

# Windsor



## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

### September Regular Session

September 24, 2020

**Elementary  
School**

*680 Academy Ct.  
Windsor, CO 80550*

**Middle  
School**

*810 Automation Dr.  
Windsor, CO 80550*

**Early  
College  
High School**

*810 Automation Dr.  
Windsor, CO 80550*

September 24, 2020

Regular Session @ 6:00 p.m.

## Executive Board

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

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

## Agenda

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

## VISION STATEMENT

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

## MISSION STATEMENT

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

# Windsor

## CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

MINUTES TO BE APPROVED AT THE NOVEMBER REGULAR SESSION

### Executive Board Minutes September 24, 2020

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

The meeting was called to order at 6:11 p.m.

##### 1.2 Roll Call

###### **Executive Board Members Present**

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

###### **Staff Present**

Rebecca Teeples, Executive Director

##### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

##### 1.5 Adoption of Agenda

A motion was made by Carolyn Mader and seconded by Donna James to approve the August 2020 Regular Session agenda, adding item 2.1 Student Celebrations. Sherry Bartmann made a motion to approve the amended agenda and Jenny Ojala seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

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### **1.6 Adoption of the Minutes**

A motion to approve the minutes for the August 27, 2020 Regular Session was made by Donna James and seconded by Jim Zacheis. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Zacheis, aye; Feyen, aye. The motion passed unanimously.

## **2.0 Citizen Communication**

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

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### **2.1 Student Celebrations**

A motion was made to table 2.1 Student Celebrations by Donna James 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.

## **3.0 Board Candidates**

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President Feyen turned the time over to Adriana Douglas, a member of the Election Committee. She introduced the candidates that were running for the Board. Sherry Bartmann and Carolyn Mader gave their speeches at the meeting. Adriana Douglas turned the time back over to President Feyen.

- 3.1** Sherry Bartmann
- 3.2** Elaine Hungenberg
- 3.3** Carolyn Mader
- 3.4** Hunter Rivera
- 3.5** Aaron Smith

## **4.0 Reports**

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### **4.1 Executive Director's Report**

## **Enrollment**

Currently there are 1503 students that are enrolled at Windsor Charter Academy Schools. This year's budget was based on 1450 students.

## **Food Services**

- The USDA extended waivers for the Summer Food Service Program (SFSP). The SFSP is the same program WCA operated under for our emergency feeding program from March until June. This allows any student under the age of 18 to receive a free breakfast and lunch. These extensions are expected to last until December 31<sup>st</sup>.
- While school meal counts were low at the beginning of the school year, with the extension of the waiver, school meal counts have increased significantly. On September 11<sup>th</sup>, for example, WCA served a record-breaking 424 lunches at the elementary school.
- Numbers for our Wednesday meal distribution pick-up for online only and hybrid students have also increased with the waiver extension.

## **Online Learners Portal**

For our online learners, we built a new webpage so that our families and students have a single location to access all of their online learning. Students can access their teacher webpages, Edmentum portal, and Google Classroom. Families can also stay up-to-date on all of our Monday Messages.

## **COVID-19 Website**

Each week, we add new information to our COVID-19 webpage, including quarantine information, return-to-school protocols, and information from the county and state. This has been a useful resource to our families!

## **Board Elections**

WCA's election website is now live! We have sent out several reminders to our families about serving as part of the Board Committee as well as submitting an application to serve as a board member. Elections will be held in October so there will be several more communication pieces coming out, including candidate spotlights and election information.

## **Technology**

Over the summer, the Innovation Department was able to upgrade the network and increase the number of wireless access points in both buildings, providing stronger connectivity and faster internet speeds. Our technology team has done an amazing job of ensuring that the technology needs of our staff, students and families are being met, evident in the distribution of Chromebooks to all students in grades 6-12 and to the 92 elementary students that are learning remotely.

## **Instructional Coaching**

Instructional coaches have been busy coaching teachers and providing professional development to support them during the start of the school year. Topics for professional development have included AVID, standards-based lesson planning, goal

setting, and classroom management. Coaches have also met one-on-one with all new inductees and have provided guidance and support during their first Induction meeting. Instructional Coaches have also participated in instructional coach training and will be starting the 8-week virtual professional development workshop, "Instructional Coaching: An Introduction" with Jim Knight.

### **Online Learners**

Our elementary school has 96 students or 12.4% (110 students last month) that are enrolled in our online learning programs. Our middle school has 61 or 15.9% online learning students (70 students last month). Our high school has 32 or 9.3% online learning students (34 students last month). Overall, 12.6% of our students are in online learning programs for the first quarter of instruction. Overall, there is a difference of 25 students from our last board meeting. Several families moved from online to in-person or home-school after the start of the school year.

### **Elementary School**

- Teachers analyzed reading benchmark data during grade-level data digs to determine which students need additional Tier II interventions. Teachers worked with administration to create a schedule so that teachers can provide reading interventions to their own cohort of students throughout the day.
- Administration has worked to create schedules and processes to ensure that cohorts of students stay together.
- The Driveline App has been instrumental for improving the pick-up process, given the parameters of social distancing with non-cohorts.

### **Middle School**

- Administration has conducted planning conversations with teachers, as well as multiple walkthrough observations of every classroom teacher. Formal observations of all teachers will be completed by the end of first quarter.
- Teachers and administrators have analyzed student assessment data, and student performance in classes (in-person, remote and online) and have identified student needs. Based on these needs teams have identified research-based strategies to address these needs.
- Teachers and administrators have created individual goals based on the SAC survey results.
- Teaching staff have begun to refine their practices based on professional learning from Love and Logic, AVID strategies, and data team processes which will be ongoing throughout the year.

### **High School**

- Administrators and teachers facilitated fall MAP testing for all 9<sup>th</sup> through 11<sup>th</sup> grade students.
- Administrators identified students needing credit recovery and enrolled students into Edmentum to support students in graduating on time.
- Parents of seniors participated in a virtual senior parent meeting with Jostens.
- National Honors Society inducted 15 new high school members.
- Mu Alpha Theta had its induction meeting, inducting new high school members.

- Administration has conducted planning conversations with teachers, as well as multiple walkthrough observations. Formal observations have begun.

### **Executive Board Calendar**

<b>CALENDAR PREVIEW OF THE MONTH AHEAD</b>			
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
September 28th	3:45 p.m.	School Accountability Committee	Zoom
October 15th	3:30 p.m.	Finance Committee	Zoom
October 22nd	3:45 p.m.	Education Committee	Zoom

## **4.2 Executive Board Reports**

### **John Feyen**

Mr. Feyen attended or participated in the August Weld RE-4 Board meeting, the Executive Director Review Committee, the Election Committee, and the Board Candidate Information meeting.

### **Sherry Bartmann**

Mrs. Bartmann attended the first School and Student Safety Committee meeting of the new school year (zoom mtg for all) as well as the first subcommittee meeting for the safety committee.

(Jim Zacheis left the Board meeting for another commitment.)

## **5.0 Items for Information**

### **5.1 Annual Strategic Plan Review**

### **5.2 Transitioning from K-5 Full In-Person Learning /6-12 Hybrid Learning to K-12 Full In-Person Learning**

### **5.3 Executive Board Elections Update**

## **6.0 Items for Action**

### **6.1 Bylaws Revisions**

A motion was not made to approve revisions to the Bylaws.

### **6.2 2021-2022 Calendar**

A motion was made to approve the 2021-2022 Calendar by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### **6.3 EBBA-R Prevention of Disease/Infection Transmission-Regulation, First Read**

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

**6.4 ADC Tobacco-Free School, First Read**

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

**6.5 GBA Open Hiring/Equal Employment Opportunity, First Read**

A motion was made to approve Policy GBA Open Hiring /Equal Employment Opportunity on first read by Carolyn Mader and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

(Jenny Ojala stepped out of the Board meeting.)

**6.6 JB Equal Educational Opportunities, First Read**

A motion was made to approve Policy JB Equal Educational Opportunities on first read by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Feyen, aye. The motion passed unanimously.

(Jenny Ojala returned to the Board meeting.)

**6.7 JICDD Violent & Aggressive Behaviors, First Read**

A motion was made to approve Policy JICDD Violent & Aggressive Behaviors on first read by Carolyn Mader and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, abstain; Feyen, aye. The motion passed unanimously.

(Carolyn Mader stepped out of the Board meeting.)

**6.8 JE Student Attendance, First Read**

A motion was made to approve Policy JE Student Attendance on first read by Sherry Bartmann and seconded by Kevin Albertsen. Sherry Bartmann amended her motion to approve Policy JE, striking the first paragraph of the policy. Kevin Albertsen seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

(Carolyn Mader returned to the Board meeting.)

**6.9 JICDE Bullying Prevention and Education, First Read**

A motion was made to approve Policy JICDE Bullying Prevention & Education 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; Feyen, aye. The motion passed unanimously.

**6.10 AC-R-2 Sexual Harassment Investigation Procedures (Title IX), First Read**

A motion was made to approve Policy AC-R-2 on first read by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

**6.11 GBGA Staff Health and Medical Examination Requirements, First Read**

A motion was made to approve Policy GBGA Staff Health & Medical Examination Requirements on first read by Donna James and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

**6.12 JII Student Complaints and Grievances, First Read**

A motion was made to approve Policy JII Student Complaints and Grievances on first read by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

**6.13 JLCC Students with Communicable Diseases, First Read**

A motion was made to approve Policy JLCC Students with Communicable Diseases on first read by Donna James and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

**6.14 JICA Dress Code, First Read**

A motion was made to approve Policy JICA Dress Code on first read by Sherry Bartmann and seconded by Carolyn Mader. Sherry Bartmann amended her proposal, striking denim jackets from non-approved high school items. Donna James seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

**7.0 Consent Agenda**

**7.1 Personnel**

***Appointments***

Maria Andress	MS Paraprofessional
Natalie Bayliff	ES Paraprofessional
Zara Colazio	Certified Substitute Teacher
Holly Coxon	Classified Substitute
Amy Greenberg	ES Paraprofessional
Stacie Kelly	MS Paraprofessional
Brandy LeBlanc	Certified Substitute Teacher

David Musser  
Christina Werner  
Elizabeth VeuCasovic  
Brecklyn Yackey

Certified Substitute Teacher  
ES Paraprofessional  
Certified Substitute Teacher  
Childcare Paraprofessional

## **7.2 Second Read Policies**

- 7.2.1** AC Non-Discrimination/Equal Opportunity
- 7.2.2** AC-E-1 Non-Discrimination/Equal Opportunity
- 7.2.3** AC-E-2 Non-Discrimination/Equal Opportunity
- 7.2.4** AC-R-1 Non-Discrimination/Equal Opportunity
- 7.2.5** EBBA Prevention of Disease/Infection Transmission
- 7.2.6** JBB Sexual Harassment
- 7.2.7** KI Visitors to School

## **7.3 Bids**

- 7.3.1** MS Front Patio Bid

## **7.4 Financials**

- 7.4.1** August Financials

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

## **8.0 Executive Session**

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

## **9.0 Adjournment**

A motion to adjourn the September 24, 2020 Regular Session was made by Donna James and seconded Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; James, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously. The meeting adjourned at 9:51 p.m.



# Appendix



## 1.0 August Executive Board Minutes

### Executive Board Minutes August 27, 2020

#### 1.0 Opening of the Meeting

##### 1.1 Call to Order

The meeting was called to order at 6:04 p.m.

##### 1.2 Roll Call

###### ***Executive Board Members Present***

John Feyen, Executive Board President  
Carolyn Mader, Executive Board Vice-President  
Kevin Albertsen, Executive Board Secretary  
Sherry Bartmann, Executive Board Member  
Jenny Ojala, Executive Board Member

###### ***Staff Present***

Rebecca Teeples, Executive Director

#### 1.3 Pledge of Allegiance

##### 1.4 Mission Statement

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

## 1.5 Adoption of Agenda

A motion was made by Sherry Bartmann and seconded by Jenny Ojala to approve the August 2020 Regular Session agenda, adding item 4.3 Policy JICA Dress Code. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

## 1.6 Adoption of the Minutes

A motion to approve the minutes for the July 20, 2020 Special Session was made by Kevin Albertsen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

## 2.0 Citizen Communication

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

## 3.0 Reports

### 3.1 Executive Director's Report

#### ***Enrollment***

Currently there are 1510 students that are enrolled at Windsor Charter Academy Schools. This year's budget was based on 1450 students.

#### ***Online Learners***

Our elementary school has 110 students (14.2%) that are enrolled in our online learning programs. Our middle school has 70 online learning students (18.3%). Our high school has 34 online learning students (9.7%). Overall, 14.2% of our students are in online learning programs for the first quarter of instruction.

#### ***Executive Board Calendar***

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
September 1st	2:00 p.m.	Strategic Plan Review Committee	Zoom
September 9th	3:45 p.m.	Student & School Safety Committee	Zoom
September 17th	3:30 p.m.	Finance Committee	Zoom

### 3.2 Executive Board Reports

Executive board members shared their gratitude for the teachers and leadership that have worked hard to support students as they returned to in-person, hybrid, and online learning.

## **4.0 Items for Information**

### **4.1 2020 Executive Board Elections Planning**

### **4.2 Windsor Charter Online Academy**

## **5.0 Items for Action**

### **5.1 2020 Executive Board Elections**

A motion was made to approve October 28<sup>th</sup> for in-person voting and October 21<sup>st</sup> through 28<sup>th</sup> as the window for online voting as dates for the 2020 Executive Board Elections. Members elected would serve a 2 ½ year term. The motion was made by Sherry Bartmann and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

John Feyen relinquished his role as the presiding Chair to Carolyn Mader, Executive Board Vice-President.

### **5.2 Bylaws Revisions to Articles 1, 2, 5 & 11**

A motion was made to table the revisions of Articles 1, 2, 5 & 11 until the September Regular Session by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

John Feyen resumed his role as the presiding Chair.

### **5.3 AC Non-Discrimination/Equal Opportunity, First Read**

A motion was made to approve Policy AC Non-Discrimination/Equal Opportunity on first read by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### **5.4 AC-E-1 Non-Discrimination/Equal Opportunity, First Read**

A motion was made to approve File AC-E-1 Non-Discrimination/Equal Opportunity on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### **5.5 AC-E-2 Non-Discrimination/Equal Opportunity, First Read**

A motion was made to approve File AC-E-2 Non-Discrimination/Equal Opportunity on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### **5.6 AC-R-1 Non-Discrimination/Equal Opportunity, First Read**

A motion was made to approve File AC-R-1 Non-Discrimination/Equal Opportunity on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### **5.7 EBBA Prevention of Disease/Infection Transmission, First Read**

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

### **5.8 EBBA-R Prevention of Disease/Infection Transmission-Regulation, First Read**

A motion was made to approve Policy EBBA-R Prevention of Disease/Infection Transmission-Regulation on first read by Kevin Albertsen and seconded by Jenny Ojala. Both board members withdrew their motions. Sherry Bartmann made a motion to table the policy until the September Regular Session. Jenny Ojala seconded the motion. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### **5.9 JBB Sexual Harassment, First Read**

A motion was made to approve Policy JBB Sexual Harassment on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

### **5.10 KI Visitors to School, First Read**

A motion was made to approve Policy KI Visitors to School on first read by Jenny Ojala and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

## **6.0 Consent Agenda**

### **6.1 Personnel**

#### ***Appointments***

- Ricky Wagner, Director of Facilities Management
- Rachel Messersmith, ES Teacher
- Melissa Gonzalez, ES Teacher
- Erin Silver, ES Teacher
- Christina Werner, ES Paraprofessional

- Stacie Kelly, MS Paraprofessional
- Brecklyn Yackey, MS Paraprofessional
- Andrea Burroughs, HS Paraprofessional

### **Resignations/Non-Renewals/Terminations**

- Michael Painter, Director of Facilities Management

## **6.2 Financials**

**6.2** May Financials

**6.3** July Financials

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

## **7.0 Executive Session**

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

## **8.0 Adjournment**

A motion to adjourn the August 27, 2020 Regular Session was made by Sherry Bartmann and seconded Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Mader, aye; Ojala, aye; Feyen, aye. The motion passed unanimously.

The meeting adjourned at 8:31 p.m.





**2.0 Strategic Plan**



# Strategic Plan 2019-2024

## Introduction

Windsor Charter Academy's strategic plan is founded on our vision and mission statements, as well as our core values. These statements and the four pillars that reflect the school's values are described below.

## Windsor Charter Academy's Vision Statement

*Our Vision:* Windsor Charter Academy is an academy "where students are educated, empowered, and equipped to reach their highest potential." Each child will be assured a rigorous and challenging academic instruction in a nurturing environment. From kindergarten to high school, each child will feel at home as he/she builds relationships that will last over a decade and more. Windsor Charter Academy's early college program will give students the tools necessary to enrich one's life and empower students as they reach their highest potential through collegiate educational opportunities. This competitive edge aids students as they begin work in a global 21<sup>st</sup> century community.

- Provides dual credit at no cost for students and families.
- Students receive rigorous academic counseling to ensure students obtain an associate degree and develop skills for postsecondary success.
- Promotes a culture of collegiate focus between middle school and high school.

## Windsor Charter Academy's 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.

## Windsor Charter Academy's Core Values

The strategic plan also reflects the core values that define Windsor Charter Academy's educational philosophy and emphasis on character development, as well as relationships with our staff and larger community. Four pillars support Windsor Charter Academy's vision and mission. They are listed below:



### ***We Value Learning: Educational Philosophy***

Learning is the core value of Windsor Charter Academy. We believe that every child has the right to reach his/her fullest potential.



### ***We Value Our Staff***

Windsor Charter Academy fosters an environment that is challenging and innovative. We take pride in the excellence of our faculty and staff.



### ***We Value and Welcome Our Community***

Windsor Charter Academy actively includes students, staff, parents and community partners. Our charter is successful because of our student, teacher, and parent partnerships, a vital part of our community.



## We Value Character Development

The Eight Keys of Excellence are embedded in the curriculum and school culture to help equip students for long-term success in life. The Eight Keys of Excellence are:

- Integrity—Match Behaviors with Values
- Failure Leads to Success—Learn from Mistakes
- Speak with Good Purpose—Speak Honestly and Kindly
- This Is It—Make the Most of Every Moment
- Ownership—Take Responsibility for Actions
- Flexibility—Be Willing to Do Things Differently
- Balance—Live Your Best Life
- Commitment—Make Your Dreams Happen

## The Strategic Plan

Student success is the foundation of our strategic plan. Our mission provides students with challenging academics that promotes academic excellence, character development, and enthusiasm for lifelong learning.

Each color represents a functional area that is critical to Windsor Charter Academy's strategic plan. Each area—Innovation, Instruction, Leadership, and Culture & Climate—contains a group of KPIs that defines our performance targets in critical areas. Each KPI has its own data summary; the KPIs also have multiple, detailed levels of data and measurements that ultimately inform the KPIs themselves.



## Excellence in Instruction

Windsor Charter Academy is an academic institution. Our primary purpose as a school is to prepare students to apply and be accepted at the college or university of their choice. Research consistently affirms that the most critical factor influencing student achievement is the efficacy of the teacher in the classroom. It follows, then, that the area of Instruction is emphasized heavily in the strategic plan. In this category, the metrics include multiple measures of teacher performance on professional standards, professional development, and student performance.

### Highly Effective Teachers



- Key Performance Indicator #1
- Key Performance Indicator #2
- Key Performance Indicator #3

- Teacher Evaluation Ratings
- Teacher Professional Development Hours
- School Performance Framework Scores

### Student Post-Secondary Preparation



- Key Performance Indicator #4
- Key Performance Indicator #5
- Key Performance Indicator #6
- Key Performance Indicator #7

- College Course Completion Rates
- Associate Degrees Earned
- College Common Application Completion Rates
- Post-Secondary Plan Completion Rates



## Excellence in Leadership

Leadership influences academic success at Windsor Charter Academy. In this category, the metrics include the professional development of the Executive Board and administration.

### Highly Effective Executive Board Members



- Key Performance Indicator #1

- Executive Board Professional Development Hours

### Highly Effective School Administration



- Key Performance Indicator #2




- Administration Professional Development Hours







## Excellence in Culture & Climate

At Windsor Charter Academy, we recognize that relationships—both within our community as well as outside of it—are an important driving force of the school's success. The KPIs in this area measure both teacher, parent and student satisfaction through survey results. In this category, we also track the participation level of volunteers and their service and student enrollment retention rates.



### Parent Culture

 Key Performance Indicator #1	Annual Stakeholder Survey Participation Rates
 Key Performance Indicator #2	Board Election Participation Rates
 Key Performance Indicator #3	Parent Service Hours Completed
 Key Performance Indicator #4	Quality of Education Satisfaction Rates
 Key Performance Indicator #5	Appropriate Emotional Support Satisfaction Rates
 Key Performance Indicator #6	School Safety Satisfaction Rates
 Key Performance Indicator #7	Board Communication Satisfaction Rates

### Student Culture

 Key Performance Indicator #8	Student Service Hours Completed
 Key Performance Indicator #9	Appropriate Emotional Support Satisfaction Rates
 Key Performance Indicator #10	Student Safety Satisfaction Rates
 Key Performance Indicator #11	Student Retention Rates

### Staff Culture






 Key Performance Indicator #12	Staff Value Satisfaction Rates
 Key Performance Indicator #13	Staff Fulfillment Satisfaction Rates








## Excellence in Operational & Organizational Effectiveness

The resources available for the campus, facilities and the classrooms heavily influence the learning environment at Windsor Charter Academy. In this category, we track the financial reserves the school can set aside. Additionally, we monitor the success of innovative programs that build technical and creative skills.

### Operational Effectiveness

 Key Performance Indicator #1	Number of Day of Cash on Hand
 Key Performance Indicator #2	Percentage of Benefits Paid by WCA
 Key Performance Indicator #3	Number of Students on K-12 Wait Lists
 Key Performance Indicator #4	Percentage of Exit Surveys Completed
 Key Performance Indicator #5	Delta Between Teacher Salaries of Charter & District

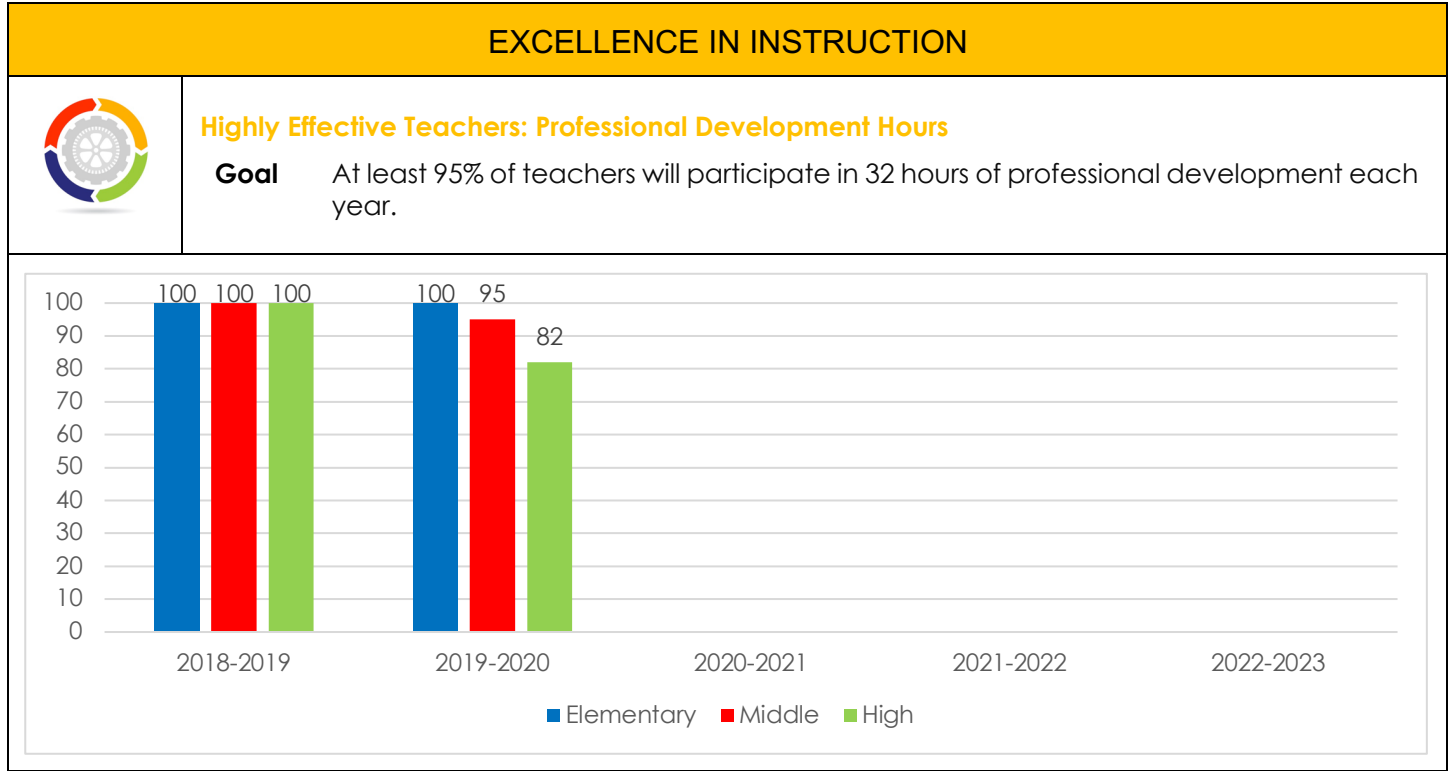
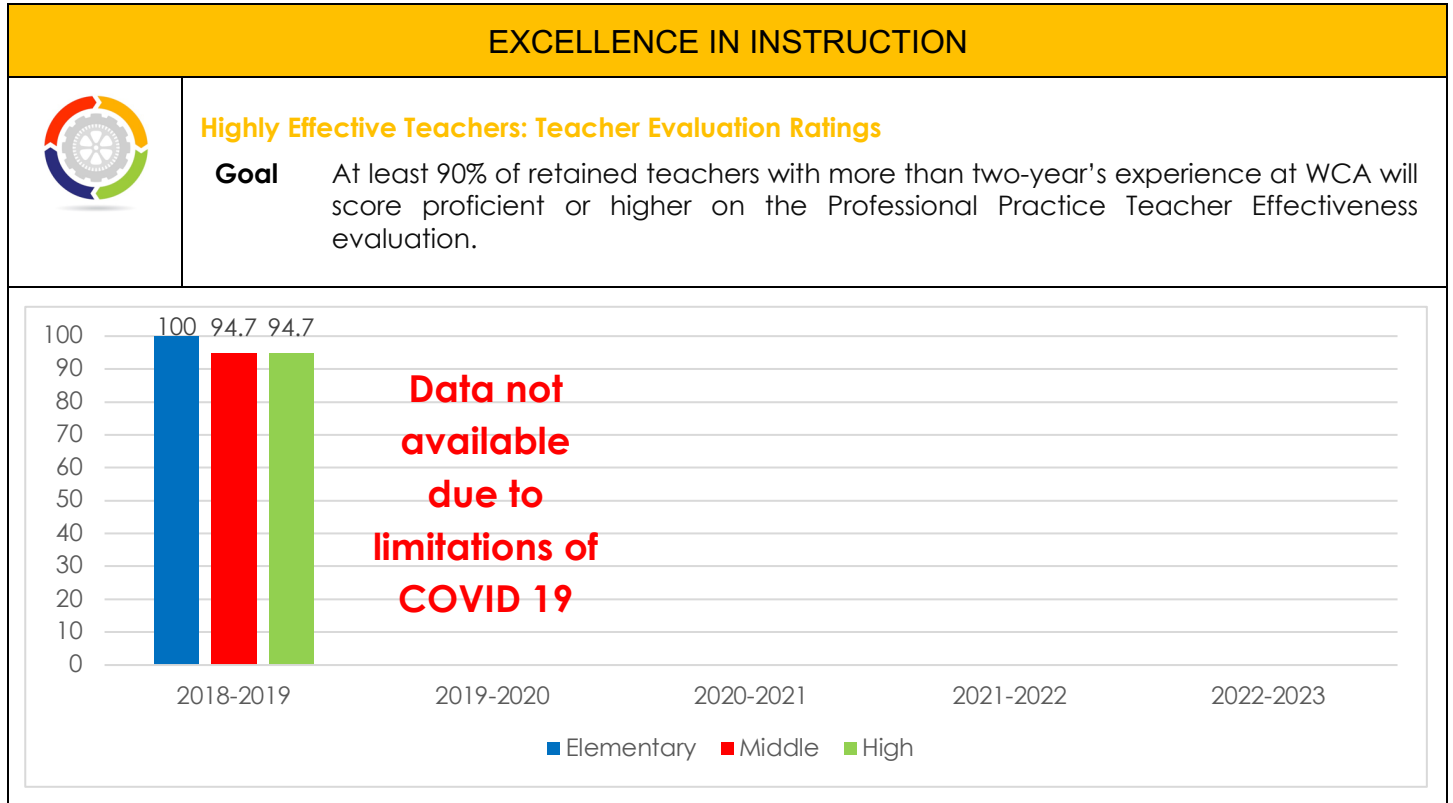
### Organizational Effectiveness

 Key Performance Indicator #6	Number of Innovation Credits Offered
 Key Performance Indicator #7	Number of Students Graduating w/ STEM Distinction
 Key Performance Indicator #8	Female Participation Rates in STEM Elective Courses
 Key Performance Indicator #9	Participation Rates in After-School Enrichment
 Key Performance Indicator #10	Female Participation Rates in After-School STEM Enrichment

## Updating and Using the Strategic Plan

Executive Board reviews the entire strategic plan once a year. Throughout the year, the entire K-12 staff as well as members of our Accountability Committee and Executive Board discuss and review current data for various KPIs.

