



November Regular Session

November 29, 2018

Elementary School

*680 Academy Ct.
Windsor, CO 80550*

Middle & Early College High School

*810 Automation Dr.
Windsor, CO 80550*



November 29, 2018

Work Session @ 5:30 p.m.
Regular Session @ 7:00 p.m.

Executive Board

Samual Penn, President
John Feyen, Vice President
Donna James, Treasurer
Kevin Albertsen, Secretary
Sherry Bartmann, Member
Carolyn Mader, Member
Jenny Ojala, Member

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE DECEMBER REGULAR SESSION

Executive Board Minutes November 29, 2018

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 5:36 p.m.

1.2 Roll Call

Executive Board Members Present

Samual Penn, Executive Board President
John Feyen, Executive Board Vice-President
Donna James, Executive Board Treasurer
Kevin Albertsen, Executive Board Secretary (called via phone at 5:42 p.m.)
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Jenny Ojala, Executive Board Member (arrived at 5:44 p.m.)

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Casado, 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 to approve the amended November 29, 2018 Regular Session agenda, moving the consent agenda after 5.0 Items for Action, was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the October 25, 2018 Regular Session minutes was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Executive Session

A motion was made to enter an Executive Session based on the following citations:

- Conduct conferences with the Schools' attorney for receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

The motion was made by John Feyen and seconded by Sherry Bartmann. Both Executive Director, Rebecca Teeple, and Director of Finance/HR, Sarah Gennie Casado, were invited to join the Executive Board in Executive Session. The Executive Board entered the Executive Session at 5:42 p.m.

An Executive Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Executive 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 Executive Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Executive 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 Schools' attorney for receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)

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

The Executive Board exited Executive Session at 6:53 p.m. A short break occurred and the Executive Board re-entered their Regular Session at 7:05 p.m.

3.0 Citizen Communication

There were one parent present at the November Executive Board Regular Session. No parents spoke at the Executive Board Regular Session.

4.0 Reports

4.1 Executive Director's Report

Excellence in Innovation

- Middle school and high school students have fun participating in the final STEM Halloween activity in October. Students were engaged in solving an interactive BreakoutEdu box challenge where they had to apply critical thinking, teamwork and problem-solving skills to solve multiple puzzles during their lunch hour.
- All students at the middle school and early college high school will be participating in an Hour of Code activity on December 7th. Over 7 million job openings in the U.S. each year are in occupations—including art and design—that value coding skills, however 60 percent of schools in the U.S. do not teach computer science. Hour of Code exposes students to the concepts of computer science and problem solving as a part of a worldwide event. This is a great opportunity to spark an interest in coding and computer science within our students as we continue to grow our STEM elective and enrichment programming.
- Donor database (Bloomerang) is up and running with past donation information and any donor communication. This database will be used for our year end campaign and any fundraising moving forward.

- A year-end campaign will run during the month of December. Monies raised will be used to purchase items from teacher wish lists.
- A large effort has been made to increase WCA's marketing for enrollment and Parent Prospective Nights in January. We are in the final stages of the publications and marketing to target enrollment for prospective parents for the 2019-2020 school year. Some marketing efforts include a movie advertisement, a postcard campaign that will be sent in late December, two ads in *The Best of Greeley* magazine, large outside banners on the high school basketball fence and a revamp of the WCA website. Branding has been a focus as the style guide process includes clearly outlined school colors and crisp, clear logos. This work will support future marketing efforts for publications.

Excellence in Instruction

- Elementary and MS/HS staff received professional development on Google basics to increase their productivity and proficiency with utilizing the Google Suite for Education tools as a part of the Intro to Technology professional development program.
- Four elementary and MS/HS teachers attended the Google EdTech Summit over the weekend of November 3rd and 4th. These teachers received 12 hours of professional development centered around Google based programs, resources and tools to encourage innovative teaching strategies and student engagement in their classrooms. These teachers will be presenting their learning outcome at the next Innovation Leadership Academy meeting and upcoming staff meetings in December and January.
- Administration is conducting ongoing walkthrough observations focused on the teacher effectiveness rubric and the AVID site team goals.

Excellence in Culture and Climate

- The fourth annual middle school and high school Safety Day will occur on November 30th. The focus for this year is situational awareness and mindfulness.
- The Parent Technology Education Night on October 22nd was well attended. Over 25 parents received a presentation on "How to Parent in a Digital World" from the WCA technology and innovation department. WCA parents also participated in a panel discussion to address questions and concerns from the WCA community with regard to cyber safety, parental controls for devices at home and media use and screen time best practices.
- Veteran's Day assemblies were well-attended At both schools. Our students did a remarkable job in welcoming, performing and showing gratitude for the sacrifices of our veterans.
- Our elementary students are recognizing one another for following the 8 Keys of Excellence through our student driven Key Notes. Each morning several students come to the office to recognize their peers.

Excellence in Leadership

- Counseling staff has trained leadership on updated threat and risk assessment protocols.
- MS/HS administration has met with each team lead to determine elective course offerings and curriculum needs for the 2019-2020 school year.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
November 30 th	All Day	MS/HS Safety Day	MS/HS Building
December 1 st		Charter Renewal Contract Due to District	
December 1 st	7:00 to 10:00 p.m.	HS Dance	MS/HS Gym & Commons
December 4 th	6:30 p.m.	MS Music Department Concert	MS/HS Gym
December 6 th	5:30 p.m.	4 th and 5 th Grade Colorado/Choir Program	ES Gym
December 6 th	6:30 p.m.	HS Music Department Concert	MS/HS Gym
December 6 th	3:30 to 6:30 p.m.	3 rd Through 5 th Grade Art Show	ES Hallways
December 6 th	3:30 to 6:30 p.m.	BOGO Scholastic Book Fair	ES Classroom D
December 7 th	3:30 to 8:00 p.m.	3 rd Through 5 th Grade Art Show	ES Hallways
December 7 th	3:30 to 8:00 p.m.	BOGO Scholastic Book Fair	ES Classroom D
December 7 th	5:00 to 8:00 p.m.	Sweets with Santa	ES Gym, Café, Library
December 13 th	7:00 p.m.	Regular Session (No Work Session in December): Approval of Registration & Other Fees	HS Commons
December 14 th and 15 th	7:00 p.m.	MS Musical	ES Stage
December 19 th		Christmas Lunch: 1 st , 3 rd , 5 th and W/F Kindergarten	ES Cafeteria
December 20 th		ES Winter Holiday Parties	ES Classrooms
CALENDAR PREVIEW OF THE YEAR AHEAD			
January 24 th		Annual Board Self-Assessment	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	
April 13 th		WCA Annual Spring Gala	The Ranch Event Center

4.2 Executive Board Reports

4.2.1 Samuel Penn

This past month Mr. Penn was able to facilitate the annual Fall Parent Membership meeting on Thursday, November 8th. The meeting allowed stakeholders and board members the opportunity to interact and address pressing questions for the Board about a variety of policy, finance and governance topics. Additional efforts this month emphasized review of the charter school application renewal, first and second read policies and agenda development.

4.2.2 John Feyen

Mr. Feyen attended the School Accountability Committee meeting on November 5th, and the annual Fall Parent Membership meeting on November 8th.

4.2.3 Donna James

Mrs. James and her family participated in the trunk or treat event. Additionally, Mrs. James attended the annual Fall Parent Membership meeting and the MSHS Veteran's Day celebration. Mrs. James commended the students for the superb job of honoring our veterans at the assembly. She also attended the performance of *The Importance of Being Earnest*. Mrs. James also attended the Finance Committee meetings.

4.2.4 Kevin Albertsen

Mr. Albertsen attended trunk or treat and the elementary Veteran's Day assembly. He also participated in the work of the Education Committee as well as the annual Fall Parent Membership meeting. Mr. Albertsen shared that all three elementary Lego Robotics teams would be competing on December 1st.

4.2.5 Sherry Bartmann

Mrs. Bartmann attended Coffee with Leadership following last month's Board meeting. In addition, she has attended WCA high school basketball, the annual Fall Parent Membership meeting, and a fantastic WCA high school production of The Importance of Being Earnest! Mrs. Bartmann also spent a great deal of time supporting the efforts of the haunted house and hosted a trunk at the trunk or treat activity. Mrs. Bartmann is the board Liaison to the Student and School Safety Committee, which met again for their quarterly meeting in November. The Safety Committee has worked to prioritize top projects that will address issues or opportunities for improvement at both campuses. Mrs. Bartmann also sits on the subcommittee for Dropoff/Pickup Safety which met twice this month. Mrs. Bartmann also attends community conversations with Windsor Town Board members events as they are offered (similar to WCA Coffee with Leadership).

4.2.6 Carolyn Mader

Mrs. Mader attended trunk or treat and the haunted house events. Mrs. Mader also attended Coffee with Leadership. She was at the annual Fall Parent Membership meeting, which was held at the beginning of the month. Mrs. Mader also attended a strategic plan review meeting with committee members, reviewing potential revisions and alignment to the current strategic plan.

4.2.7 Jenny Ojala

This month, Mrs. Ojala attended a School Accountability Committee meeting, as well as two Strategic Plan Review Committee meetings. The SAC continued its work on fine-tuning the parent, student and staff surveys. The Strategic Plan Review Subcommittee worked to ensure the goals delineated in the Plan were up-to-date, determining which goals have already been met and setting new goals, if needed. Mrs. Ojala also participated in the annual Fall Parent Membership meeting. Mrs. Ojala was also able to attend trunk or treat at the middle/high school, the elementary school Halloween parade, as well as the Veteran's Day assembly.

5.0 Items for Information

5.1 Executive Board Message of Gratitude

Mrs. James would like to recognize the efforts of Sarah Brown, our middle school PTC president, for organizing the event, and Mr. Lighthall and all his volunteers who spent countless hours on the haunted house. The tear-down of the haunted house was incredible to watch.

5.2 Facilities Planning

5.3 Three Schools—Elementary School, Middle School and High School

5.4 2018-2019 Amended Budget

6.0 Consent Agenda

6.1 Personnel

Appointments

- Jenna Oliver, HS Teacher
- Vanessa Pace, Custodian
- Shiloh Morado

Non-Renewals/Resignations

- Jorge Tena, Custodian

6.2 Second Read Policies

- Policy IKF: Graduation Requirements
- Policy JHCA-R: Closed/Open Campus

6.3 Financial Report

October Financials

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

7.0 Items for Action

7.1 High School Disney Youth Education STEM Trip

The motion to approve the high school Disney Youth Education STEM trip was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.2 Communications Manager Position

A motion to approve the Communications Manager position was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion to approve the job description for Communications Manager was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.3 Education Committee Recommendations

The motion to approve Envisions 2020 math program as recommended by the Education Committee was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

The Education Committee reviewed several English Language Arts resources to support the high school program. They recommend the following resources be approved by the Executive Board:

- Of Mice and Men by John Steinbeck
- Lord of the Flies by William Golding
- American Born Chinese by Gene Luen Yang
- MacBeth: The Graphic Novel by William Shakespeare

The motion to approve the English language arts resources as recommended by the Education Committee was made by Carolyn Mader and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.4 Middle School Organic Growth

The motion to approve continued organic growth of our middle school was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.5 Middle & High School Marquis

The motion to table the middle and high school marquis indefinitely was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.6 Exit Interviews

The motion to approve continued work on exit interviews was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, nay; James, nay; Mader, aye; Ojala, aye; Penn, nay. The motion passed 4 to 3.

7.7 Three Schools—Elementary School, Middle School and High School

The motion to approve the movement from two schools to three schools, moving from an elementary school and a middle/high school to an elementary school, middle school and high school was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, nay; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.8 Renewal of Weld Re-4 Charter Contract

A motion to approve the renewal of the Weld Re-4 charter contract was made by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.9 Parent, Staff & Student Surveys Review

A motion to approve the survey questions as outlined in the links below for the next two years that were recommended by the School Accountability Committee for parents, staff and students was made by John Feyen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.10 Policy GBGA Staff Health and Safety, First Read

The motion to approve Policy GBGA Staff Health and Safety on first read was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.11 Policy GBGA-R Staff Health, First Read

The motion to approve Policy GBGA-R Staff Health on first read was made by XXX and seconded by XXX. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.12 Policy GBGB Staff Personal Security and Safety, First Read

The motion to approve Policy GBGB Staff Personal Security and Safety on first read was made by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.13 Policy GBEEA Use of Social Media for School-Related Purposes, First Read

The motion to approve Policy GBEEA Use of Social Media for School-Related Purposes on first read was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

7.14 Policy JICA Dress Code, First Read

The motion to approve Policy JICA Dress Code on first read was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

A motion was made to adjourn the November 29, 2018 Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 10:26 p.m.



Appendix



1.0 October Regular Session Minutes

Executive Board Minutes
October 25, 2018

Work Session: 5:30 p.m.

- 9.0 Professional Development by Miller Farmer Law
- 10.0 Exit Interviews
- 11.0 Executive Director Evaluation Revision Update

1.0 Opening of the Meeting

- 1.1 **Call to Order**
The meeting was called to order at 7:04 p.m.

- 1.2 **Roll Call**
Executive Board Members Present

Samual Penn, Executive Board President
John Feyen, Executive Board Vice-President
Donna James, Executive Board Treasurer (*Left at 9:40 p.m.*)
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Jenny Ojala, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Casado, 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 to approve the October 25, 2018 Regular Session agenda was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the September 27, 2018 Regular Session minutes was made by Kevin Albertsen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 17 parents that were present at the October Executive Board Regular Session. There were 4 parents that spoke at the Executive Board Regular Session. The parents spoke on the following topics:

- Simmons: Armed vs. Unarmed Security and Athletics
 - Schwartz: Armed vs. Unarmed Security
 - Bryant: Armed vs. Unarmed Security
 - Coldiron: Armed vs. Unarmed Security
-

3.0 Reports

3.1 Executive Director's Report

Enrollment

The Executive Board approved a budget based on 97% of projected enrollment, at 1257 students. Unofficially, enrollment on October Count day was 1258. This is over an 11% increase from the 2017-2018 school year.

