

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

November Regular Session

November 19, 2020

**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*

November 19, 2020

Regular Session @ 6:00 p.m.

Executive Board

John Feyen, President
Carolyn Mader, Vice President
Donna James, Treasurer
Kevin Albertsen, Secretary
Sherry Bartmann, Member
Carolyn Mader, Member
Jim Zacheis, 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.



**Executive Board Minutes
November 19, 2020**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:00 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Carolyn Mader, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Jenny Ojala, Executive Board Member
Jim Zacheis, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made by Donna James and seconded by Sherry Bartmann to approve the November 2020 Regular Session agenda. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the October 22, 2020 Regular Session was made by Kevin Albertsen and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There was 1 parent that spoke during citizen communication at the Executive Board Regular Session. He shared his concerns specific to a middle school leader.

3.0 Reports

3.1 Executive Director's Report

Virtual Parent Information Webinars

Due to COVID-19 restrictions, we are unable to have in-person tours in our schools. To ensure that we are still able to continue our marketing enrollment efforts, we have scheduled a series of Parent Information Webinars for all three schools. These webinars are open to the public and have been advertised through paid Facebook advertisements. We held these webinars throughout the summer and had steady participation from parents interested in each school. We have held two webinars this week and our principals have done a fantastic job telling the story of our schools!

Sora Electronic Library

The Clearview Library District invited Windsor Charter Academy to be a part of their monthly roundtable discussion with representatives from the Weld RE-4 district libraries. Earlier this year, Clearview Library, through COVID-19 relief funds, was able to give all Weld RE-4 staff and students free access to Sora, their full electronic library. Clearview Library offered to do the same for all Windsor Charter Academy students. Students will be able to access the Sora electronic library with their WCA email address (single sign on). All students will also receive their own Clearview Library student library card. Students will be issued a library card upon enrollment. Access to more electronic reading materials is valuable, especially because the Clearview Library is not open at full capacity. We are excited to launch this partnership with Clearview Library and give the gift of reading to our students!

Curriculum Adoption Work

Our Education Committee worked with administration and teachers to explore, investigate and determine which resources align with our vision and mission of our schools. The Education Committee met on October 22nd and November 5th to review high school math and character education curriculum. The committee reviewed the materials that were brought forward by the high school administration and curriculum review team in an effort to determine their final recommendation to the Board. On November 16th, the committee will begin their review of the high school history strand curriculum, which includes world history, civics, sociology and economics. The final Education Committee meeting will be held on December 3rd.

Induction Program

Our state-approved Induction Program is well underway. Instructional coaches have met with all inductees to provide professional development and coaching to help support them in the early stages of their career. New teachers also need exceptional mentor teachers who are experienced, patient and knowledgeable to guide them through their first and second crucial years of teaching. WCA mentors have been assigned and are working closely with their inductees on a regular basis. In our Induction Program, mentors are also provided professional development focused on their own development as teacher leaders, aligning their work with the Teacher Leader Model Standards.

Facilities Work

Facilities led or supported several projects this month:

- Installation of new washer/dryer unit at our elementary school
- Established and executed a new snow and ice removal plan for the winter season
- Winterization of landscaping systems
- Completion of elementary and middle school patio tables

Elementary School

Core Knowledge Celebrations

Third grade celebrated Roman Day. They made crafts, salt dough architecture designs and kept the long-lasting tradition of chariot races. Fourth grade celebrated Medieval Day. Students presented their Medieval projects that ranged from castles, weapons, tools and fashion. Students rotated through classrooms participating in fun culminating activities.

Student Council

Fifth grade students campaigned for Student Council positions. Voting was held virtually for all students in grades K-5.

PTC

The Parent Teacher Club has spoiled our staff this year. All staff received Boo Baskets filled with fall goodies. Each teacher received soap or hand sanitizer with a special note: "We are thankful for your helping hands." Teachers were treated to a "Pampering Day". The lounge was transformed into a cozy place

with comfortable seating, dim lighting, magazines and yummy treats. Administration gave teachers a 30-minute break to go and relax while they read Thanksgiving stories to students and had students create a book of thanks for their teacher.

AVID Inquiry Training

Teachers have participated in inquiry training and are implementing AVID inquiry strategies in all grades.

Middle School

Academic Interventions

Middle school grade-level teachers worked with administrators to identify the needs of students based on obstacles students are facing. Based on this data, teachers and administrators have created differentiated plans to support all learners in being successful academically. Students have the opportunity to attend Student Academic Support after school on Tuesday and Thursday. Additionally, on Wednesday afternoon teachers are meeting with students who need extra support due to quarantines or gaps in their learning due to the COVID lockdown last spring.

Instructional Support

Administration from the middle school has conducted planning conversations, multiple walkthrough observations of every classroom teacher and has completed formal observations of all teachers by the end of first quarter.

Online Learners

Dr. Kingsley was hired as an additional support for our Courseware / Online students to provide direction instruction in English Language Arts and math. Students are reporting that this additional support is helpful.

High School

Hybrid Learning

Transitioned from 2 days to 4 days a week in-person learning with hybrid learning.

AVID

Leadership completed October AVID walkthroughs where all staff taught a lesson plan with all five elements of WICOR.

Registration

Began the 2021-2021 registration process by gathering a recommended course list from the staff and collaborating with Aims on appropriate concurrent enrollment courses to add next year on campus.

Concurrent Enrollment

Revised four-year academic plan to bring more concurrent enrollment choice courses on our campus next year.

CHSAA

Made final presentations at three athletic league meetings. They will vote on if WCA can join their conference this month. This is a major step in the CHSAA application process.

Student Council

Student Council hosted a Halloween Spirit Week, had a costume contest and taught the Thriller dance to a group of students.

Academic Support

Continued our academic support sessions for students with D&F's on Tuesday and Thursday afternoons as well as all day in the building on Wednesdays.

SAT Testing Site

Became an official SAT Testing Site so we can now give the SAT on Saturdays throughout the year to any student in our area as well as our WCA students.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
December 3rd	3:45 p.m.	Education Committee	Zoom
December 7th	3:45 p.m.	Safety Committee	Zoom

3.2 Executive Board Reports

4.0 Items for Information

4.1 Post-Board Election Review

Executive Board Member Jim Zacheis left the board meeting after 4.1 Post-Board Election Review.

5.0 Items for Action

5.1 2020-2021 Amended Budget, Second Read

A motion was made to approve the 2020-2021 amended budget on second read by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.2 Date Change for December Executive Board Meeting

A motion was made to approve a change to the December board meeting date, moving the date to December 10, 2020 by Donna James and seconded by Kevin

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

5.3 Policy GCC Employee Leave, First Read

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

5.4 Policy GCC-R Employee Leave—Regulation, First Read

A motion was made to approve Policy GCC-R Employee Leave-Regulation on first read by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.5 MS & HS Math Curriculum

A motion was made to approve Pearson's Integrated envision curriculum, as well as Cengage Financial Algebra curriculum as recommended by the Education Committee by Kevin Albertsen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

5.6 Policy IHEDA Concurrent Enrollment*

A motion was made to approve Policy IHEDA Concurrent Enrollment on second read by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- 6.1.1** Becky Belvill, Substitute Teacher
- 6.1.2** Stephanie Hensley, Substitute Teacher
- 6.1.3** Sandra Hermann, Substitute Teacher
- 6.1.4** Alithea Mooney, Food Services
- 6.1.5** Lindsay Morales, Substitute Teacher
- 6.1.6** Leslie Strode, Substitute Teacher
- 6.1.7** Amy Tjardes, Substitute Teacher

Resignations

- 6.1.8** Amy Overton, Paraprofessional

6.2 Landscaping Bids

6.3 Financials

6.3.1 October Financials

A motion to pull item 6.2 Second Read Policy—Policy IHEDA Concurrent Enrollment* from the Consent Agenda, and approving the consent agenda with the remaining items was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

7.0 Executive Session

There was no Executive Session at the November 2020 Executive Board meeting.

8.0 Adjournment

A motion to adjourn the November 19, 2020 Regular Session was made by Carolyn Mader and seconded Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 8:02 p.m.



Appendix



1.0 October Executive Board Minutes

Executive Board Minutes October 22, 2020

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:08 p.m.

1.2 Roll Call

Executive Board Members Present

John Feyen, Executive Board President
Carolyn Mader, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, 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 Sherry Bartmann to approve the October 2020 Regular Session agenda. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the September 24, 2020 Regular Session was made by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were not any parents that shared citizen communication at the Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Enrollment

Our projected October Count is 1482.5. This year's budget was based on 1450 students.

Online Learners Portal

With the transition from first quarter to second quarter, 20 elementary school and 7 middle school students are returning to in-person learning. 194 students will remain online learning during second quarter.

