

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

October Regular Session

October 24, 2019

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

October 24, 2019

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

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE NOVEMBER REGULAR SESSION

Executive Board Minutes October 24, 2019

Work Session: 5:30 p.m.

- 1.0 2019-2020 Amended Budget
- 2.0 Sources of Strength Professional Development
- 3.0 Program Alignment with Our Mission and Vision
- 4.0 Board Governance
- 5.0 Bylaws

1.0 Opening of the Meeting

- 1.1 **Call to Order**
The meeting was called to order at 7:17 p.m.

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

- John Feyen, Executive Board President
 - Carolyn Mader, Executive Board Vice-President
 - Donna James, Executive Board Treasurer
 - Sherry Bartmann, Executive Board Member
 - Jim Zacheis, Executive Board Member

- Staff Present***

- Rebecca Teeples, Executive Director
 - Kelly Seilbach, Director of Elementary School Education
 - Jeremy Schriener, Director of Middle School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to approve the October 24, 2019 Regular Session agenda was made by Donna James and seconded by Jim Zacheis. Members voted the following: Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the September 26, 2019 Regular Session was made by Sherry Bartmann and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 13 parents and students at the October Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Student Reports

- Middle School Student Representative
- High School Student Representative: Hunter Rivera, Student Council President

Work in Our Schools

- **System Wide**
 - **Firebird Fund Drive:** Our Firebird Fund Drive is well underway. Our team has worked hard to put together a fund drive campaign to raise funds for Mrs.

Shaffer's art room. We are excited about the response from our community so far. Currently, the Firebird Fund Drive has raised almost \$14,000.

- **Firebird Funder:** We are in the process of launching our new crowdfunding platform, Firebird Funder. Over the past few weeks, our team has gone through the implementation process with Community Funded. We will be ready to launch our new platform with our first campaign on November 1st with our *40 Days, 40 Stories* campaign. All proceeds from this initial campaign will go towards raising funds for teacher bonuses.
- **Signature Lines:** We are getting a fresh new look to our emails. We recently rolled-out a new signature line for our staff members. Our first phase was to our leadership and management teams. Next, we will roll-out signature lines for teachers, and then to anyone else who has a Windsor Charter Academy email address.
- **Website Updates:** All of our staff photos and teacher contact information has been updated on our website. Stay tuned for more updates to our homepage and other school pages.
- **Elementary School**
 - **Math Professional Development:** All certified staff attended a full day of enVisions math training on September 23rd.
 - **Leadership Celebration:** Kelly Seilbach was selected to participate in the AVID Western Regional Principal's Network to provide professional development and leadership to school leaders as they implement AVID in their schools.
 - **Innovation Night:** Our elementary school's Innovation Night was a huge success. We had over 20 community organizations and businesses representing Science, Technology, Engineering and Mathematics. Students had the opportunity to participate in hands on activities and experiments at each booth showcasing how STEM skills are used in the real world. Student work from our Innovation Lab specials class was on display for the community including LEGO challenges, cardboard Makedo projects and a variety of Genius Projects.
 - **STEM Enrichment Programming:** This year we have three LEGO Robotics teams, one 3rd grade team and two 4th & 5th grade teams. These teams will work together over the course of 9-weeks to solve a challenge. Each team will present their findings at a regional event on November 23rd. We will be starting a WonderWorks Robotics League team at the end of October. These students will use coding language to instruct Dash and Dot Robots to complete challenges and will enter their final code to a world-wide competition in early January. Each of these programs inspires computational thinking and problem-solving skills and encourages creativity and collaboration.
- **Middle School**
 - **Middle School Dance:** The AVID Leadership class led the planning and created an amazing middle school dance.
 - **Student Representatives:** The advisory representatives have met with administration to discuss school culture including: (a) ways to emphasize the 8 Keys of Excellence; (b) ways to emphasize the respect among peers;

(c) feedback on Firebird Strong Day plans; and (d) reports from the AVID Leadership class.

- **Leadership Professional Development:** Administration have completed differentiated levels of professional development on Cognitive Coaching.
- **Teacher Professional Development & Feedback:** Middle school teachers have been trained on the first four Love and Logic modules and have reported more impactful relationships and interactions with our students. Middle school administration has completed planning conversations, formal observations and reflection conversations with all teachers.
- **High School**
 - **Leadership Professional Development:** Administration have completed differentiated levels of professional development on Cognitive Coaching.
 - **Teacher Professional Development & Feedback:** Staff participated in professional development on Love and Logic training, AVID Focused Note Taking, and the SAT Teacher Implementation Guide. Administrators are completing their first round of formal observations with classroom teachers.
 - **Homecoming Week:** Students and staff enjoyed showing some school spirit with our dress up days and the pep assembly. Our teachers beat the students in a fun volleyball game. Our girls volleyball team won their homecoming game and the gym was filled with students and parents. There was a great turnout for our bonfire after the game and families enjoyed eating dinner from the food trucks. There was a record number of students attend our Homecoming Dance and they all looked beautiful!
 - **Sources of Strength:** The high school kicked off our Sources of Strength implementation by training adult advisors (Sarah Drips, Jeff Lorimer, Ellen Cermak, Shannon Elliott, and Hannah Mancina) as well as over 40 peer leader students! This group will now meet twice a month to plan their Sources of Strength “campaigns” to spread positivity within our school.
 - **VEX Robotics:** Our high school VEX team is off to a great start. This year we have 14 students participating. Our teams will be hosting two regional qualifying events at our middle and high school campus this year.
 - **Entrepreneurship Class:** One of our newly offered electives this year is an entrepreneurship class. This class encourages students to design and create an innovative product or solution for a real-world problem. This semester students visited the Windsor-Severance Fire Department to interview firefighters and determine a need to inspire their projects. Students have been working hard to craft real solutions that address these needs and will present their final ideas to the firefighters in December.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
October 25 th	8:15 a.m.	Coffee with Leadership	MS Media Center
October 25 th	6:00 p.m.	Haunted House	MSSH Gym
October 26 th	4:00 p.m.	Haunted House	MSSH Gym
October 26 th	6:00 p.m.	Trunk-or-Treat	MSSH Parking Lot
October 29 th	8:30 a.m.	3 rd to 5 th Grade Honor Roll Assembly	ES Gym

October 31 st	1:30 p.m.	Halloween Parade & Parties	Elementary School
November 6 th	3:45 p.m.	Safety Sub-Committee: Education of Parents & Students	ES PD Room
November 7 th	3:30 p.m.	Safety Committee: Physical Security Enhancements	ES PD Room
November 11 th	8:30 a.m.	Veteran's Day Assembly	ES Gym
November 11 th	1:50 p.m.	Veteran's Day Assembly	MSSH Gym
November 15 th & 16 th	7:15 p.m.	HS Play	ES Gym
November 18 th	8:00 a.m.	Firebird Safety Day	Middle & High School

3.2 Executive Board Reports

John Feyen, Executive Board President

Mr. Feyen attended the homecoming festivities and two meetings of the Executive Director's Evaluation Committee.

Carolyn Mader, Executive Board Vice-President

Carolyn Mader attended the boy's soccer final playoff game in Milliken and the homecoming volleyball game. Carolyn attended the first School Accountability Committee (SAC) meeting for 2019-2020 school year. She also attended the Weld RE-4 district meeting.

Donna James, Executive Board Treasurer

Mrs. James attended several of the middle school boys' basketball B-team soccer games. The boys had a terrific season, winning every game but one, which ended in a tie. The boys showed great teamwork, cooperation and sportsmanship all season. Mrs. James also attended the Finance Committee meeting earlier in the month.

Kevin Albertsen, Executive Board Secretary

Kevin Albertsen attended Coffee with Leadership on September 27th. He attended the Education Committee meeting on October 10th where the Committee reviewed their responsibilities and processes. They were also presented staff recommendations for new health textbooks at our middle and high school. He attended part of the AVID Showcase on October 22nd.

Sherry Bartmann, Executive Board Member

Mrs. Bartmann attended Coffee with Leadership, the middle school awards assembly, the HS homecoming bonfire, car decorating and dodgeball tournament. Mrs. Bartmann also attended MS/HS soccer games and MS/HS volleyball games and witnessed the MS Girls' volleyball team maintain an undefeated season and go on to win the NCIL tournament, becoming the 2019 NCIL League Volleyball Champions. The girls' volleyball banquet was a perfect end to a great season. She shared that it was a fantastic season and thanked student athletes, coaches, and parents who volunteered their time to help out. She also helped build and operate the Haunted House, and is hosting a trunk for a treat.

Mrs. Bartmann attended both subcommittee meetings of the Student and Building Safety Committee this month. Mrs. Bartmann also attended the AVID Showcase at the elementary school.