Excellence in Innovation

- The Elementary PTC Innovation Night was well attended and well received by the WCA community. This was an excellent opportunity for students to explore various careers and applications of science, technology, engineering and math and have the opportunity for hands on application.
- The first Innovation Leadership Academy meeting was held at the end of September. This is a yearlong learning community for WCA staff members. Participants will act as innovative leaders within their schools to help inspire innovative thinking and learning in WCA classrooms. All participants will contribute to building an "innovative tools for the classroom" resource website and act as innovative team leaders within their schools.
- Middle school and high school students can participate in a variety of innovation and technology elective classes.
- The middle school media center hosted a STEM Halloween event for the month of October. Each Wednesday a group of middle school students was selected to participate in a science, technology, engineering or math-based activity during their lunch hour. Students were selected to participate based on their knowledge of STEM based questions throughout the week.
- Our Food Services department continue to be innovative and show a profit of \$4,645.59 for the months of August and September. Comparing similar data last year, the Food Services department showed a loss of \$5,657.29. This is a delta of \$10,302.88. Average daily sales are up by \$200 per day for August and September from last year to this year.

Excellence in Instruction

- Elementary school teachers participated in professional development on AVID WICOR strategies and STAR math training
- Elementary administration and teachers hosted their first AVID Showcase for district administrators, school leaders and teachers across Colorado.
- The middle school and high school math and the English language arts departments met with school administrators to analyze state assessment and benchmark assessment data. Based on these discussions both teams formulated action steps for their content teams. During the October 15th staff professional development day, the math teachers and the English language arts teachers worked collaboratively to formulate plans to support student achievement and growth.
- Middle school and high school teachers were trained on aligning formative assessments to standards and how to use the results of these assessments to guide

instruction. They also received training on AVID and Step-up-to-Writing procedures as well as Close reading professional development.

- Middle school and high school content-area teachers developed and administer an extended writing prompt each quarter. The writing prompt for each content was developed collaboratively with colleagues during the October staff professional development day.
- Middle school and high school instructional coaches attended cognitive coaching professional development and presented their learning to administration and subsequently to all teaching staff.
- Both elementary, middle and high school staff received professional development on interactive learning with their classroom displays using the SMART Notebook and SMARTLab software. Professional development was also delivered surrounding student engagement with the Pear Deck extension for Google Slides and the Flipgrid online video discussion platform.

Excellence in Culture and Climate

- Windsor Charter Academy received the FRCAA Sportsmanship trophy for boys' soccer this season.
- Our counseling staff attended training regarding steps to proactively prevent and appropriately support students through crisis. The training included current best practices for risk assessments and threat assessments.
- The Technology and Innovation committee is hosting a parent Technology Education Night on October 22nd. This event will offer an opportunity for parents to learn more about overcoming the challenges of parenting in a digital world.
- Elementary students across grade levels met with their Key Buddies to participated in a character lesson on integrity, one of our 8 Keys of Excellence.
- After school clubs are underway and well attended. Our elementary school clubs include Lego Robotics, Choir, Chess Club, Art Club and Intramurals. Our middle school clubs include Math Counts Team and National Junior Honor Society. Our high school clubs include Math League, Student Council and National Honor Society.

Excellence in Leadership

- School administration and counseling representatives from the elementary, middle and high school attended the Gaggie Student Safety Symposium in Denver on October 4th. Presentations on youth suicide risk, resiliency and prevention and online safety from experts in the field provided an excellent opportunity for learning.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
October 26 th	8:15 to 10:20 a.m.	4 th Grade Medieval Festival	Café and Classrooms
October 26 th		MS/HS Character Education Assembly	MS/HS Gym
October 26 th	7:00 to 11:00 p.m.	WCA Annual Haunted House	MS/HS Gym
October 27 th	4:00 to 11:00 p.m.	WCA Annual Haunted House	MS/HS Gym
October 27 th		Trunk or Treat	MS/HS Parking Lot & Commons
October 30 th	8:30 to 9:15 a.m.	Elementary Honor Roll Assembly	ES Gym

October 30 th		MS/HS UNC Math Contest	MS/HS Media Center
October 30 th	2:20 p.m.	T/Th Kindergarten Parade	ES School
October 31 st	1:30 to 3:00 p.m.	ES Halloween Parade and Parties	ES School
November 8 th	6:00 p.m.	Fall Parent Membership Meeting	HS Commons
November 9 th	8:00 a.m.	MS/HS Veteran's Day Assembly	MS/HS Gym
November 12 th	8:30 to 9:15 a.m.	ES Veteran's Day Assembly	ES Gym
November 13 th	3:30 p.m.	ES PTC Meeting	ES Classroom D
November 14 th	11:30 to 3:15 p.m.	2 nd Grade Immigration Day	ES 2 nd Grade Classrooms
November 15 th		Kinder, 2 nd and 4 th Grade Thanksgiving Lunch	ES Café
November 15 th	5:30 p.m.	Executive Board Work/Regular Session-- Review of Completed Financial Audit	HS Commons
November 16 th	8:15 a.m.	Coffee with Leadership	MS/HS Media Center
November 16 th	9:15 to 12:15 p.m.	3 rd Grade Roman Day	TBD
November 19 th -23 rd		Fall Break-NO SCHOOL	
CALENDAR PREVIEW OF THE YEAR AHEAD			
December 1 st		Charter Renewal Contract Due to District	
December 13 th		Regular Session (No Work Session in December): Approval of Registration & Other Fees	
January 24 th		Annual Board Self-Assessment 1 st Read on Salary & Stipend Schedules	
February 21 st		Regular Session (No Work Session in February): 2 nd Read on Salary & Stipend Schedules	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	
April 13 th		WCA Annual Spring Gala	The Ranch Event Center

3.2 Executive Board Reports

3.2.1 Samuel Penn

Sam Penn has been working with Executive Board members to gather details in review of the Armed/Unarmed Security Officer topic, ED performance goal planning, facilities planning and exit interviews. Mr. Penn works with Executive Director Teeple to develop and implement the professional development training to help guide the WCA Board. Mr. Penn continues to share in dialogue with Executive Director Teeple and the Weld RE-4 Superintendent regarding security and safety in our schools. Mr. Penn is looking forward to the upcoming Parent Membership town hall meeting.

3.2.2 John Feyen

In the past month, John Feyen attended the MS/HS concert, a meeting of the Executive Director Evaluation committee, and the Weld RE-4 District Board meeting. Mr. Feyen also taught Major Case Considerations and Interview/Interrogation for the Introduction to the Police Academy elective.

3.2.3 Donna James

Ms. James attended several middle school boys' soccer games for the C-team. It has been so gratifying to see the boys grow as players, despite some very mis-matched games. The boys have maintained positive attitudes and shown excellent sportsmanship. The soccer teams all attended a banquet on October 10th to celebrate their hard work this season. Thanks to all our dedicated coaches, for a

great season. Ms. James also met with the Director of Finance/HR, but will miss the monthly finance meeting due to out-of-town travels.

3.2.4 Kevin Albertsen

Kevin Albertsen attended the first Education Committee meeting on October 4th. Committee members participated in presentations on Math in Focus and Envisions for a potential elementary school math adoption for the 2019-2020 school year. Mr. Albertsen also attended the MS/HS band concert and the AVID showcase at the elementary school this month.

3.2.5 Sherry Bartmann

Sherry Bartmann attended Coffee with Leadership following the monthly board meeting. Mrs. Bartmann also attended middle and high school sports games, including the middle school volleyball tournament hosted by WCA. Mrs. Bartmann chaperoned the 7th grade field trip to CSU.

3.2.6 Carolyn Mader

Carolyn Mader was able to attend the middle school boys' soccer games to show support for our students.

3.2.7 Jenny Ojala

Ojala was unable to attend the School Accountability Committee Meeting on October 8. The committee continued discussion of survey questions for the 2018/2019 surveys.

12.0 Items for Information

12.1 Executive Board Message of Gratitude

4.1.1 Donna James

Mrs. James recognized all the dedicated coaches that support WCA students as they grow in athletic and life skills.

12.2 Long-Term Staffing Plan

The Executive Board took a break during the October Regular Session from 7:55 to 8:01 p.m.

13.0 Items for Action

13.1 2018 Annual Financial Audit

The annual financial audit was completed and reviewed by the Finance Committee during the September and October meetings. Sarah Gennie, Director of Finance/HR presented the audit summary to the Executive Board. The Finance Committee

recommended that the Executive Board approve the audit. The motion to approve the 2018 annual financial audit was made by John Feyen and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

13.2 Policy IKF Graduation Requirements, First Read

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

13.3 Policy JHCA-R Closed/Open Campus, First Read

The motion to approve Policy JHCA-R, Closed/Open Campus on first read was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, nay; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed.

13.4 Long-Term Staffing for School Security

The motion to approve school security as long-term staff for Windsor Charter Academy Schools was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

13.5 Armed Security

The motion to approve armed security for Windsor Charter Academy Schools was made by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

The motion to approve the job description for an armed security officer was made by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

13.6 Facilities Master Plan

The motion to approve the facilities master plan with a prioritization of constructing a multi-purpose building with a gymnasium on the owned lot on Diamond Valley first, the performing art section of the new design on Automation Dr. second, and the gymnasium section of the new design on Automation Dr. third for Windsor Charter Academy Schools was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, nay; Bartmann, nay; Feyen, nay; Mader, nay; Ojala, nay; Penn, nay. The motion did not pass.

14.0 Consent Agenda

14.1 Personnel

Appointments

There were no new appointments.

Non-Renewals/Resignations

There were no non-renewals/resignations.

14.2 Second Read Policies

14.2.1 Policy BEDH Citizen Participation

14.2.2 Policy GBGH Sick Leave Bank

14.2.3 Policy JICEA School-Related Student Publications

14.2.4 Policy JICEA-R School-Related Student Publications—Regulation

14.2.5 Policy JICEC Student Distribution of Non-Curricular Materials

14.2.6 Policy JICEC-R Student Distribution of Non-Curricular Materials—Regulation

14.2.7 Policy JJE Fundraising Activities

6.3 Financial Report

September Financials

A motion was made to approve the Consent Agenda was made by Carolyn Mader and seconded by Sherry Bartmann. Members voted the following: Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. *(Kevin Albertsen stepped out from 10:09 to 10:11 p.m. and was not part of the consent agenda motion or vote.)*

15.0 Executive Session

An Executive Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Executive 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 Executive Board is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Executive 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 Schools' attorney for 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)

16.0 Adjournment

A motion was made to adjourn the October 25, 2018 Regular Session was made by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 10:12 p.m.



2.0 High School Disney Youth Education STEM Trip

Program Summary

The Disney Youth Education Program offers guided, in-park educational field studies with courses in applied sciences, environmental studies, liberal arts and leadership development for elementary, middle, and senior high school students of all ages from around the world traveling in groups of 10 or more.

Windsor Charter Academy students would participate in the following programs:

1. **The Evolution of Technology:** Students discover the progressive nature of technology as they explore factors that influence and impact development and acceptance.
2. **Properties of Motion Physics Lab:** Students experience physics in practical application as they demonstrate force, motion and gravity at work in some of the most popular attractions at Magic Kingdom park.
3. **The Science of Disney Imagineering Gravity:** Students explore how gravity and Newton's laws of motion are fundamental to the creation of our exhilarating theme park experiences.
4. **Exploring Careers in Zoological Sciences:** Students in grades 9—12 study various animal science roles—from animal behaviorist to nutritionist—at Disney's Animal Kingdom theme park. Throughout this 3-hour field study, students investigate the responsibilities and contributions of the various scientific teams that ensure the well-being of the animals.

Daily Itinerary:

Monday April 1st, 2019	
11:40 a.m.	Depart Denver on Southwest Flight # 452
5:10 p.m.	Arrive at Orlando Airport
6:00 p.m.	Check in to Disney's All-Star Music Resort
7:00 p.m.	Group Dinner at Raglan Road in Disney Springs

Tuesday April 2nd, 2019	
7:30 a.m.	Depart Resort
9:00 a.m.	Evolution of Technology Program in EPCOT

12:00 p.m.	Group Lunch
1:00 p.m.	Explore EPCOT in Small Groups
6:00 p.m.	Group Dinner
7:00 p.m.	Explore EPCOT

Wednesday, April 3rd, 2019	
7:30 a.m.	Depart Resort
9:00 a.m.	Properties of Motion Physics Lab Program in Magic Kingdom
12:00 p.m.	Group Lunch
1:00 p.m.	Explore Magic Kingdom in Small Group
6:00 p.m.	Group Dinner
7:00 p.m.	Explore Magic Kingdom in Small Groups

Thursday, April 4th, 2019	
7:30 a.m.	Depart Resort
9:00 a.m.	The Science of Disney Imagineering: Gravity Program in Hollywood Studios
12:00 p.m.	Group Lunch
1:00 p.m.	Explore Hollywood Studios in Small Groups
5:00 p.m.	Group Dinner
7:00 p.m.	Star Wars: A Galactic Spectacular Dessert Party

Friday, April 5th, 2019	
7:30 a.m.	Depart Resort
9:00 a.m.	Exploring Careers in the Zoological Sciences Program in Animal Kingdom
12:00 p.m.	Group Lunch
1:00 p.m.	Explore Animal Kingdom in Small Groups
6:00 p.m.	Group Dinner
8:30 PM	Rivers of Light Show

Saturday, April 6th, 2019	
11:00 a.m.	Checkout of hotel by 11 AM
11:30 a.m.	Group Lunch at resort

1:45 p.m.	Shuttle to Airport
4:45 p.m.	Depart Orlando on Southwest Flight # 5444
7:00 p.m.	Arrive in Denver

Cost Summary:

Activity	Cost per Student
4-Day Park Ticket Plus Programming	\$350
Round Trip Flight	\$351.37
Lodging	\$200
Arrival Day Group Dinner	\$55
Dessert Party	\$79
Chaperone Cost (per 10 students)	\$121
Cost Per Student	\$1,156.37
*Optional Meal Certificates	\$206.99
*Cost Per Student (with optional meals)	\$1,363.36



3.0 Communications Manager Job Description

Communications Manager: Qualifications, Roles and Responsibilities

Reports to: Director of Community Relations

Summary: Responsible for marketing, branding and communication strategies of Windsor Charter Academy schools.