Summer Internship Program

WCA is developing a Summer Internship Program for our high school students. This initiative has been spearheaded by Mia Dellanini, Courtney Stone, and a set of dedicated parents. WCA was able to put together a framework for the Summer Internship Program, put together a flyer, and market the initiative to our parents and to our broader community. Our advertisement was published in a news release for the Windsor Chamber of Commerce. We will continue to market this initiative to our local business community in hopes of establishing a stronger school-community partnership that creates learning opportunities for our students!

Board Elections

Our Board Elections will begin next week. WCA built an election webpage to ensure all of our candidates had equal representation and that our parent population could easily access voting information. Through a planned email campaign, a candidate spotlight was sent out for each candidate. The Election Committee gathered candidate information and hosted a Q&A session.

Parent Education & Safety Seminars

Later this month, WCA's Safety Committee will host its first Parent Education & Safety Seminar on cyber safety. To promote this program, WCA has built a new webpage dedicated to each seminar where WCA families and members of the public can register to attend. In addition, a Facebook event campaign was created to boost this event to our greater community. These seminars are a great way to engage our greater community in WCA activities and highlight our true dedication to school safety and student wellbeing!

Branding and Design Improvements

Over the last few weeks, WCA has launched a series of new email templates featuring cleaner lines and simpler design. We now have dedicated email templates for Dr. Teeple's quarterly updates, general email announcements, and The Firebird Word. Our overarching goal is to ensure that our parents can easily access information that they need and that the information they consume is easily read and referenced back to, if required. WCA's intention is also to ensure that Dr. Teeple's role is clearly defined as a system-wide leader and that we highlight high-level strategic initiatives in her quarterly updates. In addition, we want to ensure that each of our three schools have an identity of their own, but are also seen as a distinct part of a unified system.

Teacher Professional Development

In an effort to support our staff with the challenges presented this year, our instructional coaches will be offering professional development through two book studies beginning in the second quarter. The first book, Teaching in the Post COVID Classroom, will provide guidance on cultivating class communities with students on campus, at home, or both, and assist teachers in designing effective distance learning plans. The second book, Fostering Resilient Learners, will provide teachers with insight on understanding what trauma is and how it hinders the learning, motivation, and success of all students in the classroom.

Communications Upgrade

In partnership with our Facilities Management Department, the Innovation Department will be overseeing the complete replacement of the intercom system at the elementary school and an upgrade to their phone system. These two projects will improve the overall quality and effectiveness of the two systems, given the fact that the elementary school facility is 20 years old.

Facilities Work

Our middle school patio expansion project was completed. Outdoor seating should arrive in the near future. This new area will be a great benefit for our students.

Elementary School

WCA is so proud of our staff for implementing safety protocols that have enabled us to be 100% in person for the first quarter. Our first AVID implementation walk-through showed that teachers are implementing WICOR across grades K-5. Elementary school cohorts were expanded to a grade level, enabling teachers to group students according to their instructional need for WIN and math groups in grades 3-5. This change created an opportunity for teachers to have an uninterrupted 40-minute lunch. Fall conferences were completed. The majority of conferences were held via Zoom, while some conferences were held in person.

Middle School

Middle school grade-level teachers worked with administrators to identify the needs of students based on obstacles students are facing. Based on this data, teachers and administrators have created differentiated plans to support all learners in being successful academically. Administration from the middle school has conducted planning conversations, multiple walkthrough observations of every classroom teacher and has completed formal observations of all teachers by the end of first quarter. Middle school staff and students celebrated the successful completion of the first quarter and the start of the second quarter with in-person learning four days each week. Students participated in advisory competitions, team-building activities and had the opportunity to learn about cyber safety from the Weld County District Attorney's office on October 15th and 16th.

High School

The high school hosted a parent information sessions for all ninth through eleventh grade families to discuss PrepWorks and planning for college. Senior students participated in SAT testing. Administration completed implementation walkthroughs to see teachers in action as they taught lessons using all five aspects of WICOR (writing, inquiry, collaboration, organization, and reading). Staff celebrated our senior class of 2021 with a Senior Week where they received Class of 2021 masks, walked the red carpet, had a BBQ, and turned in their graduation packets to Jostens.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
October 21 st -28 th		Board Elections	Online/MS on 28 th
October 29 th	6:00 p.m.	Safety Seminar: Cyber-safety	Zoom
November 4 th	3:45 p.m.	Safety Committee: Physical Security Enhancements	Zoom
November 5 th	3:45 p.m.	Education Committee	Zoom
November 12 th	6:00 p.m.	Safety Seminar: Vaping & Drugs	Zoom
November 16 th	3:45 p.m.	Education Committee	Zoom
November 18 th	3:45 p.m.	Safety Committee: Parent Education	Zoom
November 19 th	3:30 p.m.	Finance Committee	Zoom

3.2 Executive Board Reports

4.0 Items for Information

4.2 2020 Annual Audit

4.3 Executive Board Biographies

5.0 Items for Action

5.1 2020 Annual Audit

A motion was made to approve the 2020 annual audit by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

5.2 2020-2021 Amended Budget, First Read

A motion was made to approve the 2020-2021 amended budget on first read by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

5.3 Executive Director Evaluation Tool

A motion was made to approve the updated Executive Director evaluation tool by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

5.4 IHEDA Concurrent Enrollment, First Read

A motion was made to approve Policy IHEDA Concurrent Enrollment on first read by Kevin Albertsen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- 6.1.1 Candra Campbell, ES Paraprofessional
- 6.1.2 Matthew Frerich, HS Vex Robotics Coach
- 6.1.3 Ildiko Hetesi, Substitute Teacher
- 6.1.4 Veronika Horst, ES Paraprofessional

- 6.1.5 Pamela Ivey, Classified Substitute
- 6.1.6 Jill Maravilla-Allen, Substitute Teacher
- 6.1.7 Arden Walston, Classified Substitute
- 6.1.8 Philip Winn, Custodian
- 6.1.9 Cynthia Youngdahl Behrends, Substitute Teacher

6.2 Second Read Policies

- 6.2.1 EBBA-R Prevention of Disease/Infection Transmission-Regulation
- 6.2.2 ADC Tobacco-Free Schools
- 6.2.3 GBA Open Hiring/Equal Employment Opportunity
- 6.2.4 JB Equal Educational Opportunities
- 6.2.5 JICDD Violent & Aggressive Behaviors
- 6.2.6 JE Student Attendance
- 6.2.7 JICDE Bullying Prevention and Education
- 6.2.8 AC-R-2 Sexual Harassment Investigation Procedures (Title IX)
- 6.2.9 GBGA Staff Health and Medical Examination Requirements
- 6.2.10 JII Student Complaints and Grievances
- 6.2.11 JLCC Students with Communicable Diseases
- 6.2.12 JICA Dress Code

6.3 HVAC Bids

- 6.3.1 Fort Collins Heating & Air; Air Experts; and IMS Heating and Air

6.4 Financials

- 6.4.1 September Financials

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

7.0 Executive Session

There was no Executive Session at the October 2020 Executive Board meeting.

8.0 Adjournment

A motion to adjourn the October 22, 2020 Regular Session was made by Sherry Bartmann and seconded Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 7:16 p.m.



2.0 First Read Policies

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
EMPLOYEE LEAVE

1. Jury Duty

Staff shall be granted leave with full pay when called to jury duty, under the condition that employee shall turn over to the School 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, any part or all of which may be used during any given year, after the current year allocation has been used Days of PTO leave may be used without losing salary up to the maximum days of entitlement. When PTO leave is exhausted, the deduction for an approved absence will be based on the employee's current daily contract rate.

When PTO leave days exceeds four (4) consecutive working days in relation to a specific illness, a written report from the attending physician must be filed with the Executive Director confirming the need for additional days off the job for recovery because of abnormal and involuntary complications.

PTO may be used for the following 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 absence related to a public health emergency are for:

- 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.

In the event that state or federal orders supersede these provisions, such orders will govern if warranted.

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

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

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

4. Parental Leave of Absence

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

Parental leave of absences are unpaid and intended to supplement leave available under the Family and Medical Leave Act (FMLA). Accumulated PTO leave must be used concurrently with parental leave of absence. Parental leave of absence may be granted for a maximum of one school year; however, return date shall be designated as the beginning of a semester.

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

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

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

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

5. Professional Leave

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

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

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

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

Appropriate reports shall be made to the Executive Board from time to time by the Executive Director about the number of leaves approved for staff as well as the purpose and cost of each activity.

