Berube	PTO Salary	112.65	8/17/2017	4.9	\$50.00	\$5,632.50	\$1,548.94	\$5,632.50	\$1,548.94
Meggan	Bilotte	PTO Salary	1.50	8/2/2019	2.9	\$36.53	\$54.80	\$20.63		
Gina	Bindel	PTO Hourly	92.91	8/3/2018	3.9	\$13.69	\$1,271.94	\$1,277.51		
Heather	Birkhofer	PTO Hourly	12.60	10/19/2021	0.7	\$14.00	\$176.40	\$173.25		
Heath	Boyes	PTO Salary	232.00	8/8/2019	2.9	\$33.06	\$7,669.92	\$3,190.00		
Lydia	Boyes	PTO Hourly	29.95	8/8/2019	2.9	\$13.75	\$411.81	\$411.81		
Jaime	Boyle	PTO Salary	34.52	9/27/2021	0.8	\$14.05	\$485.01	\$474.65		
Haley	Boyes	PTO Salary	106.00	8/8/2017	4.9	\$29.19	\$3,094.14	\$1,457.50		
Heather	Bratton	PTO Salary	216.00	5/19/2017	5.1	\$30.62	\$6,613.92	\$2,970.00	\$6,613.92	\$2,970.00
Baylie	Brogger	PTO Salary	36.00	7/30/2021	0.9	\$23.81	\$857.16	\$495.00		
Connie	Brown	PTO Hourly	13.97	11/9/2021	0.6	\$12.56	\$175.46	\$192.09		
Sarah	Brown	PTO Hourly	60.82	8/15/2018	3.9	\$15.67	\$953.05	\$836.28		
Andrea	Burroughs	PTO Salary	78.50	8/5/2020	1.9	\$24.52	\$1,924.82	\$1,079.38		
Candra	Campbell	PTO Hourly	5.26	9/16/2020	1.8	\$13.75	\$72.33	\$72.33		
Lauren	Carew	PTO Salary	45.00	7/30/2021	0.9	\$23.32	\$1,049.40	\$618.75		
Wendy	Carrico	PTO Hourly	3.34	3/15/2022	0.3	\$13.75	\$45.93	\$45.93		
Lisa	Cerullo	PTO Salary	121.81	8/16/2018	3.9	\$14.00	\$1,705.34	\$1,674.89		
SarahGennie	Colazio	PTO Salary	94.25	11/15/2015	6.6	\$62.42	\$5,883.09	\$1,295.94		
Richard	Crompton	PTO Salary	320.00	8/8/2011	10.9	\$32.96	\$10,547.20	\$4,400.00		
Carrie	Cross	PTO Salary	46.00	8/11/2016	5.9	\$36.61	\$1,684.06	\$632.50		
Ruth	Davies	PTO Salary	266.00	8/8/2011	10.9	\$41.08	\$10,927.28	\$3,657.50		
Shirley	Davis	PTO Salary	40.00	7/29/2021	0.9	\$26.80	\$1,072.00	\$550.00		
Jeannine	Davison	PTO Salary	25.00	11/19/2021	0.6	\$43.60	\$1,090.00	\$343.75		
Mia	Dellanini	PTO Salary	111.50	7/27/2020	1.9	\$53.98	\$6,018.77	\$1,533.13		
Kasey	Denton	PTO Salary	141.00	11/4/2019	2.7	\$27.96	\$3,942.36	\$1,938.75		
Jaylinn	DeVries	PTO Salary	32.00	8/2/2019	2.9	\$27.72	\$887.04	\$440.00		
Sarah	Drips	PTO Salary	8.75	8/11/2016	6.0	\$29.35	\$256.81	\$120.31	\$256.81	\$120.31
Shawna	Easter	PTO Salary	285.75	11/4/2015	7.0	\$16.69	\$4,769.17	\$3,929.06	\$4,769.17	\$3,929.06
Dawn	Ellis	PTO Salary	8.00	7/30/2021	0.9	\$29.15	\$233.20	\$110.00		
Bonnie	Emerick	PTO Salary	21.25	1/3/2022	0.5	\$38.48	\$817.70	\$292.19		
Kyler	Eubank	PTO Salary	11.00	10/7/2019	2.7	\$27.83	\$306.13	\$151.25		
Tammy	Fagler	PTO Salary	144.00	8/11/2016	5.9	\$25.43	\$3,661.92	\$1,980.00		
Roni	Ferraro	PTO Hourly	116.82	7/1/2015	7.0	\$15.23	\$1,779.17	\$1,606.28		
Devin	Fillinger	PTO Salary	16.25	10/18/2021	1.0	\$31.31	\$508.79	\$223.44	\$508.79	\$223.44
Shaun	Fitzpatrick	PTO Salary	61.00	7/26/2021	0.9	\$40.05	\$2,443.05	\$838.75		
Casey	Foreman	PTO Salary	32.00	8/3/2018	3.9	\$37.86	\$1,211.52	\$440.00		
Shari	Fraze	PTO Salary	113.25	8/9/2004	17.9	\$47.67	\$5,398.63	\$1,557.19		
Catherine	Fuller	PTO Salary	91.00	8/3/2020	1.9	\$34.36	\$3,126.76	\$1,251.25		

