

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

May 2023 Regular Session
May 15, 2023

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

May 15, 2023
Regular Session @ 6:00 p.m.

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE JUNE 2023 REGULAR SESSION

Executive Board Minutes May 15, 2023

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:07 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President

Donna James, Executive Board Treasurer

Jenny Ojala, Executive Board Secretary

John Feyen, Executive Board Member

Carolyn Mader, Executive Board Member

Holly Stephens, Executive Board Member

Elaine Hungenberg, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

SarahGennie Colazio, Director of Finance & HR

Hannah Mancina, Director of High 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

Elaine Hungenberg made a motion to add an agenda item to Items for Action to address the kindergarten enrollment cut-off date for the 2024-25 school year. The motion was seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes.

A motion to approve the minutes for the May 8, 2023 Special Session was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

A motion to approve the minutes for the April 27, 2023 Regular Session was made by Elaine Hungenberg and seconded by Donna James. Sherry Bartmann asked if the minutes be changed to accurately reflect the country of Columbia in Citizen Communications comment from one of the parents that spoke. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

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

- Myriah Watkins: Mrs. Watkins wanted to thank the Board for their work. She shared that she had enjoyed her time working at Windsor Charter Academy, but was leaving for Texas. She also shared her disappointment that the Board extended full-time positions to only elementary school instructional paraprofessionals and not to middle or high school.
- Annalyssa Brandley: Mrs. Brandley emphasized the importance of prioritizing safety in the annual budget. She felt that the schools needed additional security officers to ensure safety.

3.0 Reports

3.1 Executive Director Report

Windsor Charter Academy enjoyed a wide range of culminating activities across its elementary, middle and high school. Among the end-of-the-year activities were:

- Volunteer Appreciation Celebrations
- MS/HS Music & Fine Arts Festival
- Senior Breakfast
- ES & MS Continuations
- HS Graduation
- ES Fun Run
- ES Field Day

3.2 Executive Board Reports

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

- Sherry Bartmann: volunteer appreciation celebrations, after-prom, athletic gala, senior breakfast, convocation, baccalaureate, graduation, meeting with executive director, soccer games (state playoffs and league tournament)
- Elaine Hungenberg: meeting with executive director, graduation
- John Feyen: graduation, senior breakfast
- Donna James: graduation
- Jenny Ojala: graduation, general contractor interviews
- Carolyn Mader: all senior activities

- Holly Stephens: volunteer appreciation, athletic gala, senior breakfast, convocation, baccalaureate, graduation

4.0 Items for Action

4.1 2023-2024 General Budget

The Executive Director, Rebecca Teeples, shared a slide that outlined the following priorities in the budget:

- Reflects an overall 10.6% increase
- 75% of 22-23 MLO is \$456,000 towards salaries and budget
- Recommended 25% used for ES communication system for student safety plus an additional \$45,000 from reserves to complete ES playground renovation
- Additional 7% PPR for total of 15.4% staff increases and also reflects \$80,000 in increased paraprofessionals salaries and an additional security officer
- PERA take 21.4% of all salaries and stipends
- Budget based on 96% enrollment

The Director of Finance, SarahGennie Colazio reviewed the budget, outlining changes in revenue and expenditures from first read to second read.

A motion to approve the 2023-2024 General Budget on second read was made by John Feyen and seconded by Elaine Hungenberg. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.2 2023-2024 Salary Schedules

The teacher placement matrix outlined a starting salary base of \$43,650 for new teachers. The salary schedules showed an increase that aligned with Weld RE-4. The ranges increased for a few positions, based on their roles and responsibilities.

A motion to approve the 2023-2024 Salary Schedules was made by Feyen and seconded by Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.3 Kindergarten Cut-Off Dates

Elaine Hungenberg made a motion to change the start date for kindergarten for the 2024-2025 school year from October to August. Jenny Ojala seconded the motion. After discussion the motion was withdrawn. The Board has asked the Executive Director to bring all board policies related to kindergarten enrollment to the next Board meeting for further discussion.

5.0 Consent Agenda

5.1 Personnel

- 5.11 Appointments
 - 5.1.1.1 Bernadette Madigan-Harris: Substitute Teacher
 - 5.1.1.2 Hannah Mielke: HS Girls' Volleyball Head Coach
- 5.1.2 Transfer
 - 5.1.2.1 Sarah Brown: ES Paraprofessional to MS Media Assistant
 - 5.1.2.2 Christina Werner: ES Paraprofessional to MS Media Assistant
- 5.1.3 Terminations/Resignations
 - 5.1.3.1 Chantelle Barrett, MS Media Assistant

5.2 Bids

- 5.2.1 Earthwork for ES Playground: Martin & Sons
- 5.2.2 Turf for ES Playground: Next to Natural

5.3

5.4 Policies

- 5.4.1 Policy GCC Employee Leave, Second Read
- 5.4.2 Policy JFB Enrollment at Windsor Charter Academy Schools, Second Read
- 5.4.3 Policy IK Grading, Second Read

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

6.0 Executive Board-Pulled Consent Agenda Items

7.0 Membership-Pulled Consent Agenda Items

8.0 Executive Session

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

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

The motion was made by John Feyen and seconded by Donna James to approve go into Executive Session based on the following citations:

- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss 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: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

The Board exited Regular Session at 7:38 p.m. The Board entered Special Session at 7:43 p.m. The Board exited Executive Session at 10:45 p.m. The Board had a short recess at 9:48 p.m. and returned at 9:55 p.m. Jenny Ojala left at 10:28 p.m. and Donna James left at 10:30 p.m.

9.0 Adjournment

The motion was made by John Feyen and seconded by Elaine Hungenberg to adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; Mader, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 10:55 p.m.



Appendix

1.0 April 2023 Executive Board Regular Session Minutes

Executive Board Minutes April 27, 2023

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:07 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Kelly Seilbach, Director of Middle School Education
Hannah Mancina, Director of High School Education
Jeannine Davison, Director of Food Services
Courtney Stone, Director of Curriculum, Instruction & Innovation
Cody Mason, Head of School Security

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made by Donna James and seconded by Holly Stephens to approve the April 2023 Regular Session agenda. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes.

A motion to approve the minutes for the March 23, 2023 Regular Session Regular Session and the April 4, 2023 Special Session was made by Donna James and seconded by Holly Stephens. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

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

- Kami Anderson: Kami Anderson, a parent for 4 years at Windsor Charter Academy, would like to see an emphasis placed on conservative values. Additionally, she would also like to see a greater emphasis placed on accountability for parents and their volunteer hours. One example could be a requirement for parents of HS athletes to be a part of Athletic Boosters Club. Lastly, Kami shared her concerns about the low stipends for coaches with growing athletic programs.
- Veronica Hortt: Veronica Hortt is thankful that MS Spanish is a part of the curriculum at the middle school level. She shared concerns about a video on Nicaragua that was recently shared in MS Spanish that perpetuated a stigma of Nicaragua and a culture of drugs. She requested that videos of countries highlight the beautiful contributions of their societies.