6. Worker's Compensation Benefits

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

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

7. Family and Medical Leave

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

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

Legal References
Family and Medical Leave Act of 1993 and Implementing Regulations

Cross References
GBGF Family Medical Leave



Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
EMPLOYEE LEAVE—REGULATION

1. Employee may request time off through the school **payroll system** financial system (SDS) in 15 minute increments if no substitute **teacher** is needed. **If a substitute teacher is needed, the employee must also make the entry into AESOP/Frontline.**
2. If a substitute teacher will be needed, time off may only be requested in 4- or 8-hour increments.
3. A request for leave to the immediate supervisor for approval of the time requested is required two (2) days prior to taking such leave, **or as soon as practicable**, except in the case of emergency.
4. ~~Reports to the Business Office will be required only when there are deductions from leave accounts. An internal log of time away from the school will be kept by the Finance Director for other absences.~~

Windsor Charter Academy Executive Board
Adopted: May 2001
December 2010
February 2016
December 2020



3.0 Second Read Policies



CONCURRENT ENROLLMENT

High school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by the institutions of higher education.

Definitions

For the purpose of this policy and accompanying regulation, the following definitions will apply.

“Concurrent enrollment” means the simultaneous enrollment of a qualified student in a high school and in one or more post-secondary courses at an institution of higher education.

“Qualified student” means a person who is less than 21 years of age and is in the 9th grade or higher and is enrolled in Windsor Charter Academy

“Postsecondary course” means a course offered by an institution of higher education and includes coursework resulting in an associate degree of applied sciences, general studies, arts, or science.

“Institution of higher education” means a state university or college, community college or junior college as described in title 23, C.R.S.;

An “academic term” means one semester of study.

Colleges recognize there are many factors that influence your decision to add, drop, or withdraw from a course during a term. Withdrawal may affect:

- High school grades and/or schedule
- High school graduation status
- Eligibility to continue participation in the concurrent enrollment program
- Any financial aid awards or other benefits one may expect to receive in the future

- Subsequent admission to another post-secondary college or university

Since concurrent enrollment courses have an effect on both high school records and college transcripts, students must carefully decide if dropping or withdrawing from a course is the best course of action.

Academic Credit

Academic credit granted for course work successfully completed by a qualified student will count as high school credit toward the Executive Board's graduation requirements, unless such credit is denied.

High school credit may be denied in the following circumstances:

- A postsecondary course does not meet or exceed the Windsor Charter Academy's academic standards.
- A postsecondary course substantially similar to a course offered at Windsor Charter Academy.
- The course is not a part of the student's Individual Career and Academic Plan (ICAP).

Windsor Charter Academy will award 0.5 credit for each one ~~or, two, or three~~ credit post-secondary course completed that is a D or higher. 1.0 credit will be awarded for a completed ~~three~~, four or five credit post-secondary course that is a D or higher.

All college courses and course grades, including "W" for withdrawal, will be included on permanent high school and college transcripts, including those that students withdraw from.

Any letter grade below a "D" will not count as credit toward satisfaction for college courses requirements for all courses. However, all grades are calculated in a student's GPA and will appear on his/her high school and college transcript.

Payment of Tuition

The tuition paid by the Windsor Charter Academy for the qualified student's successful completion of an approved postsecondary course shall be in accordance with the Concurrent Enrollment Programs Act and the agreement with the institution of higher education. The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by Windsor Charter Academy.

Prior to paying the tuition for any qualified student, Windsor Charter Academy shall require the student and student's parent/guardian to sign an agreement stating if the

student earns a D or F or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by Windsor Charter Academy on the student's behalf.

Adding and Dropping Courses

Students and the student's parent/guardian must follow specified timelines and action steps to ensure that student grades are not negatively affected and to avoid potential tuition charges.

- Adding of courses must be done within the first 7% of the course.
- The deadline to drop a course is the point marking 15% of the course. Any withdrawals after the 15% deadline will be a WF and this factors in as an F for their cumulative GPA.
- The deadline to withdraw is the point marking 75% of the course. The deadlines for dropping and withdrawing from a course are outlined in student syllabuses for each course. It is the responsibility of the student to pay attention to withdrawal and add/drop deadlines from the institution that is offering the course.
- Once students submit the Withdrawal Form, the student must discuss how this withdrawal affects their high school grade point average with the high school counselor. Students may retake the course while still in high school.
- Withdrawal is processed and a grade of "W" is posted to the student's college transcript.

Transportation

Windsor Charter Academy shall not provide or pay for a qualified student's transportation to the institution of higher education.

Windsor Charter Academy Executive Board
May 2016
November 2020

Legal References

C.R.S. 22-32-109 (1)(nn) (discussion of the requirements for and benefits of Concurrent Enrollment must be part of the student Academic Plan of Study)
C.R.S. 22-35-101 et seq.(Concurrent Enrollment Programs Act)

1 CCR 301-86 (State Board of Education rules regarding the Administration of the Concurrent Enrollment Program)

Cross References

IKF Graduation Requirements





4.0 Landscaping Bids

SOUTHERN EXPOSURE

landscape management, inc.

LANDSCAPE MANAGEMENT AGREEMENT FOR:

Contract Information:
Start Date:
End Date:

Property Location:
810 Automation Drive & 680 Academy Court
Windsor, CO

Windsor Charter Academy:
High School/ Middle School, HSMS Soccer
Field & Elementary School
Windsor, CO

Contact: **Ricky Wagner**

Scope Of Services:	
Spring cleanup: one (1) visit per clean up, each Season. Light pruning, leaf clean up, short mow turf, cut back perennials and ornamental grasses, and haul debris.	Included
Irrigation Activation: Activate system, check and adjust head, program controller and turn on clock.	Included
Weekly Maintenance: Mow, trim and blow all turf areas during growing season. 22 visits	Included
Trash Control: Pick up trash in landscape areas during each visit.	Included
Winterization of Sprinklers: One time per year. Winterization of sprinklers/irrigation system.	Included
Irrigation Management: Thorough walk of property to ensure sprinkler system and water usage are adequate for time of year. 5 visits (monthly walks)	Included
Pruning: Prune throughout the season to ensure proper growth of plants.	Included
Fertilization: Apply three (3) treatments per year.	Included
Edging: Five (5) visits per season.	Included
Weed Control & Perennial/Annual Maintenance: Conduct weed control in turf, shrub beds, tree wells to include string trim, weed spray, hand weeding if required.	Included
Aeration: One core aeration of ALL turf. Three (3) visits on soccer field to maintain healthy turf.	Included
Fall Clean-up: Performed once per season. Service includes the following: Short mow all turf areas, pick up all trash and leaves in the landscape areas and cut perennials as required.	Included
Total Maintenance Investment	\$30,920.00/ Year \$92,760.00/ 3 Years

Additional Services are detail on Addendum A

Additional Service Rates	
Landscape and Gardening Projects: Billed at Time, Material and current Equipment Costs	\$59.00/hour
Irrigation and Non Potable System Repairs: Billed Time and Material plus parts at MSRP	\$65.00/hour
Pruning up to 10'	\$59.00/hour
Tree & Shrub Fertilization	Will Quote
Insect and disease inspections	\$99.00/hour
Round-up post emergent applications	\$99.00/hour
Noxious weed control	\$99.00/hour
Native grass mowing	\$149.00/hour
After Hours Emergency Rate Call 970-674-3010 for Emergency Extension	Double Rate
Parking Lot and street Sweeping: Tymco Vacuum Sweeper Powerboss Sweeper	\$109.00/hour \$79.00/hour
Snow Removal Per hour plow truck Per hour sidewalk machine Per hour for hand shovel Ice Melt Mag Chloride *Holiday Rates: Double normal snow removal rates (Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Easter)	\$125.00/hour \$ 75.00/hour \$ 60.00/hour \$.75/lb \$ 4.00/gallon

Additional Terms/Conditions:

This agreement, made _____ by and between Windsor Charter Academy, (herein after referred to as Contracting Officer) acting by and through Ricky Wagner and Southern Exposure Landscape Management, Inc. (herein after referred to as the Contractor), acting by and through – Luke Wieben.

- LOCATION:** This landscape management is for services to be performed at the following location: 810 Automation Drive & 680 Academy Court Windsor, CO.
- TERM:** The term of this agreement will begin on _____ until _____.
- ASSIGNMENT:** Neither party may assign this contract without the written consent of the other party.
- SCHEDULING:** All work scheduling shall be at the discretion of contractor as to day, month, etc., unless requested otherwise. Contracted items will be given priority over Time and Material, or extra work, in order to remain on established schedules.