Keith	Gallie	PTO Salary	277.00	8/24/2015	6.9	\$35.97	\$9,963.69	\$3,808.75			
Lauren	Gonikishvili	PTO Salary	21.50	10/11/2021	0.7	\$24.89	\$535.14	\$295.63	\$535.14	\$295.63	\$295.63
Melissa	Gonzalez	PTO Salary	36.50	8/3/2020	1.9	\$28.71	\$1,047.92	\$501.88			
Amy	Greenberg	PTO Salary	9.00	8/24/2020	1.9	\$23.32	\$209.88	\$123.75			
Stephanie	Haehn	PTO Salary	210.20	11/16/2017	4.6	\$31.04	\$6,524.61	\$2,890.25			
Rachael	Hay	PTO Salary	42.00	8/2/2019	2.9	\$28.00	\$1,176.00	\$577.50			
Casey	Hicks	PTO Salary	110.05	1/6/2020	2.5	\$26.38	\$2,903.12	\$1,513.19			
Steven	Hill	PTO Salary	9.00	3/2/2022	0.3	\$33.48	\$301.32	\$123.75			
Thera	Hinojosa	PTO Hourly	42.08	8/3/2018	3.9	\$13.69	\$576.08	\$578.60			
Cameron	Hitz	PTO Hourly	20.25	12/18/2019	2.5	\$25.18	\$509.90	\$278.44			
Amanda	Hollar	PTO Salary	20.00	7/30/2021	0.9	\$33.21	\$664.20	\$275.00			
Lara	Holt	PTO Salary	247.25	8/9/2014	7.9	\$35.98	\$8,896.06	\$3,399.69			
Michael	Holt	PTO Salary	117.00	8/3/2020	1.9	\$29.70	\$3,474.90	\$1,608.75			
Sara	Ibarra	PTO Salary	144.00	1/30/2017	5.4	\$46.32	\$6,670.08	\$1,980.00			
Christine	Jones	PTO Salary	206.00	8/24/2015	6.9	\$42.31	\$8,715.86	\$2,832.50			
Renee	Jones	PTO Hourly	110.64	8/17/2016	5.9	\$13.75	\$1,521.30	\$1,521.30	\$8,936.07	\$122,871.02	186923689.8
Kirsten	Keenan	PTO Salary	170.00	8/8/2017	4.9	\$37.62	\$6,395.40	\$2,337.50			
Meghan	Kershaw	PTO Salary	24.00	3/16/2020	2.3	\$29.38	\$705.12	\$330.00			
AnnE	Kingsley	PTO Salary	24.00	10/10/2016	5.7	\$45.53	\$1,092.72	\$330.00			
Deena	Koessl	PTO Salary	34.25	8/3/2018	3.9	\$44.03	\$1,508.03	\$470.94			
Julie	Krum	PTO Salary	287.75	8/11/2016	5.9	\$15.15	\$4,359.41	\$3,956.56			
Kelly	Leistikow	PTO Salary	179.50	8/2/2019	2.9	\$39.44	\$7,079.48	\$2,468.13			
Mandy	Lewis	PTO Hourly	17.19	8/9/2021	0.9	\$13.75	\$236.36	\$236.36			
Stephanie	Loeffler	PTO Hourly	2.50	3/30/2020	2.3	\$21.26	\$53.15	\$34.38	\$53.15	\$34.38	\$34.38
Margarita	Madrid	PTO Salary	69.50	8/3/2020	1.9	\$31.69	\$2,202.46	\$955.63			
Cassie	Malone	PTO Hourly	7.24	8/4/2021	0.9	\$13.75	\$99.55	\$99.55			
Hannah	Macina	PTO Salary	304.00	7/1/2015	7.0	\$58.40	\$17,753.60	\$4,180.00			
