Minutes
WINDSOR CHARTER ACADEMY
EXECUTIVE BOARD MEETING **– REGULAR SESSION**
Weld County School District RE-4
680 Academy Ct., Windsor, Colorado 80550
Thursday, January 28, 2016– 6:30 P.M

VISION STATEMENT: "Where students are educated, empowered, and equipped to reach their highest potential.

MISSION STATEMENT: Windsor Charter Academy provides a challenging academic program based on the Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

The WCA Board would like to welcome all Members and Staff in attendance. Discussions are limited to the board members unless otherwise requested. Your input is appreciated during Citizen and Staff Communications. Please fill out an information card prior to the start of the meeting.

1.0 Opening Called to order at 6:30 p.m.

1.1 Roll Call

Members present: Spencer Thomas, Aaron Bickham, Carolyn Mader, John Feyen, Wayne Plechaty, Donna James

1.2 Pledge of Allegiance

1.3 Mission Statement

1.4 Adoption of Agenda

Motion to move 6.9 earlier made by John, second by Wayne. Motion carries.
Motion to accept new agenda by Spencer, second by Wayne. Motion carries.

1.5 Approval of the Minutes

1.5.1 November 19, 2015

Motion to approve by Spencer, second by Wayne. Motion carries.

1.5.2 December 4, 2015

Motion to approve by Spencer, second by Wayne. Motion carries.

2.0 Citizen and Staff Communications (6:35 - 7:00)

3.0 Committee Reports (6:35-6:57)

3.1 Accountability: James

3.2 PR & Marketing: Mader

Budget--we will check with Sarah-Gennie to see what remains in budget; we want to purchase some WCA-branded paraphernalia to give parents (i.e., car stickers w/WCA logo)

Brochures--delivered to realtors

Bond--we need to know budget and keep in mind future advertising for upcoming bond election

Our website--how can we get the analytics of the site? Who owns this? We want to have a session where we analyze the hits and what is working on our site and what isn't. We think we can get some SEO help to make our site rank higher and work more intuitively.

The grant--we need to get coverage in the paper about our grant; Sara writing press release.

3.3 Dress Code: Plechaty

The Dress Code Committee met Friday, January 8th. Here is a high-level update on the meeting discussion points:

1. Reviewed Committee meeting from November 17th.
2. Discussed ongoing idea of Dress code photo of students in entryway and throughout school by Fall 2016, develop over the summer.
3. Discussed proposal for ordering Polo's with the official school logo/crest on it.
4. Discussed the logo on the front of the middle/high school having a different shade of green and is this something that should be changed as we try to brand our school and school colors around the community and keep them all uniform in color.
5. Discussed the possibility of Boosters helping with the designing and implementing of stickers for students, automobiles, magnets for cars or lockers, etc. Parents want to show WCA pride on the back of their cars.
6. Possible Uniform Swap this spring. Multiple Ideas discussed.
7. Discussion around dress code violations and how to address these.
8. Discussion around free-dress day to continue at the February meeting.

Detailed meeting notes can be obtained through the Dress Code Committee chair.

3.4 Education Committee

The Education Committee met on January 13th.
Discussion Points:

1. The secondary sub-committee shared updates on AVID.
2. Secondary sub-committee will be looking at resources for high school health, U.S. History, high school novels, SAT preparation.
3. The elementary sub-committee shared updated on the literacy curriculum review.

The Education Sub-Committee met on January 21st.
Discussion Points:

1. A representative from CKLA came and shared the philosophy of the program. She answered questions teachers had who piloted the program last year. She addressed the 5 components of literacy and how they are addressed in the CKLA curriculum..
2. The committee reviewed Reading Mastery Signature Edition using the AIM Rubric.