Essential Duties and Responsibilities:

Task 1: Strategic Leadership

- Maintain comprehensive knowledge of the school's mission and programs to promote external partnerships that strengthen programs and initiatives.
- Maintain comprehensive knowledge of the school's mission and programs to promote and campaign fundraising initiatives
- Establish and maintain superior stakeholder relations
- Synthesize information from a variety of sources into a compelling and persuasive narrative for grants
- Markets and communicates to implement marketing and communication strategy to optimize Windsor Charter Academy school and community visibility, parent appeal donations, and event attendance
- Ensures branding is correct for external and internal communications and marketing
- Creates news blasts for parents that address time sensitive issues, crises, etc.
- Implement and develop campaigns and initiatives to ensure a growth trajectory

Task 2: Managerial Leadership

- Demonstrated knowledge and use of digital, social media & emerging online channels
 - Website Management
 - Maintain Windsor Charter Academy website, including creating new and updating current webpages
 - Create and maintain all online stores (to purchase tickets, special meals, t-shirts, event registration, sports camps, summer camps etc.)
 - Ensure design is optimized for user engagement on desktop and mobile devices
 - Ensure compliance with federal laws, including online ADA Accessibility rules
 - Newsletters

- Use Mailchimp to write, edit, and deliver all school newsletters
 - Maintain a school-wide PR calendar to coordinate newsletter and social media releases
- Social Media Marketing
 - Manage social media accounts, including Facebook, Instagram, and Twitter
 - Advise and consult with Facebook moderators' group to ensure consistent online presence; administrator of school Facebook page and of all grade level Facebook groups, fostering positive culture and climate; fosters communication through consistent news and upcoming events
 - Maintain school YouTube channels
- Enrollment Marketing
 - Create and launch annual enrollment marketing campaign to attract new WCA families
 - Design digital, print, and video ads to promote enrollment, prospective parent night, and school tours
 - Create branded marketing materials for enrollment-related documents, including handbooks, course guides, and course selection sheets
 - Monitor and update content on external websites (School Grades, Niche, and School Digger) to ensure most recent state and federal data is published
- Public Relations
 - Write and release press releases about WCA news and events to share with local media
 - Engage with local and statewide stakeholders to promote WCA, including Chambers of Commerce
 - Support administration in communicating with parents and external stakeholders in the event of an emergency
- Branding
 - Create and maintain WCA media kit and ensure compliance with WCA branding and style guide across website, print marketing, online material and apparel
 - Edit all marketing material (flyers, posters, t-shirts, WCA sponsored internal events) to adhere to brand consistency
 - Guarantee t-shirts, sports uniforms, and other apparel meet branding guidelines
 - Maintain, tag, and catalog all WCA photos (Share Your Story, Yearbook, etc.)
 - Create templates and ensure PowerPoints, flyers, syllabi, and internal and external documents are all branded
- Event Marketing
 - Create web, print, and advertising materials for annual gala, summer camps, and other school events
- General Support for Department of Community Relations
 - Create branded donor relations materials, including case statements, grant applications, etc.
 - Tell the "WCA Story" in a cohesive manner in all fundraising activities
 - Edit and package grant donor materials

- Create and update Marketing and PR and Social Media Policy
- Support marketing and online store efforts for Banner Sponsorship Program

Evaluation: Performance will be evaluated by the Director of Community Relations using an evaluation instrument that is aligned with job description and goals.

Education and Experience: Bachelor's degree required; 2 years of experience in fundraising with non-profit organizations preferred



4.0 Education Committee Recommendations

The Education Committee met on October 4th and 17th to look at various textbooks that the elementary administration and teachers are considering for a math adoption for the 2019-2020 school year.

The agenda for the meetings was as follows:

October 4th

- 3:45 to 4:00—Overview of committee, scope, and 2018-2019 objectives
- 4:00 to 4:45—*Math in Focus* curriculum presentation
- 5:00 to 5:45—*Envisions* curriculum presentation

October 17th

- 3:45 to 4:30—*Eureka* curriculum presentation
- 4:30 to 4:45—3rd grade teachers share their insight and experiences from the *Eureka* pilot
- 5:00 to 5:30—Review of additional qualitative and quantitative data on three curriculum resources

October 30th

- 3:45 to 4:45—Finalization of recommendation

The Education Committee met on November 8th and December 13th to look at various novels and resources that would support the English language arts department for the 2019-2020 school year.

The agenda for the meetings was as follows:

November 8th

- 3:45 to 5:30—Review of the following resources
 - *Of Mice and Men* by John Steinbeck
 - *Lord of the Flies* by William Golding
 - *American Born Chinese* by Gene Luen Yang
 - *MacBeth: The Graphic Novel* by William Shakespeare

Need for a New Math Curriculum

Adoption of curriculum materials is one of the most important instructional decisions for a school. Our Education Committee works with administration and teachers to explore, investigate and determine which resources align with our vision and mission of our schools. When evaluating textbooks as curriculum resources, the central evaluation question should be “What curriculum materials best support students’ learning of the standards?”

Over the last several years, our elementary school worked with the Education Committee to review curriculum resources for our English language arts program. In 2014-2015, the Core Knowledge Language Arts (CKLA) resources were adopted for grades 3-5. In 2016-2017, Reading Street was implemented after the Executive Board approved the recommendation from the Education Committee. These new programs ensured that our instructional resources for reading were in alignment with the Colorado Academic Standards. Over the course of the past three years our ELA scores have continued to rise and are well above our district and the state.

Our current math resource, *Singapore Primary Mathematics* Standards Edition, was adopted by WCA in 2011. This resource meets the California standards and is not aligned with the Colorado Academic Standards. Although we have continued to see small gains and remain above the district and the state in our performance, having a resource that is aligned with the standards would create the potential for a significant increase in students' math achievement.

A new resource would also benefit our students in other ways. Our schools use an assessment, Measures of Academic Progress or MAP. MAPs data provides essential information on how our students are performing against the Colorado Academic Standards. We use this assessment data to inform our instruction and design lessons intended to fill gaps and extend student learning. It is very difficult to align this data with the content in *Singapore Primary Mathematics* since it is aligned with California standards. This creates additional work for our elementary school teachers.

What steps have been taken prior to the Education Committee meetings?

The Elementary Education Director reviewed 2016-2017 CMAS math data from schools across Colorado and identified the schools with the highest math achievement scores. Further research was done to identify the math resources these schools were using. The following math curricula were identified for review based on these findings: *Eureka*, *Math in Focus*, *Bridges*, and *Envisions*. *Singapore Primary Mathematics* was not used by any of the top-ranking schools, but was evaluated since it is the current resource used by the elementary school of Windsor Charter Academy. All teachers were invited to participate on the Math Curriculum Adoption Committee. Twelve teachers and three administrators participated and collaborated on the committee. Of the original twelve teachers that volunteered, nine participated throughout the entire committee research process.

The Math Curriculum Adoption Committee used the text book adoption rubric adopted by the Education Committee in 2018. Based on the ratings, the following three resources will be recommended for further review by the Education Committee—*Math in Focus*, *Eureka* and *Envisions*. It is important to note the following:

- *Math in Focus* is a Singapore-based resource that has been re-written to match the standards and is published by Houghton Mifflin. This resource is much more teacher friendly than our current resource.
- Our 3rd grade team is currently piloting *Eureka*. *Eureka* was a curriculum that the #1 school in Colorado used, based on the CMAS math assessment scores for 2016-2017.
- Our middle school currently uses *Envisions*.

Average Score for Criteria of Rubric						
Criteria	Points Possible	Singapore Primary Mathematics	Math in Focus	Eureka	Envisions	Bridges
Organization	33	12.8	18.6	19.3	20.1	16.1
Content	45	23.1	32.6	32.3	34.6	32.7
Inclusion	15	4.4	5.7	6.1	6.7	6.6
Alignment	15	3.7	5.7	5.9	5.9	5.8
Total Score	108	44.0	62.6	63.6	67.3	61.2

Math Textbook Review Process in the Education Committee

From the preliminary research and findings from the Math Curriculum Adoption Committee, members forwarded on three strong curriculums for the Education Committee to review—Math in Focus, Eureka and Envisions. On October 4th, the Education committee reviewed Math in Focus and Envisions, using the prior approved rubric for textbooks that is used for all adoptions. On October 17th, the committee reviewed Eureka. Third grade teachers also shared their insight and experiences from the Eureka pilot program. From rubric scores of the three curriculum programs, two curriculums were selected to compare for a final recommendation based on rubric scores from teachers and parents.

On October 30th, the committee members reviewed Envisions and Math in Focus. The members divided into collaborative groups to outline the strengths and weaknesses of each program. After rich dialogue, the groups came back together to share their findings as a committee. Afterwards, the committee took a vote. The breakdown of the vote was as follows:

- Envisions: 18
- Math in Focus: 2

From this vote, the Education Committee recommends that Envisions is approved as the new math curriculum for the elementary school.

November: High School Needs

The Education Committee met on November 8th to look at various novels and resources that would support the English language arts department for the 2019-2020 school year.

The following novels were reviewed and are recommended for approval from the Executive Board.

Title of Book/Author	Grade Level or Elective	How the Resource Supports Curriculum
<u>Of Mice and Men</u> by John Steinbeck	9th Grade Honors	This book would fit into Unit 1-The Hero's Journey. It would tie into the essential question "Can survival change a person?" This would also fit to show how "hero" can fit into different contexts.
<u>Lord of the Flies</u> by William Golding	9th Grade Honors	This book would fit into Unit 1-The Hero's Journey. It would tie into the essential question "Can survival change a person?" This would also fit to show how "hero" can fit into different contexts.
<u>American Born Chinese</u> by Gene Luen Yang	Graphic Novels Elective	This would be a resource to support instruction creating and writing a graphic novel.
<u>Macbeth: The Graphic Novel</u> by William Shakespeare	Graphic Novels Elective	This would be a resource to support instruction creating and writing a graphic novel.



5.0 First Read Policies



STAFF HEALTH (and Medical Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the **Executive** Board shall seek to ensure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, the **Executive** Board may require medical examinations of its employees or applicants for employment. The ~~district~~ **School** shall pay for all such medical examinations. Results of such examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine Medical Examinations

Subsequent to a conditional offer of employment and prior to commencement of work, the ~~district~~ **Windsor Charter Academy** may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The ~~district~~ **Windsor Charter Academy** may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by the ~~district~~ **Windsor Charter Academy**.

School transportation vehicle operators shall be required to have a medical examination once every two years in accordance with applicable state and federal law.

Special Examinations

The **Executive** Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with the ability to perform required duties or there is an unacceptable risk to the health and safety of the employee or others, the district shall take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The **Executive** Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with the employee's ability to perform required duties or which may pose an unacceptable risk to the health, safety or welfare of the employee or others.

Windsor Charter Academy The school district shall select the medical professional to conduct such examination and shall pay the costs associated with such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation, or medical evidence establishes that the employee's condition poses a significant risk to the health, safety, or welfare of the employee or others, the school district may suspend and/or terminate the employee in accordance with applicable policies and regulations and applicable law.

Readily-Transmitted Communicable Diseases

An employee with an acute, common communicable disease shall not report to work during the ~~period of time~~ **period** when contagious/infectious. **Windsor Charter Academy** The district reserves the right to require a physician's statement prior to the employee's return to work.

An employee diagnosed with serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

Confidentiality

In all instances, ~~district~~ **Windsor Charter Academy** personnel shall respect the individual's right to privacy and treat any information regarding the medical condition or medical history of an employee or applicant as confidential information. The ~~superintendent~~ **Executive Director** shall develop procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Windsor Charter Academy Executive Board
Adopted: December 2018

Weld Re-4 Board
Adopted: March 1988
November 2013
October 2018

Policy GBGA

LEGAL REFS.:

29 U.S.C. 794 (1983)

42 U.S.C. 12101 et seq.

49 C.F.R. 391-43

C.R.S. 8-2-118

C.R.S. 22-32-110 (1)(k)

C.R.S. 22-63-301

C.R.S. 24-34-401 et seq.

C.R.S. 25-4-101 et seq.

1 CCR 301-26 Rules ~~4204-R-201~~ **4204-R-5.00**

CROSS REFS.:

EBBA Handling Body Fluids

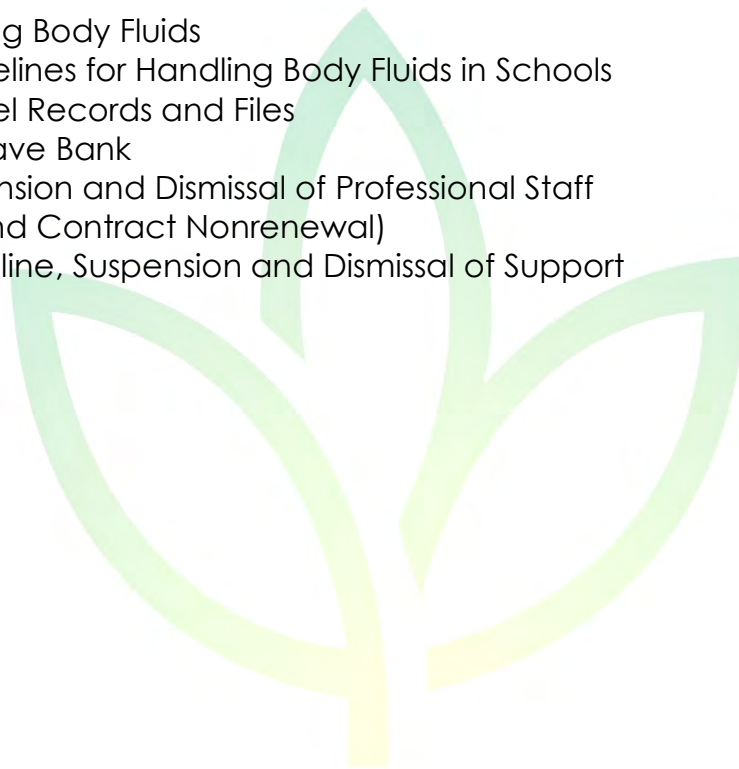
EBBA-R Guidelines for Handling Body Fluids in Schools

GBJ Personnel Records and Files

GBM Sick Leave Bank

GCQF Suspension and Dismissal of Professional Staff
members (and Contract Nonrenewal)

GDQD Discipline, Suspension and Dismissal of Support
Staff





STAFF HEALTH

The following procedures shall be followed whenever a school official has reasonable cause to suspect that a staff member is seriously ill and the illness is affecting the employee's ability to perform job responsibilities or poses an unacceptable risk to the health and safety of the employee or others. Reasonable cause may exist in but not be limited to situations where the employee's health is observed to be deteriorating to the point of interfering with the performance of duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such illness.