3.0 Reports

3.2 Executive Director Report

● Induction Program

Our 2-year Induction 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 14 elementary, middle and high school teachers with an initial or alternative licensure and 4 highly-qualified high school teachers with opportunities for professional development and coaching to promote teacher effectiveness and foster a positive classroom environment. Two elementary teachers, two middle school teachers, and two high school teachers will complete the 2-year Induction Program and will receive their completion certificate at our Induction Celebration on May 15th. By completing our state-approved Induction program, these teachers will be able to apply for a professional teaching license from the Colorado Department of Education.

● READ Act Training

The Colorado State Board of Education requires all school districts to ensure that teachers, reading interventionists, special education teachers, and instructional coaches who provide literacy instruction to students in grades K-3 complete evidenced-based training in teaching reading by August 1, 2023. As of this month, 100% of K-3 teachers, interventionists, special education teachers and the instructional coach have completed the required training and submitted their updated Colorado teaching license with READ Act endorsement. The Colorado State Board of Education recently revised the READ Act statute to expand the number of teaching positions required to complete evidenced-based training in

teaching reading. The new requirement has been communicated with fourth and fifth grade teachers, as well as secondary reading interventionists and special education teachers to ensure we are in compliance with the requirement by the 2024-2025 school year.

- **Weld RE-4 District Communication**

The Director of Communications for WCA and Weld RE-4 are working together to create an updated set of email and text templates to be used in the event of a crisis. A variety of templates are being created to ensure that similar messaging is sent out in the event of a crisis.

- **Parking Spot Auction**

The Parking Spot Auction is in full swing! This annual auction is an important fundraiser for our school. With the update to our new parking lot at the MS/HS building, having a closer parking spot to the school will be a valuable option for families. We are excited to see how much money we raise!

- **Fun Run**

This year, there will be a MS and HS Fun Run. The MS Fun Run will not be a fundraiser; rather, a culture-building event for our MS students. Our students are excited to participate! We are in the third of a five-year campaign for our ES Fun Run. Funds raised at the ES will be used to install turf next to the mulched playground. We are hopeful that we will be able to meet and exceed our \$65,000 fundraising goal this year!

- **Board Elections**

Board elections will begin on April 25th! During March and April, Board candidate information was sent to WCA stakeholders. All parents/guardians with a child currently enrolled at WCA will receive a unique link to vote. Election results will be announced at the end of the month!

- **Annual Stakeholder Surveys**

Teachers and the Building Leadership Team analyzed the data from the annual stakeholder surveys, identified celebrations, and created action items to address priority challenges.

- **ES CMAS Assessments and Kick-Off Assembly**

Players from the Northern Colorado Hailstorm soccer team helped students get excited and ready for the CMAS exams by talking about living out the 8 Keys of Excellence on the soccer field and in the classroom. 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**

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.

- **MathCounts Competition**

Camball S., an 8th grader, competed in the MathCounts state competition. He placed 16th out of more than 750 MathCounts students across Colorado. In Windsor Charter Academy's long history with MathCounts, no student has placed higher than Camball in the state competition.

- **MS CMAS Kick-Off Assembly**

Athletes from the Northern Colorado Owlz and Northern Colorado Hailstorm FC players spoke to our students about commitment, dedication, and focus, encouraging them to bring those skills when taking their CMAS assessment.

- **Battle of the Books**

Our middle school students won first place at the Battle of the Books District Competition.

- **MS Cheer Showcase**

Our middle school cheer team hosted their first annual Cheer Showcase.

- **NHS Induction**

Our National Honor Society proudly inducted 17 new members this month. These students went through a rigorous application process and were chosen through a process in which our Council of Five rates their applications blind. Parents, students, and staff all celebrated the achievement and high character these students represent during our induction ceremony.

- **PSAT/SAT Testing**

We completed our school-day testing for all 9th-11th grade students. We are so proud of how they did their best to show how they have met grade-level standards this year!

- **School Visit**

Hannah Mancina and Mia Dellanini visited D'Evelyn Jr/Sr School to talk with their school administrators about their academic success. We specifically talked with them about their outstanding math scores and what they are doing to achieve these results. We have met with our math department to discuss some possible changes for the future.

- **College Counselors**

Our students had the final visit with our college counselors, Jessica and Sawyer. This month they talked with our juniors about their college essays and how to prepare for these over the summer. We are grateful for the relationship they have created with our students and the valuable information they share about the college application process with our students and parents.

Mu Alpha Theta – Out of State Travels:

Arkansas – team competition

Nevada – Leadership travel

Students presented on the opportunity to attend and travel with Mrs. Holt.

3.2 Executive Board Reports

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

- Sherry Bartmann: Bi-Monthly Meetings; Coffee with Leadership; RE-4 District Meetings; Girls' Soccer Games; Campaign Training; Town Hall, Title IV Training; MS Fun Run; RE-4 Board President Meeting
- John Feyen: Title IV Training
- Donna James: Finance Committee Meeting
- Jenny Ojala: Firebird Facility Meetings
- Carolyn Mader: Title IV Training & Soccer Senior Night
- Holly Stephens: Title IV Training, Election Committee; Coffee with Leadership; ES Dance, HS Volleyball Coach Interviews; Chaperone for 9th Grade Top Golf Field Trip, NHS Induction Ceremony

4.0 Items for Action

A motion was made to move the HS out-of-state trips from 4.4 and 4.5 to 4.1 and 4.2 by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

A motion to approve 4.1 & 4.12 was made by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.1: HS Mu Alpha Theta Out-of-State Trip for Competition in Arkansas

4.2 HS Mu Alpha Theta Out-of-State Trip for Competition in Nevada

4.3 Job Description: Technology Specialist

A motion to approved the job description for Technology Specialist was made by Jenny Ojala and seconded by Carolyn Mader. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.4 Facilities Merit Pay Program:

A motion to approve the Facilities Merit Pay Program was made by Jenny Ojala and seconded by Carolyn Mader. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.5 Healthy Meals for All Opt-In Program

A motion to approve the Healthy Meals for All Opt-In Program was made by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.6 2023-2024 General Budget

A motion to approve the 2023-2024 General Budget on first read was made by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

A break was taken from 8:19 p.m. and ended at 8:31 p.m.

