



Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS

EXECUTIVE BOARD REGULAR SESSION





EXECUTIVE BOARD MEMBERS

Sherry Bartmann	President
Elaine Hungenberg	Vice-President
Donna James	Treasurer
Jenny Ojala	Secretary
John Feyen	Member
Carolyn Mader	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 BOARD-PULLED CONSENT AGENDA ITEMS
- 8.0 MEMBERSHIP-PULLED CONSENT AGENDA ITEMS
- 9.0 EXECUTIVE SESSION
- 10.0 ADJOURNMENT



VISION & MISSION

Windsor Charter Academy's vision is "where students are educated, empowered, and equipped to reach their highest potential."

Windsor Charter Academy's mission is "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."



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 16, 2023 MINUTES TO BE APPROVED AT THE DECEMBER 2023 REGULAR SESSION

NOVEMBER 16, 2023 REGULAR SESSION

1.0

Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:05 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Elaine Hungenberg, Executive Board Vice-President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member (6:20 p.m.)
Carolyn Mader, Executive Board Member

Staff Present

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

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

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

1.6 Adoption of the Minutes

A motion to approve the minutes for the October 28, 2023 Regular Session was made by James and seconded by Mader. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

1.6 OCTOBER 28, 2023 REGULAR SESSION MINUTES

1.1 Call to Order

The meeting was called to order at 6:03 p.m.

1.2 Roll Call

Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Hannah Mancina, Director of High School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

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

1.6 Adoption of the Minutes

A motion to approve the minutes for the September 23, 2023 Regular Session was made by Mader and seconded by Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

2.1 2023 Audit

The 2023 Audit was presented to the Executive Board by SarahGennie Colazio, Director of Finance & HR.

3.0 Citizen Communication

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

- Jessica McBroome: Jessica shared that the MS PE teacher is making students run a mile under 8 minutes. An additional concern was that parents are still parking in student parking lot as well as speeding through the aisles, creating a safety concern for students.
- Amanda Hollar: Amanda spoke about the 2024-25 calendars. She shared that from a teacher perspective that calendar #2 created a hardship for teachers. Teachers need days off during the first quarter to reset and also to have time to simply plan and grade.
- Taylor Vicini: Taylor spoke about Policy GBEBA and the revision to staff dress code policy. She asked the Board to reconsider the change to the language on nose rings. She felt that a small nose ring did not impede a teacher's ability to teach.
- Matthew Bergan: Matthew spoke about the student dress code. He felt that students should be able to wear sweatpants and athletic shorts and that this did not take away from the learning environment.

4.1 Executive Director Report

Executive Board Calendar

The following dates outline upcoming Executive Board committees, work, and meetings.

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
October 27th	8:15 a.m.	Coffee w/ Leadership	MS Media Center
November 2nd	3:45 p.m.	Education Committee	HS #187
November 3rd	8:15 a.m.	Coffee at Coffee House 29	Coffee House 29
November 15th	4:00 p.m.	Finance Committee	HS Conference Room
November 16th	3:45 p.m.	Education Committee	HS #187
November 16th	6:00 p.m.	Executive Board Regular Session	HS Commons

October 1 Count

Our October 1 Count is 1559 students. Our budget was based on 1538. The Executive Board will review the recommended amended budget during the November Regular Session.

Colorado School Counselor Association Conference

The counseling team from the elementary, middle and high schools attended professional development at the Colorado School Counselor Association conference in early October. They were able to network and learn from their community of school counselors and other key stakeholders who work in the field. The counselors learned about additional ways to utilize data to drive the counseling program, the importance of a collaborative approach when identifying student needs and developing helpful interventions through our Multi-Tiered System of Support, and community organizations and resources that are available to best support our students. Our counselors are excited to add several new and creative ideas to the amazing things Windsor Charter Academy already implements.

School Mascot

Our Mascot Naming Contest was a success! We had over 500 name submissions from our Firebird community. Of those names, five were chosen. Hundreds of students voted, and the winning name was announced at the Homecoming game. We officially welcomed Phoenix to the Firebird family! Phoenix has been busy at our events. This week, our elementary school erupted in applause when Phoenix made his debut at the PBIS assembly.

Firebird News Crew

Windsor Charter Academy is excited to establish its first student-led news crew! Ten high school students will be hired as part of our inaugural team. Students will report on sports games, performing arts

productions, and other after-school events. Students will attend monthly meetings where we will invite guest speakers who will mentor students. Windsor Charter Academy is excited about this new initiative!

ES PBIS Assembly

On October 12th, K-5 students came together to celebrate WCA spirit and the unveiling and naming of our new school mascot, Phoenix the Firebird. Students and teachers participated in 8 Keys skits and Mrs. Seyboldt led the school in a beautiful sing along of God Bless the USA.

ES PBIS Key Buddies

On October 17th students had the opportunity to meet up with a buddy class from a different grade level. Students were matched with their year-long "Key Buddy" and participated in the creation of a booklet highlighting the 8 Keys of Excellence and some additional collaborative activities.

ES Innovation Night

On October 20th, the elementary school PTC hosted the very well attended Innovation Night for elementary school students and their families. This event included hands-on activities and demonstrations from local organizations dedicated to sharing their passion for innovation and STEM education. Students got to view an energy presentation and bucket truck, try veterinarian surgery simulation on VR sets, build models of Vestas wind turbines, and more.

ES Parent-Teacher Conferences

The elementary school had 100% participation from families in face-to-face meetings with families. This helped to support our strong school to home partnerships and student success.

MS Parent-Teacher Conferences

The middle school teachers invited parents to meet with them during parent-teacher conferences. The school staggered the start time based on last names which lessened the lines for teachers and created a more intimate conference environment for our families.

MS & HS Instructional Rounds

Teachers participated in Instructional Rounds where they were able to observe teachers in the middle and high school. This is a form of job embedded professional development for our teachers.

HS Parent-Teacher Conferences

The high school teachers invited parents to meet with them during parent-teacher conferences. Even though the students are getting older, Windsor Charter Academy still values parent partnerships at our high school!

HS Homecoming Week

The high school had a great homecoming week with lots of student involvement and spirit. There was high participation in spirit dress up days. Elementary and middle school students joined in the fun. The HS PTC hosted its first parent locker decorating event; parents loved being able to surprise their children. The high school had a packed gym for our volleyball game and dodgeball tournament and many students and families attended our soccer game at Future Legends. The week ended with our homecoming dance. Almost 400 students attended. What an amazing homecoming week!

AVID Tutor Training

We are using our in-house resources, our high school students and parents, to be tutors in our MSHS AVID Elective courses! Jamie Thornhill, our AVID Site Coordinator, trained our new AVID tutors to help with our weekly tutorials

Firebird Facility

Brett Brown, Windsor Charter Academy's Owner's Representative, summarized the construction work that has occurred since the last August Board meeting:

- The balance of the slabs on grade have been poured, except a small block out for the masons to stock materials into the gym. The masonry continues and we expect structural steel to start arriving at the site and being installed in the first part of November.

- The parking lot lights were installed and should be working within the next week.
- The other items discussed last month are still in progress and we hope to have more of them closed out soon.
- Currently we have experienced five contractual weather days for the building. On time, completion is still expected (Aug '24).
- We remain below our budget for the project and continue to explore options to enhance the spaces and make it the best building possible.

4.2 Executive Board Reports

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

- Sherry Bartmann: Executive Board/Director meeting, high school programming meeting, Calendar Committee meeting, Coffee with Leadership, and homecoming events
- Elaine Hungenberg: Executive Board/Director meetings, parent-teacher conferences, Innovation Night, grade-level celebrations, and elementary school lunches
- Donna James: High school programming meeting, Finance Committee meeting,
- Jenny Ojala: Construction planning & OAC meetings, and parent-teacher conferences
- Executive Director evaluation tool planning, and Calendar Committee
- Carolyn Mader: Strategic Plan review meeting, Coffee with Leadership, high school programming, and soccer games

5.1 Job Description: Executive Administrative Assistant

A motion to approve the job description for Executive Administrative Assistant was made with a change to include bachelor degree preferred by James and seconded by Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.2 Job Description: Athletic Director Secretary

A motion to approve the job description for Athletic Secretary was made by James and seconded by Mader. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

A break was taken from 7:40 to 7:52 p.m.

5.3 2024-2025 Calendar

A motion to approve Option #1 2024-2025 Calendar was made by Ojala and seconded by Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

- Anna Brandley shared the process for the calendar committee. Members created individual calendars and then narrowed it to the top three options. The committee then sent out a survey to parents. 351 voters wanted a start date of August 14th and 206 wanted a start date of August 20th. The votes for the options were: #1: 217 (August 14/15 start; longer Thanksgiving); #2: 206 (August 20/21; shorter Thanksgiving); #3: 134 (August 14/15 start; longer Thanksgiving).