# A Closer Look

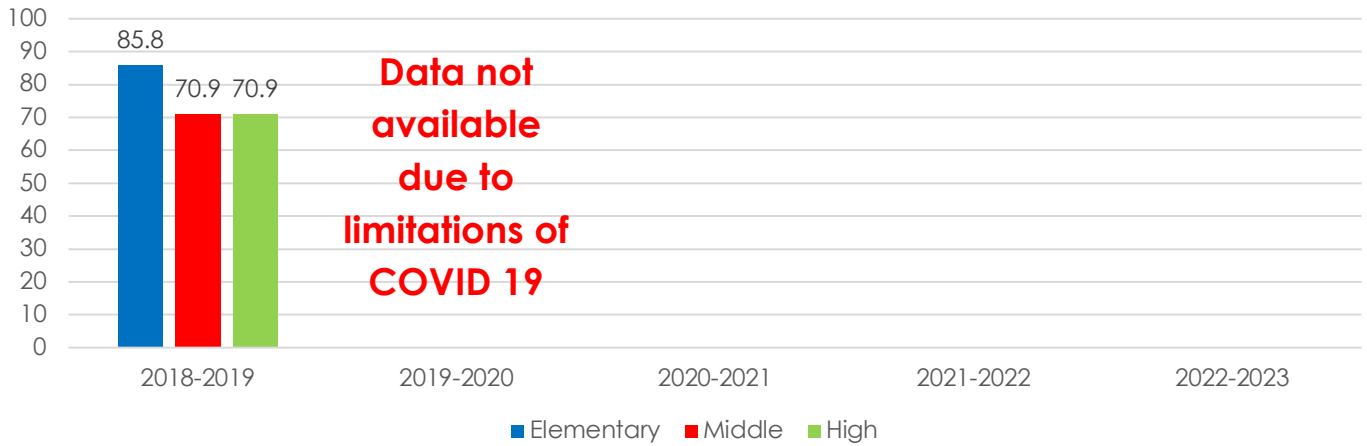


## EXCELLENCE IN INSTRUCTION



### Highly Effective Teachers: School Performance Framework Scores

**Goal** Schools will earn 90% of the available points on the state School Performance Framework.

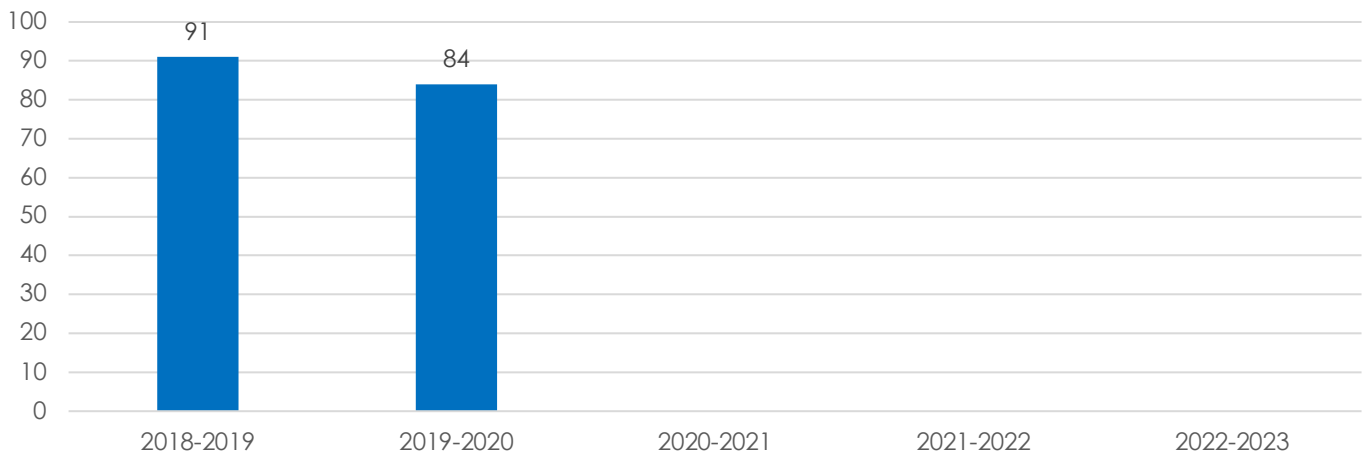


## EXCELLENCE IN INSTRUCTION



### Student Post-Secondary Preparation: College Course Completion Rates

**Goal** At least 85% of graduates will pass at least one college course.

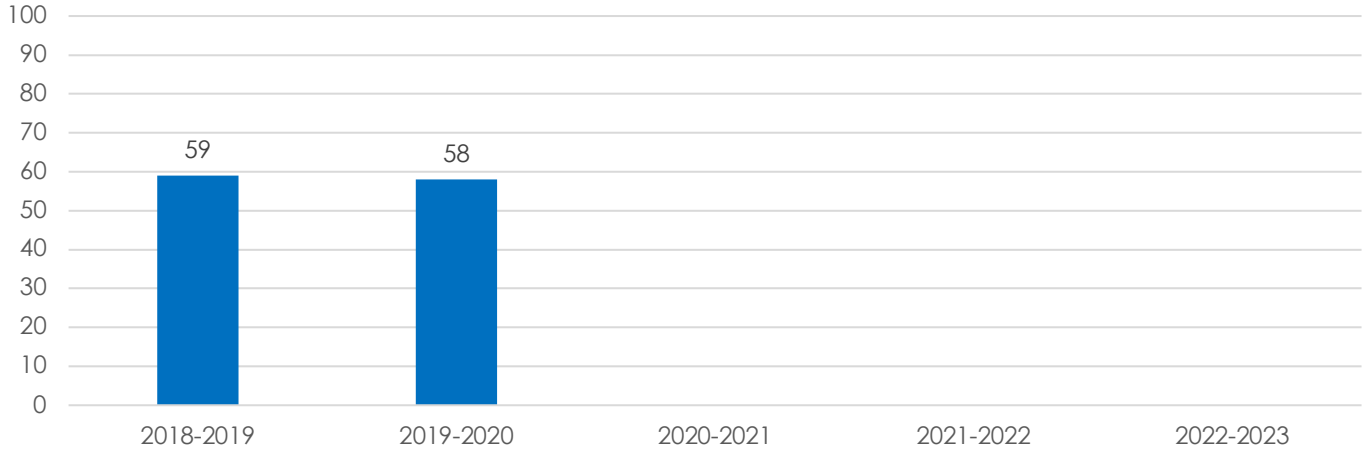


## EXCELLENCE IN INSTRUCTION



### Student Post-Secondary Preparation: Associate Degrees Earned

**Goal** At least 60% of graduates will complete the requirements for an associate degree.

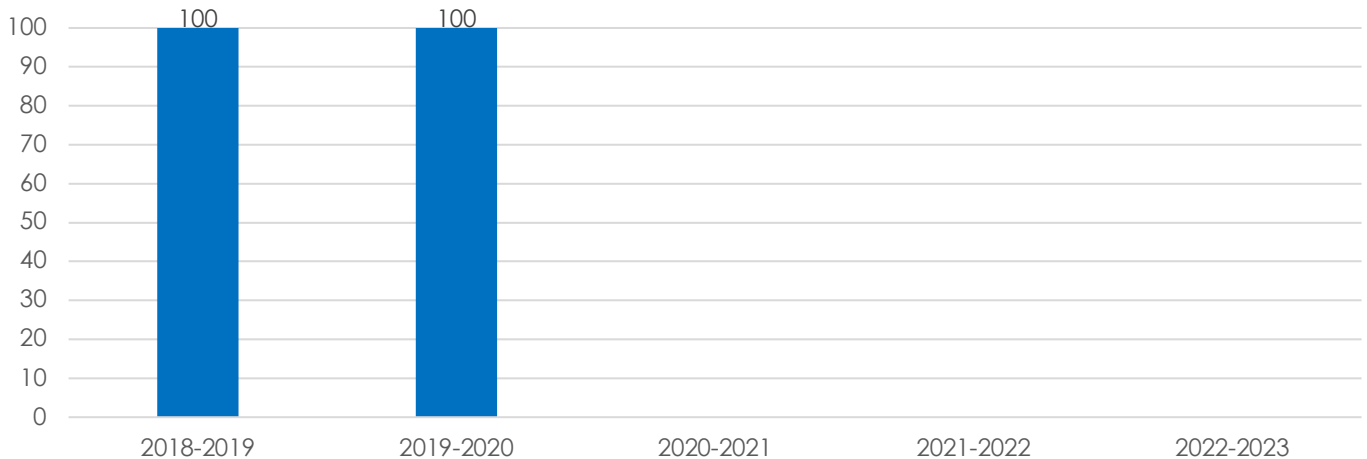


## EXCELLENCE IN INSTRUCTION



### Student Post-Secondary Preparation: College Common Application Completion Rates

**Goal** 100% of seniors enrolled at Windsor Charter Academy will complete a college application.



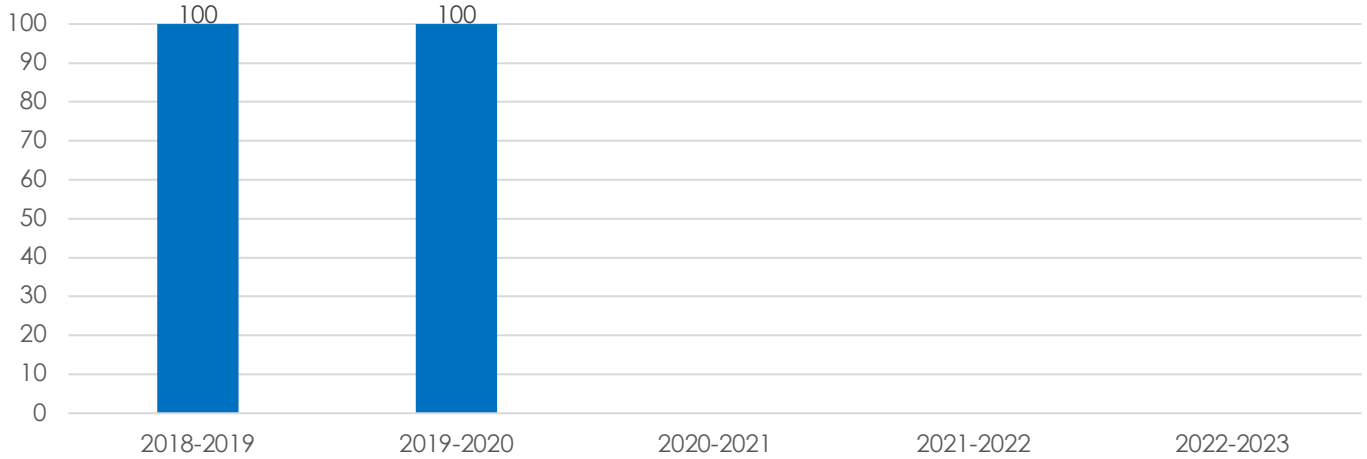


## EXCELLENCE IN INSTRUCTION



### Student Post-Secondary Preparation: Post-Secondary Plan Completion Rates

**Goal** 100% of students will have Post-Secondary Plan when they graduate.

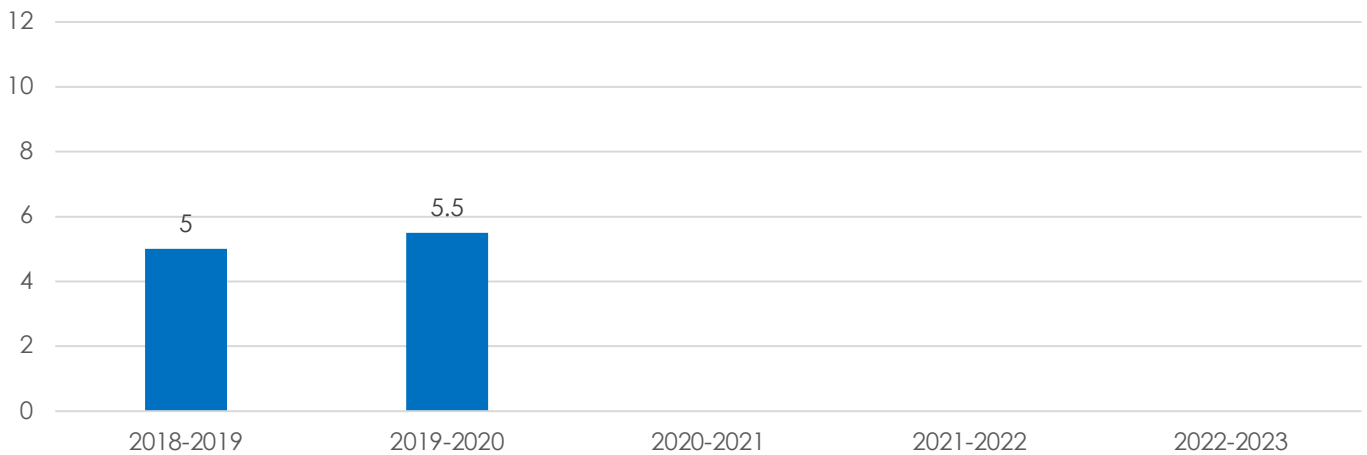


## EXCELLENCE IN LEADERSHIP



### Highly Effective Executive Board Members: Professional Development Hours

**Goal** The Executive Board members will participate in 12 hours of professional development each year.

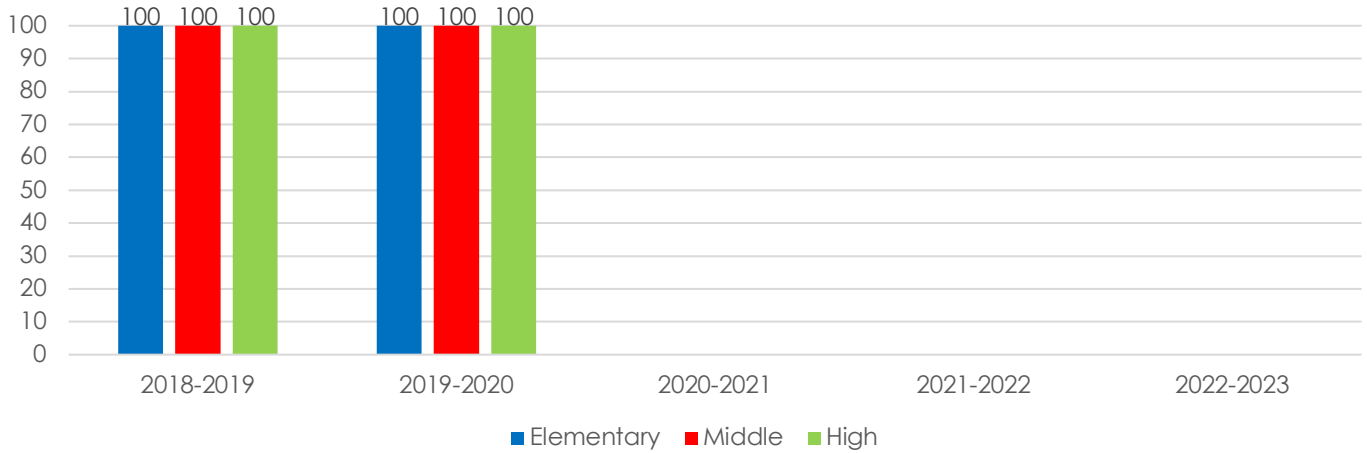


## EXCELLENCE IN LEADERSHIP



### Highly Effective Administration: Professional Development Hours

**Goal** 100% of school leadership will participate in 32 hours of professional development each year.

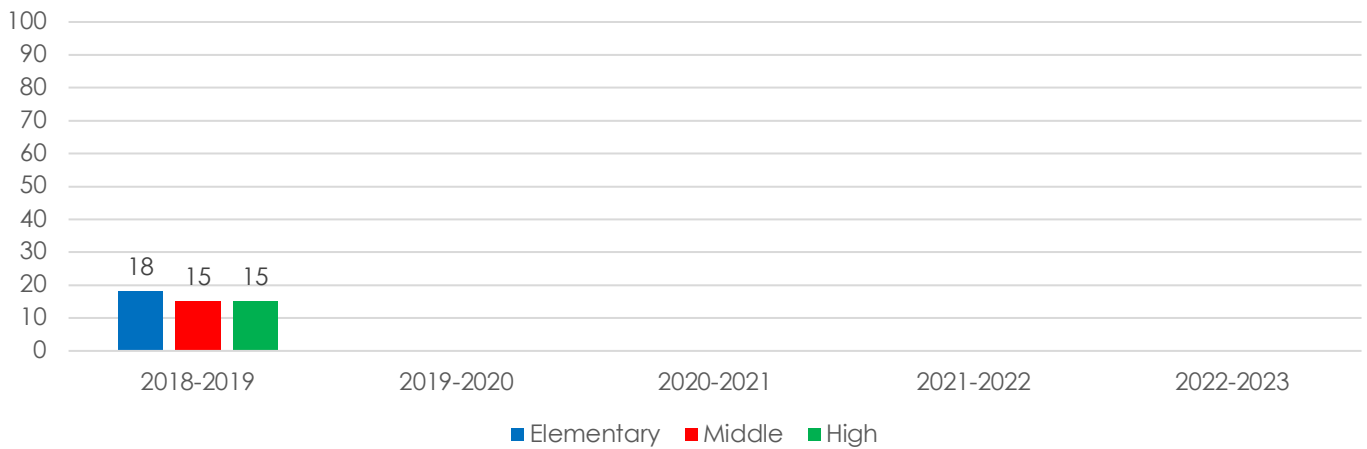


## EXCELLENCE IN CULTURE & CLIMATE



### Parent Culture: Annual Stakeholder Survey Participation Rates

**Goal** At least 50% of parent stakeholders will participate in the annual stakeholder survey.

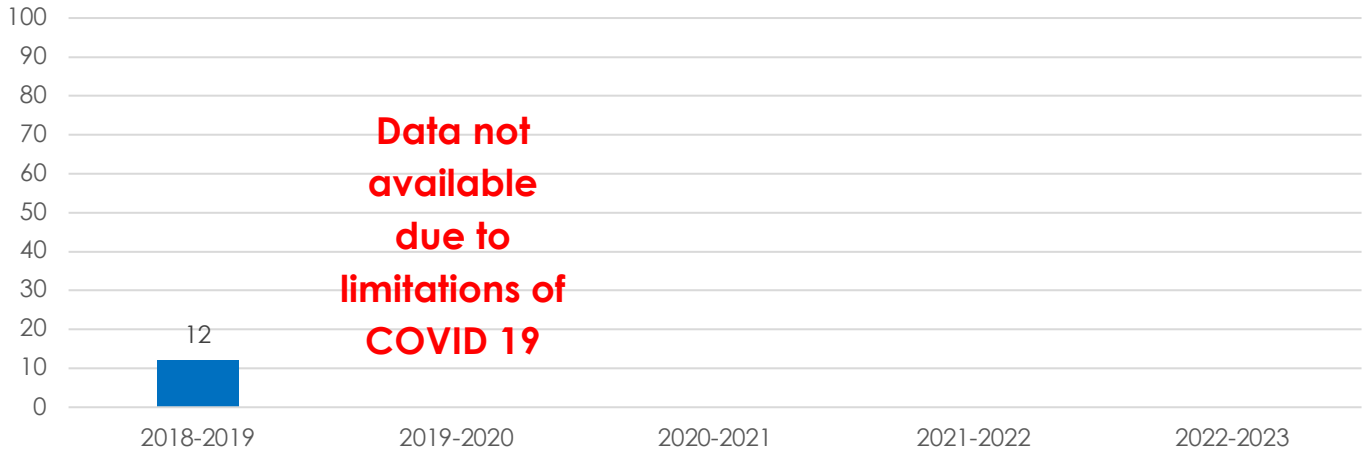


## EXCELLENCE IN CULTURE & CLIMATE



### Parent Culture: Board Election Participation Rates

**Goal** At least 33% of parent stakeholders will participate in Executive Board elections.

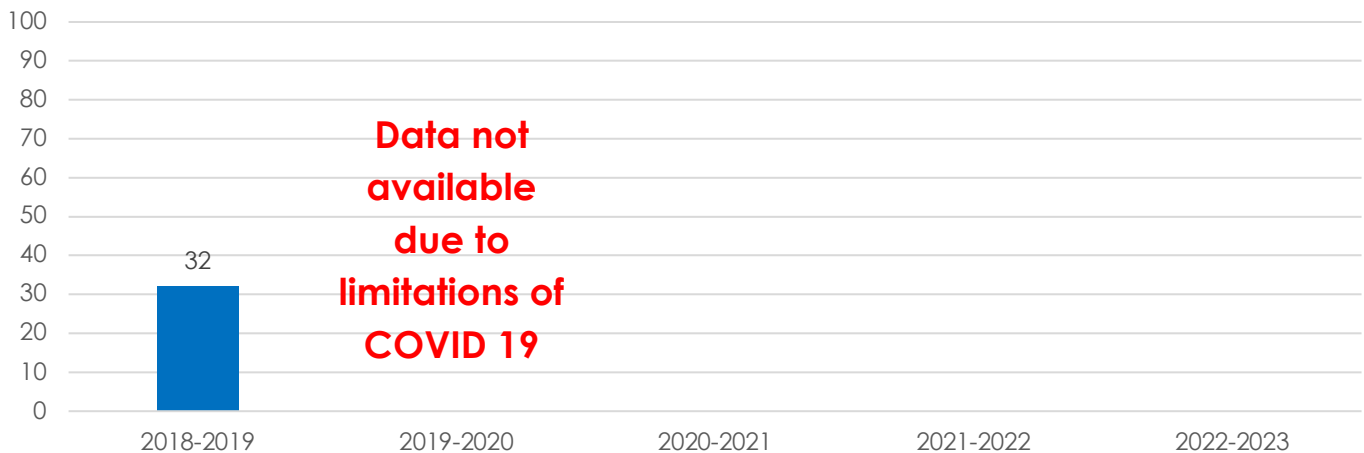


## EXCELLENCE IN CULTURE & CLIMATE



### Parent Culture: Parent Service Hours Completed

**Goal** At least 50% of families will complete 35 hours or more of service hours at Windsor Charter Academy.

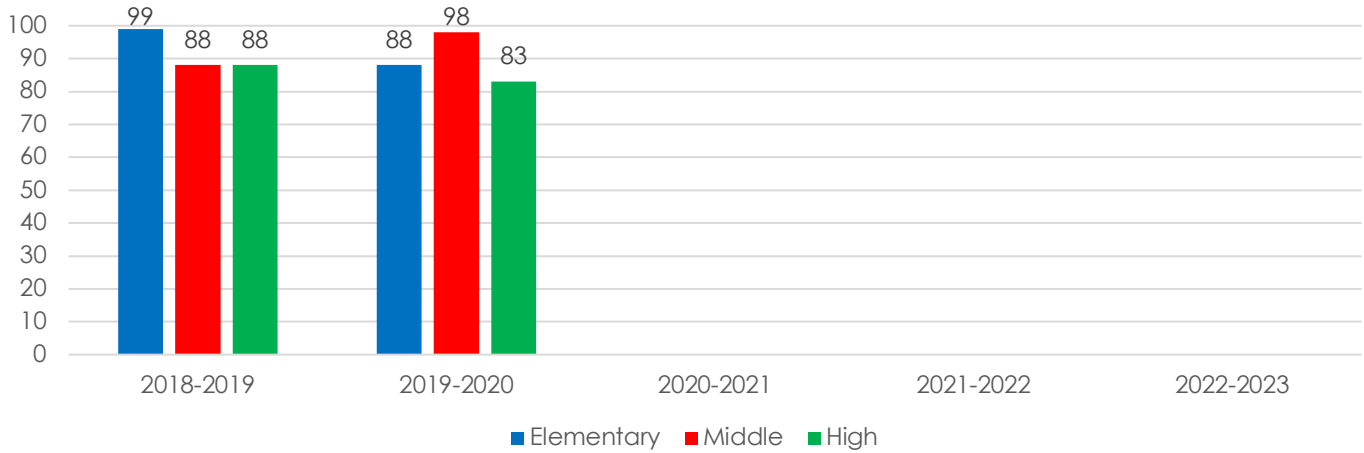


## EXCELLENCE IN CULTURE & CLIMATE



### Parent Culture: Quality of Education Satisfaction Rates

**Goal** At least 90% of parents will be satisfied or extremely satisfied in their child's overall quality of education.

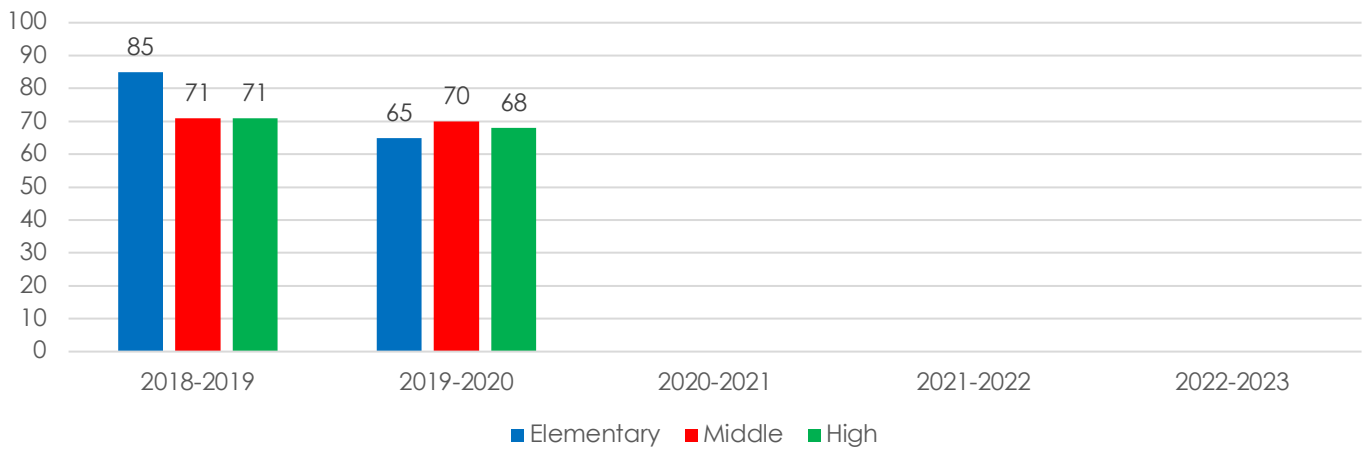