Jenny Ojala, Executive Board Member

Mrs. Ojala attended Coffee with Leadership. She also began the process of refining the Executive Director Evaluation process with Board President Mr. Feyen. Mrs. Ojala also met with Mr. Feyen and Executive Director Teeples to discuss this process. Mrs. Ojala also attended the first School Accountability Committee Meeting for the school year where discussion focused around the committee schedule, review of the Strategic Plan, CMAS data, and annual survey results. The committee also discussed the action plans to address the priority challenges determined from survey results. Our contracted consultant and SAC member, Elaine Hungenburg, shared the data she analyzed to help our administration and staff understand and best use our students' test results to help them continue to improve and excel. It was an informative and productive meeting.

Jim Zacheis, Executive Board Member

Mr. Zacheis attended Donuts with Dad and was impressed as usual with the turnout. He was present for the Finance Committee meeting as well.

4.0 Items for Information

4.1 Chicago Improv HS Trip

1.0 Items for Action

5.1 Chicago Improv HS Trip

A motion was made to approve the Chicago Improv HS Trip with the contingency that administration confirms that theater opportunities are part of the students' trip by Sherry Bartmann and seconded by Jim Zacheis. Members voted the following: Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 Policy JFABB Admission of Non-Immigrant Foreign Exchange Students, First Read

A motion was made to Policy JFABB Admission of Non-Immigrant Foreign Exchange Students on first read by Sherry Bartmann and seconded by Donna James. Members voted the following: Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.3 2019-2020 Amended Budget

A motion was made approve the 2019-2020 amended budget on first read by Donna James and seconded by Carolyn Mader. Members voted the following: Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.4 Revision of Bylaws, Second Read

A motion was made to approve the revision of Article 14 of the Bylaws, Meetings of Academy Members on second read by Carolyn Mader and seconded by Donna James. Members voted the following: Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Kyler Eubank, Elementary School Teacher
- Tama Clapper, Facilities
- Athletic Coaches and Assistant Coaches
 - Justin VanHorn
 - Scott Walston
 - Keith Dellapina
 - Doug Smith

Resignations/Non-Renewals/Terminations

- Alaina Young, Elementary School Teacher
- Cathy Brooks, Facilities

6.2 Second Read Policies

- 5.1 Policy CBI-R Evaluation of Executive Director—Regulation
- 5.2 Policy EBBA Prevention of Disease/Infection Transmission
- 5.3 Policy EBBA-R Prevention of Disease/Infection Transmission—Regulation
- 5.4 Policy GBEC Alcohol and Drug-Free Workplace

6.3 Financials

- September Financials

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

7.0 Executive Session

There was no Executive Session at the October Regular 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 Charter's 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)

8.0 Adjournment

A motion was made to adjourn the October 24, 2019 Regular Session by Donna James and seconded by Jim Zacheis. Members voted the following: Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 8:27 p.m.



Appendix



1.0 September 26, 2019 Minutes

Work Session: 5:30 p.m.

- 1.0 Executive Board Professional Development Plan for 2019-2020 School Year
- 2.0 Board Governance
- 3.0 Bylaws
- 4.0 Planning for November Annual Parent Stakeholder Meeting
- 5.0 Executive Director Evaluation Committee
- 6.0 Executive Director Evaluation Tools

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

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

Staff Present

Rebecca Teeples, Executive Director

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to approve amend the September 26, 2019 Regular Session agenda, adding 5.6 Amended Bylaws, was made by Jenny Ojala and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

A motion to approve the September 26, 2019 Regular Session agenda was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the minutes for the August 22, 2019 Regular Session was made by Kevin Albertsen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 2 parent at the September Executive Board Regular Session. Mrs. Dizmang shared that she appreciated the dialogue that occurred at the Work Session as Board members discussed the need for Bylaw revisions and how to ensure transparency and thoughtful communication with the WCA stakeholders.

3.0 Reports

3.1 Executive Director's Report

Enrollment & Student Data Services Support

- Student enrollment for the 2018-2019 school year is 1262.
- Last month's student enrollment projections for the 2019-2020 school year was 1340. This month's student enrollment projections are 1339.
- Past years, we based a budget on 97% of actual enrollment. Our 2019-2020 budget reflects a more conservative approach, based on 95% of actual enrollment, with projections of 1,305 students.

Work in Our Schools

- **System Wide**
 - Our new Fundraising Manager will start on September 23rd. As an administrative team, we have worked internally to ensure Cyn French is set up for success with comprehensive training.
 - Leadership members are in the process of implementing a fundraising platform called Community Funded. This crowdfunding platform will allow us to run online campaigns and will be an important piece of our fundraising pipeline. Our peer institutions, such as Resurrection Christian School and Peak to Peak Charter School, are implementing similar initiatives. In addition, we are working to enhance our donor database.
 - The Firebird Fun Run is back! We are looking forward to a successful year. We have also rolled out a new corporate sponsorship program and have enhanced our banner sponsorship program.
 - Last month, we officially launched our Firebird spirit store. We have had great success with our new vendor, K&W Printing. We are delivering our first round of orders this week with over 211 items. In addition, we released spirit stores for all of our fall sports. Parents and family members were able to purchase soccer, volleyball, and cross-country apparel. We are excited to see more of our WCA family wear officially branded Firebird spirit wear.
 - This year, it is our goal to transition our registration process for our intramural athletics, extracurricular activities, and clubs from paper registration to online registration. To date, we have noticed a significant increase in the number of students who have registered for our enrichment activities. Our elementary school intramural soccer program is full. Registration for our art club filled up in less than 4 hours. Obviously, this is a testament to our incredible teachers who have built quality programs. It also shows that by getting the word out to parents, and making it easier for them to register their child, we can increase our participation numbers. We are excited to see this process work so well.
 - Leadership members Mr. Mason and Mr. Wagner completed ALICE certification training to support safety training throughout our schools.
 - All beginning of the year testing is complete. Teachers at the elementary school participated in 3 hours of data digs to determine WIN groups and math groups for students to ensure differentiation. Middle and high school grade level and content area teams have analyzed state assessment data along with benchmark data to identify trends and plan for areas to improve instruction.

- Our teaching staff have participated in professional learning that is focused on tenets Love and Logic, AVID strategies, unit planning, and data team processes. This work will be ongoing throughout the year. In preparations for the start of the school year, teachers from all three schools participated in a 3-day AVID Conference in Denver in July.
- **Elementary School**
 - We are excited to have 35 students signed up for the elementary school children's choir lead by Mrs. Vasquez.
 - Twelve elementary school teachers and administrators attended an enVisions training on Saturday, August 24th. The elementary school staff are looking forward to a full-day training on September 23rd.
 - The elementary school Parent Teacher Club put on an amazing event with Donuts with Dad. PTC served over 700 donuts to our students and dads.
- **Middle School**
 - Each middle school advisory class selected a class representative to be a part of an advisory council with administration. The advisory council met with administration and will convene every three weeks to discuss ideas, questions and how to make WCA an even better place for students.
 - Middle school administration has conducted multiple walkthrough observations of every classroom teacher and will complete formal observations of all teachers by the end of first quarter.
 - Our middle school girls' volleyball is currently undefeated. Our middle school boys' soccer has only one loss.
- **High School**
 - This summer several of our students traveled abroad for two weeks with stops in Italy, France and more.
 - This summer several students from our Mu Alpha Theta math honor society traveled to Las Vegas for their annual convention.
 - The entire high school math department attended the National Council for Teachers of Math conference this summer.
 - 244/300 (80%) high school students are currently enrolled in Concurrent Enrollment courses.
 - Mrs. Diener and Mrs. Tickler have met with all 12th graders for a senior graduation check and all are on track to graduate in May!
 - Mrs. Mancina and Mrs. Elliott completed our Quarter 1 AVID walkthrough and are observing great AVID strategies being implemented in all high school classrooms.
 - Several school sponsored clubs are off and running including Vex Robotics, National Honor Society, Math League, Mu Alpha Theta, Improv, and Drama Club. Also we have several student-led organizations meeting on a weekly basis.
 - The high school is piloting a e-sports team through HSEL (High School E-sports League) this year.
 - WCA is planning to begin high school boys' volleyball this spring. We had a record number of students trying out for both volleyball and boys' soccer. We added cross country to list of offerings for HS fall sports. Our

cheer team expanded their season (now fall & winter) and working towards competitive cheer team for 2020 season.

- o We are creating senior posters to be on display in gym and on soccer field fence during home games.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
September 27 th	8:15 a.m.	Coffee with Leadership	MS Media Center
September 27 th	5:30 p.m.	Innovation Night	ES Gym & Innovation Lab
September 30 th	3:45 p.m.	School Accountability Committee	ES Library
October 4 th	3:30 p.m.	Homecoming Tailgate, Dodgeball Tournament & Bonfire	HS Parking Lot & Field
October 7 th	3:45 p.m.	Safety Sub-Committee: Physical Security Enhancements	ES PD Room
October 16 th	3:45 p.m.	Safety Sub-Committee: Education of Parents & Students	ES PD Room
October 22 nd	8:00 a.m.	AVID Showcase	Elementary School

3.2 Executive Board Reports

John Feyen, Executive Board President

Mr. Feyen attended the Back to School Kickoff for Windsor Charter Academy staff during the second week of August. It was an amazing event coordinated by our Executive Director to fire everyone up for the new school year. He also attended the joint Board meeting with our authorizers at Weld RE-4, as well as the Windsor Charter Academy Executive Board meeting in August. WCA's Improv Troupe provided several hours of mirth and laughter at their monthly show. He also met with the Executive Director to plan the agenda for this month's meeting and plans on attending the Weld RE-4 Board Meeting on the 16th.