Alexandra	Marino	PTO Salary	63.00	8/2/2019	2.9	\$30.51	\$1,922.13	\$866.25	\$1,922.13	\$866.25	\$866.25
Cody	Mason	PTO Salary	240.00	8/8/2018	3.9	\$43.49	\$10,437.60	\$3,300.00			
Sarah	McCarty	PTO Salary	32.50	8/3/2020	1.9	\$25.87	\$840.78	\$446.88			
Teal	McConnell	PTO Salary	36.25	8/8/2017	4.9	\$29.27	\$1,061.04	\$498.44	\$1,061.04	\$498.44	\$1,061.04
Yolanda	Mendoza	PTO Hourly	1.75	5/24/2021	1.1	\$14.00	\$24.50	\$24.06			
Angelica	Miera	PTO Hourly	4.04	8/11/2021	0.9	\$13.75	\$55.55	\$55.55			
Lauren	Miller	PTO Salary	157.25	12/7/2015	6.6	\$36.90	\$5,802.53	\$2,162.19			
Ampelia	Modesto	PTO Hourly	53.00	3/2/2017	5.3	\$16.50	\$874.50	\$728.75			
Tammy	Mohr	PTO Hourly	5.84	8/12/2021	0.9	\$12.50	\$73.00	\$80.30			
Skye	Montoya	PTO Salary	144.00	8/3/2020	1.9	\$25.87	\$3,725.28	\$1,980.00			
Terra	Moore	PTO Salary	15.50	7/1/2015	7.0	\$48.54	\$752.37	\$213.13			
Gregory	Mulder	PTO Salary	107.25	8/2/2019	2.9	\$32.14	\$3,447.02	\$1,474.69			
David	Musser	PTO Salary	16.25	8/17/2020	1.9	\$14.00	\$227.50	\$223.44	\$227.50	\$223.44	\$223.44
Kristin	Niswender	PTO Salary	94.50	8/2/2019	2.9	\$30.48	\$2,880.36	\$1,299.38			
Lindsay	Nolting	PTO Salary	128.50	8/8/2017	4.9	\$37.76	\$4,852.16	\$1,766.88			
Christopher	O'Neal	PTO Salary	14.00	3/7/2022	0.3	\$29.29	\$410.06	\$192.50			
Alicia	Ocasio	PTO Salary	131.00	8/8/2017	4.9	\$39.67	\$5,196.77	\$1,801.25	\$5,196.77	\$1,801.25	\$5,196.77
Bradley	Otto	PTO Salary	77.00	8/2/2019	2.9	\$26.38	\$2,031.26	\$1,058.75			
Amy	Overton	PTO Hourly	3.32	9/28/2021	0.8	\$13.75	\$45.65	\$45.65			
Jordan	Pearson	PTO Salary	56.25	6/6/2016	6.1	\$15.11	\$849.94	\$773.44			
Valerie	Perciante	PTO Salary	180.75	8/8/2017	4.9	\$57.27	\$10,351.55	\$2,485.31			
Karen	Percy	PTO Salary	126.00	8/2/2019	2.9	\$32.79	\$4,131.54	\$1,732.50			
Vanessa	Peters-Leonard	PTO Salary	33.00	1/7/2019	3.5	\$33.28	\$1,098.24	\$453.75			
Erin	Phillips	PTO Salary	32.00	7/29/2021	0.9	\$32.50	\$1,040.00	\$440.00	\$1,040.00	\$440.00	\$440.00
Samuel	Porter	PTO Salary	70.50	8/3/2018	3.9	\$18.00	\$1,269.00	\$969.38			
Rachel	Preece	PTO Salary	105.25	8/9/2010	11.9	\$41.62	\$4,380.51	\$1,447.19			