## EXCELLENCE IN CULTURE & CLIMATE



### Parent Culture: Appropriate Emotional Support Satisfaction Rates

**Goal** At least 85% of parents will believe that appropriate emotional support is provided at every level for their student(s).

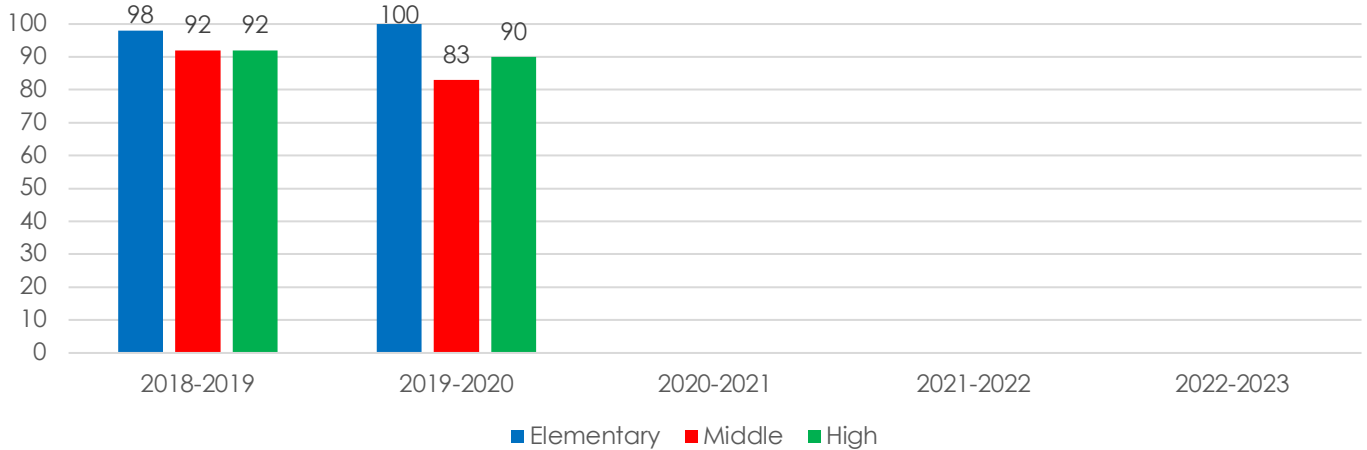


## EXCELLENCE IN CULTURE & CLIMATE



### Parent Culture: School Safety Satisfaction Rates

**Goal** 100% of parents will feel that their child's school is a safe and secure building.

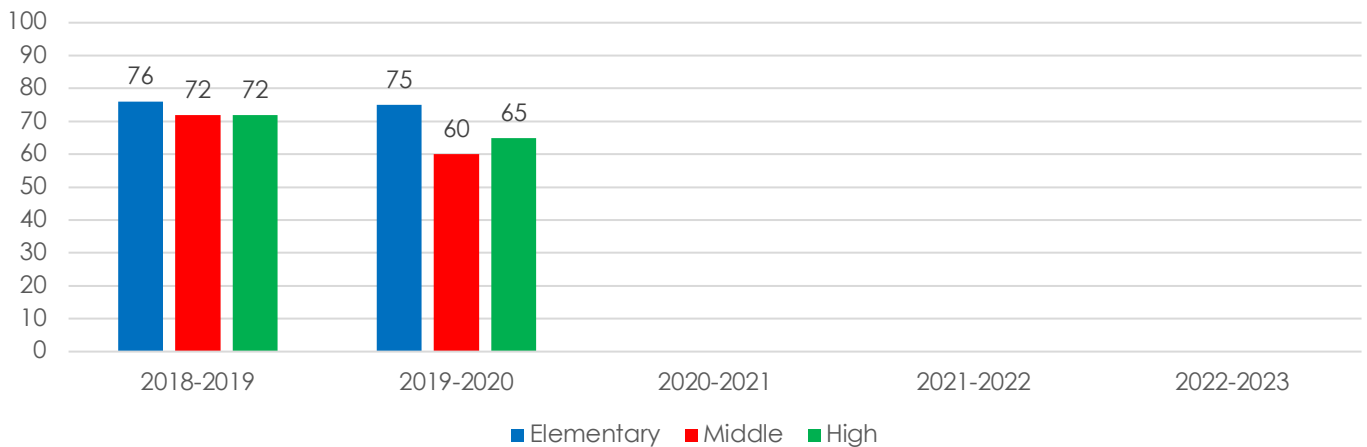


## EXCELLENCE IN CULTURE & CLIMATE



### Parent Culture: Board Communication Satisfaction Rates

**Goal** Parent satisfaction on effective Executive Board communication and engagement in the mission and vision of the school will increase each year, as measured by the annual WCA parent stakeholder survey.

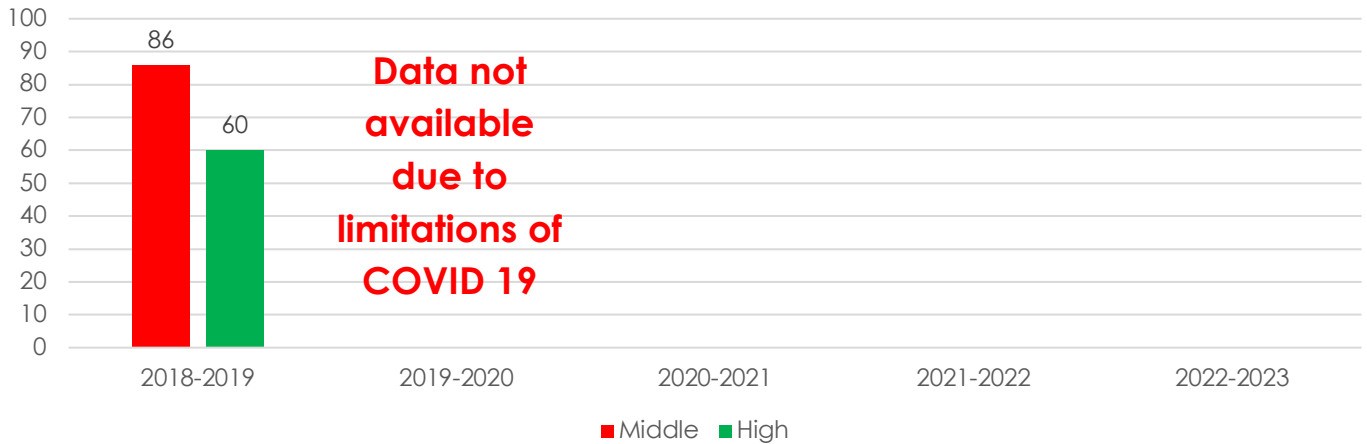


## EXCELLENCE IN CULTURE & CLIMATE



### Student Culture: Student Service Hours Completed

**Goal** 100% of middle and high students will complete the required service hours at Windsor Charter Academy.

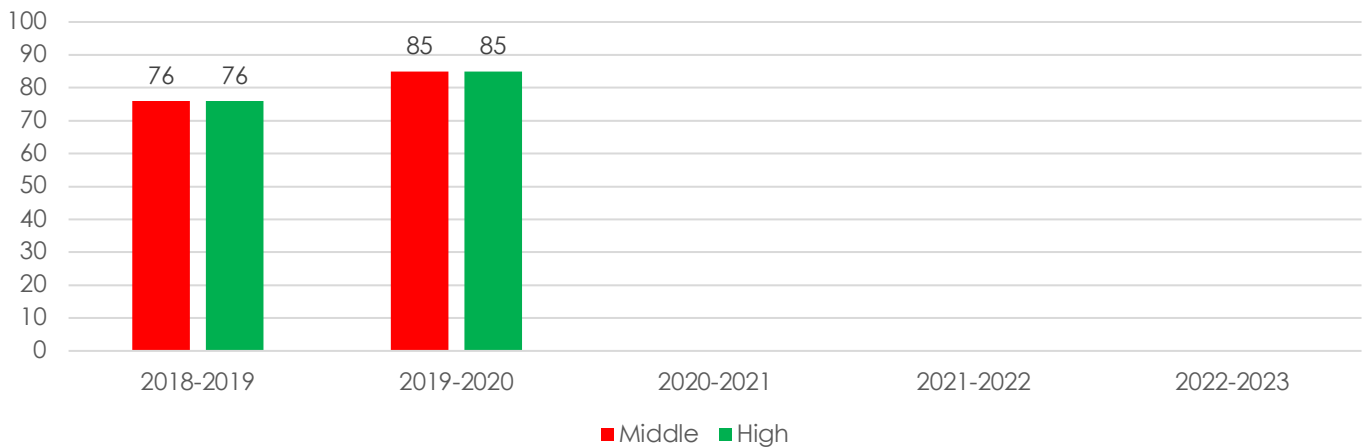


## EXCELLENCE IN CULTURE & CLIMATE



### Student Culture: Appropriate Emotional Support Satisfaction Rates

**Goal** At least 85% of students will feel emotionally safe on-campus.

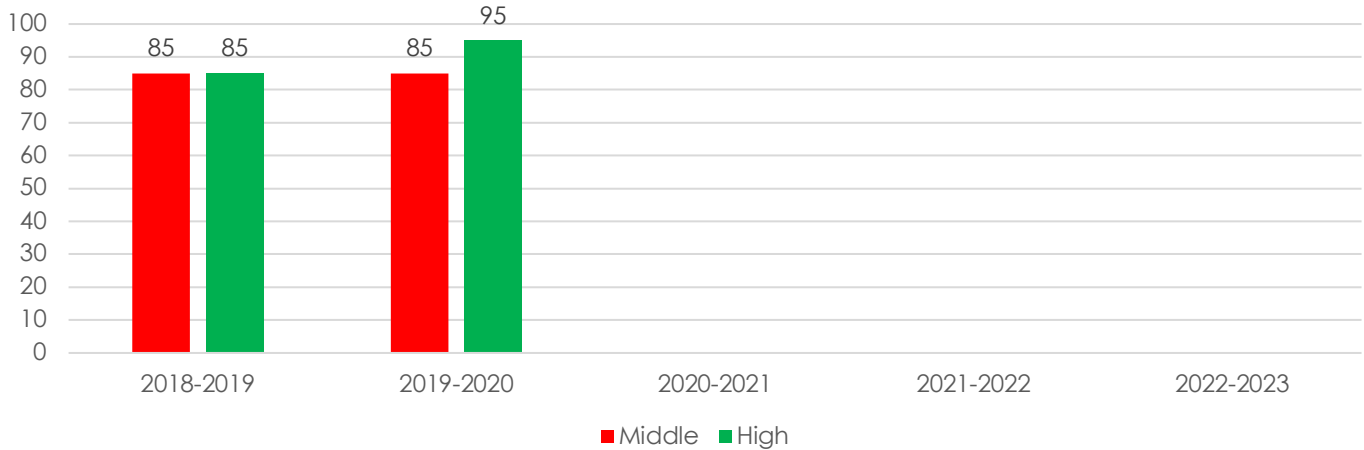


## EXCELLENCE IN CULTURE & CLIMATE



### Student Culture: Student Safety Satisfaction Rates

**Goal** At least 85% of students will feel physically safe on campus.

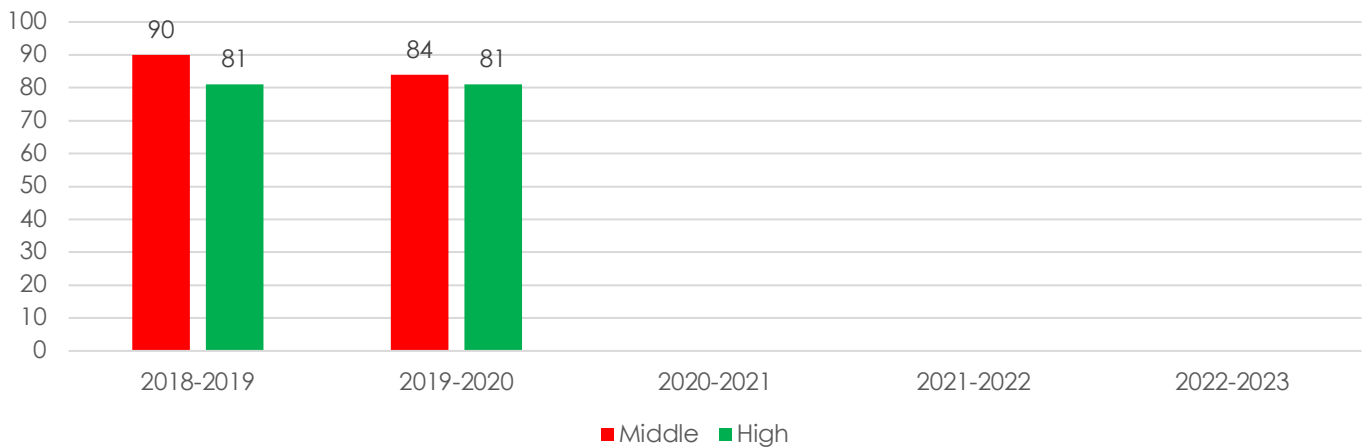


## EXCELLENCE IN CULTURE & CLIMATE



### Student Culture: Student Retention Rates

**Goal** At least 80% of 5th grade and 8th grade students will remain at Windsor Charter Academy during transitional years.

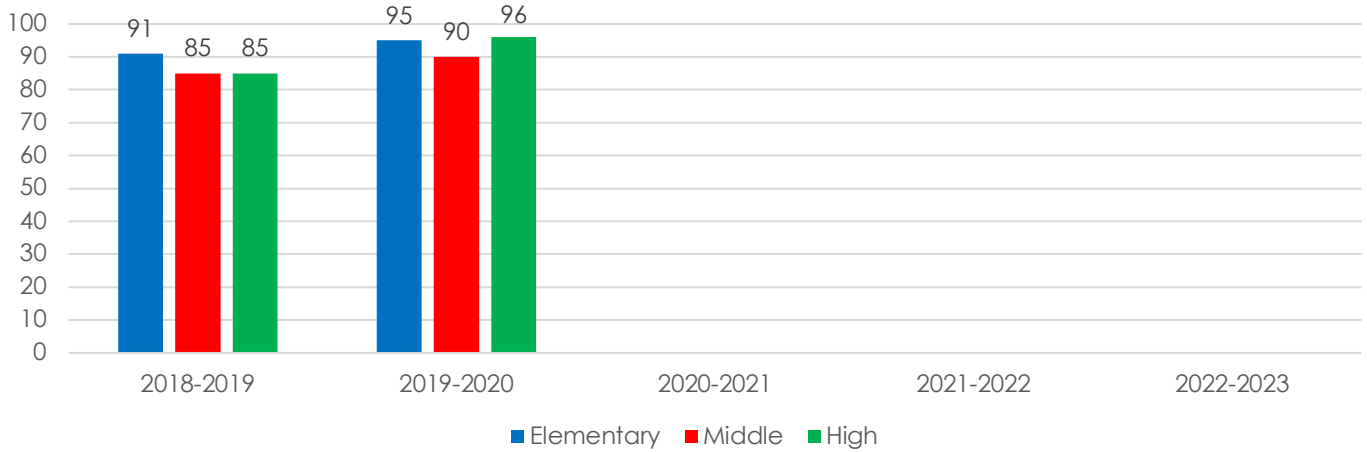


## EXCELLENCE IN CULTURE & CLIMATE



### Staff Culture: Staff Value Satisfaction Rates

**Goal** 90% of teachers will feel valued as employees.

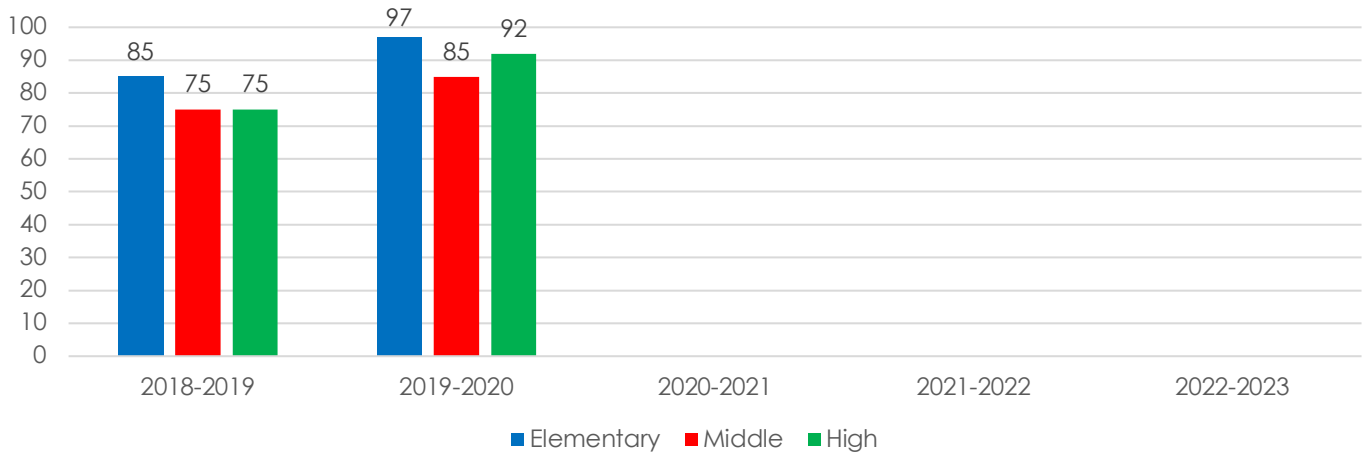


## EXCELLENCE IN CULTURE & CLIMATE



### Staff Culture: Staff Fulfilment Satisfaction Rates

**Goal** 90% of teachers will feel satisfied and fulfilled with their jobs.



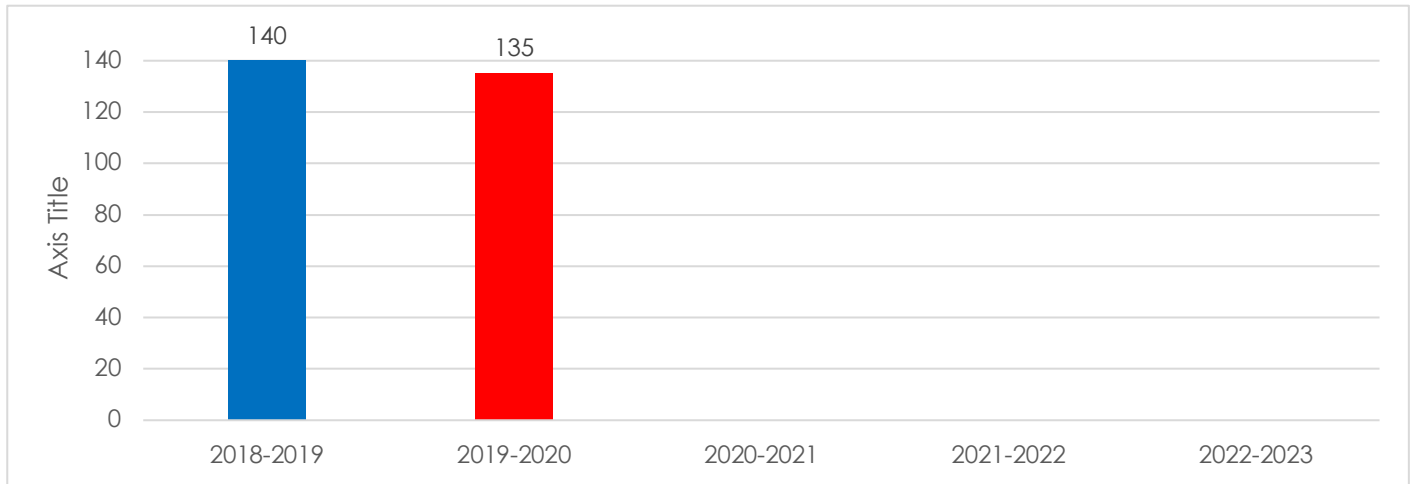


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Operational Effectiveness: Number of Days of Cash on Hand

**Goal** 110 days of cash on hand will be maintained, a baseline for S&P credit rating.

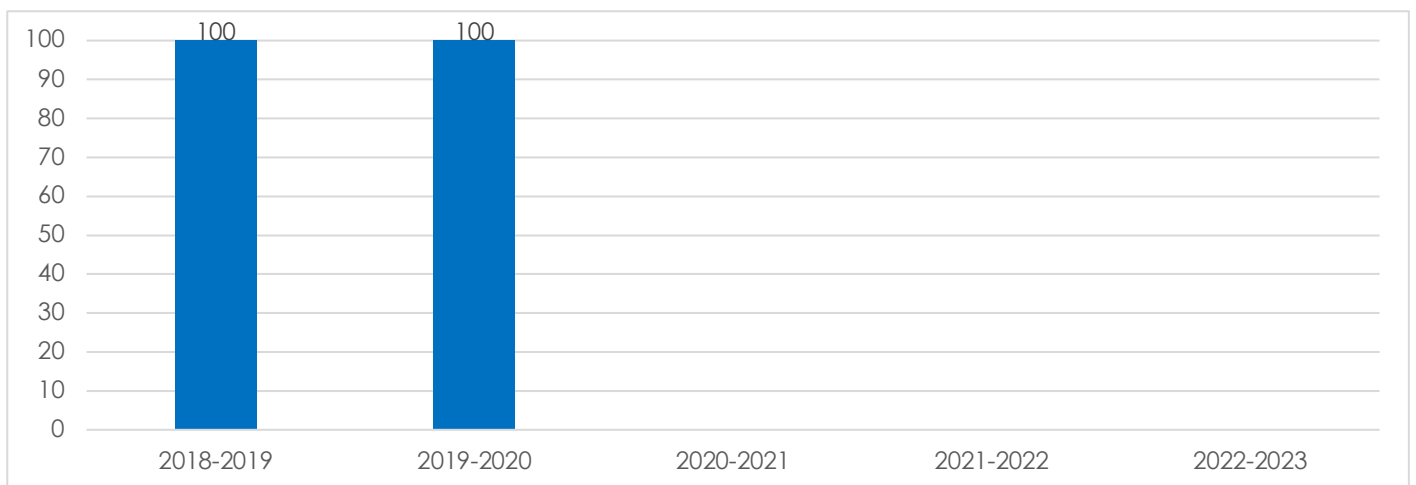


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Operational Effectiveness: Percentage of Benefits Paid by Windsor Charter Academy

**Goal** A strong benefits package will be maintained, keeping cost for employees paid 100%.

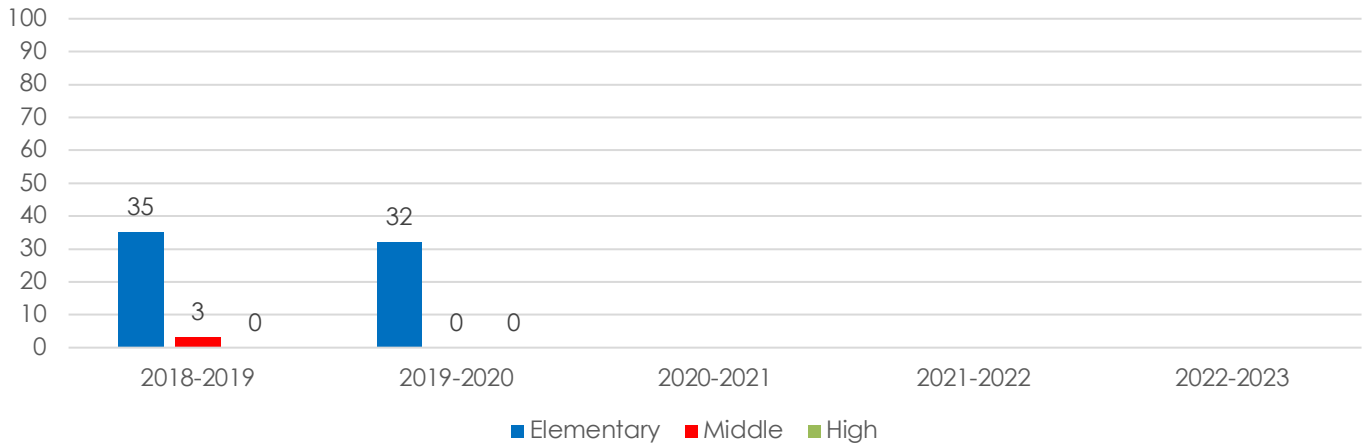


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Operational Effectiveness: Percentage of Students on K-12 Wait Lists

**Goal** The percentage of letter intents will be double for each available student seat, ensuring stable wait lists and enrollment.