Carolyn Mader, Executive Board Vice-President

Mrs. Mader attended a dinner with the Weld RE-4 District Board in late August. She was also in attendance of the last Windsor Charter Academy work session and board meeting held in August. She is a member of the SAC Committee and attended her first strategic plan and data review meeting held this school year. She also has been supporting the boy's middle school soccer team and has cheered them on at various games.

Donna James, Executive Board Treasurer

Mrs. James attended the Finance Committee meeting. She also attended a number of the middle school boys' soccer games. The teams are having a great season so far!

Kevin Albertsen, Executive Board Secretary

Mr. Albertsen attended donuts with Dad and helped start up our elementary school first Lego League. Kevin attended the Back to School Kickoff for Windsor Charter Academy staff. He also attended the joint Board meeting with our authorizers at Weld RE-4, as well as the Windsor Charter Academy Executive Board meeting in August.

Sherry Bartmann, Executive Board Member

Mrs. Bartmann attended the Weld RE-4 District meeting and Coffee with Leadership. She also attended MS and HS volleyball and soccer games, the senior parent information night, and is helping with the homecoming events. She is the liaison for the School and Student Safety Committee. The committee held its first meeting for the school year.

Jenny Ojala, Executive Board Member

In August, Mrs. Ojala attended a working dinner with the Weld RE-4 School Board. Discussion centered around a potential waiver from the district calendar. She also attended the August board meeting at Windsor Charter Academy. Mrs. Ojala participated in a strategic plan review with committee members.

Jim Zacheis, Executive Board Member

Mr. Zacheis attended the Back to School Kickoff breakfast and presentation on August 8th. He also attended the joint meeting between the Weld RE-4 Board and the Windsor Charter Academy Executive Board. On August 22nd, Mr. Zacheis attended the Finance Committee meeting and the Windsor Charter Academy Executive Board Meeting.

4.0 Items for Information

4.2 MuAlphaTheta Summer Convention HS Trip

5.0 Items for Action

5.1 MuAlphaTheta Summer Convention HS Trip

A motion was made to approve the MuAlphaTheta Summer Convention HS Trip by Carolyn Mader and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.2 Policy CBI-R Evaluation of Executive Director, First Read

A motion was made to Policy CBI-R Evaluation of Executive Director on first read by Sherry Bartmann and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. (Mrs. Ojala stepped out during this discussion and did not vote.)

5.3 Policy EBBA Prevention of Disease/Infection Transmission, First Read

A motion was made to Policy EBBA Prevention of Disease/Infection Transmission on first read by Sherry Bartmann and seconded by Donna James. Members voted the

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

5.4 Policy EBBA-R Prevention of Disease/Infection Transmission—Regulation, First Read

A motion was made to Policy EBBA-R Prevention of Disease/Infection Transmission--Regulation on first read by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.5 Policy GBEC Alcohol and Drug-Free Workplace, First Read

A motion was made to Policy GBEC Alcohol and Drug-Free Workplace on first read by Sherry Bartmann and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

5.6 Amended Bylaws

A motion was made to amend Article 14, sections 2, 3 & 4, transitioning verbiage from multiple academy membership meetings to an annual membership meeting on first read by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

The revisions will be sent out to WCA stakeholders to ensure transparency in the process.

6.0 Consent Agenda

6.1 Personnel

Appointments

- Fundraising Manager
 - Cyn French
- Paraprofessionals
 - Rebecca Belvill
 - Christina Sanchez Werner
- Facilities
 - Cathy Brooks
- Athletic Coaches and Assistant Coaches
 - Kay Stumbo
 - Stephanie Loeffler
 - Sierra Pagan

Resignations/Non-Renewals/Terminations

There are no resignations/non-renewals/terminations at this time.

6.2 Second Read Policies

- Policy JLCB Immunization of Students

6.3 Financials

- July Financials
- August Financials

A motion was made to pull 6.3 Financials from the Consent Agenda by Sherry Bartmann and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

A motion was made to approve the Consent Agenda, containing 6.1 and 6.2 by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

After discussion on 6.3 Financials, a motion was made to approve 6.3 Financials by Sherry Bartmann and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

7.0 Executive Session

There was no Executive Session during the September Regular 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 Charter's 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)

8.0 Adjournment

A motion was made to adjourn the September 26, 2019 Regular Session by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously. The meeting was adjourned at 8:31 p.m.



2.0 First Read Policies



ADMISSION OF NON-IMMIGRANT FOREIGN EXCHANGE STUDENTS

This policy applies to non-immigrant foreign exchange students who temporarily reside within the District boundaries **Windsor Charter School area** without their parents or legal guardians for the purpose of attending school. This policy applies to students classified as either J-1 or F-1 visa holders.

Admission Requirements for Non-Immigrant Foreign Exchange Students

Non-immigrant foreign exchange students seeking to attend school pursuant to an F-1 or J-1 visa must meet the following criteria before being considered for admission:

- A. No student will be admitted who has already graduated from the equivalent of twelfth grade or who has reached the age of 21 years on or before the date of enrollment in the District. **at Windsor Charter Academy.**
- ~~B. The student must reside with a legal adult resident of the District. Every effort should be made to place exchange students with a host family where one or more students from that family attend the same school the exchange student will attend, if placement is necessary. The host family or sponsor must visit a centralized admission site to complete all admission paperwork prior to enrolling at the appropriate school.~~
- ~~C.~~ **B.** The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. All students must have achieved an advance score on the SLEP to qualify.
- ~~D.~~ **C.** The student must have average or above-average grades in school in their home country and must not require special education services in order to function in the regular academic program.
- ~~E.~~ **D.** A student that has previously held F-1 status in the United States for one year is not eligible for an F-1 visa. Students who have previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in J-1 visa status, or in F-1 status for less than one year may be considered under this policy.

~~F.E.~~ The principal or designee must screen all applicants before they are approved and the student is admitted to the District **at Windsor Charter Academy**.

~~G.~~ Approval for admission must be obtained between April 15 to May 15 for the following academic year. The decision to admit a student outside of these guidelines and under unusual circumstances is in the sole discretion of the District.

Enrollment of international exchange students in F-1 or J-1 status is limited to one student per **for** each 250 students enrolled at the time of application. At the principal's discretion, this recommended limit may be increased.

~~The District recommends that to enhance cultural diversity, no more than two students of the same nationality be accepted for each school year.~~

Admission Requirements Specific to J-1 Visa Holders

~~The District~~ **Windsor Charter Academy** will authorize a limited number of non-immigrant J-1 foreign exchange students to the regular educational programs offered **at Windsor Charter Academy** in the District's schools. To protect the interests of the District, its schools **Windsor Charter Academy** and its students, only foreign exchange students from approved exchange programs shall be admitted. Approved exchange programs are those classified as Designated Sponsor Organizations by the United States Department of State. Foreign exchange students admitted as part of an approved program are considered wards of the families with whom they reside. Foreign exchange students on J-1 visas are not required by law to pay tuition or reimburse the District **Windsor Charter Academy** for the annual unsubsidized per student cost for educating the student.

Admission Requirements for F-1 Visa Holders

~~The District~~ **Windsor Charter Academy** may consider qualifying non-immigrant F-1 foreign students to the regular educational programs offered in the District's schools when the district **Windsor Charter Academy** holds certification by the Student Exchange Visitor Program (SEVP).

Pursuant to federal law, only high school students are eligible for F-1 visas. A student may receive an F-1 visa for no more than 12-months in a public--school system.

The student is required to reimburse the District **Windsor Charter Academy** in advance for the full unsubsidized cost of educating the student. The superintendent or designee **Executive Director** will determine this amount annually. Payment of tuition must be in certified or cashier's check in U.S.

currency payable to ~~the District~~ **Windsor Charter Academy** Weld County RE-4 School District, and payment must be received before ~~the District~~ **Windsor Charter Academy** will issue form I-20.

Should a student pay funds in advance and not be able to obtain a visa or not attend for some other reason, the tuition will be refunded in full. Should a student attend for less than a full school year, tuition will only be refunded if a true hardship situation can be demonstrated.

General Requirements for All Non-Immigrant Foreign Exchange Students

Following admission and enrollment, all non-immigrant foreign exchange students will be subject to ~~District and school~~ **Windsor Charter Academy** policies and regulations relating to all students. However, foreign exchange students and their host families are also subject to the following requirements.