5.4 2023 Audit

A motion was made to approve the 2023 Audit by James and seconded by Mader. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.5 Board Vacancy & Assignments

The Executive Board discussed the vacancy on the Board. With the vacancy, the Board discussed and finalized liaison positions to the following committees:

- Education Committee: Jenny Ojala
- Finance Committee: Donna James & John Feyen
- Safety Committee: Carolyn Mader
- School Accountability Committee: John Feyen & Elaine Hungenberg
- Election Committee: Donna James
- Strategic Plan AdHoc Committee: Carolyn Mader
- Executive Director Evaluation Tool AdHoc Committee: Elaine Hungenberg & Jenny Ojala

No action was taken.

6.1 Personnel

6.1.1 Appointments

- 6.1.1.1 Margaret Archuleta: Facilities Custodian
- 6.1.1.2 Eliza Greenberg: AVID Tutor
- 6.1.1.3 Zachary Kahn: Certified Substitute Teacher
- 6.1.1.4 Keegan Koonce: Food Services Assistant
- 6.1.1.5 Winston Montano: MS Assistant Soccer Coach
- 6.1.1.6 Randy Meyers: HS Teacher
- 6.1.1.7 Emma Trubia: Certified Substitute Teacher

6.1.2 Terminations/Resignations

- 6.1.2.1 Rusty Leflar: HS Teacher
 - 6.1.2.2 Drew Gilbert: HS Teacher
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6.2 Policies

- 6.2.1 Policy JKD/JKE Suspension/Expulsion of Students, First Read
 - 6.2.2 Policy JKD/JKE-R Suspension/Expulsion of Students (Hearing Procedures), First Read
 - 6.2.3 Policy JBB Sexual Harassment, First Read
 - 6.2.4 Policy GBEBA Staff Member Dress, Second Read
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6.3 Financials

- 6.3.1 September 2023
-

A motion to approve the Consent Agenda was made by James and seconded by Ojala. James withdrew the motion and Ojala seconded it.

Policy GBEBA was moved to Item 7.1.

The motion was made by James and seconded by Ojala to approve the Consent Agenda without Policy GBEBA. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

7.0 Executive Board Pulled-Consent Agenda Items

The motion to approve Policy GBEB A on second read was made by James and seconded by Ojala. Members voted the following: Hungenberg, nay; James, nay; Mader, nay; Ojala, nay; Bartmann, aye. The motion did not pass.

8.0 Member Pulled-Consent Agenda Items**9.0 Executive Session**

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

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

The motion was made by James and seconded by Ojala to adjourn. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 9:09 p.m.

2.0 Citizen Communication

There were no parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

3.1 Executive Director Report

Instructional Rounds

The book Leading a High Reliability School by R. Marzano, C. Rains, P. Warrick, and R. Dufour identifies *Instructional Rounds* as a high-leverage strategy to increase teacher effectiveness. *Instructional Rounds* provide teachers with an opportunity to not only observe effective instruction but also debrief the observations with a group of peers. Teachers observe other teachers to compare their own instructional practices with those of the teachers they observe in an effort to expand individual teacher practice schoolwide and cultivate collaboration regarding instructional practice. All elementary, middle and high school teachers participated in *Instructional Rounds* and engaged in a debrief session facilitated by the Instructional Coach. During the debrief, teachers reflected on three questions: What do I see and hear that reaffirms something I do? What do I see and hear that I would like to know more about? What do I see and hear that I would like to try in my own practice immediately? By implementing *Instructional Rounds*, teachers are given the opportunity to enhance their instructional delivery and increase teacher competency through peer observation and individual reflection.

Firebird News Crew

Windsor Charter Academy is excited to establish its first student-led news crew! Twelve high school students expressed interest in participating in the News Crew. Our first meeting will be in early November and we will begin to schedule coverage for games, school performances, and other activities. Several staff members have expressed interest in mentoring our students. We are excited about this new initiative!

Booster Club Sponsorships

Our administrative team is working closely with the Booster Club to revamp our Booster Club Sponsorship Program. The Booster Club has done a tremendous job of researching Booster Clubs at other schools so we can be competitive with our sponsorship offerings. We are excited about moving forward with an updated plan and securing more funds for our athletic programs!

ES Honor Roll Assembly

Our 1st quarter Honor Roll Assembly for 3rd through 5th graders welcomed in parents of students who earned an honor roll or high honor roll recognition.

Kindergarten Core Knowledge Five Senses Spooky Celebration

Kindergarten students took part in a hands-on Halloween celebration centered around the study of the human body. With the help of parent volunteers, they were able to explore the five senses, the five food groups, play games, and create crafts.

Halloween Parade and Celebrations

Many families joined in our outdoor Halloween parade where students got to show off their costumes. Volunteers helped to create fun and engaging Halloween parties in the classroom following the parade.

4th Grade Medieval Core Knowledge Festival

Our 4th grade students were excited to share all they had learned during their medieval unit at their Core Knowledge Celebration. Fourth grade students dressed up in medieval clothing and experienced games and food of the time period.

MS Trunk or Treat

The traditional Trunk or Treat was brought back after two years for WCA families. WCA had 35 cars sponsored by parents, clubs and local businesses. There was a great turn out of approximately 400 people.

MS Quarterly Firebird on Fire Assembly

The Positive Behavior Interventions and Support (PBIS) committee organized a first quarter assembly. Firebird award winners and student athletes were recognized for their accomplishments. Cross grade level crews competed against each other in a plank off and tug of war contest.

HS Fall Play

The high school is excited that our theater department was able to put together a fall play for the first time since 2019. Our students had a great theater season as they performed *Radium Girls*. Thank you to our directors Meggan Bilotte, Claudio Innocenti, Skye Montoya and Hannah Ogden for their work with our students to make this production a success!

HS Athletics

HS fall sports are wrapping up their seasons. Our soccer team ended the season with a 4-9-2 season and a highlight was being able to play this season on the professional Future Legends field! We had two athletes qualify for the state cross country meet for the first time, so congratulations to Brayden Cole and Keegan Koonce on their school record setting season! Finally, our girls' volleyball team made the playoffs. They are currently ranked 19th in 3A and will play in Fort Collins against Liberty Commons and The Academy on Friday, November 3rd.

Executive Board Calendar

The following dates outline upcoming Executive Board committees, work, and meetings.

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
November 17th	8:15 a.m.	Coffee w/ Leadership	MS Media Center
November 30th	3:45 p.m.	Safety Committee	HS #187
December 1st	8:15 a.m.	Coffee at Coffee House 29	Coffee House 29
December 7th	3:45 p.m.	Education Committee	HS #187
December 14th	6:00 p.m.	Executive Board Regular Session	HS Commons

3.2 Executive Board Reports

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

- Sherry Bartmann: HS Programming meeting, bi-monthly Executive Director/Executive Board meeting, Veteran's Day Assembly, and Coffee at Coffee House 29
- Elaine Hungenberg: Honor roll assembly, Veteran's Day Assembly, Halloween parade, Medieval Core Knowledge Celebration, Bi-monthly Executive Director/Executive Board meeting, and Executive Director Evaluation Tool planning
- John Feyen: Finance Committee meeting
- Donna James: HS Programming meeting and Finance Committee
- Jenny Ojala: Education Committee, Construction planning & OAC meetings, Executive Director Evaluation Committee, and Coffee at Coffee House 29
- Carolyn Mader: HS Programming meeting, Strategic Planning meeting



4.1 There were no Items for Information at the November Regular Session.

5.1 **HS Programming**

Carol Vaughan presented to the Board her findings based on several meetings with staff.

A motion was made to approve \$825,000 for a design plan that met the three critical needs determined by HS programming—mental health, classroom space, and a larger HS office, by James and seconded by Feyen. James withdrew the motion and the item was tabled for discussion after Item 5.2 2023-2024 Amended Budget. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

The Executive Board took a short recess from 8:20 to 8:26 p.m.

After Item 5.2 2023-2024 Amended Budget, the Executive Board returned to Item 5.1 HS Programming. A second motion was made to approve \$600,000 for a design plan that met the three critical needs determined by HS programming—mental health, classroom space, and a larger HS office and excluded the remodel of the MS classroom, by James and seconded by Feyen. Members voted the following: Feyen, nay; Hungenberg, nay; James, aye; Mader, nay; Ojala, nay; Bartmann, nay. The motion did not pass.

A third motion was made to approve \$500,000 for a design plan that met the three critical needs determined by HS programming—mental health, classroom space, and a larger HS office, by James and seconded by Feyen. Members voted the following: Feyen, aye; Hungenberg, nay; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

5.2 **2023-2024 Amended Budget**

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

5.3 **2023-2024 Salary Schedule**

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

President Bartmann invited students to share comments during a second Citizen Communications time. Jadyne Jones and Dominique Fields, high school students, shared their input about the importance of having a sensory room for students for MS/HS Students. Potential solutions also were offered to ensure that had class passes. They also shared the benefits for students with 504s and the reinforcement of the Sources of Strength program.

