



September Regular Session

September 27, 2018

Elementary School

*680 Academy Ct.
Windsor, CO 80550*

Middle & Early College High School

*810 Automation Dr.
Windsor, CO 80550*



September 27, 2018

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

Executive Board

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

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



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**Executive Board Minutes
September 27, 2018**

Work Session: 5:33 p.m.

- 1.0 Capital Campaign Training by MPW Strategies (5:30 to 6:30 p.m.)**
- 2.0 Exit Interviews (6:30 to 6:45 p.m.)**
- 3.0 Executive Director Evaluation Process Update (6:45 to 6:55 p.m.)**

1.0 Opening of the Meeting

- 1.1 Call to Order**
The meeting was called to order at 7:01 p.m.

1.2 Roll Call
Executive Board Members Present

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

Staff Present

Rebecca Teeples, Executive Director
Jamie Zink, Executive Director Administrative Assistant

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to approve the September 27, 2018 Regular Session agenda with Policy BEDH Citizenship Participation pulled from the Consent Agenda and added as item 5.11 was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the August 23, 2018 Regular Session minutes was made by Sherry Bartmann and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 19 parents present at the September Executive Board Regular Session. There were 2 parents that spoke at the Executive Board Regular Session. Darren Jaques and Brian Carson spoke about their support for armed security at Windsor Charter Academy Schools.

3.0 Reports

3.1 Executive Director's Report

Excellence in Innovation

- \$7,000 was donated by a member of the WCA community to support the expansion of our HS VEX Robotics team and elementary Lego Robotics teams. These funds will go towards purchasing Lego Robotics kits needed to create additional elementary teams and cutting-edge components for our HS VEX

Robotics teams as well as MS VEX kits that will be used to create a summer enrichment program that will create funding to help sustain and grow our VEX Robotics teams at the MS/HS.

- Multiple applications for grant have been completed to provide funding for additional resources to support STEM based learning and innovation in our classrooms. If awarded, these funds would support the implementation of mobile innovation labs at our MS/HS. These labs would allow students to experience real world problems, identify needs, and manufacture real working solutions, using augmented and virtual reality, 3D printers, die cut machines and 3D carving machines.
- The Community Relations department has created a marketing and design approval process for all flyers, posters and t-shirts. Every piece of marketing will be run through the Community Relations department for approval. This is to ensure that WCA branding is clean and professional.
- The Community Relations department also created a Fundraising Idea form and a Classroom Donation form so that fundraising activities are streamlined.
- The health office continues work surrounding non-school hours events. Not all schools have the capability of developing a program to address medication administration during school hours events. Most school nurses do not have time to address medication needs before and after school and during summer/holidays. WCA is working hard to put a process in place that allows us to be informed of all events during non-school hours, which includes staying connected with parents to address whether medications are needed during events and training and delegating WCA staff to be able to administer during these events. WCA is a leader in developing this sort of protocol.

Excellence in Instruction

- Principals and assistant principals from the high school, middle school and elementary schools, as well as the Director of Innovation worked collaboratively to create an electronic form that provides instant feedback for teachers based on walk-through observations.
- iPads were purchased and distributed to WCA administration and instructional coaches at the elementary and MS/HS. These devices will be an essential tool for classroom observations and AVID walkthroughs. A digital walkthrough form is being developed to provide a quick and efficient way to document observations and provide timely feedback to teachers. Once submitted the information recorded will be delivered instantly to teachers via their email.
- Elementary and MS/HS staff received professional development on Macintosh basics as a part of the intro to technology series. This class provided an overview of features and functions available to improve productivity on staff devices. Staff will have the opportunity to attend additional professional development sessions on interactive learning with SMARTboards Notebook and SMARTLab and student engagement using Pear Deck & Flipgrid at the end of the month.
- All elementary, middle, and high school teachers have met with administration to create their professional learning plan for the 2018-2019 school year.
- Elementary staff participated in 2-hour data digs to determine instructional focus groups for reading during WIN.

- Elementary administration conducted their first AVID walk-through to observe AVID strategies in the classroom.
- Middle school and high school administration have conducted walkthrough observations of every classroom teacher and will complete formal observations of all teachers by the end of first quarter.
- The addition of middle and high school instructional coaches has provided support for teachers in the areas of instruction, innovation and new teacher induction.
- Middle and high school grade level and content area teams have analyzed state assessment data along with benchmark data to identify trends and plan for areas to improve instruction.

Excellence in Culture and Climate

- The first gala meeting was held and sub-committees were created to plan for our annual spring event. There was a positive response from gala volunteers and excitement for the event.
- A school technology overview presentation was provided to elementary parents at the back-to-school night in August. This presentation provided parents with a guide to effectively navigating resources on the Windsor Charter Academy webpage and gave an overview of the technology systems and software being utilized to keep students safe and on task in their classroom.
- The Elementary PTC is hosting an Innovation Night for WCA families. This event will provide students with the opportunity to explore and discover exciting opportunities within the fields of science, technology, engineering and mathematics. Multiple businesses and organizations within Northern Colorado will be hosting interactive learning booths for students including Vestas, Tolmar, Snaptron, Clearview Library, Aims Community College, and the CSU Vet Hospital.
- Elementary students have cross grade level key buddies that they will meet with each quarter for a lesson on the 8 Keys of Excellence. Elementary students will work collaboratively to create an 8 Keys of Excellence book.
- All elementary teachers created a professional goal around increasing positive culture and climate with families, students and staff.
- To support high school students, every student has a staff advisor/mentor who has been assigned to them to build relationships. The advisor will meet monthly with individual students. During the first month of school, 88% of high school students met with their advisor/mentor.
- Food Service sales are up from this time last year. Breakfast has seen an increase since we started making smoothies as a reimbursable meal. On average, the food service department has sold 50 to 60 smoothies every morning.

Excellence in Leadership

- Our Director of Innovation, Irene Nissen, has been asked to represent the information technology perspective on the expert panel for the Gaggle Student Safety Symposium being held in Denver, CO on October 4th.
- Several directors have been working closely with MPW Strategies to create a fundraising plan for our capital campaign and finalize the capital campaign assessment.

- The Director of Community Relations is developing a donor database using software called Bloomerang. This software is crucial for donor retention and major gifts.
- The Community Relations department created a new banner sponsorship program for WCA. Currently, 19 banner sponsors have participated, raising \$12,000.
- Middle school and high school administration worked collaboratively with 17 teachers on a voluntary teacher council that focuses on school improvement processes.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
September 28 th	8:15 a.m.	Coffee with Leadership	MS/HS Library
September 28 th	5:00 p.m.	ES Innovation Night	Elementary School
September 29 th	TBD	All Star Game for HS Soccer	Front Range Baptist
September 29 th	8:30 a.m.	All Star Game HS JV Volleyball Tournament	Roosevelt HS
October 4 th	6:30 p.m.	MS/HS Band Concert	MS/HS Gymnasium
October 6 th	8:00 a.m.	MS Volleyball Tournament	MS/HS Gymnasium
October 13 th	TBD	HS Boys' Soccer Semi-Finals	TBD
October 15 th	7:00 p.m.	Weld Re-4 District Board Meeting	District Office
October 16 th	TBD	HS Boys' Soccer Finals	TBD
October 16 th	6:30 to 7:30 p.m.	MS/HS Choir & Orchestra Concert	MS/HS Gymnasium
October 18 th	8:30 to 10:30 a.m.	1 st Grade Ancient Egypt Celebration	1 st Grade Classrooms
October 18 th	5:00 p.m.	FRCAA HS JV Volleyball Tournament	TBD
October 19 th	7:15 a.m.	Donuts with Dads	ES Gym
October 19 th	8:15 to 11:30 a.m.	5 th Grade Renaissance Fair	Elementary School
October 19 th	6:00 to 9:00 p.m.	MS Dance	MS/HS Gymnasium
October 20 th	11:15 a.m.	HS JV Volleyball Semi-Finals	Denver School for Science & Technology
October 22 nd – 27 th	TBD	Mile High HS Varsity Volleyball Tournament	TBD
October 22 nd	6 to 7 p.m.	Parent Technology Information Night	MS/HS Building
October 24 th & 25 th	8:15 to 10:20 a.m.	Kindergarten Human Body Celebration	Elementary School
October 25 th	5:30 / 7:00 p.m.	Executive Board Work / Regular Session	HS Commons
CALENDAR PREVIEW OF THE YEAR AHEAD			
October 25 th		Regular Session: Plan for November Parent Membership Meeting	HS Commons
November 8 th	6:00 to 8:00 p.m.	Fall Parent Membership Meeting	TBD
November 15 th		Regular Session (Date Changed): Review of Completed Financial Audit	
December 13 th		Regular Session (No Work Session in December): Approval of Registration & Other Fees	
January 24 th		Annual Board Self-Assessment 1 st Read on Salary & Stipend Schedules	
February 21 st		Regular Session (No Work Session in February): 2 nd Read on Salary & Stipend Schedules	
February 28 th —March 1 st		Colorado League of Charter Schools Conference	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	

3.2 Executive Board Reports

3.2.1 Samuel Penn

- Working with Executive Director to develop and deliver the upcoming Executive Board professional development training.
- Facilitated meetings with Executive Director to facilitate the development and review of the September Executive Board agenda.

3.2.2 Donna James

- Attended the September Weld Re-4 District Board meeting.
- Cheered on the MS Boys' C team soccer games and chaperoned the 6th grade field trip.
- Attended the Finance Committee meeting as Executive Board Treasurer.

3.2.3 Kevin Albertsen

- Led the first team meeting with 3rd graders for the Lego Robotics League.
- Attended Coffee with Leadership on August 24th

3.2.4 Sherry Bartmann

- Attended Coffee with Leadership on August 24th.
- Attended numerous WCA athletic games, volunteered her time in concessions and attended WCA's Homecoming Events.
- Mrs. Bartmann attended the Student and School Safety Committee meeting that was held on September 6th.

3.2.5 Jenny Ojala

- Attended the School Accountability Committee meeting and attended the Strategic Planning Subcommittee Meeting to SAC. Review of survey questions began. Groups were designated to determine how surveys align with our Strategic Planning Committee. Began work on evaluating the plan and determine what steps need to be taken to fine-tune as our school evolves.

4.0 Items for Information

4.1 Executive Board Message of Gratitude

- **Sam Penn:** The Executive Board is appreciative for the generous donation of WCA grandparent and their support of our STEM clubs. The Board is also thankful for Irene Nissen, Director of Innovation. She spends countless hours dedicated to the innovation of learning.
- **Sherry Bartmann:** The Executive Board is thankful for Sarah Seiffert and Student Council. They worked together to make Homecoming a memorable night. The Board is also thankful for Theresa Ticker and the HS PTC and their efforts in putting together the Homecoming bonfire and dodgeball tournament. The students had a great time.

- **Kevin Albertsen:** The Executive Board is thankful for Kirsten Keenen and Irene Nissen and their help in supporting and building the ES Lego Robotics Clubs.

4.2 Facilities Master Plan

4.3 Armed vs. Unarmed Security Officer

5.0 Items for Action

5.1 Cancellation of Mid-Month Executive Board Work Sessions

The motion to approve the cancellation of mid-month Executive Board work sessions was made by John Feyen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.2 Middle School & Early College High School Marquee

The motion to table the Middle School & Early College High School Marquee until November 15th Executive Board Regular Session was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.3 Transfer of Funds to COLOTRUST

The motion to approve a resolution authorizing Windsor Charter Academy to join COLOTRUST and transfer funds to the COLOTRUST to maximize net earnings was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

The motion to approve the Trust Registration documents included in the financial information was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.4 Colorado League of Charter Schools Membership

The motion to approve Windsor Charter Academy postponing membership from Colorado League of Charter Schools for one year was made by Donna James and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, abstain; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.5 Policy GBGH Sick Leave Bank, First Read

The motion to approve Policy GBGH Sick Leave Bank on first read was made by Kevin Albertsen and seconded by Carolyn Mader. Members voted the following: Albertsen,

aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.6 Policy JICEA School-Related Student Publications, First Read

The motion to approve Policy JICEA School-Related Student Publications on first read was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, absent; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.7 Policy JICEA-R School-Related Student Publications—Regulation, First Read

The motion to approve Policy JICEA-R School-Related Student Publications—Regulation on first read was made by John Feyen and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, absent; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.8 Policy JICEC Student Distribution of Non-Curricular Materials, First Read

The motion to approve Policy JICEC Student Distribution of Non-Curricular Materials on first read was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.9 Policy JICEC-R Student Distribution of Non-Curricular Materials—Regulation, First Read

The motion to approve Policy JICEC-R Student Distribution of Non-Curricular Materials—Regulation on first read was made by John Feyen and seconded by Donna James. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.10 Policy JJE Fundraising Activities, First Read

The motion to approve Policy JJE Fundraising Activities on first read was made by John Feyen and seconded by Kevin Albertsen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

5.11 Policy BEDH Citizen Participation

The motion to table Policy BEDH Citizen Participation on first read until the October 25th Executive Board Regular Session was made by Donna James and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

6.0 Consent Agenda

6.1 Personnel

Non-Renewals/Resignations

- Leticia Shifflet, MS Math Teacher

6.2 Second Read Policies

- Policy GCHA/GCHB Mentor Teacher / Administrators
 - Policy GCHC Professional Staff Induction Program
 - Policy KDB Public's Right to Know/Freedom of Information
 - Policy JDL-R Administering Medication to Students
-

6.3 Financial Report

September Financials

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

7.0 Executive Session

There was not an Executive Session.

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

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

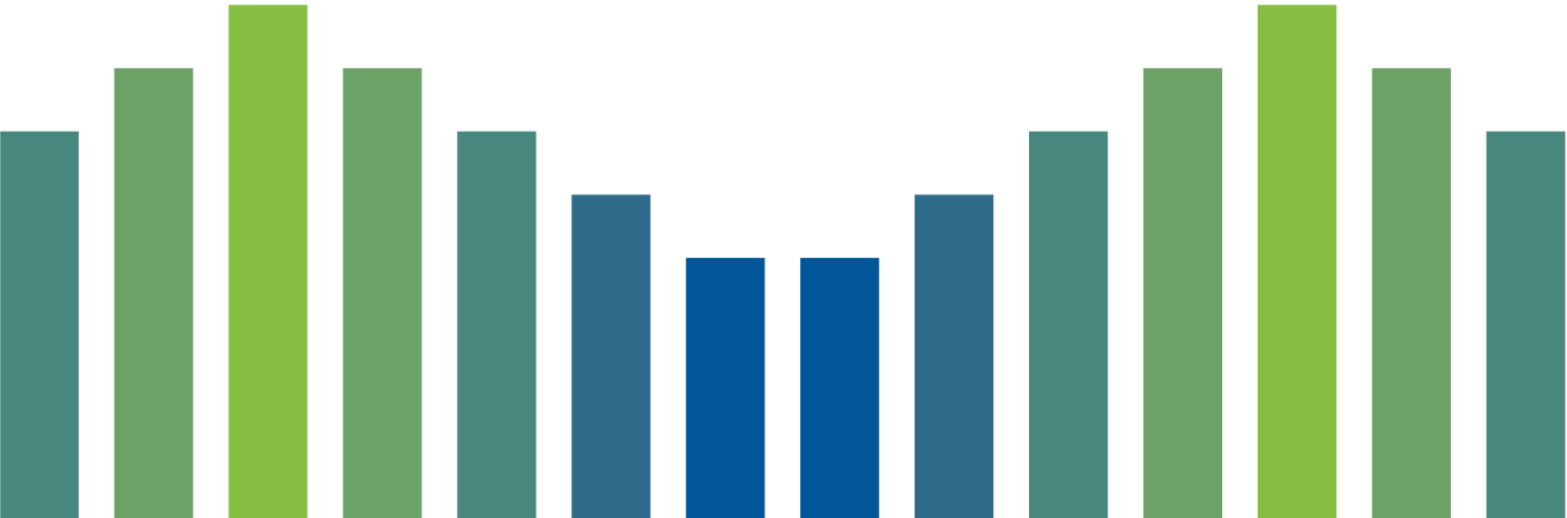
- Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

8.0 Adjournment

A motion was made to adjourn the September 25, 2018 Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; James, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 9:11 p.m.



Appendix





1.0 August 23, 2018 Regular Session Minutes



Executive Board Minutes August 23, 2018

Work Session: 5:30 p.m.

- 3 Process for Audio Recordings of Meetings
- 4 Review of Executive Director Evaluation Process
- 5 Executive Board Professional Development Plan
- 6 Exit Surveys Discussion

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:40 p.m.

1.2 Roll Call

Executive Board Members Present

Samual Penn, Executive Board President
John Feyen, Executive Board Vice-President
Donna James, Executive Board Treasurer (Absent)
Kevin Albertsen, Executive Board Secretary
Sherry Bartmann, Executive Board Member
Carolyn Mader, Executive Board Member
Jenny Ojala, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

Jamie Zink, Executive Director Administrative Assistant

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion to approve the August 23, 2018 Regular Session agenda with an addition of item 5.6 Cancellation of September 13, 2018 Work Session was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

1.6 Adoption of the Minutes

A motion to approve the July 26, 2018 Regular Session minutes was made by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 8 parents present at the August Executive Board Regular Session.

3.0 Reports

3.1 Executive Director's Report

Excellence in Innovation

- The Food Services Department ordered new point of sale systems for our cafeterias. Our new touch screen monitors will help our cashiers get students through the line quicker. Our new pin pads have the capability to scan barcode stickers which will greatly increase line speeds at the MS/HS once implemented.
- All elementary teachers received an iPad this year along with a tablet stage that allows these devices to be utilized as a high definition document camera as well as a device to showcase student work on classroom displays. These devices include multiple applications to enhance classroom instruction and engage students in their classrooms.
- A set of 10 iPads was deployed to all elementary specials and kindergarten classrooms for student engagement and instruction.
- The downstairs computer lab at the elementary was transformed into an innovation lab over the summer. This new space allows for a more flexible, hands on learning environment with multiple resources to support 21st century learning skills. Students will have access to a 3D printer, a floor to ceiling LEGO wall, die-cut printers, augmented and virtual reality kits to support immersive learning opportunities, BreakoutEDU kits for collaborative and problem-solving exercises, iPads with interactive tangibles that support math, literacy and creative thinking skills, multiple coding and robotics resources and creative thinking and collaborative learning tools.
- A professional license for Pear Deck has been deployed for all staff. Pear Deck facilitates student engagement through real time formative assessments, interactive questioning and real time constructive feedback.
- GoGuardian Classroom Management has been deployed for all 2nd-12th grade students. This software provides teachers with an effective tool for real-time monitoring of student activity on Chrome devices as well as offering multiple services that facilitate learning in the classroom through controlled internet usage, classroom management resources and efficient deployment of web resources to multiple students.
- GoGuardian Admin has been configured for all high school chromebook devices. This service allows for a more detailed monitoring and filtering process with real time alerts for concerning search terms. This service also allows for off-campus filtering the keep our students safe at all times.
- The media and technology team has been working to deploy a new asset management tracking system for all textbooks and technology devices at the middle and early college high school. During the month of July and August over 15 hours of training was completed and over 6,000 textbooks and student Chromebook devices were inventoried and processed through this new system.