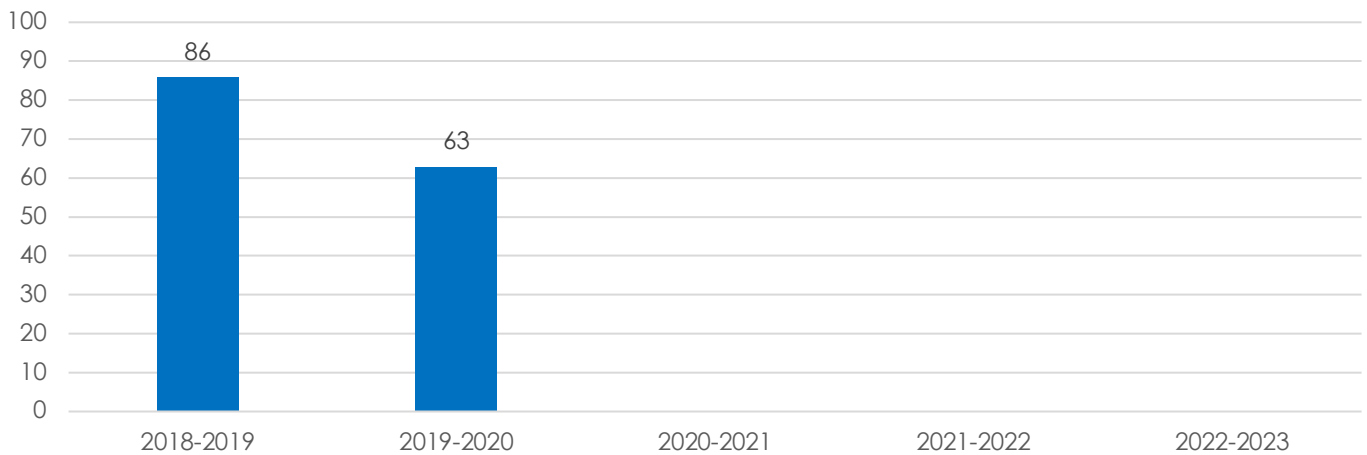


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Operational Effectiveness: Percentage of Exit Surveys Completed

**Goal** A fact- and law-based exit interview will be created and monitored, with data reported bi-annually.

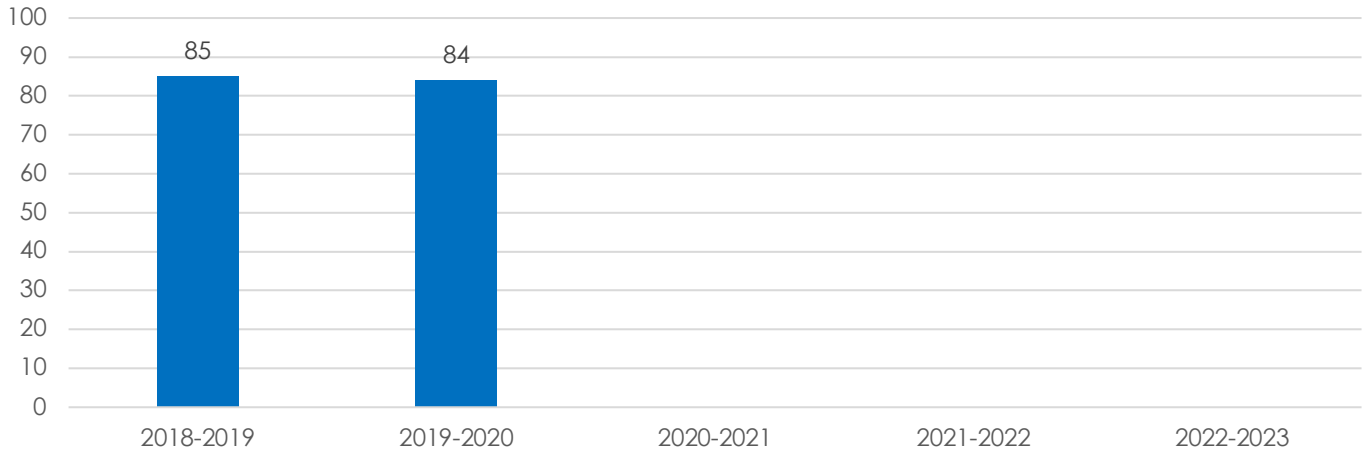


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Operational Effectiveness: Delta Between Teacher Salaries of Charter & District

**Goal** Starting teacher salary will be at 90% of the District's starting teacher salary.

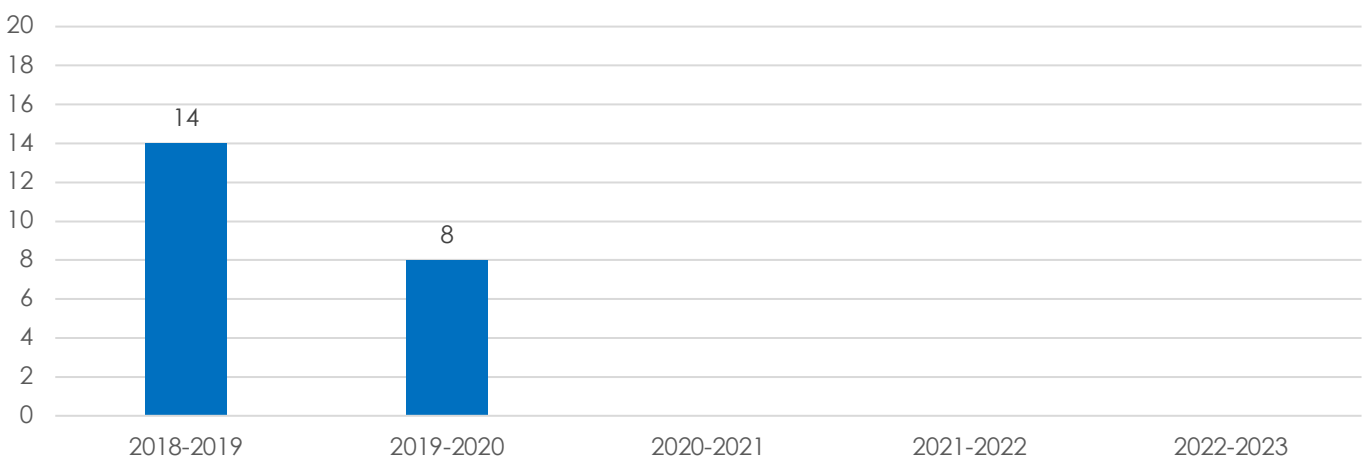


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Organizational Effectiveness: Number of Innovation Credits Offered

**Goal** At least 5 credits per year of technology and innovation professional development will be offered.

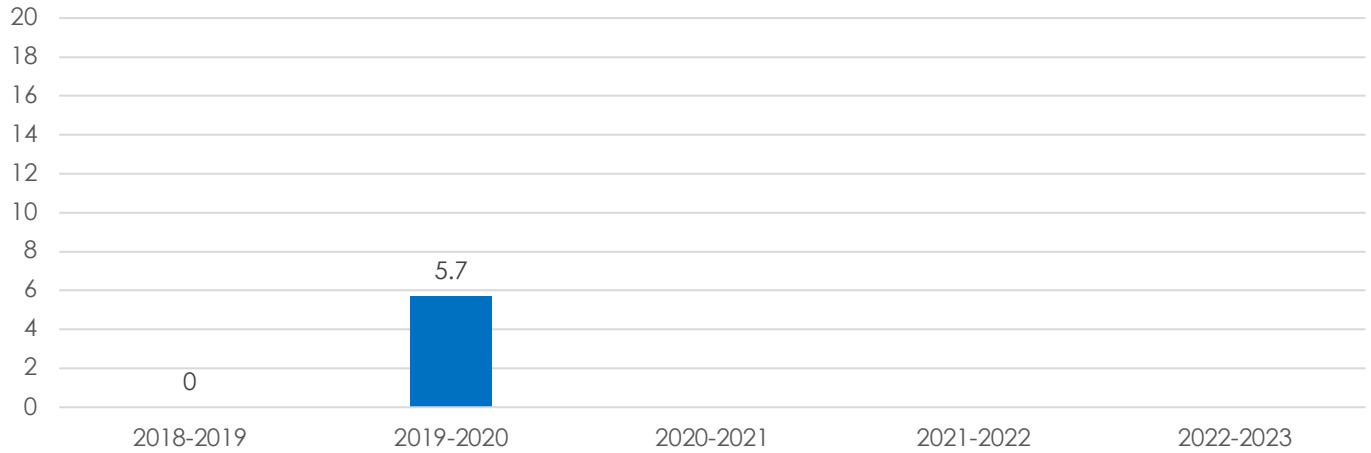


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Organizational Effectiveness: Number of Students Graduating w/ STEM Distinction

**Goal** A minimum of 5% of graduating seniors will earn their STEM distinction.

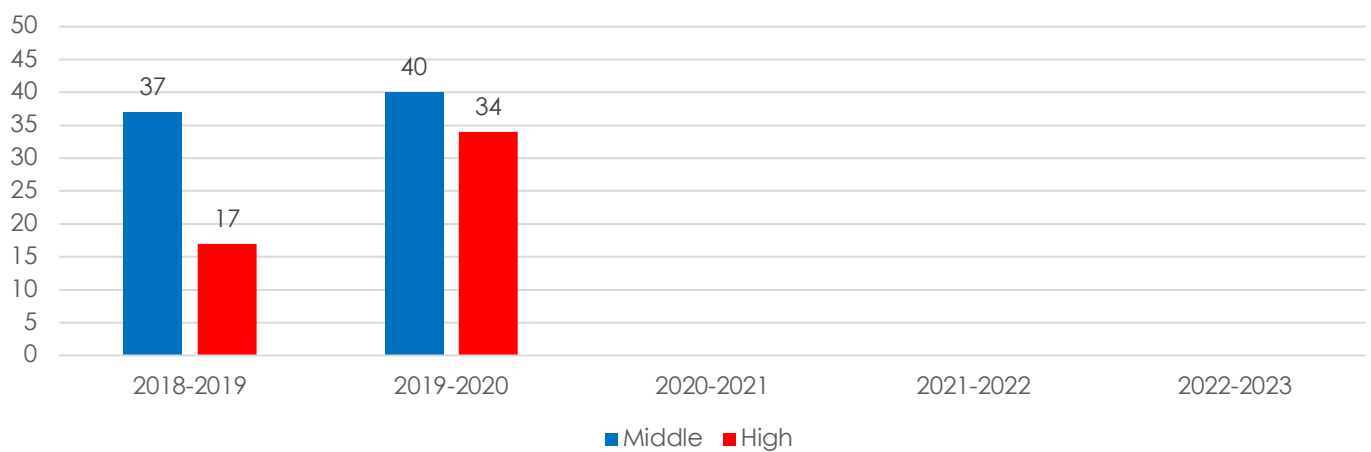


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Organizational Effectiveness: Female Participation Rates in STEM Elective Courses

**Goal** 25% of enrollment for STEM-based elective courses at the middle and early college high school will be represented by female students.

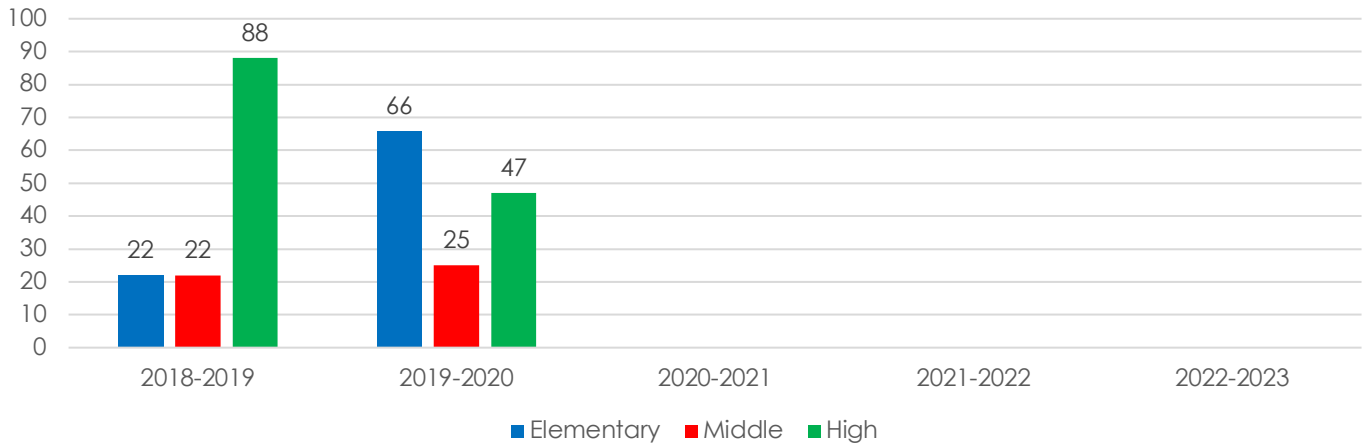


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Organizational Effectiveness: Participation Rates in K-12 After-School STEM Enrichment

**Goal** Student participation in after-school STEM-based enrichment programs will increase each year.

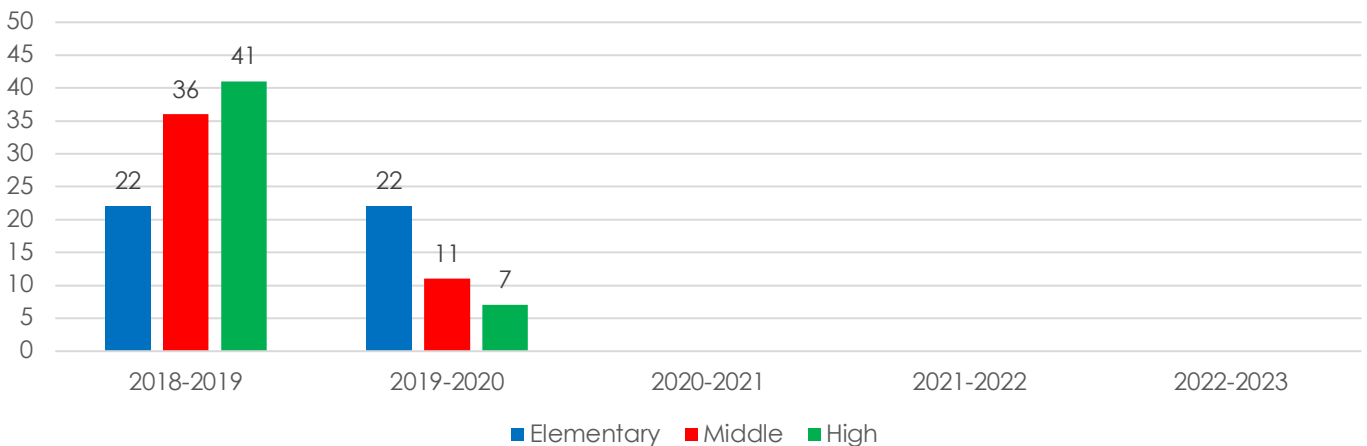


## EXCELLENCE IN INNOVATION IN OPERATIONAL & ORGANIZATIONAL EFFECTIVENESS



### Organizational Effectiveness: Female Participation Rates in K-12 After-School STEM Enrichment

**Goal** 25% of participants in after-school STEM-based enrichment programs will be represented by female students.





### **3.0 Bylaws**



## **BYLAWS OF WINDSOR CHARTER ACADEMY**

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### **BOARD RESOLUTION APPROVING REVISION AND AMENDMENTS OF BYLAWS**

**WHEREAS**, the Bylaws of the Windsor Charter Academy were certified and duly revised and adopted by the action of the Windsor Charter Academy Executive Board on or about September 27, 2012 (the "Bylaws"), and

**WHEREAS**, it is deemed desirable and in the best interest of the Windsor Charter Academy that the following actions be taken by the Executive Board of the Windsor Charter Academy pursuant to this resolution,

**NOW THEREFORE, BE IT RESOLVED** that, pursuant to applicable laws, the undersigned, hereby consent to approve and adopt the following:

#### **REVISION OF BYLAWS**

**RESOLVED FURTHER**, that the Bylaws of the Windsor Charter Academy and any revisions thereto approved before now are hereby revised, amended and replaced in their entirety and shall be superseded by the following:

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### **ARTICLE 1 OFFICES**

#### **SECTION 1. PRINCIPAL PLACE OF BUSINESS**

The principal office of Windsor Charter Academy (herein referred to as "the Academy") is located at: 680 Academy Court, Windsor, Colorado 80550.

#### **SECTION 2. CHANGE OF ADDRESS**

The designation of the Academy's principal office may be changed by resolution. The Executive Board may change the principal office from one location to another by posting the changed address and effective date at the 680 Academy Court,

Windsor, Colorado 80550, or any subsequent fixed address. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

### **SECTION 3. OTHER OFFICES**

The Academy may also have offices or facilities at such other places, within the State of Colorado, as its business and activities may require, and as the Executive Board may designate.

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## **ARTICLE 2 NONPROFIT PURPOSES**

### **SECTION 1. IRS SECTION 501(c)(3) PURPOSES**

The Academy is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Academy's purpose is to provide a K-12 education to its enrolled students.

### **SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES**

The specific objectives and purposes of the Academy shall be:

- A. To maintain a regularly enrolled student body with an established curriculum and a full time faculty.
- B. To offer an innovative educational program of academic excellence.
- C. To promote parental involvement in the Academy.
- D. To have the normal functions, operations, programs, and pursuits incidental to a fully recognized and operational nonprofit center of learning and education.

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## **ARTICLE 3 EXECUTIVE BOARD**

### **SECTION 1. NUMBER**

The Academy Executive Board shall consist of at least five (5) Board members and no more than seven (7) Board members and collectively they shall be known as the Executive Board (for the purposes of this document they shall be referred to as "the Board").



The Board shall consist of at least five (5) Academy members from the Academy Membership. (See Article 13, Academy Membership Provisions) and up to two (2) community-at-large members; who are neither an Academy member nor an employee of the Academy.

No employee's spouse will be eligible to serve on the Board. No former employee or the spouse of a former employee shall serve on the Board for a minimum of twenty-four (24) months from the last date the employee worked for the Academy.

Only one (1) Academy member per family may serve on the Board at any one time.

## **SECTION 2. QUALIFICATIONS**

Board members shall be of the age of majority in this state.

## **SECTION 3. POWERS**

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation, these Bylaws and the Academy Charter relating to action required or permitted to be taken or approved by the members of the Academy, the activities and affairs of the Academy shall be conducted and all corporate powers shall be exercised by or under the direction of the Board.

## **SECTION 4. DUTIES**

The Board shall govern for the purpose of implementing the philosophy, vision, mission, goals and objectives for the Academy as a charter school, as described in the Charter Contract. The Board's responsibilities shall include but are not limited to:

- A. Establishing Academy policy, staff requirements and long-range planning.
- B. Making necessary organizational appointments, including the final approval of all staff hiring and termination, with input from the Academy Executive Director.
- C. Adopting and overseeing the Academy's budget and finances.
- D. Reviewing and approving contracts for goods and services over the set limit for the Executive Director.
- E. Preparing or causing to be prepared all documents and reports required to meet Federal, State and local requirements.
- F. Negotiating with the Windsor School District or any other outside party for future needs.
- G. Acting as liaison between the Academy and the community-at-large.

- H. Performing any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws.
- I. Supervising or causing to be supervised, all officers, agents and employees of the Academy to assure that their duties are performed properly.
- J. Meeting at such times and places as required by these Bylaws.
- K. Registering their addresses with the Secretary of the Board for notices of meetings communicated to them at such addresses which shall be valid notice thereof.

## **SECTION 5. TERM OF OFFICE**

Each Board member shall hold office until the end of the July Board meeting following an election or appointment of new members in the year in which such member's term terminates.

- A. In the event there is not an election, the existing Board members shall appoint additional Board member(s) when practical.
- B. Each Board term is for a period of three (3) years. Board members may serve a maximum of three (3) terms.
- C. Board members that are/were appointed to the Board to fill a vacant seat may complete the appointed term of the Board member he/she is replacing (herein referred to as a "Partial Term"). Such Partial Term shall not count as a full term. However, if multiple Partial Terms are served by a Board member, every two (2) Partial Terms shall be the equivalent of one (1) full term and shall then be included in such member's maximum period of service.

If just cause is presented to the Board, any Board member may be voted off by a simple majority of the entire Board.

The Academy Membership has the right to remove any Board member by submitting a petition to the Board that states the nature of the grievance. This petition must contain the valid names and signatures of at least 51% of the Academy Membership. The petition process shall be initiated when the Board is presented with a petition stating the Board member's name, the reason for removal, the name(s) of the person(s) responsible for the petition. Once the Board has received the petition, those person(s) responsible for the petition shall have the following sixty (60) days in which to collect the required signatures. Upon expiration of the sixty (60) days the petition and the signatures of 51% of the Academy Membership shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. No one Board member shall face a petition for removal more than once

within any twelve (12) month period. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. If, after the petition is discussed at the Board meeting and is not withdrawn by petitioner, the Board shall appoint a new Board member pursuant to Article 3, section 17 of these Bylaws.

## **SECTION 6. COMPENSATION**

Board members shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

## **SECTION 7. PLACE OF MEETING**

Regular Board meetings shall be held at the Academy unless otherwise provided by the Board or at such other place as may be designated by resolution of the Board.

## **SECTION 8. REGULAR MEETINGS**

Regular meetings of the Board shall be held on the fourth (4th) Thursday of each month at 6:30 PM, unless such day falls on a school holiday or a conflicting event occurs, in which case, the Regular meeting shall be rescheduled at a mutually agreed upon day and time and posted in the agenda.

## **SECTION 9. SPECIAL SESSION MEETINGS**

Special Sessions of the Board may be called by the President of the Board, the Secretary of the Board, by any two (2) Board members, or, if different, by the persons specifically authorized under the laws of this state to call a Special Session of the Board. Such meetings shall be held at the Academy or, if different, at the place designated by the person or persons calling the special meeting.

If notice of a Special Session Meeting is given to the Academy Membership and the public, all powers, duties, authorities, and voting rights shall apply to such Special Session Meeting as they apply to Regular Session Meetings.

If notice of a Special Session Meeting is not given to the Academy Membership, the Board shall not make a final policy decision, nor shall any resolution, rule, regulation, or formal action or any final action approving a contract or calling for the payment of money be adopted or approved. However, the Board may meet to discuss, plan, work, and perform other duties on behalf of the school, the students, and Academy Membership.

## **SECTION 10. NOTICE OF MEETINGS**

Unless otherwise provided by the Articles of Incorporation, these Bylaws, provisions of law, or the Academy Charter, the following provisions shall govern the giving of notice for meetings of the Board:

- A. Regular Meetings: No notice need be given of any Regular meeting of the Board.
- B. Special Session Meetings: At least twenty-four (24) hours prior notice shall be given by the Secretary of the Board to each Board member of each special meeting of the Board. Such notice may be oral, written, by telephone, e-mail, or text and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.
- C. Waiver of Notice: Whenever any notice of a meeting is required to be given to any Board member of the Academy under provisions of the Articles of Incorporation, these Bylaws, the Academy Charter, or the laws of this state, a waiver of notice in writing signed by the Board member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.
- D. Acceptable forms of communication between Board members include, but are not limited to, oral, written, first class mail, e-mail, text, facsimiles and telephone. All communications are considered non-confidential.