- A. Prior to attending classes, ~~the District~~ **Windsor Charter Academy** must be in possession of a notarized temporary custody agreement between the non-immigrant foreign exchange student's parents/guardians and the host family and/or exchange organization.
- B. Non-immigrant foreign exchange students are responsible for complying with all ~~District and school~~ **Windsor Charter Academy** policies and regulations including eligibility requirements of the Colorado High School Activities Association.
- C. Non-immigrant foreign exchange students are expected to pay for all lunches, books, athletic and student activity fees, yearbook costs, and all other expenses normally borne by students ~~in the District~~ **at Windsor Charter Academy**. Non-immigrant foreign exchange students are not entitled to free or reduced prices for lunch.
- D. Notwithstanding compliance with the English Language requirements for admission, if at any time the student's English proficiency is found to be insufficient to function in the regular instructional program without special assistance, the exchange program or private sponsor must provide a tutor or make other educational arrangements for the student at their expense. If the program or sponsor fails to do so, the student will be withdrawn and the U.S. Department of Homeland Security will be notified through the Student Exchange Visitor Information System (SEVIS).

- E. ~~The District~~ **Windsor Charter Academy** will not provide foreign exchange students with admission to special education programs, English language acquisition programs, or other special programs.
- F. The sponsor host family and a local program representative (if any) must maintain personal contact with the school and must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems, including the early return of the student, if personal, family, or school difficulties cannot be resolved.
- G. Foreign students are expected to be registered as full time students with the appropriate number of classes required for full time status. Foreign students are expected to maintain passing grades in all classes.
- H. If ~~the District~~ **Windsor Charter Academy** deems a student's grades, attendance or conduct unsatisfactory, a student may be withdrawn and the Department of Homeland Security will be notified through the Student Exchange Visitor Information System (SEVIS).

Windsor Charter Academy Executive Board
Adopted: November 2019





3.0 Revision to Bylaws

Executive Board Bylaw Review and Recommended Revisions October Regular Session

ARTICLE 14 MEETINGS OF ACADEMY MEMBERS

SECTION 1. PLACE OF MEETINGS

Meetings of Academy members shall be held at the principal office of the Academy or at such other place or places as may be designated from time to time by resolution of the Board.

SECTION 2. ~~BIANNUAL~~ ACADEMY MEMBERSHIP MEETINGS

~~There shall be a biannual Meeting of Academy Members which shall be held in the months of April and November of each year, with at least five (5) days written public notice.~~

-

~~The April Academy Membership Meeting shall also be held for the purpose of allowing Board member candidates the opportunity to speak to the Academy Membership prior to the election of Board members and other business as may come before the meeting.~~

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SECTION 3. ~~SPECIAL MEETINGS OF ACADEMY MEMBERS~~

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~~Special m~~Meetings of the Academy members shall be called by the Board, the President of the Board, or by the person(s) specifically authorized under the laws of this state to call special meetings of the Academy members.

SECTION ~~34~~. NOTICE OF MEETINGS

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, notice of ~~a Biannual Academy Membership Meetings or Special Meetings~~ of Academy members shall state the place, day and hour of the meeting and shall state the purpose or purposes for which the meeting is called and shall be posted no less than five (5) days prior to the meeting.

The notice of any Meeting of Academy Members at which Board members are to be elected shall also state the names of all those who are nominees or candidates for election to the Board at the time notice is given.

SECTION ~~45~~. CONDUCT OF MEETINGS

Meetings of Academy members shall be presided over by the President of the Board, the Vice President of the Board or, other Board member(s). The Secretary of the Board shall act as

Secretary of all meetings of Academy members, provided that, in his/her absence, the President of the Board shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by the appropriate Board member; as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law. The conduct of the meetings shall be in accordance with established parliamentary procedure. Except as otherwise specified by state law or by Academy Membership policies pertaining to its own operating procedures, the meeting shall be governed by the rules prescribed in *Robert's Rules of Order, Newly Revised*.



4.0 Second Read Policies



EVALUATION OF EXECUTIVE DIRECTOR—REGULATION

The Executive Board shall serve as the evaluator for the Executive Director. The Executive Director's performance shall be reviewed annually, with a mid-year review to guide progress.

Prior to the Evaluation

The Board Chairperson and the senior liaison to the School Accountability Committee will serve as the Executive Director Evaluation Committee. The committee members and the Executive Director shall review the professional standards that are the framework for the work of an Executive Director. During this preliminary meeting, the Executive Director will share his/her professional goals for the year after reflecting on progress on the professional standards. The evaluation committee will give input on the professional goals to ensure that the work supports that vision and mission of Windsor Charter Academy.

Mid-Year Review

The evaluation committee will meet and determine the progress the Executive Director has made on the professional standards. The committee will meet with the Executive Director to share results and discuss areas for growth for the remainder of the year.

Information Collection

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it. The evaluation shall be based upon multiple sources of information that can be provided by members of the Executive Board or the Executive Director.

Information may be collected from the evaluation committee and synthesized into a collective Board position, although the range of views may be presented as a basis for discussion with the Executive Director.

The Executive Director shall have an opportunity for self-review in relationship to the criteria employed by the evaluation committee prior to the time that the Executive Director meets with the Executive Board to discuss the results of the evaluation. The Executive Director will share artifacts to the evaluation

committee if discrepancies arise on specific professional standards. After discussions around the discrepancies occur, the evaluation committee will make final determinations and share these recommendations to the Executive Board. Upon recommendations, the Executive Board will meet to review the work of the evaluation committee. The Executive Board will accept the final evaluation or suggest changes. Once a final evaluation is accepted by the Executive Board, the evaluation results will be shared with the Executive Director.

Written Evaluation Report

The evaluation shall result in a written summary of conclusions regarding the Executive Director's performance. The report shall include the following:

1. Specific information about the strengths and weaknesses in the Executive Director's performance based upon the agreed upon criteria.
2. Documentation showing information collected considered in the evaluation.

The Executive Board and the Executive Director shall discuss information relating to the Executive Director's performance in an executive session.

The evaluation report shall be signed by the president of the Executive Board and by the Executive Director. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the Executive Director's personnel file. The Executive Director shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the Executive Director, modifying Executive Board/Executive Director relationship and/or modifying the goals and objectives of Windsor Charter Academy may be incorporated in the documents used to initiate the next evaluation.



PREVENTION OF DISEASE/INFECTION TRANSMISSION

Windsor Charter Academy shall provide a sanitary environment and shall establish routines, recommended by appropriate health professionals, for handling body fluids.

Windsor Charter Academy personnel shall be advised of and follow routine procedures regarding handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or fluids another. These procedures shall be standard health and safety practices developed in consultation with medical personnel. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures shall be published as Windsor Charter Academy regulations and distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a system-wide basis, special emphasis shall be placed in those areas of school operation that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

Windsor Charter Academy Executive Board
Adopted: October 2019

Legal References
6 CCR 1010-6

Cross References
GBGA Staff Health and Safety





PREVENTION OF DISEASE/INFECTION TRANSMISSION--REGULATION

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices shall be followed by all Windsor Charter Academy personnel in all situations involving potential contact with any body fluids and substances:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
 - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
 - b. Cuts and sores on your skin should be routinely covered to avoid infection.
 - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.

4. Clean up as soon as possible after any skin contact with any body fluid or substance.
 - a. Wash skin with soap and water.
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.
 - d. Contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

Although HIV (human immuno-deficiency virus)/AIDS (acquired immune deficiency syndrome) has received a great deal of attention, there are other diseases more communicable than HIV/AIDS of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

1. It is extremely difficult to be infected with HIV/AIDS. Exposure of blood to intact skin is a highly unlikely way of being infected with HIV/AIDS.
2. HIV/AIDS is transmitted by getting blood, semen or vaginal secretions into the bloodstream of a non-infected person.
3. Other body substances (saliva, tears, urine or feces) have extremely small, if any, levels of virus.
4. There have been no documented cases of HIV/AIDS transmitted by mouth- to-mouth resuscitation.
5. HIV is easily destroyed by common disinfectants.

TRANSMISSION CONCERNS-BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

Organism of Concern	Organism of Concern	Transmission
Blood <ul style="list-style-type: none"> • Cuts/abrasions • Nose bleeds • Menses • Contaminated needle 	<ul style="list-style-type: none"> • Hepatitis B Virus • HIV/AIDS • Cytomegalovirus 	<ul style="list-style-type: none"> • Bloodstream Inoculation Through Cuts and Abrasions on Hands • Direct Blood Stream Inoculation
*Feces <ul style="list-style-type: none"> • Incontinence 	<ul style="list-style-type: none"> • Hepatitis A Virus • Salmonella Bacteria • Shigella Bacteria 	<ul style="list-style-type: none"> • Oral Inoculation from Contaminated Hands

Policy EBBA-R

	<ul style="list-style-type: none">• C. Difficile	
*Respiratory Secretions <ul style="list-style-type: none">• Saliva• Nasal discharge	<ul style="list-style-type: none">• Common Cold Virus• Influenza Virus• **Epstein-Barr Virus	<ul style="list-style-type: none">• Oral Inoculation from Contaminated Hands
*Vomitus	<ul style="list-style-type: none">• Gastrointestinal Viruses• (e.g., Norwalk Virus)	<ul style="list-style-type: none">• Oral Inoculation from Contaminated Hands
*Urine <ul style="list-style-type: none">• Incontinence	<ul style="list-style-type: none">• **Cytomegalovirus	<ul style="list-style-type: none">• Bloodstream Inoculation Through Cuts and Abrasions on Hands
Semen/Vaginal Fluids	<ul style="list-style-type: none">• Hepatitis B Virus• HIV/AIDS• Gonococcus Bacteria	<ul style="list-style-type: none">• Sexual Contact (intercourse)

*There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine and feces.