Excellence in Instruction

- The CMAS School Performance Level summaries were given to schools throughout Colorado. The summary data outlines individual school performance data in comparison to its district and to the state. Summary data is outlined in Appendix 2.0.

- A new professional development program the 2018-2019 "Be the Change" professional development program that encourages learning throughout the year. The "Be the Change" program is designed to provide many opportunities for educators to learn and grow based on differentiated needs and desires. The professional development offerings will be available throughout the year to foster innovation and creativity in teaching. Windsor Charter Academy will send 2-3 teachers that earn the most points in the "Be the Change" program to Philadelphia for the June 2019 ISTE annual conference.
- In order to support the implementation of AVID Elementary school-wide, 14 teachers and administration attended AVID Summer Institute in Denver to learn more about instructional strategies that engage students in learning.
- New teachers received four additional days of professional development to foster greater support, foster an enthusiasm for the Windsor Charter Academy community, and ultimately ensure success. In prior years, new teachers had 2 additional days of professional development training. Professional development addressed the curriculum of our schools, grade-level standards, and character education. New teachers also reviewed our schools' Induction program that is required for new teachers with provisional licenses.
- Sara Ibarra, the registered nurse and consultant for Windsor Charter Academy Schools, worked with one of the head nursing professors at UNC to incorporate health education in our classrooms. Defining education needs at each grade level, UNC Nursing Students will be responsible for researching the topic and presenting age-appropriate health education at the elementary, middle and high school. The presentation assignment will be built into the UNC curriculum for their community health/pediatric rotations. This will allow critical health information to be presented to our students in a fun/compelling way, as well as provide UNC a campus and student population to develop the skills of their nursing students.

Excellence in Culture and Climate

- 160 staff and Executive Board participated in our annual Back-to-School celebration at the Colorado Readiness Center to launch this year's theme—"Be the Change."
- All elementary staff had the opportunity to participate in a back-to-school kick off with the Creatology Trilogy by Peter H. Reynolds as a way to illustrate how Growth Mindset impacts student and adult learning. Staff worked in collaborative teams to make connects to our WCA vision and mission and the implementation of AVID Elementary schoolwide. They also participated in Energy Bus training, which is based on cultivating a positive growth mindset. Staff members were invited and attended a Back to School Fiesta off-site to cultivate relationships.
- Both schools held Back to School Nights that were well attended by our WCA families.
- All staff at Windsor Charter Academy were trained on ALICE, an active shooter response training. All educators were trained and certified in CPR.
- Our registered nurse is developing education that targets motivational interviewing for the health offices. This professional development will support health aides as they converse with students in a way that draws out issues and

concerns. Through motivational interviewing, health aides will be able to obtain comprehensive details on the purpose of the student visit in a supportive and welcoming way that creates a comfortable and safe environment for students in the health offices.

- New audio equipment has been purchased and installed for the elementary school gymnasium and stage that will enhance the audio capabilities of the facility for presentations and performances.
- All high school students have been assigned a staff advisor / mentor. This fosters relationships as staff advisors check in monthly with each student.

Excellence in Leadership

- The Director of Community Relations, Annalise Mecham has been actively working with MPW Strategies on our capital campaign and long-term fundraising plan. Gathering WCA's past fundraising materials including fundraising strategic plan, donor data, promotional materials, prospect analysis and overall objectives, the capital campaign efforts are focused on creating a cohesive and effective fundraising plan that will incorporate the capital campaign, annual fund, gala and sponsorships. Part of this process is to create a donor database that will be used for all future fundraising activities. In addition, Annalise is working on major giving plan and creating a stewardship plan for prospective major gift donors.
- Middle school and high school administration are focused on developing greater leadership capacity. About 1/3 of the teachers are in a formal leadership role either as a team or department lead.

Executive Board Calendar

CALENDAR PREVIEW OF THE MONTH AHEAD			
Date	Time	Event	Location
August 28 th	5:00—5:45 p.m. 6:00—6:45 p.m.	ES Parent Curriculum & Technology Orientation Night	Elementary School
September 13 th	5:30 p.m.	Executive Board Work Session	Elementary School Library
September 14 th	7:00 a.m.	Donuts for Dad	Elementary School
September 17 th	7:30 p.m.	Weld Re-4 District Board Meeting	District Building
September 27 th	5:30/6:30 p.m.	Executive Board Work/Regular Session	Elementary School Library
September 28 th	8:15 a.m.	Coffee with Leadership	MS/HS Library
CALENDAR PREVIEW OF THE YEAR AHEAD			
October 25 th		Regular Session: Plan for November Parent Membership Meeting	
November 8 th	6:00 p.m.	Fall Parent Membership Meeting	
November 15 th		Regular Session (Date Changed): Review of Completed Financial Audit	

December 13 th		Regular Session (No Work Session in December): Approval of Registration & Other Fees	
January 24 th		Annual Board Self-Assessment 1 st Read on Salary & Stipend Schedules	
February 21 st		Regular Session (No Work Session in February): 2 nd Read on Salary & Stipend Schedules	
February 28 th —March 1 st		Colorado League of Charter Schools Conference	
March 28 th		Regular Session: Plan for April Parent Membership Meeting	
April 11 th	6:00 p.m.	Spring Parent Membership Meeting	

3.2 Executive Board Reports

Our Executive Board worked over the summer to prepare for the upcoming school year. During the July Regular Session, members elected the Board presidency for the 2018-2019 school year and discussed board member roles on the board committees. Committee information was sent out to the parent stakeholders in preparation for committee work that guides future Board decisions. Board members were able to attend the Back to School Nights at the elementary and middle/high school and are looking forward to another great year.

9.0 Items for Information

9.1 Executive Board Message of Gratitude

- Irene Nissen, Director of Innovation—John Feyen shared his gratitude for her hard work and dedication as she prepared for a smooth transition of technology for staff, students and parents as they prepared for back to school.
- Rebecca Teeple, Executive Director—Sam Penn shared his thankfulness for her preparations for back to school kick off celebration and support of staff and families as they returned to school.
- Lara Holt, HS Math Teacher—Kevin Albertsen expressed his gratitude for her dedication to students and sharing her love for math and learning. This was evident in her summer work and travels with students as they embraced lifelong learning.

9.2 School Security Officer Update

9.3 2018-2019 Board Committee Liaisons

9.4 Executive Board Professional Development Plan

10.0 Items for Action

10.1 Policy GCHA/GCHB Mentor Teacher / Administrators, First Read

The motion to approve Policy GCHA/GCHB Mentor Teacher / Administrators on first read on first read was made by John Feyen and seconded by Sherry Bartmann. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.2 Policy GCHC Professional Staff Induction Program, First Read

The motion to approve Policy GCHC Professional Staff Induction Program on first read was made by John Feyen and seconded by Carolyn Mader. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.3 Policy BEDH Citizen Participation, First Read

The motion to approve Policy BEDH Citizen Participation on first read was made by Carolyn Mader and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.4 Policy KDB Public's Right to Know/Freedom of Information, First Read

The motion to approve Policy KDB Public's Right to Know/Freedom of Information on first read was made by Sherry Bartmann and seconded by John Feyen. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.5 Policy JDL-R Administering Medication to Students, First Read

The motion to approve Policy JDL-R Administering Medication to Students on first read was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

10.6 Cancellation of September 13, 2018 Work Session

The motion to approve the cancellation of the September 13, 2018 Work Session was made by Kevin Albertsen and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously.

11.0 Consent Agenda

11.1 Personnel

Appointments

- Cody Mason: School Security Officer
- Ashley Read: MS/HS Teacher
- Annie Bergenheier: Food Services Server
- Amy Kilber: Food Services Back Up Server

Non-Renewals/Resignations

- Stephanie Mescher: MS/HS Teacher

11.2 Financial Report

July Financials

August Financials


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

12.0 Executive Session

There was no Executive Session

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

- Conduct discussions regarding the purchase, acquisition, lease, transfer, or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the Schools' attorney for receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules, or regulations. In such cases, the Executive Board must announce the specific citation of the law, rule, or regulation which provides for confidentiality, C.R.S. §24-6-402(4)(c)
- Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
- Conduct discussions regarding the charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
- Discuss personnel matters, subject to the limitations discussed below. If the employee who is the subject of the discussions desires the discussions occur in open meeting, the discussions must be held in open meeting, C.R.S. §24-6-402(4)(f)

- 
- To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
 - Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

13.0 Adjournment

A motion was made to adjourn the August 23, 2018 Regular Session was made by Sherry Bartmann and seconded by Jenny Ojala. Members voted the following: Albertsen, aye; Bartmann, aye; Feyen, aye; Mader, aye; Ojala, aye; Penn, aye. The motion passed unanimously. The meeting adjourned at 7:20 p.m.



2.0 Committee Minutes



Minutes

(Pending Approval By Committee at 11/1/18 Meeting)

WINDSOR CHARTER ACADEMY

STUDENT & SCHOOL SAFETY COMMITTEE

Weld County School District RE-4

680 Academy Ct., Windsor, Colorado 80550

Thursday, September 6, 2018

Regular Meeting at 3:45 p.m. held in the Elementary Library

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.

1.0 Called to order at 3:45 p.m.

1.1 Sign-in

Twenty-four (24) Members in attendance.

1.2 Introductions

Each Member provided a brief introduction/background on themselves.

2.0 Professional development on committee purpose and 2018-19 timeline.

Viewed PowerPoint - Overview of Committee, its purpose, obligations and responsibilities presented by ED Teeple and Board Liaison Sherry Bartmann.

3.0 Selection of Chairperson and Secretary

Chairperson: Brad Coldiron

Secretary: Sean Standridge

4.0 Discussion:

4.1 Members collaborate on priority subjects to be researched that would increase the safety of our students and schools.

- Pick Up and Drop Off of Students
 - School Zone Lights and Security Processes for Students Coming and Leaving from School
 - Signage for Parking Lots
 - Parent Education
- Elementary School Security Enhancements (NRA Shield)
 - Front Entrance ES Buzzer System
 - Glass Reinforcements
 - Surveillance Cameras
 - Fire Doors
 - Classroom Barriers for Safety
 - Communication Systems for Crisis and Inclement Weather
 - Alert Signage/Systems
- MS/HS School Security Enhancements (NRA Shield)
 - MS/HS Front Desks
 - Surveillance Cameras
 - MS/HS Fencing
 - Classroom Barriers for Safety
 - Communication Systems for Crisis and Inclement Weather
 - Alert Signage/Systems

4.2 Prioritization of security subjects to be researched.

Open discussion of committee members took place.

4.3 Create subcommittees to focus on research of priorities.

Three subcommittees were created:

- Elementary Safety
- MS/HS Safety
- Pick Up and Drop Off

4.4 Subcommittees collaborate to clarify tasks and schedule meeting dates.

Each committee member chose which subcommittee they wish to serve on and a subcommittee leader was chosen by the members of the respective subcommittees.

Post Committee Meeting Note: All three subcommittees met on either Monday (9/17/18) or Tuesday (9/18/18). Each subcommittee took steps to identify subcommittee priorities for the year and map out action to be taken. Subcommittees collaborated as follows:

- Elementary Safety Subcommittee: (Jason Marini - Subcommittee Leader)
 - Surveillance Cameras
 - 3M Security Window Film
 - Front Entrance Security
- MS/HS Safety Subcommittee: (Ginny Hogan – Subcommittee Leader)
 - Surveillance Cameras
 - Monitor Systems for Front Desks for Surveillance

- 3M Security Window Film
- Pick Up and Drop Off Subcommittee: (Angela Homes - Subcommittee Leader)
 - Meeting with Windsor Police as Committee to Review Our Processes

5.0 Adjourn

Committee adjourned at 5:10 p.m.



3.0 Facilities Master Plan

RECOMMENDATION FOR FACILITIES MASTER PLAN

Windsor Charter Academy's Executive Board have approved plans for a facility that supports enrichment activities for the students of Windsor Charter Academy's schools. In the concept design, the enrichment center hosts an auditorium, lecture hall, shop, music rooms, gymnasium, weight room, dance room, home economics and more.



⑤ 3D View - North West 2



⑥ 3D View - South from 257



③ 3D View - North East



④ 3D View - North West



⑦ 3D View - South Entry



② 3D View - South West

STAGE 1

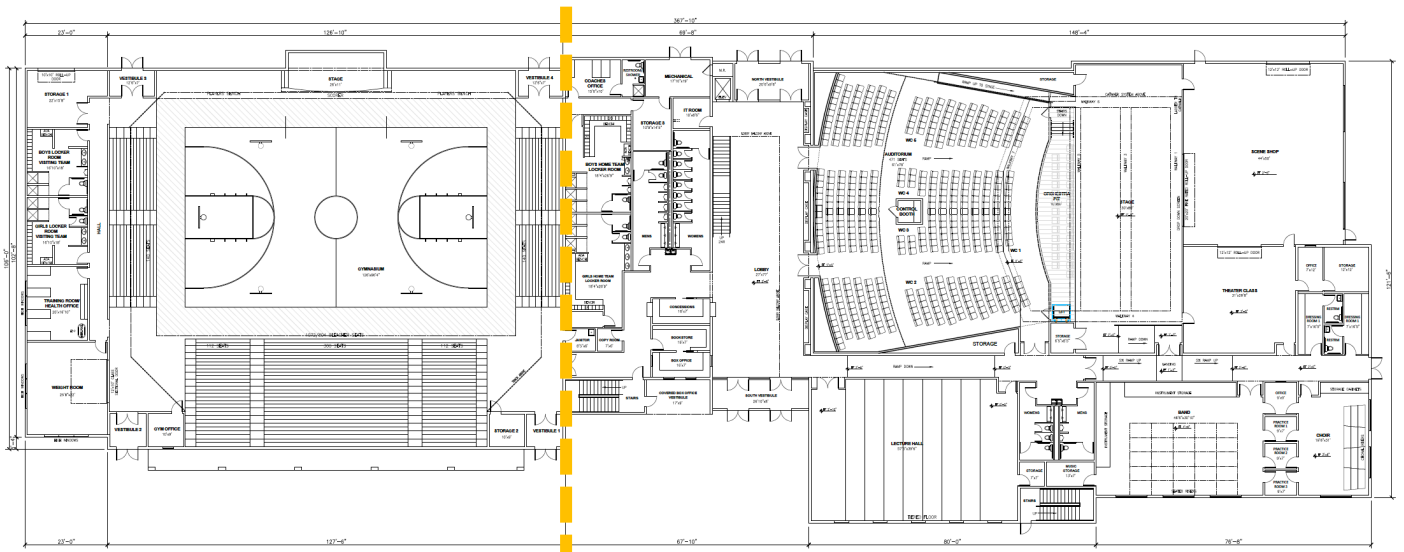
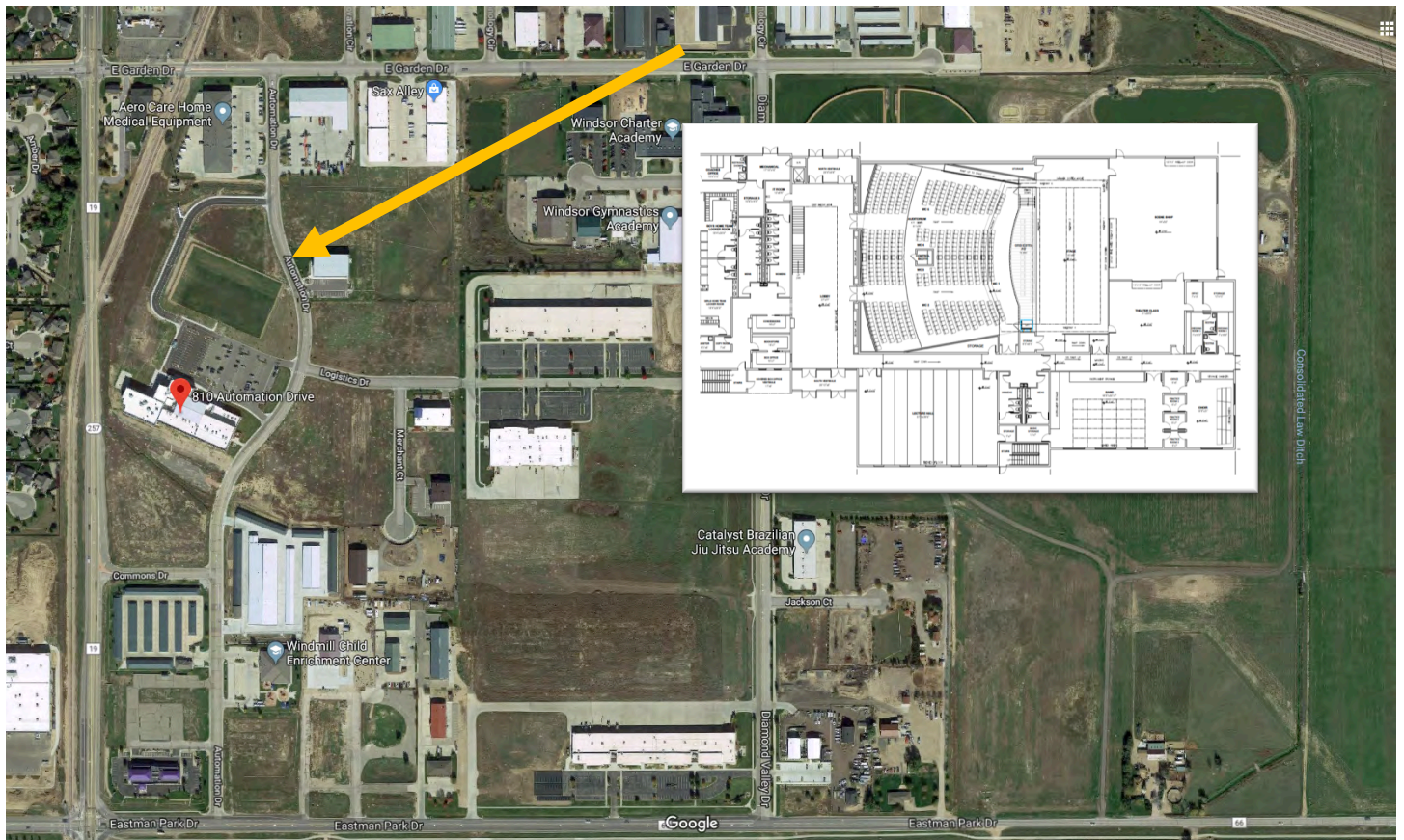
The cost of the new building is estimated at \$20 million. Work on a capital campaign will take years to raise the money. As our schools grow, our programs grow. Our athletic program has grown significantly. As we move forward with our work with CHSAA, having a gym that meets the requirements for potential 3A competitions is needed. A larger gym would address the needs of the growing program. The time that it will take to raise the \$20 million needed will take longer than the timeline for anticipated need for a competitive gym for our athletics program.