## **SECTION 11. QUORUM FOR MEETINGS**

A quorum shall consist of a majority of the members of the Board. Except as otherwise provided under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, no business shall be considered by the Board at any meeting at which a quorum is not present, and the only motion which the President of the Board shall entertain at such meeting is a motion to adjourn. Minutes shall be taken at such meetings.

## **SECTION 12. MAJORITY ACTION AS BOARD ACTION**

Every act or decision done or made by a majority of the Board members present at a meeting duly held at which a quorum is present, is an act of the entire Board, unless the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law require a greater percentage or different voting rules for approval of a matter by the Board. Each Board member shall have one (1) vote except when a tie vote results, in which case the President of the Board's vote shall be counted twice.

## **SECTION 13. ATTENDANCE**

Attendance at Board meetings is mandatory. If a member must miss a meeting due to extenuating circumstances, he/she must give the President or Secretary of the Board advanced notice, if possible. Failure to follow this procedure may be grounds for removal from the Board. Missing three (3) meetings in six (6) consecutive months may result in removal from the Board.

#### **SECTION 14. CONDUCT OF MEETINGS**

Meetings of the Board shall be presided over by the President of the Board or, in his/her absence, the Vice President of the Board or, in the absence of each of these persons, by a person chosen by a majority of the Board members present at the meeting. The Secretary of the Board shall act as secretary of all meetings of the Board, provided that, in his/her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

The President of the Board shall govern meetings, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, the Academy Charter, 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 Board policies pertaining to its own operating procedures, the Board shall be governed by the rules prescribed in *Robert's Rules of Order, Newly Revised*. NOTE: Under Robert's Rules, these parliamentary rules of order may be suspended by a majority vote.

#### **SECTION 15. CONFLICT OF INTEREST**

Members of the Board hold a position of trust, created in the interest of the common good and for the benefit of the Academy. It is the intent of this Section to maintain public confidence and prevent the use of public office for private gain. Board members shall disclose any known or potential conflicts of interest in writing to the President of the Board a minimum of twenty-four (24) hours prior to the time set for voting on any such transaction and shall not vote on the matter or attempt to influence the decisions of other Board members in voting on the matter. The written disclosures shall be attached to the Minutes of the meeting in which Board action will occur relating to the matter disclosed. Failure by a Board member to bring notice of a potential conflict of interest to the attention of the Board in this manner may constitute just cause for removal of the member from the Board.

**The following activities have the potential to create actual conflicts of interest, or raise the appearance of a conflict:**

- A. Any term of paid consulting.
- B. Decision-making role/responsibility in other organizations relevant to the Academy, its Board, its membership, etc.

- C. Position on publicly visible advisory bodies, even if no decision-making authority is involved.

### **Duty to Abstain**

- A. No Board member shall vote on any matter in which he/she has a material and direct financial interest that will be affected by the outcome of the vote.
- B. In the event of such an abstention, the abstaining Board member shall state the reason for the abstention, which shall be noted in the minutes.

### **Request for Disclosures by Board Members and Officers**

- A. When requested by the Board, each Board member and/or Officer shall promptly submit a statement to the Board setting forth all business and other affiliations, which relate in any way to the business and other affiliations of the Academy. This will be requested not less than once every year.

### **Procedures for Addressing a Conflict of Interest**

- A. A Board member with a potential conflict of interest in a transaction or arrangement is not precluded from making a presentation to the Board or committee regarding the transaction or arrangement. However, before the Board or committee discusses and votes on the transaction or arrangement, the interested person must leave the meeting.
- B. Where a matter has been referred to the Board and they have concluded that a conflict of interest exists, the President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction, contract, or arrangement.
- C. After exercising due diligence, the Board may determine whether the Academy can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board may determine by a majority vote of the disinterested Board member(s) whether the transaction, contract, or arrangement is in the Academy's best interest and for its own benefit and whether it is fair and reasonable to the Academy, and may make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

### **Rules About Gifts**



Board members may accept gifts as a result of their involvement with the Academy in the following circumstances:

- A. The gift has no more than token value.
- B. It is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together.
- C. The exchange is lawful and in accordance with the educational industry's ethical practice and/or standards.
- D. The gift could not be construed by an impartial observer as a bribe, pay off or improper and/or illegal payment.
- E. No member may use the Academy property to make a gift, charitable donation or political contribution to anyone on behalf of the Academy. Any gift must have the authorization/approval of the Board or Board designee.

## **SECTION 16. EXECUTIVE SESSION**

All Regular and Special Session meetings of the Board shall be open to the Academy Membership and the public, except that at any Regular or Special Session, the Board may proceed into Executive Session upon the affirmation vote of the quorum present, and as provided by these Bylaws, the Academy Charter and the laws of this state.

The motion requesting the Executive Session shall state the statutory reason for the Executive Session along with the statutory citation and the nature of the matter to be discussed. A motion to enter into Executive Session requires a 2/3 vote of the Board. However, the Board shall not make final policy decision, nor shall any resolution, rule, regulation, or formal action or any final action approving a contract or calling for the payment of money be adopted or approved during an Executive Session.

Matters discussed during an Executive Session shall remain private and confidential among those attending the session and may not be disclosed, discussed or otherwise revealed outside the Executive Session. Disclosure of said discussion shall be just cause for a Board member to be removed from office.

The Secretary of the Board shall ensure that the Executive Session is audio-recorded (unless statutory exceptions apply) and the recording kept on file for ninety (90) days after which it shall be destroyed. Only those persons invited by the Board may be present during any Executive Session.

An Executive Session is closed to the public for the purpose of discussing business of a sensitive or confidential nature and may only be called for a purpose as provided by C.R.S. §24-6-402(4) and/or as otherwise permitted by the laws of this state.

## **SECTION 17. VACANCIES**

Vacancies on the Board may exist due to the death, resignation or removal of any Board member. Any Board member may resign effective upon giving written notice to the President of the Board, the Secretary of the Board, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. No Board member may resign if the Academy would then be left without a duly elected Board member or Board members in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this state. Board members may be removed from office, with just cause as permitted by and in accordance with these Bylaws and the laws of this state. Any Board member being considered for removal shall have prior notice of the concerns of the Board and have an opportunity to address those concerns. A Board member considered for removal has the right of grievance to the Academy School Accountability Committee ("SAC"). In the absence of a SAC, consultation from an outside mediator shall be sought by the Board to address the grievance. The Board must acknowledge and consider the recommendations of the SAC or the mediator before taking further action. However, the Board is not bound by said recommendations when taking action.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws, the Academy Charter or provisions of law, vacancies left by a Board member shall be appointed by the Board to fulfill the remainder of the vacated position's term. Each Board member shall have an equal vote and shall be given seven (7) days advance notice of any meeting at which an appointment vote will be taken.

## **SECTION 18. NON-LIABILITY OF BOARD MEMBERS**

The Board members shall not be personally liable for the debts, liabilities, or other obligations of the Academy.

## **SECTION 19. INDEMNIFICATION BY ACADEMY OF BOARD MEMBERS AND OFFICERS**

- A. **Indemnification by the Academy.** The Academy shall indemnify any person who was or is an involuntary party or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Academy) by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of the Academy or is or was serving, at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise, against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by he/she in connection with such action, suit, or proceeding, if he/she acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Academy and, with respect to any criminal action or proceeding had no reasonable cause to believe his/her conduct was unlawful. The termination of



any action, suit, or proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in the best interest of the Academy and, with respect to any criminal action or proceeding, had reasonable cause to believe his/her conduct was unlawful.

- B. **No Indemnification Upon Negligence or Misconduct.** The Academy shall indemnify any person who was or is a party defendant or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Academy to procure a judgment in its favor by reason of the fact that he/she is or was a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust or other enterprise against expenses (including attorney fees) actually and reasonably incurred by him/her in connection with the defense or settlement or such action or suit if he/she acted in good faith and a manner he/she reasonably believed to be in the best interest of the Academy; but no indemnification shall be made in respect to any claim, issue, or matter as to which such person has been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Academy unless and only to the extent that the court in which such action or suit was brought determines upon application that despite the adjudication such person is fairly and reasonably entitled to indemnification for such expenses which such court deems proper.
- C. **Indemnification Upon Successful Defense.** To the extent that a Board member, employee, fiduciary or agent of the Academy has been successful on the merits in defense of any action, suit or proceeding referred to in Sections (a) or (b) above or in defense of any claim, issue, or matter therein, he/she shall be indemnified against expenses (including attorney fees) actually and reasonably incurred by him/her in connection therewith.
- D. **Determination by the Board.** Any indemnification under this Bylaw (unless ordered by a court) shall be made by the Academy only as authorized in a specific case upon determination that indemnification of the director, officer, employee, fiduciary or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth in Sections (a) or (b) above. Such determination shall be made by the Board by a majority vote of a quorum consisting of Board member(s) who were not parties to such action, suit, or proceeding, or if such a quorum is not obtainable, or, even if obtainable, if a quorum of disinterested Board members so directs, by independent legal counsel in written opinion.
- E. **Payment in Advance.** The Academy may pay for or reimburse the reasonable expenses incurred by a Board member, fiduciary, employee or agent who is a party to a proceeding in advance of final disposition of the proceeding if:

- a. The party seeking indemnification furnishes to the Academy a written affirmation demonstrating a good faith belief that the party has met the standard of conduct described in Sections (a) and (b) above;
  - b. The party seeking indemnification furnishes to the Academy a written undertaking, executed personally or on the party's behalf, to repay the advance if it is ultimately determined that the party did not meet the standard of conduct; and
  - c. Determination is made that the facts then known to those making the determination would not preclude indemnification under these Bylaws.
- F. **Inurement for the Benefit of Heirs.** That the indemnification provided by these Bylaws shall not be deemed exclusive of any other rights to which those indemnified may be entitled to under any other Bylaw, agreement, vote of members or disinterested directors, or otherwise any procedure provided for by any of the foregoing, both as to action in his/her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Board member, officer, employee, fiduciary or agent and shall inure to the benefit of heirs, executors, and administrators of such a person.
- G. **Insurance.** The Academy shall purchase and maintain insurance on behalf of any person who is or was a Board member, officer, employee, fiduciary or agent of the Academy or who is or was serving at the request of the Academy as a Board member, officer, employee, fiduciary or agent of another Company, partnership, joint venture, trust, or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the Academy would have the power to indemnify him/her against such liability under provisions of these Bylaws.

## **SECTION 20. INSURANCE FOR AGENTS**

Except as may be otherwise provided under provisions of law, the Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Academy (including a Board member, employee or other agent of the Academy) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Academy would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, the Academy Charter, or provisions of law, and in accordance with budgetary constraints.

## **SECTION 21. ABSENCE OF BOARD MEMBER**

A replacement Board member may be appointed by a majority vote of the Board, for the duration of the absence, should any Board member require an extended absence.

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## **ARTICLE 4 ELECTIONS**

### **SECTION 1. REGULAR AND SPECIAL ELECTIONS**

A regular election shall be held annually in the spring semester with thirty (30) days written public notice. The regular election may be held for the purpose of electing Academy members and community-at-large individuals to the Board.

The Board may hold a special election by resolution with at least thirty (30) days written public notice in advance of such special election. The resolution shall set forth the purpose of such election.

At least one (1) polling place for all Academy elections shall be at the principal offices of the Academy and shall be open from 7:00 a.m. through 7:00 p.m. Any Academy member with at least one (1) child enrolled and attending shall be eligible to vote in any regular or special election. Absentee and/or electronic voting may be used at the sole discretion of the Board. In the event the Board authorizes such voting procedures, the details of such procedures will be set forth in the written public notice.

### **SECTION 2. ELECTION COMMITTEE**

Votes shall be tallied by the Election Committee in accordance with established policies. The Election Committee shall consist of five (5) members appointed by the Board. The Election Committee shall also have the power to answer all questions relating to the conduct of the Academy elections.

### **SECTION 3. CANDIDATES FOR OFFICE**

Any Academy member who desires to be considered for election as a member of the Board shall file a written statement (a standard form may be provided) indicating such desire with the Election Committee no less than thirty (30) days prior to the election. Information provided to the Election Committee shall consist of no less than the candidates name and number of children attending the Academy.

A candidate for an Academy member seat on the Board must have attended a minimum of two (2) Board meetings in the year of their intended candidacy or volunteered for a minimum of thirty-five (35) hours within the twelve (12) months prior to their candidacy.

Any community-at-large individual who desires to be considered for election as a member of the Board shall file a written statement (a standard form may be provided) indicating such desire with the Election Committee no less than thirty (30) days prior to the election. Information provided to the Election Committee shall consist of no less than the candidate's name and address.

All newly elected Board members shall attend the May, June and July Board meetings following the election, at which time, they will become educated in the current state of the school. The official change in office will occur at the end of the July Board meeting following the election. Failure to attend the May, June and July Board meetings shall result in removal from the Board.

#### **SECTION 4. REQUIREMENTS OF NEWLY ELECTED AND APPOINTED BOARD MEMBERS**

All newly elected Board members must complete the minimum training requirements within sixty (60) days of being elected and prior to service on the Board. Failure to complete the minimum training within the sixty (60) days shall result in removal from the Board.

Minimum training requirements shall be established and reviewed annually by the Board and published no less than thirty (30) days prior to an election.

All newly appointed Board members must complete the minimum training requirements that are currently in effect at the time of appointment within sixty (60) days of being appointed by the Board. Failure to complete the minimum training within the sixty (60) days shall result in removal from the Board.

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### **ARTICLE 5 OFFICERS AND DUTIES**

#### **SECTION 1. DESIGNATION OF OFFICERS**

The officers of the Academy shall be a President, a Vice President, a Secretary and a Treasurer.

#### **SECTION 2. QUALIFICATIONS**

Any Board member may serve as an officer of the Academy.

#### **SECTION 3. ELECTION AND TERM OF OFFICE**

The Board shall elect officers by secret ballot annually at the first meeting of each new Board. Each officer shall hold office until he/she resigns, is removed, or is otherwise disqualified to serve, or until his/her successor shall be elected and qualified, whichever occurs first.

#### **SECTION 4. REMOVAL AND RESIGNATION**

The Board may remove any officer, with cause, at any time. Any officer may resign at any time with written notice to the Board or to the President or Secretary of the Board. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### **SECTION 5. VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any Board member shall be filled as outlined in Article 3 section 17 of these Bylaws.

In the event of a vacancy in any office other than that of President of the Board, such vacancy may be filled temporarily by appointment by the President of the Board until such time as the Board shall fill the vacancy. Any vacancy appointment shall retain the Board seat until the vacated position's term is completed.

#### **SECTION 6. DUTIES OF PRESIDENT**

The President of the Board shall, subject to the control of the Board, supervise, or cause to be supervised, and control the business affairs of the Academy and the activities of the officers. He/She shall perform all duties incident to his/her office and such other duties as may be required by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, or which may be prescribed from time to time by the Board. The President of the Board shall preside at all meetings of the Board and, at all meetings of the Academy Membership. Except as otherwise expressly provided by law, by the Articles of Incorporation, by these Bylaws or by the Academy Charter, he/she shall, in the name of the Academy, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board.

#### **SECTION 7. DUTIES OF VICE PRESIDENT**

The Vice President of the Board shall perform all the duties of the President of the Board, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President of the Board. The Vice President of the Board shall have other powers and perform such other duties as may be prescribed by law, by the

Articles of Incorporation, by these Bylaws or by the Academy Charter, or as may be prescribed by the Board.

## **SECTION 8. DUTIES OF SECRETARY**

The Secretary of the Board shall certify and keep at the principal office of the Academy the original, or a copy, of these Bylaws as amended or otherwise altered to date.

The Secretary of the Board shall maintain at the principal office of the Academy, or at such other place as the Board may determine, a book of minutes of all meetings of the Board members, meetings of committees and Meetings of the Academy Members, recording therein the time and place of holding, whether Regular or Special, the names of those present or represented at the meeting, and the proceedings thereof. He/she shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. Such records may be kept in digital format.

## **SECTION 9. DUTIES OF TREASURER**

The Treasurer of the Board shall ensure the proper accounting of financial records and work with the finance director in ensuring that the Academy is aligned with state expectations for transparency, accuracy and accountability pursuant to Colorado law.

## **SECTION 10. COMPENSATION**

Board members shall serve without compensation except that, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

## **SECTION 11. ABSENCE OF BOARD MEMBER(S)**

A replacement Board member may be appointed by a majority vote of the Board, should an elected Board member require an extended absence.

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## **ARTICLE 6 COMMITTEES**

### **SECTION 1. COMMITTEES**

The Academy shall have committees designated by resolution of the Board. These committees may consist of persons who are Academy members, Academy staff and

invited community-at-large individuals and may also be members of the Board. Board members shall have committee voting privileges and may act in an advisory capacity.

## **SECTION 2. MEETINGS AND ACTION OF COMMITTEES**

Meetings and action of committees shall be governed by the Board, which may also adopt rules and regulations pertaining to the conduct of meetings and committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

Committees are advisory to the Board. Committees do not have decision-making authority and the Board may not delegate decision-making authority to a committee. Committees are charged with gathering and analyzing information, reaching consensus on recommendations, and then make recommendations to the Board which then may enable the Board to make thoughtful and strategic decisions.

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## **ARTICLE 7 RELATIONSHIP OF EXECUTIVE BOARD TO ACADEMY EMPLOYEES**

### **SECTION 1. EXECUTIVE DIRECTOR**

The Executive Director shall serve as the official representative of the Academy to the community and Colorado Charter School Institute and as the chief administrator of the Academy over all aspects of the operations of the Academy, as well as for such other services and duties as shall be assigned by the Board.

The Executive Director shall be appointed by the Board and may be removed by a vote of the majority of the Board, with or without cause, whenever in the judgment of the Board, the best interests of the Academy is served by such action. Any contract or agreement entered into by the Board with the Executive Director contrary to the provisions of this Article or any other provision of these Bylaws shall be deemed null and void.

The Board of Directors is solely responsible for evaluating the performance of the Executive Director at the minimum of once per year.

### **SECTION 2. HUMAN RESOURCES**

All Human Resource matters shall be addressed by the Executive Director, including but not limited to, all matters pertaining to the areas of Employee Investigations, Employee Benefits, HR Related training staff, and other topics of interest as determined by the Executive Director.



All Human Resource matters pertaining directly to the Executive Director shall be brought to the attention of the President and Secretary of the Board.

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**ARTICLE 8  
EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

**SECTION 1. EXECUTION OF INSTRUMENTS**

The Board, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Academy to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Academy, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Academy by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

**SECTION 2. CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, no more than four (4) signatures will be on file with the bank. Two (2) signatures will be required per check written.

**SECTION 3. DEPOSITS**

All funds of the Academy shall be deposited expeditiously to the credit of the Academy in such banks, trust companies, or other depositories as the Board may select.

**SECTION 4. GIFTS TO THE ACADEMY**

The Board may accept on behalf of the Academy any contribution, gift, bequest, or devise for the nonprofit purposes of the Academy.

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**ARTICLE 9  
CORPORATE RECORDS, REPORTS AND SEAL**

**SECTION 1. MAINTENANCE OF CORPORATE RECORDS**

The Academy shall keep at its principal office:



- A. Minutes of all meetings of the Board, committees and of all Meetings of the Academy Members, indicating the time and place of holding such meetings, whether Regular or Special, and the names of those present and the proceedings thereof.
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- C. A copy of the Academy's Articles of Incorporation, Charter and Bylaws as amended to date, which shall be open to inspection at reasonable times during office hours.

## **SECTION 2. CORPORATE SEAL**

The Board may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Academy. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

## **SECTION 3. BOARD MEMBERS' INSPECTION RIGHTS**

Every Board member shall have the right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Academy and shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter and provisions of law.

## **SECTION 4. ACADEMY MEMBERS' INSPECTION RIGHTS**

Each Academy member shall have the following inspection rights, for a purpose reasonable related to such person's interest as an Academy member:

- A. To inspect and copy, upon written demand on the Secretary of the Board, the record of all Academy members' names, addresses and voting rights, at reasonable times, which demand shall state the purpose for which the inspection rights are requested.
- B. To obtain from the Secretary of the Board, upon written demand on, and payment of a reasonable charge to, the Secretary of the Board, a list of the names, addresses and voting rights of those Academy members entitled to vote for the election of Board members as of the most recent record date for which the list has been compiled or as of the date specified by the Academy member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The Academy Membership list shall be

made within a reasonable time after the demand is received by the Secretary of the Board or after the date specified therein as of which the list is to be compiled.

- C. To inspect at any reasonable time the books, applicable records, or minutes of proceedings of the members or of the Board or committees of the Board, upon written demand on the Secretary of the Board by the member, for a purpose reasonably related to such person's interests as a member.
- D. Academy members shall have such other rights to inspect the books, records and properties of the Academy as may be required under the Articles of Incorporation, other provisions of these Bylaws, the Academy Charter, and provisions of law.

## **SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS**

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts. The Academy shall maintain the right to charge reasonable copying cost.

## **SECTION 6. DISTRIBUTION OF RECORDS**

Such distribution of any of the aforementioned records shall be made in accordance with all applicable provisions of the laws of this state.

## **SECTION 7. ANNUAL REPORT**

The Board shall cause an annual report required under law to be prepared and available to the members.

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# **ARTICLE 10**

## **IRS 501(c)(3) TAX EXEMPTION PROVISIONS**

## **SECTION 1. LIMITATIONS ON ACTIVITIES**

No substantial part of the activities of the Academy shall be the carrying on of propaganda, or otherwise attempting to influence legislation [except as otherwise provided by Section 501 (h) of the Internal Revenue Code], and the Academy shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these Bylaws, the Academy shall not carry on any activities not permitted to be carried on (a) by an Academy exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue

Code, or (b) by an Academy, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

## **SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT**

No part of the net earnings of the Academy shall inure to the benefit of, or be distributed to, its Academy members, Board members or trustees, officers, or other private persons, except that the Academy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Academy.

## **SECTION 3. DISTRIBUTION OF ASSETS**

Upon the dissolution of the Academy, any assets remaining after payment, or the provision for payment, of all debts and liabilities of the Academy, shall be distributed to the Windsor School District RE-4, or to another state or local governmental entity or instrumentality thereof.

## **SECTION 4. PRIVATE FOUNDATION REQUIREMENTS AND RESTRICTIONS**

In any taxable year in which the Academy is a private foundation as described in Section 509(a) of the Internal Revenue Code, the Academy 1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; 2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; 3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; 4) shall not make any investments in such manner as to subject the Academy to tax under Section 4944 of the Internal Revenue Code; and 5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

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# **ARTICLE 11 AMENDMENT OF BYLAWS**

## **SECTION 1. AMENDMENT**

The Board of the Academy may alter, amend, repeal or add new Bylaws, except as may otherwise be specified under provisions of law.

- A. Any Bylaw changes must be posted for a thirty (30) day period prior to any changes taking effect.
- B. The Academy Membership has the right to appeal the altered, amended, repealed, or new Bylaws. The appeal process shall be initiated when the Board

is presented with a petition that states the nature of the grievance and the suggested remedy. Once the Board has received the petition, those person(s) responsible for the petition shall have the following sixty (60) days in which to collect the required signatures. Upon expiration of the sixty (60) days the petition and the signatures shall be presented to the Secretary of the Board. If the petition is not properly presented to the Secretary of the Board the entire petition process must start over. The Board shall have no less than fifteen (15) business days prior to its next regularly scheduled Board meeting to verify the petition. So as to prevent interference with the learning environment, such petitions may not be solicited on school grounds from one (1) hour before until one (1) hour after normal school hours or any school sponsored functions. Once the Board receives a valid petition, the Board will be compelled to add the petition as an item on the agenda at the next regular Board meeting. No petition may be filed for the same reason more than once within any twelve (12) month period of time.

- C. The submitted petition must contain the valid names and signatures of at least 51% of the Academy Membership.
- D. The submitted petition shall only require the Board to re-evaluate the protested provision(s) and shall not require the Board to take any further action whatsoever.
- E. Bylaw changes shall be approved by a majority vote of the entire Board.

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## **ARTICLE 12 CONSTRUCTION AND TERMS**

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Academy, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding. All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of the Academy filed with an office of this state and used to establish the legal existence of the Academy.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

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**ARTICLE 13**  
**ACADEMY MEMBERSHIP PROVISIONS**

**SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS**

The Academy shall have only one (1) class of Academy members. No Academy member shall hold more than one (1) membership in the Academy. All memberships shall have the same rights, privileges, restrictions and conditions. Membership rights include, but are not limited to, the right to:

- A. Vote for the election of the Board.
- B. Initiate and vote for removal of members of the Board.

**SECTION 2. QUALIFICATIONS OF MEMBERS**

The qualifications for membership in the Academy are as follows:

- A. Academy Membership is defined as those biological parents or legal guardians who have at least one (1) child enrolled and attending the Academy. This does not include parents or legal guardians who have children on waiting lists.
- B. Board members will be included in the Academy Membership whether they have children attending the Academy or not.

**SECTION 3. TUITION, DUES AND FEES**

The Academy is a public school and therefore shall not have tuition or dues associated with membership to the Academy or that would restrict any child from attending, as long as there is room available and the Academy can meet the educational needs of the child. In the event that an educational program is not fully funded via state or federal funding, the Academy reserves the right, at the sole discretion of the Board, to charge tuition for said program.

The Academy shall have the authority to enact mandatory fees for materials, field trips, speakers, events, and supplies used for the express purpose of student education and the effective operation of the Academy.

**SECTION 4. NUMBER OF MEMBERS**

The number of Academy members is limited to a maximum of two (2) Academy members per family or child, whichever is least .

## **SECTION 5. NON-LIABILITY OF MEMBERS**

A member of the Academy is not, as such, personally liable for the debts, liabilities, or obligations of the Academy.

## **SECTION 6. NON-TRANSFERABILITY OF ACADEMY MEMBERSHIPS**

No member may transfer a membership. All rights of membership cease upon the member's death. In the event of a member death, the Academy Membership will transfer to the child's or children's legal guardian.