The ~~Director of Employee Services~~ **Director of Finance and HR** will be the staff member responsible for coordinating the school district's effort to evaluate the employment status of an employee in accordance with these procedures. ~~For purposes of these procedures, the Director of Employee Services shall be referred to as the "school officer."~~

It is improper for any employee, with knowledge or reasonable grounds to suspect that he/she is infected with a communicable disease, to willfully expose or infect another with such disease, or to knowingly perform an act or engage in conduct, which exposes or infects another person with such disease.

Any staff member infected with HIV is encouraged to report this fact directly to the school officer.

If a supervisor has been informed or has reasonable cause to believe that an employee has an illness which is interfering with job performance or posing an unacceptable health risk to the employee or others, the supervisor shall notify the **Director of Finance/HR** ~~school officer~~ as soon as possible. The ~~Director~~ **school officer** shall confer individually with the supervisor and the staff member to assess the situation.

When an employee is determined to be unfit for continued duty because it has been determined that the employee is incapable of performing the essential functions of the position or poses a direct threat to the health or safety of himself/herself or others, the employee will be entitled to use any accumulated sick leave in accordance with **Executive** Board policies.

When an employee has exhausted all sick leave and other applicable leave options and is deemed unfit to resume duties, employment may be terminated through the employee's resignation, retirement, or dismissal in accordance with applicable **Executive** Board policies and applicable law.

Confidentiality

All information gained by **Windsor Charter Academy** ~~the district~~ through the application of the accompanying policy and these procedures, shall be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

Windsor Charter Academy Executive Board
Adopted: December 2018

Weld Re-4 Board
Adopted: October 2018



STAFF PERSONAL SECURITY AND SAFETY

Offenses Against School Employees

The following procedures shall be followed in instances of ~~assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee.~~

~~These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises~~**grounds.**

1. The teacher or employee shall file a written complaint with the building ~~principal,~~**Director of Education**, the ~~superintendent's~~**Executive Director's** office and the **Executive** Board of Education.
2. The ~~principal~~**building Director of Education** shall, after receipt of the complaint and proof deemed adequate by the ~~principal~~**Director of Education**, suspend the student for three days in accordance with established procedures.
3. The ~~superintendent~~**Executive Director** shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The ~~superintendent~~**Executive Director** or designee shall report the incident to the ~~district attorney~~ or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Communication of Disciplinary Information to Teachers/Counselors

The **building Director of Education** ~~principal~~ or designee shall communicate discipline information concerning any student enrolled in **Windsor Charter Academy** ~~the district~~ to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Windsor Charter Academy Executive Board
Adopted: December 2018

Weld Re-4
Adopted: December 1990
Revised: September 1996
October 2018

Legal References
C.R.S. 22-32-109.1 (3)
C.R.S. 22-32-109.1 (9)
C.R.S. 22-32-126 (5)(a)

Cross References
JK Student Discipline
JKD/JKE Suspension/Expulsion of Students



USE OF SOCIAL MEDIA FOR SCHOOL-RELATED PURPOSES

The Executive Board acknowledges that social media has become an important means of communication with potential pedagogical value if used appropriately. This policy sets forth guidelines for the use of social media for school-related purposes in Windsor Charter Academy schools and is in addition to the guidelines set forth in Executive Board Policies GBEE and JS regarding the acceptable use of Windsor Charter Academy and personal technology.

Definitions

"Social medium" and "social media" shall mean internet-based tool(s) for sharing and discussing information among users, and includes without limitation social networking, social bookmarking, and social news sites.

~~"Pre-Approved Social Media" shall mean social media that has been approved for use by the Executive Director or designee.~~

"Windsor Charter Academy Technology" shall mean Windsor Charter Academy's network, servers, computers, communication systems (i.e. email, VOIP, and audience response systems), hardware, software, operating systems, and an array of other emerging technologies.

Procedures

1. Approval: The use of all social media is subject to the following approval process.

- A. Staff who desire to use social media for school-related purposes shall submit to **the Director of Community Relations** ~~their direct supervisor a~~ written proposal that contains the following information:
- The name of the social medium that will be used.
 - ~~Copies of the social medium's terms of use and privacy policies.~~
 - An explanation of the security measures (e.g. username logon,

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password protection) that the social medium offers.

- A description of how the social medium will be used.
- *When applicable*: The instructional standard(s) addressed by use of the social medium.
- *When applicable*: The instructional purpose that use of the social medium will serve and a description of how use of the social medium will complement existing curricula.

B. The **Director of Community Relations** supervisor may, in his or her discretion, approve, deny, or approve with modification the proposal; the supervisor's decision will be in writing. A denial of use of social media may be appealed to the Director of **Community Relations Innovation** within 5 days of the date of denial. The decision of the Director of **Community Relations Innovation** shall be final in all cases and the decision shall not be subject to Windsor Charter Academy's grievance procedures. If the proposal is approved or approved with modification, the staff member shall be responsible for implementing the proposal in accordance with the Terms of Use set forth below. The approval may be withdrawn at any time for any reason.

C. Approved proposals for the use of social media shall be resubmitted annually for review.

2. Terms of Use

A. Staff whose social media proposals receive approval, ~~as well as those using Pre-Approved Social Media,~~ are subject to the following terms of use:

- Content on the approved social media site shall at all times comply with Windsor Charter Academy **social media** policies, procedures, and regulations, as well as with applicable state and federal law.
- Students shall be required to obtain written permission from their parent/guardian **to participate in social media activity.** ~~to post on all approved social media sites other than Pre-Approved Social Media.~~ Staff shall only allow students who have submitted such written permission to participate in school approved social media sites.
- Staff is responsible for **posting all social media content** ~~monitoring student use of~~ approved social media sites and shall remove content that violates Windsor Charter Academy policies, procedures or regulations, or state or federal law. Any

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inappropriate use of approved social media sites shall be reported to the school administration.

- School administrators shall be granted access to approved social media sites and may monitor the sites for compliance with Windsor Charter Academy policy.

Personal Use of Social Media

Staff shall not use Windsor Charter Academy time or Windsor Charter Academy Technology for personal use of social media. Staff shall not engage in conduct that adversely affects their capacity to serve as a role model for students or their ability to work effectively with Windsor Charter Academy staff, parents, and students.

Inappropriate Use

Violations of this policy may be considered inappropriate use of technology and User-access and User-use may be suspended, limited or denied at any time. Employee users who use Windsor Charter Academy Technology in an inappropriate manner and who are found to be in violation of this policy may be subject to additional disciplinary action according to other Executive Board policies or state and federal statutes. Violation of this policy may also be cause for referral to outside agencies for additional investigation.

Windsor Charter Academy Executive Board

Adopted: March 2011

Revised: April 2018

December 2018

Cross References

GBEE Appropriate Use of Windsor Charter Academy and Personal Technology by Non-Student Stakeholders

JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students

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PERMISSION TO USE SOCIAL MEDIA FOR INSTRUCTIONAL PURPOSES

Student Name: _____ Grade: _____

Windsor Charter Academy-Approved Social Media Site(s):

I hereby give my permission for my student to use Windsor Charter Academy-approved social media sites listed herein. I hereby release and hold harmless Windsor Charter Academy, its board members, officer, agents, employees, and teachers from any and all liability, claims, demands, actions, or causes of action whatsoever arising from my student's use of Windsor Charter Academy-approved social media sites. My student and I hereby acknowledge that use of Windsor Charter Academy-approved social media site must comply with Windsor Charter Academy policies, procedures, and regulations, as well as with applicable federal and state law.

Parent/Guardian Signature: _____

Student Signature: _____



DRESS CODE

A student's appearance has an impact on his/her attitude, behavior, and learning. Students at Windsor Charter Academy (WCA) shall dress appropriately to show a high degree of personal respect and character. Student dress shall be a direct reflection of the level of character and respect representative of WCA. The guidelines set forth are meant to allow students the ability to wear clothing to WCA with a higher level of flexibility, while maintaining a high sense of personal respect for appearance and professionalism. Not all fashions worn outside the school are appropriate for WCA. At all times, Administration reserves the right to require students to modify their dress if clothing is deemed inappropriate, or is a distraction to learning. A student found in repeated violation of the dress code will be subject to review by his/her parents/guardians, the Administration and Executive Board as to appropriate disciplinary action. ~~Expulsion~~ **Suspension** ^[RT1] is a valid form of discipline for chronic dress code violations.

If at any time a student is not able to comply completely with the dress code due to medical needs, a written note from a physician is required. A conference with the student, guardian/parent, and teacher/principal will be held to determine the best way to honor the dress code and remain comfortable and healthy. If, at any time, a student is not able to comply completely with the dress code due to religious beliefs, a conference with the student, guardian/parent, and teacher/principal will be held to determine the best way to honor the dress code as well as ~~the~~ **an** individual's religion.

~~All clothes must be neat, clean, and without holes or fraying. Clothes must be modest and appropriate for school. Under garments may not be exposed or visible through clothing. At all times, clothing must fit appropriately. Student attire will not convey messages that are sexual, racist, obscene or that are suggestive of drugs, alcohol, violence or death through language, wording or imagery. With the ever-changing gang symbols, Administration, at their discretion, reserves the right to deem a student's attire a dress code violation.~~

	Elementary	Middle	High
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<h2>General Guidelines</h2>	<ul style="list-style-type: none"> • All clothing, jewelry and accessories must be modest and in good taste. • Clothing must conceal undergarments. • Wording or imagery must not convey messages that are sexual, racist, obscene or that are suggestive of gangs, drugs, tobacco, alcohol, violence or death. • Dresses are not to have bare midriffs or cling to the body. • Shorts, dresses, or skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress/shorts. • No backless, spaghetti strap, strapless, cold shoulder, or halter-type dresses or tops. • Dresses or tops with plunging necklines are not permitted. • Bottom garments must be worn at the waist and should not be saggy or baggy. • Bottom garments should not have holes or be frayed (except on free dress days). 		
<h2>ShirtsTops</h2>	<p>Solid colors: navy blue, light blue, green, white and grey, including heathered</p> <ul style="list-style-type: none"> • Short or long-sleeved classic polo style shirt, turtlenecks, and mock turtlenecks. in solid navy blue, green, light yellow, white, light blue, and grey. Colored heather shirts do not meet dress code standards. Heather colored shirts are interknitted yarns of mixed colors producing flecks of an alternate color. • To respect the traditions of past years, burgundy and light yellow is an optional color until fall 2019. We ask that parents do not purchase new shirts in this color as we begin to phase out this color. • Dress code compliant shirt must be worn under a sweatshirt, sweater, or sweater vest. • A student's undershirt or undergarment can be any dress code compliant shirt.= • Oxfords and Peter Pan shirts 	<p>Colors: any solid color, including heathered</p> <ul style="list-style-type: none"> • Short or long-sleeved classic polo style shirt, button-down shirts with collars, turtlenecks, and mock turtlenecks in solid color. Colored heather shirts do not meet dress code standards. Heather colored shirts are interknitted yarns of mixed colors producing flecks of an alternate color. • A student's undershirt or undergarment can be any dress code compliant shirt. • Button down shirts with collar in any solid color • Buttons can be any color and must be buttoned to the collarbone. • Dress code compliant shirt must be worn under a sweatshirt, sweater or sweater vest. • Shirts must be completely tucked in at all timesmust always be completely tucked in, except on free dress days. • PAny pre-approved WCA 	<ul style="list-style-type: none"> • Shirt sleeves must have material beyond the shoulder seam and may not have holes, windows, be torn or ripped. • Text, picture or logo allowed as long as the language, wording, or imagery does not convey messages that are sexual, racist, obscene or that are suggestive of drugs, alcohol, violence or death. Shirts must conceal cleavage, sides, back, shoulders, and midriff when standing and seated. • If a top is sheer, a top that meets dress code guidelines must be worn underneath • On competition day, students may wear jersey tops. Bottoms must remain in dress code. • Shirttails are not allowed below mid thigh • Any pre-approved WCA spirit clothing tops or other spirit clothing tops • Students may not alter

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	<ul style="list-style-type: none"> • must be solid white only. • Buttons must be neutral in color or be the color of the shirt and must be buttoned to the collarbone. • Shirts must be completely tucked in at all times must always be completely tucked in. • Any pre-approved WCA spirit clothing tops may be worn any day of the week. • Logos no larger than a credit card; one logo per top. • Hoods may not be worn inside the building. • Sweatshirts, hoodies, and zip-up fleeces are permitted anytime. • Shirts must be tucked in (except on free dress days). 	<p>spirit clothing tops may be worn any day of the week.</p> <ul style="list-style-type: none"> • Logos no larger than a credit card; one logo per top. • Hoods may not be worn inside the building. • Sweatshirts, hoodies, and zip-up fleeces are permitted anytime. 	<p>commercially made clothing (cutting off)</p> <ul style="list-style-type: none"> • No camouflage • Hoods may not be worn in the building.
<p>Pants, Capris & Shorts Bottoms</p>	<p>Pants & Capris Solid colors: navy blue, khaki, grey, and black</p> <ul style="list-style-type: none"> • Colors: solid navy and khaki. • Styles: cotton twill, stiff polyester, rip-stop, or corduroy (no blue jean material). • No denim. • Pants, capris, and shorts must fit so they do not sag, exposing one's backside or undergarments including top of underwear. • Shorts must meet or exceed the length of the fingertips when standing with arms at the sides. • Pockets: Shorts or pants must 	<p>Colors: solid navy blue, khaki, grey and black.</p> <ul style="list-style-type: none"> • Styles: cotton twill, stiff polyester, or corduroy (no blue jean material). • No denim. • Pants, capris, and shorts must fit so they do not sag, exposing one's backside or undergarments including top of underwear. • Shorts must meet or exceed the length of the fingertips when standing with arms at the sides. • Pockets: Shorts or pants must not have more than six pockets. • Solid color undershorts must 	<ul style="list-style-type: none"> • All must follow the fingertip rule. • Slits on dresses or skirts may not go above the fingertips when standing with arms at the side. • Leggings/tights are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule (cardigans can be worn if at fingertip length). • Pants, capris, and shorts must fit so they do not sag, exposing one's backside or undergarments including top of underwear. • Blue jeans and colored denim are allowed (solid colors