Kassandra	Prim	PTO Hourly	14.49	8/4/2021	0.9	\$13.75	\$199.24	\$199.24			
Karson	Rice	PTO Hourly	1.12	3/28/2022	0.3	\$13.00	\$14.56	\$15.40			
Paula	Ridout	PTO Salary	193.25	8/24/2015	6.9	\$17.00	\$3,285.25	\$2,657.19			
Josephine	Ringlein	PTO Salary	128.50	8/1/2019	2.9	\$18.46	\$2,372.11	\$1,766.88			
Caleb	Rupe	PTO Hourly	17.50	1/21/2020	2.4	\$15.34	\$268.45	\$240.63			
Hannah	Ryan	PTO Salary	126.50	8/3/2020	1.9	\$25.87	\$3,272.56	\$1,739.38			
Naseem	Sanders	PTO Salary	181.00	1/7/2019	3.5	\$23.63	\$4,277.03	\$2,488.75			
Chloe	Sandy	PTO Hourly	0.91	4/11/2022	0.2	\$13.75	\$12.51	\$12.51			
Destiny	Satrang	PTO Hourly	11.35	8/8/2019	2.9	\$13.75	\$156.06	\$156.06			
Teegan	Schlagel	PTO Salary	72.00	1/13/2020	2.5	\$25.87	\$1,862.64	\$990.00			
Linda	Schmitz	PTO Salary	106.75	8/8/2019	2.9	\$14.00	\$1,494.50	\$1,467.81			
Leanne	Scholand	PTO Hourly	23.53	8/11/2016	5.9	\$15.67	\$368.72	\$323.54			
Keisha	Schwartz	PTO Hourly	4.24	11/13/2019	2.6	\$14.00	\$59.36	\$58.30			
Tara	Schwindt	PTO Salary	46.00	7/1/2015	7.0	\$22.27	\$1,024.42	\$632.50			
Kelly	Seilbach	PTO Salary	259.00	7/1/2015	7.0	\$58.40	\$15,125.60	\$3,561.25			
Serena	Seneca	PTO Salary	96.50	7/16/2020	2.0	\$35.33	\$3,409.35	\$1,326.88			
Kimberly	Seyboldt	PTO Salary	174.00	8/11/2016	5.9	\$29.33	\$5,103.42	\$2,392.50			
Angie	Shaler	PTO Salary	163.00	10/11/2006	15.7	\$43.80	\$7,139.40	\$2,241.25			
Maria	Sharp	PTO Salary	35.50	8/3/2020	1.9	\$25.87	\$918.39	\$488.13	\$918.39	\$488.13	\$488.13
Marie	Sheridan	PTO Salary	159.25	8/11/2016	5.9	\$33.61	\$5,352.39	\$2,189.69			
Lisa	Shutters	PTO Hourly	140.65	8/18/2016	5.9	\$14.00	\$1,969.10	\$1,933.94			
Erin	Silver	PTO Salary	34.50	8/3/2020	1.9	\$26.65	\$919.43	\$474.38	\$919.43	\$474.38	\$474.38
Melinda	Smith	PTO Salary	285.00	8/24/2015	6.9	\$32.94	\$9,387.90	\$3,918.75			
Amber	Sommerfeld	PTO Salary	173.40	8/8/2005	16.9	\$40.06	\$6,946.40	\$2,384.25			
Jolene	Steenburgen	PTO Salary	168.00	8/11/2016	5.9	\$31.69	\$5,323.92	\$2,310.00			
Courtney	Stone	PTO Salary	209.50	7/1/2015	7.0	\$54.32	\$11,380.04	\$2,880.63			
Kristi	Sullivan	PTO Salary	88.00	8/3/2020	1.9	\$33.44	\$2,942.72	\$1,210.00			