6.0 Consent Agenda

Jenny Ojala requested that 5.2 Clarification on Language on Teacher Merit Pay Program be pulled from the Consent Agenda. Holly Stephens asked if the following policies be pulled from the Consent Agenda:

- Policy JFB Enrollment at Windsor Charter Academy Schools, First Read
- Policy IK Grading, First Read
- Policy IKF Graduation Requirements, Second Read

6.1 Personnel

- 5.11 Appointments
 - 6.1.1.1 Kaylie Rawlings: HS Volleyball Coach
- 6.1.2 Terminations/Resignations
 - 6.1.2.1 Deanne Erskine: Substitute Teacher
 - 6.1.2.2 Elizabeth Fisher: ES Teacher
 - 6.1.2.3 Andrea Shustella: MS Teacher

6.2 Policies

- 6.2.1 Policy GCC Employee Leave, First Read
- 6.2.2 Policy GBEE Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, Second Read
- 6.2.3 Policy GBEE-R Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, Second Read
- 6.2.4 Policy JECD-R, E Assignment of Transfer Students to Classes and Grade Levels, Second Read
- 6.2.5 Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students, Second Read
- 6.2.6 Policy JS-R Appropriate Use of Windsor Charter Academy and Personal Technology by Students—Regulation, Second Read

6.3 Financials

- 6.3.1 March 2023

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

7.0 Executive Board-Pulled Consent Agenda Items

7.1 Clarification on Language on Teacher Merit Pay Program

The Merit Pay Program provides options for teachers to select. One of the options focuses on parent volunteer work. It was recommended to updated language for clarity. The verbiage would change

from “Offer opportunities for parents to complete 300 parent service hours for your classroom’s activities or after school events that you coordinate and participate in” to “Volunteers complete 300 hours of service that support activities or events coordinated by the applicant.”

A motion to approve clarification on language for Teacher Merit Pay Program was made by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

7.2 Policy JFB Enrollment at Windsor Charter Academy Schools, First Read

Discussion on the addition of language for “grandchildren” occurred. Language was also added to include legal guardianship of children.

A motion to approve Policy JFB Enrollment at Windsor Charter Academy Schools was made by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

7.3 Policy IK Grading, First Read

Definitions for assessments were updated in the policy. Additional changes to grading practices were also addressed in the policy on grading.

A motion to approve Policy IK Grading on first read was made by Jenny Ojala and seconded by Donna James. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

7.4 Policy IKF Graduation Requirements, Second Read

This policy had no revisions between first and second read.

A motion to approve Policy IKF Graduation Requirements on first read was made by Donna James and seconded by Holly Stephens. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

7.0 Membership-Pulled Consent Agenda Items

8.0 Executive Session

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

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

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

A motion was made by Donna James and seconded by Carolyn Mader to go into Executive Session based on the following citations. The motion included an invitation for Rebecca Teeples, Executive Director, and Kelly Seilbach, Director of Middle School Education, to join the Board in Executive Session.

- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Board entered Executive Session at 9:17 p.m. and exited upon completion of the session.

9.0 Adjournment

The Executive Board adjourned at 10:40 p.m.



2.0 May 2023 Executive Board Special Session Minutes

Executive Board Minutes May 8, 2023

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 5:35 p.m.

1.2 Roll Call

Executive Board Members Present

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

A motion was made by Donna James and seconded by Elaine Hungenberg to approve the May 8, 2023 Special Session agenda. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 0 parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

3.0 Items for Action

3.1 Selection of the General Contractor for the Firebird Facility

A motion to approved Dohn as General Contractor for the Firebird Facility was made by Elaine Hungenberg and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

3.2 Artificial Turf for ES Playground

A motion to approve \$45,000 from Reserves for artificial turf for the ES playground was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.0 Executive Session

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

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

A motion was made to go into Executive Session by Donna James and seconded by Elaine Hungenberg based on the following citation:

- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)

Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Board entered Executive Session at 6:12 p.m. The Board exited Executive Session at 6:41 p.m.

5.0 Adjournment

A motion to adjourn the May 2023 Special Session was made by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 6:41 p.m.



3.0 General Budget, Second Read

2023-2024 Proposed Budget Summary

Revenue Increases

- PPR changed from a 6% increase to 10.6%- \$1,496,661
- \$501,000 reserves from 22-23 MLO funding- use for paraprofessional salaries and benefit increases, as well as ES communication system and ES turf
 - \$456,000 of MLO funding
 - \$342,000 allocated to salaries and benefits
 - \$85,000 allocated to ES Communications System renovation
 - \$29,000 allocated to ES Turf
 - \$45,000 WCA reserves allocated to ES Turf-this could be less depending on fundraising from the Firebird Fun Run

Expenditure Increases

- Additional 7% raise for all staff- and increase in salary schedule base
 - Total 23-24 raises will be 15.4% (Similar to District)
 - Initial raise was 8.4% (2.5% PPR, 5.9% MLO)
- Additional FTE for security officer (Salary and benefits)
- ES communication system renovation
- ES renovations for Turf
- New district-wide communication software

Column "I" highlights changes for line items for the 2023-2024 budget between first read approval (Column J) on April 27, 2023.

Our projected net surplus is \$173,669 This is \$25,147 above our required debt service coverage of \$148,521.

This keeps us within our required 1.10x debt service coverage.

Salary Schedules have been increased to match the 90% of District starting salary goal outlined in the WCA strategic plan.

Highlighted line items represent market and job description adjustments unique to WCA, as the scope of some positions may encompass 2 or 3 similar District job description.