	<p>not have more than six pockets.</p> <ul style="list-style-type: none"> • Solid color undershorts must be worn under skirts and jumpers and must not be visible when standing. • No spirit wear pants. • No athletic wear. • No pajamas. <p>Skirts, Skorts & Shorts Solid colors: navy blue, khaki, grey, black, or Blue Gold Plaid (from French Toast)</p>	<p>be worn under skirts and jumpers and must not be visible when standing.</p> <ul style="list-style-type: none"> • No spirit wear pants. • Leggings and tights are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule. • No athletic wear except during PE. • No pajamas. 	<p>only).</p> <ul style="list-style-type: none"> • No athletic wear except during PE. • No pajamas. • No sweatpants or jersey material including pajama pants. • No camouflage unless full military uniform for enlisted military students as outlined the Uniforms category below. • Shorts must meet or exceed the length of the fingertips when standing with arms at the sides. • Shorts may be solid, plaid, or pinstripe only. • No athletic shorts (except for PE), cut off shorts, or lycra/ spandex shorts/ bottoms. • No bling rhinestones. • Pants should not have excessive buckles, zippers, or loops on clothing. • No ripped jeans.
<p>Leggings & Jeggings <i>Jeggings: tight-fitting stretch pant, styled to resemble a pair of denim jeans.</i></p>	<p>Solid colors: navy blue, grey, black, or white</p> <ul style="list-style-type: none"> • Color: solid navy, green, grey, or white. • Leggings and jeggings are not to be worn alone. They must be worn with tunics, skirts or dresses, or jumpers, that follow the fingertip rule (length of the fingertips when standing with arms at the sides). 	<ul style="list-style-type: none"> • Color: Any solid color. • Leggings and jeggings are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule (length of the fingertips when standing with arms at the sides). 	<ul style="list-style-type: none"> • Solid colors and abstract, irregular patterns (i.e., stripes, polka dots, paisley, geometric, checks, chevron, squiggles, floral, stars) are acceptable. No sexual, racist, obscene or language, wording, or imagery that is suggestive of drugs, alcohol, violence or death. No food-related imagery allowed on leggings. Holiday-themed content is allowable near the depicted holiday but must be in good taste.

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			<ul style="list-style-type: none"> Leggings and jeggings are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule (length of the fingertips when standing with arms at the sides).
Jumpers, Skirts, Skorts, & Dresses	<p>Polo Dresses Solid colors: navy blue, light blue, green, white and grey.</p> <ul style="list-style-type: none"> Dress Styles: polo dresses only. Jumpers and dresses must follow the fingertip rule. <p>Jumpers Solid colors: navy blue, khaki or WCA blue gold plaid from French Toast.</p> <ul style="list-style-type: none"> No denim. Solid colors: Colors: solid navy, khaki, green, or WCA Plaid (from French Toast). Fabric: cotton twill, stiff polyester, or corduroy. Styles: pleated or straight. Length must be no shorter than a vertical credit card length above the knee. Dress Styles: polo dresses only. Shorts under skirts must not be visible while standing and must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress. 	<p>Polo Dresses Solid colors: any solid color.</p> <p>Jumpers Solid colors: any solid color or WCA blue gold plaid from French Toast.</p> <ul style="list-style-type: none"> No denim. Colors: solid navy, khaki, green, black, brown, grey, and WCA school plaid (from French Toast) Fabric: cotton twill, stiff polyester, or corduroy. Styles: pleated or straight. Length must be no shorter than a vertical credit card length above the knee. Dress Styles: polo dresses only. Shorts under skirts must not be visible while standing. Dresses and skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress. 	<ul style="list-style-type: none"> Skirts and dresses can have patterns. Dresses or skirts that are sheer must have an under-layer that is not sheer and meets dress code guidelines for length. Must not expose undergarments while bending over. Dresses and skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress. Slits on dresses or skirts may not go above the fingertips when standing with arms at the side.
Sweaters &	<ul style="list-style-type: none"> Colors: solid navy, grey, white, and green. 	<ul style="list-style-type: none"> Colors: any solid color Styles: crew neck, mock 	

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Sweater Vests	<ul style="list-style-type: none"> • Styles: crew neck, mock turtleneck, Henley collar, cardigans, pullovers or hooded sweaters. • All sweaters and/or sweater vests must be worn over a dress code compliant shirt. 	<ul style="list-style-type: none"> • turtleneck, Henley collar, cardigans, pullovers or hooded sweaters. • All sweaters and/or sweater vests must be worn over a dress code compliant shirt. 	
Sweatshirts	<ul style="list-style-type: none"> • Solid navy, white, grey, and green sweatshirts hoodies, and zip-up fleeces are permitted anytime. • WCA spirit hoodies are allowed to be worn any day of the week • Dress code compliant shirt must be worn under a sweatshirt. 	<ul style="list-style-type: none"> • WCA spirit, club or class hoodies are allowed to be worn any day of the week • Sweatshirts of any solid color over a dress code compliant shirt. • Logos no larger than a credit card. One logo can be on the sweatshirt. • Hoods may not be worn inside the building. 	<ul style="list-style-type: none"> • Text, picture or logo allowed as long as the image or wording is not suggestive, sexual, violent, death, alcohol related or provocative in nature. WCA spirit, club or class hoodies are allowed to be worn any day of the week • Hoods may not be worn inside the building
Jackets & Outwear	<ul style="list-style-type: none"> • Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building. • Jackets and outerwear should be labeled with student name. 	<ul style="list-style-type: none"> • Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building. • No personal blankets are allowed in the classrooms. 	<ul style="list-style-type: none"> • Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building. • No personal blankets are allowed in the classrooms.
Scarves		<ul style="list-style-type: none"> • Any color, must be modest and in good taste. 	<ul style="list-style-type: none"> • Any color, must be modest and in good taste.
Belts	<ul style="list-style-type: none"> • Belts are optional, must be solid navy, white, brown, or black, and can be flat or braided. 	<ul style="list-style-type: none"> • Belts are optional and can be any color. There should be nothing hanging off the belt—for example, no spikes or chains. 	<ul style="list-style-type: none"> • Belts are optional and can be any color. There should be nothing hanging off the belt—for example, no spikes or chains.
Socks	<ul style="list-style-type: none"> • Any color that is mostly solid. Sport / athletic socks allowed with different colors. 	<ul style="list-style-type: none"> • Any color that is mostly solid. Sport/athletic socks allowed with different colors. 	

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	<ul style="list-style-type: none"> No patterns or prints. Must be below the knee. 	<ul style="list-style-type: none"> No patterns or prints. Must be below the knee. 	
Tights	<ul style="list-style-type: none"> Tights can be solid white, navy, or green. No patterns or prints. 	<ul style="list-style-type: none"> Tights can be any solid color. No patterns or prints. Tights not allowed alone. They must be worn with skirts or dresses that meet the guidelines for skirts and dresses. 	<ul style="list-style-type: none"> Spandex shorts and pants, yoga pants, leggings, and jeggings are not allowed alone. They must be worn with skirts or dresses that meet the guidelines for skirts and dresses.
Free Dress Day		Middle school students must follow the normal High School Dress Code Policy.	High school students must follow normal HS dress code and may also wear the following: <ul style="list-style-type: none"> Ripped/fraying jeans that do not sag, exposing one's backside or undergarments including top of underwear. Sweat/athletic pants Flip-flops/sandals Hats (baseball, western, or formal)
Special Days / Dress for Success	<p>The Administration and teachers encourage all students to behave and dress in a fashion and style appropriate for the school day. An individual's dress, personal appearance, and cleanliness, like his or her behavior, should reflect sensitivity to and a respect for others</p> <ul style="list-style-type: none"> Dresses or skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress. Slits on dresses or skirts may not go above the fingertips 	<p>The Administration and teachers encourage all students to behave and dress in a fashion and style appropriate for the school day. An individual's dress, personal appearance, and cleanliness, like his or her behavior, should reflect sensitivity to and a respect for others.</p> <ul style="list-style-type: none"> Dresses or skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress. Slits on dresses or skirts may 	<p>The Administration and teachers will encourage all students to behave and dress in a fashion and a style appropriate to the school day. An individual's dress, personal appearance, and cleanliness, like his or her behavior, should reflect sensitivity to and a respect for others.</p> <ul style="list-style-type: none"> Dresses or skirts must be of modest length and must follow the fingertip rule (length of the fingertips when standing with arms at the sides). Slits on dresses or skirts may not go above the fingertips

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	<p>when standing with arms at the side.</p> <ul style="list-style-type: none"> • Dresses are not to have bare midriffs or cling to the body. • No backless, spaghetti strap strapless, cold shoulder, or halter type dresses or tops. All necklines must be modest and in good taste. Dresses or tops with plunging necklines are not permitted. • Dress pants must be worn at the waist and should not be saggy or baggy. • Dress shirts must be tucked in. <p>Final decisions in cases of disagreement will be resolved by the Administration.</p>	<p>not go above the fingertips when standing with arms at the side.</p> <ul style="list-style-type: none"> • Dresses are not to have bare midriffs or cling to the body. • No backless, spaghetti strap strapless, cold shoulder, or halter type dresses or tops. All necklines must be modest and in good taste. Dresses or tops with plunging necklines are not permitted. • Dress pants must be worn at the waist and should not be saggy or baggy. • Dress shirts must be tucked in. <p>Final decisions in cases of disagreement will be resolved by the Administration.</p>	<p>when standing with arms at the side.</p> <ul style="list-style-type: none"> • Dresses are not to have bare midriffs or cling to the body. • No backless, spaghetti strap strapless, cold shoulder, or halter type dresses or tops. All necklines must be modest and in good taste. Dresses or tops with plunging necklines are not permitted. • Dress pants must be worn at the waist and should not be saggy or baggy. • Dress shirts must be tucked in. <p>Final decisions in cases of disagreement will be resolved by the Administration.</p>
Hair	<ul style="list-style-type: none"> • Hair must be neatly groomed and of a natural color. • Hair accessories shall be solid colors, in good taste and not excessive. Accessories should be solid navy blue, green, light yellow, white, light blue, grey, or WCA plaid. Bows should not exceed the size of a credit card. • No Mohawks, Fauxhawks, and any other hair design that Administration deems distracting to learning. 	<ul style="list-style-type: none"> • Hair must be neatly groomed and of natural color. • Hair accessories shall be solid colors, in good taste and not excessive Bows should not exceed the size of a credit card. • No Mohawks, Fauxhawks, and any other hair design that Administration deems distracting to learning. • Must be of a natural color, including facial hair. 	<ul style="list-style-type: none"> • Facial hair must be well groomed and natural in color. • Students may dye, highlight, or wear hair extensions in natural hair colors only. • Hair accessories shall be in good taste and not excessive. • No Mohawks or any other hair design that Administration deems distracting to learning. • Must be of a natural color, including facial hair.
Shoes	<ul style="list-style-type: none"> • All shoes must have closed toes, heels and sides. • No lighted, character, soft soled bath / bedroom type slippers, house shoes, or shoes 	<ul style="list-style-type: none"> • All shoes must have closed toes, heels and sides. • No lighted, character, soft soled bath / bedroom type slippers, house shoes, or shoes 	<ul style="list-style-type: none"> • Open toed shoes with straps on the back are acceptable. No flip-flop like design with a strap on back. Must be professional sandal like open

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	<p>with wheels in the bottom.</p> <ul style="list-style-type: none"> Any heels must be lower than 1½ inches. No flip flops. No soft soled shoes or shoes with wheels on the bottom. 	<p>with wheels in the bottom.</p> <ul style="list-style-type: none"> Any heels must be lower than 1½ inches. No flip flops (except for free dress day). No soft soled shoes or shoes with wheels in the bottom. 	<p>tee.</p> <ul style="list-style-type: none"> No soft soled bath / bedroom type slippers, house shoes, or shoes with wheels in the bottom. Any heels must be lower than 1½ inches. No flip flops (except for free dress day). No soft soled shoes or shoes with wheels in the bottom.
Jewelry & Accessories	<ul style="list-style-type: none"> Jewelry must be modest and in good taste. Earrings must be less than one inch from base of earlobe. Piercing allowed only on the ears. All other piercings must be removed during school hours and during school functions. Scarves allowed. 	<ul style="list-style-type: none"> Jewelry must be modest and in good taste. Earrings must be less than one inch from base of earlobe. Piercing allowed only on the ears. All other piercings must be removed during school hours and during school functions or replaced with a clear stud. No spikes or chains. Scarves allowed. 	<ul style="list-style-type: none"> Jewelry must be modest and in good taste no excessive or distracting jewelry (no safety pins, spikes, nails, gages or look alike gages, etc.) Piercings should not be excessive or distracting in size or number No facial piercing. Piercing allowed only on the ears. All other piercings must be removed during school hours and during school functions or replaced with a clear stud. No spikes or chains.
Formal Dress Uniform The formal dress uniform is mandatory for certain functions to be determined by WCA including special occasions, field trips, pictures, etc.	<p>The formal dress uniform is mandatory for certain functions to be determined by WCA including special occasions, field trips, pictures, etc.</p> <ul style="list-style-type: none"> Tops: White oxford shirt, Peter Pan collar, long or short sleeve Bottoms: Navy blue pants, dress shorts, skirt or jumper. Skirts and jumpers may be Blue Gold plaid (from French 	<p>The formal dress uniform is mandatory for certain functions to be determined by WCA including special occasions, field trips, pictures, etc.</p> <ul style="list-style-type: none"> White oxford shirt or Peter Pan collar, long or short sleeve Khaki or navy / pants or shorts Approved French Toast tie or crossover tie Navy or white sweater vest, crew neck sweater, or 	<p>Dresses or slacks must be worn to professional or special events. They must meet the standards below:</p> <ul style="list-style-type: none"> Dresses must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress. Slits on dresses or skirts may not go above the fingertips