Rebecca	Teeples	PTO Salary	289.00	6/3/2013	9.1	\$93.49	\$27,018.61	\$3,973.75			
Micki	Thomsen	PTO Hourly	61.00	8/25/2015	6.9	\$15.39	\$938.79	\$838.75	\$938.79	\$838.75	\$938.79
Jamie	Thornhill	PTO Salary	15.75	8/3/2018	3.9	\$35.39	\$557.39	\$216.56			
Theresa	Tickler	PTO Salary	261.00	8/1/2016	5.9	\$28.46	\$7,428.06	\$3,588.75	\$7,428.06	\$3,588.75	\$7,428.06
Sarah	Travaille	PTO Salary	116.50	8/2/2019	2.9	\$30.29	\$3,528.79	\$1,601.88			
Barbara	Trujillo	PTO Salary	109.50	1/22/2019	3.4	\$34.77	\$3,807.32	\$1,505.63			
Jennifer	Unruh	PTO Salary	30.00	9/8/2016	5.8	\$27.59	\$827.70	\$412.50			
Michael	Unruh	PTO Salary	84.00	7/5/2016	6.0	\$33.50	\$2,814.00	\$1,155.00			
Jennifer	Usher	PTO Salary	28.00	2/8/2022	0.4	\$34.48	\$965.44	\$385.00			
Danielle	Vazquez	PTO Salary	240.00	8/11/2016	5.9	\$31.06	\$7,454.40	\$3,300.00			
Richard	Wagner	PTO Salary	84.00	7/31/2020	1.9	\$39.86	\$3,348.24	\$1,155.00			
Dala	Warminski	PTO Hourly	18.26	8/4/2021	0.9	\$14.00	\$255.64	\$251.08			
Myriah	Watkins	PTO Hourly	11.29	8/3/2018	3.9	\$19.00	\$214.51	\$155.24			
Anne	Watson	PTO Salary	182.00	8/1/2016	5.9	\$39.85	\$7,252.70	\$2,502.50			
Josilynn	Weilert	PTO Salary	173.50	8/2/2019	2.9	\$30.89	\$5,359.42	\$2,385.63			
Larissa	Weisgerber	PTO Salary	3.50	7/30/2021	0.9	\$37.86	\$132.51	\$48.13			
Christina	Werner	PTO Hourly	24.77	8/5/2020	1.9	\$13.75	\$340.59	\$340.59			
James	West	PTO Salary	62.50	8/3/2021	0.9	\$34.02	\$2,126.25	\$859.38			
Jennifer	Willenbrecht	PTO Hourly	5.44	8/4/2021	0.9	\$13.75	\$74.80	\$74.80			
Jessica	Wilson	PTO Salary	158.75	8/24/2015	6.9	\$49.42	\$7,845.43	\$2,182.81			
Samantha	Winder	PTO Salary	71.00	8/11/2016	5.9	\$33.43	\$2,373.53	\$976.25			
Philip	Winn	PTO Hourly	54.50	9/8/2020	1.8	\$14.81	\$807.15	\$749.38			
Jennifer	Wrenn	PTO Salary	165.50	1/26/2006	16.4	\$44.12	\$7,301.86	\$2,275.63			
Lindsay	Yackey	PTO Salary	79.00	9/17/2018	3.8	\$26.38	\$2,084.02	\$1,086.25			
Lindsay	Yost	PTO Salary	80.00	7/27/2020	1.9	\$46.85	\$3,748.00	\$1,100.00			
Christine	Doescher	PTO Hourly	0.00	8/16/2021	0.9	\$13.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Bailey	Garrett	PTO Salary	0.00	7/31/2021	0.9	\$26.80	\$0.00	\$0.00	\$0.00	\$0.00	0