## **SECTION 7. TERMINATION OF ACADEMY MEMBERSHIP**

The membership of an Academy member shall terminate upon the occurrence of any of the following events:

- A. Upon written notice of such termination of enrollment of a child or children by a parent or legal guardian to the Academy, delivered to the Academy personally or by mail. Such membership to terminate upon the date of delivery or postmark date.
- B. By failure of the child or children to attend the Academy during the first five (5) scheduled school days of the school year without written permission from the Executive Director.

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## **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. BIENNIAL ACADEMY MEMBERSHIP MEETINGS**

There shall be a biennial 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.

### **SECTION 3. SPECIAL MEETINGS OF ACADEMY MEMBERS**

Special 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 4. 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 Meeting 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 5. 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*.

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**IN WITNESS WHEREOF**, these Revisions to the original Bylaws and amendments to the Bylaws were read, reviewed and adopted on this 27th day of July 2017.

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John Feyen, President

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Carolyn Mader, Vice President

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Donna James, Treasurer

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Kevin Albertsen, Secretary

---

Sherry Bartmann, Member

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Jenny Ojala, Member

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Jim Zacheis, Member





**4.0 2021-2022 Calendar**

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JULY**  
**30** New Teachers Report

**AUGUST**  
**4** Teachers Report  
**11** First Day of School for K-12 Students

**SEPTEMBER**  
**6** No School / Labor Day  
**27** No School / Professional Development

**OCTOBER**  
**8** End of 1st Quarter  
**15** No School / Conference Compensation Day

**NOVEMBER**  
**1** No School / Professional Development  
**22-26** No School / Fall Break

**DECEMBER**  
**17** End of 2nd Quarter/ End of 1st Semester  
**17** No School / Professional Development  
**20-31** No School / Winter Break

**JANUARY**  
**3** No School / Professional Development  
**17** No School / Martin Luther King, Jr. Day

**FEBRUARY**  
**11** No School / Conference Compensation Day  
**21** No School / President's Day

**MARCH**  
**4** End of 3rd Quarter  
**21-25** No School / Spring Break  
**28** No School / Professional Development

**MAY**  
**19** End of 4th Quarter/ End of 2nd Semester  
**19** Last Day of School / Release at 11:30 a.m.

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2022						
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20	21	22	23	24	25	26
27	28					

September 2021						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2022						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						






April 2022						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30

November 2021						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2022						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2021						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

-  First Day of School / Kindergarten Testing
-  Vacation, No Students or Staff Report
-  No School, Teachers Report
-  No School / Conference Comp Day Teachers
-  Half Day of School / Release at 11:30am



## 5.0 First Read Policies



## 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~~ **must** 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 **with soap and water**, paying particular attention to areas around and under fingernails and between fingers **and scrubbing hands for at least 20 seconds**.

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 **COVID-19/Coronavirus** ~~HIV (human immunodeficiency virus)/AIDS (acquired immune deficiency syndrome)~~ has received a great deal of attention, there are **several** other ~~diseases more communicable~~ **diseases** 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.

**The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.**

1. **COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.**
2. **Personal prevention practices, such as handwashing, staying home when sick, wearing masks, and environmental cleaning and disinfection are encouraged to reduce the spread of COVID-19.**
3. ~~Cloth face coverings are meant to protect others in case the wearer is unknowingly infected by asymptomatic and are most essential in times when physical distancing is difficult.~~
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

Body Substance Source	Organism of Concern	Transmission
Blood <ul style="list-style-type: none"> <li>• Cuts/abrasions</li> <li>• Nose bleeds</li> <li>• Menses</li> <li>• Contaminated needle</li> </ul>	<ul style="list-style-type: none"> <li>• Hepatitis B Virus</li> <li>• HIV/AIDS</li> <li>• Cytomegalovirus</li> </ul>	<ul style="list-style-type: none"> <li>• Bloodstream Inoculation Through Cuts and Abrasions on Hands</li> <li>• Direct Blood Stream Inoculation</li> </ul>
*Feces <ul style="list-style-type: none"> <li>• Incontinence</li> </ul>	<ul style="list-style-type: none"> <li>• Hepatitis A Virus</li> <li>• Salmonella Bacteria</li> <li>• Shigella Bacteria</li> <li>• C. Difficile</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Inoculation from Contaminated Hands</li> </ul>
*Respiratory Secretions <ul style="list-style-type: none"> <li>• Saliva</li> <li>• Nasal discharge</li> </ul>	<ul style="list-style-type: none"> <li>• Common Cold Virus</li> <li>• Influenza Virus</li> <li>• Epstein-Barr Virus</li> <li>• <b>COVID-19 Coronavirus</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Oral and Nasal Inoculation from Contaminated Hands or Droplets</b> <small>Oral Inoculation from Contaminated Hands</small></li> </ul>
*Vomitus	<ul style="list-style-type: none"> <li>• Gastrointestinal Viruses</li> <li>• (e.g., Norwalk Virus)</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Inoculation from Contaminated Hands</li> </ul>
*Urine <ul style="list-style-type: none"> <li>• Incontinence</li> </ul>	<ul style="list-style-type: none"> <li>• <b>**Cytomegalovirus</b></li> </ul>	<ul style="list-style-type: none"> <li>• Bloodstream Inoculation Through Cuts and Abrasions on Hands</li> </ul>
Semen/Vaginal Fluids	<ul style="list-style-type: none"> <li>• Hepatitis B Virus</li> <li>• HIV/AIDS</li> <li>• Gonococcus Bacteria</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual Contact (intercourse)</li> </ul>

\*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.

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Windsor Charter Academy Executive Board  
Adopted: October 2019  
September 2020





## TOBACCO-FREE SCHOOLS

Whereas the use of Tobacco Products is detrimental to the well-being of students and staff, the following prohibitions are placed on its use and/or possession in school facilities, on school property, during school-sponsored activities, or in school-owned transportation at all times.

Use of any Tobacco Products by staff, teachers, students, and visitors on school property or at any school-sponsored activity is prohibited.

Students shall not be in possession of any Tobacco Products while in school facilities, on school property, during school-sponsored activities or in school-owned transportation at any time.

"Tobacco Product" means:

- Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, ~~and~~ chewing tobacco, **or liquid nicotine/e-liquids, and;**
- Any electronic or manual device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, vapor pen, vaporizer, or pipe.
- "Tobacco Product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product, and that is possessed or being used by a person legally permitted to purchase such tobacco use cessation product.

"Use of any Tobacco Product" means lighting, chewing, smoking, inhaling, vaporizing, ingesting or application of any Tobacco Product.

"School property" means all property owned, leased, rented, or otherwise used or contracted for by Windsor Charter Academy and shall include school grounds over which the school exercises control including, but not limited to, areas surrounding any buildings, playgrounds, athletic fields, recreation areas, and parking areas.



“School facilities” includes, but are not limited to, all indoor and outdoor facilities used to provide educational services, library services, routine health care services, athletic or recreation services, as well as facilities used for administration, support services, maintenance or storage and the grounds surrounding those facilities that are under the Windsor Charter Academy’s ownership or control.

“School-owned transportation” means all vehicles owned, leased, or rented by the Windsor Charter Academy used for transporting students, staff, visitors, or other persons.

Signs regarding this prohibition and the consequences of a violation will be displayed in prominent places on all school property. This policy will be published in all employee and student handbooks.

Any member of the general public considered by the Executive Director or designee to be in violation of this policy will be instructed to leave school property or a school-sponsored activity. Employees found to be in violation of this policy will be subject to appropriate disciplinary action in accordance with personnel policies.

Any student who violates this policy is subject to the consequences described below. The sequence of consequences that follow will occur during the student’s tenure in each of the three building levels (K-5, 6-8, 9-12) that exist in at Windsor Charter Academy. The student returns to a first offense consequence only when they advance to a new building level.

1. For the first offense, the student shall be suspended from classes for one day and a letter shall be sent to his or her parents notifying them of the violation. This suspension may be in school or out of school.
2. For the second offense, the student shall be suspended from school for two days and a letter shall be sent to his or her parents notifying them of the violation. Before the student is readmitted to school, a conference will be held with the student, parents and a building administrator.
3. For the third and subsequent offense(s), the student shall be suspended from school for a minimum of two days and a maximum of 5 days and a letter shall be sent to his or her parents notifying them of the violation. Before the student is readmitted to school, a conference will be held with the student, parents, and a building administrator. Notwithstanding other

provisions of this policy, a student may be recommended for expulsion by the building principal at any time: (1) if the offense is deemed to be behavior that is detrimental to the welfare of other students or of school personnel, including behavior that creates a threat of physical harm to the child or the other children; (2) for the fourth and subsequent violations of this policy if the smoking violation(s) is (are) deemed by the building principal to be a pattern of continued willful disobedience or open and persistent defiance of proper authority; or (3) if the student distributes, dispenses, sells, gives, or exchanges a Tobacco Product on school property, during school-sponsored activities, in school-owned transportation or off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event or when such conduct interferes with the operations of Windsor Charter Academy or the safety or welfare of students or employees.

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## Exemptions

Pursuant to state law no exemption shall be granted pursuant to this policy.

Windsor Charter Academy Executive Board

May 2019

**October 2020**

## Legal References

20 U.S.C 7181 *et seq.*

C.R.S. 18-13-121

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

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

C.R.S. 25-14-103.5

C.R.S 25-14-301



## OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY

The **Executive** Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on ~~the school district's~~ **Windsor Charter Academy's** staff.

Therefore, ~~the district~~ **Windsor Charter Academy** promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of **Windsor Charter Academy** ~~the district~~ towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth.

~~The district~~ **Windsor Charter Academy** will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

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Windsor Charter Academy Executive Board  
**October 2020**

### Legal References

20 U.S.C. § 1681 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 201 et seq. (Fair Labor Standards Act)

29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act of 1967)

29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 12101 et seq. (Title II of the American with Disabilities Act)

42 U.S.C. § 2000d (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e (Title VII of the Civil Rights Act of 1964)

C.R.S. 22-32-110 (1) (k)  
C.R.S. 22-61-101 (discrimination in employment prohibited)  
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)  
C.R.S. 24-34-402 et seq. (discriminatory or unfair employment practices)  
C.R.S. 24-34-402.3

## Cross References

ACA Nondiscrimination on the Basis of Sex (Title IX)  
ACBA Nondiscrimination/Non-harassment of Students and Staff  
GBAA Sexual Harassment





## EQUAL EDUCATIONAL OPPORTUNITIES

Every student of this school district ~~Windsor Charter Academy~~ will have equitable educational opportunities through programs offered ~~in the school district~~ regardless of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services.

This concept of equal educational opportunity will guide the **Executive** Board and staff in making decisions related to school ~~district~~ facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that ~~district~~ programs are in compliance with applicable laws and regulations, the **Executive** Board directs the ~~superintendent~~ **Executive Director** or designee(s) to periodically monitor the following areas:

1. Curriculum and materials—review curriculum guides, textbooks, and supplemental materials for discriminatory bias.
  2. Training—provide training for students and staff to identify and alleviate problems of discrimination.
  3. Student access—review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
  4. ~~District~~ **S**upport—ensure that ~~district~~ resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.
  5. Student evaluation instruments—review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
  6. Discipline—review discipline records and any relevant data to ensure the equitable implementation and application of **Executive** Board discipline policies.
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Windsor Charter Academy Executive Board  
October 2020

## Legal References

20 U.S.C. §1681  
20 U.S.C. §1701-1758  
29 U.S.C. §701 et seq.  
C.R.S. 2-4-401 (13.5)  
C.R.S. 22-32-109 (1)(II)  
C.R.S. 22-32-109.1 (2)  
C.R.S. 22-32-110 (k)  
C.R.S. 24-34-601  
C.R.S. 24-34-602

## Cross References

AC Nondiscrimination/Equal Opportunity  
JBB Sexual Harassment







## VIOLENT AND AGGRESSIVE BEHAVIOR

The Executive Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of Windsor Charter Academy are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior ~~shall~~**will** be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with board policy concerning student suspensions, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law and board policy, students may also be referred to law enforcement authorities. At Windsor Charter Academy's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. Windsor Charter Academy may also conduct a threat assessment of the student.

Students ~~shall~~**must** immediately report questionable behavior or potentially violent situations to an administrator, counselor or teacher. A staff member who witnesses or receives a report of a student's act of violence and aggression ~~shall~~**must** notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes but is not limited to the following behaviors:

- Possession, threat with or use of a dangerous weapon—as described in the Executive Board's weapons policy.

# Policy JICDD

- Physical assault—the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
  - Verbal abuse—includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing (including by text, social media or other electronic means), at an individual, his or her family or a group.
  - Intimidation—an act intended to frighten or coerce someone into submission or obedience.
  - Extortion—the use of verbal or physical coercion in order to obtain financial or material gain from others.
  - Bullying—as described in the Executive Board's policy on bullying prevention and education.
  - Gang activity—as described in the Executive Board's secret societies/gang activity policy.
  - Sexual harassment or other forms of harassment — as described in the Executive Board's sexual harassment policy and nondiscrimination policy.
  - Stalking—the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
  - Defiance—a serious act or instance of defying or opposing legitimate authority.
  - Discriminatory slurs—insulting, disparaging or derogatory comments made directly or by innuendo regarding a ~~person's race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, disability or need for special education services.~~ **disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services.**
  - Vandalism—damaging or defacing property owned by or in the rightful possession of another.
  - Terrorism—a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.
-



Windsor Charter Academy Executive Board  
October 2020

## Legal References

C.R.S. 22-32-109.1 (1)(b) (definition of bullying)

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

## Cross References

AC Nondiscrimination/Equal Opportunity

JBB Sexual Harassment

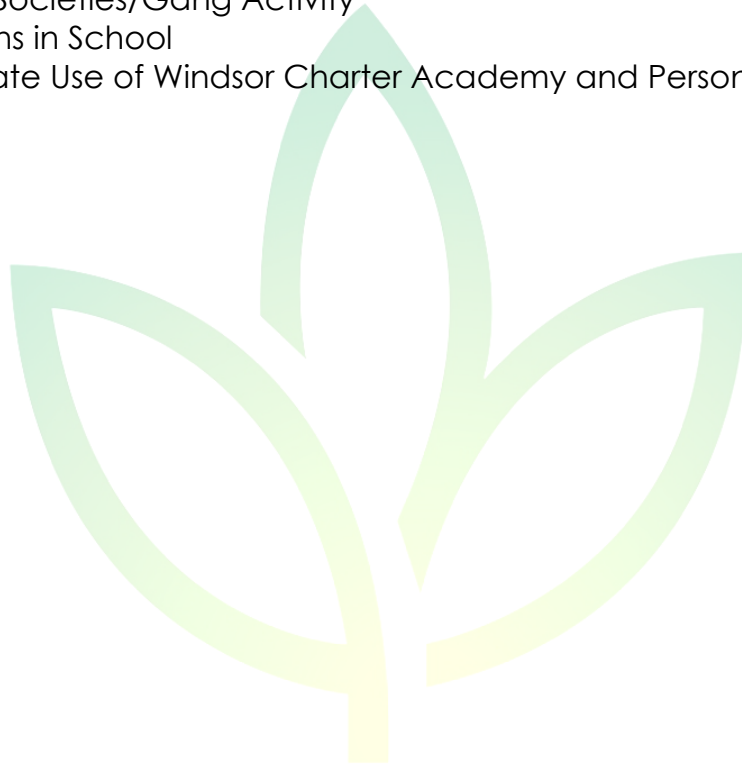
JICDA Code of Conduct

JICDE Bullying Prevention and Education

JICF Secret Societies/Gang Activity

JICI Weapons in School

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





## **STUDENT ATTENDANCE**

Students attending Windsor Charter Academy are expected to be present as assigned and to be engaged in the educational process on a regular basis. Windsor Charter Academy prides itself on having a rigorous Core Knowledge curriculum and high expectations for all of its students. With that in mind, attendance is absolutely necessary and expected in order for student achievement to occur.

It is the obligation and responsibility of every parent or guardian to ensure that every child under his or her care and supervision, who is of compulsory attendance age, attends school as may be required by Colorado statutes, Executive Board policies, and school regulations. Every child who is six years old on or before August 1 and is under the age of 17 years shall attend public school during each school year, except as may be provided for in state statutes, Executive Board policy, or school regulations. At the beginning of each school year and upon enrollment of a student during the year, parents, guardians, and legal custodians shall be notified of their obligations to ensure their child's school attendance.

The administration shall counsel with students and parents, investigate the causes of nonattendance, and report to the Executive Director regarding compulsory school attendance. The administration will initiate, when appropriate, proceedings for the enforcement of the compulsory attendance provisions of this policy.

The administration, in consultation with the Executive Director, will initiate judicial proceedings to enforce compulsory attendance pursuant to Colorado statutes. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten during any calendar year or school year.

Absences due to suspension or expulsion may be considered unexcused for the purpose of determining academic credit. Absences due to suspension or expulsion will be considered excused for the purpose of calculating the number of absences prior to initiating judicial proceedings and for the purpose of

classifying a student as “habitually truant.”

A student shall be considered “habitually truant” who has five or more unexcused absences from school in any one month or ten unexcused absences during any school year. The administration will notify the student’s parents, guardian, or legal custodian, in writing, of the student’s absences and of the fact that the student is “habitually truant.” A scheduled meeting will occur after 10 absences with all concerned to develop a plan addressing the reasons for the student’s absences, ways to improve the student’s attendance, and consequences for further unexcused absences.

The following ~~shall~~ **will** be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the ~~Principal or designee.~~ **administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.**
2. A student who is enrolled for the minimum period required by law in an independent or parochial school which provides a basic academic education.
3. A student who is absent for an extended period due to **a physical disability or a ,mental, or emotional-behavior health disability.disorder.**
4. A student to whom a current age and school certificate or work permit has been issued under Colorado law.
5. A student who is in the custody of a court or law enforcement authorities.
6. A student who is pursuing a work-study program under the supervision of a public school.
7. A student who is being instructed at home, as provided by Colorado law.
8. A student who has an individualized education plan which may outline alternative attendance requirements.
9. **A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.**
- 8-10. **A student who is suspended or expelled.**

**If a student is in out-of-home placement (as defined by C.R.S. 22-32-138 (1)(h), absences due to court appearances and participation in court-ordered activities**

**will be excused. The student's assigned social worker must verify the student's absence in these cases.**

**As applicable, Windsor Charter Academy may require suitable proof regarding the above exceptions, including written statements from medical sources.**

An unexcused absence shall be any absence that is not found within the foregoing exceptions listed in this policy.

Penalties for unexcused absence shall be administered and may include, but are not limited to, the initiation of judicial proceedings to enforce compulsory attendance after ten unexcused absences during any calendar year or school year, and the imposition of academic penalties rationally related to classes missed while unexcused.

### **General Absence Policy**

When a student has been absent five times in a school year, whether it be excused or unexcused, a courtesy letter will be generated and mailed home. This letter will communicate the 5 absences and express concern about the educational well being of that student. After ten excused or unexcused absences within a school year, another letter will be sent to request a parent, student, and administrator meeting. This is in effort to create a positive action plan for the student to be in school receiving instruction at all times. During this meeting it may be deemed necessary for the parent to bring in a doctor's note for further absences.

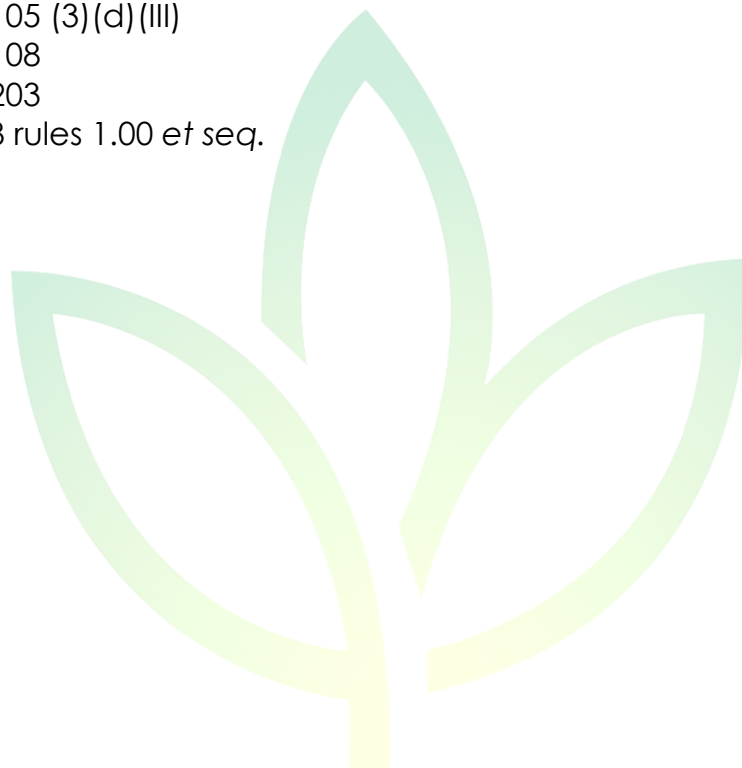
### **Tardy Policy**

In regards to tardiness at Windsor Charter Academy, the school feels that it is imperative that students understand the value and importance of timeliness. When a student is tardy, it affects their academic performance, as well as the performance others. The only tardy that shall be considered excused is for a medical or dental appointment. Each student will be allowed five unexcused tardies every semester. Additional unexcused tardies will be addressed with student and parents. Parents will be given letters and/or immediately notified by phone when a consequence is deemed necessary.

July 2009  
December 2009  
February 2015  
March 2016  
October 2020

## Legal References

C.R.S. 22-14-101  
C.R.S. 22-32-109 (1)(n)  
C.R.S. 22-32-109/1 (2)(a)  
C.R.S. 22-32-138 (6)  
C.R.S. 22-33-101  
C.R.S. 22-33-105 (3)(d)(III)  
C.R.S. 22-33-108  
C.R.S. 22-33-203  
1 CCR 301-78 rules 1.00 *et seq.*





## BULLYING PREVENTION AND EDUCATION

The Executive Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason. Bullying includes but is not limited to any such behavior that is directed toward a student on the basis of ~~his or her~~**their** academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, **marital status**, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on Windsor Charter Academy property, at school-sanctioned activities and events, when students are being transported in any vehicle dispatched by one of its schools, or off school property when such conduct has a nexus to school curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities.

In determining the appropriate action to be taken in response to incidents of student bullying, the principal or principal's designees ~~shall~~**will** consider multiple indicators of the bullying behavior's severity, which may include whether the bullying behavior is unwanted and aggressive; is repeated or has the potential to be repeated; involves a real or perceived power imbalance wherein the student engaging in bullying behavior is using ~~his or her~~**their** power to control or harm others; involves making threats, spreading rumors, attacking someone physically or verbally; or excluding someone from a group on purpose.



Bullying behavior that constitutes unlawful discrimination or harassment ~~shall~~**will** be subject to investigation and discipline under related Executive Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Executive Board policies and procedures regarding unlawful discrimination and harassment.

Available interventions for the student who engaged in the bullying behavior or retaliatory action include, but are not limited to:

Imposing discipline, which may include classroom removal, detention, classroom suspension, counseling, participation in the school's restorative justice program or positive behavioral intervention support program, peer mediation, referral to law enforcement authorities, referral to a juvenile assessment center for counseling or other services, being placed on a remedial discipline plan, suspension, or expulsion.

In addition, the principal or principal's designee may:

- Meet with the student to develop strategies to conform the student's behavior to acceptable standards.
- Hold a conference with the student's parents in order to develop cooperative strategies to conform the student's behavior to acceptable standards.
- Separate the student from other students at school or from particular school programs or activities until the student can conform his or her behavior to an acceptable standard.
- Withhold privileges (For example: recess, field trips, participation in extracurricular activities, etc.) until the student can conform ~~his or her~~**their** behavior to acceptable standards.
- The Executive Director, or designee, shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:
  1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
  2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
  3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support ~~victims~~ **targets** of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

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Windsor Charter Academy Executive Board  
December 2017  
October 2020

Legal References  
C.R.S. 22-32-109.1

Cross References  
AC Nondiscrimination/Equal Opportunity  
JBB Sexual Harassment  
JICDA Code of Conduct  
JS Appropriate Use of Personal Technology by Students  
JK Student Discipline  
JKD/JKE Suspension/ Expulsion of Students (and Other Disciplinary Interventions)





## SEXUAL HARASSMENT INVESTIGATION PROCEDURES (TITLE IX)

The ~~district~~ **Windsor Charter Academy** is committed to maintaining a learning environment that is free from sex-based discrimination, including sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based discrimination or harassment or participates in a harassment investigation.

### Definitions

For purposes of this regulation, these terms have the following meanings:

- “Complainant” means an individual who is alleged to be the target of conduct that could constitute sex-based discrimination or sexual harassment.
- “Decision Maker” means an individual(s) who assess the relevant evidence, including party and witness credibility, to decide if ~~the district~~ **Windsor Charter Academy** has met the burden of proof showing the respondent to be responsible for the alleged sexual harassment. The decision maker may not be the Title IX Coordinator or the investigator. ~~The district’s~~ **Windsor Charter Academy’s** decision maker is ~~Superintendent of Schools~~ **the Executive Director**.
- “Education Program or Activity” means locations, events, or circumstances over which ~~the district~~ **Windsor Charter Academy** exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.
- “Investigator” means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the Decision Maker.
- “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.

- “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following: 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or 3. Sexual assault, dating violence, domestic violence, or stalking.
- “Supportive Measures” mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.
- “Title IX Coordinator” means the employee designated by a recipient to coordinate its efforts to comply with Title IX responsibilities. ~~The district's~~**Windsor Charter Academy's** Title IX Coordinator is the ~~Director of Exceptional Student Services~~ **HS Assistant Principal** or ~~Chief Financial Officer~~**Director of Finance & Human Resources** as outlined in Policy AC-E-1.

### Filing a Complaint

A complainant, or a parent or guardian with the legal right to act on the complainant's behalf, may file a complaint. Complaints must be filed in writing and signed by the complainant. Forms for this purpose are available at the ~~District~~**Windsor Charter Academy** Office, ~~1020 Main Street Windsor~~**810 Automation Drive, Windsor, CO 80550**, or the ~~district~~ website at ~~www.weldre4.org~~**windsorcharteracademy.org**.