3.5 PTC: Feyen

1-6-16 PTC Oversight Meeting Notes

In Attendance : John Feyen, Jeremy Shriner, Lori Plachety, Sarah Brown, Tanya Goetz, Casey Hicks, Jenny Wittington, Orheta Rice

Next Meeting : February 3, 2016

Committee Updates:

- Elementary
    - Annie Birgenheier is coordinating Teacher Appreciation events. Lori will connect her with Jessie Brandt and Gracie Blohm so the three of them can coordinate events for the 2 buildings.
    - Beth Toland has resigned as Elementary President.
    - Concern: How to communicate better with staff and administration when we have questions or need approval
    - May Fair Planning will begin soon
        - Casey and Jenny may need some help
        - Sarah will contact Michelle Ammirati about possible 5th grade overlap
    - Middle School
    - Cookies and Cocoa Teacher Appreciation before break went really well
    - Luau and 8th Grade Graduation Event Planning will begin this month
- High School
    - In December the HS had a “Hang Out” Night - part dance, part gym games
    - On April 1st, Lock In at Loveland Laser Tag
    - Student Council will vote next week about upcoming dance/event

Budget Update

- Lori is trying to clarify budgets for each of the boosters with the Financial Department. Each booster needs to be separated.

Tracking Donations

- Any donation over $100 needs to be documented. Casey, Sarah and Orheta will be in charge of collecting donation information from their boosters and reporting to Financial Department

PTC Website Update

- Casey will be taking pictures of all of us next meeting to put on website
- Lori will assist in writing for the website

3.6 Finance: Bickham

3.7 Safety: Thomas

The Safety Committee met Tuesday, January 5th.
Discussion points:

1. Previewed PowerPoint presentation for Birdwatchers initial training session.
2. Created a list of Do's and Don'ts and added to PowerPoint
3. Created Bird Watchers Rules, Regulations, Guidelines
    a. Signed by volunteers
4. Bird Watchers in the Newsletter
5. Periodic Training Throughout the Year
    a. Training to be put on PDF to share with those who cannot attend in person
6. Will order Walkie Talkies for Volunteers (Future)
7. Vests To Be Ordered

4.0 Staff Reports (6:57-7:14)

4.1 Executive Director

Colorado Charter School Program

- Board responsibilities to receive the grant are as follows:
    - **All modules must be complete by January 1, 2016.**
    - Attend Board Fundamentals PD in spring and fall of 2016 and spring of 2017
    - **Attend Colorado Charter School Conference in February of 2016 & 2017**
    - Develop a Data Dashboard with academic, culture, financial & operational measures
    - Complete CDE School Performance tutorials by June 2016
    - Complete CDE Unified Improvement Plan tutorials by June 2016
    - Complete a Board Self-Assessment--January 2017
    - Strategic Planning Training with an approved partner by June 2017

Expansion Updates

We are in the process of getting elevations for three bids for the new elementary expansion.

AVID

A group will visit Fort Lupton District to research the AVID program. The trip will provide opportunities for leadership and Education Committee representatives to see the program in action. Research will continue at the Education Committee level.

Elementary Education Summary

The work at the elementary has focused on the three goals outlined in the Unified Improvement Plan.

1. ***Continued increased performance in mathematics.***
    a. All new staff attended a full day of Singapore Math training in August.
    b. During second semester a consultant for Singapore Math will conduct walk-throughs with administration to determine a focus for professional development and coaching. Teachers will participate in ½ day of training in grade level clusters: K-1, 2-3 and 4-5.
    c. Following the professional development for Singapore Math administration will walk through all math classrooms to provide feedback.
    d. In order to continue to improve instructional practices in math, one formal observation for all classroom teachers must be math.
    e. This month during grade level Professional Learning Communities, teachers are analyzing word problems. During this process teachers are determining the criteria for

proficient responses. The next step is to determine which students are close to proficient and what adult actions will ensure they move to proficient. For the students who are far from proficient, priority action steps linked to instruction will be developed.

2. ***Increased performance in writing.***
    - **a.** All of the elementary teachers have a common goal to address writing: Students will write across content areas and be able to express their understanding through coherent writing. They have selected action steps that specifically meet the needs of the students with whom they work.
    - **b.** In grades 3-5 teachers are using student exemplars from released PARCC as models for proficiency when responding in writing to text.
    - **c.** Teachers met in grade level teams to rate writing assessments. During these
    - **d.** In professional learning communities, teachers are developing common understandings of what proficiency looks like. The writing assessments are used to inform future writing instruction as areas of strength and need are identified.
3. ***Continued gap closure between genders throughout the curriculums as measured by median growth percentiles.***
    - **a.** The elementary professional development goal for the first quarter has been increasing student engagement. Teachers have participated in professional development on increasing participation ratio by increasing the amount of discussion and group work in the classroom. Teachers are using multiple strategies to purposefully group students. Talk time is structured so that each person in the group is responsible for participating. All children benefit from less teacher talk and more interaction especially boys.
    - **b.** The Student Success Team (SST) meets monthly to identify students who need additional academic or behavioral supports.