DiAnne	Farrell	PTO Hourly	3.55	8/16/2021	0.9	\$13.75	\$48.81	\$48.81	\$48.81	\$48.81	\$48.81
Anita	Saavedra	PTO Salary	20.75	7/31/2021	0.9	\$24.35	\$505.26	\$285.31	\$505.26	\$285.31	\$285.31
Susan	Gariepy	PTO Salary	58.43	8/2/2019	2.9	\$39.54	\$2,310.32	\$803.41	\$2,310.32	\$803.41	\$803.41
Ross	Torrez	PTO Hourly	56.16	8/3/2018	3.9	\$12.99	\$729.52	\$772.20	\$729.52	\$772.20	\$772.20
Cynthia	Marks	PTO Salary	0.00	7/30/2021	0.9	\$38.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maria	Andress	PTO Hourly	1.21	8/14/2020	1.9	\$13.75	\$16.64	\$16.64	\$16.64	\$16.64	\$16.64
Veronica	Adams	PTO Salary	0.00	8/3/2020	1.9	\$33.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Kathleen	Cody	PTO Hourly	1.11	9/3/2021	0.8	\$12.50	\$13.88	\$15.26	\$13.88	\$15.26	\$15.26
Shelby	Coy	PTO Hourly	1.11	8/8/2019	2.9	\$14.00	\$15.54	\$15.26	\$15.54	\$15.26	\$15.26
Diane	Desrosiers	PTO Salary	21.69	7/30/2021	0.9	\$30.16	\$654.17	\$298.24	\$654.17	\$298.24	\$298.24
Chase	Popp	PTO Salary	87.35	8/3/2020	1.9	\$25.87	\$2,259.74	\$1,201.06	\$2,259.74	\$1,201.06	\$1,201.06
Rachel	Messersmith	PTO Salary	22.75	8/3/2020	1.9	\$25.87	\$588.54	\$312.81	\$588.54	\$312.81	\$312.81
Mandy	Clark	PTO Hourly	1.67	8/24/2021	0.9	\$14.00	\$23.38	\$22.96	\$23.38	\$22.96	\$22.96
Jon	Reynolds	PTO Salary	0.00	7/1/2015	7.0	\$31.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Devon	Rosson	PTO Salary	118.34	8/11/2016	5.9	\$30.31	\$3,586.89	\$1,627.18	\$3,586.89	\$1,627.18	\$3,586.89
Linda	Dewald	PTO Salary	34.12	8/5/2005	16.9	\$21.84	\$745.18	\$469.15	\$745.18	\$469.15	\$745.18
Asia	McGinnis	PTO Hourly	13.06	4/13/2021	1.2	\$13.75	\$179.58	\$179.58	\$179.58	\$179.58	\$179.58
Ellen	Cermak	PTO Salary	0.00	8/3/2018	3.9	\$13.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jackie	Glynn	PTO Salary	84.50	8/5/2019	2.9	\$25.50	\$2,154.75	\$1,161.88	\$2,154.75	\$1,161.88	\$1,161.88
Fabricio	Montano	PTO Salary	0.00	3/8/2021	1.3	\$20.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL							\$481,800.80	\$190,928.24	\$47,662.79	\$141,521.52	\$186,954,858.31