The recommendation is for our facilities strategic plan is develop our properties in four stages. The first stage would be to develop the land Windsor Charter Academy own on Logistics Drive. To support stage 1, a capital campaign would be built that outlined a \$1.5 million need. On Logistic Dr. to the west of our parking lot, a metal fabricated building would be erected that would house a 3A gymnasium and potentially 2 preschool classrooms. The potential preschool classrooms would bring in additional revenue to support some of the operational costs of the building. The estimated time to raise capital would be 3 years



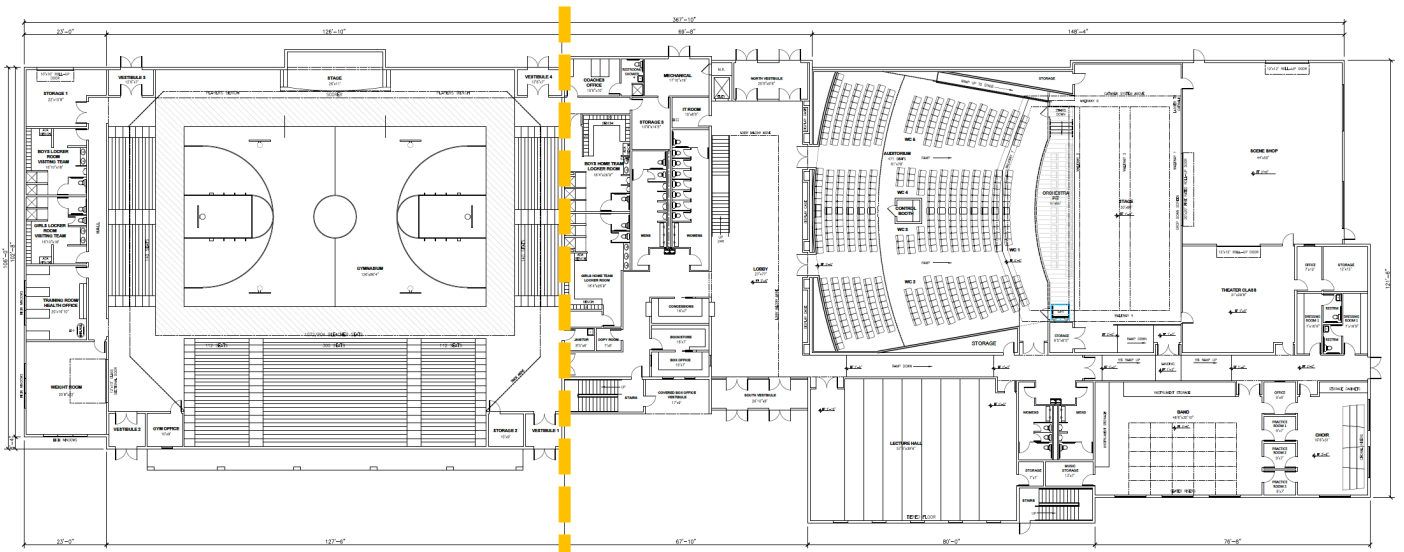
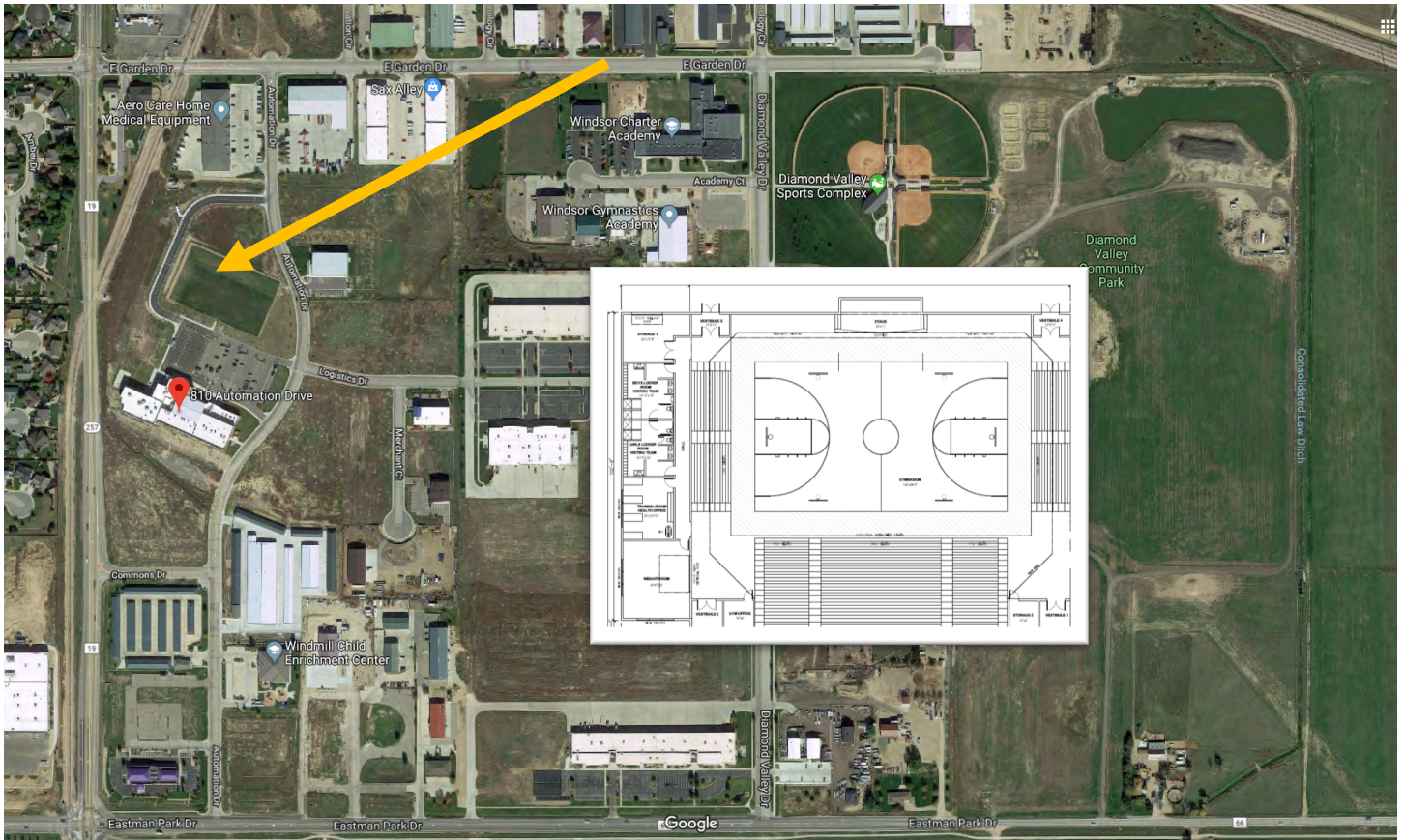
STAGE 2

The next development of land owned by Windsor Charter Academy would be on 810 Automation Dr. Using the original design, the recommendation would be to build the performing arts side of the enrichment center. This would be beneficial. Windsor Charter Academy would not have to raise the full amount and build the much needed auditorium, music classrooms, lecture hall and shop sooner.



STAGE 3

The third stage of land development would also be on 810 Automation Dr. Using the original design, the recommendation would be to build the remaining side of the enrichment center, with a competitive gymnasium, weight room, and indoor track.



STAGE 4

The last stage of land development would be to redesign the multi-purpose building on Logistics Dr. The gymnasium area would be transformed into additional preschool classrooms and an Innovation Center that could be used for various revenue-generating programs—home school programs, after school programs, clubs, etc.





4.0 Armed vs. Unarmed Security Officer



ARMED VS. UNARMED HEAD OF SCHOOL SECURITY

In spring of 2018, our Executive Board voted to approve a position for a security officer for the schools of Windsor Charter Academy. The Executive Board voted to move forward with an unarmed security officer during the July 2018 meeting. To ensure that our schools opened with a security officer in place at the start of school, the Executive Director and Executive Board Vice President interviewed 8 candidates that had various experience in security. From the interviews, one candidate stood out. Cody Mason, having years of experience in law enforcement, was hired and began working the following week. All staff at Windsor Charter Academy are grateful for the prioritization of student and staff safety, as evident by the Executive Board's work.

The Executive Board has also stressed the importance of strategic planning and the importance of thinking big picture. In the upcoming months, the Executive Director will be sharing a five-year plan that will address student enrollment, staffing, and the infrastructure to support our students. As the Executive Board is forward thinking, it is important that we analyze the action steps that support prioritization of student and staff safety. It is our recommendation to the Executive Board that this position, as head of school security, move from an unarmed position to an armed position.

During the September Regular Session, I have asked our Director of Facilities Management, Ricky Wagner, and our head of school security, Cody Mason, attend our meeting. Agenda item 4.2 Armed vs. Unarmed Security Officer is listed under Items for Information. Cody Mason will share critical information that will guide discussion and future decisions. It is important for our Executive Board to be "armed" with essential information to make an educated decision.

Armed security officers at schools are more prevalent. Over the last decade, statistics show that armed officers have risen across the country. A great article outlines statistics from the National Center for Education Statistics: [Campus Safety](#). Windsor Charter Academy Schools is fortunate to have a full-time security officer at our schools. As a staff member, the officer can lead needed changes, build relationships with students and staff, and shape processes that address safety at our schools.

SCHOOL SECURITY PROGRAM FOR WINDSOR CHARTER ACADEMY

Under the department of Facilities Management, the head of school security is responsible for ensuring that our students and staff are safe. As a leader, the officer works with administration and other leadership and sits in council in bi-monthly building leadership meetings that work together to support students. The officer is part of the Crisis Response Team and facilitates the review of safety processes and manuals with leaders. The following are some of the duties and responsibilities that the officer is responsible for:

Reports to: Director of Facilities Management

Summary: Provides security for the Windsor Charter Academy staff, students, buildings and property through patrol of school buildings and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building security; does related work as required.

Essential Duties & Responsibilities:

- Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
- Assists administrators and staff in crisis and emergency situations.
- Works with school administrators and law enforcement officials in handling serious student offenses and law violations.
- Assists with fire drills and other emergency building evacuations.
- Develops, coordinates, oversees, and evaluates security measures (including locker inspections, prom/dances, etc.).
- Meets regularly with the Executive Director, Director of Facilities Management and other administrators to keep them informed of security issues and any present or future building and grounds security needs.
- Monitors security of building and grounds.
- Requests materials (stickers, violation notices, etc.) necessary for student/staff parking.
- Meets regularly with administrators to discuss building and grounds security issues.
- Implements rules, regulations, and policies relating to student and staff parking.
- Oversees school security concerns.
- Assists with after school activities when appropriate.
- Recommends changes in policies, regulations and procedures as related to building and grounds security; recommends security modifications.
- Interacts with parent groups and community organizations.
Prepares reports dealing with security such as on-school parking, student discipline, security guard schedules, etc.
- Other duties as assigned.

Required Skills:

- Good knowledge of the practices and procedures necessary to maintain order and insure the protection of life and security of buildings, grounds and equipment.
- Good knowledge of safety procedures necessary to eliminate or prevent accidents and safety hazards.
- Working knowledge of vehicular traffic control activities in parking lots and access roads.
- Ability to exercise sound judgment in carrying out security duties.
- Ability to carry out oral and written directions.
- Ability to act quickly, efficiently and calmly in stressful situations.
- Ability to understand and deal effectively with students, faculty and others.
- Ability to maintain records and prepare reports.
- Ability to communicate both orally and in writing.

TRAINING REQUIRED FOR HEAD OF SCHOOL SECURITY

Windsor Charter Academy's head of school security would be required to participate in regular training as an armed security officer. The following outlines the training, cost, and type of firearm the officer would be provided.

Training

Firearms training would be conducted quarterly throughout the year. This would consist of going to Liberty Firearms Institute and practicing NRA (National Rifle Association) safe shooting techniques and target practice.

Qualifications

Firearms qualification would be conducted once a year at Liberty Firearms Institute. The qualification course would be an NRA pistol qualification overseen by Tim Young.

Firearms Instructor

Tim Young is a highly decorated retired police officer with 22 years of experience. During Tim's time as a police officer he was on the SWAT team for 15 years and has been a certified firearms instructor for the last 10 years.

Tim Young, a friend and former partner of Cody Mason would not charge the school for any of his time or for yearly qualifications. Tim expressed that he supports charter schools and wants to donate his time to this cause.

Expenses

- \$340: Liberty Firearms, located at 4990 Ronald Reagan Blvd. in Johnstown, has a one-time initiation fee.
- \$820/\$480: First year dues and following annual dues at Liberty Firearms for unlimited use of the shooting range.
- \$80: 9mm practice ammo 8 boxes a year
- \$152.50: 5-year Colorado concealed handgun permit. (Cody Mason has a permit that until 2023.)
- \$2,500 insurance coverage

Firearm

Cody Mason will be carrying a GLOCK 43 (9mm) that was recently purchased in the spring of 2018. The firearm is very compact and would not be seen when concealed on person. The G43 is a single stack, 9mm Luger caliber pistol. It is easy to conceal and has a magazine catch that holds six rounds.





5.0 Middle and High School Marquee



MIDDLE & EARLY COLLEGE HIGH SCHOOL DIGITAL MARQUEE

Preliminary work on the marquee began spring 2018 for the middle and early college high school. Three bids for the design and the sign were gathered. The following outline the price of the bids.

- DaVinci Sign Systems, Inc.: \$54,808.45
- ZTS Construction: \$45,000
- Summit West Signs: \$44,366

From the bids, Davinci Signs stood out for its design. The recommendation to the Executive Board is to use Davinci Signs for their signage, based on their concept and design. The proposals can be found at the end of the summary.

TIMELINE OF WORK

After working with various companies on the design for the signage, changing variables had an impact on the process and final costs.

- May 2018: Moved from 12-foot design to wall mounted sign & priced capped at \$65,000
- June 2018: Communication from Town of Windsor—Electronic message center wall mount marquee does not meet Town requirements for signage
- July 2018: Moved from wall mount to front of gymnasium
- August 2018: Smaller 6-ft. design
- August 2018: Negotiations on 6-ft. design bid from DaVinci Sign Systems from \$40,913 to of \$27,000
- August 2018: Submission of sign redesign to Town of Windsor for larger base
- September 2018: Final proposal from DaVinci Sign Systems with changes to base at \$27,626

In addition to the cost for the design and signage, various permits, mason work and electrical will cost roughly \$12,000. There were no costs that exceeded the \$5,000 bid requirement, as outlined by the Bylaws.



PROPOSALS FOR DESIGN AND SIGNAGE

DaVinci Sign Systems, Inc.



Colorado

4496 Bents Drive, Unit A
Windsor, CO 80550
Ph: 970-203-9292

Wyoming

108 W. Lincolnway
Cheyenne, WY 82001
Ph: 307-220-4316

Toll Free: 866-DaVinci (328-4624)

Fax: 970-203-9293

www.davincisign.com

Sales Proposal / Agreement

Company Name:	Windsor Charter Academy	Job Name:	NEW MONUMENT ID DISPLAY-REVISED BASE
Attn:	Ricky Wagner-Facilities Mgr	Drawing #:	18-274R2 Single Face Display with EMC
Billing Address:	810 Automation	Site/Street Address:	same
City, State, Zip:	Windsor CO 80550	Site/City, State, Zip:	same
Phone:	970-833-5190 X 213-Ricky Wagner	Job Contact Name:	PM on site-Zach Satrang-CELL 970-218-1607
Fax:		Job Contact Phone:	970-218-1607
Email:	ricky.wagner@windsorcharteracademy.org	Sales Consultant:	Mike Long
Proposal Date:	9.5.18	Email:	Mike@davincisign.com
PO #:		Mobile Phone:	970.402.1268

Thank you for the opportunity to serve you!

Scope of Work:

Manufacture and Install

Per Attached Design 18-274R2-add from previous quote due to Revised Design costs.

\$27,626.00

No Taxes with Tax Exempt Cert-permit fees and permit Acquisition NTE \$425.00 additional to above costs

Communication is Fiber Optic Cable(Provide only)-will provide 100 feet-Owner to connect to Bldg Server.

Includes: DESIGN-FABRICATION-INSTALLATION-LOCATES-SIGN PLACEMENT-COMPUTER TRAINING

(1) year parts and labor warranty by DAVINCI and additional 5 year parts warranty from OPTEC (EMC) vendor.

Excludes: Power to Sign-Landscaping-Grade **DEDICATED 20amp 120v circuit for EMC-Separate 20amp Sign.

Base and Cap by others-DaVinci to excavate hole/concrete/set pipe.

INSTALL TIMELINE: from all approvals and sign permit in hand estimated 10 weeks. Excavate Hole Set pipe-Week of 11.19.

Payment Terms: 50% Deposit, Net due within 10 days of completion

Payment Method: ☒ Check ☐ Credit Card ☐ Lease/Purchase Financing

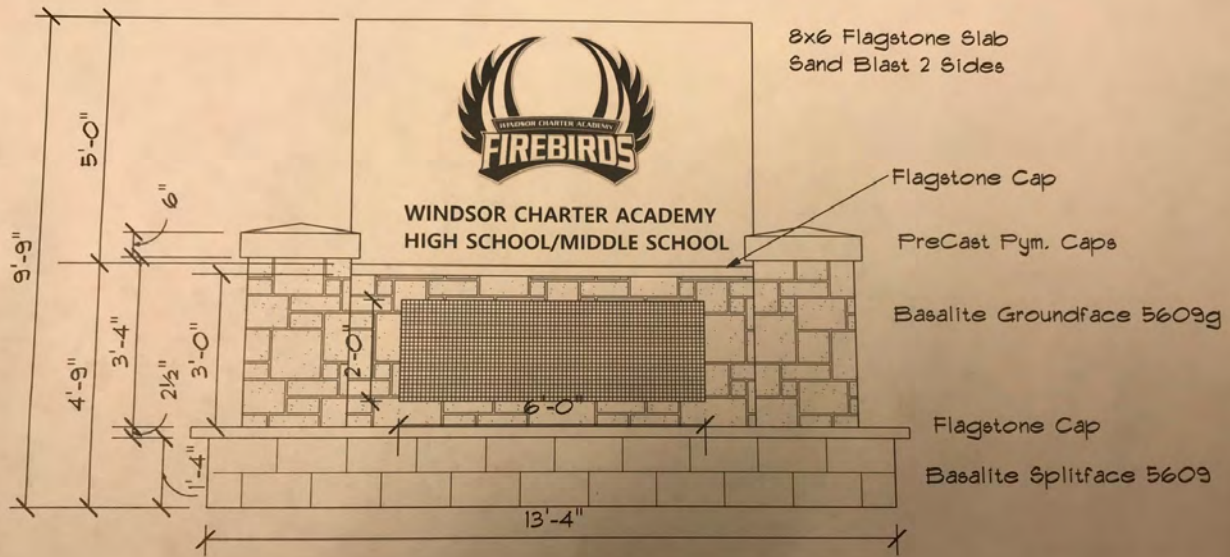
Note: Any applicable sales tax, permit costs or permit acquisition fee may *not* be included in the above proposed amount. These items will be added to the final invoice.

PRICES ARE VALID FOR 30 DAYS FROM THE DATE OF THIS PROPOSAL

Performance by buyer is personally guaranteed by the undersigned purchaser.