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	<p>Toast). Leggings and tights must be blue or white.</p> <ul style="list-style-type: none"> • White oxford shirt, Peter Pan collar, long or short sleeve • Navy pants, dress shorts, skirt, or jumper • Approved French Toast tie or crossover tie • Blue sweater vest, crew neck sweater, or cardigan (optional) 	<p>cardigan sweater (optional).</p> <ul style="list-style-type: none"> • Socks must be solid white, black, brown, or navy. • Tights must be solid white or navy. <p>Colors:</p> <ul style="list-style-type: none"> • Tops: White oxford shirt, Peter Pan collar, long or short sleeve • Bottoms: navy blue, khaki, grey and black • The formal dress uniform is mandatory for certain functions to be determined by WCA including special occasions, field trips, pictures, etc. <ul style="list-style-type: none"> ◦ Approved French Toast tie or crossover tie. ◦ Blue or white sweater vest, crew neck sweater, or cardigan (optional). 	<p>when standing with arms at the side.</p> <ul style="list-style-type: none"> • Dresses are not to have bare midriffs or cling to the body. • No backless, spaghetti strap strapless, cold shoulder, or halter type dresses or tops. • All necklines must be modest and in good taste. No dresses or tops with plunging necklines. • Dress pants must be worn at the waist and should not be saggy or baggy. • When wearing dress pants, a dress shirt and tie, or a blouse are required that meets the following criteria: <ul style="list-style-type: none"> ◦ Blouse must conceal cleavage, sides, back, shoulders, and midriff when standing or seated. ◦ If a top is sheer, a top that meets dress code guidelines must be worn underneath. • A jacket is optional. • Dress shirts must be worn tucked in entire dance. • Formal hats are allowed (no ball caps) • Unconventional hairstyles and unnaturally colored hair are not permitted. •
Jeans Day	<ul style="list-style-type: none"> • Jeans may be worn on Friday for \$1.00 with the proceeds going to fund student activities. • The last Friday of the month is 	<ul style="list-style-type: none"> • Jeans may be worn on Friday for \$1.00 with the proceeds going to fund student activities. • The last Friday of the month is 	

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	<p>"Free Jeans Day," students do not have to pay to wear jeans.</p> <ul style="list-style-type: none"> If the Friday coincides with a Free Dress day, there is no charge to wear jeans. Denim shorts and skirts are permitted. Jeans must be neat, clean and free from holes or fraying. 	<p>"Free Jeans Day," students do not have to pay to wear jeans.</p> <ul style="list-style-type: none"> If the Friday coincides with a Free Dress day, there is no charge to wear jeans. Jeans must be neat, clean and free from holes or fraying. Denim shorts and skirts are permitted, but must follow the fingertip rule. 	
Game Day		<ul style="list-style-type: none"> Participating athletes for school-sanctioned events may wear their team jerseys/team shirts on the day of their game. Pants, shorts, skirts, and skorts, must comply with dress code. 	<ul style="list-style-type: none"> Participating athletes for school-sanctioned events may wear their team jerseys/team shirts on the day of their game. Pants, shorts, skirts, and skorts, must comply with dress code.
P.E. Classes		<ul style="list-style-type: none"> Students must wear WCA physical education shirts and athletic shorts/pants uniform during PE classes. and yoga Students can wear athletic shorts/pants shorts/pants during yoga class. athletic elective courses. Physical education uniforms may not be worn as WCA spirit wear. 	<ul style="list-style-type: none"> Students must wear WCA physical education shirts and athletic shorts/pants during PE classes. Students can wear athletic shorts/pants during athletic elective courses. Physical education uniforms may not be worn as WCA spirit wear. Students must wear WCA physical education uniform during PE classes and yoga shorts/pants during yoga class. [RT2]
Scouting & Military Uniforms	Students who are participating in scouting programs may wear their uniform on meeting days.	<ul style="list-style-type: none"> Students who are participating in scouting programs may wear their uniform on meeting days. Students who are part of a military program may wear 	<ul style="list-style-type: none"> Students who are participating in scouting programs may wear their uniform on meeting days. Students that who are part of military programs may wear

Policy JICA

		their military uniforms.	their military uniforms.
Casual Dances		<p>Clothing should be in good taste and appropriate for a casual event according to the standards below:</p> <ul style="list-style-type: none"> • Clothing should follow the normal WCA High School Dress Code. • Students may dress alternatively if there is a specific dance theme but they must follow the guidelines outlined for the event as approved by Administration. <p>Examples of casual dance themes: Ugly Christmas Sweater Party, Costume Party, Glow in the Dark Dance</p>	<p>Clothing should be in good taste and appropriate for a casual event according to the standards below:</p> <ul style="list-style-type: none"> • Clothing should follow the normal WCA High School Dress Code. • Students may dress alternatively if there is a specific dance theme but they must follow the guidelines outlined for the event as approved by Administration. <p>Examples of casual dance themes: Ugly Christmas Sweater Party, Costume Party, Glow in the Dark Dance</p>
Semi-Formal Dances		<p>Dresses and suits should be in good taste and appropriate for a semi-formal event according to the standards below:</p> <ul style="list-style-type: none"> • Dress pants or khakis and button-up dress shirt with collar • Ties, jackets, vests, or suspenders are optional • Dresses and shirts may be more casual than for a formal dance but must also meet the standards outlined above in the Formal Dress Standards. 	<p>Dresses and suits should be in good taste and appropriate for a semi-formal event according to the standards below:</p> <ul style="list-style-type: none"> • Dress pants or khakis and button-up dress shirt with collar • Ties, jackets, vests, or suspenders are optional • Dresses and shirts may be more casual than for a formal dance but must also meet the standards outlined above in the Formal Dress Standards.
Formal Dances		<p>Formal dresses and suits should be in good taste and appropriate for a formal event according to the standards below.</p> <ul style="list-style-type: none"> • Tuxedos or suits including dress shirt and tie (jackets are optional) 	<p>Formal dresses and suits should be in good taste and appropriate for a formal event according to the standards below.</p> <ul style="list-style-type: none"> • Tuxedos or suits including dress shirt and tie (jackets are optional)

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- No jeans, khakis, or T-shirts.
- Dress slacks must be worn at the waist and should not be saggy or baggy.
- Shirt, tops and blouses **The shirt top** must conceal cleavage, sides **and sides**, back, shoulders, and midriff.
- If shirt top is sheer, a top that meets dress code guidelines must be worn underneath.
 - Dresses must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress.
 - Slits on dresses or skirts may not go above the fingertips when standing with arms at the side.
- Dresses or shirts are not to have bare midriffs or cling to the body. Any dress should not ride up as the student dances.
- Backless dresses may not be cut below the natural bra line.
- All necklines must be modest and in good taste. Dresses with plunging necklines are not permitted. All necklines must fully cover below the natural bra line (armpit to armpit).
- Dresses may be spaghetti

- No jeans, khakis, or T-shirts.
- Dress pants must be worn at waist and should not be saggy or baggy.
- Shirt, tops and blouses must conceal cleavage **and**, sides, back, shoulders, and midriff.
- If shirt top is sheer, a top that meets dress code guidelines must be worn underneath.
- Dresses must be of modest length.
 - The length must meet or exceed that of the fingertips when standing with arms at the side.
 - This rule applies to the natural flow of the dress.
 - Slits on dresses or skirts may not go above the fingertips when standing with arms at the side.
- Dresses or shirts are not to have bare midriffs. **Dresses or shirts are not to have bare midriff; should not see skin when standing.**
- Any dress should not ride up as the student dances.
- Backless dresses may not be cut below the natural bra line.
- All necklines must be modest and in good taste. Dresses with plunging necklines are not permitted. All necklines must fully cover below the

Policy JICA

		<p>strap, strapless, cold shoulder, or halter-type as long as if they meet the neckline requirement.</p> <ul style="list-style-type: none">• Dresses or tops with sheer panels, lacing, or cut-outs/ slits on any part of the bodice that reveal bare skin underneath (tear drop, slits, etc.) are not allowed.	<p>natural bra line (armpit to armpit).</p> <ul style="list-style-type: none">• Dresses may be spaghetti strap, strapless, cold shoulder, or halter-type as long as if they meet the neckline requirement.• Dresses or tops with sheer panels, lacing, or cut-outs/ slits on any part of the bodice that reveal bare skin underneath (tear drop, slits, etc.) are not allowed.
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6.0 Second Read Policies



Graduation Requirements

Windsor Charter Academy Executive Board establishes the following graduation requirements for Windsor Charter Academy. These requirements are formed to meet the many demands of a literate society. These requirements are established after consideration of many factors. Some of the contributing factors are:

- Providing students with the necessary preparation and credits to enter a post-secondary institution and fulfilling the requirements that these institutions may have relative to admissions requirements.
- Meeting K-12 educational standards as measured by state accreditation mandates.

All students must complete the necessary credit requirements outlined in the graduation requirements below to participate in the graduation ceremony. Credits shall be granted for grades of D and above. The exception to this requirement shall be "social graduations" for certain students with disabilities. Foreign exchange students are not eligible for an authorized diploma from Windsor Charter Academy.

To be awarded a diploma, a student enrolled at Windsor Charter Academy Early College High School must earn a minimum of 26 credits that include the following:

- Math—3 credits
- English—4 credits
- History/Social Sciences—3.5 credits
- Science—3.0 credits
- Physical Education/Health—1.0 credits
- ICAP—2.0 credits
- Electives—9.5 credits

A diploma shall consist of the minimum requirements necessary to graduate from Windsor Charter Academy. Any exception to these requirements must be approved by the student's counselor, the principal, the Executive Director and the Director of Instruction from Weld Re-4 and should align with a student's individual career and academic plan.

Policy IKF

Additionally, beginning with the class of 2021, all students in Colorado must meet additional minimum requirements to graduate from high school and demonstrate college and career readiness. To graduate, students must obtain one passing score in English and one passing score in math from one of the options below.

English*	Math*
470 in Evidence-Based Reading and Writing on SAT	500 in Math on SAT
18 on ACT English	19 on ACT Math
70 on Sentence Skills or 62 on Reading Comprehension in Accuplacer	61 on Elementary Algebra in Accuplacer
C or higher in Concurrent Enrollment Course at the ENG 122 Level or Above	C or higher in Concurrent Enrollment Course at the College Algebra Level (MAT 121) or Above
2 on AP Language and Composition or Literature and Composition	2 on AP Statistics
Bronze level in Reading for Information or Locating Information (3 or above) on ACT Work Keys	Bronze level in Applied Mathematics (3 or above) on ACT Work Keys
31 in Verbal Skills Domain on ASVAB	31 in Math Skill Domain on ASVAB

*Other options may become available to students based on changes in availability or legislation.

If students wish to pursue admission to a four-year college or university, higher scores than the minimum to graduate may be a component of admission to institutes of higher education. The requirements of admission at any college or university being considered should be researched for specifics. Recommended scores are below.

College Readiness Benchmarks on SAT

- 480 in Evidence-Based Reading and Writing
- 530 in Math

College Readiness Benchmarks on ACT

- 18 in English
- 22 in Math

College Readiness Cut Scores for Accuplacer

- 80 in Reading Comprehension
- 95 in Sentence Skills
- 85 in Elementary Algebra

For students eligible for special education and who have an active Individualized Education Plan (IEP), the IEP may be used to outline and provide for appropriate course substitutions to supplant or replace current graduation requirements with alternate course options. These course alternatives must directly align with the student's IEP and documented postsecondary goals and must be approved by both the school principal and the Executive Director. Students whose IEP may supplant required graduation requirements may still earn a diploma if they are able to demonstrate minimum competency measures by meeting one or more of the assessment thresholds listed above. Students requiring curricular modifications may earn a diploma if able to demonstrate minimum proficiencies outlined by this policy and/or the Colorado Department of Education.

Special Education Students who are eligible to participate in social graduations are those who:

- Have a current Individualized Education Plan (IEP).
- Have a commensurate number of credits (currently 26) required by the Windsor Charter Academy Executive Board for graduation (These need NOT be the same required courses needed for a diploma).
- After obtaining their 26 credits, will continue to receive special education services in the district's 18-21 Windsor Exceptional Students Transitioning (WEST) program and have district transition related goals necessary to obtain the postsecondary goals outlined in the IEP.
- Are ready and need community based part-time transition focused special education services.

Those students who are NOT eligible for social graduation are those who:

- Have less than 26 total credits.
- Are younger than 17 years of age as of September 1st of the active school year.
- Have 26 credits but whose needs require continuation at the high school instead of a part-time community-based setting in order to receive Free Appropriate Education (FAPE).

Special education students participating in a social graduation shall receive a certificate of transition at the commencement ceremony in lieu of a diploma or certificate of completion. Once a student is no longer eligible to receive special education services (e.g., the student has reached the age of twenty-one), the

student shall be issued either a diploma if the district diploma requirements as outlined above have been met or a certificate of completion if the district diploma requirements have not been met.

Students are encouraged to begin planning during their high school years so they will be adequately prepared for postsecondary opportunities upon graduation. The Colorado Commission on Higher Education (CCHE) is required to provide information about postsecondary education opportunities including admission requirements for institutions of higher education in Colorado to the parents/guardians of eighth grade students. Prior to a student's enrollment in ninth grade courses, the District will make information available to the parents/guardians of eighth grade students concerning the courses the District offers that meet the CCHE admission requirements.

Reviewed and Revised by Windsor Charter Academy Executive Board
Adopted: December 2016
December 2017
April 2018
November 2018

Weld Re-4 District Board
December 2003
September 2005
May 2010
January 2011
February 2012
April 2013
January 2016



CLOSED / OPEN CAMPUS

Windsor Charter Academy is a closed campus with the exceptions of eligible sophomore, junior and senior students. Eligibility is determined by the following criteria:

1. Students who have earned the required credits to be classified as sophomores, juniors or seniors.
2. Students with off-campus privileges will maintain an acceptable conduct record in accordance with the expectations outlined in the student handbook.
3. Students with off-campus privileges will return to class on time. Excessive tardies and absences will result in a suspended lunch **permit** ~~pass~~.