ENROLLMENT AT WINDSOR CHARTER ACADEMY SCHOOLS

Students shall be considered for admission without regard to race, creed, color, national origin, sex, sexual orientation, marital status, religion, ancestry, or disability.

Waiting Lists

The waiting list is determined by the date and time that a completed Letter of Intent is submitted to the Windsor Charter Academy registrar.

District Residency

Proof of residency for in-district or out-of-district status will be provided to Windsor Charter Academy at the time of submission of Letter of Intent. If a parent/guardian has a change of residency from out-of-district to in-district prior to admission to Windsor Charter Academy, their Letter of Intent date will be changed to reflect the day in-district documentation is provided and they will be added to the in-district waitlist appropriately.

Age Requirement

An applicant must be five (5) years of age by August 15th for admission to kindergarten. Letters of Intent will not be accepted for unborn children.

Letter of Intent

Parents/guardians of the applicant are responsible for updating the Letter of Intent, i.e. notifying the registrar of change of address, phone number, etc. If Windsor Charter Academy cannot contact an applicant's family due to change of contact information, the school is not responsible to search for the applicant's parent guardian. The applicant will be removed from the waiting list.

Lottery Procedures

1. The Lottery has five tiers for each grade.
 - Tier ~~ONE~~**THREE** for each grade includes students of staff members.
 - Tier ~~ONE~~**TWO** for each grade includes students residing in the Weld Re-4 School District with a sibling attending Windsor Charter Academy.

- Tier ~~TWO~~**THREE** for each grade includes students residing out of Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - ~~Tier THREE for each grade includes students of staff members.~~
 - Tier FOUR for each grade includes students residing in the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
 - Tier FIVE for each grade level includes students residing out of the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
2. Children of current staff will be placed in a grade level for enrollment.
- 2.3. Siblings of current students will be placed in a grade level for enrollment.
- 3.4. ~~Children of current staff will be placed in a grade level for enrollment.~~
- 4.5. From the remaining spots available at each grade level, 50% of the openings will be filled on a first-come first-served basis based on the Letter of Intent date of submission, beginning with Tier One and moving through Tier Five to fill the 50% of spots. Grade-level openings will be filled beginning with 12th grade and moving down. As families accept positions in upper grades for their students, siblings of that family move to Tier One or Tier Two depending on residence.
- 5.6. Once **children of current staff**, siblings of current students, ~~children of current staff~~ and 50% of openings have been filled from the Letter of Intent on a first-come, first-served premise from the Letter of Intent date of submission, the lottery process will begin on the third (3rd) Tuesday in January of each year to fill the remaining open spots, beginning with Tier One and moving through Tier Five.

After open spots are filled, the waiting list in grades that have no more remaining openings will be established. Siblings of students enrolled in other grade levels will be placed at the front of each grade level waiting list in the order in which their enrolled siblings were drawn or enrolled. In the event that multiple siblings apply in the same grade level, the order will be decided by a lottery drawing involving only the siblings in that situation. All names of the remaining applicants will be drawn at random. Each will be placed on the waiting list in that order until every name is drawn.

48-Hour Decision

If enrollment is offered to an applicant, the school requires a decision within 48 hours. If enrollment is not accepted or confirmed within 48 hours, the applicant will be removed from the waitlist. If an applicant wishes to reapply, a new Letter

of Intent must be completed and the applicant will be placed on the waiting list based on the date and time recorded on this new form.

Mid-Year Decision

If enrollment is offered during the school year, the applicant will be allowed to either accept or decline the available position. If the position is declined related to mid-year concerns, the applicant will retain their position on the waitlist and the next available applicant will be offered the mid-year position until the position is filled or the wait list has been exhausted for the available position.

Windsor Charter Academy Executive Board
Adopted 2001
December 2017
January 2016
May 2022