5. **DELAY:** The Contractor shall not be held liable for delays in completion of contracted items, due to, but not limited to: acts of God, acts of Contracting Officer, weather conditions, acts of public utilities, or any other unforeseen items beyond the reasonable control of the Contractor.
6. **MODIFICATIONS:** The general requirement, technical specs, statement of charges, and landscape management are all considered a part of this agreement and shall constitute the entire agreement between the contracting parties. No variance or modifications shall be made unless enforced in writing by both parties.
7. **PRICING AND PAYMENT:** The total amount of the contract as outlined in Agreement Services for said season is: Thirty Thousand Nine Hundred Twenty Dollars and 00/100**\$30,920.00** the amount is payable as follows: Bills will be divided over (7) monthly payments for the year beginning March 1st of the scheduled service year. With the payment of **\$4,417.14** each month. Terms are due in thirty (30) days. **OTHER WORK NOT COVERED IN THIS CONTRACT WILL BE ON A TIME AND MATERIAL BASIS AND BILLED ACCORDINGLY.**
8. **LATE PAYMENT CHARGE:** If payment is not met as outlined, the Contracting Officer shall pay a payment charge computed at a rate of one and one half percent (1.5%) per month, or an annual percentage rate of eighteen percent (18%) on the previous unpaid balances.
9. **COLLECTION COSTS:** In the event it becomes necessary for Contractor to enforce its rights under this Agreement, Contractor shall recover from Contracting Officer, in addition to any and all remedies to which Contractor is legally entitled, Contractor's collection agency fees and costs and/or Contractor's reasonable attorney's fees and costs including but not limited to, Contractor's reasonable attorney's fees and costs on appeal, regardless of whether litigation is actually commenced. Contracting Officer agrees that in the event Contractor is forced to litigate to enforce compliance with this Agreement, jurisdiction and venue lie in Weld County, Colorado.
10. **TERMINATION WITHOUT CAUSE:** Either party may terminate this agreement without cause, by sending written notice to the other party at the respective address, herein stated. Notice is to be given at least **thirty (30)** days prior to effective date of termination. In the event of prepayment of services not to be performed, refund will be due and payable on, or before, date of termination. In the event of services performed but not invoiced, invoice will be due and payable on, or before date of termination. Note: In the event of early termination by the Metro District, the accumulated Additional Service Incentive performed to date will be reimbursed to the Contractor on or before the date of termination.
11. **LIABILITY:** Southern Exposure Landscape Management, Inc. shall not be held liable for any damages caused by malfunctions of the irrigation system, including, but not limited to: stuck valves, flooded basements, missing heads, etc. Nor shall Southern Exposure Landscape Management, Inc. be held liable for damages to sprinkler heads that are improperly installed above grade and constitute a mowing hazard. If this situation is applicable, notify contractor immediately.
12. **SNOW REMOVAL** – Service will be initiated after 2" of snow has accumulated in the parking lot.

LANDSCAPE MANAGEMENT AGREEMENT

Signature

Print Name

Date

Signature

Print Name

Luke Wieben
Southern Exposure Landscape Management, Inc.

Date



Landscape Maintenance Contract

This Agreement, entered into on the _____ day of _____, 20____ states that Foothills Landscape Maintenance, I.L.C, hereafter FLM, will provide all labor and materials for landscape maintenance services at the following, hereafter Client:

Property Name: Windsor Charter Academy

Physical Location: _____

Billing Information:

Address _____ City _____ State _____ Zip Code _____

Contact Name Ricky Wagner Contact Number (480) 330-6685 Contact Email _____

This contract period will begin 3 / 1 / 2021 and end 10 / 31 / 2023

SCOPE OF SERVICES

FLM and any appointed sub-contractors will furnish all labor, materials, and equipment necessary to provide quality, professional landscape maintenance services with a personal touch. Through the use of qualified and trained staff, FLM will provide landscape maintenance, fertilization and weed control, Spring and Fall clean-up, sprinkler maintenance, tree/shrub trimming, and bed care and any other requested service by Client in the realm of landscape maintenance. Any requests by Client that that are not outlined in this contract or desire to modify this contract must be submitted to FLM in written form or by email.

AVAILABILITY AND PERFORMANCE

FLM will be readily available by phone and email and will respond quickly and efficiently to any requests by Client. Our staff takes pride in timely completion of requests and will be available at any time during business and non-business hours. FLM employees will always conduct themselves in an appropriate manner and adequate supervision of the employees is provided at all times. Foothills Landscape Maintenance, I.L.C crews are experienced, qualified personnel and are able to perform specialized tasks such as pruning and pesticide or herbicide application.

PAYMENT TERMS

FLM will invoice on the 15th and the last day of each month. Payment is due upon receipt. Invoices over 30 days past due will be assessed a 2% or \$5.00 finance charge, whichever is greater.

INSURANCE/LICENSES/PERMITS

FLM carries complete worker's compensation, automobile and general liability insurance. Certificates of insurance are available upon request. In addition, FLM has all required federal, state, and local licenses and permits necessary for legal operation in the State of Colorado. Foothills Landscape Maintenance, I.L.C is also a licensed pesticide applicator by the Colorado Department of Agriculture. If the client requests any additional permits or licenses to be carried that Foothills Landscape Maintenance, I.L.C does not already hold, Foothills Landscape Maintenance, I.L.C will obtain them before contract start.

DAMAGES

In the unlikely event that any damages occur to the client's property that are proven to be caused by Foothills Landscape Maintenance, I.L.C crew members, the cost of the repairs will be assumed by Foothills Landscape Maintenance, I.L.C in a timely and efficient manner.

Detailed Specifications of Performed Landscape Services and Associated Pricing

1. Turf Maintenance

a. Mowing

All turf areas will be mowed weekly or as specified by the client during the growing season. Frequency of mowing will vary in the spring/fall depending on the weather conditions, and growth. Grass clippings will be removed from the turf, walks, patios, curbs, etc. to maintain a neat appearance of the property.

b. Trimming

All turf areas will be trimmed weekly to maintain a neat appearance.

c. Edging

Edging will be done monthly or as requested by the client and will be limited to concrete areas so as not to damage flagstone, brick, or wood decks or walks.

d. Ground Appearance

Grounds will be monitored weekly for trash, debris, and weeds. Everything will be done by Foothills Landscape Maintenance, LLC to maintain a neat appearance of the property. However, the cleanup of debris due to vandalism, excessiveness due to owner neglect, improperly contained dumpsters, and acts of God may require an additional charge of \$50 per man hour.

2. Native Mow

All native areas will be mowed four times per season, these four mows are included in the contract price. Additionally requested Native mowing will be billed at \$85 per man hour and Native Trimming will be billed at \$50 per man hour in addition to the contract price.

3. Aeration

Core aeration will be done in the spring.

4. Fertilization and Weed Control

a. Turf

Foothills Landscape Maintenance, LLC will fertilize and perform broadleaf weed control application on turf three times per season. These three applications are included in the contract price. We will monitor turf and bed conditions to determine what, if any, herbicides or pesticides need be applied. Any additional turf weed control applications outside of the three scheduled visits will be billed at \$95 per man hour. Insecticides or fungicides will be an additional charge with a bid submitted upon the clients' request.

b. Beds and Tree Wells

All manual weeding of beds and chemical weed control applications in beds are included in the contract price. We will maintain existing tree wells; tree wells that are not present and that are needed will be billed at \$95 per man hour.

c. Native

Native area weed control applications will be billed at \$95 per man hour

5. Spring and Fall Clean Up

A spring clean-up will be performed in March/April. Fall clean-up generally takes place in the November/December time frame after the leaves have fallen.

6. Sprinkler System Maintenance

Foothills Landscape Maintenance, LLC will monitor and maintain the existing sprinkler system at the property. Sprinkler checks, turn-on and winterization are included in the contract price. The fee for sprinkler system repairs will be \$60 per man hour and the cost of materials plus tax. Sprinkler repairs required between the hours of 7:00 PM and 5:00 AM or on holidays are considered after hours and will be billed at \$75 per man hour. Manual watering will be billed at \$60 per man hour in addition to the contract price. Sprinkler heads that are damaged while mowing will be replaced by Foothills Landscape Maintenance, LLC at no cost to the client.

7. Tree Shrub and Bed Care

a. Tree and Shrub Care

Foothills Landscape Maintenance, LLC will monitor all trees and shrubs and make any necessary recommendations to the client that might improve their health and longevity. Foothills Landscape Maintenance, LLC will prune all shrubs and the lower 10 feet of all trees on the property in accordance with industry standards. Tree pruning is limited to maintenance pruning. A bid will be provided upon request for any structural or rejuvenation pruning. Tree and shrub pruning generally takes place in accordance with the spring and fall clean-ups and one in the mid-summer. Tree wrap service will be billed at \$8 per tree.

b. Bed Care

Foothills Landscape Maintenance, LLC will monitor all bed areas regularly for mulch and rock coverage. Any necessary recommendations will be brought to the client that might improve the aesthetics of the bed areas (i.e. additional mulch, rock, etc.)

8. Watering

Manual watering will be billed in addition to the contract price at an hourly charge of \$60 per man hour.

9. Snow Removal

Snow removal has not been included in this bid; a separate snow removal contract may be submitted upon the clients' request.

10. Other

Mulch and annual flowers will be bid separately from the contract price as needed. Any other landscape needs or projects desired by the client can be completed at the hourly charge of \$50 per man hr and the cost of materials plus tax. A bid will be provided upon request of the client before services are rendered. Debris removal recycling fees may be charged in addition to the contract price.