Students that are eligible will receive a student permit. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.

Windsor Charter Academy Executive Board
Adopted: June 2016
Revised: November 2018



7.0 Financials



Committee

Paige Adams, Chair

Donna James, Board Treasurer

Rebecca Teeples, Executive Director

SarahGennie Casado, Finance Director

Sara Bakula, Committee Member

Matt Meuli, Committee Member

Levi Burkhart, Committee Member

Lauren Miller, Business Manager

Minutes 11.15.18

Meeting Called to order at 3:32pm

1. Reviewed October 2018 Financial Statements (20 min)
 - a. Reviewed Balance Sheet and Statement of Revenues & Expenditures, Student Fund Rev & Exp
 - b. Reviewed check/debit register
 - c. Reviewed credit card statement
 - i. **Motion to approve October Financials by Sara, second by Matt, motion passes unanimously**
2. Reviewed 18-19 Amended Budget- First Draft
3. Update on Capital Campaign plan- every month
 - a. Discussed possible facility/land acquisition and development costs vs. Long term financing plans
4. Next Meeting – Thursday December 13th, 3:30pm

Meeting Adjourned at 5:05pm



Financial Highlights 10.31.18

As of October 31, 2018, we are 4 months through the year, revenues and expenditures should be approximately 33.33% of budget

- **Total GF Revenue is \$3,967,670 (35.2%)**
 - Interest Revenue from our first month with COLOTRUST of \$2,201
 - Transfer from Building Corp- NOT Revenue
 - At expected for this time of year
- **Total GF Expenses are \$3,275,358 (29.41%)**
 - Our "front loaded items", such as curriculum, online subscriptions, technology license, insurance, and software purchases are complete.
 - At expected for this time of year
- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,320,075
 - Health Insurance Checking Balance: \$736,825
 - COLOTRUST Investment Balance: \$1,502,201
 - SF Checking Account Balance: \$ 155,877
- GF Operating Cash 10/31/18~ **Days Cash on Hand: 138**

See next page for Proposed Amended Budget Summary

- **Recommendations**
 - Finance Committee reviewed October financials and recommends Board approval



2018-2019 First Read Proposed Amended Budget Draft

Overview of proposed changes

REVENUE:

- Revenues increased by \$26,586 due to increased grant revenue and higher per pupil amount for Capital Construction funding

EXPENDITURES

- Expenditures increased in total of \$42,677, mostly due to SPED cost increases by the District. We expect a firm number by December.

NET EFFECT:

- Our projected surplus dropped \$16, 091, to \$158,584. Currently, this keeps us just above our required surplus of \$154,340.

We will present the final amended budget to the Board in December.

Rev and Exp as of 10.31.18

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Windsor Charter Academy

Page 1 of 3
Expense on & PO Date thru 10/31/2018

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		74,427.00	213,900.00	139,473.00	34.80
1500	Earnings on Investments		2,201.52	200.00	(2,001.52)	1,100.76
1700	Pupil Activities		69,336.47	89,398.00	20,061.53	77.56
1900	Other Revenue from Local Sources		139,792.86	567,043.00	427,250.14	24.65
3000	Revenue from State Sources		124,109.96	284,390.00	160,280.04	43.64
3900	Other Revenue From State Sources		14,191.00	14,800.00	609.00	95.89
5200	Interfund Transfers		188,499.51	10,000.00	(178,499.51)	1,885.00
5600	Direct Allocations		3,355,111.62	10,093,304.00	6,738,192.38	33.24
I	Revenue		3,967,669.94	11,273,035.00	7,305,365.06	35.20
0100	Salaries		1,380,845.13	5,130,446.96	3,749,601.83	26.91
0200	Employee Benefits		487,976.55	1,924,772.00	1,436,795.45	25.35
0300	Purchased Professional and Technical Services		16,491.50	46,596.00	30,104.50	35.39
0400	Purchased Property Services		528,370.28	1,870,761.00	1,342,390.72	28.24
0500	Other Purchased Services		484,606.50	1,506,261.03	1,021,654.53	32.17
0600	Supplies		241,285.22	396,054.00	154,768.78	60.92
0700	Property		102,836.50	145,860.00	43,023.50	70.50
0800	Other Objects		32,946.72	114,310.00	81,363.28	28.82
X	Expense		3,275,358.40	11,135,060.99	7,859,702.59	29.41
11	Charter School		(692,311.54)	(137,974.01)	554,337.53	501.77

* Account Type

* Account Type

Fund

Rev and Exp as of 10.31.18

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Windsor Charter Academy

Page 2 of 3
Expense on & PO Date thru 10/31/2018

Pupil Activity Fund 23

Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description			Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
1900	Other Revenue from Local Sources		191,525.39	250,000.00	58,474.61	76.61
I	Revenue		191,525.39	250,000.00	58,474.61	76.61 * Account Type
0600	Supplies		50,011.42	195,000.00	144,988.58	25.65
0868	Overhead Costs		0.00	58,000.00	58,000.00	0.00
X	Expense		50,011.42	253,000.00	202,988.58	19.77 * Account Type
23	Pupil Activity Fund		(141,513.97)	3,000.00	144,513.97	-4,717.13 Fund

Rev and Exp as of 10.31.18

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Windsor Charter Academy

Page 3 of 3
Expense on & PO Date thru 10/31/2018

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	10,775.66	21,000.00	10,224.34	51.31	
1900 Other Revenue from Local Sources	422,745.84	1,543,406.00	1,120,660.16	27.39	
2000 Revenue from Intermediate Sources	15,831.95	13,000.00	(2,831.95)	121.78	
I Revenue	449,353.45	1,577,406.00	1,128,052.55	28.49	* Account Type
0700 Property	0.00	350,000.00	350,000.00	0.00	
0800 Other Objects	550,480.28	1,448,403.00	897,922.72	38.01	
0900 Other Uses of Funds	188,499.51	95,000.00	(93,499.51)	198.42	
X Expense	738,979.79	1,893,403.00	1,154,423.21	39.03	* Account Type
61 Building Corporation	289,626.34	315,997.00	26,370.66	91.65	Fund
Report Total:	544,199.17	(181,022.99)	(725,222.16)	-300.62	

Balance Sheet

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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		550.11	0.00	550.11	11-950-00-0000-8101-000-0000
General Fund Checking		2,730,177.49	(1,410,102.40)	1,320,075.09	11-950-00-0000-8102-000-0000
Health Insurance Checking		775,000.00	(38,174.98)	736,825.02	11-950-00-0000-8102-000-0000
COLOTRUST Account		0.00	1,502,201.52	1,502,201.52	11-950-00-0000-8102-000-0000-9665
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
CDE Grants Receivable		0.61	0.00	0.61	11-950-00-0000-8141-000-0000
COBRA Receivable		(574.49)	(39.73)	(614.22)	11-950-00-0000-8153-000-0000
Accounts Receivable GF		0.00	0.00	0.00	11-950-00-0000-8153-000-0000
Prepaid Expenses		8,395.37	0.00	8,395.37	11-950-00-0000-8181-000-0000
Prepaid Insurance		5,344.15	0.00	5,344.15	11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100 Current Assets		3,519,344.80	53,884.41	3,573,229.21	* Account Class
Liabilities					
18-19 Kinder Tuition Deposits		(21,415.00)	0.00	(21,415.00)	11-901-00-0000-7481-000-0000-9393
Accounts Payable		(74,335.50)	7,139.37	(67,196.13)	11-950-00-0000-7421-000-0000
Accrued Salaries		(99.90)	0.00	(99.90)	11-950-00-0000-7461-000-0000
GARNISHMENT		(830.16)	0.00	(830.16)	11-950-00-0000-7471-000-0000
Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
Tax Liabilities		(0.01)	0.00	(0.01)	11-950-01-0000-7471-000-0000
Health/Dental/Vision Liab		(1,550.19)	(13,288.81)	(14,839.00)	11-950-05-0000-7471-000-0000
401K/457 Liab		1,169.94	0.00	1,169.94	11-950-06-0000-7471-000-0000
7400 Liabilities		(97,860.82)	(6,149.44)	(104,010.26)	* Account Class
Reserved Co Dept of Ed use only.					
Tabor Reserve		(284,000.00)	0.00	(284,000.00)	11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(2,479,167.89)	0.00	(2,479,167.89)	11-950-00-0000-6770-000-0000
Non Spendable FB- Prepays		(13,739.52)	0.00	(13,739.52)	11-950-00-0000-6770-000-0000
Gen Fund Net Income/Loss		(644,576.57)	(47,734.97)	(692,311.54)	11-950-00-0000-6775-000-0000
6100 Reserved Co Dept of Ed use only.		(3,421,483.98)	(47,734.97)	(3,469,218.95)	* Account Class
11 Charter School		0.00	0.00	0.00	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						
		Activity Account Checking	144,108.20	11,768.94	155,877.14	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>144,108.20</u>	<u>11,768.94</u>	<u>155,877.14</u>	* Account Class
Liabilities						
		Bus Liab Due to GF	(1,210.25)	(718.75)	(1,929.00)	23-950-00-0000-7400-000-0000
		MSHS Activity Accts Payable	(8,828.73)	(3,605.41)	(12,434.14)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(10,038.98)</u>	<u>(4,324.16)</u>	<u>(14,363.14)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	(8,853.17)	0.00	(8,853.17)	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(134,069.19)	(7,444.78)	(141,513.97)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(134,069.22)</u>	<u>(7,444.78)</u>	<u>(141,514.00)</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	309,212.59	0.00	309,212.59	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	91,645.98	73,089.94	164,735.92	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,229,239.58	2,265.33	1,231,504.91	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	23,892.86	11,181.06	35,073.92	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	28,083.97	12.68	28,096.65	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>1,682,074.98</u>	<u>86,549.01</u>	<u>1,768,623.99</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	14,231,328.93	0.00	14,231,328.93	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	(1,973,604.71)	0.00	(1,973,604.71)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>23,275,079.26</u>	<u>0.00</u>	<u>23,275,079.26</u>	* Account Class
Liabilities						
		Bldg Corp Premium on Bonds	(218,459.08)	0.00	(218,459.08)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(4,133,706.83)	0.00	(4,133,706.83)	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>(28,678,144.08)</u>	<u>0.00</u>	<u>(28,678,144.08)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Bldg Corp Unreserved Fund Bal	3,344,814.49	0.00	3,344,814.49	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	376,175.35	(86,549.01)	289,626.34	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>3,720,989.84</u>	<u>(86,549.01)</u>	<u>3,634,440.83</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>	

Food Service Rev & Exp

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Windsor Charter Academy

Food Services Operations 31					
Account Type	I	Revenue			
Source of Revenue/Objec	1900	Other Revenue from Local Sources			
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
Revenue					
<u>Other Revenue from Local Sources</u>					
		Food Service Revenue-Sales	97,275.63	399,150.00	301,874.37 24.37
		Food Service Revenue- Chargebacks	(160.04)	0.00	160.04 0.00
		Food Service Rev-Vending Machine	5,653.10	0.00	(5,653.10) 0.00
1900	Other Revenue from Local Sources		102,768.69	399,150.00	296,381.31 25.75 ** Source of Revenue/Object of Expenditure
I	Revenue		102,768.69	399,150.00	296,381.31 25.75 * Account Type
Expense					
<u>Salaries</u>					
		Food Serv Salaries	31,665.52	135,544.96	103,879.44 23.36
0100	Salaries		31,665.52	135,544.96	103,879.44 23.36 ** Source of Revenue/Object of Expenditure
<u>Other Purchased Services</u>					
		Food Serv transport	0.00	500.00	500.00 0.00
		Food Serv Food Cost	36,353.99	181,335.00	144,981.01 20.05
		Food Serv Uniforms	1,524.39	1,750.00	225.61 87.11
		Food Serv Supplies	3,544.71	7,350.00	3,805.29 48.23
		Food Serv Repairs & Maint	1,036.05	7,000.00	5,963.95 14.80
		Food Serv Small Equipment	0.00	6,000.00	6,000.00 0.00
		Food Serv Software	0.00	500.00	500.00 0.00
		Food Serv Prof Dev	0.00	3,000.00	3,000.00 0.00
		Food Serv Dues & Fees	14.11	0.00	(14.11) 0.00
		Food Serv Utilities	0.00	8,318.24	8,318.24 0.00
		Food Serv EE Benefits Health/Dent/Vision	4,193.61	18,144.00	13,950.39 23.11
		Food Serv Medicare Exp	444.90	1,965.40	1,520.50 22.64
		Food Serv SUTA Exp	92.05	430.08	338.03 21.40
		Food Serv PERA Exp	6,182.35	27,312.31	21,129.96 22.64
0500	Other Purchased Services		53,386.16	263,605.03	210,218.87 20.25 ** Source of Revenue/Object of Expenditure
X	Expense		85,051.68	399,149.99	314,098.31 21.31 * Account Type
31	Food Services Operations		(17,717.01)	(0.01)	17,717.00 177,170,100.00 Special Reporting Element
	Report Total:		17,717.01	0.01	(17,717.00) 177,170,100.00