5.1 HS PROGRAMMING

Memorandum To:	Windsor Charter Academy Executive Board
From:	Carol Vaughan, Architect for Windsor Charter Academy
Date:	November 3, 2023
Re:	HS Programming
Agenda Item:	5.1
Pertinent Background Information:	
Financial Considerations:	
Recommendation(s):	It is the recommendation to approve a remodel to address high school programming needs.
Attachments:	HS Programming



Early College High School Building Programming

Programming Phase

What is the intent and/or scope of the problem?

WCA Team was formed to address intent and scope



What information is required to address the problem?

Meetings with the WCA Team

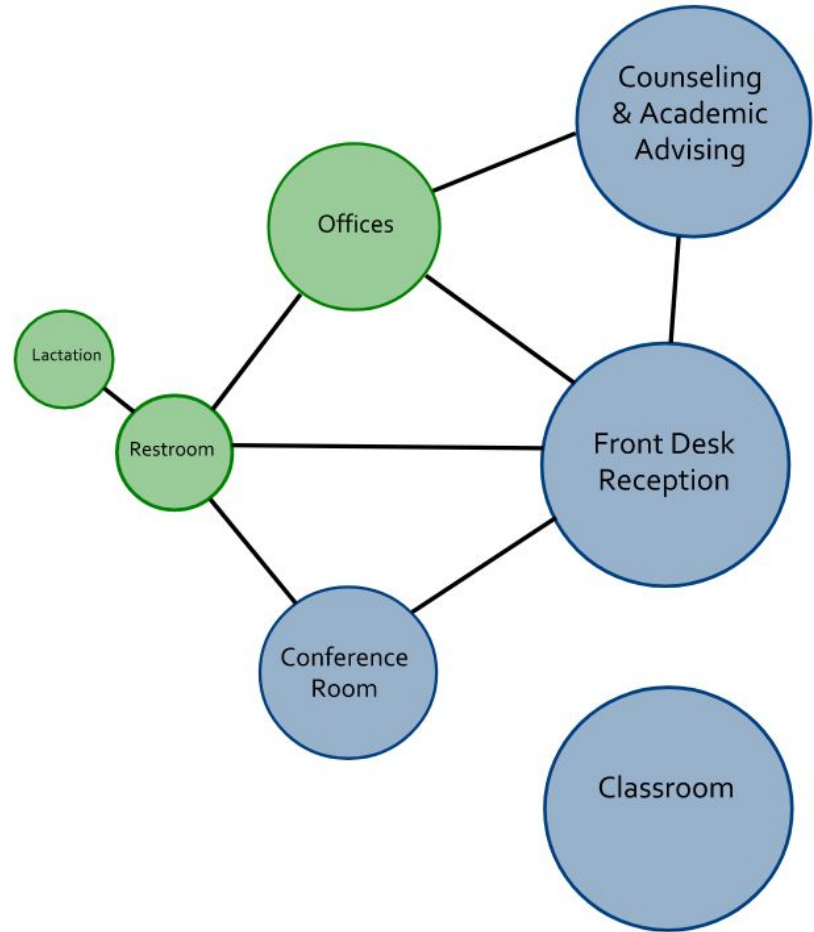


How much and what type of space is required in 1-5 years to operate efficiently?



An efficient plan that enhances student learning, supports school needs and is cost effective.

Bubble Diagram



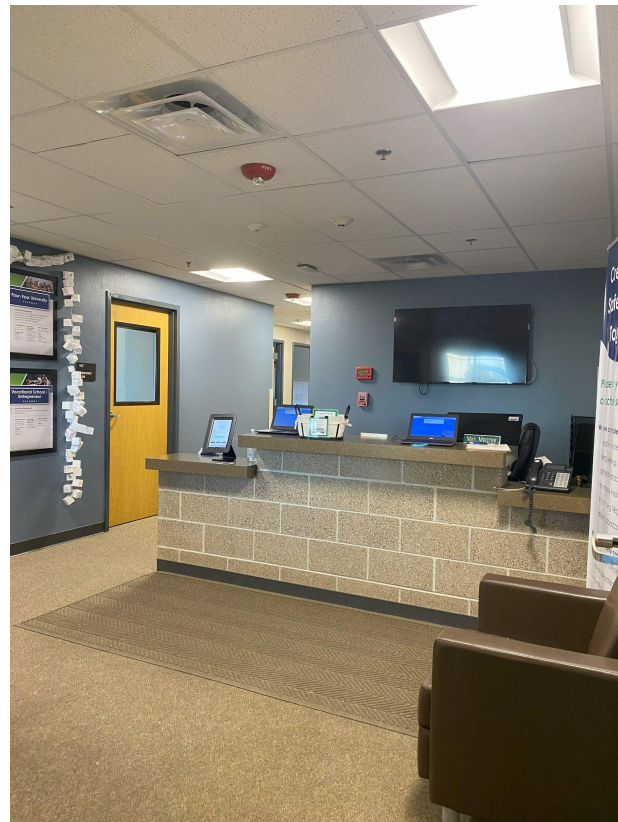
Design Matrix

Windsor Charter Academy - Early College High School
Existing High School Building Programming Matrix

No.	Department or Area	Existing Square footage	Optimal Square footage	Public access	Privacy	Student Access	Faculty/Staff Access	Privacy area for Students	Open work area	Exterior view	Plumbing	Sound proofing required
1	Front Desk/Reception	252	400	•		•	•		•	•		
2	Academic Advising	137	137		•	•	•	•		•		
3	Counseling	137	257		•	•	•	•		•		
4	Performing Arts - Band	1495	1595		•	•	•			•		•
5	Performing Arts - Choir	810	810		•	•	•			•		•
6	Art Classrooms	Department included on matrix for adjacency requirements. Existing area is optimal.										
7	Special Education & Speech Language	672	672		•	•	•			•		
8	Junior ROTC Program	-	300			•			•	•		
9	Director of High School	137	137		•					•		
10	Assistant Principal	137	259		•			•		•		
11	Community Area	28	90				•		•			
12	Office Manager	70	100		•					•		
13	Director of Communications	70	130		•					•		
14	Executive Director	Department included on matrix for adjacency requirements. Existing area is optimal.										
15	Conference Room	271	271	•	•	•	•			•		
16	Restroom	61	122		•		•				•	•
17	Lactation Room	-	44		•		•					
	Equipment											
17	Copy Machine	12	15				•		•			
18	Poster Machine	10	10				•		•			
19	Safe	4	4									
Matrix Key												
• Adjacent area												
• Near area/Close proximity												
• Areas separated												