Completed forms must be filed with the Title IX Coordinator. If a complaint form is given to an ~~an district~~ employee, the ~~district~~ employee will promptly forward the complaint to the Title IX Coordinator. An alternate will be designated in the event it is claimed that the respondent is the one who committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will receive assistance as needed in filing a complaint.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation, is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

## Investigation

Once a complaint is received, the Title IX Coordinator or investigator (“investigator”) will first determine if the alleged conduct occurred in the ~~district’s~~ **Windsor Charter Academy’s** education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit ~~the district~~ **Windsor Charter Academy** from addressing the allegations in any manner the ~~district~~ **Windsor Charter Academy** deems appropriate.

Following this determination, the investigator will begin the investigation in a reasonably prompt manner and adhere to the following:

- The investigator must apply the “presumption of innocence” standard during the course of the investigation.
- The investigator must adhere to all timeframes. If a timeframe cannot be met, the investigator will notify the complainant, respondent, and decision maker.
- The investigator will protect the complainant from inappropriate questions and evidence about the complainant’s prior sexual history.
- The investigator must provide written notice of the allegations to the parties involved.
- The investigation may also include, but is not limited to, the following:
  - Implementation of supportive measures for both the complainant and the respondent;
  - A request for the complainant to provide a written statement regarding the nature of the complaint;
  - A request for respondent to provide a written statement;
  - A request for witnesses identified during the course of the investigation to provide a written statement;
  - Interviews of the complainant, respondent, or witnesses; and ○ Review and collection of documentation or information deemed relevant to the investigation.
- Within a reasonably prompt timeframe, the investigator must issue a report to the decision maker. After finalizing the report, the investigator will provide a copy to the complainant and respondent and will wait ten days prior to providing the report of the decision. The investigator’s report must be advisory and must not bind the decision maker to any particular course of action or remedial measure.

## Decision

The decision maker will apply the preponderance of the evidence standard when making a decision and must notify the complainant and respondent of the decision. The decision must include a written determination regarding responsibility, explain how and why the decision maker reached the conclusions outlined in the report, and detail any disciplinary measures taken in response to the conduct. The decision of the decision maker in no way prejudices either the complainant or the respondent from seeking redress through state or federal agencies, as provided in law.

## Appeal

The investigation is closed after the decision maker issues a decision, unless either party appeals the decision within 10 days by making a written request to the decision maker detailing why the decision should be reconsidered.

## Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all ~~district~~ **Windsor Charter Academy** schools and departments. The policy and complaint procedures must be prominently posted on the ~~district's~~ website, referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and **Windsor Charter Academy** ~~district~~ employees will receive periodic training related to recognizing and preventing sexual harassment. ~~District~~ **Windsor Charter Academy** employees must receive additional periodic File: AC-R-2 training related to handling reports of sexual harassment. Training materials are available to the public on the ~~district's~~ website.



## STAFF HEALTH AND MEDICAL EXAMINATION REQUIREMENTS

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

Under the following circumstances, Windsor Charter Academy may require medical examinations of its employees or applicants for employment. Windsor Charter Academy ~~shall~~ **will** pay for all such medical examinations. Results of such examinations ~~shall~~ **must** 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, 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. 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 Windsor Charter Academy.

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

### **Special Examinations**

Windsor Charter Academy 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, Windsor Charter Academy ~~shall~~ **must** take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

Windsor Charter Academy 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 ~~shall~~**will** select the medical professional to conduct such examination and ~~shall~~**will** 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, Windsor Charter Academy 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~~**must** not report to work during the period when contagious/infectious. Windsor Charter Academy 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~~**is** 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, Windsor Charter Academy personnel ~~shall~~**must** 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 Executive Director ~~shall~~**must** develop procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality ~~shall~~**will** be subject to appropriate disciplinary measures.

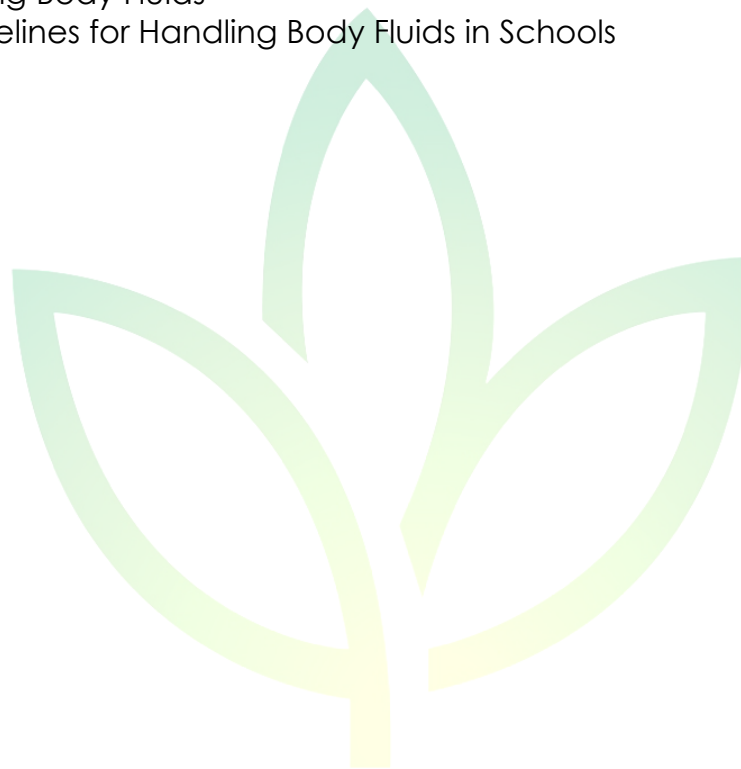


## Legal References

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-5.00

## Cross References

EBBA Handling Body Fluids  
EBBA-R Guidelines for Handling Body Fluids in Schools





## STUDENT COMPLAINTS AND GRIEVANCES

Decisions made by school personnel which students believe are unfair or in violation of pertinent **Executive** Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for Special Education services.

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Windsor Charter Academy Executive Board  
Adopted: December 2018  
October 2020

### Cross References

AC-R Nondiscrimination/Equal Opportunity

AC-R1 Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

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

JB Equal Educational Opportunities

JBB Sexual Harassment

JICEA School-Related Student Publications

JICEC Student Distribution of Noncurricular Materials





## STUDENT WITH COMMUNICABLE DISEASES

The **Executive** Board of Education recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. ~~This school district~~ **Windsor Charter Academy** will rely on the advice of the medical community in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The risk of transmitting HIV/AIDS is extremely low in school settings when current guidelines and preventative measures are followed.

Management of common communicable diseases will be in accordance with Colorado Department of Public Health and Environment or local public health department guidelines. A student who exhibits symptoms of a readily-transmissible communicable disease may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse and may be sent home as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

~~The district~~ **Windsor Charter Academy** reserves the right to require a physician's statement authorizing the student's return to school. In all proceedings related to this policy, ~~the district~~ **Windsor Charter Academy** will respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious, readily-transmissible disease, the staff member or volunteer will promptly notify the school nurse or principal to determine appropriate measures to protect student and staff health and safety. The principal, after consultation with the student and parent/guardian, will determine which additional staff members, if any, have need to know of the affected student's condition and whether the Colorado Department of Public Health and Environment or the local public health department must be notified.

Only those staff members with direct responsibility for the care of the student will be informed of the specific nature of the condition if it is determined there is a need for such individuals to know this information. The ~~superintendent~~ **Executive Director** will initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality will be subject to appropriate disciplinary measures.

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Windsor Charter Academy Executive Board  
October 2020

#### Legal References

C.R.S. 22-33-104 (2)(a) (compulsory attendance law not applicable to a student who is temporarily ill and such absence is approved)

C.R.S. 22-33-106 (2) (grounds for suspension, expulsion and denial of admission)

#### Cross References

EBBA Prevention of Disease/Infection Transmission (Handling Body Fluids)

JRA/JRC Student Records/Release of Information on Students



## **DRESS CODE**

A student's appearance has an impact on his/her attitude, behavior, and learning. Students at Windsor Charter Academy 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 Windsor Charter Academy. The guidelines set forth are meant to allow students the ability to wear clothing to Windsor Charter Academy 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 Windsor Charter Academy. 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. Suspension 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 individual's religion. Administration, reserves the right to deem a student's attire a dress code violation.

# Policy JICA

	Elementary	Middle	High
<b>General Guidelines</b>	<ul style="list-style-type: none"> <li>• All clothing, jewelry and accessories must be modest and in good taste.</li> <li>• Clothing must conceal undergarments.</li> <li>• Wording or imagery must not convey messages that are sexual, racist, obscene or that are suggestive of gangs, drugs, tobacco, alcohol, violence or death.</li> <li>• Dresses are not to have bare midriffs or cling to the body.</li> <li>• 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.</li> <li>• No backless, spaghetti strap, strapless, cold shoulder, or halter-type dresses or tops.</li> <li>• Dresses or tops with plunging necklines are not permitted.</li> <li>• Bottom garments must be worn at the waist and should not be saggy or baggy.</li> <li>• Bottom garments should not have holes or be frayed (except on free dress days).</li> </ul>		
<b>Tops</b>	<p><i>Solid colors: navy blue, light blue, green, white and grey, including heathered colors.</i></p> <ul style="list-style-type: none"> <li>• Short or long-sleeved classic polo style shirt, turtlenecks, and mock turtlenecks.</li> <li>• Dress code compliant shirt must be worn under a sweatshirt, sweater, or sweater vest.</li> <li>• Oxfords and Peter Pan shirts must be solid white only.</li> <li>• Shirts must always be completely tucked in, except on free dress days.</li> <li>• Pre-approved WCA spirit clothing tops may be worn any day of the week.</li> <li>• Logos no larger than a credit card; one logo per top.</li> <li>• Hoods may not be worn inside the building.</li> <li>• Sweatshirts, hoodies, and zip-up fleeces are permitted</li> </ul>	<p><i>Colors: any solid color, including heathered colors.</i></p> <ul style="list-style-type: none"> <li>• Short or long-sleeved classic polo style shirt, button-down shirts with collars, turtlenecks, and mock turtlenecks.</li> <li>• Dress code compliant shirt must be worn under a sweatshirt, sweater or sweater vest.</li> <li>• Shirts must always be completely tucked in, except on free dress days.</li> <li>• Pre-approved WCA spirit clothing tops may be worn any day of the week.</li> <li>• Logos no larger than a credit card; one logo per top.</li> <li>• Hoods may not be worn inside the building.</li> <li>• Sweatshirts, hoodies, and zip-up fleeces are permitted anytime.</li> </ul>	<ul style="list-style-type: none"> <li>• Shirt sleeves must have material beyond the shoulder seam and may not have holes, windows, be torn or ripped.</li> <li>• If a top is sheer, a top that meets dress code guidelines must be worn underneath</li> <li>• Hoods may not be worn in the building.</li> </ul>

# Policy JICA

	anytime.		
<b>Bottoms</b>	<p><b>Pants &amp; Capris</b> Solid colors: navy blue, khaki, grey, and black.</p> <ul style="list-style-type: none"> <li>No denim.</li> <li>No athletic wear.</li> <li>No pajamas.</li> </ul>	<p>Colors: navy blue, khaki, grey and black.</p> <ul style="list-style-type: none"> <li>No denim.</li> <li>Leggings and tights are not to be worn alone. They must be worn with tunics, <b>shorts</b>, skirts or dresses that follow the fingertip rule.</li> <li>No athletic wear except during PE.</li> <li>No pajamas.</li> </ul>	<ul style="list-style-type: none"> <li>Leggings/tights are not to be worn alone. They must be worn with tunics, <b>shorts</b>, skirts or dresses that follow the fingertip rule (cardigans can be worn if at fingertip length).</li> <li>No athletic wear except during PE.</li> <li>No pajamas.</li> </ul>
	<p><b>Skirts, Skorts &amp; Shorts</b> Solid colors: navy blue, khaki, grey, or black</p> <p>Pattern: blue gold plaid (Can be purchased from French Toast online).</p>		
	<p><b>Leggings</b> Solid colors: navy blue, grey, black, or white.</p> <ul style="list-style-type: none"> <li>Leggings are not to be worn alone. They must be worn with <b>shorts</b>, skirts, dresses, or jumpers.</li> </ul>		
<b>Jumpers, &amp; Dresses</b>	<p><b>Polo Dresses</b> Solid colors: navy blue, light blue, green, white and grey. No denim.</p> <p><b>Jumpers</b> Solid colors: navy blue, or khaki</p> <p>Pattern: blue gold plaid (Can be purchased from French Toast online).</p>	<p><b>Polo Dresses</b> Solid colors: any solid colors.</p> <p><b>Jumpers</b> Solid colors: navy blue, or khaki. No denim.</p> <p>Pattern: blue gold plaid (Can be purchased from French Toast online).</p>	<ul style="list-style-type: none"> <li>Dresses or skirts that are sheer must have an under-layer that is not sheer and meets dress code guidelines for length.</li> </ul>
<b>Jackets &amp; Outerwear</b>	<ul style="list-style-type: none"> <li>Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building.</li> <li>Jackets and outerwear should be labeled with student name.</li> </ul>	<ul style="list-style-type: none"> <li>Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building.</li> <li>No personal blankets are allowed in the classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building.</li> <li>No personal blankets are allowed in the classrooms.</li> </ul>

# Policy JICA

<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair must be of a natural color.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be of a natural color, including facial hair.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be of a natural color, including facial hair.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• No flip flops.</li> <li>• No slippers, moccasins or shoes with wheels on the bottom.</li> </ul>	<ul style="list-style-type: none"> <li>• No flip flops, except for free dress day.</li> <li>• No slippers, moccasins or shoes with wheels on the bottom.</li> </ul>	<ul style="list-style-type: none"> <li>• No flip flops, except for free dress day.</li> <li>• No slippers, moccasins or shoes with wheels on the bottom.</li> </ul>
<b>Jewelry &amp; Accessories</b>	<ul style="list-style-type: none"> <li>• Piercing allowed only in the ears.</li> <li>• Scarves are allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Piercing are allowed only on the ears. All other piercings must be removed during school hours and during school functions or replaced with a clear stud.</li> <li>• No spikes or chains.</li> <li>• Scarves are allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Piercing are allowed only on the ears. All other piercings must be removed during school hours and during school functions or replaced with a clear stud.</li> <li>• No spikes or chains.</li> </ul>
<b>Formal Dress Uniform</b> 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"> <li>• Tops: White oxford shirt, Peter Pan collar, long or short sleeve</li> <li>• Bottoms:             <ul style="list-style-type: none"> <li>○ Navy blue pants, dress shorts, skirt or jumper.</li> <li>○ Skirts and jumpers may be blue gold plaid from French Toast online.</li> <li>○ Leggings and tights must be blue or white.</li> </ul> </li> <li>• Approved tie or crossover tie—blue gold plaid from French Toast online.</li> <li>• Blue sweater vest, crew neck sweater, or cardigan (optional).</li> </ul>	<ul style="list-style-type: none"> <li>• Tops: White oxford shirt, Peter Pan collar, long or short sleeve</li> <li>• Bottoms: navy blue, khaki, grey and black</li> <li>• Approved tie or crossover tie—blue gold plaid from French Toast online.</li> <li>• Blue or white sweater vest, crew neck sweater, or cardigan (optional).</li> </ul>	
<b>Jeans Day</b>	<ul style="list-style-type: none"> <li>• Jeans may be worn on Friday for \$1.00 with the proceeds going to fund student</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans may be worn on Friday for \$1.00 with the proceeds going to fund student</li> </ul>	

# Policy JICA

	<p>activities.</p> <ul style="list-style-type: none"> <li>• The last Friday of the month is "Free Jeans Day," students do not have to pay to wear jeans.</li> <li>• If the Friday coincides with a Free Dress day, there is no charge to wear jeans.</li> <li>• Denim shorts and skirts are permitted.</li> </ul>	<p>activities.</p> <ul style="list-style-type: none"> <li>• The last Friday of the month is "Free Jeans Day," students do not have to pay to wear jeans.</li> <li>• If the Friday coincides with a Free Dress day, there is no charge to wear jeans.</li> <li>• Denim shorts and skirts are permitted.</li> </ul>	
<b>Game Day</b>		<ul style="list-style-type: none"> <li>• Participating athletes for school-sanctioned events may wear their team jerseys/team shirts on the day of their game.</li> <li>• Pants, shorts, skirts, and skorts, must comply with dress code.</li> </ul>	
<b>P.E. Classes</b>		<ul style="list-style-type: none"> <li>• Students must wear WCA physical education shirts and athletic shorts/pants during PE classes.</li> <li>• Students can wear athletic shorts/pants during athletic elective courses.</li> <li>• Physical education uniforms may not be worn as WCA spirit wear.</li> </ul>	<ul style="list-style-type: none"> <li>• Students must wear WCA physical education shirts and athletic shorts/pants during PE classes.</li> <li>• Students can wear athletic shorts/pants during athletic elective courses.</li> <li>• Physical education uniforms may not be worn as WCA spirit wear.</li> </ul>
<b>Scouting &amp; Military Uniforms</b>	<ul style="list-style-type: none"> <li>• Students who are participating in scouting programs may wear their uniform on meeting days.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are participating in scouting programs may wear their uniform on meeting days.</li> <li>• Students who are part of a military program may wear their military uniforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are participating in scouting programs may wear their uniform on meeting days.</li> <li>• Students who are part of military programs may wear their military uniforms.</li> </ul>
<b>Casual Dances</b>		Clothing should be in good taste and appropriate for a casual event according to the standards below:	Clothing should be in good taste and appropriate for a casual event according to the standards below:

# Policy JICA

		<ul style="list-style-type: none"> <li>• Clothing should follow the normal WCA High School Dress Code.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Clothing should follow the normal WCA High School Dress Code.</li> <li>• 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.</li> </ul>
<p><b>Semi-Formal Dances</b></p>		<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"> <li>• Dress pants or khakis and button-up dress shirt with collar</li> <li>• Ties, jackets, vests, or suspenders are optional</li> <li>• 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.</li> </ul>	<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"> <li>• Dress pants or khakis and button-up dress shirt with collar</li> <li>• Ties, jackets, vests, or suspenders are optional</li> <li>• 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.</li> </ul>
<p><b>Formal Dances</b></p>		<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"> <li>• Tuxedos or suits including dress shirt and tie. Jackets are optional.</li> <li>• The shirt top must conceal cleavage and sides.</li> <li>• If shirt top is sheer, a top that meets dress code guidelines must be worn underneath.</li> <li>• Backless dresses may not be cut below the natural bra</li> </ul>	<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"> <li>• Tuxedos or suits including dress shirt and tie. Jackets are optional.</li> <li>• Shirt, tops and blouses must conceal cleavage and sides.</li> <li>• If shirt top is sheer, a top that meets dress code guidelines must be worn underneath.</li> <li>• Dresses or shirts are not to have bare midriff; should not</li> </ul>



# Policy JICA

		<p>line.</p> <ul style="list-style-type: none"><li>• 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).</li><li>• Dresses may be spaghetti strap, strapless, cold shoulder, or halter-type if they meet the neckline requirement.</li><li>• 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.</li></ul>	<p>see skin when standing. Backless dresses may not be cut below the natural bra line.</p> <ul style="list-style-type: none"><li>• 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).</li><li>• Dresses may be spaghetti strap, strapless, cold shoulder, or halter-type if they meet the neckline requirement.</li><li>• 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.</li></ul>
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## 6.0 Second Read Policies



## **NON-DISCRIMINATION / EQUAL OPPORTUNITY**

Windsor Charter Academy is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The School is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, and other categories protected by law. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Windsor Charter Academy program or activity on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services, or other status protected by law. Discrimination against employees and applicants for employment based on age and genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

For purposes of this policy, these terms have the following meanings:

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “Sexual Orientation” means a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person’s perception thereof.

This policy and supporting regulation will be used to address all concerns regarding discrimination and harassment. except those Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

In keeping with these statements, the following are objectives of Windsor Charter Academy:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which they live.
5. To initiate a process of reviewing all policies and practices of Windsor Charter Academy in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of Windsor Charter Academy policy.

## **Annual Notice**

Windsor Charter Academy will issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by Windsor Charter Academy without regard to disability, race, creed, color, sex sexual orientation, marital status, religion, national origin, ancestry, or any other status protected by law need for special education. With respect to employment practices, Windsor Charter Academy will also issue written notice that it does not discriminate on the basis of age ,genetic information, or conditions related to pregnancy or childbirth. The announcement will also include the title, address, email address, and telephone number of the person(s) designated to coordinate Title IX Section 504 and ADA compliance activities.

The notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made available to persons who are visually or hearing impaired.

The notice will appear on a continuing basis in all Windsor Charter Academy media containing general information, including: teachers' guides, school publications, the Windsor Charter Academy's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

## **Harassment Is Prohibited**

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of Windsor Charter Academy facilities and programs. All such harassment, by Windsor Charter Academy employees, students and third parties, is strictly prohibited.

All Windsor Charter Academy employees and students share the responsibility to ensure that harassment does not occur at Windsor Charter Academy, on its property, at any school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any curricular or non-curricular activity or event.

## **Reporting Discrimination and Harassment**

Any student who believes they have been a target of unlawful discrimination or harassment in violation as defined by Windsor Charter Academy policy and supporting regulations, or who has witnessed such discrimination or harassment, will immediately report it to an administrator, counselor, teacher or the Windsor Charter Academy's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes they have been a target of discrimination or harassment, or who has witnessed such discrimination or harassment, will file a complaint with either an immediate supervisor or the Windsor Charter Academy's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

## **Charter Action**

All Windsor Charter Academy employees who witness discrimination or harassment will take prompt and effective action to stop it, as prescribed by Windsor Charter Academy.

The Windsor Charter Academy will take appropriate action to investigate allegations of discrimination and harassment promptly and impartially, to end such behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate,

Windsor Charter Academy will take interim measures during the investigation to protect against further discrimination, harassment or retaliation.

To the extent possible, all reports of discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation will be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee or member of the public will be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of discrimination or harassment are occurring in particular Windsor Charter Academy settings or activities, Windsor Charter Academy will implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Windsor Charter Academy policies, and Windsor Charter Academy will take reasonable action to restore lost educational or employment opportunities target(s).

In cases involving potential criminal conduct, Windsor Charter Academy will determine whether appropriate law enforcement officials should be notified.

## **Notice and Training**

To reduce discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all Charter and its departments. The policy and complaint process must be prominently posted on the Windsor Charter Academy's website, be referenced in student and employee handbooks and made otherwise available to all students, staff and members of the public through electronic or hard copy



distribution. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the district's website.

Students and Windsor Charter Academy Charter employees will receive periodic training related to recognizing and preventing discrimination and harassment. Windsor Charter Academy employees must receive additional training related to handling reports of discrimination and harassment. The training will include, but not be limited to:

- Awareness of groups protected under state and federal law and/or targeted groups.
- How to recognize and react to discrimination and harassment.
- Proven harassment prevention strategies.

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Windsor Charter Academy Executive Board  
Adopted: March 2016  
September 2020

#### Legal References

20 U.S.C. §1681 (Title VII, Education Amendments of 1972)  
20 U.S.C. §1701-1758 (Equal Employment Opportunity Act of 1972)  
29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)  
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §12101 et seq. (Title II of the Americans with Disabilities Act)  
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)  
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)  
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)  
34 C.F.R. Parts 100, 104, 106 and 110  
C.R.S. §2-4-401(13.5) (definition of sexual orientation)  
C.R.S. §18-9-121 (bias-motivated crimes)  
C.R.S. §22-32-109(1)(II) (Board duty to adopt written policies prohibiting discrimination)  
C.R.S. §24-34-301(7) (definition of sexual orientation)  
C.R.S. §24-34-301 et seq. (Colorado Civil Rights Division)  
C.R.S. §24-34-401 et seq. (discriminatory or unfair employment practices)  
C.R.S. §24-34-601 (discrimination in places of public accommodation)  
C.R.S. §24-34-602 (penalty and civil liability for discrimination)

## Cross References

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

AC-E-1 Nondiscrimination/Equal Opportunity Notice

AC-E-2 Nondiscrimination/Equal Opportunity (Complaint Form)

GBA Open Hiring/Equal Employment Opportunity

GBAA Sexual Harassment

JB Equal Educational Opportunities

JBB Sexual Harassment







## **NON-DISCRIMINATION / EQUAL OPPORTUNITY (Notice of Non-Discrimination and Designation of Compliance Officer)**

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Windsor Charter Academy does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public.

For student-related inquiries:

High School Assistant Principal  
810 Automation Dr., Windsor, CO 80550  
970.833.5190  
mia.dellanini@windsorcharteracademy.org

For employment-related inquiries:

Director of Finance & Human Resources  
810 Automation Dr., Windsor, CO 80550  
970.833.5190  
sarahgennie.colazio@windsorcharteracademy.org

### **Outside Agencies**

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/, gender), Section 504/ADA (handicap or disability), may be filed directly with the

Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

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Windsor Charter Academy Executive Board  
Adopted: September 2020





**NON-DISCRIMINATION / EQUAL OPPORTUNITY  
Complaint Form**

Date: \_\_\_\_\_

Name of complainant: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_ Please check here for allegations of sex-based discrimination and or sexual harassment. (Note: Investigator will use investigation procedures consistent with allegations of sex-based discrimination and or sexual harassment).

Summary of alleged discrimination or harassment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of individual(s) who allegedly engaged the discrimination or harassment:

\_\_\_\_\_  
\_\_\_\_\_

Date(s) alleged discrimination/harassment occurred:

\_\_\_\_\_

Name(s) of witness(es) to alleged discrimination/harassment:

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If others were affected by the alleged discrimination/harassment, please give their names:

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Your suggestions regarding resolving the complaint: \_\_\_\_\_

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Please provide any additional information or documentation relevant to this complaint (attach additional pages as necessary).