PRICING AND PAYMENT

The total amount for the services described within the bid as outlined will be: \$ 35,394.00 per year for 2021

Foothills Landscape Maintenance, LLC desires payment as follows:

8 Monthly payments of \$ 4,424.25

The total amount for the services described within the bid as outlined will be: \$ 36,455.84 per year for 2022

Foothills Landscape Maintenance, LLC desires payment as follows:

8 Monthly payments of \$ 4,556.98

The total amount for the services described within the bid as outlined will be: \$ 37,549.52 per year for 2023

Foothills Landscape Maintenance, LLC desires payment as follows:

8 Monthly payments of \$ 4,693.69

Foothills Landscape Maintenance, LLC reserves the right to increase pricing up to 5% annually. Any increases will be submitted for prior approval from the HOA board. This contract can be terminated with a 30 day written notice from either party. Requests for specialized invoices can be accommodated with a \$5.00 surcharge per invoice. Should fuel prices exceed \$4.00 per gallon a 3% fuel surcharge will be added to all invoiced items. Foothills Landscape Maintenance, LLC reserves the right to increase the fuel surcharge in relation to fuel prices. Our late policy is the greater of 2% or a \$5.00 finance charge per month on all balances past 30 days.

If the specifications and price are agreeable, a representative's signature below serves as contract.

_____/_____/_____
Shane McCoy or Nate Caldwell, Owners Date
Foothills Landscape Maintenance, LLC

Property Representative

_____/_____/_____
Date



LANDSCAPE SERVICE AGREEMENT

1. **Carter's Lawn Care, Inc.** agrees to perform services as outlined for The WCA-Windsor Charter School Elementary and High School.

Mowing

- Turf grass shall be mowed and trimmed a minimum of 25 times per season to take place once each week. During this season trash, will be picked up prior to mowing. Clippings will be removed when necessary. A walk through will take place after each mowing to ensure quality. Native area irrigated areas will receive 3 mowing/trimmings per year. (\$1050.00 per occurrence after 3)

Irrigation

- Irrigation system shall be activated in the spring as weather permits. Pump house activation and/or maintenance not included. All common area irrigation systems will be checked for proper operation. All heads will be adjusted for proper coverage. Weekly checks during mowing and walk through will be performed to insure proper operation. Dry or over watered areas will be brought to the attention of the property manager. An estimate to repair will be made or if critical repairs are necessary, repairs will be immediate. Monthly performance audits include: Operating each zone and checking for proper spraying which could be affected by pressure, clogging nozzles, tilted heads, sunken heads, or broken/leaking components. Run times will be adjusted per lawn and landscape needs.

Aeration

- Aeration shall be performed on turf areas once during the spring when the ground is receptive to aeration. Sprinkler heads that could be damaged will be marked before aeration.

Fertilization

- Turf areas will receive three applications of a well balance fertilizer and weed control. The first application will include pre-emergent for broadleaf weeds. The last application will be a winterization formulated fertilizer.

Weed Control



- Weeds will be controlled with a pre-emergent herbicide in all ground cover areas the first application. 5 Total applications of weed control will be done as needed in sign rock/mulch beds in common areas. If additional applications are required, the property manager will be notified.

Trimming & Pruning

- Trimming and pruning is mostly recommended in the dormant season (Optional)*. This will include removal of any dead material, interfering branches, thinning and structural training. Hedge trimming (Heading back) will be performed when needed up to amount approved in bid contract. All pruning will be in accordance to Colorado State University Cooperative Extension. (No pruning included for trees) Shrub and grass trimming will occur in early spring to promote growth.

Winterization of Sprinkler System

- System will be blown out using an air compressor. Winterization shall occur before weather presents a freezing hazard. Does not include any pump house or main line winterization for subdivision. Not responsible for freeze or water damages occurred when tenants cannot be reached to access shut off/or blow out of irrigation. Notice will be given to ensure proper scheduling of winterization.

Snow Removal—Not Offered to WCA Due to staffing.

<u>SNOW REMOVAL SERVICES</u>	<u>\$ PRICE</u>	<u>\$ MINIMUM</u>
Plow Truck Services	120/hr.	120
Skid Steer Services	135/hr.	220
Sidewalks (blowers \$10/extra/hr)	70/hr.	70
Sidewalks-Hand Shovel	50/hr.	50
Ice-Melt	60/hr. + .60/lb	60
Spreading Rapid Thaw by Truck	60/hr. + Materials	90

- Snow removal minimums only apply to one service. If plowing is performed, then meeting a minimum for ice melt or other services is not required.
- **Snow removal services are billed per hour of service and are billed separately from contract price.**
- **Please complete snow removal task list for triggers and level of service (pg. 4)**



Hourly Rates/Service Call

- Service call for items not listed in contract or agreement. \$ 60.00 per call.
- General labor rate for trash removal and misc. tasks. \$ 55.00/hr.
- Sprinkler repair labor. \$ 70.00/hr.
- Lot mowing Native areas \$ 115.00/hr. 12 foot mower
- Trimming Native areas \$ 55.00/hr.

2. Agreement:

A. This agreement shall be effective the day it is signed and remain for one Year. Termination of this agreement by either party not less than 30 days written notice prior to effective termination date. Termination shall not affect rights or obligations accrued prior to effective termination date. Carter's Lawn Care INC. Reserves the termination right for failure to keep account in good standing.

B. Items listed in bid proposal or contracts are included in this agreement. Any provisions must be written on bid proposal or contract. See contract price sheet for itemized services included.

3. Addendum: All landscape maintenance needs will be addressed in a prompt manner. Items needing attention will be fixed and or addressed in a prompt time frame. Items over \$300.00 must be approved by the property manager.

4. **Wca hereby agrees to enter this payment contract for a term of 8 months. Start date of March 1, 2021 through October 31, 2021, for the amount of \$38,780.00 paid in 8 monthly installments of \$4,847.50**



By signing below, the parties agree to all terms outlined in this Service Agreement.

Coverage period: **1 service year from signed date**

Signed this _____ day of _____ 2020.

Overlook Metro District

Carter's Lawn Care, Inc.

By: _____

Carter Sekerak, President

Name / title:

WCA -Windsor Charter Academy

810 Automation Dr

Windsor, CO 80550

Ricky Wagner

ricky.wagner@windsorcharteracademy.org

Carter's Lawn Care, Inc.

652 Wind River Court

Windsor, CO 80550

(970) 222-9196

clclandscapeirrigation@gmail.com

Please complete the following for snow removal scope: **Not offered for 2021**

Snow Removal Minimum thickness: (default is 2") or circle one: ½" 1" 2" 3"

Use ice melt when necessary: circle one: Yes or No

Rapid Thaw drives as needed: circle one: Yes or No

Remove all snow from sidewalks/steps: circle one: Yes or No

Remove all snow from parking lot and or private streets: circle one: Yes or No

Service option: (default) "Automatic" service (no need to call, higher schedule priority) Yes or No

*See Colorado State Extension web site for guidelines.

Evergreen pruning: <http://csfs.colostate.edu/pdfs/pruning-evergreens.pdf> Structural training of young trees: <http://www.ext.colostate.edu/mg/gardennotes/614.html#time>



5.0 Financials

Financial Highlights 10.31.2020 and Amended Budget Summary

As of September 30, 2020, we are 3 months through the year, revenues and expenditures should be approximately 33.33% of budget

- **Total GF Revenue is \$4,602,531 (35.8%)**
 - Interest Revenue from COLOTRUST of \$2,134 (lower due to interest rates)
 - Revenue is at expected for this time of year

- **Total GF Expenses are \$4,179,634 (32.36%)**
 - Supplies (curriculum, assessments, etc- are frontloaded)
 - At expected for this time of year

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 753,144
 - Health Insurance Checking Balance: \$564,012
 - COLOTRUST Investment Balance: \$2,171,434
 - FirstBank Savings: \$ 751,437
 - SF Checking Account Balance: \$ 179,929

- **As of 10/31/20~ Days Cash on Hand: 131**

Amended Budget Summary

- **Revenue: Increase of \$777,728**
 - Estimated October Count higher
 - Capital Construction higher based on CDE calculations
 - Roof hail damage revenue from insurance
 - Additional ESSER covid funding
 - COVID carryover funding from 19-20 unspent
- **Expenses: Increase of \$937,409**
 - Salaries & Benefits- increase of base salaries from Moral Ob savings and related PERA increases
 - 5% raise for teachers (7% raise total)
 - 2% raise for all other staff
 - Move from 85% of District starting salary to 89%
 - Purchased services- increase for software costs
 - Facilities/Property- decrease due to moral ob savings
 - Other Purchased services- increase due to District purchased Special ed and admin charges, and AIMS off campus credits
 - Educational Supplies- increased for CHSSA fee
 - Equipment- increase due to technology equipment and intercom system, cameras
 - Other- increase for COVID expenditures tied to revenue