Secondary Education Summary

The work at the Middle and High School has focused on the three goals outlined in the Unified Improvement Plan (UIP).

1. ***Continued increased performance in mathematics.***
    To accomplish this goal teachers and administration are meeting weekly to collaborate and analyze instructional techniques. The math teachers are providing support for struggling students through differentiated initial instruction, the use of technology and strategic placement of struggling students into math lab and support classes to close gaps. The math team as been working with administration to refine the criteria used for placement of students into core math courses for next year and identifying resources for interventions and extensions. Additionally the math team has taken the practices tests for Accuplacer, PSAT and PARCC to ensure that instruction is providing students the skills and knowledge necessary to be successful on these assessments.
2. ***Increased performance in writing.***
    In order to increase writing performance all teachers have created goals to ensure that students have opportunities to write in all content areas. The administrative team has worked with the language arts team to develop CER (Claim, Evidence, Reasoning) writing rubrics are being used by teachers and students to analyze the quality of writing and thinking demonstrated in the writing in each content area. During monthly staff meetings teachers share student writing samples and teachers collaboratively analyze these samples to determine research-based strategies for next steps. The administration has worked with teachers to analyze the viability of utilizing Step-up-to-Writing in the middle school and high school for next year.

3. ***Continued gap closure between genders throughout the curriculums as measured by median growth percentiles.***

   The Building Leadership Team meets every two weeks to build and refine systems, which support students. The MTSS process has been established and staff continues to identify students who need additional academic or behavioral supports in the form of extensions or remediation. The MTSS process has identified specific male students who are struggling to meet academic expectations in High School. Administration has worked with the Building leadership team and history teachers to refine the systems for tracking student progress in the MTSS process. Administration provided additional resources and training regarding pre-referral interventions to be used in the classroom.

The administration has worked closely with WCA and Aims staff to address concerns around student workload. Administration have met with parents and listened to concerns and encouraged parents and students to approach teachers with these concerns. Multiple parents and students who have met with teachers have provided positive follow-up regarding the students increased efficacy, resourcefulness, grades and decrease in amount of time studying. Administration continues to conduct unannounced observations to gather student engagement analysis data and teaching strategy data. Based on these observations administration has met with the WCA and Aims staff collectively as well as individual teachers to discuss refined teaching, grading and homework practices.

The administration is working with the Education Committee at ways to explicitly teach "soft-skills". One program that not only meets the need of addressing soft-skills necessary for students to succeed in the rigorous academic setting but also addresses many of the requirements of the state mandates for ICAP (Individual Career Academic Plan) is AVID (Achievement Via Individual Determination).

The AVID System annually provides educators with training and methodologies that develop students' critical thinking, literacy, and math skills across all content areas. The AVID curriculum is based on best teaching practices in writing, inquiry, collaboration, organization, and reading. AVID curriculum is used in the AVID Elective and content-area classes in AVID schools to guide teachers and students, while planning strategies for success, by focusing on time management and study skills.

Administration and academic advising has met with all students to share the graduation requirements and registration process for the 2016-2017 school year. Administration held information nights for parents to explain the graduation requirements and registration process.

Media & Technology Summary

On January 9th during a volunteer work day replacement backup batteries were installed in both server rooms to prevent device shutdown during power outages. This will prevent a brief sudden power outage from causing phone service loss at the MS/HS building and will assure that the authentication server does not have a hard power failure to prevent data loss and equipment failure in both buildings. Mac Lab logins were also updated to create easier access for students and support from the technology department.

New filtering criteria and protocol was instituted to address concerns with student gaming during class time at the MS/HS. Adjustments were also made to the Chrome devices to strengthen security for student account access. These adjustments will also reduce bandwidth utilization.