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\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person receiving complaint

\_\_\_\_\_  
Date



## **NON-DISCRIMINATION/EQUAL OPPORTUNITY** Complaint and Compliance Process

Windsor Charter Academy is committed to providing a working and learning environment that is free from discrimination and harassment. Windsor Charter Academy must promptly respond to concerns and complaints of discrimination and/or harassment; take action in response when discrimination and/or harassment is discovered; impose appropriate sanctions on offenders in a case-by-case manner; and protect the privacy of all those involved in discrimination and/or harassment complaints as required by state and federal law. When appropriate, the complaint will be referred to law enforcement for investigation.

Windsor Charter Academy has adopted the following procedures to address concerns and complaints promptly and fairly about discrimination and/or harassment. Complaints may be submitted orally or in writing.

### **Definitions**

1. "Compliance officer" means an employee designated by the Executive Board to receive complaints of alleged discrimination and harassment. The compliance officer must be identified by title, address, telephone number and email address. See Exhibit AC-E-1. If the designated individual is not qualified or is unable to act as such, the Executive Director must designate another employee who will serve until a successor is appointed by the Executive Board.
2. "Aggrieved individual" means a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, an employee of the Windsor Charter Academy, or member of the public who is directly affected by and/or is witness to an alleged violation of Executive Board policies prohibiting discrimination or harassment.

### **Compliance Officer's Duties**

The compliance officer is responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation

# Policy AC-R-1

of federal or state statute or Executive Board policy prohibiting discrimination or harassment. The compliance officer's duties include providing notice to students, parents/guardians of students, employees and the general public concerning the compliance process, providing training for staff regarding the prohibition of discrimination/harassment in all Windsor Charter Academy programs, activities and employment practices, disseminating information concerning the forms and procedures for the filing of complaints, ensuring the prompt investigation of all complaints, coordinating hearing procedures, and identifying and addressing any patterns or systemic problems that arise during the review of complaints. The compliance officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

## **Complaint Procedure**

An aggrieved individual is encouraged to promptly report the incident as provided in Executive Board policy and this regulation. All reports received by teachers, counselors, principals or other Windsor Charter Academy employees must be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint must be forwarded to the Executive Director.

Any aggrieved individual may file with the compliance officer a complaint charging Windsor Charter Academy, another student or any school employee with discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the form in AC-E-2.

All complaints must include a detailed description of the alleged events, the date(s) the alleged events occurred and names of the parties involved, including any witnesses. The complaint must be made as soon as possible after the incident.

The compliance officer must confer with the aggrieved individual and/or the alleged target of the discrimination or harassment as soon as is reasonably possible, but no later than 5 school days following the Windsor Charter Academy's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 5 school days following the initial meeting with the aggrieved individual and/or alleged target, the compliance officer must attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if this individual is a student, their parents/guardians in order to obtain a response to



the complaint. Such person(s) must be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the compliance officer must explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the target and the individual alleged to have engaged in conduct prohibited by Windsor Charter Academy policy have the right to exit the informal process and request a formal resolution of the matter at any time. The compliance officer must also explain that whether or not the individual files a written complaint or otherwise requests action, Windsor Charter Academy is required by law to take steps to correct the discrimination or harassment and to prevent it from recurring, as well as to take steps to prevent harassment or retaliation against anyone who makes a report or participates in an investigation. The compliance officer must also explain that any request for confidentiality will be honored so long as doing so does not preclude Windsor Charter Academy from responding effectively to prohibited conduct and preventing future prohibited conduct.

## **Informal Action**

If the aggrieved individual and/or the individual alleged to have engaged in conduct prohibited by Windsor Charter Academy policy requests that the matter be resolved in an informal manner and/or the compliance officer believes that the matter is suitable to such resolution, the compliance officer may attempt to resolve the matter informally through mediation, counseling or other non-disciplinary means. If both parties feel a resolution has been achieved through the informal process, then no further compliance action must be taken. No party may be compelled to resolve a complaint of discrimination or harassment informally and either party may request an end to an informal process at any time. Informal resolution may not be used to process complaints against a school employee and may not be used between students where the underlying offense involves sexual assault or other acts of violence.

## **Formal Action**

If informal resolution is inappropriate, unavailable or unsuccessful, the compliance officer must promptly investigate the allegations to determine whether and/or to what extent, discrimination or harassment in violation of Windsor Charter Academy policy has occurred. The compliance officer may consider the following types of information in determining whether discrimination or harassment occurred:

- a. Statements by any witness to the alleged incident,
- b. Evidence about the relative credibility of the parties involved,
- c. Evidence relative to whether the individual alleged to have engaged in prohibited conduct has been found to have engaged in prohibited conduct against others,
- d. Evidence of the aggrieved individual and/or alleged target's reaction or change in behavior following the alleged prohibited conduct,
- e. Evidence about whether the alleged target and/or aggrieved individual took action to protest the conduct,
- f. Evidence and witness statements or testimony presented by the parties involved,
- g. Other contemporaneous evidence, and/or
- h. Any other evidence deemed relevant by the compliance officer.

In deciding whether conduct is a violation of law or policy, all relevant circumstances must be considered by the compliance officer, including:

- a. The degree to which the conduct affected one or more student's education or one or more employee's work environment,
- b. The type, frequency and duration of the conduct,
- c. The identity of, and relationship between, the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target,
- d. The number of individuals alleged to have engaged in the prohibited conduct and number of targets of the prohibited conduct,
- e. The ages of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target,
- f. The size of the school, location of the incident and context in which it occurred, and
- g. Other incidents at the school.

The compliance officer must prepare a written report containing findings and recommendations, as appropriate, and submit the report to the Executive Director within 10 school days following the compliance officer's receipt of the



complaint or 10 school days following the termination of the informal resolution process.

The compliance officer's report must be advisory and shall not bind the Executive Director or the Windsor Charter Academy to any particular course of action or remedial measure. Within 5 school days after receiving the compliance officer's findings and recommendations, the Executive Director or designee shall must determine any sanctions or other actions deemed appropriate, including, if appropriate, recommendations to the Executive Board for disciplinary or other action.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be notified in writing by the Executive Director of the final outcome of the investigation and any remedial action take, if applicable, within 5 school days following the Executive Director's determination.

### **Hearing Procedure for Section 504 Complaints**

For allegations under Section 504 and as otherwise required by law, the aggrieved individual may request a hearing. This hearing procedure will not address guilt or innocence or disciplinary consequences, which are instead governed by the Executive Board's discipline policies and procedures.

Windsor Charter Academy must retain a person to serve as the impartial hearing officer, who must be knowledgeable about Section 504 and/or the ADA, if applicable. The hearing must be informal and must be recorded. Formal rules of evidence do not apply. A student is entitled to be represented by their parent/legal guardian or by an attorney. An employee shall is entitled to be represented by an attorney or other representative of their choice. The complainant may appear at the hearing and shall is entitled to present testimony and other evidence. A Windsor Charter Academy representative is likewise be entitled to present testimony and other evidence. The hearing must be closed to the public.

Within 10 calendar days after the hearing, the hearing officer must issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions shall include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur, and restore lost educational opportunities. After the hearing officer has issued the decision, the recording of the hearing, all physical

and documentary evidence, and all other items comprising the record of the hearing must be returned to Windsor Charter Academy

Either party may seek review of the hearing officer's decision in a court of competent jurisdiction, in accordance with applicable law and applicable timelines for requesting such review. Nothing contained herein may be interpreted to confer upon any person the right to a hearing independent of a Board policy, administrative procedure, statute, rule, regulation, or agreement expressly conferring such right. This process applies, unless the context otherwise requires and unless the requirements of another policy, procedure, statute, rule, regulation, or agreement expressly contradicts with this process, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement will govern.

### **Outside Agencies**

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695. Fax: 303-844-4303. TTY: 303-844- 3417. Email: OCR.Denver @ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC), 303 E. 17th Avenue, Suite 410, Denver, CO 80203. Telephone: 800-669-4000. Fax: 303-866-1085. TTY: 800-669-6820. ASL Video Phone: 844-234-5122. Website : <https://publicportal.eeoc.gov /portal/>

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite 825, Denver, CO 80202. Telephone: 303-894-2997 or 800-886-7675. Fax: 303-894-7830. Email: DORA\_CCRD@state.co.us (general inquiries), DORA\_CCRDIntake@state.co.us (intake unit)



**Windsor**  
CHARTER ACADEMY  
GROWING LIFE-LONG LEARNERS  
**HANDLING BODY FLUIDS**

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

The administration must develop in consultation with medical personnel regulations to be distributed to all staff on a regular basis. Training and appropriate supplies must 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, special emphasis must be placed in those areas of school operation that potentially present a greater need for these precautions.

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Windsor Charter Academy Executive Board  
Adopted: November 2017  
September 2020

#### Legal References

6 CCR 1010-6 (Department of Public Health and Environment rules governing schools)

#### Cross References

GBGA Staff Health

JLCC Communicable/Infectious Diseases



## **SEXUAL HARASSMENT**

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

### **Windsor Charter Academy's Commitment**

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

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

### **Sexual Harassment Defined**

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

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

Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

## **Reporting, Investigation and Sanctions**

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

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

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

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

## **Notice and Training**

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

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

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Windsor Charter Academy Executive Board  
Adopted: March 2016  
September 2020

Legal References  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)







**Windsor**  
CHARTER ACADEMY  
GROWING LIFE-LONG LEARNERS  
**VISITORS TO THE SCHOOL**

Windsor Charter Academy will make reasonable efforts to accommodate requests to visit its schools, yet also recognizes concerns for the welfare of students. Therefore, Windsor Charter Academy limits visitors to:

1. Parents/guardians of current students.
2. Other family members or family friends that are listed on the student summary page of Infinite Campus of current students
3. Board members and other persons invited by Windsor Charter Academy for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors will report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name tags to wear identifying themselves as visitors; and (3) be accompanied by a school employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons may not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on consideration of student and/or staff health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

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Windsor Charter Academy Executive Board  
Adopted: September 2017  
September 2020

## Legal References

C.R.S. 18-9-109  
C.R.S. 18-9-110  
C.R.S. 18-9-112  
C.R.S. 18-9-117  
C.R.S. 18-12-105.5  
C.R.S. 22-32-109.1

## Cross References

ADC Tobacco-Free Schools  
ECA/ECAB Security/Access to Buildings  
KFA Public Conduct on Property







**7.0 MS Front Patio Bids**

Below are the three bids concerning the Middle School Front Patio Expansion. It is the Director of Facilities Management recommendation to select Northern Colorado Concrete as they provided references and had the best overall total scope of work for the project at a mid range price point.

D&D Concrete- \$11,877.50

Sam the Concrete Man- \$18,000

Northern Colorado Concrete - \$14,012

**D&D Concrete LLC**

35070 Cornerstone Way  
 Windsor, CO 80550 US  
 970-619-1366  
 danny@ddconcretecolorado.com  
 www.ddconcretecolorado.com



## Estimate

**ADDRESS**

Ricky Wagner  
 810 Automation Drive  
 Windsor, CO

**ESTIMATE #** 2691**DATE** 09/10/2020

DESCRIPTION	QTY	RATE	AMOUNT
New Concrete Pad 4" Thick Grey Broom	1,530	6.75	10,327.50
Burry Downspout	3	150.00	450.00
Line Pump	1	750.00	750.00
Haul Away Grass and Dirt	1	850.00	850.00
RSVP Discount (\$500.00 Off if Over \$5,000.00, \$200.00 Off Under \$5,000.00)	1	-	-500.00
		500.00	

Job Notes: Customer to Remove Sprinklers Prior to Arrival. Customer to Call of Locates Prior to Arrival.

4000PSI Concrete, compact, grade, form, and Rebar 4' O.C.

The forms may leave voids in the dirt after removal. D&D Concrete LLC is not responsible for filling these voids. D&D Concrete LLC is not responsible for breaking or damaging any unmarked sprinkler, electrical, or any other buried lines where construction will take place. Concrete being removed is based on 4" thickness, greater thickness will incur additional cost. The cost is \$1/sq ft per 1 in depth. Concrete being removed with wire mesh or rebar will incur additional cost of disposal fees including labor time to take to the landfill.

All work is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any changes for this proposal may include extra costs to be determined by D&D Concrete LLC. Payment is due the day concrete hits the ground. Our workers are fully covered by Workers Compensation Insurance. D&D Concrete LLC carries insurance. If Mother Nature happens and condition are met with the need to cover concrete some discoloration may occur. This doesn't affect the structural integrity of the concrete and D & D Concrete is not liable. If D&D Concrete LLC is removing and replacing an approach to the street, D&D Concrete LLC is not responsible for any damage done to the asphalt, any patching of asphalt will have to be done by an asphalt company at the owners expense. All concrete cracks, we try to control where the concrete cracks with control joints spaced 12' or less. Hairline cracks are not structural and are not covered under warranty.

Minimum purchase after any discount is \$2500.00

Prices are subject to change if the proposal is not accepted within 30 days.

TOTAL

**\$11,877.50**

# QUOTE

**SAM THE CONCRETE MAN**  
 8136 Lighthouse Ln, Fort Collins, CO 80528  
 (970) 689-3027

Date: 9/9/2020  
 QUOTE # 2020715

To  
 Ricky Wagner  
 Windsor Charter Academy  
 810 Automation Drive  
 Windsor CO 80550

Salesperson	Job	Payment Terms	Due Date
Sam	WCA	Due on receipt	

Qty	Description	Unit Price	Line Total
1	4" 35 ft x 45 ft concrete pad	\$12,000	\$12,000
1	\$8000 drainage and covers	\$6,000	\$6,000
Subtotal			\$18,000
Sales Tax			Included
Total			\$18,000





# Northern Colorado Concrete

31793 WCR 29 Greeley, CO 80631

Serving Colorado

www.norcoconcrete.com

•Northern Colorado Concrete•

Fax: 970-336-1314

Office: 970-336-1315

Larry's Cell: 970-518-1711

Sarah: 970-336-1315

## Proposal

Proposal Submitted To <u>Windsor Charter Academy</u>	Phone <u>(480) 330-6685</u>	Date <u>9-11-20</u>
Street <u>810 Automation Dr.</u>	Job Name	
City, State and Zip Code <u>Windsor</u>	Job Location	
<u>Robin Wagner</u>	Fax	Cell Phone

We hereby propose to furnish materials and labor necessary for the completion of:

<u>Pool</u>	<u>35 x 45 = 1575 sq ft x 7.5</u>	<u>\$ 11,812</u>
<u>Drainage</u>	<u>4" pipe</u> <u>2 ft deep</u>	<u>\$ 2,200</u>
<u>Total = 14,012</u>		

Tear out haul away old concrete

Set forms, grade dirt, compact, pour & finish, cement to be 6 1/2 sack mix,  
4000 Psi

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: dollars (\$ 14,012 )

Payment to be made as follows: cash on completion (10% late charge if payment not received within 48 hours of completion and a penalty of 2% per month thereafter, any attorney fees or collection fees to be paid by customer  
Additional 3.5% processing fee on credit or debit card transactions.

We are not responsible for damage or punctures to unexposed lines or wires.  
All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Warranty excludes cracking, all concrete cracks.

Authorized Signature Claudia Pearson

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of acceptance \_\_\_\_\_



**8.0 Financials**



**Committee**

Sara Bakula, Chair

Donna James, Board Treasurer

Rebecca Teeples, Exec Director

SarahGennie Colazio, Finance Director

James Zacheis –Board Member

Paige Adams, Member-

Matt Meuli, Member-

Levi Burkhart, Member

Lauren Miller, Business Manager

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**Agenda 9/17/20- by Zoom Video Conferencing**

**Meeting called to order at 3:32pm**

1. Reviewed August 2020 financials
  - a. **Motion to Approved August 2020 Financials by Levi, second by Sara, motion passes unanimously**
2. Review Draft Audit
3. Review Enrollment as of mid-Sept
  - a. Possible budget implications
4. Next Meeting – Thursday Oct 15th, 3:30pm
  - a. Will review recommended amended budget

**Meeting adjourned at 4:26 pm**

# Rev and Exp as of 8.30.20

Printed: 9/15/2020 1:36 PM  
Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1300	Tuition	0.00	0.00	0.00	0.00	
1500	Earnings on Investments	1,322.26	20,000.00	18,677.74	6.61	
1700	Pupil Activities	48,490.00	82,627.00	34,137.00	58.69	
1900	Other Revenue from Local Sources	40,368.53	437,289.00	396,920.47	9.23	
3000	Revenue from State Sources	0.00	0.00	0.00	0.00	
3900	Other Revenue From State Sources	67,777.91	694,795.08	627,017.17	9.76	
5200	Interfund Transfers	0.00	10,000.00	10,000.00	0.00	
5600	Direct Allocations	1,936,828.80	11,612,275.00	9,675,446.20	16.68	
I	Revenue	<u>2,094,787.50</u>	<u>12,856,986.08</u>	<u>10,762,198.58</u>	<u>16.29</u>	* Account Type
0100	Salaries	606,643.04	5,903,033.00	5,296,389.96	10.28	
0200	Employee Benefits	383,555.95	2,193,402.00	1,809,846.05	17.49	
0300	Purchased Professional and Technical Services	10,993.52	51,870.00	40,876.48	21.19	
0400	Purchased Property Services	335,318.05	2,123,313.00	1,787,994.95	15.79	
0500	Other Purchased Services	346,832.37	1,570,835.00	1,224,002.63	22.08	
0600	Supplies	517,477.53	448,120.00	(69,357.53)	115.48	
0700	Property	8,860.52	87,091.00	78,230.48	10.17	
0800	Other Objects	2,999.15	88,170.00	85,170.85	3.40	
0900	Other Uses of Funds	0.00	0.00	0.00	0.00	
X	Expense	<u>2,212,680.13</u>	<u>12,465,834.00</u>	<u>10,253,153.87</u>	<u>17.75</u>	* Account Type
11	Charter School	<u>117,892.63</u>	<u>(391,152.08)</u>	<u>(509,044.71)</u>	<u>-30.14</u>	Fund



# Rev and Exp as of 8.30.20

Printed: 9/15/2020 1:36 PM  
Windsor Charter Academy

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

# Rev and Exp as of 8.30.20

Printed: 9/15/2020 1:36 PM  
Windsor Charter Academy

Pupil Activity Fund 23						
Account Type	I	Revenue				
Source of Revenue/Objec	1700	Pupil Activities				
Description		Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1700	Pupil Activities	0.00	0.00	0.00	0.00	
1900	Other Revenue from Local Sources	215,349.50	0.00	(215,349.50)	0.00	
I	Revenue	<u>215,349.50</u>	<u>0.00</u>	<u>(215,349.50)</u>	<u>0.00</u>	* Account Type
0600	Supplies	51,421.01	268,850.00	217,428.99	19.13	
0868	Overhead Costs	0.00	40,000.00	40,000.00	0.00	
X	Expense	<u>51,421.01</u>	<u>308,850.00</u>	<u>257,428.99</u>	<u>16.65</u>	* Account Type
23	Pupil Activity Fund	<u>(163,928.49)</u>	<u>308,850.00</u>	<u>472,778.49</u>	<u>-53.08</u>	Fund

# Rev and Exp as of 8.30.20

Printed: 9/15/2020 1:36 PM  
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	687.94	30,500.00	29,812.06	2.26	
1900	Other Revenue from Local Sources	305,126.28	1,543,406.00	1,238,279.72	19.77	
2000	Revenue from Intermediate Sources	646.71	14,500.00	13,853.29	4.46	
3100	Categorical Revenue	0.00	0.00	0.00	0.00	
5200	Interfund Transfers	0.00	0.00	0.00	0.00	
I	Revenue	<u>306,460.93</u>	<u>1,588,406.00</u>	<u>1,281,945.07</u>	<u>19.29</u>	* Account Type
0700	Property	0.00	500,000.00	500,000.00	0.00	
0800	Other Objects	76,632.80	1,401,678.00	1,325,045.20	5.47	
0900	Other Uses of Funds	25,270.00	456,196.00	430,926.00	5.54	
X	Expense	<u>101,902.80</u>	<u>2,357,874.00</u>	<u>2,255,971.20</u>	<u>4.32</u>	* Account Type
61	Building Corporation	<u>(204,558.13)</u>	<u>769,468.00</u>	<u>974,026.13</u>	<u>-26.58</u>	Fund
	Report Total:	<u>250,593.99</u>	<u>(687,165.92)</u>	<u>(937,759.91)</u>	<u>-36.47</u>	

# Balance Sheet

Printed: 9/15/2020 1:37 PM  
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
<b>Current Assets</b>						
	Bingo Checking Acct		551.11	0.00	551.11	11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK		1,188,903.02	(593,511.20)	595,391.82	11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank		169,037.37	446,583.12	615,620.49	11-950-00-0000-8102-000-0000
	Savings 1stBANK		651,356.23	27.66	651,383.89	11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC		100,019.95	2.55	100,022.50	11-950-00-0000-8102-000-0000-9393
	COLOTRUST Account		2,170,135.80	544.14	2,170,679.94	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
	Accounts Receivable GF		178,882.72	(168,882.73)	9,999.99	11-950-00-0000-8153-000-0000
	Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
<b>8100</b>	<b>Current Assets</b>		<b>4,459,337.76</b>	<b>(315,236.46)</b>	<b>4,144,101.30</b>	* Account Class
<b>Liabilities</b>						
	Accounts Payable		(305,779.94)	269,519.52	(36,260.42)	11-950-00-0000-7421-000-0000
	Accrued Salaries		0.00	0.00	0.00	11-950-00-0000-7461-000-0000
	GARNISHMENT		(384.93)	6,416.67	6,031.74	11-950-00-0000-7471-000-0000
	Deferred Grant Revenue		(5,676.57)	0.00	(5,676.57)	11-950-00-0000-7482-000-0000-9665
	Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
	Accounts Payable to District		(518,510.64)	20,590.00	(497,920.64)	11-950-01-0000-7411-000-0000
	Tax Liabilities		(0.01)	0.00	(0.01)	11-950-01-0000-7471-000-0000
	Health/Dental/Vision Liab		(72,597.90)	(11,832.28)	(84,430.18)	11-950-05-0000-7471-000-0000
	401K/457 Liab		1,259.67	(2,363.57)	(1,103.90)	11-950-06-0000-7471-000-0000
<b>7400</b>	<b>Liabilities</b>		<b>(902,490.32)</b>	<b>282,330.34</b>	<b>(620,159.98)</b>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	Tabor Reserve		(345,000.00)	0.00	(345,000.00)	11-950-00-0000-6721-000-0000
	Unreserved Fund Balance		(3,294,283.93)	0.00	(3,294,283.93)	11-950-00-0000-6770-000-0000
	Non Spendable FB- Prepays		(2,550.02)	0.00	(2,550.02)	11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss		84,986.51	32,906.12	117,892.63	11-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<b>(3,556,847.44)</b>	<b>32,906.12</b>	<b>(3,523,941.32)</b>	* Account Class
<b>11</b>	<b>Charter School</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Fund

# Balance Sheet

Printed: 9/15/2020 1:37 PM  
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
<b>Current Assets</b>						
		SF Checking 1stBank	157,653.47	5,478.31	163,131.78	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>157,653.47</u>	<u>5,478.31</u>	<u>163,131.78</u>	* Account Class
<b>Liabilities</b>						
		MSSH Activity Accts Payable	(8,317.96)	6,509.67	(1,808.29)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(8,317.96)</u>	<u>6,509.67</u>	<u>(1,808.29)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
		Elem Activity Acct Fund Balanc	2,605.00	0.00	2,605.00	23-901-00-0000-6760-000-0000
		Activity Net Income/Loss	(151,940.51)	(11,987.98)	(163,928.49)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(149,335.51)</u>	<u>(11,987.98)</u>	<u>(161,323.49)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

Printed: 9/15/2020 1:37 PM  
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
<b>Current Assets</b>						
		Def Loss on Refunding-2016	287,887.59	0.00	287,887.59	61-950-65-0000-8100-000-0000
		Bldg Corp Interest Fund-2016	362,680.14	72,576.55	435,256.69	61-950-65-0000-8105-000-0000
		Bldg Corp Reserve Fund-2016	1,240,690.68	174.43	1,240,865.11	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2016	320,997.50	29,756.93	350,754.43	61-950-65-0000-8105-000-0000
		Bldg Corp Interest Fund-2017	27,037.74	(69.64)	26,968.10	61-950-65-0000-8105-000-0000
		Bldg Corp Principal Fund-2017	25,270.63	0.00	25,270.63	61-950-65-0000-8105-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>2,264,564.28</u>	<u>102,438.27</u>	<u>2,367,002.55</u>	* Account Class
<b>Fixed Assets</b>						
		Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000
		Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000
		Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000
		Bldg Corp Building & Imp MSHS	14,261,328.93	0.00	14,261,328.93	61-950-00-0000-8231-000-0000
		Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000
		Bldg Corp Accum Depr ELEM	(2,958,439.61)	0.00	(2,958,439.61)	61-950-00-0000-8232-000-0000
<b>8200</b>	<b>Fixed Assets</b>		<u>22,320,244.36</u>	<u>0.00</u>	<u>22,320,244.36</u>	* Account Class
<b>Liabilities</b>						
		Bldg Corp Premium on Bonds	(203,393.00)	0.00	(203,393.00)	61-950-00-0000-7443-000-0000
		Bldg Corp Loans Payable	(18,030,000.00)	0.00	(18,030,000.00)	61-950-00-0000-7451-000-0000
		Bldg Corp Loans Payable 2017	(9,681,460.00)	0.00	(9,681,460.00)	61-950-00-0000-7451-000-0000
		Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(28,229,538.00)</u>	<u>0.00</u>	<u>(28,229,538.00)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
		Bldg Corp Unreserved Fund Bal	3,746,849.22	0.00	3,746,849.22	61-950-00-0000-6720-000-0000
		Bldg Corp Net Income/Loss	(102,119.86)	(102,438.27)	(204,558.13)	61-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>3,644,729.36</u>	<u>(102,438.27)</u>	<u>3,542,291.09</u>	* Account Class
<b>61</b>	<b>Building Corporation</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	<b>Report Total:</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	