Existing Front Vestibule

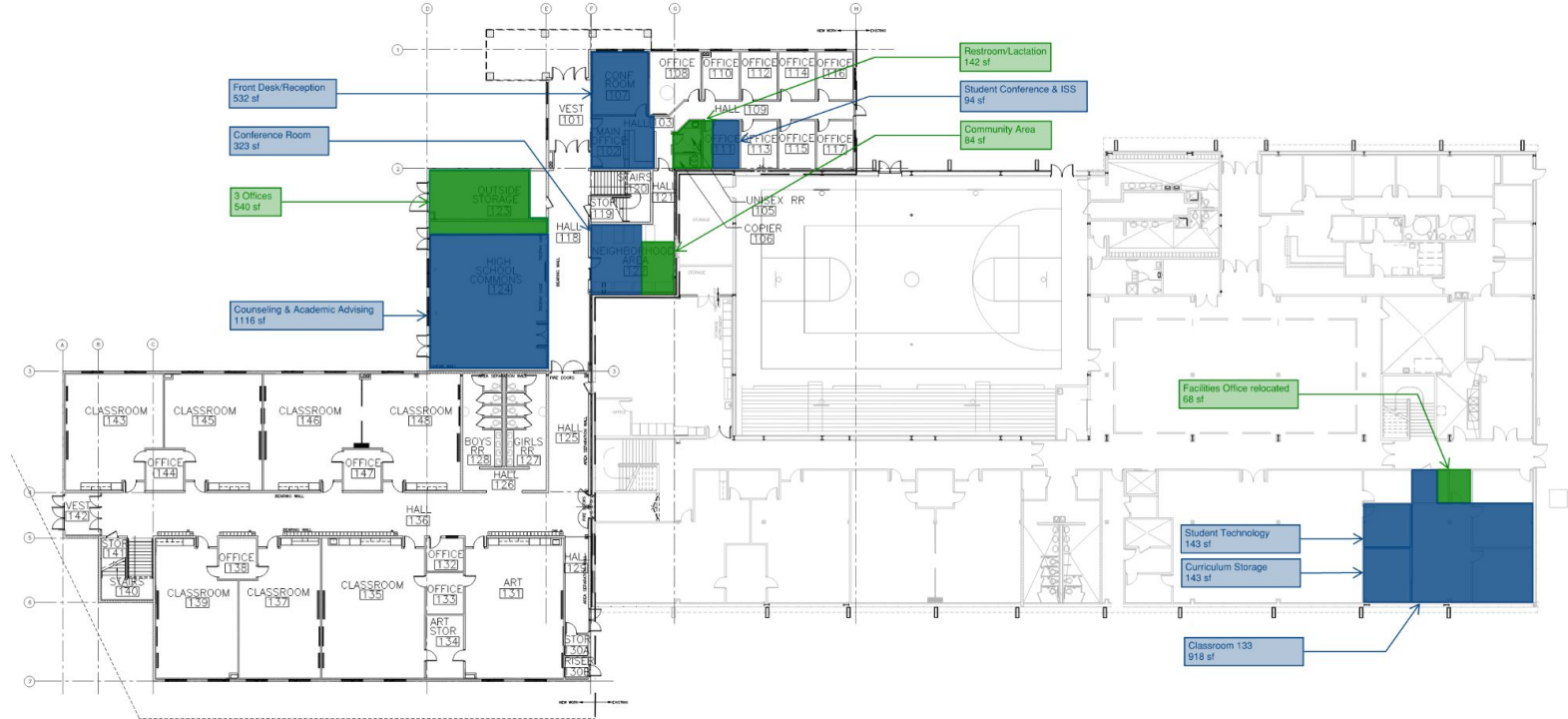


Existing Front Desk/Reception



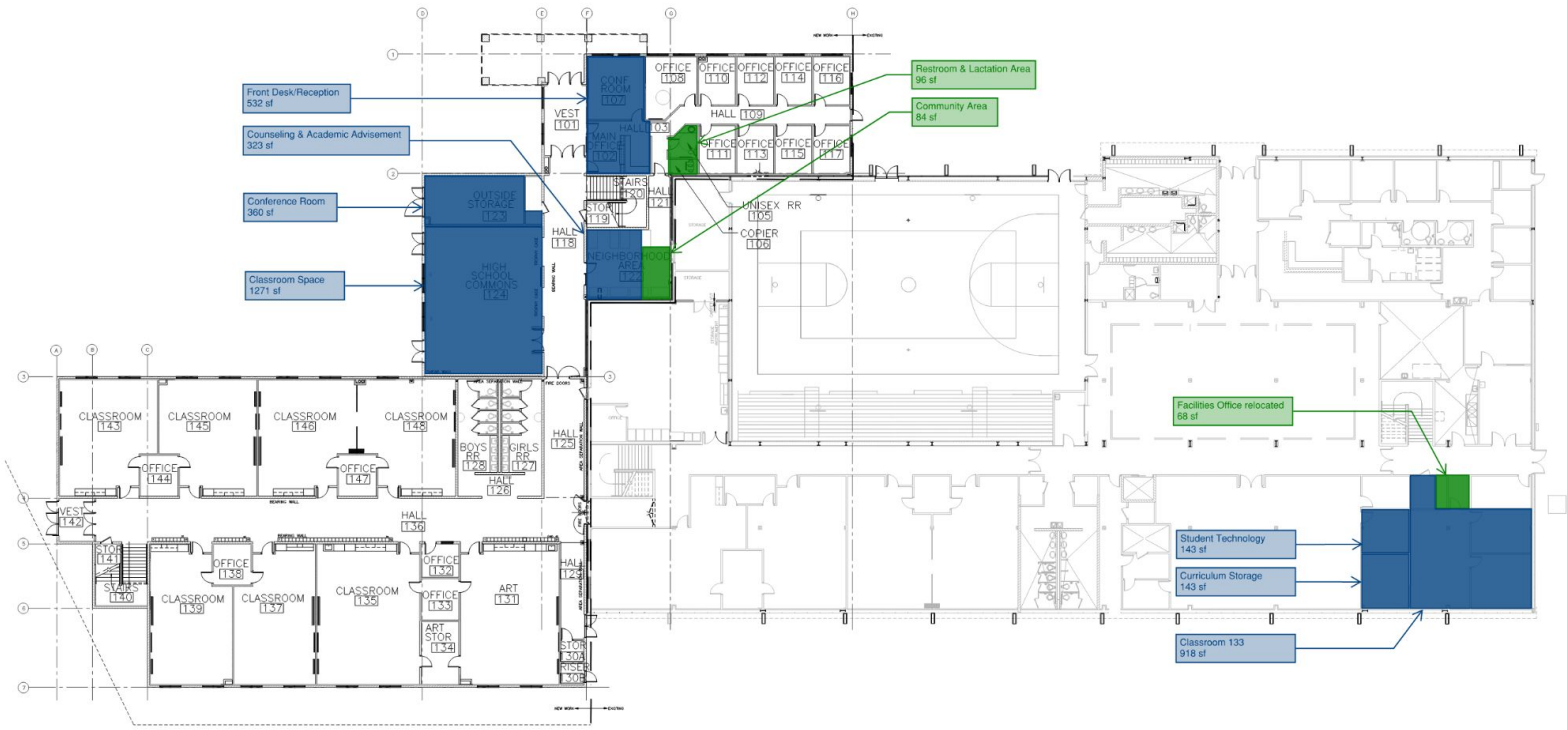
Existing Community Area

High School Building Programming Scenario 1



First Floor Plan - Existing Building

High School Building Programming Scenario 2



First Floor Plan - Existing Building

High School Building Programming Scenario 3



First Floor Plan - Existing Building

Estimated Project Schedule

Pre-Construction

Site Assessment & As-Built drawings 12/4/23 - 12/15/23

Schematic Design & Meetings 12/18/23 - 2/2/24

SD Construction estimating 1/29/24 - 2/2/24

Design Development 2/5/24 - 3/1/24

DD Construction estimating 2/16/24 - 3/1/24

Construction Documents 3/4/24 - 4/12/24

CD Construction estimating 3/29/24 - 4/12/24

Owner Review 4/15/24 - 4/19/24

Permitting 4/15/24 - 5/24/24

Construction Pricing & Negotiations 4/15/24 - 5/24/24

Construction

6/3/24 - 8/9/24

5.2 2023-2024 AMENDED BUDGET

Memorandum To:	Windsor Charter Academy Executive Board
From:	SarahGennie Colazio, Director of Finance & HR
Date:	November 3, 2023
Re:	2023-2024 Amended Budget
Agenda Item:	5.2
Pertinent Background Information:	<p>Per the Colorado Department of Education, "<i>Unified Improvement Planning was introduced in 2009 to streamline improvement planning components of state and federal accountability requirements. Based on the Colorado Achievement Plan for Kids (SB212-08), the primary purpose of improvement planning is to align efforts to: Ensure all students exit the K-12 education system ready for post-secondary education, and/or to be successful in the workforce, earning a living wage immediately upon graduation.</i>"</p> <p>Colorado schools and districts can improve student learning and system effectiveness by engaging in a cycle of continuous improvement to manage their performance.</p> <p>Windsor Charter Academy is a Performance school, requiring its schools to complete and submit UIPs once every two years.</p>
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to approve the 2023-2024 Amended Budget.
Attachments:	2023-2024 Amended Budget

2023-2024 Amended Budget Summary

Revenue Increases \$580,212

- \$212,688 in PPR, student fees
- \$168,850 Homeland Security SAFER Grant
- \$185,256 additional capital construction funding
- \$14,418 carryover in concurrent enrollment grant funding for staff credits

Expenditure Increases \$185,359

- \$42,500 salaries- partial year salaries for Athletic Secretary and Executive Admin Assistant
- \$44,720 in benefits, Medicare and PERA 2% increase in January 2024 and new positions
- \$2,000 increase in trash pickup
- \$71,569 decrease in building payments due to timing of State Treasurer intercept vs. bond amortization schedule
- \$2,114 PD increase for ThinkFast Bullying prevention program
- \$1,000 Board PD for CLCS Spring conference and coffee with the Board
- \$73,000 decrease in Tech communications due to SAFER grant
- \$2,000 of additional curriculum to support HS math
- \$2,500 for security officer membership and supplies, additional WPD support at events
- \$12,200 staff and student culture budget increases due to inflation and events
- \$36,000 Tech equipment- shifting purchase of replacement ipads from 24-25 to 23-24 to be ready for August 2024
- \$14,418 carryover for concurrent enrollment grant

Our projected net surplus is \$566,523 This is \$425,159 above our required debt service coverage of \$141,361.

This keeps us within our required 1.10x debt service coverage, at 1.40x.