- **Reserves: \$231,757 surplus to reserves**
 - \$162,776 is the required 10% above debt service
 - \$68,981 is surplus above required debt service amount
- **Recommendations and Requested Actions for Board**
 - Finance Committee reviewed October financials and recommends Board approval.
 - Finance Committee reviewed the Amended Budget and recommends Board approval



Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director

SarahGennie Colazio, Finance Director

James Zacheis –Board Member

Paige Adams, Member

Matt Meuli, Member

Levi Burkhart, Member

Lauren Miller, Business Manager

Agenda 11.12.20- by Zoom Video Conferencing

Meeting called to order at 3:33 pm

1. Reviewed October 2020 financials
 - a. **Motion to approve the October 2020 Financials was made by Matt, second by Levi; the motion passes unanimously.**
2. Reviewed 2020-2021 Amended Budget
 - a. **Motion to approve the amended budget by Sara, second by Matt; motion passes unanimously.**
3. Next Meeting – Tuesday Dec 8th, 3:30pm

Meeting adjourned at 4:44 pm

Month by Month Overview

- a. August
- b. September- review actual enrollment and possible impacts on budget
- c. October- Final Audit
- d. November- Amended 20-21 Budget
- e. December – initial draft 21-22 budget
 - i. Review final amended 20-21 budget for Board
- f. January- review draft 21-22 budget
 - i. Review of long term budget (5 year)
- g. February 1st read on 21-22 budget
- h. March- 2nd read on 21-22 budget- Budget due to District by 3/31/2021
 - i. Possible amended 20-21 budget
- i. April
- j. May- Results of Board Elections- is there a new treasurer on on board?
- k. June- review final projections for completing the year- surplus/deficit?
- l. July – NO MEETING

Windsor Charter Academy Budget

General Fund	Approved Budget 2020-2021 6.17.20	Amended 2020- 2021	Change
PPR Base	\$ 7,629.46	\$ 7,653.34	\$ 23.88
FTE	1449.6	1482.5	32.9
PPR	\$ 11,059,661	\$ 11,346,077	\$ 286,416
Mill Levy 2007	\$ 90,000	\$ 90,000	\$ -
Mill Levy 2016	\$ 462,614	\$ 462,614	\$ -
Rural Schools Funding	\$ -	\$ -	\$ -
Kindergarten Tuition	\$ -	\$ -	\$ -
Interest	\$ 20,000	\$ 20,000	\$ -
Student Fees	\$ 82,627	\$ 84,503	\$ 1,875
Building Rental	\$ 15,000	\$ 18,000	\$ 3,000
tions/Fundraising (Bingo, Gala, Walkathon)	\$ 68,000	\$ 68,000	\$ -
Other (lost books, fines, etc)	\$ 3,152	\$ 3,152	\$ 0
Capital Construction	\$ 355,152	\$ 403,668	\$ 48,516
Food Service Revenue	\$ 428,514	\$ 428,514	\$ -
O&G revenue from Building Corp	\$ 10,000	\$ 10,000	\$ -
Title II Grant Revenue	\$ 15,100	\$ 15,100	\$ -
Title IV Grant Revenue	\$ 4,165	\$ 4,165	\$ -
COVID REVENUE			\$ -
insurance rev		\$ 145,000	\$ 145,000
ESSER Funds	\$ -	\$ 30,000	\$ 30,000
READ Act Grant Revenue	\$ 8,000	\$ 8,000	\$ -
CDE Expansion Grant Revenue	\$ -	\$ -	\$ -
Total Revenues	\$ 12,621,985	\$ 13,136,792	\$ 514,807
Use of Reserves/COVID Carryover	\$ 235,000	\$ 497,921	
Total Revenues and Reserves	\$ 12,856,985	\$ 13,634,713	\$ 777,728
Expenditures			
Salaries Total	\$ 5,903,033	\$ 6,105,849	\$ 202,816
Benefits Total	\$ 2,193,401	\$ 2,287,384	\$ 93,983
Purchased & Technical Services			
Total	\$ 51,870	\$ 57,870	\$ 6,000
Facilities & Property Services			
Total	\$ 2,123,313	\$ 2,070,211	\$ (53,102)
Other Purchased Services Total	\$ 1,568,238	\$ 1,661,018	\$ 92,779
Educational Supplies & Materials			
Total	\$ 351,430	\$ 354,230	\$ 2,800
Total Property/Equipment	\$ 87,091	\$ 242,303	\$ 155,212
Other Total	\$ 187,170	\$ 624,091	\$ 436,921
Total Expenditures	\$ 12,465,547	\$ 13,402,956	\$ 937,409
Carryover of COVID FUNDS			
Net Surplus/Deficit	\$ 391,438	\$ 231,757	\$ (159,681)
Required Surplus for DS Coverage	\$ 183,937	\$ 162,776	
Surplus over DS requirement	\$ 207,501	\$ 68,981	
General Fund Balance- Beginning	\$ 3,600,811	\$ 3,600,811	
Appropriation	\$ -	\$ -	
Net Surplus/Deficit	\$ 391,438	\$ 231,757	
Fund Balance- Ending	\$ 3,992,249	\$ 3,832,568	

Rev and Exp as of 10.31.20

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Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1300	Tuition	0.00	0.00	0.00	0.00	
1500	Earnings on Investments	2,134.70	20,000.00	17,865.30	10.67	
1700	Pupil Activities	71,647.00	82,627.00	10,980.00	86.71	
1900	Other Revenue from Local Sources	48,264.33	437,289.00	389,024.67	11.04	
3000	Revenue from State Sources	0.00	0.00	0.00	0.00	
3900	Other Revenue From State Sources	608,253.17	694,795.08	86,541.91	87.54	
5200	Interfund Transfers	0.00	10,000.00	10,000.00	0.00	
5600	Direct Allocations	3,872,231.77	11,612,275.00	7,740,043.23	33.35	
I	Revenue	<u>4,602,530.97</u>	<u>12,856,986.08</u>	<u>8,254,455.11</u>	<u>35.80</u>	* Account Type
0100	Salaries	1,573,383.69	5,903,033.00	4,329,649.31	26.65	
0200	Employee Benefits	692,404.79	2,193,402.00	1,500,997.21	31.57	
0300	Purchased Professional and Technical Services	19,493.04	51,870.00	32,376.96	37.58	
0400	Purchased Property Services	600,056.92	2,159,088.00	1,559,031.08	27.79	
0500	Other Purchased Services	618,809.22	1,570,835.00	952,025.78	39.39	
0600	Supplies	638,092.70	846,240.64	208,147.94	75.40	
0700	Property	14,821.65	98,091.00	83,269.35	15.11	
0800	Other Objects	22,571.99	93,170.00	70,598.01	24.23	
0900	Other Uses of Funds	0.00	0.00	0.00	0.00	
X	Expense	<u>4,179,634.00</u>	<u>12,915,729.64</u>	<u>8,736,095.64</u>	<u>32.36</u>	* Account Type
11	Charter School	<u>(422,896.97)</u>	<u>58,743.56</u>	<u>481,640.53</u>	<u>-719.90</u>	Fund

Rev and Exp as of 10.31.20

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Windsor Charter Academy

Food Service Fund 21

Account Type X Expense
Source of Revenue/Objec 0200 Employee Benefits

Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
0200 Employee Benefits	0.00	0.00	0.00	0.00	
X Expense	0.00	0.00	0.00	0.00	* Account Type
21 Food Service Fund	0.00	0.00	0.00	0.00	Fund

Rev and Exp as of 10.31.20

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Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1700	Pupil Activities				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1700	Pupil Activities	0.00	0.00	0.00	0.00	
1900	Other Revenue from Local Sources	241,631.08	0.00	(241,631.08)	0.00	
I	Revenue	<u>241,631.08</u>	<u>0.00</u>	<u>(241,631.08)</u>	<u>0.00</u>	* Account Type
0600	Supplies	62,471.00	285,850.00	223,379.00	21.85	
0868	Overhead Costs	0.00	40,000.00	40,000.00	0.00	
X	Expense	<u>62,471.00</u>	<u>325,850.00</u>	<u>263,379.00</u>	<u>19.17</u>	* Account Type
23	Pupil Activity Fund	<u>(179,160.08)</u>	<u>325,850.00</u>	<u>505,010.08</u>	<u>-54.98</u>	Fund