PURCHASER / GUARANTOR	DAVINCI SIGN SYSTEMS, INC.
Date Accepted: _____	Date Accepted: _____
Print Name: _____	Print Name: _____
Signature: _____ Title: _____	Signature: _____ Title: _____
Signature signifies acceptance of general terms and conditions included on page 2.	Contract not binding until signed by an officer of DaVinci Sign Systems, Inc.

Extraordinary Belongs To Those Who Create It!



Bid to WCA
\$45,000

**PROPOSAL**

180340-02

Date: 05/02/2018

Expires:

Drawing Numbers:

Project: Windsor Charter Academy
810 Automation Way
Fort Collins, 80525

Client: ZTS Construction Inc
525 Walnut St
Windsor, CO 80550

Contact: Zach Satrang 970-218-1607

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
Option 1- 16mm EMC	\$32,522.76
A. Manufacture the following, per customer approved drawing:	
1. Custom Marquee sign with electronic message center.	
Note: Masonry Base and mounting pole not included in this estimate.	
B. Crate and Ship to:	\$2,945.00
ZTS Const. Inc	
525 Walnut Street	
Windsor, CO 80550	

Deposit: \$17,733.88**Subtotal: \$35,467.76****Tax: \$0.00****Total: \$35,467.76**

Notes: All prices are subject to applicable sales tax. Prices are based on available information given at the time and are subject to change. **Exclusions:** Sign permits, structural engineering, traffic control equipment and permit acquisition fees are not included in the above quotations and if required shall be invoiced on a time and material basis. Electrical services to the proposed sign(s), unless specifically quoted above, is assumed to be existing or provided by others. **Warranty:** 12 months against defective materials and 12 month unconditional guarantee on parts and labor. **Terms:** UNLESS OTHERWISE NOTED ABOVE: 50% non-refundable advanced deposit with balance due upon completion of project. Interest of 1.5% per month with an \$18 minimum service charge may be charged on all accounts not paid in full within 30 days of invoice date. Quotes are valid for 60 days. Buyer is required to provide all necessary electrical circuits of suitable capacity and approved type to within 5 feet of sign location. If electric is not available at the time of installation, Buyer may be billed for additional service calls for final hook-up of sign. All signs are property of Summit West Signs (SWS) until paid in full, installed or not. Ownership of signage will not pass to the Buyer until all terms of contract have been met. In the event of default of any terms of this contract, Buyer authorizes Summit West Signs or its agents to enter property to remove and repossess signage. Buyer agrees to pay all costs and reasonable legal fees if the delinquent account is placed with an attorney or collection agency. Installations scheduled are pending accommodating weather conditions. Installations include 1 trip to the job site. Additional charges may apply for multiple site visits and unforeseen circumstances such as hard ground among others. SWS is not responsible for damage done to irrigation, utility or cable lines. Deposits are not refundable unless specifically agreed to in writing. Customer agrees to monthly progress billing on projects over \$1000.00 that take longer than one month to complete.

Salesperson: Amber Elliott

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____



6.0 First Read Policies



SICK LEAVE BANK

Windsor Charter Academy ~~will~~**has** established ~~ed~~ a ~~Ssick L~~**Sick Leave B**ank to cover the short-term disability needs of its employees ~~beginning with the start of the 2017-2018 school year.~~ The **Sick Leave B**ank will be funded from the General Fund account. These funds are limited to the cost of substitute coverage for employees.

The **Sick Leave** Bank will be established at a maximum of 150 days, based on one full-time FTE for each day, at the beginning of each school year. Funding from the General Funds account will be used at the beginning of each year to establish the maximum number of days in the **Sick Leave B**ank.

The five consecutive unpaid leave days employees **contribute** to obtain access to the **Sick Leave** Bank will be used to fund replacement days in the **Sick Leave** Bank. These funds will be used during that school year to replace days in the **Sick Leave B**ank. If all 150 days were used from the **Sick Leave** Bank during a school year, the **Sick Leave** Bank would be declared "Empty" for that school year. In the case that the **Sick Leave** Bank was declared "Empty" there would be no obligation for the school to provide leave days beyond an employee's accrued days for the year.

To access the ~~Ssick L~~**Sick Leave B**ank an employee must meet the following criteria:

- The employee will be required to complete an application for leave.
- The employee may only access the **Sick Leave** Bank for medical reasons related to the employee.
- The application will include a physician's explanation specifically explaining the medical condition requiring an employee to take leave from employment and the recommended leave time for the employee.
- An employee will be eligible to use leave days from the Sick Leave Bank after using all of their **current year available** ~~regularly accumulated~~ leave days, ~~any leave time they have in their own leave bank,~~ and 5 consecutive unpaid leave days. A day's leave from the **Sick Leave B**ank for an employee would equal that specific employee's FTE of employment. (For example, an employee that is a .34 FTE would be allowed to take leave days based on .34 equaling one day.)

Policy GBGH

- Employees will be allowed to use days from the **Sick Leave** Bank to the maximum days recommended by a physician up to 55 days (11 weeks).
- All days on which employees receive leave from the Sick Leave Bank shall count toward the employee's legal entitlement to take Family and Medical Leave Act (FMLA) leave.
- At the discretion of the Executive Director (or, if leave is taken by the Executive Director, the Board), an employee who has taken leave from the Sick Leave Bank may be required to provide a physician's note confirming that he/she is medically cleared to return to work.
- **The Executive Director may consult with an outside insurance expert on an advice to pay basis, if any questions arise about the medical necessity or disability term recommended regarding a claim to the Sick Leave Bank.**
- All leave time from the Sick Leave Bank must be approved in writing by the Windsor Charter Academy Executive Director. The decision of the Executive Director to approve or not approve use of leave time from the Sick Leave Bank shall be final and not subject to any further form of grievance, appeal or review. In the event the Executive Director seeks leave time from the **Sick Leave** Bank, such request shall be submitted to and acted upon by the Board, and the decision of the Board shall be final.

Windsor Charter Academy Executive Board
Adopted: August 2017
Revised: September 2018

Legal Reference
CRS 22-32-11-(1)(k)



SCHOOL-RELATED STUDENT PUBLICATIONS

The **Executive** Board encourages students to express their views in school-sponsored publications while observing rules for responsible journalism and complying with this policy and state and federal law. To protect the rights of all members of the school community and to support the district's **Windsor Charter Academy's** educational mission and purposes, students are prohibited from publishing expression which:

- Is false or obscene.
- Is libelous, slanderous or defamatory under state law.
- Presents a clear and present danger of the commission of unlawful acts.
- ~~Violation~~ **Violates** of school rules or material and substantial disruption of the orderly operation of the school.
- Violates the privacy rights of others.
- Threatens violence to property or persons.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy, its accompanying regulation and applicable state and federal law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

Weld Re-4 Board

Adopted: September 2018

(as old policy JICE, December 1990; revised January 2001)

Legal References

C.R.S. 22-1-120

C.R.S. 22-1-123 (5) (e)

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



SCHOOL-RELATED STUDENT PUBLICATIONS—REGULATION

Purpose

School-sponsored publications provide educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Content of school-sponsored publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.

Prohibited Materials

The following defines those materials prohibited by this regulation's accompanying policy.

Students may not publish or distribute material that is obscene. "Obscene" means:

1. The average person applying contemporary community standards finds that the publication, taken as a whole, appeals to a minor's prurient interest in sex.
2. The publication depicts or describes in a patently offensive way sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of genitals.
3. The work, taken as a whole, lacks serious literary, artistic, political or scientific value.

Students may not publish expression that is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person that injures the individual's reputation in the community.

Expression that is false as to any person who is not a public figure or involved in a manner or public concern is prohibited. If the allegedly libeled individual is a "public figure or official," the official must show that the false statement was published with actual malice, as the terms are defined by law.

Expression which presents a clear and present danger of the commission of unlawful acts, violation of school rules, or material and substantial disruption of

the orderly operation of the school, violates the rights of others to privacy, or threatens violence to property or persons is prohibited.

In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity would occur if the material were distributed. Material that stimulates heated discussion or debate does not constitute the type of disruption that is prohibited.

Time, Place and Manner Restrictions

The ~~school principal~~ **administrator** will coordinate with the publications advisor on the time, place and manner of distributing school-sponsored publications to reduce any conflict with school instructional time and/or reduce any disruption of the orderly operation of the school which might be caused by the distribution of school-sponsored publications.

Procedures for Resolving Differences

Student editors will work first with the publications advisor to resolve any differences. If the problem cannot be resolved at this level, the student editors and/or the publications advisor will work with the ~~school principal~~ **administrator** to resolve any problems. If the problem is not resolved at the ~~school principal~~ **administrator** level, the student editors and/or the publications advisor may appeal to the ~~superintendent~~ **Executive Director**. The ~~superintendent's~~ **Executive Director's** decision shall be final.

Windsor Charter Academy Executive Board
Revised: October 2018

Weld Re-4 Board
Adopted: (As old policy JICE, December 1990; Revised January 2001)
Revised: September 2018



STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS

To understand constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's need to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students may distribute non-curricular materials on school property in accordance with this policy, its accompanying regulation and applicable state and federal law.

Prohibited Distribution

Students shall not distribute any non-curricular materials on school property or at school-sponsored activities or events that in themselves or in the manner they are distributed:

- Create or threaten to create a substantial disruption or material interference with the normal operation of the school, school activity or event.
- Advocate or encourage unlawful conduct or conduct that violates **Executive** Board policy, including but not limited to the **Executive** Board's policies prohibiting unlawful discrimination, harassment and bullying.
- Cause or threaten to cause injury to persons or property.
- Are obscene, defamatory or violate any person's privacy rights.

Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and /or expulsion.

School equipment and supplies shall not be used for publication of such material.

Windsor Charter Academy Executive Board
Revised: October 2018

Weld Re-4 Board
Adopted: September 2018

Legal References

Tinker v. Des Moines Independent Community School District, 393 W.S. 503

Taylor v. Roswell Independent School District, 713 F.3d25 (10th Cir. 2013)

Colorado Constitution, Article 9 Section 5

C.R.S. 22-1-120

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

Cross References

JICEA School-Related Student Publications

JK Student Discipline and Sub Codes

KHC Distribution/Posting of Non-Curricular Materials



STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS—REGULATION

Approval Required Prior to Distribution

Students who wish to distribute more than 10 items or copies of non-curricular materials on school property or at a school-sponsored activity or events shall submit the material to the school principal for approval at least five school days in advance of the planned distribution date. The school principal or school principal designee shall respond to such requests within three school days.

Appeal

If the principal does not approve the materials for distribution, the principal or principal's designee shall provide a written explanation of why the materials were not approved under the policy accompanying this regulation.

The student may then appeal the decision as follows:

1. Within 10 school days of receiving the principal's or designee's decision, the student may file a written notice of appeal with the ~~superintendent~~**Executive Director**.
2. The ~~superintendent~~**Executive Director** shall make a written determination within 10 school days of receiving the student's appeal.
3. Within 10 school days of receiving the ~~superintendent's~~**Executive Director's** decision, the student may submit a written appeal to the ~~superintendent~~**Executive Director**, requesting a hearing before the **Executive** Board.
4. The ~~superintendent~~**Executive Director** shall schedule the hearing on the agenda of the next regularly scheduled **Executive** Board meeting, which generally will be held within 30 days of the filing of a request for a hearing.

After providing the student with an opportunity to be heard, the **Executive** Board shall render a decision, which shall be final.

The following restrictions apply to all requests to distribute more than 10 items or copies of non-curricular materials by students on school property or at a school-sponsored activity:

1. Place. Distribution of materials must be made at places within the school or on school grounds as designated by the principal except that in ~~an~~**no** event, may such material be distributed **d** in any classroom of any building ~~then~~ being occupied by a regularly-scheduled class.
2. Time. Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered -to be disruptive of normal school activities.
3. Littering. All distributed non-curricular materials discarded in school or on school grounds must be removed by the persons distributing such items.
4. Manner. No student may in any way be compelled or coerced to accept any non-curricular materials. In the alternative, no school official or student may interfere with material distributed in accordance with this regulation and its accompanying policy.

Violation of this regulation and/or accompanying policy will be sufficient cause for denial of the privilege to distribute materials at future dates and may be cause of disciplinary action, including suspension and /or expulsion.

Windsor Charter Academy Executive Board
Revised: October 2018

Weld Re-4 Board
Adopted: September 2018



FUNDRAISING

To provide guidelines for fundraising activities benefiting Windsor Charter Academy and to ensure that fundraising activities are targeted toward the school's current and long-term goals, Windsor Charter Academy acknowledges that fundraising is an effective and generally accepted practice within the school and community.

Donor Confidentiality

Windsor Charter Academy recognizes that its efficient operation requires the maintenance and management of extensive donor and prospect records. These records may contain sensitive information that has been shared with or developed by staff on a confidential basis. "Records," as used herein, is construed to mean all files, including electronic data, containing information on donors or prospective donors to Windsor Charter Academy. Protecting donor confidentiality is an essential part of providing good service to donors. Windsor Charter Academy maintains the highest level of confidentiality with respect to donor information. Additionally, care is taken to preserve confidentiality of discussions that take place and information that is shared during conducting Windsor Charter Academy business.

Confidentiality of Records

The Executive Director shall have ultimate responsibility of ensuring that donor and prospect records are maintained, as well as fund information. Records will normally be available to staff as needed to fulfill their duties. At the discretion of the Executive Director, staff may make all or part of any record available to the Executive Board and other related parties to assist them in executing their specific responsibilities.

Windsor Charter Academy's auditors, legal counsel and other contractors are authorized to review donor/prospect and fund records as required for the purposes for which they are engaged. All persons accessing donor/prospect or fund records in the conduct of Windsor Charter Academy business shall maintain the confidentiality of said records. This applies to endowment funds as well as to other types of funds. Staff may share information with donors, fund beneficiaries, and grantees pertaining to their own gifts, funds, grants, etc.

Except in those instances, any copies of confidential information shall not be held outside Windsor Charter Academy's offices for extended periods, and are to be destroyed as soon as possible.

Publication of Donor Names

Unless otherwise requested by the donor, the names of all individual donors may be printed in Windsor Charter Academy's reports and in other appropriate listings. Windsor Charter Academy will not publish the amount of any donor's gift without the permission of the donor. Unless otherwise specified in the document, donors making gifts to Windsor Charter Academy by bequest or other testamentary device are deemed to have granted such permission.

Anonymous Gifts

The Executive Director is authorized to accept anonymous gifts to Windsor Charter Academy, and to handle them appropriately. The name of the donor and size of the gift may be withheld from the Executive Board at the Executive Director's discretion. When made known to Executive Board members, they will respect the anonymity of any such gift.

Giving Categories

If giving categories have been stipulated for a specific fund drive, grant, or project, or as part of Windsor Charter Academy's ongoing recognition program, then the donors, unless they otherwise specify, are deemed to have given permission for Windsor Charter Academy to publish their names associated with the giving category. Similarly, Windsor Charter Academy may publish giving categories associated with donor names in its report, and unless a donor specifies otherwise.

No Disclosures to Third Parties

Except as otherwise set forth herein, Windsor Charter Academy shall not release to third parties or allow third parties to copy, inspect or otherwise use Windsor Charter Academy's records or other information pertaining to the identification of a donor or donor's gifts. No disclosures to third parties of such information, including addresses and demographic information, shall be made without the donor's consent, except where required by law.

Confidentiality of Business

Discussions that take place in the context of Windsor Charter Academy's operations require discretion, including discussions pertaining to grant-making, personnel issues, development activities, operational fundraising, investment management, etc. The positions or statements of individual board members, advisors, or staff should not be discussed outside of official Windsor Charter Academy meetings and processes. Likewise, the content of Windsor Charter Academy business, including documents or Windsor Charter Academy analyses

Policy JJE

of documents, should not be discussed or shared outside official meetings and processes.

Public Disclosure

Windsor Charter Academy will comply with both the letter and spirit of all public disclosure requirements, including the open availability of its Form 990 Tax Return. This shall not be construed in any manner to prevent Windsor Charter Academy from disclosing information to taxing authorities or other governmental agencies or courts having regulatory control or jurisdiction over Windsor Charter Academy. However, all staff, volunteers, and contractors must hold strictly confidential all information of a private nature, including, but not limited to, all items explicitly discussed in this policy.

Consequences of Policy Violation

Violations of the confidentiality outlined in the policy are very serious, and may result in disciplinary action, including dismissal for employees or contractors, or removal from the Executive Board or any committee for volunteers.

Windsor Charter Academy Executive Board
Adopted: November 2009
Revised: December 2010
October 2018

Cross References
Policy JJE1 Community Service



7.0 Second Read Policies

Policy GCHA/GCHB



MENTOR TEACHERS/ADMINISTRATORS

The Executive Director shall develop guidelines for selecting mentors to work with new teacher in Windsor Charter Academy's induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers or administrators.

The Directors of Education should encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others, and demonstrate interpersonal and public relations skills.

To the extent possible, the guidelines for the assignments of mentors shall provide that the mentor is closely matched to the inductee in terms of academic preparation and assignment and be located, when possible, in close proximity to the inductee.

The mentor shall be responsible for long-term orientation of the mentee. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan. The mentor must demonstrate effective communication skills, including problem-solving and written communication. The mentor must be committed to on-going professional growth and demonstrate skills in questioning and giving feedback.

The assistance provided through a mentor shall not be part of Windsor Charter Academy's formal evaluation system. A staff development program shall be available for mentors.

Mentors shall be compensated for their assistance in accordance with Windsor Charter Academy's procedure.

Principals/Administrators

The Executive Director will be the mentor for administration at Windsor Charter Academy.

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4
Adopted: July 2018

LEGAL REFS.:
C.R.S. 22-60.5-102
1 CCR 301-37

CROSS REFS.:
GCHC Professional Staff Induction Program



PROFESSIONAL STAFF INDUCTION PROGRAM

In accordance with law and as clarified by Senate Bill 18-160, Windsor Charter Academy (the "School") shall provide an education program for the continuing professional development of teachers, principals, and administrators with initial licenses just entering the profession and new to the School.

The purpose of the induction program, under the educator licensing law, shall be to promote purposeful learning by inductees rather than teaching through trial and error. The goal of the School's program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning.

The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluations in accordance with the School's performance evaluation system.

The School's induction program shall include four major components:

- Orientation of newcomers to new professional roles
- Socialization and transition problems normally faced by newcomers to organizations
- Technical skill refinement and development including ethics
- Performance assessment

Through the induction program, inductees shall be provided information about the Executive Board policies and regulations, School-wide goals, the School's academic standards, and educator roles and responsibilities.

A mentor shall be selected for each inductee to model the professionalism of the teaching staff employed by the School.

It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving an initial license.

The School shall establish criteria to evaluate an inductee who has successfully completed the program. Among the important criteria shall be completion of

activities listed in the inductee's induction requirements, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, and recommendations by the mentor.

The Executive Director shall be responsible for recommending the inductee to the state for a professional license.

Nothing in this policy nor in the induction program itself shall be constructed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that an inductee receive a professional license at the conclusion of the induction program is a decision separate and distinct from a decision about continued employment at the School. Employment decisions remain within the sole and continuing discretion of the School's Executive Board.