Final numbers from the Barnes and Noble Book Fair are in and a total of $1438.89 was raised, placing WCA as the fourth highest earning bookfair this year and the second highest among schools! Plans for the Scholastic book fair are underway with the event scheduled for May 5th-7th. December was a fun month for our students in the libraries, Middle and High School students participated in a "build a snowman" book reading challenge. 9th & 10th grade students won by a landslide reading the most books in the month of December!

Research for fiberoptic install is being conducted to determine the best options and pricing for network optimization and bandwidth improvement for both the Elementary and Middle/High School buildings. As the schools continue to grow and technology usage continues to rise the demand for bandwidth and network stability will grow in importance. Preparation for CMAS testing in April is underway with stress tests being conducted to determine full network capacity.

Facilities Summary

A great deal of work occurred over the holiday break. At the MS/HS building, the gymnasium floor was refinished to ensure long-term durability. Tack strips were installed on the 1st floor for student art work. Work with Roche Constructors is occurring to address water issues around gutters and the concrete slope near the gym entrance.

At the elementary building, an analysis of RTUs in need of replacement, a plan and timeline are occurring. This work and bids will come before the Board in February. All lights throughout the building have been repaired with the exception of the gym. This will be occurring in the weeks ahead.

Both buildings have required a great deal of work on snow/ ice removal to ensure student safety.

Food Services Summary

In December we faced many challenges between lost revenue from Christmas break as well as one snow day. The overall loss for the month was not as bad as originally projected. There has been lower daily average lunch counts in the month of January. Within the next two weeks ChefTec will be purchased. It is a food costing software that will be invaluable to me in reaching food cost goals. It will easily track and compute nutritional information.

Recently, the Food Service Director, Jon Reynolds met with a 5th grade student, Sophia M. who had requested a meeting to address Student Council desires. One of her campaign promises that helped her secure her Student Council victory was to bring back Pizza Friday. Together, plans were made to address the student body desires. Beginning in February, Pizza will be served every Friday. This will be a win-win, helping to raise lunch count at the same time.

4.2 Finance Report

4.2.1 Approval of Financials

- Motion to approve by Spencer, second by Aaron. Motion carries.

4.2.2 Approval of Amended Budget as presented by the Finance Committee

- Motion to approve by Spencer, second by Aaron. Motion carries

4.2.3 Request to open a new bank account for Cub Scouts

- Motion to approve a bank account for the Cub Scouts use by Aaron, second by Wayne. Motion carries. Signers on account to be: Sarah-Gennie Colazio, Ryan Behm, Mark Kerwood, Melvin (Buddy) Benson