Rev and Exp as of 10.31.20

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	1,454.17	30,500.00	29,045.83	4.77	
1900	Other Revenue from Local Sources	527,114.40	1,543,406.00	1,016,291.60	34.15	
2000	Revenue from Intermediate Sources	3,073.13	14,500.00	11,426.87	21.19	
3100	Categorical Revenue	0.00	0.00	0.00	0.00	
5200	Interfund Transfers	0.00	0.00	0.00	0.00	
I	Revenue	<u>531,641.70</u>	<u>1,588,406.00</u>	<u>1,056,764.30</u>	<u>33.47</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	852,794.38	1,401,678.00	548,883.62	60.84	
0900	Other Uses of Funds	25,270.00	408,360.00	383,090.00	6.19	
X	Expense	<u>878,064.38</u>	<u>2,357,874.00</u>	<u>1,479,809.62</u>	<u>37.24</u>	* Account Type
61	Building Corporation	<u>346,422.68</u>	<u>769,468.00</u>	<u>423,045.32</u>	<u>45.02</u>	Fund
	Report Total:	<u>255,634.37</u>	<u>(1,154,061.56)</u>	<u>(1,409,695.93)</u>	<u>-22.15</u>	

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		784,307.68	(31,163.97)	753,143.71	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		570,607.63	(6,595.82)	564,011.81	11-950-00-0000-8102-000-0000
	COLOTRUST Account		2,171,100.54	333.36	2,171,433.90	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK		651,410.66	26.77	651,437.43	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,024.97	2.47	100,027.44	11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
	Accounts Receivable GF		(0.01)	0.00	(0.01)	11-950-00-0000-8153-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100	Current Assets		<u>4,278,454.14</u>	<u>(37,397.19)</u>	<u>4,241,056.95</u>	* Account Class
Liabilities						
	Accounts Payable		(47,952.99)	(19,038.11)	(66,991.10)	11-950-00-0000-7421-000-0000
	GARNISHMENT		5,250.01	(583.33)	4,666.68	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9393
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Accounts Payable to District		(497,920.64)	497,920.64	0.00	11-950-01-0000-7411-000-0000
	Tax Liabilities		(0.01)	0.00	(0.01)	11-950-01-0000-7471-000-0000
	PERA & Life Liab		0.00	(121.50)	(121.50)	11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab		(96,192.90)	(11,210.63)	(107,403.53)	11-950-05-0000-7471-000-0000
7400	Liabilities		<u>(643,293.10)</u>	<u>466,967.07</u>	<u>(176,326.03)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve		(345,000.00)	0.00	(345,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,294,283.93)	0.00	(3,294,283.93)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(2,550.02)	0.00	(2,550.02)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		6,672.91	(429,569.88)	(422,896.97)	11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(3,635,161.04)</u>	<u>(429,569.88)</u>	<u>(4,064,730.92)</u>	* Account Class
11	Charter School		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	SF Checking 1stBank		178,419.18	1,510.46	179,929.64	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>178,419.18</u>	<u>1,510.46</u>	<u>179,929.64</u>	* Account Class
Liabilities						
	Bus Liab Due to GF		(526.00)	(561.00)	(1,087.00)	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable		(3,114.06)	826.50	(2,287.56)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(3,640.06)</u>	<u>265.50</u>	<u>(3,374.56)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Elem Activity Acct Fund Balanc		2,605.00	0.00	2,605.00	23-901-00-0000-6760-000-0000
	MSHS Activity Acct Fund Balanc		0.00	0.00	0.00	23-950-00-0000-6760-000-0000
	Activity Net Income/Loss		(177,384.12)	(1,775.96)	(179,160.08)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(174,779.12)</u>	<u>(1,775.96)</u>	<u>(176,555.08)</u>	* Account Class
23	Pupil Activity Fund		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61					
Account Class	8100	Current Assets			
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets					
	Def Loss on Refunding-2016	287,887.59	0.00	287,887.59	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016	85,114.23	71,399.94	156,514.17	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016	1,227,362.78	82.02	1,227,444.80	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016	32,938.94	31,076.82	64,015.76	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2020	0.00	1,388,701.24	1,388,701.24	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Expense Fund-2020	31,582.95	4.28	31,587.23	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020	35,304.61	35,309.94	70,614.55	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Bond Reserve Fund	1,388,514.59	(1,388,514.59)	0.00	61-950-67-0000-8105-000-0000
8100	Current Assets	<u>3,088,705.69</u>	<u>138,059.65</u>	<u>3,226,765.34</u>	* Account Class
Fixed Assets					
	Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
	Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
	Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
	Bldg Corp Building & Imp MSHS	14,261,328.93	0.00	14,261,328.93	61-950-00-0000-8231-000-0000
	Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM	(2,958,439.61)	0.00	(2,958,439.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets	<u>22,320,244.36</u>	<u>0.00</u>	<u>22,320,244.36</u>	* Account Class
Liabilities					
	Bldg Corp Premium on Bonds	(203,393.00)	0.00	(203,393.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable	(19,440,743.60)	0.00	(19,440,743.60)	61-950-00-0000-7451-000-0000
	Bldg Corp Loans Payable 2017	(9,681,460.00)	0.00	(9,681,460.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
7400	Liabilities	<u>(29,640,281.60)</u>	<u>0.00</u>	<u>(29,640,281.60)</u>	* Account Class
Reserved Co Dept of Ed use only.					
	Bldg Corp Unreserved Fund Bal	3,746,849.22	0.00	3,746,849.22	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss	484,482.33	(138,059.65)	346,422.68	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	<u>4,231,331.55</u>	<u>(138,059.65)</u>	<u>4,093,271.90</u>	* Account Class
61	Building Corporation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

A/P Check Register

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Windsor Charter Academy

Check Date: 10/1/2020 to 10/31/2020

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21009	Brooms N More Inc	1	10/02/2020	1164	339.04	0.00	339.04
21015	Comcast Cable	1	10/02/2020	1165	524.43	0.00	524.43
218098	Easter, Shawna	1	10/02/2020	1166	90.00	0.00	90.00
21254	Gallegos Sanitation Inc	1	10/02/2020	1167	249.12	0.00	249.12
218749	Gibbs, Lauren	1	10/02/2020	1168	108.00	0.00	108.00
21136	Home Depot Pro	1	10/02/2020	1169	3,895.00	0.00	3,895.00
21038	Lewan and Associates	1	10/02/2020	1171	2,197.45	0.00	2,197.45
21092	Lincoln National Life Insurance	1	10/02/2020	1172	1,659.18	0.00	1,659.18
217941	Logisoft Computer Products LLC	1	10/02/2020	1173	2,460.00	0.00	2,460.00
218754	Navigate360 LLC	1	10/02/2020	1174	695.00	0.00	695.00
218759	Rupe, Caleb	1	10/02/2020	1175	360.00	0.00	360.00
21057	Scholastic Inc	1	10/02/2020	1176	1,120.68	0.00	1,120.68
21061	Security and Sound Design Inc	1	10/02/2020	1177	102.00	0.00	102.00
218535	FirstBank	1	10/02/2020	1178	17,432.09	0.00	17,432.09
21015	Comcast Cable	7	10/08/2020	1179	567.24	0.00	567.24
217699	Gaggle Net Inc.	7	10/08/2020	1180	7,150.00	0.00	7,150.00
218764	Hermann, Sandra	7	10/08/2020	1181	49.50	0.00	49.50
218363	K&W Printing, Inc.	7	10/08/2020	1182	429.90	0.00	429.90
21131	Knowledge Bound	1	10/08/2020	1183	41.43	0.00	41.43
21109	Mail N Copy	7	10/08/2020	1184	84.00	0.00	84.00
217993	Miller Farmer Law LLC	5	10/08/2020	1185	1,047.00	0.00	1,047.00
218748	Northern Colorado Concrete	7	10/08/2020	1186	14,012.00	0.00	14,012.00
218149	Olson, David	7	10/08/2020	1187	714.00	0.00	714.00
21054	Renaissance Learning Inc	7	10/08/2020	1188	276.00	0.00	276.00
218740	Schmitz, Linda	7	10/08/2020	1189	49.50	0.00	49.50
21093	Security Benefit	5	10/08/2020	1190	1,117.29	0.00	1,117.29
217892	T-Mobile	7	10/08/2020	1191	84.70	0.00	84.70
217638	UNCC	7	10/08/2020	1192	8.94	0.00	8.94
21061	Security and Sound Design Inc	13	10/13/2020	1193	8,337.00	0.00	8,337.00
218702	Adams, Mirabelle	16	10/16/2020	1194	45.00	0.00	45.00
21552	Airgas USA LLC	14	10/16/2020	1195	34.94	0.00	34.94
218765	Bashor, Kylee	16	10/16/2020	1196	27.00	0.00	27.00
218755	CCS Presentation Systems	13	10/16/2020	1197	109.00	0.00	109.00
218763	Colorado Department of Human Services	13	10/16/2020	1198	66.50	0.00	66.50
21015	Comcast Cable	14	10/16/2020	1199	3,409.05	0.00	3,409.05
217633	Diversified Underground Inc.	14	10/16/2020	1200	455.00	0.00	455.00
21183	Elite Awards and Trophies	13	10/16/2020	1201	35.00	0.00	35.00
21140	EON Office	14	10/16/2020	1202	694.10	0.00	694.10
218700	Fit Turf Inc.	13	10/16/2020	1203	384.85	0.00	384.85
218744	Frantz, Berenger	16	10/16/2020	1204	330.00	0.00	330.00
218760	Geanious, Rachel	12	10/16/2020	1205	1,854.00	0.00	1,854.00
21136	Home Depot Pro	13	10/16/2020	1206	2,162.93	0.00	2,162.93
218766	Kaza, Dezarea	13	10/16/2020	1207	99.00	0.00	99.00
218722	Lobato, Braden	16	10/16/2020	1208	345.00	0.00	345.00
218720	Martinez, Isaiah	16	10/16/2020	1209	324.00	0.00	324.00
21273	Meadow Gold Dairy- Englewood	13	10/16/2020	1210	3,778.08	0.00	3,778.08
21177	Pinnacol	12	10/16/2020	1211	2,569.30	0.00	2,569.30
218769	Priest, Arabelle	16	10/16/2020	1212	36.00	0.00	36.00
218707	Savvas Learning Company LLC	13	10/16/2020	1213	236.95	0.00	236.95
218757	Threewitt, Margaret	16	10/16/2020	1214	36.00	0.00	36.00
218767	Tjardes, Amy	15	10/16/2020	1215	245.00	0.00	245.00
21078	Waste Management	13	10/16/2020	1216	691.91	0.00	691.91
21079	Wells Fargo Financial Leasing	14	10/16/2020	1217	3,730.04	0.00	3,730.04
21080	Ace Hardware WCA	22	10/23/2020	1218	710.73	0.00	710.73
217917	Air Experts Inc.	22	10/23/2020	1219	3,866.30	0.00	3,866.30
218756	Bradford, Kealie	22	10/23/2020	1220	1,093.50	0.00	1,093.50