School personnel shall establish a process to evaluate the School's induction program so that it fits within the comprehensive School-wide professional growth plan for School personnel.

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4 Board
Adopted: July 2018

Legal References
C.R.S. 22-60.5-102
C.R.S. 22-60.5-114
C.R.S. 22-60.5-201
C.R.S. 22-60.5-204
C.R.S. 22-60.5-210
C.R.S. 22-60.5-213
C.R.S. 22-60.5-301
C.R.S. 22-60.5-304
C.R.S. 22-60.5-306
C.R.S. 22-60.5-309
1 CCR 301-37

Cross References
GCHA/GCHB Mentor Teachers/Administrators



CITIZEN PARTICIPATION

All regular and special meetings of the Executive Board shall be open to the public, except for Executive (closed) Sessions. The Executive Board, the elected representative body of Windsor Charter Academy, will provide opportunities for citizen communication related to matters under consideration. The public is invited to attend and participate in Executive Board meetings as set forth below.

Because the Executive Board desires to hear the viewpoints of all citizens and also needs to conduct its business in an orderly and efficient manner, a time shall be scheduled during some Executive Board meetings for brief comments and questions from the public. The Executive Board shall set a time limit on the length of the public participation time and a time limit for individual speakers.

During times of general public comment at a regular session meeting, comments and questions may deal with any topic related to the Executive Board's conduct of the schools. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Executive Board. Comments at special meetings must be related to the call for the meeting. Speakers may offer comments of school operations and programs that concern them, but are encouraged to exercise their speech rights responsibly. The Executive Board encourages the discussion of all personnel matters to be conducted in executive session.

The Executive Board President shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Questions asked by the public that require further investigation may be referred to Executive Director for consideration and later response. Members of the public will not be recognized by the Executive Board President during Executive Board meetings except as noted in this policy.

In addition to public participation time during Executive Board meetings, the Executive Board is committed to engaging members of the community on an ongoing basis regarding community values about education during times other than the Executive Board's regular meetings.

The following shall guide public participation at meetings:

1. Members of the public may address the Executive Board during citizen and staff participation at the beginning of the agenda or before a specific item on the agenda. A request to address the Executive Board may be made by filling out an information card available from the Secretary before the start of the meeting. These cards will be used by the Executive Board President to call on speakers.
2. Time for public comment is limited. The Executive Board President may organize public comment by issue or by those “for” or “against” a specific issue. When there are a number of people requesting to speak on a specific issue, speakers will be asked to limit their comments to allow for as many as possible to speak within the time allotted; priority may be given to speakers who have not addressed the Executive Board before on a specific issue.
3. The Executive Board is interested in the ideas and opinions of the public. All speakers must identify themselves as they begin talking. Speakers are to address the Executive Board President and may direct questions or comments to particular Executive Board members or the Executive Director only with approval of the Board President.
4. Members of the Executive Board will not normally comment on public statements or engage in a dialogue with the audience during the meeting and they are expected to refrain from arguing or debating issues. Questions must be addressed through the Executive Board President.
5. Complaints regarding an employee of the School must be addressed pursuant to WCA Policies.
6. In order to avoid disruption of the Executive Board meeting, members of the audience are requested to turn off all cell phones, pagers, and other electric devices.

Windsor Charter Academy Executive Board

Adopted: May 2001

Revised:

September 2010

September 2018

Legal Reference:

C.R.S. 24-6-401 et seq.

Cross Reference:

KE Public Complaints



PUBLIC'S RIGHT TO KNOW / FREEDOM OF INFORMATION

The Windsor Charter Academy (the "School") Executive Board (the "Board") is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute, or by pertinent court rulings.

The official minutes of the Board, its written policies, and its financial records shall be open for inspection at the office of the Executive Director by any citizen desiring to examine them during hours when the office of the Executive Director is open. However, no records shall be released for inspection by the public or any unauthorized persons—either by the Executive Director or any other person designated as custodian for School records—if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. The School's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

The following procedure applies to requests by members of the public, including parent, community members, media organizations, and other third parties, for inspection of public records maintained by the School. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.

Process for Requesting Records

1. All requests for public record(s) maintained by the School shall be specific enough to allow the School to efficiently identify the requested record and respond to the request. To clarify and facilitate the processing of a request to inspect and/or obtain copies of records, the School may require that that request be made in writing.
2. The School has no duty to create a public record that does not already exist.
3. If the requested public record is in active use, in storage, or otherwise not readily available at the time of the person's request, the person requesting the record shall be informed of that fact. The custodian of records will then make the record available within a reasonable time of the person's request. A reasonable time shall not exceed three working

days, but may be extended by an additional seven working days if certain extenuating circumstances exist, in accordance with state law.

4. If the person seeking the record requests transmission of the record, the custodian of records shall notify the person once the record is available that it will only be transmitted when the custodian received payment or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.
5. Upon receipt of payment of any applicable copy costs and/or other fees or upon making payment arrangements with the person requesting the record by United States mail, other delivery service, facsimile or electronic mail. Transmission will occur as soon as practicable but no more than three business days after the School's receipt of payment or making arrangements to receive such payment.
6. Inspection of any public record shall take place in an area designated by the School's custodian of records and shall occur in a manner that will not be disruptive to School operations. School employees may be assigned to monitor any inspection of public records.

School Responsibilities

The School has no duty to create a public record that does not already exist. If the School stores the public record in a digital format, the School must provide a copy of the record in digital format. Public records stored in a searchable format must be provided in a searchable format and public records stored in a sortable format must be provided in a sortable format. However, public records do not need to be provided in a searchable or sortable format if any of the following exceptions apply:

1. Producing the record in the requested format would violate the terms of a copyright or licensing agreement.
2. Producing the record in the requested format would result in the release of third-party proprietary information.
3. After making reasonable inquiries, the records custodian determines that:
 - a. It is not technologically or practically feasible to permanently remove information that the School is required or permitted to withhold.
 - b. It is not technologically or practically feasible to provide a copy of the record in a searchable or sortable format.
 - c. Producing the record in a searchable or sortable format would require the purchase of software, or the creation of additional programming or functionality in existing software, to remove information the School is required or permitted to withhold.

Fees

1. The fee for copying public records will be 25 cents per page.
2. No transmission fee will be charged for transmission via electronic mail.

Policy KDB

3. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. Such fee may be reduced or waived by the custodian of records if the electronic device and products are to be used for a public purpose, nonprofit activities, journalism, or academic research.
4. If more than one hour of staff time will be required to respond to the request for records, any staff time in excess of one hour shall be charged to the person seeking access at the rate of \$30 per hour, which may be increased from time to time as permitted by applicable state law. If more than one hour of staff time will be required to respond to the request for records, the person seeking access shall be notified in advance that the staff time charges will be incurred and shall be provided with an opportunity to modify or rescind the request. Payment of estimated charges may be required prior to staff time being incurred on research and retrieval of records. Staff time charges shall be paid or adjusted prior to inspection of the records.

Denial of Access and Dispute Resolution

1. If the School denies a request for access to School records and the person requesting the records asks for a written statement of the grounds for denial, the School shall provide a written statement to the person, citing the law or regulation under which the School denied access.
2. A person denied access to School records may seek a court order compelling disclosure.
3. Before seeking a court order, the person must provide written notice to the records custodian at least 14 days before filing an application in court.
4. During the 14-day period, the records custodian shall meet in person or communicate on the telephone with the person denied access to School records to determine if the dispute may be resolved without court involvement.
5. Any common expense necessary to resolve the dispute shall be apportioned equally between the person requesting the records and the School, unless the School and person agree to a different method of allocation the costs.

In addition to the procedures contained in this policy, the School may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its records and prevent unnecessary interference with School staff responsibilities and School operations.

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4 Board
Adopted: January 2014
September 2014
August 2018

Legal References
C.R.S. 22-9-109
C.R.S. 22-32-109 (1)(c)
C.R.S. 24-72-201 et seq.
C.R.S. 24-72-205 (6)(a)

Cross References
BEDA Notification of Board Meetings
BED Business Order and Rules
EGAEA Electronic Communication
GBJ Personnel Records and Files
JRA/JRC Student Records



ADMINISTERING MEDICATION TO STUDENTS

If under exceptional circumstances a student is required to take medication during school hours, only the School Nurse or the Nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy shall be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law shall be on file in the school stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given at school
 - g. Possible side effects
3. The medication shall be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.
4. An individual record shall be kept of medications administered by school personnel.
5. Medication shall be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet.

Unless these requirements are met, medication will not be administered to students at school.

Self-Administration of Medication for Asthma, Allergies or Anaphylaxis

A school shall permit a student to possess and self-administer medication, such as an inhaler or epinephrine, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time

between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

2. The School Nurse or school administrator, in consultation with the School Nurse, the student's health care practitioner, and the student's parent/guardian collaborate to assess the student's knowledge of his or her condition and ability to self-administer medication.
3. A written statement signed by the student's parent/guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.
4. A written contract between the School Nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved.

A student shall report to the School Nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the School Nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Administering Medication to Students During Non-School Hours

The administration of medication during non-school hours will depend on the type of activity and whether the activity requires pre-registration. All required activities that occur during non-school hours and field trips, and to the extent possible, many non-required special activities/events, including but not limited to, athletics, and pre-registered school sponsored clubs and events, will have medication administration available either by the School Nurse or her/his delegate.

Unfortunately, due to the nature of some events, including drop-in activities, small group activities, school dances, or other events, it is not possible for Windsor Charter Academy to have a staff member available that is trained to administer medications. If a student requires the administration of medications outside of school hours, it is the responsibility of the parents to notify the School Nurse consultant and provide the required documentation and authorization needed. Each non-school hours activity may require a separate authorization. It is the goal of Windsor Charter Academy to ensure that all students have access to as many non-school hour events as they choose to participate in. Windsor

Policy JLCD-R

Charter Academy encourages the parents of students that may be impacted by this policy to communicate with the School Nurse in advance so that Windsor Charter Academy can understand the student's need. Parents are always welcome to drop in to any school sponsored events to administer the student's medication.

Non-School Sponsored Event Definition

Non-School sponsored events may be hosted on school grounds, but are run by an outside organization or individual. No staff will be available to tend to health care needs or administer medications. Parents are always welcome to drop in to non-school sponsored events to administer the student's medication.

Windsor Charter Academy Executive Board
Revised: September 2018

Weld Re-4 Board
Adopted: August 2016





8.0 Financials



Financial Highlights 8.31.17

As of August 31, 2018 we are 2 month through the year, revenues and expenditures should be approximately 16.66% of budget

- **Total GF Revenue is \$2,075,128 (18.41%)**
 - We received a transfer of excess funds from our building corp accounts, which is truly just a transfer of cash and not revenue.
 - Collection of student fees is at 70%
- **Total GF Expenses are \$1,464,594 (13.81%)**
 - Our "front loaded items", such as curriculum, online subscriptions, technology license, software purchases are complete.
- **Balance Sheet Notes**
 - GF Checking Account Balance: \$3,465,057
 - SF Checking Account Balance: \$130,092
- **Recommendations**
 - Finance Committee reviewed August financials and recommends board approval.
 - FC reviewed draft audit in September, and has minor formatting changes, final version will be presented to the Board by our auditor at the October meeting.
- **COLOTRUST INVESTMENT Recommendation**
 - The Finance Committee reviewed acceptable investment options for schools based on restrictions in State Statute- CRS 24-75-601 and 701. Two main investment options exist for interest earning accounts.
 - CSAFE- rates at 1.9%
 - COLOTRUST- rates at 2.25%
 - Based on a survey of several other CO Charters, 4 are with COLOTRUST, 2 are with CSAFE, and 2 others are not invested
 - Both funds are good investments, managed well with low fees and comply with the relevant state statutes.
 - **Based on the higher interest rate history with COLOTRUST, the Finance Committee recommends the Board approve the Model Resolution and Trust Registration documents included in the financial information.**
 - The amount transferred for investment will be approximately \$1.5 million, and will be adjusted based on cash flow needs. This amount is expected to generate an additional \$30,000 per year in interest revenue.

Rev and Exp as of 8.31.18

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Windsor Charter Academy

Page 1 of 3
Expense on & PO Date Range: 7/1/2018 to 8/31/2018

Charter School 11

Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description			Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
1300	Tuition		31,430.00	213,900.00	182,470.00	14.69
1500	Earnings on Investments		0.00	200.00	200.00	0.00
1700	Pupil Activities		62,406.00	89,398.00	26,992.00	69.81
1900	Other Revenue from Local Sources		41,711.26	567,043.00	525,331.74	7.36
3000	Revenue from State Sources		62,054.98	284,390.00	222,335.02	21.82
3900	Other Revenue From State Sources		0.00	14,800.00	14,800.00	0.00
5200	Interfund Transfers		188,499.51	10,000.00	(178,499.51)	1,885.00
5600	Direct Allocations		1,689,026.20	10,093,304.00	8,404,277.80	16.73
I	Revenue		2,075,127.95	11,273,035.00	9,197,907.05	18.41
0100	Salaries		534,340.60	4,994,902.00	4,460,561.40	10.70
0200	Employee Benefits		201,537.53	1,924,772.00	1,723,234.47	10.47
0300	Purchased Professional and Technical Services		11,555.43	46,596.00	35,040.57	24.80
0400	Purchased Property Services		250,531.39	1,870,761.00	1,620,229.61	13.39
0500	Other Purchased Services		236,084.88	1,632,305.99	1,396,221.11	14.46
0600	Supplies		194,791.77	388,954.00	194,162.23	50.08
0700	Property		28,118.65	140,860.00	112,741.35	19.96
0800	Other Objects		7,633.44	112,510.00	104,876.56	6.78
X	Expense		1,464,593.69	11,111,660.99	9,647,067.30	13.18
11	Charter School		(610,534.26)	(161,374.01)	449,160.25	378.33

* Account Type

* Account Type

Fund

Rev and Exp as of 8.31.18

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Expense on & PO Date Range: 7/1/2018 to 8/31/2018

Pupil Activity Fund 23

Account Type	I	Revenue				
Source of Revenue/Objec	1900	Other Revenue from Local Sources				
Description			Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
1900	Other Revenue from Local Sources		139,586.31	0.00	(139,586.31)	0.00
I	Revenue		139,586.31	0.00	(139,586.31)	0.00
0600	Supplies		12,948.93	168,500.00	155,551.07	7.68
0868	Overhead Costs		0.00	80,000.00	80,000.00	0.00
X	Expense		12,948.93	248,500.00	235,551.07	5.21
23	Pupil Activity Fund		(126,637.38)	248,500.00	375,137.38	-50.96

* Account Type

* Account Type

Fund

Rev and Exp as of 8.31.18

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Windsor Charter Academy

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Expense on & PO Date Range: 7/1/2018 to 8/31/2018

Building Corporation 61

Account Type I Revenue
Source of Revenue/Objec 1500 Earnings on Investments

Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	5,861.89	21,000.00	15,138.11	27.91	
1900 Other Revenue from Local Sources	201,789.58	1,543,406.00	1,341,616.42	13.07	
2000 Revenue from Intermediate Sources	3,041.46	13,000.00	9,958.54	23.40	
I Revenue	210,692.93	1,577,406.00	1,366,713.07	13.36	* Account Type
0700 Property	0.00	350,000.00	350,000.00	0.00	
0800 Other Objects	56,571.44	1,451,903.00	1,395,331.56	3.90	
0900 Other Uses of Funds	188,499.51	95,000.00	(93,499.51)	198.42	
X Expense	245,070.95	1,896,903.00	1,651,832.05	12.92	* Account Type
61 Building Corporation	34,378.02	319,497.00	285,118.98	10.76	Fund
Report Total:	702,793.62	(406,622.99)	(1,109,416.61)	-172.84	

Balance Sheet

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Windsor Charter Academy

Charter School 11					
Account Class	8100	Current Assets			
Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets					
Bingo Checking Acct		550.11	0.00	550.11	11-950-00-0000-8101-000-0000
General Fund Checking		3,327,694.15	137,363.04	3,465,057.19	11-950-00-0000-8102-000-0000
MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
PTC/Booster Petty Cash		18.56	0.00	18.56	11-950-00-0000-8103-000-0000
CDE Grants Receivable		0.61	0.00	0.61	11-950-00-0000-8141-000-0000
Accounts Receivable from Dist		8,451.85	(8,451.85)	0.00	11-950-00-0000-8141-000-0000
COBRA Receivable		0.00	(653.95)	(653.95)	11-950-00-0000-8153-000-0000
Accounts Receivable GF		50.00	0.00	50.00	11-950-00-0000-8153-000-0000
Prepaid Expenses		8,395.37	0.00	8,395.37	11-950-00-0000-8181-000-0000
Prepaid Insurance		5,344.15	0.00	5,344.15	11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
8100 Current Assets		3,350,937.80	128,257.24	3,479,195.04	* Account Class
Liabilities					
18-19 Kinder Tuition Deposits		(20,030.00)	(1,695.00)	(21,725.00)	11-901-00-0000-7481-000-0000-9393
Accounts Payable		(142,065.19)	18,450.00	(123,615.19)	11-950-00-0000-7421-000-0000
Accounts Payable		55,915.01	0.00	55,915.01	11-950-00-0000-7421-000-0000
Accrued Salaries		(99.90)	0.00	(99.90)	11-950-00-0000-7461-000-0000
GARNISHMENT		(1,275.35)	0.00	(1,275.35)	11-950-00-0000-7471-000-0000
Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
Accounts Payable to District		(3,192.20)	3,192.20	0.00	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		(1,180.31)	1,004.41	(175.90)	11-950-05-0000-7471-000-0000
401K/457 Liab		1,169.94	(1,146.97)	22.97	11-950-06-0000-7471-000-0000
7400 Liabilities		(111,558.01)	19,804.64	(91,753.37)	* Account Class
Reserved Co Dept of Ed use only.					
Tabor Reserve		(218,590.00)	0.00	(218,590.00)	11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(2,544,577.89)	0.00	(2,544,577.89)	11-950-00-0000-6770-000-0000
Non Spendable FB- Prepays		(13,739.52)	0.00	(13,739.52)	11-950-00-0000-6770-000-0000
Gen Fund Net Income/Loss		(462,472.38)	(148,061.88)	(610,534.26)	11-950-00-0000-6775-000-0000
6100 Reserved Co Dept of Ed use only.		(3,239,379.79)	(148,061.88)	(3,387,441.67)	* Account Class
11 Charter School		0.00	0.00	0.00	Fund

Balance Sheet

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Windsor Charter Academy

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Report as of: 8/31/2018

Pupil Activity Fund 23

Account Class	8100	Current Assets				
Description			Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		Activity Account Checking	104,016.60	26,074.95	130,091.55	23-950-00-0000-8100-000-0000
8100	Current Assets		104,016.60	26,074.95	130,091.55	* Account Class
Liabilities						
		MSHS Activity Accts Payable	(4,543.51)	1,089.37	(3,454.14)	23-950-00-0000-7421-000-0000
7400	Liabilities		(4,543.51)	1,089.37	(3,454.14)	* Account Class
Reserved Co Dept of Ed use only.						
		Elem Activity Acct Fund Balanc	8,843.14	0.00	8,843.14	23-901-00-0000-6760-000-0000
		MSHS Activity Acct Fund Balanc	(8,853.17)	0.00	(8,853.17)	23-950-00-0000-6760-000-0000
		Fund Balance	10.00	0.00	10.00	23-950-00-0000-6770-000-0000
		Activity Net Income/Loss	(99,473.06)	(27,164.32)	(126,637.38)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		(99,473.09)	(27,164.32)	(126,637.41)	* Account Class
23	Pupil Activity Fund		0.00	0.00	0.00	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61