**These agents cause mononucleosis-like illness.

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that result from the performance of an employee's duties.

Windsor Charter Academy Executive Board
Adopted: October 2019

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
ALCOHOL AND DRUG-FREE WORKPLACE

The Executive Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Executive Board policy for any employee to possess, use or be under the influence of alcohol or illicit drugs on school property, at school-sponsored functions, in any vehicle transporting students for school purposes, off school property when the employee is on duty, or at any time during a break from duty if the employee returns to duty during the same day.

For purposes of the policy, "illicit drugs" means, narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, Windsor Charter Academy has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, termination and referral for prosecution. In appropriate circumstances and at Windsor Charter Academy's sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, Windsor Charter Academy is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the Executive Director may reinstate an employee who has been suspended if it appears to be in the best interests of Windsor Charter Academy. The matter shall be reported to the Executive Board.

Drug-Free Workplace Act

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any school workplace. The Act defines “controlled substance” as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). Pursuant to the Act, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the Executive Director no later than five days after the conviction. Windsor Charter Academy has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by Windsor Charter Academy and the convicted employee’s work site.

Notification to Employees

Information about the standards of conduct required by this policy shall be communicated to employees. All employees shall acknowledge receipt of this policy and related information.

Windsor Charter Academy Executive Board
Revised: October 2019

Legal References

20 U.S.C. 7101 *et seq.*

21 U.S.C. 812

41 U.S.C 8101 and 8102

34 C.F.R. Part 84

Colorado Const. Art. XVIII, Section 16 (6)

C.R.S. 18-18-407 (2)

C.R.S. 25-1.5-106 (12)(b) C.R.S. 25-14-103.5

Cross References

EEAEAA Controlled Substance and Alcohol Testing

GBGA Staff Health and Safety

JICH Student Use, Possession, and Abuse of Illegal Drugs and Alcohol

KDBA Parent Notification of Employee Criminal Charges
KFA Public Conduct on Windsor Charter Academy Property





5.0 Financials



Committee

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director-absent

SarahGennie Colazio, Finance Director

James Zacheis –Board Member

Paige Adams, Member-absent

Matt Meuli, Member

Levi Burkhardt, Member

Lauren Miller, Business Manager

Agenda 10.17.19

Meeting called to order at 3:30 pm

1. Reviewed Sept financials, Revenue and Expenditures, Balance Sheet, check register and credit card statements
 - a. **Motion to approve Sept financials by Matt, second by Levi , motion passes unanimously.**
2. Reviewed Draft Audit
3. Reviewed Amended Budget
4. Next Meeting – Thursday Nov 14th, 3:30pm

Meeting adjourned at 5:00 pm

Financial Highlights 9.30.19 and Amended Budget Summary

As of September 30, 2019, WCA is 3 months through the year; revenues and expenditures should be approximately 25% of budget.

- **Total GF Revenue is \$3,049,544 (24.76%)**
 - Interest Revenue from COLOTRUST of \$12,480
 - At expected for this time of year

- **Total GF Expenses are \$2,450,082 (20.25%)**
 - At expected for this time of year

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 602,237
 - Health Insurance Checking Balance: \$900,682
 - COLOTRUST Investment Balance: \$2,145,554
 - Liquid Savings FirstBank \$300,000
 - SF Checking Account Balance: \$ 204,475

- **As of 9/30/19~ Days Cash on Hand: 136**

- **Recommendations and Requested Actions for Board**
 - Finance Committee reviewed September financials and recommends Board approval.
 - Finance Committee reviewed the Amended 2019-2020 budget and recommends Board approval.
 - The Audit will be presented at the November 2019 Board meeting.

Amended Budget Summary

- **REVENUES**
 - Increase of \$268,422 due to Oct 1 Count of 1339 students
 - 33.19 more students than budgeted
- **EXPENSES**
 - Total increase of \$277,022
 - Salaries increased \$175,109
 - 4% for all certified teaching staff, and 1.5% for administrative staff to increase to more competitive market levels and increase retention
 - This supports the goals outlined in our strategic plan of 90% of starting salary levels for teachers
 - Substitute salaries were raised to market rates
 - PERA, Medicare and SUTA costs increased based on required %
 - Professional/tech services increase based on PY actuals
 - Other purchased services:
 - SPED and District admin costs increased based on student count and District estimates
 - Equipment
 - Increase based on need for sound mitigation, security equipment needs and bus exchange
 - Other
 - Slight increase in credit card processing, trustee and bank fees based on PY actual expenses
- **Net Surplus**
 - Projected ending surplus of \$208,732; down \$8,601 from original projected surplus of \$217,333
 - \$28,068 above our required surplus for bond covenants
 - Projected days of cash on hand increased 7 days, moving us to approximately 143 days cash on hand end of June 2020

Rev and Exp as of 9.30.19

Printed: 10/15/2019 10:20 AM
Windsor Charter Academy

Charter School 11						
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	12,480.22	24,000.00	11,519.78	52.00	
1700	Pupil Activities	61,367.00	94,876.00	33,509.00	64.68	
1900	Other Revenue from Local Sources	74,349.95	531,368.00	457,018.05	13.99	
3000	Revenue from State Sources	92,451.02	357,107.00	264,655.98	25.89	
3900	Other Revenue From State Sources	8,948.88	25,300.00	16,351.12	35.37	
5200	Interfund Transfers	0.00	184,250.00	184,250.00	0.00	
5600	Direct Allocations	2,799,946.91	11,099,549.00	8,299,602.09	25.23	
I	Revenue	<u>3,049,543.98</u>	<u>12,316,450.00</u>	<u>9,266,906.02</u>	<u>24.76</u>	* Account Type
0100	Salaries	1,033,795.52	5,599,200.00	4,565,404.48	18.46	
0200	Employee Benefits	238,327.54	2,112,629.79	1,874,302.25	11.28	
0300	Purchased Professional and Technical Services	20,461.13	54,284.00	33,822.87	37.69	
0400	Purchased Property Services	498,756.93	2,085,154.00	1,586,397.07	23.92	
0500	Other Purchased Services	362,069.72	1,462,478.24	1,100,408.52	24.76	
0600	Supplies	131,785.14	326,301.00	194,515.86	40.39	
0700	Property	104,168.80	140,956.00	36,787.20	73.90	
0800	Other Objects	60,716.95	317,911.00	257,194.05	19.10	
X	Expense	<u>2,450,081.73</u>	<u>12,098,914.03</u>	<u>9,648,832.30</u>	<u>20.25</u>	* Account Type
11	Charter School	<u>(599,462.25)</u>	<u>(217,535.97)</u>	<u>381,926.28</u>	<u>275.57</u>	Fund

Rev and Exp as of 9.30.19

Printed: 10/15/2019 10:20 AM
Windsor Charter Academy

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	238,422.76	0.00	(238,422.76)	0.00	
I	Revenue	238,422.76	0.00	(238,422.76)	0.00	* Account Type
0600	Supplies	44,019.96	239,000.00	194,980.04	18.42	
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00	
X	Expense	44,019.96	319,000.00	274,980.04	13.80	* Account Type
23	Pupil Activity Fund	<u>(194,402.80)</u>	<u>319,000.00</u>	<u>513,402.80</u>	<u>-60.94</u>	Fund

Rev and Exp as of 9.30.19

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500	Earnings on Investments	9,089.58	30,500.00	21,410.42	29.80	
1900	Other Revenue from Local Sources	423,320.65	1,543,406.00	1,120,085.35	27.43	
2000	Revenue from Intermediate Sources	4,560.99	24,000.00	19,439.01	19.00	
I	Revenue	<u>436,971.22</u>	<u>1,597,906.00</u>	<u>1,160,934.78</u>	<u>27.35</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	522,010.71	1,448,403.00	926,392.29	36.04	
0900	Other Uses of Funds	236,125.19	95,000.00	(141,125.19)	248.55	
X	Expense	<u>758,135.90</u>	<u>2,043,403.00</u>	<u>1,285,267.10</u>	<u>37.10</u>	* Account Type
61	Building Corporation	<u>321,164.68</u>	<u>445,497.00</u>	<u>124,332.32</u>	<u>72.09</u>	Fund
	Report Total:	<u>472,700.37</u>	<u>(546,961.03)</u>	<u>(1,019,661.40)</u>	<u>-86.42</u>	