A/P Check Register

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Windsor Charter Academy

Check Date: 10/1/2018 to 10/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217917	Air Experts Inc.	2	10/05/2018	5831	353.70	0.00	353.70
218081	Blankenbaker, Katie	3	10/05/2018	5832	157.24	0.00	157.24
218169	BOYES, HEATH	28	10/05/2018	5833	345.00	0.00	345.00
21015	Comcast Cable	3	10/05/2018	5834	977.71	0.00	977.71
21179	Digi Pix Signs	2	10/05/2018	5835	499.35	0.00	499.35
21254	Gallegos Sanitation Inc	3	10/05/2018	5836	270.00	0.00	270.00
217851	Independent Interpreters of Northern CO LLC	2	10/05/2018	5837	230.00	0.00	230.00
21131	Knowledge Bound	2	10/05/2018	5838	14.98	0.00	14.98
21092	Lincoln National Life Insurance	2	10/05/2018	5839	559.40	0.00	559.40
217792	Manweiler Hardware Inc.	4	10/05/2018	5840	58.46	0.00	58.46
218149	Olson, David	2	10/05/2018	5841	252.00	0.00	252.00
21177	Pinnacol	28	10/05/2018	5842	6,553.88	0.00	6,553.88
218070	SpeedSkin LLC	4	10/05/2018	5843	1,467.19	0.00	1,467.19
21136	Supply Works	3	10/05/2018	5844	964.19	0.00	964.19
217608	ThyssenKrupp Elevator Corp.	3	10/05/2018	5845	697.14	0.00	697.14
217892	T-Mobile	3	10/05/2018	5846	84.21	0.00	84.21
217638	UNCC	2	10/05/2018	5847	15.95	0.00	15.95
21078	Waste Management	4	10/05/2018	5848	546.74	0.00	546.74
21120	Weld RE-4 School District	3	10/05/2018	5849	976.17	0.00	976.17
218078	Bartmann, Shane	9	10/10/2018	5850	150.00	0.00	150.00
21009	Brooms N More Inc	9	10/10/2018	5851	227.08	0.00	227.08
21312	Colorado Bureau of Investigation	9	10/10/2018	5852	118.50	0.00	118.50
217914	Colorado FIRST	9	10/10/2018	5853	100.00	0.00	100.00
21175	Counter Trade	9	10/10/2018	5854	2,573.10	0.00	2,573.10
218185	Curry, Tara	9	10/10/2018	5855	6.25	0.00	6.25
218186	Driskill, Lisha	9	10/10/2018	5856	64.25	0.00	64.25
21140	EON Office	9	10/10/2018	5857	1,604.90	0.00	1,604.90
218036	GoJo Sports of Greeley	9	10/10/2018	5858	5,500.00	0.00	5,500.00
21269	JW Pepper	9	10/10/2018	5859	1,206.74	0.00	1,206.74
21273	Meadow Gold - Greeley	9	10/10/2018	5860	558.05	0.00	558.05
217816	Skips Carpet Service Inc.	9	10/10/2018	5861	20,399.21	0.00	20,399.21
21120	Weld RE-4 School District	9	10/10/2018	5862	23.26	0.00	23.26
21079	Wells Fargo Financial Leasing	9	10/10/2018	5863	3,026.41	0.00	3,026.41
21319	Elan	8	10/10/2018	5864	20,270.95	0.00	20,270.95
21245	Absolute Shredding	17	10/19/2018	5865	110.00	0.00	110.00
21009	Brooms N More Inc	17	10/19/2018	5866	275.84	0.00	275.84
21117	Carolina Biological	11	10/19/2018	5867	91.20	0.00	91.20
21015	Comcast Cable	17	10/19/2018	5868	2,200.00	0.00	2,200.00
21124	Dick Blick Art Materials	17	10/19/2018	5869	37.16	0.00	37.16
218144	Didax Inc.	17	10/19/2018	5870	49.10	0.00	49.10
21179	Digi Pix Signs	17	10/19/2018	5871	934.00	0.00	934.00
21599	Educational Furniture LLC	17	10/19/2018	5872	1,156.99	0.00	1,156.99
21140	EON Office	17	10/19/2018	5873	35.99	0.00	35.99
217755	Great Minds	17	10/19/2018	5874	3,377.72	0.00	3,377.72
21131	Knowledge Bound	17	10/19/2018	5875	95.82	0.00	95.82
218059	Note Flight	17	10/19/2018	5876	513.00	0.00	513.00
217829	Oztek Commerical Services	11	10/19/2018	5877	165.25	0.00	165.25
21136	Supply Works	17	10/19/2018	5878	329.77	0.00	329.77
21072	Town of Windsor	11	10/19/2018	5879	3,030.55	0.00	3,030.55
21007	Barefoot Farms Landscaping Inc.	24	10/25/2018	5880	25.00	0.00	25.00
218195	Bimbo Bakeries USA	23	10/25/2018	5881	730.15	0.00	730.15
218169	BOYES, HEATH	24	10/25/2018	5882	750.00	0.00	750.00
21009	Brooms N More Inc	24	10/25/2018	5883	196.26	0.00	196.26
21012	CenturyLink	24	10/25/2018	5884	116.64	0.00	116.64
217633	Diversified Underground Inc.	24	10/25/2018	5885	375.00	0.00	375.00
21183	Elite Awards and Trophies	24	10/25/2018	5886	4.75	0.00	4.75

A/P Check Register

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Windsor Charter Academy

Check Date: 10/1/2018 to 10/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217882	Ellingson, Kyle	23	10/25/2018	5887	500.00	0.00	500.00
21110	Follett School Solutions, Inc	24	10/25/2018	5888	2,168.00	0.00	2,168.00
21038	Lewan and Associates	24	10/25/2018	5889	1,995.64	0.00	1,995.64
217966	Love and Logic Institute Inc.	23	10/25/2018	5890	500.00	0.00	500.00
218080	Safe Communications Inc.	24	10/25/2018	5891	1,600.00	0.00	1,600.00
21656	Sanders, Sara	23	10/25/2018	5892	999.00	0.00	999.00
217775	Seiffert, Sarah	24	10/25/2018	5893	168.40	0.00	168.40
21136	Supply Works	24	10/25/2018	5894	660.24	0.00	660.24
217860	Bass, Whitney	3	10/05/2018	9578	75.00	0.00	75.00
218016	Bumble Bee Parking Lot Striping	2	10/05/2018	9579	200.00	0.00	200.00
217882	Ellingson, Kyle	3	10/05/2018	9580	50.00	0.00	50.00
218181	Fisher, Brian	3	10/05/2018	9581	161.50	0.00	161.50
217869	Raynolds, Jake	3	10/05/2018	9582	86.50	0.00	86.50
21567	Reedesign Concepts, LLC	2	10/05/2018	9583	2,562.00	0.00	2,562.00
21718	Robotics Education & Competition Foundation	2	10/05/2018	9584	448.32	0.00	448.32
21679	Town of Windsor Parks & Rec	3	10/05/2018	9585	1,190.00	0.00	1,190.00
217860	Bass, Whitney	9	10/10/2018	9586	75.00	0.00	75.00
217895	FRCAA	9	10/10/2018	9587	440.00	0.00	440.00
218036	GoJo Sports of Greeley	9	10/10/2018	9588	810.95	0.00	810.95
21319	Elan	8	10/10/2018	9589	5,806.46	0.00	5,806.46
218189	Call, Jenelle	17	10/19/2018	9590	99.50	0.00	99.50
21462	Card, Doug	17	10/19/2018	9591	99.50	0.00	99.50
21213	Emil Ewing	17	10/19/2018	9592	86.50	0.00	86.50
218191	Gade, Cristian	17	10/19/2018	9593	187.50	0.00	187.50
218194	Haggard, Donna	17	10/19/2018	9594	86.50	0.00	86.50
218192	Masters, Marlo	17	10/19/2018	9595	187.50	0.00	187.50
21514	Pioneer Athletics	17	10/19/2018	9596	76.30	0.00	76.30
218190	Shimek, Anne	17	10/19/2018	9597	187.50	0.00	187.50
218193	Taylor, Morgan	17	10/19/2018	9598	187.50	0.00	187.50
218197	Brush, Elaine	24	10/25/2018	9599	56.00	0.00	56.00
217950	Denver Nuggets	23	10/25/2018	9600	100.00	0.00	100.00
21720	Early, David	23	10/25/2018	9601	275.00	0.00	275.00
217969	Friehauf, Eric	24	10/25/2018	9602	75.00	0.00	75.00
217874	Hall, Timothy	24	10/25/2018	9603	49.00	0.00	49.00
217936	Hampson, Christopher	24	10/25/2018	9604	75.00	0.00	75.00
21710	Hansen, Harold L	24	10/25/2018	9605	56.00	0.00	56.00
217888	Paustian, Susan	24	10/25/2018	9606	56.00	0.00	56.00
21567	Reedesign Concepts, LLC	23	10/25/2018	9607	48.00	0.00	48.00
21718	Robotics Education & Competition Foundation	23	10/25/2018	9608	130.00	0.00	130.00
217875	Smith, Gerald	24	10/25/2018	9609	49.00	0.00	49.00
21689	Watt, Adison	24	10/25/2018	9610	56.00	0.00	56.00
21691	Watt, Michael	24	10/25/2018	9611	112.00	0.00	112.00
218196	Weld County School District 6	24	10/25/2018	9612	910.00	0.00	910.00
21425	Colorado State University	30	10/31/2018	9613	320.00	0.00	320.00
218208	OptumRX	5	10/30/2018	10001	2,490.68	0.00	2,490.68
21286	Voya Financial	5	10/31/2018	103118111	1,064.50	0.00	1,064.50
21088	American Fidelity	5	10/31/2018	103118222	914.50	0.00	914.50
21088	American Fidelity	5	10/31/2018	103118333	805.83	0.00	805.83
21459	CBIZ	5	10/31/2018	103118444	455.85	0.00	455.85
21459	CBIZ	5	10/31/2018	103118555	324,700.76	0.00	324,700.76
21459	CBIZ	5	10/31/2018	103118666	45,899.17	0.00	45,899.17
21084	PERA	5	10/31/2018	103118777	113,655.21	0.00	113,655.21
21286	Voya Financial	5	10/31/2018	103118999	1,500.00	0.00	1,500.00
21088	American Fidelity	5	10/02/2018	100218100	1.00	0.00	1.00
217847	US Foods Inc.	5	10/03/2018	100318190	3,455.89	0.00	3,455.89

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Windsor Charter Academy

Check Date: 10/1/2018 to 10/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21154	Community Banks of Colorado	5	10/09/2018	100918003	9.00	0.00	9.00
217847	US Foods Inc.	5	10/10/2018	101018190	2,864.17	0.00	2,864.17
21088	American Fidelity	5	10/01/2018	101182367	258.33	0.00	258.33
21331	Cigna Dental & Vision	5	10/12/2018	101218782	542.49	0.00	542.49
21154	Community Banks of Colorado	5	10/15/2018	101518070	7.99	0.00	7.99
21156	Xcel Energy	3	10/16/2018	101618888	11,512.40	0.00	11,512.40
217847	US Foods Inc.	5	10/18/2018	101818190	3,270.95	0.00	3,270.95
218205	Delta Dental of Colorado	5	10/19/2018	101918100	10,171.14	0.00	10,171.14
217847	US Foods Inc.	5	10/23/2018	102318190	41.12	0.00	41.12
217847	US Foods Inc.	5	10/24/2018	102418190	3,945.30	0.00	3,945.30
218207	UMR Health	5	10/29/2018	102918070	35,676.31	0.00	35,676.31
21088	American Fidelity	5	10/30/2018	103020183	(111.69)	0.00	(111.69)
21636	HSA Bank	5	10/31/2018	103118121	2,800.75	0.00	2,800.75
21636	HSA Bank	5	10/31/2018	103118131	9,316.44	0.00	9,316.44
217847	US Foods Inc.	5	10/31/2018	103118190	2,629.63	0.00	2,629.63
Report Total					<u>\$687,392.23</u>	<u>\$0.00</u>	<u>\$687,392.23</u>

Windsor Charter Academy Budget

		2018-2019 Proposed Amended Budget			
General Fund	2018-2019 Amended Budget		Increase from PY	Change	
PPR Base	\$ 7,730.26	\$ 7,730	6.20%		
FTE	1210.2	\$ 1,210			
			% of Total Rev	Per student	
Total Revenues	\$ 11,273,036	\$ 11,299,622	100.00%	\$ 9,337.14	\$ 26,585.99
Expenditures					
Salaries Total	\$ 5,124,302	\$ 5,135,251	45.45%	\$ 4,243.38	\$ 10,949.00
Benefits Total	\$ 1,971,773	\$ 1,958,579	17.33%	\$ 1,618.42	\$ (13,193.38)
Purchased & Technical Services Total	\$ 46,595	\$ 46,595	0.41%	\$ 38.50	\$ -
Facilities & Property Services Total	\$ 1,854,440	\$ 1,822,646	16.13%	\$ 1,506.10	\$ (31,793.88)
Other Purchased Services Total	\$ 1,234,275	\$ 1,296,139	11.47%	\$ 1,071.03	\$ 61,863.52
Educational Supplies & Materials Total	\$ 600,605	\$ 568,254	5.03%	\$ 469.56	\$ (32,351.00)
Total Property/Equipment	\$ 160,860	\$ 166,263	1.47%	\$ 137.39	\$ 5,403.00
Other- Total	\$ 105,510	\$ 147,310	1.30%	\$ 121.73	\$ 41,800.00
Total Expenditures	\$ 11,098,361	\$ 11,141,038	98.60%	\$ 9,206.10	\$ 42,677.26
Net Surplus/Deficit	\$ 174,675	\$ 158,584		\$ 131.04	\$ (16,091.27)
Required Surplus for DS Coverage	\$ 154,340	\$ 154,340			
General Fund Balance- Beginning	\$ 2,776,911	\$ 2,776,911			
Appropriation	\$ -	\$ -			
Net Surplus/Deficit	\$ 174,675	\$ 158,584			
Fund Balance- Ending	\$ 2,951,587	\$ 2,935,495			
Ending Fund Balance Detail					
Unrestricted Fund Balance	\$ 2,140,643	\$ 2,652,554			
TABOR Reserves	\$ 284,000	\$ 282,941			
Total Projected Ending FB	\$ 2,427,292	\$ 2,935,495			
Total Revenues	\$ 11,273,036	\$ 11,299,622			
Total Expenditures less DS and one time	\$ 9,554,958	\$ 9,597,635			
Net avail for Debt Service	\$ 1,718,078	\$ 1,701,987			
Projected Debt Service	\$ 1,543,403	\$ 1,543,403			
Net Surplus	\$ 174,675	\$ 158,584			

Bond Covenant Requirement to maintain 1.10 X debt service	\$ 1,697,743	\$ 1,697,743		
Actual Ratio	111.32%	110.27%		
Actual Surplus plus Debt Svc	\$ 1,718,078	\$ 1,701,987		
Diff Over/(under)	\$ 20,335	\$ 4,244		
Required Surplus to maintain DS coverage	\$ 154,340	\$ 154,340		