Account Class	8100	Current Assets				
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
Current Assets						
	Bldg Corp Cash	(3,250.00)	3,250.00	0.00	61-950-00-0000-8101-000-0000	
	Def Loss on Refunding-2016	309,212.59	0.00	309,212.59	61-950-65-0000-8100-000-0000	
	Bldg Corp Interest Fund-2016	364,996.38	73,509.62	438,506.00	61-950-65-0000-8105-000-0000	
	Bldg Corp Reserve Fund-2016	1,243,021.54	2,003.84	1,245,025.38	61-950-65-0000-8105-000-0000	
	Bldg Corp Principal Fund-2016	2,024.59	1,028.76	3,053.35	61-950-65-0000-8105-000-0000	
	Bldg Corp Interest Fund-2017	28,075.17	(0.18)	28,074.99	61-950-65-0000-8105-000-0000	
8100	Current Assets	<u>1,944,080.27</u>	<u>79,792.04</u>	<u>2,023,872.31</u>	* Account Class	
Fixed Assets						
	Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000	
	Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000	
	Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000	
	Bldg Corp Building & Imp ELEM	9,172,903.94	0.00	9,172,903.94	61-950-00-0000-8231-000-0000	
	Bldg Corp Building & Imp MSHS	14,231,328.93	0.00	14,231,328.93	61-950-00-0000-8231-000-0000	
	Construction in Progress	0.10	0.00	0.10	61-950-00-0000-8231-000-0000	
	Bldg Corp Accum Depr ELEM	(1,973,604.71)	0.00	(1,973,604.71)	61-950-00-0000-8232-000-0000	
8200	Fixed Assets	<u>23,275,079.26</u>	<u>0.00</u>	<u>23,275,079.26</u>	* Account Class	
Liabilities						
	Bldg Corp Premium on Bonds	(218,459.08)	0.00	(218,459.08)	61-950-00-0000-7443-000-0000	
	Bldg Corp Loans Payable	(24,011,293.17)	0.00	(24,011,293.17)	61-950-00-0000-7451-000-0000	
	Bldg Corp Loans Payable 2017	(4,133,706.83)	0.00	(4,133,706.83)	61-950-00-0000-7451-000-0000	
	Bldg Corp Accrued Interest	(314,685.00)	0.00	(314,685.00)	61-950-00-0000-7455-000-0000	
7400	Liabilities	<u>(28,678,144.08)</u>	<u>0.00</u>	<u>(28,678,144.08)</u>	* Account Class	
Reserved Co Dept of Ed use only.						
	Bldg Corp Unreserved Fund Bal	3,344,814.49	0.00	3,344,814.49	61-950-00-0000-6720-000-0000	
	Bldg Corp Net Income/Loss	114,170.06	(79,792.04)	34,378.02	61-950-00-0000-6775-000-0000	
6100	Reserved Co Dept of Ed use only.	<u>3,458,984.55</u>	<u>(79,792.04)</u>	<u>3,379,192.51</u>	* Account Class	
61	Building Corporation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund	
	Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		

Food Service Rev & Exp

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Windsor Charter Academy

Food Services Operations 31

Account Type I Revenue
Source of Revenue/Objec 1900 Other Revenue from Local Sources

Description	Y.T.D. Activity	Current Budget	Budget Balance	% of Budget
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Revenue

Other Revenue from Local Sources

Food Service Revenue-Sales	35,210.15	399,150.00	363,939.85	8.82	
Food Service Revenue- Chargebacks	(23.59)	0.00	23.59	0.00	
Food Service Rev-Vending Machine	838.00	0.00	(838.00)	0.00	
1900 Other Revenue from Local Sources	36,024.56	399,150.00	363,125.44	9.03	** Source of Revenue/Object of Expenditure
I Revenue	36,024.56	399,150.00	363,125.44	9.03	* Account Type

Expense

Other Purchased Services

Food Serv transport	0.00	500.00	500.00	0.00	
Food Serv Food Cost	4,272.41	181,335.00	177,062.59	2.36	
Food Serv Uniforms	0.00	1,750.00	1,750.00	0.00	
Food Serv Supplies	1,234.16	7,350.00	6,115.84	16.79	
Food Serv Repairs & Maint	1,072.50	7,000.00	5,927.50	15.32	
Food Serv Small Equipment	0.00	6,000.00	6,000.00	0.00	
Food Serv Software	0.00	500.00	500.00	0.00	
Food Serv Prof Dev	0.00	3,000.00	3,000.00	0.00	
Food Serv Utilities	0.00	8,318.24	8,318.24	0.00	
Food Serv Salaries	7,061.52	135,544.96	128,483.44	5.21	
Food Serv EE Benefits Health/Dent/Vision	2,584.37	18,144.00	15,559.63	14.24	
Food Serv Medicare Exp	95.06	1,965.40	1,870.34	4.84	
Food Serv SUTA Exp	19.67	430.08	410.41	4.57	
Food Serv PERA Exp	1,320.97	27,312.31	25,991.34	4.84	
0500 Other Purchased Services	17,660.66	399,149.99	381,489.33	4.42	** Source of Revenue/Object of Expenditure
X Expense	17,660.66	399,149.99	381,489.33	4.42	* Account Type
31 Food Services Operations	(18,363.90)	(0.01)	18,363.89	183,639,000.00	Special Reporting Element
Report Total:	18,363.90	0.01	(18,363.89)	183,639,000.00	

A/P Check Register

Printed: 9/17/2018 1:35 PM
Windsor Charter Academy
Check Date: 8/1/2018 to 8/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21074	UMB Bank	9253	08/09/2018	5534	(3,250.00)	0.00	(3,250.00)
Void by FD on 9/10/2018							
21638	Ammirati, Michelle	26	08/06/2018	5595	500.00	0.00	500.00
217926	ANISIMOW, ALYSSA	1	08/06/2018	5596	250.00	0.00	250.00
21388	Archer, Kiki	26	08/06/2018	5597	500.00	0.00	500.00
218088	Barnes, Nicole	26	08/06/2018	5598	500.00	0.00	500.00
218083	Barrett, Chantelle	1	08/06/2018	5599	250.00	0.00	250.00
217918	BELMONT, ANTHONY	1	08/06/2018	5600	250.00	0.00	250.00
218026	BERG, TAMIE	1	08/06/2018	5601	500.00	0.00	500.00
218089	Berube, Danton	1	08/06/2018	5602	500.00	0.00	500.00
218081	Blankenbaker, Katie	1	08/06/2018	5603	500.00	0.00	500.00
217836	Blohm, Gracie	1	08/06/2018	5604	250.00	0.00	250.00
218090	Boyles, Haley	26	08/06/2018	5605	500.00	0.00	500.00
218091	Bratton, Heather	1	08/06/2018	5606	500.00	0.00	500.00
21686	Casado, SarahGennie	26	08/06/2018	5607	500.00	0.00	500.00
218092	Cooper, Ashley	26	08/06/2018	5608	500.00	0.00	500.00
218093	Crompton, Richard	1	08/06/2018	5609	500.00	0.00	500.00
218094	Cross, Carrie	1	08/06/2018	5610	500.00	0.00	500.00
217801	Davies, Ruth	1	08/06/2018	5611	500.00	0.00	500.00
217927	DERRERA, JOHNNIE	1	08/06/2018	5612	250.00	0.00	250.00
218095	Dewald, Linda	1	08/06/2018	5613	250.00	0.00	250.00
218096	Douglas, Tracie	1	08/06/2018	5614	250.00	0.00	250.00
218097	Drips, Sarah	1	08/06/2018	5615	500.00	0.00	500.00
218098	Easter, Shawna	1	08/06/2018	5616	250.00	0.00	250.00
218099	Einspahr, Sharon	1	08/06/2018	5617	250.00	0.00	250.00
218100	Ellis, Dawn	26	08/06/2018	5618	500.00	0.00	500.00
218101	Fagler, Tammy	1	08/06/2018	5619	250.00	0.00	250.00
218102	Ferraro, Roni	1	08/06/2018	5620	250.00	0.00	250.00
218103	Fisher, Connie	1	08/06/2018	5621	250.00	0.00	250.00
217605	Frazee, Shari	1	08/06/2018	5622	500.00	0.00	500.00
218142	Gallie, Keith	1	08/06/2018	5623	500.00	0.00	500.00
218104	Gasper, Stephanie	1	08/06/2018	5624	250.00	0.00	250.00
21398	Heimann, Sarah	1	08/06/2018	5625	250.00	0.00	250.00
217980	Heimann, Susan	1	08/06/2018	5626	250.00	0.00	250.00
21217	HOAG, HOLLY S	1	08/06/2018	5627	250.00	0.00	250.00
217606	Holt, Lara	1	08/06/2018	5628	500.00	0.00	500.00
218105	Hoover, Kelley	26	08/06/2018	5629	500.00	0.00	500.00
217818	IBARRA, SARA	26	08/06/2018	5630	500.00	0.00	500.00
218106	Jacobs, Kristin	1	08/06/2018	5631	250.00	0.00	250.00
218108	Jones, Christine	26	08/06/2018	5632	500.00	0.00	500.00
218107	Jones, Renee	1	08/06/2018	5633	250.00	0.00	250.00
218109	Keenan, Kirsten	26	08/06/2018	5634	500.00	0.00	500.00
218110	Kingsley, AnnE	1	08/06/2018	5635	500.00	0.00	500.00
21474	Koehler, Erica	1	08/06/2018	5636	500.00	0.00	500.00
218111	Koessler, Deena	26	08/06/2018	5637	500.00	0.00	500.00
21460	Koperski, Robyn	1	08/06/2018	5638	500.00	0.00	500.00
218112	Krum, Julie	1	08/06/2018	5639	250.00	0.00	250.00
21385	Lighthall, Robert	1	08/06/2018	5640	500.00	0.00	500.00
218113	Little, Juliann	1	08/06/2018	5641	250.00	0.00	250.00
218114	Lorimer, Jeffrey	1	08/06/2018	5642	500.00	0.00	500.00
218082	Mancina, Hannah	26	08/06/2018	5643	500.00	0.00	500.00
218115	McConnell, Teal	26	08/06/2018	5644	500.00	0.00	500.00
218116	Miller, Jamie	1	08/06/2018	5645	250.00	0.00	250.00
217764	MILLER, LAUREN	26	08/06/2018	5646	500.00	0.00	500.00
217978	MODESTO, AMPELIA	1	08/06/2018	5647	250.00	0.00	250.00
21219	MOORE, TERRA N	26	08/06/2018	5648	500.00	0.00	500.00
218117	Myers, Traisha	1	08/06/2018	5649	500.00	0.00	500.00

A/P Check Register

Printed: 9/17/2018 1:35 PM
Windsor Charter Academy
Check Date: 8/1/2018 to 8/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21396	Nash, Julie	1	08/06/2018	5650	250.00	0.00	250.00
217770	Nissen, Irene	26	08/06/2018	5651	500.00	0.00	500.00
218118	Nolting, Lindsay	26	08/06/2018	5652	500.00	0.00	500.00
218119	Ocasio, Alicia	26	08/06/2018	5653	500.00	0.00	500.00
218120	Perciante, Valerie	26	08/06/2018	5654	500.00	0.00	500.00
217776	PREECE, RACHEL ELIZABETH	1	08/06/2018	5655	500.00	0.00	500.00
21218	REYNOLDS, JONATHAN L	1	08/06/2018	5656	500.00	0.00	500.00
218121	Ridout, Paula	1	08/06/2018	5657	250.00	0.00	250.00
217967	Rosson, Devon	1	08/06/2018	5658	500.00	0.00	500.00
218122	Santy, Jeremy	1	08/06/2018	5659	500.00	0.00	500.00
218123	Sauer, Gabrielle	1	08/06/2018	5660	500.00	0.00	500.00
21450	Scholand, Leanne	1	08/06/2018	5661	250.00	0.00	250.00
21582	Schriner, Jeremy	26	08/06/2018	5662	500.00	0.00	500.00
218124	Schwindt, Tara	1	08/06/2018	5663	250.00	0.00	250.00
217775	Seiffert, Sarah	1	08/06/2018	5664	500.00	0.00	500.00
218125	Seilbach, Kelly	26	08/06/2018	5665	500.00	0.00	500.00
21714	Seyboldt, Kimberly	26	08/06/2018	5666	500.00	0.00	500.00
218126	Shaffer, Melanie	26	08/06/2018	5667	500.00	0.00	500.00
21379	Shaler, Angie	26	08/06/2018	5668	500.00	0.00	500.00
218127	Sheridan, Marie	1	08/06/2018	5669	500.00	0.00	500.00
218128	Shoemate, Linda	1	08/06/2018	5670	250.00	0.00	250.00
218129	Shutters, Lisa	1	08/06/2018	5671	250.00	0.00	250.00
21299	SILK, SHANNON D	26	08/06/2018	5672	500.00	0.00	500.00
21695	Smith, Melinda	1	08/06/2018	5673	500.00	0.00	500.00
217607	Sommerfeld, Amber	26	08/06/2018	5674	500.00	0.00	500.00
218130	Stanislav, Diana	26	08/06/2018	5675	500.00	0.00	500.00
218131	Steenburgen, Jolene	26	08/06/2018	5676	500.00	0.00	500.00
218085	Stone, Courtney	26	08/06/2018	5677	500.00	0.00	500.00
21590	Teeples, Rebecca	26	08/06/2018	5678	500.00	0.00	500.00
218132	Tena, Jorge	1	08/06/2018	5679	250.00	0.00	250.00
217979	Thomsen, Micki	1	08/06/2018	5680	250.00	0.00	250.00
218133	Tickler, Theresa	1	08/06/2018	5681	250.00	0.00	250.00
218134	Tippetts, Brittany	1	08/06/2018	5682	250.00	0.00	250.00
217981	Tobanche, Flora	1	08/06/2018	5683	250.00	0.00	250.00
217690	Townsend, Erin	1	08/06/2018	5684	250.00	0.00	250.00
218135	Unruh, Jennifer	1	08/06/2018	5685	500.00	0.00	500.00
217774	UNRUH, MICHAEL	26	08/06/2018	5686	500.00	0.00	500.00
217907	Vazquez, Danielle	26	08/06/2018	5687	500.00	0.00	500.00
218019	Wagner, Ricky	26	08/06/2018	5688	500.00	0.00	500.00
218136	Watson, Anne	26	08/06/2018	5689	500.00	0.00	500.00
218137	Weisgerber, Larissa	26	08/06/2018	5690	500.00	0.00	500.00
218138	Wilson, Jessica	26	08/06/2018	5691	500.00	0.00	500.00
218139	Winder, Samantha	26	08/06/2018	5692	500.00	0.00	500.00
21220	WRENN, JENNIFER L	26	08/06/2018	5693	500.00	0.00	500.00
218140	Zink, Jamie	1	08/06/2018	5694	250.00	0.00	250.00
217605	Frazee, Shari	7	08/07/2018	5695	226.37	0.00	226.37
21385	Lighthall, Robert	7	08/07/2018	5696	425.58	0.00	425.58
218114	Lorimer, Jeffrey	7	08/07/2018	5697	579.52	0.00	579.52
218078	Bartmann, Shane	9	08/10/2018	5698	1,300.00	0.00	1,300.00
21312	Colorado Bureau of Investigation	9	08/10/2018	5699	434.50	0.00	434.50
21457	Colorado Educational and Cultural	10	08/10/2018	5700	4,222.00	0.00	4,222.00
21015	Comcast Cable	9	08/10/2018	5701	987.71	0.00	987.71
217633	Diversified Underground Inc.	9	08/10/2018	5702	235.00	0.00	235.00
21140	EON Office	10	08/10/2018	5703	173.24	0.00	173.24
217699	Gaggle Net Inc.	9	08/10/2018	5704	5,775.00	0.00	5,775.00
21254	Gallegos Sanitation Inc	9	08/10/2018	5705	165.52	0.00	165.52
21038	Lewan and Associates	9	08/10/2018	5706	260.89	0.00	260.89