Windsor Charter Academy Budget- Current and 5-Year Projection						
General Fund	2023-2024 Budget	2023-2024 Amended Budget	Per Pupil	Change	% of Budget	Amended Budget Notes 23-24
PPR Base	\$ 10,035.84	\$ 10,035.84				
FTE	1537.9	1559.0		21.1		
Revenues						
Per Pupil Revenue	\$ 15,434,325	\$ 15,645,875	\$10,035.84	\$ 211,549	83.5%	Increase of 21.1 students
Mill Levy 2007	\$ 90,000	\$ 90,000	\$57.73	\$ -	0.5%	
Mill Levy 2016	\$ 462,614	\$ 462,614	\$296.74	\$ -	2.5%	
Mill Levy 2022	\$ 912,000	\$ 912,000	\$584.99	\$ -	4.9%	
Interest	\$ 57,502	\$ 57,502	\$36.88	\$ -	0.3%	
Student Fees	\$ 83,048	\$ 84,186	\$54.00	\$ 1,138	0.4%	
Building Rental	\$ 67,200	\$ 67,200	\$43.10	\$ -	0.4%	
Other Revenue	\$ 3,346	\$ 3,346	\$2.15	\$ 0	0.0%	
Fundraising Revenue	\$ 60,000	\$ 60,000	\$38.49	\$ -	0.3%	
READ Act Grant Revenue	\$ 14,000	\$ 14,000	\$8.98	\$ -	0.1%	
Concurrent Enrollment Grant	\$ -	\$ 14,418	\$9.25	\$ 14,418	0.1%	Carryover from 22-23
Safety Grant		\$ 167,850	\$107.67	\$ 167,850		Homeland security SAFER grant award
Capital Construction	\$ 430,618	\$ 615,874	\$395.04	\$ 185,256	3.3%	Updated per August 23 CDE spreadsheet
Title II Grant Revenue	\$ 26,738	\$ 26,738	\$17.15	\$ -	0.1%	
Title IV Grant Revenue	\$ 2,395	\$ 2,395	\$1.54	\$ -	0.0%	
ESSER Funds Revenue	\$ -	\$ -	\$0.00	\$ -	0.0%	
O&G Revenue from Building Corp	\$ 10,000	\$ 10,000	\$6.41	\$ -	0.1%	
Total Revenues	\$ 17,653,785	\$ 18,233,998	\$11,695.96	\$ 580,212		
Transfers/Use of Reserves	\$ 501,000	\$ 501,000		\$ -		
Total Revenues and Reserves	\$ 18,154,785	\$ 18,734,998	\$1,866.81	\$ 580,212		
Expenditures						
Salaries & Benefits						
Salaries	\$ 8,899,030	\$ 8,941,530	\$5,735.43	\$ 42,500	47.7%	Part-time Athletic Secretary and FT Executive Administrative Assistant partial-year salaries
ESSER/Title II Salaries & Stipends	\$ 26,738	\$ 26,738	\$17.15	\$ -	0.1%	
Substitute Salaries	\$ 181,500	\$ 181,500	\$116.42	\$ (0)	1.0%	
Extra Duty/Stipends Salaries	\$ 198,000	\$ 198,000	\$127.00	\$ -	1.1%	
Salaries Total	\$ 9,305,268	\$ 9,347,768	\$5,996.00	\$ 42,500	49.9%	

Windsor Charter Academy Budget- Current and 5-Year Projection

Windsor Charter Academy Budget- Current and 5-Year Projection						
General Fund	2023-2024 Budget	2023-2024 Amended Budget	Per Pupil	Change	% of Budget	Amended Budget Notes 23-24
Medical	\$ 1,450,395	\$ 1,485,403	\$952.79	\$ 35,008	7.9%	Executive Administrative Assistant benefits and 2% increase for Jan 2024
Dental	\$ 66,794	\$ 66,794	\$42.84	\$ -	0.4%	
Vision	\$ 9,570	\$ 9,570	\$6.14	\$ -	0.1%	
Life/AD&D/LTD	\$ 53,691	\$ 53,691	\$34.44	\$ -	0.3%	
Medicare	\$ 134,926	\$ 135,543	\$86.94	\$ 616	0.7%	
Sick Bank/Short Term Disability	\$ 18,743	\$ 18,743	\$12.02	\$ 1	0.1%	
ESSER benefits (PERA, Medicare, Suta, Health)	\$ -	\$ -	\$0.00	\$ -	0.0%	
PERA	\$ 1,985,605	\$ 1,994,700	\$1,279.47	\$ 9,095	10.6%	
Benefits Total	\$ 3,719,724	\$ 3,764,444	\$2,414.65	\$ 44,720	20.1%	
Purchased & Technical Services						
Prof Services-Background Checks, Interpreter, Translations	\$ 14,614	\$ 14,614	\$9.37	\$ -	0.1%	
College Consulting	\$ 10,000	\$ 10,000	\$6.41	\$ -	0.1%	
Accounting Software/Payroll	\$ 50,337	\$ 50,337	\$32.29	\$ -	0.3%	
Audit/990 Prep	\$ 7,140	\$ 7,140	\$4.58	\$ -	0.0%	
Legal	\$ 30,600	\$ 30,600	\$19.63	\$ -	0.2%	
Purchased & Technical Services Total	\$ 112,691	\$ 112,691	\$72.28	\$ -	0.6%	
Facilities & Property Services						
Gas	\$ 63,824	\$ 63,824	\$40.94	\$ -	0.3%	
Electricity	\$ 175,100	\$ 175,100	\$112.32	\$ -	0.9%	
Water/Sewer	\$ 33,947	\$ 33,947	\$21.77	\$ 0	0.2%	
Trash	\$ 10,664	\$ 12,664	\$8.12	\$ 2,000	0.1%	free meals increases trash/recycling pickup
Facility Repairs & Maintenance	\$ 128,348	\$ 128,348	\$82.33	\$ -	0.7%	
ES Renovations	\$ 133,000	\$ 133,000	\$85.31	\$ -		
Bldg Lease Payments	\$ 1,485,213	\$ 1,413,644	\$906.76	\$ (71,569)	7.5%	Updated to tie to State Treasurer intercept schedule on 9/23
Field Rental 2023-2024	\$ 26,000	\$ 26,000	\$16.68	\$ -	0.1%	
Facilities & Property Services Total	\$ 2,056,096	\$ 1,986,528	\$1,274.23	\$ (69,569)	10.6%	
General Fund	2023-2024 Budget	2023-2024 Amended Budget		Change	% of Budget	
Other Purchased Services						

Windsor Charter Academy Budget- Current and 5-Year Projection

General Fund	2023-2024 Budget	2023-2024 Amended Budget	Per Pupil	Change	% of Budget	Amended Budget Notes 23-24
Special Ed District Charge	\$ 990,986	\$ 990,986	\$635.65	\$ 0	5.3%	
Concurrent Enrollment Fees	\$ 9,500	\$ 9,500	\$6.09	\$ -	0.1%	
Professional Development/ AVID	\$ 52,127	\$ 54,241	\$34.79	\$ 2,114	0.3%	ThinkFast bullying program
Board PD	\$ 4,000	\$ 5,000	\$3.21	\$ 1,000	0.0%	Increased for Coffee with Leadership and hotel inflation for League conference
Title II Grant Exp Prof Dev	\$ -	\$ -	\$0.00	\$ -	0.0%	
Title IV Grant Expenses	\$ -	\$ -	\$0.00	\$ -	0.0%	
District Admin Charges	\$ 308,687	\$ 312,917	\$200.72	\$ 4,231	1.7%	
District Communication Software	\$ 22,607	\$ 22,917	\$14.70	\$ 310	0.1%	
Property/Liability Insurance	\$ 100,545	\$ 100,545	\$64.49	\$ (0)	0.5%	
SUTA	\$ 18,557	\$ 18,642	\$11.96	\$ 85	0.1%	
Worker's Comp Insurance	\$ 45,703	\$ 45,703	\$29.32	\$ (0)	0.2%	
ESSER Apex	\$ -	\$ -	\$0.00	\$ -	0.0%	
(Tech) Copier Lease	\$ 73,962	\$ 73,962	\$47.44	\$ -	0.4%	
Tech Support	\$ 1,210	\$ 1,210	\$0.78	\$ -	0.0%	
Tech Repair/Maintenance	\$ 8,010	\$ 8,010	\$5.14	\$ -	0.0%	
Tech Software/Licensing	\$ 52,897	\$ 52,897	\$33.93	\$ -	0.3%	
Facilities Fire/Intercom/Security Maint	\$ 6,763	\$ 6,763	\$4.34	\$ 0	0.0%	
Tech Internet/Phone/Comm	\$ 165,590	\$ 92,590	\$59.39	\$ (73,000)	0.5%	Grant awarded for intercom upgrades
Concurrent Enrollment Grant Exp		\$ 14,418	\$9.25			
Job Advertising	\$ 10,200	\$ 10,200	\$6.54	\$ -	0.1%	
Marketing Enrollment	\$ 22,440	\$ 22,440	\$14.39	\$ -	0.1%	
Other Purchased Services Total	\$ 1,893,784	\$ 1,842,942	\$1,182.13	\$ (50,842)	9.8%	
Educational Supplies & Materials						
Curriculum	\$ 113,341	\$ 115,341	\$73.98	\$ 2,000	0.6%	\$2000 of support for HS math students
Resources	\$ 104,492	\$ 104,492	\$67.03	\$ -	0.6%	
Assessments/Testing	\$ 50,875	\$ 50,875	\$32.63	\$ -	0.3%	
Summer School Credit Recovery	\$ 1,500	\$ 1,500	\$0.96	\$ -	0.0%	
General/Office Supplies	\$ 21,428	\$ 21,428	\$13.74	\$ (0)	0.1%	
Media Center Supplies	\$ 2,266	\$ 2,266	\$1.45	\$ -	0.0%	
Security Supplies	\$ 17,236	\$ 19,736	\$12.66	\$ 2,500	0.1%	\$1500 for third security officer membership and supplies; \$1,000 for Windsor Police support at homecoming, prom and graduation
Security Software	\$ 6,300	\$ 6,300	\$4.04	\$ -	0.0%	