Windsor Charter Academy Budget- 5 Year							
General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budget	Second Read Notes	First Read Notes
PPR Base	\$ 9,074.00	\$ 10,035.84		10.6%		Reflects an overall 10.6% increase	
FTE	1536.0	1537.9		1.9			
Revenues							
Per Pupil Revenue	\$ 13,937,664	\$ 15,434,325	\$1,537.92	\$ 1,496,661	85.2%		
Mill Levy 2007	\$ 90,000	\$ 90,000	\$8.97	\$ -	0.5%		
Mill Levy 2016	\$ 462,614	\$ 462,614	\$46.10	\$ -	2.6%		
Mill Levy 2022	\$ 456,000	\$ 912,000	\$90.87	\$ 456,000	5.0%		
Interest	\$ 10,000	\$ 10,000	\$1.00	\$ -	0.1%		
Student Fees	\$ 82,944	\$ 83,048	\$8.28	\$ 104	0.5%		
Building Rental	\$ 64,000	\$ 67,200	\$6.70	\$ 3,200	0.4%		
Other Revenue	\$ 3,280	\$ 3,346	\$0.33	\$ 66	0.0%		
Fundraising Revenue	\$ 55,000	\$ 60,000	\$5.98	\$ 5,000	0.3%		
READ Act Grant Revenue	\$ 14,000	\$ 14,000	\$1.39	\$ -	0.1%		
Concurrent Enrollment Grant	\$ 45,000	\$ -	\$0.00	\$ (45,000)	0.0%		
Capital Construction	\$ 440,832	\$ 430,618	\$42.91	\$ (10,214)	2.4%		
Title II Grant Revenue	\$ 14,983	\$ 26,738	\$2.66	\$ 11,755	0.1%		
Title IV Grant Revenue	\$ 2,386	\$ 2,395	\$0.24	\$ 9	0.0%		
ESSER Funds Revenue	\$ 83,699	\$ -	\$0.00	\$ (83,699)	0.0%		
O&G Revenue from Building Corp	\$ 14,400	\$ 10,000	\$1.00	\$ (4,400)	0.1%		
Total Revenues	\$ 15,776,802	\$ 17,606,283	\$ 1,754	\$ 1,829,481			
Transfers/Use of Reserves	\$ 246,000	\$ 501,000				75% of the 22-23 MLO of \$456,000 will be used toward salaries and benefits per Board direction. We recommned the remaining 25% be used toward the ES communication system for student safety plus an additional \$45,000 from reserves to complete the ES playground turf renovation.	
Total Revenues and Reserves	\$ 16,022,802	\$ 18,107,283	\$1,804.26	\$ 2,084,481			
Expenditures							
Salaries & Benefits							

Windsor Charter Academy Budget- 5 Year

General Fund	<u>2022-2023</u>	<u>2023-2024</u>	<u>Per Pupil</u>	<u>Change</u>	<u>% of Budget</u>	Second Read Notes	First Read Notes
Salaries	\$ 7,531,500	\$ 8,868,262	\$883.66	\$ 1,336,762	49.0%	Additional 7% PPR for total 15.4% staff increases; this also reflects over \$80,000 in increased FT paraprofessional salaries and an additional security officer	Initial increase of 8.4% (2.5% PPR, 5.9% MLO)
ESSER/Title II Salaries & Stipends	\$ 53,648	\$ 26,738	\$2.66	\$ (26,910)	0.1%		
Substitute Salaries	\$ 165,000	\$ 181,500	\$18.09	\$ 16,500	1.0%		
Extra Duty/Stipends Salaries	\$ 115,753	\$ 198,000	\$19.73	\$ 82,247	1.1%		
Salaries Total	\$ 7,865,901	\$ 9,274,500	\$924.14	\$ 1,408,599	51.2%		
Medical	\$ 1,103,498	\$ 1,450,395	\$144.52	\$ 346,897	8.0%	Reflects increase in benefits for an additional security officer	Reflects increase for FT benefits
Dental	\$ 55,911	\$ 66,794	\$6.66	\$ 10,883	0.4%		
Vision	\$ 8,011	\$ 9,570	\$0.95	\$ 1,559	0.1%		
Life/AD&D/LTD	\$ 35,225	\$ 53,691	\$5.35	\$ 18,466	0.3%		
Medicare	\$ 114,056	\$ 134,480	\$13.40	\$ 20,425	0.7%		
Sick Bank/Short Term Disability	\$ 17,850	\$ 18,743	\$1.87	\$ 893	0.1%		
ESSER benefits (PERA, Medicare, Suta, Health)	\$ 24,186	\$ -	\$0.00	\$ (24,186)	0.0%		
PERA	\$ 1,632,761	\$ 1,979,021	\$197.20	\$ 346,260	10.9%		PERA is 21.4% of all salaries and stipends
Benefits Total	\$ 2,991,497	\$ 3,712,694	\$369.94	\$ 721,197	20.5%		
				\$ -			
Purchased & Technical Services				\$ -			
Prof Services-Background Checks, Interpreter, Translations	\$ 8,200	\$ 14,614	\$1.46	\$ 6,414	0.1%		
College Consulting	\$ 10,000	\$ 10,200	\$1.02	\$ 200	0.1%		
Accounting Software/Payroll	\$ 46,000	\$ 46,920	\$4.68	\$ 920	0.3%		
Audit/990 Prep	\$ 7,000	\$ 7,140	\$0.71	\$ 140	0.0%		
Legal	\$ 15,000	\$ 30,600	\$3.05	\$ 15,600	0.2%		
Purchased & Technical Services Total	\$ 86,200	\$ 109,474	\$10.91	\$ 23,274	0.6%		

Windsor Charter Academy Budget- 5 Year

Windsor Charter Academy Budget- 5 Year							
General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budget	Second Read Notes	First Read Notes
Facilities & Property Services							
Gas	\$ 36,029	\$ 63,824	\$6.36	\$ 27,796	0.4%		
Electricity	\$ 170,000	\$ 175,100	\$17.45	\$ 5,100	1.0%		
Water/Sewer	\$ 32,958	\$ 33,947	\$3.38	\$ 989	0.2%		
Trash	\$ 10,455	\$ 10,664	\$1.06	\$ 209	0.1%		
Facility Repairs & Maintenance	\$ 219,361	\$ 131,948	\$13.15	\$ (87,413)	0.7%		
ES Renovations	\$ -	\$ 133,000				\$100,000 for ES artificial turf	\$33,000 for Special Education classroom
Bldg Lease Payments	\$ 1,485,213	\$ 1,485,213	\$147.99	\$ -	8.2%		
Field Rental 2023-2024		\$ 26,000	\$2.59	\$ 26,000	0.1%		Soccer fields rentals at Future Legends
Facilities & Property Services Total	\$ 1,954,016	\$ 2,059,697	\$205.23	\$ 105,681	11.4%		
General Fund	2022-2023	2023-2024		Change	% of Budget		
Other Purchased Services							
Special Ed District Charge	\$ 925,520	\$ 981,051	\$97.75	\$ 55,531	5.4%		
Concurrent Enrollment Fees	\$ 5,000	\$ 9,500	\$0.95	\$ 4,500	0.1%		
Professional Development/ AVID	\$ 29,537	\$ 52,127	\$5.19	\$ 22,591	0.3%		
Board PD	\$ 4,000	\$ 4,000	\$0.40	\$ -	0.0%		
Security Software	\$ 1,300	\$ 6,300	\$0.63	\$ 5,000	0.0%		
Title II Grant Exp Prof Dev	\$ 14,983	\$ -	\$0.00	\$ (14,983)	0.0%		Allocated to instructional coaching salaries
Title IV Grant Expenses	\$ 2,386	\$ 2,395	\$0.24	\$ 9	0.0%		
District Admin Charges	\$ 278,753	\$ 308,687	\$30.76	\$ 29,933	1.7%		
District Communication Software	\$ 16,358	\$ 22,607	\$2.25	\$ 6,249	0.1%	Increased for new District-wide communication software	
Property/Liability Insurance	\$ 95,758	\$ 100,545	\$10.02	\$ 4,788	0.6%		
SUTA	\$ 15,625	\$ 18,496	\$1.84	\$ 2,871	0.1%		
Worker's Comp Insurance	\$ 41,930	\$ 45,703	\$4.55	\$ 3,774	0.3%		
ESSER Apex	\$ 4,000	\$ -	\$0.00	\$ (4,000)	0.0%		
(Tech) Copier Lease	\$ 73,962	\$ 73,962	\$7.37	\$ -	0.4%		
Tech Support	\$ 1,210	\$ 1,210	\$0.12	\$ -	0.0%		
Tech Repair/Maintenance	\$ 5,700	\$ 8,010	\$0.80	\$ 2,310	0.0%		
Tech Software/Licensing	\$ 47,921	\$ 52,897	\$5.27	\$ 4,976	0.3%		