A/P Check Register

Printed: 9/17/2018 1:35 PM
Windsor Charter Academy
Check Date: 8/1/2018 to 8/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21092	Lincoln National Life Insurance	9	08/10/2018	5707	431.58	0.00	431.58
217792	Manweiler Hardware Inc.	9	08/10/2018	5708	88.48	0.00	88.48
217661	Palos Sports	9	08/10/2018	5709	7.58	0.00	7.58
21177	Pinnacol	7	08/10/2018	5710	5,764.61	0.00	5,764.61
217778	Rocky Mountain Lawn Medic	10	08/10/2018	5711	311.00	0.00	311.00
218080	Safe Communications Inc.	9	08/10/2018	5712	7,988.00	0.00	7,988.00
21061	Security and Sound Design Inc	10	08/10/2018	5713	312.00	0.00	312.00
21136	Supply Works	9	08/10/2018	5714	864.76	0.00	864.76
217892	T-Mobile	9	08/10/2018	5715	84.75	0.00	84.75
217638	UNCC	9	08/10/2018	5716	7.25	0.00	7.25
21078	Waste Management	10	08/10/2018	5717	306.97	0.00	306.97
21120	Weld RE-4 School District	9	08/10/2018	5718	50.66	0.00	50.66
21079	Wells Fargo Financial Leasing	9	08/10/2018	5719	3,026.41	0.00	3,026.41
217845	Wright Specialty Insurance Agency LLC	7	08/10/2018	5720	19,595.44	0.00	19,595.44
21319	Elan	10	08/10/2018	5721	58,729.39	0.00	58,729.39
21175	Counter Trade	15	08/16/2018	5722	8,658.00	0.00	8,658.00
21183	Elite Awards and Trophies	15	08/16/2018	5723	37.50	0.00	37.50
21140	EON Office	15	08/16/2018	5724	24.80	0.00	24.80
21628	HUB International	15	08/16/2018	5725	510.00	0.00	510.00
21131	Knowledge Bound	15	08/16/2018	5726	44.31	0.00	44.31
21101	School Date Books	15	08/16/2018	5727	1,844.24	0.00	1,844.24
21061	Security and Sound Design Inc	15	08/16/2018	5728	225.00	0.00	225.00
217608	ThyssenKrupp Elevator Corp.	15	08/16/2018	5729	697.14	0.00	697.14
21072	Town of Windsor	15	08/16/2018	5730	2,655.31	0.00	2,655.31
21345	Town of Windsor Finance Department	15	08/16/2018	5731	4,623.34	0.00	4,623.34
21178	Cats Kitchen	21	08/21/2018	5732	1,782.50	0.00	1,782.50
217897	A to Z Elevator Inspections Inc.	22	08/23/2018	5733	350.00	0.00	350.00
21245	Absolute Shredding	22	08/23/2018	5734	110.00	0.00	110.00
217917	Air Experts Inc.	22	08/23/2018	5735	3,866.30	0.00	3,866.30
21009	Brooms N More Inc	22	08/23/2018	5736	502.38	0.00	502.38
218037	Burke, Chloe	22	08/23/2018	5737	663.00	0.00	663.00
21012	CenturyLink	22	08/23/2018	5738	116.13	0.00	116.13
21327	Colorado Department of Labor and Employment	22	08/23/2018	5739	60.00	0.00	60.00
21015	Comcast Cable	22	08/23/2018	5740	2,200.00	0.00	2,200.00
21183	Elite Awards and Trophies	20	08/23/2018	5741	224.50	0.00	224.50
21140	EON Office	22	08/23/2018	5742	3,913.37	0.00	3,913.37
21131	Knowledge Bound	22	08/23/2018	5743	71.86	0.00	71.86
21038	Lewan and Associates	22	08/23/2018	5744	357.38	0.00	357.38
21057	Scholastic Inc	22	08/23/2018	5745	952.87	0.00	952.87
21136	Supply Works	22	08/23/2018	5746	641.19	0.00	641.19
21080	Ace Hardware WCA	28	08/29/2018	5747	1,627.15	0.00	1,627.15
21009	Brooms N More Inc	28	08/29/2018	5748	262.10	0.00	262.10
21017	Core Knowledge Foundation	28	08/29/2018	5749	1,378.70	0.00	1,378.70
218154	Cox, Valerie	28	08/29/2018	5750	60.00	0.00	60.00
218077	JAMF Software LLC	28	08/29/2018	5751	315.00	0.00	315.00
21131	Knowledge Bound	28	08/29/2018	5752	19.98	0.00	19.98
21499	Mead, Mandy	28	08/29/2018	5753	300.00	0.00	300.00
21498	Purchase Power Pitney Bowes	28	08/29/2018	5754	100.00	0.00	100.00
21280	Quill Corporation	28	08/29/2018	5755	69.17	0.00	69.17
21061	Security and Sound Design Inc	28	08/29/2018	5756	210.00	0.00	210.00
21140	EON Office	10	08/10/2018	9529	2,043.24	0.00	2,043.24
21319	Elan	9	08/10/2018	9530	2,065.55	0.00	2,065.55
21098	Staples Advantage	9	08/10/2018	9531	434.72	0.00	434.72
21140	EON Office	15	08/16/2018	9532	2,350.00	0.00	2,350.00
21635	Frontier Academy High School	15	08/16/2018	9533	75.00	0.00	75.00
21101	School Date Books	15	08/16/2018	9534	910.95	0.00	910.95

A/P Check Register

Printed: 9/17/2018 1:35 PM
Windsor Charter Academy
Check Date: 8/1/2018 to 8/31/2018

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
218081	Blankenbaker, Katie	20	08/21/2018	9535	70.00	0.00	70.00
218100	Ellis, Dawn	20	08/21/2018	9536	90.00	0.00	90.00
21221	EMERICK, BONNIE M	20	08/21/2018	9537	50.00	0.00	50.00
218148	Hoppe, Patty	20	08/21/2018	9538	120.00	0.00	120.00
217775	Seiffert, Sarah	20	08/21/2018	9539	140.00	0.00	140.00
21379	Shaler, Angie	20	08/21/2018	9540	140.00	0.00	140.00
21259	cash	20	08/23/2018	9541	5.00	0.00	5.00
21183	Elite Awards and Trophies	20	08/23/2018	9542	4.50	0.00	4.50
218150	Keith Churchill	21	08/23/2018	9543	60.00	0.00	60.00
21657	Math Counts Foundation	22	08/23/2018	9544	300.00	0.00	300.00
217869	Raynolds, Jake	28	08/29/2018	9545	75.00	0.00	75.00
217994	Tono Productions	28	08/29/2018	9546	450.00	0.00	450.00
21286	Voya Financial	5	08/31/2018	83118111	1,056.58	0.00	1,056.58
21088	American Fidelity	5	08/31/2018	83118222	139.40	0.00	139.40
21088	American Fidelity	5	08/31/2018	83118333	258.33	0.00	258.33
21459	CBIZ	5	08/31/2018	83118444	339.76	0.00	339.76
21459	CBIZ	5	08/31/2018	83118555	308,316.69	0.00	308,316.69
21459	CBIZ	5	08/31/2018	83118666	44,429.17	0.00	44,429.17
21084	PERA	5	08/31/2018	83118777	108,187.07	0.00	108,187.07
21233	TEXAS LIFE	5	08/31/2018	83118888	121.00	0.00	121.00
21286	Voya Financial	5	08/31/2018	83118999	1,500.00	0.00	1,500.00
21156	Xcel Energy	9	08/10/2018	08101888	8,057.14	0.00	8,057.14
21331	Cigna Dental & Vision	5	08/13/2018	08131862	3,780.20	0.00	3,780.20
21085	Cigna Health	5	08/21/2018	08211873	53,856.64	0.00	53,856.64
21154	Community Banks of Colorado	5	08/27/2018	08271800	50.00	0.00	50.00
217847	US Foods Inc.	6	08/29/2018	08291819	3,077.31	0.00	3,077.31
21636	HSA Bank	5	08/31/2018	83118121	1,697.40	0.00	1,697.40
21636	HSA Bank	5	08/31/2018	83118131	4,206.22	0.00	4,206.22
Report Total					\$738,284.30	\$0.00	\$738,284.30



MODEL RESOLUTION

A resolution authorizing WINDSOR CHARTER ACADEMY to join with other Local Governments as a Participant in the Colorado Local Government Liquid Asset Trust (the "Trust") in order to pool funds for investment.

WHEREAS, pursuant to Part 7, Article 24 (C.R.S.), it is lawful for any Local Government to pool any moneys in its treasury, which are not immediately required to be disbursed, with the same such moneys in the treasury of any other Local Government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Trust is a statutory trust formed under the laws of the State of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment and protection of public funds; and

WHEREAS, WINDSOR CHARTER ACADEMY desires to become a Participant in the Trust.

NOW, THEREFORE, it is hereby RESOLVED as follows:

1. WINDSOR CHARTER ACADEMY hereby approves and adopts, and thereby joins as a Participant with other Local Governments pursuant to Part 7, Article 75, Title 24 of the Colorado Revised Statutes, that certain Amended and Restated Indenture of Trust entitled the Colorado Liquid Government Asset Trust dated October 3, 2003 as amended from time to time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and
2. The Designee and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds.
3. The Designee and Authorized Signatories may be changed from time to time by written notice to COLOTRUST; and
4. The Trust has two investment portfolios; COLOTRUST PRIME comprised of U.S. Treasury securities and COLOTRUST PLUS+ comprised of U.S. Treasury Securities, U.S. Agency Securities, and the highest rated commercial paper. The Designee is hereby authorized to invest in:

☐ COLOTRUST PRIME

☐ COLOTRUST PLUS+

☒ Both

The undersigned hereby certifies that: WINDSOR CHARTER ACADEMY has enacted:

☒ This Resolution, or

☐ Another form of Resolution, a copy of which is enclosed and that such Resolution is a true and correct copy of the original which is in my possession.

Signature of Secretary or Clerk

Date



TRUST REGISTRATION

Local Government Name (Participant) WINDSOR CHARTER ACADEMY
Mailing Address 810 AUTOMATION DR.
City WINDSOR Zip 80550
Participant's County WELD Tax ID 84-1517346 Fiscal Year (Month/Day) 6/30
Entity Type ☐ City/Town ☐ County ☐ School District ☐ Special District ☒ Other (Specify) CHARTER SCHOOL

The Colorado Local Government Liquid Asset Trust is hereby authorized to honor any written, telephone, faxed or electronic request, believed to be authentic, for withdrawal of funds from the Trust. The withdrawal proceeds can be sent only to the commercial bank indicated below or mailed to the name and address in which the account is registered, unless changed by written instructions to the Trust. Each local government is responsible for notifying the Trust of any changes to its account.

Bank Name COMMUNITY BANK OF COLORADO Bank Routing Number (ABA) 102102013
Account Title General Fund CHECKING Account Number 925800034
Bank Contact Person Doug Karhoff Bank Contact's Phone Number 970-674-3434

Key Contact

☐ Mr. ☒ Ms. Sarah Gennie Casado
Print First and Last Name

Sarah Gennie Casado
Signature (required if authorized signer)

sarahgennie.casado@windsorcharteracademy.org
Email

FINANCE / HR DIRECTOR
Title

970-833-5190 X208
Phone

877-594-4749
Fax

Permissions

☒ Authorized Signer to Move Funds
☐ Read Only Access

Voting Contact

☐ Alternate Designee

Email Notifications

☒ Monthly Statements
☒ Transaction Confirmations

Online Account

☒ Online User Access

Designee Contact for Voting

☒ Mr. ☐ Ms. Samual Penn
Print First and Last Name

Signature (required if authorized signer)

Samual.penn@windsorcharteracademy.org
Email

BOARD PRESIDENT
Title

970-833-5190
Phone

877-594-4749
Fax

Permissions

☐ Authorized Signer to Move Funds
☒ Read Only Access

Email Notifications

☐ Monthly Statements
☐ Transaction Confirmations

Online Account

☐ Online User Access



TRUST REGISTRATION

Additional Contact (Optional)

☐ Mr. ☒ Ms. REBECCA TEEPLES
Print First and Last Name

Signature (required if authorized signer)

rebecca.teeples@windorcharteracademy.org
Email

Permissions

- ☒ Authorized Signer to Move Funds
☐ Read Only Access

Voting Contact

☐ Alternate Designee

EXECUTIVE DIRECTOR
Title

970-833-5190 x 203
Phone

877-594-4749
Fax

Email Notifications

- ☒ Monthly Statements
☒ Transaction Confirmations

Online Account

☒ Online User Access

Additional Contact (Optional)

☐ Mr. ☒ Ms. LAUREN MILLER
Print First and Last Name

Signature (required if authorized signer)

lauren.miller@windorcharteracademy.org
Email

Permissions

- ☐ Authorized Signer to Move Funds
☒ Read Only Access

Voting Contact

☐ Alternate Designee

BUSINESS MANAGER
Title

970-833-5190 x 212
Phone

877-594-4749
Fax

Email Notifications

- ☒ Monthly Statements
☒ Transaction Confirmations

Online Account

☒ Online User Access



What is COLOTRUST?

Colorado Local Government Liquid Asset Trust (COLOTRUST) is Colorado's original and largest pooled investment trust. Designed specifically for Colorado's local governments, COLOTRUST began operations on January 1, 1985. The purpose of COLOTRUST is to provide Colorado local governments with convenient, short-term investment opportunities carefully selected to optimize interest earnings while at the same time maximizing safety and liquidity.

Who oversees and manages COLOTRUST?

The COLOTRUST Board of Trustees, who are active members of the pool as well as elected by the Participants, oversees the management of COLOTRUST. The Board retains the services of Public Trust Advisors, LLC (Public Trust) located in Denver. Public Trust serves as the investment Advisor and provides administrative and marketing services for COLOTRUST.

How can you participate in COLOTRUST?

Enrolling in COLOTRUST is simple. After reading the Indenture of Trust and Information Statement (available at www.colotrust.com in the document center), follow these steps:

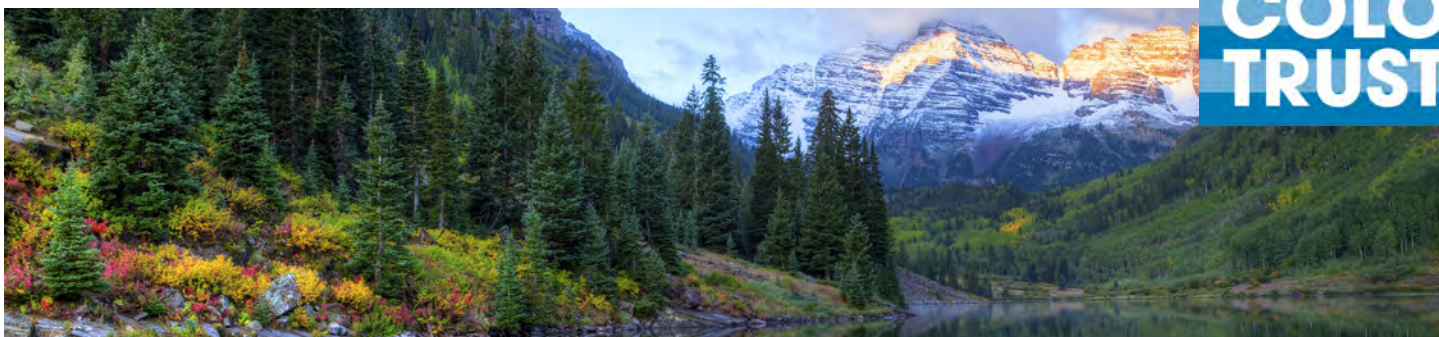
- 1 Adopt an authorizing resolution. COLOTRUST can provide you with a basic model resolution form, or you can create your own.
- 2 Submit the resolution together with the trust registration to COLOTRUST Client Services.
- 3 After we review and approve the above documents, you will receive confirmation that you have been accepted as a COLOTRUST Participant.

What Features Does COLOTRUST Offer?

As a COLOTRUST Participant, you have access to many convenient features:

- Same-day availability of funds 11:00 a.m. MST cut-off
- Deposits by wire or ACH
- Secure online access for transactions and account statements
- Professionally managed portfolio
- Competitive daily rates
- Unlimited sub-accounts
- No minimum balance requirements
- No transaction fees*
- Audited annually by an independent auditing firm**
- Direct deposit of state and federal payments
- Dedicated Client Representatives available on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no fees charged from COLOTRUST for such transactions. **External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of COLOTRUST?

Safety

The primary investment objective of COLOTRUST is the safety of public funds. Our conservative investment policies and emphasis on safety have helped us earn Standard & Poor's highest money market rating: 'AAAm.' The custodian for all COLOTRUST cash and securities is Wells Fargo Bank, N.A. To meet your own investment objectives, you can choose between two different portfolios. COLOTRUST PRIME can invest in U.S. Treasury Securities, Federal Instrumentality Securities, Agency Securities, Repurchase Agreements, and Tri-Party Repurchase Agreements. In addition to the range of COLOTRUST PRIME investments, COLOTRUST PLUS+ can invest in collateralized bank deposits, commercial paper that, at the time of purchase, is rated in its highest rating category by one or more nationally recognized organizations which regularly rate such obligations, and corporate bonds. No matter which one you choose, all COLOTRUST portfolios include only securities authorized for use by Colorado public entities under Colorado state statutes.

Liquidity

COLOTRUST provides daily liquidity to Participants of the program. Portfolio maturity and duration parameters are established to provide for the liquidity needs of the Participants.

Flexibility

You may establish multiple COLOTRUST accounts to track and parallel your own internal fund accounting structures. You will receive comprehensive monthly statements online or via email that show all of your transaction activity, interest postings, and rate summaries. These statements have been specifically designed to facilitate public-sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

The philosophy of COLOTRUST has always been to provide the highest yield possible without compromising your other investment objectives of safety and liquidity. We offer you two portfolio options to provide maximum flexibility to meet your investment goals. The basic COLOTRUST PRIME portfolio is described above. If investment income is a higher priority, you can choose the COLOTRUST PLUS+ portfolio that has more flexibility in the portfolio mix, typically producing a higher yield. Our portfolio managers are professionals with years of experience in public funds management. COLOTRUST maintains a low management fee structure to facilitate a competitive yield on the investment portfolio.

Convenience

Superior service is one of the trademarks of COLOTRUST. We offer many features that make it easy for you to access your account(s), simplify your record keeping, and manage your public funds efficiently. Participants may make account transactions on any business day via the COLOTRUST toll-free number (877) 311-0219, via email at clientservices@colotrust.com, or via the MYACCESS online transaction portal at www.colotrust.com.

Legality

COLOTRUST invests only in investments legally permitted under Colorado State Law.

Have Questions?

Contact us or visit www.colotrust.com for more information.



Joe Carroll, Director of Marketing
joe.carroll@colotrust.com
(303) 244-0485



Ben Mendenhall, Director of Marketing
ben.mendenhall@colotrust.com
(303) 244-0463



Colorado Local Government Liquid Asset Trust



Information Statement

AUGUST 4, 2017

COLOTRUST PRIME Rated S&P AAAm
COLOTRUST PLUS+ Rated S&P AAAm



The Colorado Local Government Liquid Asset Trust (the "Trust") was organized in 1985 in accordance with the Investment Funds - Local Government Pooling Act, (Part 7, Article 75, Title 24, Colorado Revised Statutes), to allow Colorado governmental entities to pool their funds to take advantage of short-term investments and maximize net interest earnings.

The Trust was created as a service for Colorado governmental entities. It also works with the various associations of governmental entities, the Colorado Division of Securities and the Colorado Department of Local Affairs. The Trust is a professionally managed Local Government Investment Pool Trust Fund available only to governmental entities in Colorado.

The purpose of the Trust is to provide a convenient method for governmental entities to pool their cash for temporary investment. The Trust seeks a high level of current income consistent with the preservation of capital and maintenance of liquidity.

INVESTMENT POLICIES

At the present time, the composition of the portfolios of the Trust is more restrictive than the statutory investments allowed for Colorado governmental entities. Of the two portfolios, PRIME invests in U.S. Treasury Securities, Federal Instrumentality Securities, Agency Securities, Repurchase Agreements and Tri-Party Repurchase Agreements.

The PLUS+ portfolio invests in U.S. Treasury Securities, Federal Instrumentality Securities, Agency Securities, Repurchase Agreements and Tri-Party Repurchase Agreements, collateralized bank deposits, Commercial Paper that, at the time of purchase, is rated in its highest rating category by one or more nationally recognized organizations which regularly rate such obligations, and corporate bonds. See "INVESTMENT OBJECTIVE AND POLICIES" for more details or contact the Trust Administrator for a copy of the current investment policy (see "INVESTMENT ADVISOR AND ADMINISTRATOR" section below for contact information).

INVESTMENTS, WITHDRAWALS AND DISTRIBUTIONS

Investments and withdrawals are at net asset value. Investments may be made by check, wire transfer or ACH funds. Withdrawals may be made by wire

transfer, ACH funds, or transfer between Participants. Transactions may be initiated in writing, by telephone, on the Internet site or via fax. Distributions from the Trust's net income are declared and distributed daily to the Participants. There are no sales commissions or sales charges.

INVESTMENT ADVISOR AND ADMINISTRATOR

Public Trust Advisors, LLC (Public Trust), a Colorado Limited Liability Company, 717 17th Street, Suite 1850, Denver, Colorado 80202, is the Investment Advisor and Administrator of the Trust.

CUSTODIAN

Wells Fargo Bank, N.A. (Wells Fargo), which has its principal place of business at 1740 Broadway, Denver, Colorado, 80274, is the primary Custodian for the Trust.