Windsor Charter Academy Budget- Current and 5-Year Projection

General Fund	2023-2024 Budget	2023-2024 Amended Budget	Per Pupil	Change	% of Budget	Amended Budget Notes 23-24
Paper	\$ 13,390	\$ 13,390	\$8.59	\$ -	0.1%	
Dues & Fees	\$ 36,000	\$ 36,000	\$23.09	\$ -	0.2%	
Health Supplies	\$ 6,386	\$ 6,386	\$4.10	\$ -	0.0%	
Teacher Classroom Budgets	\$ 9,455	\$ 9,455	\$6.06	\$ (0)	0.1%	
School Event Budgets	\$ 19,055	\$ 31,255	\$20.05	\$ 12,200	0.2%	Increased for inflation for staff and student culture budgets
Facility Supplies	\$ 42,024	\$ 42,024	\$26.96	\$ -	0.2%	
Title IV Supplies	\$ 2,395	\$ 2,395	\$1.54	\$ -	0.0%	
Facility On Call and Interns	\$ 5,099	\$ 5,099	\$3.27	\$ 1	0.0%	
PTC	\$ 7,500	\$ 7,500	\$4.81	\$ -	0.0%	
School Club Scholarship Fund	\$ 5,000	\$ 5,000	\$3.21	\$ -	0.0%	
Safety Grant	\$ -	\$ 167,850	\$107.67	\$ 167,850		SAFER grant- intercom system for all schools and radios for staff
Anniversary Gifts	\$ 1,957	\$ 1,957	\$1.26	\$ -	0.0%	
Exec Dir/Staff Culture	\$ 10,300	\$ 10,300	\$6.61	\$ -	0.1%	
Educational Supplies & Materials Total	\$ 475,999	\$ 660,549	\$423.70	\$ 184,550	3.5%	
Equipment						
Tech Equipment	\$ 245,463	\$ 281,463	\$180.54	\$ 36,000	1.5%	\$36,000 shifted from 24-25 budget to 23-24 budget to pre-purchase replacement ipads in technology rotation plan; preparation can occur in May & June each year
Facilities Equipment	\$ 1,500	\$ 1,500	\$0.96	\$ -	0.0%	
Vehicles purchased	\$ -	\$ -	\$0.00	\$ -	0.0%	
Furniture & Instruction Equipment	\$ 63,890	\$ 63,890	\$40.98	\$ -	0.3%	
Total Property/Equipment	\$ 310,853	\$ 346,853	\$222.48	\$ 36,000	1.9%	
Other						
Bank Fees	\$ 10,700	\$ 10,700	\$6.86	\$ -	0.1%	
Trustee Fees	\$ 22,000	\$ 22,000	\$14.11	\$ -	0.1%	
Firebird Facility Expenses	\$ 16,000,000	\$ 16,000,000	\$10,262.99			
Firebird Facility Bond Reimb	\$ (16,000,000)	\$ (16,000,000)	-\$10,262.99			
Vehicle Expenses	\$ 14,000	\$ 14,000	\$8.98	\$ -	0.1%	
Fundraising Expenses	\$ 60,000	\$ 60,000	\$38.49	\$ -	0.3%	
Athletics Deficit	\$ -	\$ -	\$0.00	\$ -	0.0%	
Other Total	\$ 106,700	\$ 106,700	\$68.44	\$ -	0.6%	
Total Expenditures	\$ 17,981,116	\$ 18,168,474	\$11,653.93	\$ 187,359		

Windsor Charter Academy Budget- Current and 5-Year Projection

General Fund	<u>2023-2024 Budget</u>	<u>2023-2024 Amended Budget</u>	<u>Per Pupil</u>	<u>Change</u>	<u>% of Budget</u>	Amended Budget Notes 23-24
Net Surplus/Deficit	\$ 173,669	\$ 566,523		\$ 392,854		
Required Surplus for DS Coverage	\$ 148,521	\$ 141,364				
Surplus over DS requirement	\$ 25,148	\$ 425,159				
<i>General Fund Balance- Beginning</i>	\$ 6,614,050	\$ 6,614,050				
<i>Appropriation</i>	\$ (501,000)	\$ (501,000)				
<i>Net Surplus/Deficit</i>	\$ 173,669	\$ 566,523				
Fund Balance- Ending	\$ 6,286,719	\$ 6,679,573				
Ending Fund Balance Detail						
<i>Unrestricted Fund Balance</i>	\$ 5,791,842	\$ 6,176,928				
<i>Restricted for Leave Liability</i>						
<i>TABOR Reserves</i>	\$ 494,877	\$ 502,645				
Total Projected Ending FB	\$ 6,286,719	\$ 6,679,573				
Total Revenues	\$ 18,154,785	\$ 18,734,998				
Total Expenditures less DS and one time	\$ 16,495,903	\$ 16,754,830				
Net Available for Debt Service	\$ 1,658,882	\$ 1,980,168				
Projected Debt Service	\$ 1,485,213	\$ 1,413,644				
Net Surplus	\$ 173,669	\$ 566,523				
Bond Covenant Requirement to Maintain 1.10 X Debt Service	\$ 1,633,734	\$ 1,555,009				
Actual Ratio	111.69%	140.08%				
Actual Surplus plus Debt Service	\$ 1,658,882	\$ 1,980,168				
Diff Over/(Under)	\$ 25,148	\$ 425,159				
Required Surplus to Maintain DS Coverage	\$ 148,521	\$ 141,364				
Daily Operating Expenses Less Capital Outlay and Debt Service	\$ 45,194	\$ 45,904				
Projected Days Cash on Hand Including TABOR Restraints	151.37	149.03				

5.3 2023-2024 SALARY SCHEDULE

Memorandum To:	Windsor Charter Academy Executive Board
From:	SarahGennie Colazio, Director of Finance & HR
Date:	November 3, 2023
Re:	2023-2024 Salary Schedule
Agenda Item:	5.3
Pertinent Background Information:	The 2023-2024 Salary Schedule has been amended to include two positions—Executive Administrative Assistant and Athletic Director Secretary.
Financial Considerations:	<p>The salary schedule reflects the following hourly rate for two new positions:</p> <ul style="list-style-type: none"> • Executive Administrative Assistant: \$27.04 to \$35.53. The contract would be for 204 days. The salary range for a full year at 1.0 FTE would be \$44,129 to \$57,990. • Athletic Director Secretary: \$15.06 to \$21.69. The Athletic Secretary annual salary, at .72 FTE for 196 days would range from \$17,002 to \$24,487, for the 23-24 year. For a 1.0 FTE, the annual salary would range from \$23,614.08 to \$34,010.
Recommendation(s):	It is the recommendation to approve the amended 2023-2024 Salary Schedule.
Attachments:	Amended Salary Schedule



Classified Hourly Schedule
2023-2024 School Year

Position	Min	Max
Food Services Kitchen Manager	\$16.69	\$26.95
Food Services Baker/Prep Cook	\$16.40	\$24.55
Food Services Assistant	\$15.40	\$22.37
Lead Custodian	\$18.84	\$27.10
Technology Assistant	\$19.56	\$28.14
Technology Specialist	\$24.38	\$32.52
Office Manager	\$27.04	\$38.91
Executive Administrative Assistant	\$27.04	\$35.53
Maintenance Technician	\$20.26	\$29.16
Registrar Assistant	\$17.94	\$26.51
Receptionist	\$17.94	\$25.82
Athletic Secretary	\$15.06	\$21.69
Media Assistant	\$15.40	\$20.93
Health Aide	\$15.40	\$21.96
Custodian	\$15.40	\$20.93
Instructional Paraprofessional w/ Sub License	\$16.50	\$25.42
Instructional Paraprofessional	\$15.40	\$19.90

The annual salary for Executive Administrative Assistant ranges from \$44,129 to \$57,990 at 204 days, based on the hourly rates listed above.