Windsor Charter Academy Budget- 5 Year

Windsor Charter Academy Budget- 5 Year							
General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budget	Second Read Notes	First Read Notes
Facilities Fire/Intercom/Security Maint	\$ 6,630	\$ 6,763	\$0.67	\$ 133	0.0%		
Tech Internet/Phone/Comm	\$ 70,840	\$ 165,590	\$16.50	\$ 94,750	0.9%	Additional communication upgrades to ES building	
Job Advertising	\$ 10,000	\$ 10,200	\$1.02	\$ 200	0.1%		
Marketing Enrollment	\$ 22,000	\$ 22,440	\$2.24	\$ 440	0.1%		
Other Purchased Services Total	\$ 1,673,412	\$ 1,892,483	\$188.57	\$ 219,071	10.5%		
Educational Supplies & Materials							
Curriculum	\$ 181,094	\$ 113,341	\$11.29	\$ (67,753)	0.6%		
Resources	\$ -	\$ 104,492	\$10.41	\$ 104,492	0.6%		
Assessments/Testing	\$ 42,349	\$ 50,785	\$5.06	\$ 8,436	0.3%		
Summer School Credit Recovery	\$ -	\$ 1,500	\$0.15	\$ 1,500	0.0%		
General/Office Supplies	\$ 20,804	\$ 21,428	\$2.14	\$ 624	0.1%		
Media Center Supplies	\$ 2,200	\$ 2,266	\$0.23	\$ 66	0.0%		
Security Supplies	\$ 6,200	\$ 17,236	\$1.72	\$ 11,036	0.1%		
Paper	\$ 13,000	\$ 13,390	\$1.33	\$ 390	0.1%		
Dues & Fees	\$ 31,035	\$ 36,000	\$3.59	\$ 4,965	0.2%		
Health Supplies	\$ 6,200	\$ 6,386	\$0.64	\$ 186	0.0%		
Teacher Classroom Budgets	\$ 9,180	\$ 9,455	\$0.94	\$ 275	0.1%		
School Event Budgets	\$ 18,500	\$ 19,055	\$1.90	\$ 555	0.1%		
Facility Supplies	\$ 40,800	\$ 42,024	\$4.19	\$ 1,224	0.2%		
Title IV Supplies	\$ 1,386	\$ -	\$0.00	\$ (1,386)	0.0%		
Facility On Call and Interns	\$ 4,950	\$ 5,099	\$0.51	\$ 149	0.0%		
PTC	\$ 7,500	\$ 7,500	\$0.75	\$ -	0.0%		
School Club Scholarship Fund	\$ 5,000	\$ 5,000	\$0.50	\$ -	0.0%		
Anniversary Gifts	\$ 1,900	\$ 1,957	\$0.20	\$ 57	0.0%		
Exec Dir/Staff Culture	\$ 10,000	\$ 10,300	\$1.03	\$ 300	0.1%		
Educational Supplies & Materials Total	\$ 402,099	\$ 467,214	\$46.55	\$ 65,116	2.6%		
Equipment							
Tech Equipment	\$ 224,070	\$ 245,463	\$24.46	\$ 21,393	1.4%		
Facilities Equipment	\$ 5,000	\$ 1,500	\$0.15	\$ (3,500)	0.0%		
Vehicles purchased	\$ 35,000	\$ -	\$0.00	\$ (35,000)	0.0%		
Furniture & Instruction Equipment	\$ 12,000	\$ 63,890	\$6.37	\$ 51,890	0.4%		

Windsor Charter Academy Budget- 5 Year

General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budget	Second Read Notes	First Read Notes
Total Property/Equipment	\$ 276,070	\$ 310,853		\$ 34,783	1.7%		
Other							
Bank Fees	\$ 10,100	\$ 10,700	\$1.07	\$ 600	0.1%		
Trustee Fees	\$ 18,000	\$ 22,000	\$2.19	\$ 4,000	0.1%		
Vehicle Expenses	\$ 3,500	\$ 14,000	\$1.39	\$ 10,500	0.1%		
Fundraising Expenses	\$ 55,000	\$ 60,000	\$5.98	\$ 5,000	0.3%		
Athletics Deficit	\$ -	\$ -	\$0.00	\$ -	0.0%		
Other Total	\$ 86,600	\$ 106,700	\$10.63	\$ 20,100	0.6%		
Total Expenditures	\$ 15,335,794	\$ 17,933,614	\$1,786.96	\$ 2,597,821			
Net Surplus/Deficit	\$ 687,008	\$ 173,669		\$ (513,340)			
Required Surplus for DS Coverage	\$ 148,521	\$ 148,521					
Surplus over DS requirement	\$ 538,487	\$ 25,147					
General Fund Balance- Beginning	\$ 5,350,197	\$ 5,881,205					
Appropriation	\$ (156,000)	\$ (501,000)					
Net Surplus/Deficit	\$ 687,008	\$ 173,669					
Fund Balance- Ending	\$ 5,881,205	\$ 5,553,874					
Ending Fund Balance Detail							
Unrestricted Fund Balance	\$ 5,465,688	\$ 5,060,422					
Restricted for Leave Liability							
TABOR Reserves	\$ 415,517	\$ 493,452					
Total Projected Ending FB	\$ 5,881,205	\$ 5,553,874					
Total Revenues	\$ 16,022,802	\$ 18,107,283					
Total Expenditures less DS and one time	\$ 13,850,581	\$ 16,448,401					
Net Available for Debt Service	\$ 2,172,221	\$ 1,658,882					
Projected Debt Service	\$ 1,485,213	\$ 1,485,213					
Net Surplus	\$ 687,008	\$ 173,669					
Bond Covenant Requirement to Maintain 1.10 X Debt Service	\$ 1,633,734	\$ 1,633,734					
Actual Ratio	146.26%	111.69%					
Actual Surplus plus Debt Service	\$ 2,172,221	\$ 1,658,882					