A/P Check Register

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 Windsor Charter Academy
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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21009	Brooms N More Inc	22	10/23/2020	1221	411.92	0.00	411.92
218329	Bulk Bookstore	22	10/23/2020	1222	308.11	0.00	308.11
218770	Byers, Maureen	22	10/23/2020	1223	12.90	0.00	12.90
21012	CenturyLink	22	10/23/2020	1224	142.71	0.00	142.71
218710	Charter Apps LLC	22	10/23/2020	1225	1,432.00	0.00	1,432.00
21269	JW Pepper	22	10/23/2020	1226	19.00	0.00	19.00
21038	Lewan and Associates	22	10/23/2020	1227	395.95	0.00	395.95
218450	Mathis, Cira	22	10/23/2020	1228	20.55	0.00	20.55
218648	Qualis Inc.	22	10/23/2020	1229	1,265.00	0.00	1,265.00
21061	Security and Sound Design Inc	22	10/23/2020	1230	5,004.50	0.00	5,004.50
218128	SHOEMATE, LINDA	22	10/23/2020	1231	52.00	0.00	52.00
21245	Shred-it USA	22	10/23/2020	1232	237.16	0.00	237.16
21072	Town of Windsor	22	10/23/2020	1233	4,041.16	0.00	4,041.16
21120	Weld RE-4 School District	22	10/23/2020	1234	13,748.58	0.00	13,748.58
217917	Air Experts Inc.	29	10/30/2020	1235	550.80	0.00	550.80
21009	Brooms N More Inc	29	10/30/2020	1236	201.60	0.00	201.60
218771	Hetesi, Ildiko	29	10/30/2020	1237	161.50	0.00	161.50
21136	Home Depot Pro	29	10/30/2020	1238	903.69	0.00	903.69
21498	Purchase Power Pitney Bowes	29	10/30/2020	1239	100.00	0.00	100.00
21059	School Health Supply	29	10/30/2020	1240	1,074.97	0.00	1,074.97
21061	Security and Sound Design Inc	29	10/30/2020	1241	2,275.25	0.00	2,275.25
21681	Snappy Holdings LLC	29	10/30/2020	1242	1,441.41	0.00	1,441.41
217892	T-Mobile	29	10/30/2020	1243	27.72	0.00	27.72
218208	OptumRX	3	10/05/2020	10243	1,753.05	0.00	1,753.05
218634	UC Health Medical Group	3	10/12/2020	10244	11.81	0.00	11.81
218488	Horizon Laboratory LLC	3	10/19/2020	10245	105.87	0.00	105.87
218207	UMR Health	3	10/19/2020	10246	18.06	0.00	18.06
218208	OptumRX	3	10/26/2020	10247	15,508.32	0.00	15,508.32
218774	Family Physicians	3	10/26/2020	10248	90.04	0.00	90.04
218762	Associates in Family Medicine	3	10/26/2020	10249	59.30	0.00	59.30
218374	Swedish Medical Center	3	10/30/2020	10250	1,825.48	0.00	1,825.48
218773	CP Blue Sky Neurology	3	10/30/2020	10251	205.80	0.00	205.80
21179	Digi Pix Signs	24	10/02/2020	90331	199.33	0.00	199.33
218535	FirstBank	1	10/02/2020	90332	2,459.33	0.00	2,459.33
218171	Mathematical Association of America	7	10/08/2020	90333	226.00	0.00	226.00
21567	Reedesign Concepts, LLC	7	10/08/2020	90334	455.40	0.00	455.40
218758	Stargate School	7	10/08/2020	90335	50.00	0.00	50.00
21140	EON Office	13	10/16/2020	90336	44.24	0.00	44.24
218363	K&W Printing, Inc.	13	10/16/2020	90337	220.80	0.00	220.80
21657	Math Counts Foundation	13	10/16/2020	90338	300.00	0.00	300.00
218704	VNN Inc.	13	10/16/2020	90339	950.00	0.00	950.00
218329	Bulk Bookstore	22	10/23/2020	90340	99.68	0.00	99.68
21120	Weld RE-4 School District	22	10/23/2020	90341	269.69	0.00	269.69
218395	VEX Robotics	29	10/30/2020	90342	359.69	0.00	359.69
21286	Voya Financial	30	10/30/2020	10302111	1,621.14	0.00	1,621.14
21459	CBIZ	30	10/30/2020	10302444	2,064.06	0.00	2,064.06
21084	PERA	30	10/30/2020	10302777	155,191.62	0.00	155,191.62
21286	Voya Financial	30	10/30/2020	10302999	1,939.03	0.00	1,939.03
21088	American Fidelity	30	10/30/2020	10302022	285.00	0.00	285.00
21088	American Fidelity	30	10/30/2020	10302033	2,093.15	0.00	2,093.15
21459	CBIZ	30	10/30/2020	10302044	169.00	0.00	169.00
21459	CBIZ	30	10/30/2020	10302055	388,534.60	0.00	388,534.60
21459	CBIZ	30	10/30/2020	10302066	57,602.80	0.00	57,602.80
21088	American Fidelity	30	10/30/2020	10302121	18,598.01	0.00	18,598.01
21088	American Fidelity	30	10/30/2020	10302121	200.00	0.00	200.00
218205	Delta Dental of Colorado	1	10/01/2020	10012011	7,039.38	0.00	7,039.38
217847	US Foods Inc.	3	10/01/2020	10012088	2,702.07	0.00	2,702.07

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218208	OptumRX	3	10/05/2020	100520872	321.41	0.00	321.41
217847	US Foods Inc.	3	10/07/2020	100720881	49.46	0.00	49.46
218207	UMR Health	3	10/08/2020	100820362	42,286.18	0.00	42,286.18
217847	US Foods Inc.	3	10/08/2020	100820881	4,159.50	0.00	4,159.50
218208	OptumRX	3	10/12/2020	101220735	1,467.02	0.00	1,467.02
217847	US Foods Inc.	3	10/15/2020	101520881	3,551.72	0.00	3,551.72
21156	Xcel Energy	1	10/15/2020	101520888	12,615.37	0.00	12,615.37
217847	US Foods Inc.	3	10/19/2020	101920881	716.90	0.00	716.90
218208	OptumRX	3	10/19/2020	101920922	4,452.44	0.00	4,452.44
217847	US Foods Inc.	3	10/21/2020	102120881	146.70	0.00	146.70
217847	US Foods Inc.	3	10/22/2020	102220881	3,276.82	0.00	3,276.82
218208	OptumRX	3	10/26/2020	102620692	3,930.81	0.00	3,930.81
217847	US Foods Inc.	3	10/26/2020	102620881	86.88	0.00	86.88
218601	Zelis	3	10/26/2020	102620933	58.00	0.00	58.00
217847	US Foods Inc.	3	10/28/2020	102820881	282.44	0.00	282.44
217847	US Foods Inc.	3	10/29/2020	102920881	5,736.28	0.00	5,736.28
218208	OptumRX	3	10/30/2020	103020809	2,739.07	0.00	2,739.07
218535	FirstBank	3	10/31/2020	103120803	8.06	0.00	8.06
Report Total					\$875,534.96	\$0.00	\$875,534.96