The Athletic Secretary annual salary, at .72 FTE for 196 days would range from \$17,002 to \$24,487, for the 23-24 year. For a 1.0 FTE, the annual salary would range from \$23,614.08 to \$34,010.

6.1 Personnel

6.1.1 Appointments

- 6.1.1.1 Dillan Brown, AVID Tutor
- 6.1.1.2 Anastacia Collins, AVID Tutor
- 6.1.1.3 Jamie Eller, AVID Tutor
- 6.1.1.4 Audrey Kuhn, Substitute Teacher
- 6.1.1.5 Kevin Muhm, Lunch Monitor
- 6.1.1.6 Amy Overton, Instructional Paraprofessional
- 6.1.1.7 Amy Samuelson, Instructional Paraprofessional
- 6.1.1.8 Jonathan Southam, AVID Tutor
- 6.1.1.9 Christina Swarts, Substitute Teacher
- 6.1.1.10 Kaylee Weickert, AVID Tutor

6.1.2 Terminations/Resignations

- 6.1.2.1 Allan Cieniuch, MS Flag Football Coach
- 6.1.2.2 Sarah Drips, HS Soccer Assistant Coach
- 6.1.2.3 Marsha Gustafson, Food Services Assistant
- 6.1.2.4 Thomas Kulawiak, HS Volleyball Assistant Coach
- 6.1.2.5 Seth McCutchen, HS Speech and Debate Coach
- 6.1.2.6 Christina Ponce, Food Services Assistant
- 6.1.2.7 Kaylie Rawlings, HS Volleyball Assistant
- 6.1.2.8 Coach Shawn Wherry, MS Soccer Coach

6.2 Policies

- 6.2.1 Policy JKD/JKE Suspension/Expulsion of Students, Second Read
- 6.2.2 Policy JKD/JKE-R Suspension/Expulsion of Students (Hearing Procedures), Second Read
- 6.2.3 Policy JBB Sexual Harassment, Second Read

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

6.2.1 POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	November 3, 2023
Re:	Policy JKD/JKE Suspension/Expulsion of Students, Second Read
Agenda Item:	6.2.1
Pertinent Background Information:	Legislators passed two bills during the 2023 legislative session that impact procedures for suspending, expelling, or denying admission to a student. House Bill 23-1291 Procedures for Expulsion Hearing Officers and Senate Bill 23-029 Disproportionate Discipline in Public Schools requires updates regarding hearing procedure, including records, conflicts of interest, and legal standards. Policy JKD/JKE has been updated accordingly.
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to approve the revision to Policy JKD/JKE Suspension/Expulsion of Students on second read.
Attachments:	Policy JKD/JKE-R Suspension/Expulsion of Students



SUSPENSION AND EXPULSION OF STUDENTS

In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures. In all cases of suspension and expulsion, students shall be afforded due process of law.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Executive Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

For a student in preschool, kindergarten, first grade, or second grade, the Executive Board and its designee(s) also shall determine that failure to remove the student from the school building through suspension and/or expulsion would create a safety threat that otherwise cannot be addressed, and shall document any alternate behavioral and disciplinary interventions that it employs before suspending or expelling the student.

Alternatives to Suspension

In lieu of suspension, the principal or designee may, at their discretion, permit the student to remain in school on the condition that the student's parent, guardian or legal custodian attend class with the student for a period of time established by the principal or designee. This alternative is not automatic. The principal or

designee shall consult with the student's teachers and obtain their consent before implementing this alternative. This alternative to suspension shall not be used if expulsion proceedings have been or are to be initiated, or if the principal or designee determines that the student's presence in school, even if accompanied by a parent, guardian or legal custodian, would be disruptive to the operations of the school or be detrimental to the learning environment of other students. In the event that this alternative becomes disruptive if it is used, then the school shall immediately terminate this option and suspend the student in accordance with policy. If the student's parent, guardian or legal custodian does not agree or fails to attend class with the student, the principal or designee shall suspend the student in accordance with policy.

Delegation of Authority for Suspensions

1. Student's in third grade and higher grade levels: The Executive Board delegates to the principals or to a person designated by the principal, the power to suspend a student in third grade and higher grade levels in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1)(a), (1)(b), (1)(c), or (1)(e) (JKD/JKE-E 1-3, 8) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (d) (JKD/JKE-E 5-7) unless expulsion is mandatory under law.

Student's in kindergarten through second grade levels: The Executive Board delegates to the principals or to a person designated by the principal, the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in C.R.S. 22-33-106.1 (2) (JKD/JKE-E 3, 5, 7), unless the principal or designee determines that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law.

2. The Executive Board delegates to the Executive Director the authority to suspend a student, in accordance with C.R.S. 22-33-105 and 22-33.106.1 (3), for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Executive Board, but the total period of suspension shall not exceed 25 school days.

Delegation of Authority for Denial of Admission or Expulsion

The Executive Board delegates to the Executive Director the authority to deny admission to or expel, a student. The expulsion will be for any period not extending beyond one calendar year. The Executive Director must act, in

accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, when determining that a student does not qualify for admission to or continued attendance at Windsor Charter Academy. If the Executive Director designates a person as a hearing officer, such hearing officer shall prepare findings of fact and recommendations for the Executive Director at the conclusion of the hearing. The Executive Director shall render a written opinion in the expulsion matter within five school days after the hearing.

Expulsion for Unlawful Sexual Behavior or Crime of Violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled. The information shall be used by the Executive Director to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. Windsor Charter Academy shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

Windsor Charter Academy Executive Board

October 2017

February 2020

February 2022

November 2023

Legal References

C.R.S. 16-22-102(9)

C.R.S. 18-1.3-406

C.R.S. 22-32-109.1 (2)(a)

C.R.S. 22-32-109.1 (2)(a)(I)(E)

C.R.S. 22-32-109.1 (3)

C.R.S. 22-32-144

C.R.S. 22-33-105

C.R.S. 22-33-106
C.R.S. 22-33-106.1
C.R.S. 22-33-106.3
C.R.S. 22-33-106.5
C.R.S. 22-33-107
C.R.S. 22-33-107.5
C.R.S. 22-33-108

Cross References

JEA Compulsory Attendance
JF Student Admissions
JICDA Code of Conduct
JK Student Discipline
JKD JKE-R Suspension/Expulsion of Students—Regulation



6.2.2 POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	November 3, 2023
Re:	Policy JKD/JKE-R Suspension/Expulsion of Students (Hearing Procedures), Second Read
Agenda Item:	6.2.2
Pertinent Background Information:	Legislators passed two bills during the 2023 legislative session that impact procedures for suspending, expelling, or denying admission to a student. House Bill 23-1291 Procedures for Expulsion Hearing Officers and Senate Bill 23-029 Disproportionate Discipline in Public Schools requires updates regarding hearing procedure, including records, conflicts of interest, and legal standards. Policy JKD/JKE-R has been updated accordingly.
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to approve the revision to Policy JKD/JKE-R Suspension/Expulsion of Students (Hearing Procedures) on second read.
Attachments:	Policy JKD/JKE-R Suspension/Expulsion of Students (Hearing Procedures)



SUSPENSION AND EXPULSION—REGULATION HEARING PROCEDURES

A. Procedure for Suspension of Ten Days or Less:

Through written policy the Executive Board has delegated to any school principal the power to suspend a student for not more than three, five or 10 school days, depending upon the grade of the student and type of infraction. Pursuant to policy JKD/JKE, the Executive Director has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be three school days or less for students in kindergarten through second grade, and 10 school days or less for students in third grade and higher grade levels.

The following procedures shall be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

1. Notice. The principal, designee or the Executive Director at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by US mail addressed to the last known address of the student or student's parent/guardian.
2. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation; specific names may be withheld if necessary.

This information need not be sent out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

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3. Informal Hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. Notification following suspension. If a student is suspended, the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. Removal from school grounds. A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. Readmittance. No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may re-admit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.

9. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of Windsor Charter Academy following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

B. Procedures for Expulsion or Denial of Admission

The Executive Board delegates the power to expel and deny admission of students to the Executive Director provided that the Executive Director shall briefly report on each case acted upon at the next regular meeting of the Executive Board. If the Executive Director believes that there is a reasonable basis to support the principal's recommendation, the Executive Director shall make provisions for the following:

- a. Notice. Not less than 5 business days prior to the date of the contemplated action, the Executive Director will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian or via email.
- b. Emergency notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
- c. Contents of notice. The notice will contain the following basic information:
 - i. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - ii. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 5 days after the date of the notice.
 - iii. A statement of the date, time and place of the hearing in the event one is requested.