Windsor Charter Academy Budget- 5 Year

General Fund	<u>2022-2023</u>	<u>2023-2024</u>	<u>Per Pupil</u>	<u>Change</u>	<u>% of Budget</u>	Second Read Notes	First Read Notes
Diff Over/(Under)	\$ 538,487	\$ 25,147					
Required Surplus to Maintain DS Coverage	\$ 148,521	\$ 148,521					
Daily Operating Expenses Less Capital Outlay and Debt Service	\$ 37,947	\$ 45,064					
Projected Days Cash on Hand Including TABOR Restraints	149.0	\$139					
	\$ 159.07						



4.0 2023-2024 Salary Schedules



New Teacher Salary Placement Matrix 2023-2024

Years Exp.	BA/BS	BA/BS +10	BA/BS + 20	BA/BS + 30	BA/BS + 40 MA	BA/BS+50 MA +10	MA +20	MA +30	MA +40	MA +50
0/1	\$43,650	\$44,960	\$46,308	\$47,698	\$49,128	\$50,602	\$52,120	\$53,684	\$55,295	\$56,953
2	\$44,615	\$45,953	\$47,332	\$48,752	\$50,214	\$51,721	\$53,272	\$54,870	\$56,517	\$58,212
3	\$45,601	\$46,969	\$48,378	\$49,829	\$51,324	\$52,864	\$54,450	\$56,083	\$57,766	\$59,499
4	\$46,608	\$48,007	\$49,447	\$50,930	\$52,458	\$54,032	\$55,653	\$57,322	\$59,042	\$60,813
5	\$47,638	\$49,068	\$50,540	\$52,056	\$53,618	\$55,226	\$56,883	\$58,589	\$60,347	\$62,157
6	\$48,691	\$50,152	\$51,657	\$53,206	\$54,802	\$56,447	\$58,140	\$59,884	\$61,681	\$63,531
7	\$49,767	\$51,260	\$52,798	\$54,382	\$56,014	\$57,694	\$59,425	\$61,208	\$63,044	\$64,935
8	\$50,867	\$52,393	\$53,965	\$55,584	\$57,251	\$58,969	\$60,738	\$62,560	\$64,437	\$66,370
9	\$51,991	\$53,551	\$55,158	\$56,812	\$58,517	\$60,272	\$62,080	\$63,943	\$65,861	\$67,837
10	\$53,140	\$54,735	\$56,377	\$58,068	\$59,810	\$61,604	\$63,452	\$65,356	\$67,317	\$69,336
11	\$54,315	\$55,944	\$57,623	\$59,351	\$61,132	\$62,966	\$64,855	\$66,800	\$68,804	\$70,868

Years represent full-time K-12 teaching.

Maximum experience accepted for initial placement is 11 years.



Administrator and Professional Schedule
2023-2024 School Year

Position	Minimum	Maximum	Days
Executive Director of Education	\$159,161	\$209,424	220
Director of Finance and Human Resources	\$89,861	\$129,312	215
Director of Curriculum, Instruction & Innovation	\$89,861	\$129,312	215
Director of Communications	\$79,412	\$114,275	190
Directors of Education	\$93,671	\$134,793	215
Director of Facilities Management	\$80,081	\$115,238	260
Director of Food Services	\$66,221	\$102,423	215
Assistant Principal	\$78,555	\$120,461	206
Athletic Director	\$78,555	\$120,461	206
Dean of Students	\$71,176	\$102,423	195
School Nurse	\$65,120	\$105,820	220



Classified Exempt Salary Schedule
2023-2024 School Year

Position	Min	Max	Days
Technology Manager	\$68,494	\$98,564	238
Business Manager	\$56,894	\$98,564	230
Fundraising Manager	\$56,246	\$80,939	190
Student Data Services Manager/Registrar	\$43,772	\$66,649	220
Head of School Security	\$52,800	\$79,200	180
School Security	\$39,600	\$59,400	180
Academic Advisor	\$33,209	\$102,423	203



Classified Hourly Schedule
2023-2024 School Year

Position	Min	Max
Food Services Kitchen Manager	\$16.69	\$26.95
Food Services Baker/Prep Cook	\$15.40	\$24.55
Food Services Assistant	\$15.40	\$22.37
Lead Custodian	\$18.84	\$27.10
Technology Assistant	\$19.56	\$28.14
Technology Specialist	\$24.38	\$32.52
Office Manager	\$27.04	\$38.91
Maintenance Technician	\$20.26	\$29.16
Registrar Assistant	\$17.94	\$26.51
Receptionist	\$17.94	\$25.82
Media Assistant	\$15.40	\$20.93
Health Aide	\$15.40	\$21.96
Custodian	\$15.40	\$20.93
Instructional Paraprofessional w/ Sub License	\$16.50	\$25.42
Instructional Paraprofessional	\$15.40	\$19.90
Food Services Kitchen Manager	\$16.69	\$20.35
Food Services Baker/Prep Cook	\$15.40	\$16.86



5.0 Bids

Elementary School Turf Bid Overview

May 2023

Below are the two sets of bids concerning the Elementary School Turf Project. The first set of bids are for grading and earthwork. The second set of bids are for artificial turf and installation. 4 quotes for earthwork were requested from different vendors and 2 were provided. 4 quotes for turf were requested from different vendors and 3 were provided.

It is the Director of Facilities Management recommendation to select Martin & Sons for grading and earthwork and Next to Natural for artificial turf and installation. The reasons for these recommendations are centered around competitive pricing, vendor/contractor site time during quote preparation, and application of previous similar sized work/projects.

BID OVERVIEWS:

EARTHWORK

*Martin & Sons- \$40,725.00

Denver Dirt Work- \$61,887.00

TURF

*Next to Natural -\$148,454.19

Mile High Turf- \$242,325.00

Frontier Turf- \$264,000.00

GRADING/EARTHWORK BIDS

Martin & Sons- \$40,725.00

Martin & Sons Excavating, Inc.