4.3 Secondary Education Director

4.3.1 Presentation on Secondary School Homework Situation

5.0 Old Business (7:15-7:17)

5.1 A Year at a Glance

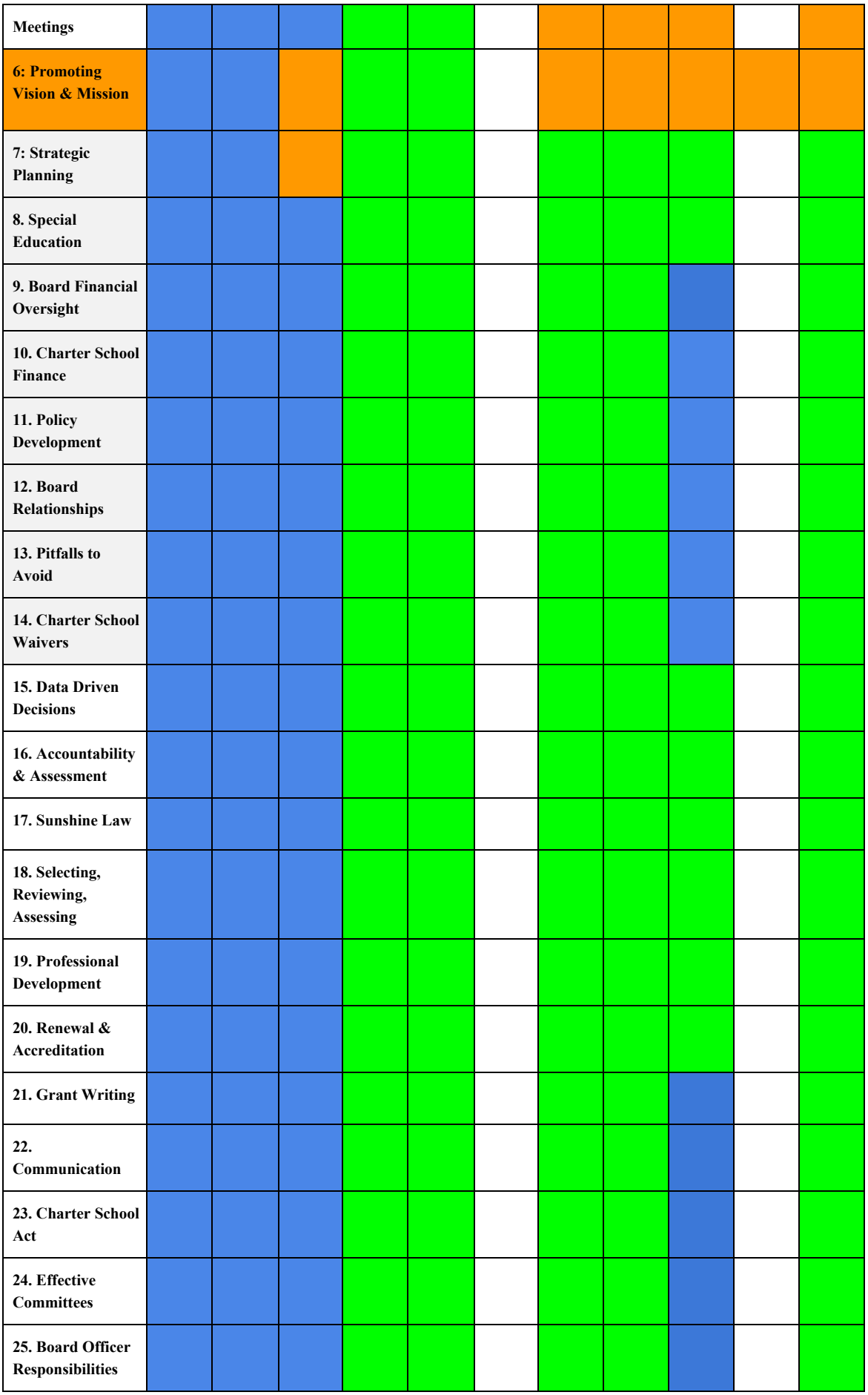
Month	District Board Meeting Representative	Completed Board Modules	Action Items
January	**Feyen**	**Module 6**	● **Review strategic goals & UIP goals** ● **Annual board assessment** ● **Approve calendar and submit calendar to district** ● **1st read on salary and stipend schedule** ● **Appoint election committee** ○ **Plan to share responsibilities** ○ **Determine appropriate modules** ○ **Set date for election, public speaking opportunities**
February	**Feyen**	**Module 7-8**	● **Review strategic goals & UIP goals** ● **2nd read on salary and stipend schedule** ● **Set date and plan for Parent Membership Meeting in April**
March	**Feyen**	**Module 9-11**	● **Send out parent/ teacher surveys** ● **Review strategic goals & UIP goals** ● **Finalize plan for Parent Membership Meeting in April**
April	**Feyen**	**Module 12-14**	● **Review strategic goals & UIP goals** ● **1st read on parent and staff handbooks** ● **1st read on annual budget** ● **Host Parent Membership Meeting** ● **Administration Evaluation Completed**
May	**Feyen**	**Module 15-17**	● **Review strategic goals & UIP goals** ● **Set a data plan for Induction for new board members** ● **Board elections**
June	**Feyen**	**Module 18-20**	● **1st read on MS/HS parent and staff handbooks** ● **Finalize plan: Induction for new board members** ● **2nd read on annual budget—approve and send to the district**
July	**Feyen**	**Module 21-23**	● **2nd read on ES/MS/HS parent and staff**

			handbooks • Review strategic goals & UIP goals • Review and revise crisis plan • Complete Induction for new board members
August	**Feyen**	**Module 24-26**	• Review strategic goals & UIP goals • Administrator evaluation plan • Designate board meeting posting location
September	**Feyen**	**Module 27-29**	• Review strategic goals & UIP goals • Set date and plan for November's Parent Membership Meeting
October	**Feyen**	**Module 30**	• Review strategic goals & UIP goals • Finalize plan for Parent Membership Meeting
November	**Feyen**	**Module 1-3**	• Review strategic goals & UIP goals • Review of completed financial audit • Parent Membership Meeting • 1st read school calendar
December	**Feyen**	**Module 4-5**	• Review strategic goals & UIP goals • 2nd read school calendar