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- iv. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - v. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
- d. Records. At least two business days in which school is in session prior to the expulsion hearing, all records intended to be used as supporting evidence must be provided to the student or their parent/guardian. If a record is discovered afterwards, the record must be provided to the student or their parent/guardian as soon as possible.
- e. Conduct of hearing. A hearing may be requested by the parent/guardian. Such a hearing will be conducted by a hearing officer who does not have a conflict of interest regarding the student or any alleged victim. The hearing will be closed except to those individuals deemed advisable by the Executive Director but including in all events the student, the parent/guardian, administration from the school and, if requested, the student's attorney. Such individuals who may have pertinent information will be admitted to a closed hearing to the extent necessary to provide information.

During the hearing, Windsor Charter Academy will have the burden of proving by a preponderance of the evidence that the student has violated one of the grounds for expulsion in its policy and state law. Technical rules of evidence will not be applicable, and the hearing officer may consider and give appropriate weight to such information or evidence he deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

The hearing officer will make specific factual findings and submit those findings and a recommendation regarding expulsion or denial of admission to the Executive Director. The Executive Director will review the hearing officer's factual findings and recommendation, and issue a written decision within five business days of the hearing, and provide the written decision to the student or their parent/guardian.

- f. Appeal. Within 10 business days after the decision of the Executive Director, the student may appeal the decision to the Executive Board. Failure to request an appeal within 10 business days will result in a waiver of the right to appeal and the Executive Director's decision will become final.

If an appeal is properly requested, the Executive Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the recording of the testimony, the hearing exhibits, the findings and recommendation of the hearing officer, the hearing officer's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of Windsor Charter Academy and the parents may make brief statements to the Executive Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Executive Board may ask questions for purposes of clarification of the record. The Executive Board will make final determination regarding the expulsion of or denial of admission to the student and will inform the student and his parent/guardian of the right to judicial review.

- g. Information to parents. Upon expelling a student, Windsor Charter Academy personnel shall provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of parents to request that the Windsor Charter Academy provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, Windsor Charter Academy personnel will assist the parent in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled and is not receiving educational services through Windsor Charter Academy, Windsor Charter Academy shall contact the expelled student's parent/guardian at least once every 60 days until the student is eligible to re-enroll to determine whether the child is receiving educational services. Windsor Charter Academy personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

- h. Readmittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
 - i. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
 - ii. there is an identifiable victim of the expelled student's offense; and
 - iii. the offense for which the student was expelled does not constitute a crime against property.

If Windsor Charter Academy has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

Crimes of Violence or Unlawful Sexual Behavior

Whenever Windsor Charter Academy is notified that a student at least 12 years of age but under 18 years of age has been charged in juvenile court with an offense that would constitute a crime of violence or unlawful sexual behavior if

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committed by an adult, or has been charged in district court with a crime of violence or unlawful sexual behavior, the Executive Director shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of the other students or personnel at school, and whether educating the student at school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers and other school personnel.

If it is determined that the student should not be educated at school, Windsor Charter Academy may institute procedures to suspend or expel the student. Alternatively, Windsor Charter Academy may delay consideration of the student's suspension or expulsion pending the outcome of the juvenile court or district court proceedings, during which Windsor Charter Academy shall provide the student with an appropriate alternate education program. The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion.

As used in this policy, a "crime of violence" means any of the following crimes as defined by law committed, conspired to be committed or attempted to be committed by a student in connection with which the student used or possessed and threatened the use of a deadly weapon, or caused serious bodily injury or death to any other person except another participant: (1) any crime against an at-risk adult or at-risk juvenile; (2) murder; (3) first or second degree assault; (4) kidnapping; (5) sexual assault; (6) unlawful sexual contact; (7) sexual assault on a child; (8) sexual assault on a child by one in a position of trust; (9) internet sexual exploitation of a child; (10) invasion of privacy for sexual gratification; (11) aggravated robbery; (12) first degree arson; (13) first degree burglary; (14) escape; or (15) criminal extortion. "Crime of violence" also means any felony unlawful sexual offense in which the student caused bodily injury to the victim or in which the student used threats, intimidation or force against the victim.

As used in this policy, "unlawful sexual behavior" means any of the following offenses as defined by law or criminal attempt, conspiracy, or solicitation to commit any of the following offenses: (1) sexual assault; (2) unlawful sexual contact; (3) sexual assault on a child; (4) sexual assault on a child by one in a position of trust; (5) enticement of a child; (6) incest or aggravated incest; (7) trafficking in children; (8) sexual exploitation of children; (9) procurement of a child for sexual exploitation; (10) indecent exposure; (11) soliciting for child prostitution; (12) pandering of a child; (13) procurement of a child; (14) keeping a place of child prostitution; (15) pimping of a child; (16) inducement of child prostitution; (17) patronizing a prostituted child; (18) promotion of obscenity to a

minor; (19) wholesale promotion of obscenity to a minor; (20) internet luring of a child; (21) internet sexual exploitation of a child; (22) two or more incidents of public indecency within any five-year period; (23) invasion of privacy for sexual gratification; or (24) second-degree kidnapping, if the person kidnapped is the victim of a sexual offense.

Students of Special Education Students.

Any discipline of students identified as students with disabilities under the IDEA or Section 504 shall be conducted in accordance with the state and federal laws and regulations concerning the discipline of students with disabilities.

Communication of Disciplinary Information.

The principal shall communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor who receives such information shall maintain the confidentiality of the information and does not have the authority to communicate the information to any other person. The student and his/her parent may challenge the accuracy of the disciplinary information by making a written request for review to the Executive Director

Windsor Charter Academy Executive Board
October 2017
February 2020
February 2022
November 2023

Legal References

C.R.S. 16-22-102(9)
C.R.S. 18-1.3-406
C.R.S. 22-32-109.1 (2)(a)
C.R.S. 22-32-109.1 (2)(a)(I)(E)
C.R.S. 22-32-109.1 (3)
C.R.S. 22-32-144
C.R.S. 22-33-105
C.R.S. 22-33-106
C.R.S. 22-33-106.3
C.R.S. 22-33-106.5
C.R.S. 22-33-107

C.R.S. 22-33-107.5

C.R.S. 22-33-108

Cross References

JEA Compulsory Attendance

JF Student Admissions

JICDA Code of Conduct

JK Student Discipline

JKD JKE Suspension/Expulsion of Students



6.2.3 POLICIES

Memorandum To:	Windsor Charter Academy Executive Board
From:	Dr. Teeples
Date:	November 3, 2023
Re:	Policy JBB Sexual Harassment, Second Read
Agenda Item:	6.2.3
Pertinent Background Information:	Legislators passed SB23-296, Prevent Harassment and Discrimination in Schools. The bill makes substantial changes to public schools' harassment and discrimination investigation process, including adding a new definition of harassment or discrimination. Policy JBB has been updated accordingly.
Financial Considerations:	NA
Recommendation(s):	It is the recommendation to approve the revision to Policy JBB Sexual Harassment on second read.
Attachments:	Policy JBB Sexual Harassment



SEXUAL HARASSMENT

The Executive Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination.

Windsor Charter Academy's Commitment

Windsor Charter Academy is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Windsor Charter Academy shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual Harassment Defined

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, “harassment” means any unwelcome physical or verbal conduct or communication directed at a person or group because of their membership in a protected class, which conduct or communication is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication must satisfy one or more of the following, under the preponderance of the evidence:

1. A school employee conditioning educational benefits or terms of employment on participation in unwelcome sexual conduct or communication (i.e., quid pro quo)
2. The conduct or communication unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.

Reporting, Investigation and Sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint. All reports and indications of sexual harassment from students, Windsor Charter Academy employees and third parties must be forwarded to the Title IX Coordinator.

Windsor Charter Academy will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude Windsor Charter Academy from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

Any student found to have engaged in sexual harassment may be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law.

Windsor Charter Academy will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. A formal report

or finding of harassment will not be required before a district takes corrective action.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures in Windsor Charter Academy schools and departments. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint procedures must be referenced in all student and employee handbooks, described in hard-copy notices posted at schools, and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and Windsor Charter Academy employees will receive periodic training related to recognizing and preventing sexual harassment. Windsor Charter Academy employees will receive additional periodic training related to handling reports of sexual harassment. Training material are available to the public on the Windsor Charter Academy's website.

Windsor Charter Academy Executive Board

Adopted: March 2016

September 2020

February 2021

November 2023

Legal References

20 U.S.C. § 1681 et seq.

C.R.S. 22-32-109 (1)(II)

C.R.S. 22-1-143

C.R.S. 24-34-402 (1.3)(a)

Cross References

AC Nondiscrimination/Equal Opportunity

AC-R Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

AC-R-2 Sex-Based Discrimination and Sexual Harassment Investigation Procedures

AC-E-1 Nondiscrimination/Equal Opportunity (Sample Notice)

JLF-R Reporting Child Abuse/Child Protection—Regulation

7.0

Executive Board
Pulled-Consent
Agenda Items

8.0

Member Pulled-
Consent Agenda
Items

9.0

Executive Session

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

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

10.0

Adjournment

The motion was made by Feyen and seconded by James to adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 9:08 p.m.