Balance Sheet

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Windsor Charter Academy

Charter School 11					
Account Class	8100	Current Assets			
Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
Current Assets					
Bingo Checking Acct	551.11	0.00	551.11	11-950-00-0000-8101-000-0000	
General Fund Checking Co Comm	(28,855.67)	43,406.16	14,550.49	11-950-00-0000-8102-000-0000	
Health Insurance Checking CO Comm	57,895.27	(110,265.09)	(52,369.82)	11-950-00-0000-8102-000-0000	
General Fund Checking 1stBANK	813,918.23	(226,230.92)	587,687.31	11-950-00-0000-8102-000-0000	
Health Insurance Checking 1stBank	911,019.39	42,031.97	953,051.36	11-950-00-0000-8102-000-0000	
Savings 1stBANK	0.00	300,000.00	300,000.00	11-950-00-0000-8102-000-0000-9393	
COLOTRUST Account	2,141,705.02	3,849.50	2,145,554.52	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	
Prepaid Expenses	50,481.65	0.00	50,481.65	11-950-00-0000-8181-000-0000	
Prepaid Insurance	7,176.96	0.00	7,176.96	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	3,954,344.13	52,791.62	4,007,135.75	* Account Class	
Liabilities					
19-20 Kinder Tuition Deposits	(4,260.00)	0.00	(4,260.00)	11-901-00-0000-7481-000-0000-9393	
Accounts Payable	(112,393.69)	59,117.14	(53,276.55)	11-950-00-0000-7421-000-0000	
Accrued Salaries	(11,018.61)	0.00	(11,018.61)	11-950-00-0000-7461-000-0000	
GARNISHMENT	(1,182.30)	6,416.67	5,234.37	11-950-00-0000-7471-000-0000	
Deferred Grant Revenue	(47,481.57)	0.00	(47,481.57)	11-950-00-0000-7482-000-0000-9665	
Rental Deposits Liability	(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000	
Tax Liabilities	0.03	0.00	0.03	11-950-01-0000-7471-000-0000	
PERA & Life Liab	114,840.54	(128.75)	114,711.79	11-950-04-0000-7471-000-0000	
Health/Dental/Vision Liab	(128,735.28)	89,129.63	(39,605.65)	11-950-05-0000-7471-000-0000	
Unearned Rev Liab	20,902.50	0.00	20,902.50	11-950-31-0000-7421-000-0000	
7400 Liabilities	(170,128.38)	154,534.69	(15,593.69)	* Account Class	
Reserved Co Dept of Ed use only.					
Tabor Reserve	(321,500.00)	0.00	(321,500.00)	11-950-00-0000-6721-000-0000	
Unreserved Fund Balance	(3,009,358.72)	0.00	(3,009,358.72)	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	
Committed Fund Balance	(47,481.57)	0.00	(47,481.57)	11-950-00-0000-6770-000-0000	
Gen Fund Net Income/Loss	(392,155.08)	(207,307.17)	(599,462.25)	11-950-00-0000-6775-000-0000	
6100 Reserved Co Dept of Ed use only.	(3,784,234.89)	(207,307.17)	(3,991,542.06)	* Account Class	
11 Charter School	(19.14)	19.14	0.00	Fund	

Balance Sheet

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Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
	SF Checking CO Comm		59,476.04	0.00	59,476.04	23-950-00-0000-8100-000-0000
	SF Checking 1stBank		138,375.93	6,622.79	144,998.72	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>197,851.97</u>	<u>6,622.79</u>	<u>204,474.76</u>	* Account Class
Liabilities						
	Bus Liab Due to GF		0.00	(272.00)	(272.00)	23-950-00-0000-7400-000-0000
	MSSH Activity Accts Payable		(10,164.98)	365.02	(9,799.96)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(10,164.98)</u>	<u>93.02</u>	<u>(10,071.96)</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
	MSSH Activity Acct Fund Balanc		(8,853.14)	0.00	(8,853.14)	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		(187,686.99)	(6,715.81)	(194,402.80)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(187,686.99)</u>	<u>(6,715.81)</u>	<u>(194,402.80)</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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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		268,550.09	0.00	268,550.09	61-950-65-0000-8100-000-0000
	Bldg Corp Interest Fund-2016		438,486.23	(338,614.37)	99,871.86	61-950-65-0000-8105-000-0000
	Bldg Corp Reserve Fund-2016		1,253,659.26	(24,212.53)	1,229,446.73	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2016		118,327.30	(84,238.82)	34,088.48	61-950-65-0000-8105-000-0000
	Bldg Corp Interest Fund-2017		27,810.50	(56.71)	27,753.79	61-950-65-0000-8105-000-0000
	Bldg Corp Principal Fund-2017		24,444.00	10.30	24,454.30	61-950-65-0000-8105-000-0000
8100	Current Assets		<u>2,131,277.38</u>	<u>(447,112.13)</u>	<u>1,684,165.25</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		(2,465,570.61)	0.00	(2,465,570.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets		<u>22,783,113.36</u>	<u>0.00</u>	<u>22,783,113.36</u>	* Account Class
Liabilities						
	Due to WCA Gen Fund		(47,647.23)	0.00	(47,647.23)	61-950-00-0000-7402-000-0000
	Bldg Corp Premium on Bonds		(210,926.01)	0.00	(210,926.01)	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		(4,109,266.83)	0.00	(4,109,266.83)	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>(28,693,818.24)</u>	<u>0.00</u>	<u>(28,693,818.24)</u>	* Account Class
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal		3,905,374.95	0.00	3,905,374.95	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss		(125,947.45)	447,112.13	321,164.68	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>3,779,427.50</u>	<u>447,112.13</u>	<u>4,226,539.63</u>	* Account Class
61	Building Corporation		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:		<u>(19.14)</u>	<u>19.14</u>	<u>0.00</u>	

A/P Check Register

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 Windsor Charter Academy
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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217917	Air Experts Inc.	5	09/09/2019	209	976.00	0.00	976.00
21638	Ammirati, Michelle	5	09/09/2019	210	80.62	0.00	80.62
218195	Bimbo Bakeries USA	5	09/09/2019	211	264.30	0.00	264.30
21009	Brooms N More Inc	5	09/09/2019	212	376.46	0.00	376.46
218383	Brown Property Services, LLC	4	09/09/2019	213	747.50	0.00	747.50
21323	Carol Vaughan Designs Architecture LLC	4	09/09/2019	214	29,050.00	0.00	29,050.00
21015	Comcast Cable	5	09/09/2019	215	481.26	0.00	481.26
21183	Elite Awards and Trophies	5	09/09/2019	216	73.50	0.00	73.50
21140	EON Office	5	09/09/2019	217	26.14	0.00	26.14
218202	Fidelity Security Life Insurance Co.	5	09/09/2019	218	575.41	0.00	575.41
21254	Gallegos Sanitation Inc	5	09/09/2019	219	307.89	0.00	307.89
21136	Home Depot Pro	5	09/09/2019	220	313.38	0.00	313.38
218077	JAMF Software LLC	5	09/09/2019	221	7,121.40	0.00	7,121.40
21269	JW Pepper	5	09/09/2019	222	600.99	0.00	600.99
218363	K&W Printing, Inc.	5	09/09/2019	223	77.20	0.00	77.20
21131	Knowledge Bound	5	09/09/2019	224	57.95	0.00	57.95
21038	Lewan and Associates	5	09/09/2019	225	472.46	0.00	472.46
21092	Lincoln National Life Insurance	5	09/09/2019	226	968.98	0.00	968.98
218115	McConnell, Teal	5	09/09/2019	227	245.40	0.00	245.40
218149	Olson, David	5	09/09/2019	228	126.00	0.00	126.00
21048	Oriental Trading Company Inc	5	09/09/2019	229	256.99	0.00	256.99
218079	Pear Deck	9256	09/13/2019	230	0.00	0.00	0.00
Void by FD on 9/13/2019							
21095	Pearson	5	09/09/2019	231	2,623.50	0.00	2,623.50
21177	Pinnacol	4	09/09/2019	232	5,640.00	0.00	5,640.00
217737	Stone Leaf Pottery	5	09/09/2019	233	267.00	0.00	267.00
217892	T-Mobile	5	09/09/2019	234	84.03	0.00	84.03
218534	UNC Center for Career Readiness	5	09/09/2019	235	187.00	0.00	187.00
217638	UNCC	5	09/09/2019	236	7.10	0.00	7.10
21552	Airgas USA LLC	11	09/12/2019	237	33.71	0.00	33.71
21564	Avid Center HQ	11	09/12/2019	238	5,154.00	0.00	5,154.00
21009	Brooms N More Inc	11	09/12/2019	239	146.63	0.00	146.63
217835	Cengage Learning	11	09/12/2019	240	1,925.00	0.00	1,925.00
21015	Comcast Cable	11	09/12/2019	241	501.30	0.00	501.30
217633	Diversified Underground Inc.	11	09/12/2019	242	100.00	0.00	100.00
21140	EON Office	11	09/12/2019	243	1,620.81	0.00	1,620.81
21136	Home Depot Pro	11	09/12/2019	244	1,239.61	0.00	1,239.61
217851	Independent Interpreters of Northern CO LLC	11	09/12/2019	245	130.00	0.00	130.00
21109	Mail N Copy	11	09/12/2019	246	187.40	0.00	187.40
217792	Manweiler Hardware Inc.	11	09/12/2019	247	159.21	0.00	159.21
21054	Renaissance Learning Inc	11	09/12/2019	248	1,818.75	0.00	1,818.75
21078	Waste Management	11	09/12/2019	249	572.01	0.00	572.01
21120	Weld RE-4 School District	11	09/12/2019	250	798.14	0.00	798.14
21079	Wells Fargo Financial Leasing	11	09/12/2019	251	3,026.41	0.00	3,026.41
218481	Windsor Charter Academy	9	09/12/2019	252	40,000.00	0.00	40,000.00
21015	Comcast Cable	11	09/12/2019	253	3,867.00	0.00	3,867.00
21319	Elan	10	09/12/2019	254	30,867.05	0.00	30,867.05
21080	Ace Hardware WCA	16	09/19/2019	255	1,190.09	0.00	1,190.09
21353	Aims Community College	18	09/19/2019	256	306.00	0.00	306.00
217917	Air Experts Inc.	12	09/19/2019	257	199.80	0.00	199.80
21564	Avid Center HQ	18	09/19/2019	258	7,425.00	0.00	7,425.00
21009	Brooms N More Inc	18	09/19/2019	259	297.30	0.00	297.30
218016	Bumble Bee Parking Lot Striping	18	09/19/2019	260	175.00	0.00	175.00
217872	Centennial BOCES	18	09/19/2019	261	7,000.00	0.00	7,000.00
218542	Community Funded Enterprises Inc	18	09/19/2019	262	1,000.00	0.00	1,000.00