5.2 Board Accountability for Professional Development through Training Module

- **Orange: Represents completion of modules during the rotation of November 2015 to October 2016**
- **Green: Represents completion of module during the rotation of November 2014 to October 2015.**
- **Blue: Represents completion of modules during the rotation of November 2013 to October 2014.**

Modules	John Feyen	Wayne Plechaty	Carolyn Mader	Spencer Thomas	Donna James	Aaron Bickham	Becky Teeples	Kelly Seilbach	Jeremy Shriner	Sarah Gennie Colazio	Irene Nissen
1: Self-Assessment											
2: Legal & Policy Issues											
3: Board Member Contact											
4: Structure & Responsibilities											
5: Holding Productive											


Meetings
6: Promoting Vision & Mission
7: Strategic Planning
8. Special Education
9. Board Financial Oversight
10. Charter School Finance
11. Policy Development
12. Board Relationships
13. Pitfalls to Avoid
14. Charter School Waivers
15. Data Driven Decisions
16. Accountability & Assessment
17. Sunshine Law
18. Selecting, Reviewing, Assessing
19. Professional Development
20. Renewal & Accreditation
21. Grant Writing
22. Communication
23. Charter School Act
24. Effective Committees
25. Board Officer Responsibilities

26. Parental Involvement											
27. Capital Improvement											
28. Fund Development Resources											
29. Needs Assessment											
30. Additional Best Practices											

6.0 New Business (7:18-7:36)

6.1 Consent Agenda: Teeples

- *Resignations*
  - Pamela Cron: Registrar
  - Morgan Kuchta: Fifth Grade Teacher
- Appointments
  - David Rodriguez: Elementary Spanish Teacher
  - 2016-2017 New Positions
    - Second Grade Position
    - Fifth Grade Position
    - Elementary Advanced Math & Reading Teacher

Motion to approve consent agenda by Wayne, second by Aaron. John abstained. Motion carries.

6.2 Change in February Board Meeting Date due to Annual Colorado Charter School Conference

Motion to change meeting date to February 24 by Aaron, second by Spencer. Motion carries.

6.3 2016-2017 Stipend Schedule & Fees

Motion to approve by Spencer, second by Carolyn. Motion carries**.**

6.4 2016-2017 Early College Course Handbook Revision

Motion to approve by Spencer. Second by Donna. Motion carries.

6.5 2016-2017 Elementary Parent Handbook--First Read

Motion to approve by Spencer, second by Aaron. Wayne abstains. Motion carries.

6.6 Second Read on Middle & High Parent & Teacher Survey

Motion to approve by Spencer, second by Aaron. Motion carries.

6.7 Annual Board Self-Assessment

6.8 Creation of Ad-Hoc Election Committee

Motion to table discussion by Spencer, second by Carolyn.

6.9 Board Vacancy candidates

Presentation were made by Brad Coldiron, Audra Montoya-Baker and an letter was read by Jackie Compton

Candidates were voted on. Vote was 3:2 for Brad with one abstention.

7.0 Policy Updates (7:36-7:42)

7.1 Policy Revisions

7.1.1 Policy JFB: Enrollment--2nd Read

Motion to approve by Spencer, second by Wayne. Motion carries.

7.1.2 Policy JJ--1st Read

Motion to approve by Spencer, second by Wayne. Motion carries.

7.1.3 Policy IKF--1st Read

Motion to approve by Spencer second by Donna. Motion carries.

7.2 New Policy

Motion to enter executive session by Spencer, second by Aaron. Motion carries.

8.0 Executive Session (9:00 - 9:01)

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 School's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S.§24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the School'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 discussion desires the discussion occur in open meeting, the discussion 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)

9.0 Adjourn (9:58)

Motion to adjourn by Spencer, second by Wayne, motion carries.