18868 Weld County Rd. 3
Berthoud, CO 80513
(970) 635-0404 Office
(970) 635-0413 Fax

ESTIMATE

DATE	ESTIMATE NO.
4/21/2023	208291

NAME/ADDRESS
Windsor Charter Acaedmy Schools 680 Acaedmy Ct. Windsor, CO 80550

JOB ADDRESS	PROJECT
680 Academy Ct.	Windsor Charter Turf
DESCRIPTION	Total
Erosion Control: Install Straw Wattles (175 LF) - Drawings Call for Silt Fence - Due to Tight Work Area, We Are Quoting Straw Wattles	875.00
Clear & Grub Site (24,025 SF); Export Strippings (294 CY)	3,050.00
Overlot Site: Perform Cuts (111 CY) & Fills (162 CY) to Bring Site to Grade - Assumes 4" Profile, Per Ricky Wagner with Windsor Charter Academy Import Fill to Bring Site to Grade (51 CY)	3,550.00 2,550.00
Remove Existing 6" Drain Pipe (145 LF) & Block Wall (13 LF)	2,175.00
Install 6" HDPE Drain Pipe (148 LF)	5,175.00
Install 8" HDPE Drain Pipe (170 LF); Install Small PIP Trickle Channel at End of Pipe (x1) - Drawings Show 8" Flared End Section. ADS Does Not Manufacture FES Smaller Than 12"	8,700.00
Install Inline Drain Basin (x1)	750.00
Install Type L Rip Rap at End of Pipe (3 CY) - Size of Rip Rap Will Likely be Larger Than Standard Type L Spec, Due to Supply Issues	675.00
Final Grade Turf Subgrade to Within +/- .1' of 4" Below Finished Grade (24,025 SF)	13,225.00
Total	\$40,725.00

TURF QUOTES

Next to Natural -\$148,454.19

Quote # 8138



ADDRESS Ricky Wagner 680 Academy Court Windsor, CO 80550	SHIP TO Ricky Wagner 680 Academy Court Windsor, CO 80550	DATE 03/21/2023	TOTAL \$148,454.19	EXPIRATION DATE 04/30/2023
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PO NUMBER N2N - WCA	SALES REP 1 JLF
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SERVICE DATE	PRODUCT / SERVICE	QTY	RATE	AMOUNT
	N2N:ARTIFICIAL TURF:N2N - Leisure - STR Next 2 Natural - Leisure Turf (26,925 sqft turf needed - based on 15' wide rolls) -Leave remnant turf with customer	26,925	3.00	80,775.00T
	N2N:ARTIFICIAL TURF SERVICES:N2N - Install Next 2 Natural - Turf Installation: Ground prep of existing area, import of 4" depth of breeze base material and compaction, installation of turf and sand infill, power broom finish - includes weed barrier, nails, seam tape, and metal edging as needed (23500 sqft turf to be installed) -Cut turf around existing objects in turf area -Install new roll top metal edging borders along North and East sides of turf area -Install roll top metal edging rings around two trees in turf area -Leave 4' wide border off North fence **Area will be excavated and graded to 5" BFG by another company for 4" depth of breeze base material and turf installation (no pad required)**	23,500	2.50	58,750.00
	N2N:ARTIFICIAL TURF RESALE ITEMS:N2N - Nailer/Bender Board N2N - Nailer/Bender Board Installed (300 LF) -Install nailer board borders along existing concrete and secure turf with staples	300	4.50	1,350.00T
	N2N:ARTIFICIAL TURF SERVICES:N2N - Delivery Next 2 Natural - Delivery Fee	2	350.00	700.00
	N2N:ARTIFICIAL TURF SERVICES:N2N - Turf Grooming / Maintenance N2N - Turf Grooming / Maintenance: Includes adding sand infill as needed, power grooming, general cleanup of turf area, and any small repairs -Recommended once per year in the Spring (\$1500 per year)	1	1,500.00	1,500.00

INSTALLATION NOTES -Direct access to turf area from parking lot for trailer and materials **Existing irrigation will be removed before turf installation**	SUBTOTAL TAX	143,075.00 5,379.19
	TOTAL	\$148,454.19

All delivery prices quoted are subject to change without notice. Freight/Delivery rates are currently protected if diesel fuel remains under \$3.75/gallon.

Mile High Turf- \$242,325.00

(303) 710-1150
info@milehighsyntheticturf.com



QUOTE

QUOTE TO
Windsor Charter Academy
680 Academy Court
Windsor Colorado 80550

QUANTITY	DESCRIPTION
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25,000 square feet	High Traffic Turf Material and Install
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25,000 square feet	4-inch Subgrade Material and Install
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MISC	Lawn Staples, Turf Pellets, Fasteners
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NOTES:	Windsor Charter is Tax Exempt
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SUBTOTAL		\$242,325
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Frontier Turf- \$264,000.00



6.0 Second 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 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. 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

Policy GCC

conjunction with the entirety of the Colorado Healthy Families and Workplaces Act. Any definitions, requirements, or details of the CHFVA 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 Windsor Charter Academy'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 be paid at the employee daily rate upon separation of employment for those that have been employed for more than three years. For those employees that separate for three years or less, accumulated PTO will be paid at the substitute teacher rate.

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. 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.

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 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 Windsor Charter Academy of their intent to return by April 1 preceding the ensuing school year.

5. 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 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.

6. 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
June 2022
May 2023

Legal References

Family and Medical Leave Act of 1993 and Implementing Regulations

Policy GCC

Cross References
GBGF Family Medical Leave



Windsor

CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

GRADING

Windsor Charter Academy's vision is to create an academic environment “where students are educated, empowered, and equipped to reach their highest potential.” We support our mission for students that “achieve academic excellence through critical thinking, character development, and a love for lifelong learning.”

Windsor Charter Academy Beliefs

The following beliefs guide teachers in supporting student learning:

1. All students are consistently held to high expectations that support the vision.
2. Grades are based on multiple and various assessments over time.
3. Grading practices yield grades that reflect student proficiency.
4. Grading practices are fair and support effective teaching and learning.

Guiding Premises

Teachers at Windsor Charter Academy are partners with students and families to help every student demonstrate mastery of the Core Knowledge and Colorado State Standards .

Gradebooks will reflect student mastery of standards through a range of types of formative and summative assessments.

- Formative assessments are part of the instructional process to provide information needed to adjust teaching and improve student learning during instruction on a topic. Examples include practice assignments and quizzes.
- Summative assessments measure the student's independent level of proficiency after instruction on a topic. Examples include end-of-unit tests and projects.

Body of Evidence

Grade books will show a body of evidence to show a comprehensive picture of the level of student proficiency.

- Formative and summative assessments will comprise 80% of the quarter/semester grade. The course final, if administered, should be approximately equal to a unit exam.
-
- No single assignment or assessment will account for more than 20% of the overall course grade for any grading period.
- Practice work will comprise 20% of the quarter/semester grade.

Grading scales are reflected as follows for kindergarten:

A	Advanced	P	Proficient	PP	Partially Proficient
		N	Needs Improvement		

Grading scales are reflected as follows for first and second grade:

A	90 to 100%	B	80 to 89.9%	C	70 to 79.9%
N	Needs Improvement	P	Pass	FL	Fail

Grading scales are reflected as follows for third through twelfth grade:

A	90 to 100%	B	80 to 89.9%	C	70 to 79.9%
D	60 to 69.9%			F	0 to 59.9

Assessment of student learning will separate student behaviors from grades given for assignments. This means:

- Student behavior should not contribute to academic grades.