A/P Check Register

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21140	EON Office	18	09/19/2019	263	278.53	0.00	278.53
218036	GoJo Sports of Greeley	18	09/19/2019	264	1,073.75	0.00	1,073.75
21136	Home Depot Pro	18	09/19/2019	265	677.50	0.00	677.50
218386	L.A. Woodworks, Inc	18	09/19/2019	266	3,701.25	0.00	3,701.25
21245	Shred-it USA	18	09/19/2019	267	238.48	0.00	238.48
218130	STANISLAV, DIANA	8259	09/19/2019	268	500.00	0.00	500.00
21072	Town of Windsor	16	09/19/2019	269	5,108.65	0.00	5,108.65
21120	Weld RE-4 School District	16	09/19/2019	270	48.85	0.00	48.85
21009	Brooms N More Inc	26	09/27/2019	271	660.57	0.00	660.57
21012	CenturyLink	26	09/27/2019	272	126.06	0.00	126.06
21124	Dick Blick Art Materials	26	09/27/2019	273	86.48	0.00	86.48
21140	EON Office	26	09/27/2019	274	1,656.63	0.00	1,656.63
21136	Home Depot Pro	26	09/27/2019	275	88.44	0.00	88.44
21038	Lewan and Associates	26	09/27/2019	276	5,439.65	0.00	5,439.65
218149	Olson, David	26	09/27/2019	277	231.00	0.00	231.00
21095	Pearson	26	09/27/2019	278	2,800.00	0.00	2,800.00
218556	Ruebel, Yvette	26	09/27/2019	279	107.35	0.00	107.35
217816	Skips Carpet Service Inc.	26	09/27/2019	280	13,824.30	0.00	13,824.30
21153	Sysco Denver	9252	09/09/2019	3224	(4,344.50)	0.00	(4,344.50)
Void by FD on 9/9/2019							
21219	MOORE, TERRA N	9252	09/09/2019	3322	(10.47)	0.00	(10.47)
Void by FD on 9/9/2019							
21450	Scholand, Leanne	9252	09/09/2019	3502	(29.38)	0.00	(29.38)
Void by FD on 9/9/2019							
21109	Mail N Copy	9252	09/09/2019	3655	(495.00)	0.00	(495.00)
Void by FD on 9/9/2019							
21388	Archer, Kiki	9252	09/09/2019	4089	(73.71)	0.00	(73.71)
Void by FD on 9/9/2019							
21499	Mead, Mandy	9252	09/09/2019	4408	(8.98)	0.00	(8.98)
Void by FD on 9/9/2019							
217713	Department of Military and Veterans Affairs	9252	09/09/2019	4507	(33.00)	0.00	(33.00)
Void by FD on 9/9/2019							
21175	Counter Trade	9252	09/09/2019	4865	(38.89)	0.00	(38.89)
Void by FD on 9/9/2019							
218130	STANISLAV, DIANA	9259	09/16/2019	5675	(500.00)	0.00	(500.00)
Void by FD on 9/16/2019							
218379	Banner Hospital Based Physicians	3	09/17/2019	10104	1,272.62	0.00	1,272.62
218405	McKee Medical Center	7	09/30/2019	10115	54,425.88	0.00	54,425.88
218208	OptumRX	3	09/04/2019	10116	1,495.49	0.00	1,495.49
218405	McKee Medical Center	3	09/05/2019	10117	513.61	0.00	513.61
218379	Banner Hospital Based Physicians	3	09/04/2019	10118	264.79	0.00	264.79
218561	Neogenomics Laboratories Inc.	3	09/03/2019	10119	56.98	0.00	56.98
218208	OptumRX	3	09/09/2019	10121	2,867.75	0.00	2,867.75
218405	McKee Medical Center	7	09/30/2019	10122	40,253.26	0.00	40,253.26
218488	Horizon Laboratory LLC	3	09/16/2019	10123	18.61	0.00	18.61
218488	Horizon Laboratory LLC	3	09/16/2019	10124	2.22	0.00	2.22
218375	Carepoint Neurosurgery PLLC	3	09/18/2019	10125	205.80	0.00	205.80
21748	Quest Diagnostics	7	09/30/2019	10128	13.84	0.00	13.84
218487	Radiology Imaging Associates	7	09/30/2019	10129	14.90	0.00	14.90
218487	Radiology Imaging Associates	7	09/30/2019	10130	196.69	0.00	196.69
217860	Bass, Whitney	5	09/09/2019	90012	86.50	0.00	86.50
218182	Boomer Music Company	5	09/09/2019	90013	203.00	0.00	203.00
218096	Douglas, Tracie	5	09/09/2019	90014	16.00	0.00	16.00
218230	Goldman, Benjamin	5	09/09/2019	90015	75.00	0.00	75.00
218539	James, Linda	5	09/09/2019	90016	5.50	0.00	5.50
218363	K&W Printing, Inc.	5	09/09/2019	90017	884.00	0.00	884.00