Grades on college transcripts and high school transcripts may be different for concurrent enrollment courses. High school transcripts will align with the Windsor Charter Academy scale. College transcripts will align with the college department policies and will be outlined in each individual course syllabus.

Non-GPA Weighted Grades

- Work-ethic grades will reflect students work habits in the classroom, based on a work ethic rubric. Students will receive a work-ethic grade for each class taken. Work-ethic grades will not affect GPA.

- At the elementary school, the math-fluency and spelling are also non-GPA weighted grades. Both reflect proficiency in specific foundational skills. The grades will not affect GPA.

Weighted and Unweighted Grades

A cumulative GPA is calculated for all courses based on the number of credits received utilizing a 4.0 (unweighted) and 5.0 (weighted) scale. Weighted grades represent the higher-level work that occurs with honors and college courses. Windsor Charter Academy uses cumulative GPAs to determine class rank and graduation honors, eligibility for the National Honor Society, awarding of scholarships, and as part of the admission criteria for colleges. The GPA for honors courses will be awarded an additional weighting of 0.5. The GPA for college courses will be awarded an additional weighting of 1.0.

- Unweighted courses are calculated on a 4.0 scale.
- Honors courses are calculated on a weighted 4.5 scale.
- College courses are calculated on a weighted 5.0 scale.

Work-Habits Grade

Students will also receive a work-habits grade based on participation and effort. This grade will not be part of a student GPA.

Work Habits Grading Rubric

Indicators	4 (A) Consistently Exceeds Expectations	3.5 (B+) Frequently Meets Expectations	3 (C) Sometimes Meets Expectations	2 (F) Rarely Meets Expectations
I AM PREPARED	I am consistently prepared. I am on time to class and am prepared at the start of the lesson. I consistently bring needed materials to class and am ready to work.	I am frequently prepared. I am on time to class and am prepared at the start of the lesson. I frequently bring needed materials to class and am ready to work.	I am sometimes prepared. I am sometimes tardy to class or not prepared at the start of the lesson. I sometimes bring needed materials to class and am ready to work.	I am rarely prepared. I am late to class often and am rarely prepared at the start of the lesson. I rarely bring needed materials to class and am ready to work.
I DEMONSTRATE POSITIVE CLASSROOM BEHAVIOR	I consistently stay focused on the task and what needs to be done. I am self-directed. I consistently have a positive attitude and demonstrate the 8 Keys of Excellence/Habits of Mind.	I frequently stay focused on the task and what needs to be done. I am self-directed. I frequently have a positive attitude and demonstrate the 8 Keys of Excellence/Habits of Mind.	I sometimes stay focused on the task and what needs to be done. I sometimes am self-directed. I sometimes have a positive attitude and demonstrate the 8 Keys of Excellence/Habits of Mind.	I rarely stay focused on the task and what needs to be done. I am rarely self-directed. I rarely have a positive attitude and demonstrate the 8 Keys of Excellence/Habits of Mind.
I PARTICIPATE	I consistently participate. I share information or ideas when participating in discussions or groups. I	I frequently participate. I frequently share information or ideas when participating in	I sometimes participate. I sometimes share information or ideas when participating in	I rarely participate. I rarely share information or ideas when participating in discussions or groups. I

Policy IK

	am an effective collaborator.	discussions or groups. I am often an effective collaborator.	discussions or groups. I am sometimes an effective collaborator.	rarely am an effective collaborator.
I AM PRODUCTIVE	I am consistently productive. I am punctual turning in assignments. I consistently utilize classroom time effectively.	I am frequently productive. I am punctual turning in assignments. I frequently utilize classroom time effectively.	I am sometimes productive. I am sometimes punctual turning in assignments. I sometimes utilize classroom time effectively.	I am rarely productive. I am rarely punctual turning in assignments. I rarely utilize classroom time effectively.

Classes Receiving Only Work Habits Grade

Classes that are not based on Core Knowledge standards or high school state standards will not receive a grade for the class. A work habits grade will be given on the report card. An example of a class that falls under this category would be study hall.

High School Academic Lettering

To letter, a student must have a weighted GPA of 3.95 or higher for both semesters prior to the lettering ceremony.

Honor Roll

Students at Windsor Charter Academy will receive academic recognition each quarter based on the following criteria:

Honor Roll					
Elementary Grades 3 through 5					
Honor	3.60—3.79	High Honor	3.80—4.00		
Middle & High School					
Honor	3.60—3.79	High Honor	3.80—3.94	Dean's List	3.95—4.00

Windsor Charter Academy Executive Board

Adopted: August 2015

July 2018

August 2021

May 2023

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
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 October 1st 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 for each grade includes children or grandchildren (including those in legal guardianship) of staff members and Executive Board members.

- Tier TWO for each grade includes students residing in the Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - Tier THREE for each grade includes students residing out of Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - 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 and grandchildren (including those in legal guardianship) of current staff will be placed in a grade level for enrollment.
 3. Siblings of current students will be placed in a grade level for enrollment.
 4. 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. Once children of current staff, siblings of current students, 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
June 2022
May 2023



2023-2024 Proposed Budget Summary

Revenue Increases

- PPR changed from a 6% increase to 10.6%- \$1,496,661
- \$501,000 reserves from 22-23 MLO funding- use for paraprofessional salaries and benefit increases, as well as ES communication system and ES turf
 - \$456,000 of MLO funding
 - \$342,000 allocated to salaries and benefits
 - \$85,000 allocated to ES Communications System renovation
 - \$29,000 allocated to ES Turf
 - \$45,000 WCA reserves allocated to ES Turf-this could be less depending on fundraising from the Firebird Fun Run

Expenditure Increases

- Additional 7% raise for all staff- and increase in salary schedule base
 - Total 23-24 raises will be 15.4% (Similar to District)
 - Initial raise was 8.4% (2.5% PPR, 5.9% MLO)
- Additional FTE for security officer (Salary and benefits)
- ES communication system renovation
- ES renovations for Turf
- New district-wide communication software

Column "I" highlights changes for line items for the 2023-2024 budget between first read approval (Column J) on April 27, 2023.

Our projected net surplus is \$173,669 This is \$25,147 above our required debt service coverage of \$148,521.

This keeps us within our required 1.10x debt service coverage.

Salary Schedules have been increased to match the 90% of District starting salary goal outlined in the WCA strategic plan.

Highlighted line items represent market and job description adjustments unique to WCA, as the scope of some positions may encompass 2 or 3 similar District job description.