A/P Check Register

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 Windsor Charter Academy
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Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217869	Raynolds, Jake	5	09/09/2019	90018	86.50	0.00	86.50
218545	Banner, Richard	11	09/12/2019	90019	86.50	0.00	86.50
21682	Dayspring Christian Academy	11	09/12/2019	90020	100.00	0.00	100.00
21124	Dick Blick Art Materials	11	09/12/2019	90021	768.50	0.00	768.50
217882	Ellingson, Kyle	11	09/12/2019	90022	50.00	0.00	50.00
218181	Fisher, Brian	11	09/12/2019	90023	86.50	0.00	86.50
218230	Goldman, Benjamin	11	09/12/2019	90024	161.50	0.00	161.50
21710	Hansen, Harold L	11	09/12/2019	90025	56.00	0.00	56.00
218538	Heritage Christian Academy	11	09/12/2019	90026	200.00	0.00	200.00
21514	Pioneer Athletics	11	09/12/2019	90027	231.00	0.00	231.00
218336	Shuler, Bren	11	09/12/2019	90028	56.00	0.00	56.00
217994	Tono Productions	11	09/12/2019	90029	150.00	0.00	150.00
218166	Volz, Dennis	11	09/12/2019	90030	86.50	0.00	86.50
21319	Elan	10	09/12/2019	90031	7,525.98	0.00	7,525.98
217860	Bass, Whitney	18	09/19/2019	90032	86.50	0.00	86.50
21711	Felde, Deanna	18	09/19/2019	90033	106.00	0.00	106.00
218036	GoJo Sports of Greeley	18	09/19/2019	90034	3,361.00	0.00	3,361.00
218230	Goldman, Benjamin	18	09/19/2019	90035	75.00	0.00	75.00
218194	Haggard, Donna	18	09/19/2019	90036	86.50	0.00	86.50
218549	Haggard, Kent	18	09/19/2019	90037	86.50	0.00	86.50
217869	Raynolds, Jake	18	09/19/2019	90038	86.50	0.00	86.50
218483	SchoolPride	18	09/19/2019	90039	670.00	0.00	670.00
217914	Colorado FIRST	26	09/27/2019	90040	200.00	0.00	200.00
218210	Cordeiro, Ray	26	09/27/2019	90041	1,000.00	0.00	1,000.00
217882	Ellingson, Kyle	26	09/27/2019	90042	100.00	0.00	100.00
217834	Erwin Middle School	26	09/27/2019	90043	100.00	0.00	100.00
218251	Fort Collins High School	26	09/27/2019	90044	80.00	0.00	80.00
218000	Hart, Thomas	26	09/27/2019	90045	75.00	0.00	75.00
218204	Helzer, Jay	26	09/27/2019	90046	75.00	0.00	75.00
21639	KIEFER, AIME	26	09/27/2019	90047	500.00	0.00	500.00
21690	King, Cheryl	26	09/27/2019	90048	86.50	0.00	86.50
21674	McIntyre, Captain	26	09/27/2019	90049	124.00	0.00	124.00
21548	NCIL League	26	09/27/2019	90050	350.00	0.00	350.00
218372	Platte Valley High School	26	09/27/2019	90051	50.00	0.00	50.00
21718	Robotics Education & Competition Foundation	26	09/27/2019	90052	100.00	0.00	100.00
21612	Robotmesh.com	26	09/27/2019	90053	859.88	0.00	859.88
21695	Smith, Melinda	26	09/27/2019	90054	145.00	0.00	145.00
218201	Varsity Spirit	26	09/27/2019	90055	538.20	0.00	538.20
21488	FirstData	9252	09/09/2019	083116775	(265.00)	0.00	(265.00)
Void by FD on 9/9/2019							
21286	Voya Financial	7	09/30/2019	93019111	1,200.87	0.00	1,200.87
21088	American Fidelity	7	09/30/2019	93019222	680.00	0.00	680.00
21088	American Fidelity	7	09/30/2019	93019333	175.00	0.00	175.00
21459	CBIZ	7	09/30/2019	93019444	382.75	0.00	382.75
21459	CBIZ	7	09/30/2019	93019555	352,770.21	0.00	352,770.21
21459	CBIZ	7	09/30/2019	93019666	49,073.86	0.00	49,073.86
21084	PERA	7	09/30/2019	93019777	128,739.83	0.00	128,739.83
21286	Voya Financial	7	09/30/2019	93019999	1,500.00	0.00	1,500.00
21088	American Fidelity	9252	09/09/2019	103117333	(258.33)	0.00	(258.33)
Void by FD on 9/9/2019							
218205	Delta Dental of Colorado	3	09/01/2019	090119115	3,860.77	0.00	3,860.77
217847	US Foods Inc.	3	09/04/2019	090419881	2,883.22	0.00	2,883.22
217847	US Foods Inc.	7	09/04/2019	090419882	148.21	0.00	148.21
218207	UMR Health	3	09/05/2019	090519090	1,226.23	0.00	1,226.23
218207	UMR Health	3	09/09/2019	090919805	25,912.05	0.00	25,912.05
217847	US Foods Inc.	3	09/11/2019	091119881	2,954.19	0.00	2,954.19

A/P Check Register

Printed: 10/15/2019 12:42 PM
Windsor Charter Academy
Check Date: 9/1/2019 to 9/30/2019

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217847	US Foods Inc.	3	09/12/2019	091219881	98.39	0.00	98.39
218207	UMR Health	3	09/13/2019	091319091	625.02	0.00	625.02
218535	First Bank	3	09/13/2019	091319803	0.25	0.00	0.25
217847	US Foods Inc.	7	09/06/2019	091619881	57.84	0.00	57.84
21156	Xcel Energy	5	09/16/2019	091619888	12,487.47	0.00	12,487.47
217847	US Foods Inc.	3	09/18/2019	091819881	3,606.79	0.00	3,606.79
218207	UMR Health	3	09/20/2019	092019092	2,318.24	0.00	2,318.24
217847	US Foods Inc.	3	09/25/2019	092519881	3,502.65	0.00	3,502.65
218207	UMR Health	3	09/27/2019	092719092	4,493.16	0.00	4,493.16
21088	American Fidelity	7	09/30/2019	930191212	2,566.49	0.00	2,566.49
21088	American Fidelity	7	09/30/2019	930191313	10,055.84	0.00	10,055.84
21233	TEXAS LIFE	9252	09/09/2019	331172301	(152.00)	0.00	(152.00)
Void by FD on 9/9/2019							
Report Total					\$924,965.24	\$0.00	\$924,965.24

Windsor Charter Academy Budget

General Fund	2019-2020 Budget Approved 6.20.19	2019-2020 Amended Budget October 2019	Change		
			%	Per student	
PPR Base	\$ 8,039.47	\$ 8,039.47	4.00%		
FTE	1295.7	1328.9	9.81%		
			% of Total Rev	Per student	
PPR	\$ 10,416,935	\$ 10,683,812	86.05%	\$ 8,039.47	\$ 266,877.73
Mill Levy 2007	\$ 90,000	\$ 90,000	0.72%	\$ 67.72	\$ -
Mill Levy 2016	\$ 462,614	\$ 462,614	3.73%	\$ 348.11	\$ -
Rural Schools Funding	\$ 130,000	\$ 130,000	1.05%	\$ 97.82	\$ -
Kindergarten Tuition	\$ -	\$ -	0.00%	\$ -	\$ -
Interest	\$ 24,000	\$ 24,000	0.19%	\$ 18.06	\$ -
Student Fees	\$ 94,876	\$ 93,420	0.75%	\$ 70.30	\$ (1,456.00)
Building Rental	\$ 33,293	\$ 33,293	0.27%	\$ 25.05	\$ -
Events/Fundraising (Bingo, Gala, Walkathon)	\$ 135,000	\$ 138,000	1.11%	\$ 103.84	\$ 3,000.00
Other (lost books, fines, etc)	\$ 3,075	\$ 3,075	0.02%	\$ 2.31	\$ -
Capital Construction	\$ 357,107	\$ 357,107	2.88%	\$ 268.72	\$ -
Food Service Revenue	\$ 360,000	\$ 360,000	2.90%	\$ 270.90	\$ -
O&G revenue from Building Corp	\$ 15,000	\$ 15,000	0.12%	\$ 11.29	\$ -
Title II Grant Revenue	\$ 12,800	\$ 12,800	0.10%	\$ 9.63	\$ -
Title IV Grant Revenue	\$ 3,500	\$ 3,500	0.03%	\$ 2.63	\$ -
READ Act Grant Revenue	\$ 9,000	\$ 9,000	0.07%	\$ 6.77	\$ -
Total Revenues	\$ 12,147,200	\$ 12,415,622	100.00%	\$ 9,342.64	\$ 268,421.73
Use of Reserves	\$ 169,250	\$ 169,250			
Total Revenues and Reserves	\$ 12,316,450	\$ 12,584,872			
Expenditures					
Salaries Total	\$ 5,599,199	\$ 5,785,440	46.60%	\$ 4,353.49	\$ 186,241.50
Benefits Total	\$ 2,112,630	\$ 2,156,154	17.37%	\$ 10,329.47	\$ 43,524.39
Material Purchased & Technical Services	\$ 54,284	\$ 60,613	0.49%	\$ 45.61	\$ 6,329.15
Total Facility & Property Services	\$ 2,085,154	\$ 2,085,154	16.79%	\$ 1,568.61	\$ -
Total Purchased Services	\$ 1,462,478	\$ 1,483,507	11.95%	\$ 1,116.33	\$ 21,028.42
Total Supplies	\$ 326,506	\$ 326,506	2.63%	\$ 245.69	\$ -
Total Property/Equipment	\$ 140,956	\$ 154,056	1.24%	\$ 115.93	\$ 13,100.00
Total Other	\$ 317,911	\$ 324,710	2.62%	\$ 244.34	\$ 6,799.00
Total Expenditures	\$ 12,099,117	\$ 12,376,140	99.68%		\$ 277,022.46
Net Surplus/Deficit	\$ 217,333	\$ 208,732			\$ 8,601
Required Surplus for DS Coverage	\$ 180,664	\$ 180,664	\$ 28,068		
General Fund Balance- Beginning	\$ 2,946,234	\$ 2,946,234			
Appropriation	\$ (169,250)	\$ (169,250)			
Net Surplus/Deficit	\$ 217,333	\$ 208,732			
Fund Balance- Ending	\$ 2,994,317	\$ 2,985,716			
Ending Fund Balance Detail					
Unrestricted Fund Balance	\$ 2,673,317	\$ 2,664,716			
TABOR Reserves	\$ 321,000	\$ 321,000			
Total Projected Ending FB	\$ 2,994,317	\$ 2,985,716			