FURTHER INFORMATION

For further information write Colorado Local Government Liquid Asset Trust ("COLOTRUST") at 999 18th Street, Suite 1230, Denver, Colorado 80202, or e-mail the Trust at info@colotrust.com. For telephone inquiries, in the Denver metro area phone 303-864-7474 and from outside the Denver metro area call toll-free 1-877-311-0219. Telefax inquiries to the Trust may be made toll free at 1-877-311-0220. Additional information regarding the Trust is also available at www.colotrust.com.

THIS INFORMATION STATEMENT AND THE FINANCIAL STATEMENTS WHICH ACCOMPANY IT PROVIDE DETAILED INFORMATION ABOUT THE TRUST AND ITS POLICIES. PLEASE READ THEM CAREFULLY. THE INFORMATION RELATING TO THE AUDITOR AND THE LEGAL COUSEL MAY BE CHANGED BY THE BOARD OF TRUSTEES FROM TIME TO TIME.

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No person or entity has been authorized to give any information or to make any representations other than those contained in the Indenture of Trust or this Information Statement, and, if given or made, such information or representations must not be relied upon as having been authorized by the Trust, its Board of Trustees, the Investment Advisor, the Administrator, or any of their agents.

THE TRUST

The Trust is a statutory trust organized and existing under the laws of the State of Colorado in accordance with the provisions of the Investment Funds - Local Government Pooling Act (Part 7, Article 75, Title 24, C.R.S.), the Funds - Legal Investments Act (Part 6, Article 75, Title 24, C.R.S.) and the Public Deposit Protection Act (Articles 10.5 and 47 of Title 11, C.R.S.) (the "Statutes"). The Trust is registered with the Securities Commissioner of the State of Colorado as required by the Local Government Investment Pool Trust Fund Administration and Enforcement Act (Part 9, Article 51, Title 11, C.R.S.).

The Trust was established on January 1, 1985, by the adoption of an Indenture of Trust. Since then, various amendments have been made. The current Restated and Amended Trust Indenture (the "Indenture") was adopted by the Board of Trustees (the "Board") and the Participants effective January 19, 2017. Governmental entities which participate in the program of the Trust are referred to as "Participants" in the Indenture and this Information Statement. The Indenture allows any county, city and county, city, town, school district, special district, or other political subdivision of the state, or department, agency, or instrumentality thereof, or any political or public corporation of the State of Colorado ("Local Governments") to open an account and become a Participant. Each potential Participant receives a copy of the Indenture, an Information Statement and current financial statements before becoming a Participant.

INVESTMENT OBJECTIVE AND POLICIES

The Trust provides a professionally managed investment program for local governments. The general objective of the Trust is to generate a high level of current income for the Participants while maintaining liquidity and preserving capital by investing only in instruments authorized by the Statutes.

NO ASSURANCE CAN BE GIVEN THAT THE TRUST WILL ACHIEVE ITS INVESTMENT OBJECTIVE OR THAT ANY BENEFITS DESCRIBED IN THIS INFORMATION STATEMENT WILL RESULT FROM THE INVESTMENT OF MONEYS IN THE TRUST.

Permitted Investments.

The Trust is specifically designed for Colorado governmental entities. Accordingly, the Trust has

limited its portfolios and invests only in instruments permitted under the Legal Investments Act ("Permitted Investments"). The Board maintains investment policies for COLOTRUST that are, by nature, more restrictive than the Legal Investments Act. Copies of these policies are available from the Trust Administrator. Participants receive 30 days prior notice of any changes in the investment policies.

Investment Restrictions.

The Trust may buy and sell and enter into agreements to buy and sell the Permitted Investments, subject to the restrictions described below. These restrictions are considered to be fundamental to the operation and activities of the Trust and may not be changed without a majority vote of the Participants.

1. The Trust may not make any investment other than a Permitted Investment.
2. The Trust may not make any investment other than investments authorized by the Board investment policies, Indenture and the statutes of the State of Colorado, as the same may be amended from time to time; provided, however, the Board and the Trust shall not be responsible for insuring compliance with any investment restrictions provided for in a Participant's home rule charter or elsewhere.
3. The Trust may not purchase any Permitted Investment which has a maturity date more than one year from the date of such purchase, provided, however, such a purchase may be made if, at the time of purchase, it is subject to an irrevocable agreement by a Responsible Person to repurchase such Permitted Investment from the Trust within one year. For purposes of this clause, a Permitted Investment shall be deemed to mature on the day on which the Trust is obligated to sell such Permitted Investment to the Responsible Person or on the day on which the Trust may exercise its rights under the agreement to require the purchase of such Permitted Investment by the Responsible Person.
4. The Trust may neither borrow money nor incur indebtedness whether or not the proceeds thereof are intended to be used to purchase Permitted Investments, except as a temporary measure to facilitate withdrawal requests which might otherwise require unscheduled dispositions of portfolio investments and only as and to the extent permitted by law.

5. The Trust may not purchase securities or shares of investment companies or any entities similar to the Trust.
6. The Trust may not buy securities from or sell securities to the Administrator, the Investment Advisor, the Custodian or any member of the Board ("Trustee"), or with any affiliate, officer, director, employee or agent of any of them.
7. The Trust may not enter into any Repurchase Agreements for any securities that are not listed as "Permitted Investments" in the previous section. In addition, all such agreements must be initially collateralized at 102% and additional securities must be provided if the market value of the collateral falls below 101.5%.

NO ASSURANCE CAN BE GIVEN THAT THE TRUST WILL ACHIEVE ITS INVESTMENT OBJECTIVE OR THAT ANY BENEFITS DESCRIBED IN THIS INFORMATION STATEMENT WILL RESULT FROM THE INVESTMENT OF MONEYS IN THE TRUST.

Portfolios.

The Trust currently offers two portfolios; COLOTRUST PRIME and COLOTRUST PLUS+.

COLOTRUST PRIME is presently allowed by the Trust's investment policies to maintain a portion of its assets in U.S. Treasury Securities or Repurchase Agreements collateralized by U.S. Treasury Securities. It may also invest assets in securities of a Federal Farm Credit Bank, a Federal Home Loan Bank, the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the Government National Mortgage Association, and other federal instrumentality or agency security permitted by the Legal Investments Act, or Repurchase Agreements collateralized by those securities. The portfolio may invest in securities with a maximum maturity of 365 days and an average weighted maturity not in excess of 60 days.

COLOTRUST PLUS+ is presently allowed by the Trust's investment policies to maintain a portion of its assets in U.S. Treasury Securities or Repurchase Agreements collateralized by U.S. Treasury Securities. It may also invest its assets in securities of a Federal Farm Credit Bank, a Federal Home Loan Bank, the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, or the Government National Mortgage Association, and other federal instrumentality or agency security permitted by the Legal Investments Act, or Repurchase Agreements collateralized by those securities. COLOTRUST PLUS + may

also invest in commercial paper rated in the highest rating category by one or more nationally recognized organizations that regularly rate such obligations. The policy also provides that COLOTRUST PLUS+ may not invest more than 5% of its portfolio in the commercial paper of any single issuer, nor may COLOTRUST PLUS+ own more than 5% of any issuer's total commercial paper program. The portfolio may invest in securities with a maximum maturity of 365 days or less, 270 days in the case of commercial paper, and an average weighted maturity not in excess of 60 days. It may also invest in highly rated corporate bonds.

COLOTRUST PRIME and COLOTRUST PLUS+ are both rated AAAM by Standard & Poor's. Standard & Poor's definition of an AAAM rating is "safety is excellent" and a fund has "superior capacity to maintain principal value and limit exposure to loss." These ratings are neither a market rating nor a recommendation to buy, hold or sell the securities by the rating agencies.

ORGANIZATIONAL STRUCTURE OF THE TRUST

Participants.

A Local Government may become a Participant by taking appropriate official action to adopt the Indenture, opening an account in the Trust and maintaining a balance in the account. Each Participant appoints a Designee and all official communications between the Trust and a Participant is through the Designee.

Board of Trustees and Officers.

The Board of Trustees (the "Board") of the Trust is responsible for assuring compliance with the Indenture and, in particular, the investment restrictions therein. The Board has the power to administer the Trust and the affairs of the Trust. Generally, there are 12 members of the Board, however, under certain circumstances; the number may increase to as many as 15. The current number of Trustees is 12. Subject to the rights of the Participants as provided in the Indenture, the Board may perform such acts as in its sole judgment and discretion are necessary and proper for the administration of the Trust and the investment of the Trust property. The Board oversees, reviews, administers and supervises the activities of all consultants and professional advisors to the Trust. Each Trustee must be a natural person and the Designee of a Participant.

The Participants elect the Trustees. Prior to each annual vote of the Participants for the election of Trustees, the Board determines the categories of Trustees to be elected

at the next election so that after each election, each category is represented by at least one, but generally no more than four Trustees. The categories are: (1) counties; (2) cities and towns; (3) school districts; (4) special districts; and (5) other. The limit of four may be exceeded for not more than three years if there are more than 12 Trustees.

The term of office for a Trustee is three years and the terms are staggered so that at least four terms expire annually. Any vacancy will be filled by an appointment by the remaining Trustees and the Trustee so appointed serves for the balance of the term of the Trustee whose position became vacant.

The Trustees serve without compensation, but they are reimbursed for expenses incurred in connection with their duties as Trustees. The Trustees are not required to and do not devote their entire time to the affairs of the Trust.

The Trustees elect one of their numbers to serve as Chairman. They also elect a Vice Chairman, a Secretary and a Treasurer. The present Board and officers of the Trust are listed in the financial statements and on the Trust web site at www.colotrust.com.

Advisors and Consultants to the Trust.

The Board is responsible for the investments of the Trust and for the general administration of the business and affairs of the Trust; however, the Trustees are not required personally to conduct all of the business of the Trust and, consistent with its ultimate responsibility, the Board has appointed an Administrator, an Investment Advisor, a Custodian, Legal Counsel, and an Independent Accountant. The Board may assign such duties to the Administrator, Investment Advisor and Custodian as it deems to be necessary or desirable for the efficient management of the Trust.

More specific information about the Trust's Administrator and Investment Advisor, Custodian, Legal Counsel, and Independent Accountants is set forth elsewhere in this Information Statement, in the financial statements, and on the Trust web site at www.colotrust.com.

EXPENSES OF THE TRUST

The Trust has entered into an agreement with Public Trust Advisors, LLC, effective January 1, 2017, whereby Public Trust is paid a fee, calculated daily and paid monthly, at the annual flat rate of 0.12 percent.

Public Trust is responsible for payment of the costs of operation of the Trust, including, but not limited to, Administrator and Investment Advisor fees, Custodian fees, operations and marketing expenses. Included in the costs paid by Public Trust are certain amounts, which are agreed to each year for the payment of Trustee expenses, legal expenses and the expenses associated with the Public Education Grant Program. If the actual cost for the total of those items exceeds the amount agreed to annually, Public Trust and the Trust will negotiate a fair and equitable allocation of the excess cost. Any expenses incurred by the Trust in excess of the fee paid to Public Trust are apportioned on a pro rata basis to each of the portfolios, except for expense items specifically identifiable to a Trust portfolio.

DAILY INCOME ALLOCATIONS

All net income of each portfolio is determined as of the close of business each day (and at such other times as the Board may determine) and is credited immediately thereafter pro rata to each Participant's account. Net income which has thus accrued to the Participants is converted as of the close of business of each day into additional shares which are thereafter held in each Participant's account. Reinvested net income is converted into full and fractional shares at the rate of one share for each one-dollar credited.

Net income for each portfolio each day consists of: (1) all accrued interest income on assets of the portfolio; plus or minus (2) any amortized purchase discount or premium; less (3) accrued expenses.

ACCOUNT ACTIVITY

In order to become and remain an active Participant, an entity must maintain a minimum account balance of \$1.00. Participants may have more than one account. Investments may be made by check, ACH funds or wire transfer. The Trust has negotiated agreements for direct deposit of Colorado Lottery distributions, State school equalization payments, State Highway Users Tax Fund payments, State collected local sales taxes and certain Federal payments to Local Governments, so that Participants can realize immediate earnings on such moneys.

Investments received by the Trust by 11:00 a.m. MST will be invested along with the other funds in the portfolio. Funds received after 11:00 a.m. but before 4:00 p.m. ("late funds") will be invested overnight by the Trust's

Administrator in the Trust's interest bearing bank account at Wells Fargo, which is fully collateralized in compliance with the Public Deposit Protection Act, Article 10.5 of Title 11 C.R.S. All interest earnings attributable to late funds invested in the Trust's interest bearing bank account will be distributed on a pro rata basis to each Participant's account the next business day.

Withdrawals from COLOTRUST portfolios may be made by wire transfer, ACH funds, or transfer between Participants. Requests for withdrawal from accounts with pre-established wire instructions in either the COLOTRUST PRIME or COLOTRUST PLUS+ portfolios will be honored on a same day basis if received prior to 11:00 a.m. For withdrawals of \$1 million or more, see "Notice of Large Withdrawals."

NOTICE OF LARGE WITHDRAWALS

The Trust requests 24-hour notice for wire transfer withdrawals of \$1 million or more.

COMPUTATION OF YIELD

The Trust quotes a daily and seven-day average yield for each portfolio in reports and information published by the Trust. To obtain the daily yield, a daily yield factor is first calculated. The factor is the net income for that day divided by the number of shares outstanding. The factor is then multiplied by 365 (366 in a leap year) to produce the daily yield. The seven-day average yield is obtained by averaging the daily yield for seven identified, consecutive days. The Trust may also quote its yield from time to time on other bases for the information of its Participants.

The yields quoted from time to time should not be considered a representation of the yield of the Trust in the future since the yield is not fixed. Actual yields will depend not only on the type, quality and maturities of the investments held by the Trust and changes in interest rates on such investments, but also on changes in the Trust's expenses during the period.

Yield information may be useful in reviewing the performance of the Trust's portfolios and for providing a basis for comparison with other investment alternatives.

DETERMINATION OF NET ASSET VALUE

The Trust determines the net asset value of the shares of each portfolio as of the close of business of each day. The

net asset value per share of each portfolio is computed by dividing the total value of the securities and other assets of the portfolios, less any liabilities, by the total outstanding shares of the portfolios. Liabilities, which include all expenses and fees of the Trust, are accrued daily.

For the purpose of calculating each portfolio's net asset value per share, the securities held by the portfolio are valued as follows: (1) securities for which market quotations are readily available are valued at the most recent bid price or yield equivalent as obtained from one or more market makers for such securities; (2) all other securities and assets are valued at fair market value determined in good faith.

The result of this calculation is a share value, which is rounded to the nearest penny. Accordingly, the price at which portfolio shares are sold and redeemed will not reflect net realized or unrealized gains or losses on portfolio securities which amount to less than \$.005 per share. The Trust will endeavor to minimize the amount of such gains or losses. However, if net unrealized gains or losses should exceed \$.005 per share, a portfolio's net asset value per share will change from \$1.00 or be maintained at \$1.00 per share by retention of earnings or the reduction, on a pro rata basis, of each Participant's shares in the event of losses, or by a pro rata distribution to each Participant in the event of gains.

It is a fundamental policy of the Trust to maintain a net asset value of \$1.00 per share, but for the reasons herein stated there can be no assurance that the net asset value will not vary from \$1.00 per share. The net asset value per share of the Trust may be affected by general changes in interest rates resulting in increases or decreases in the value of the securities held by the Trust. The market value of such securities will vary inversely to changes in prevailing interest rates. Thus, if interest rates have increased from the time a security was purchased, such security, if sold, might be sold at a price less than its cost. Similarly, if interest rates have declined from the time a security was purchased, such security, if sold, might be sold at a price greater than its cost. If a security is held to maturity, no loss or gain is normally realized as a result of these fluctuations.

SUSPENSION OR POSTPONEMENT OF PAYMENT

The Board may temporarily suspend the right of redemption or postpone the date of payment for the whole or any part of any period during which: (1) there shall have occurred any state of war, national emergency, banking moratorium or suspension of payments by banks in the State of Colorado or any general suspension of trading or limitation of prices

on the New York Stock Exchange or American Stock Exchange (other than customary weekend and holiday closing); or (2) any financial emergency situation exists as a result of which disposal by the Trust of Trust property is not reasonably practicable because of the substantial losses which might be incurred or it is not reasonably practicable for the Trust fairly to determine the value of its net assets. Such suspension or postponement will not alter or affect a Participant's beneficial interests as measured by its shares or the accrued interest and earnings thereon. Such suspension of payment will take effect at such time as the Board shall specify, and thereafter there will be no right of redemption or payment until the Board shall declare the suspension or postponement at an end.

PORTFOLIO TRANSACTIONS

Subject to the general supervision of the Board, the Investment Advisor is responsible for placing of the orders for portfolio transactions. The Trust's portfolio transactions occur only with broker dealers acting as principals, except for commercial paper transactions which may be placed directly. Such transactions are on a net basis, which normally do not involve payment of brokerage commissions. Transactions with dealers normally reflect the spread between bid and asked prices.

Although the Trust does not ordinarily seek but nonetheless may make profits through short-term trading, the Investment Advisor may, on behalf of the Trust, dispose of any portfolio investment prior to its maturity if such disposition is advisable. The Trust's policy of investing in instruments with maturities of less than one year will result in high portfolio turnover. However, since brokerage commissions are not paid on the types of investments, which the Trust may make, any turnover resulting from such investments does not adversely affect the net asset value or net income of the Trust.

The Investment Advisor seeks to obtain the best net price and the most favorable execution of orders for the purchase and sale of portfolio securities. Portfolio investments will not be purchased from or sold to the Investment Advisor and Administrator, the Custodian or any Trustee, or any affiliate, officer, director, employee or agent of any of them.

REPORTS TO PARTICIPANTS

Each Participant receives quarterly and annual financial statements of the Trust as well as a monthly statement

of the Participant's account(s). The annual report issued as of December 31 includes audited Financial Statements of the Trust. The Trust's fiscal year ends on December 31 of each calendar year. Potential Participants are advised to review the financial statements of the Trust which are furnished to them. The reports also include sufficient information to establish compliance with the investment policy established in the Indenture and other information required by the statutes of the State of Colorado and by regulations promulgated by the Securities Commissioner of the State of Colorado.

The Trust answers inquiries from Participants at any time during business hours. Inquiries may be made by mail, email at info@colotrust.com, via the internet at www.colotrust.com or by phone at 303-864-7474 from the Denver area or toll free at 1-877-311-0219 outside of the Denver area. The telefax number is also toll free at 1-877-311-0220. The mailing address is COLOTRUST, 717 17th Street, Suite 1850, Denver, Colorado 80202.

SUMMARY OF THE INDENTURE

Each potential Participant receives a copy of the Indenture, this Information Statement and current financial statements before becoming a Participant. Certain portions of the Indenture are summarized in this Information Statement. These summaries are qualified in their entirety by reference to the text of the Indenture.

Description of Shares.

The Indenture provides that the beneficial interests of the Participants in the assets of the Trust and the earnings thereon are, for convenience of reference, divided into shares which are used as units to measure the allocation of beneficial interest among the Participants. The Indenture authorizes an unlimited number of full and fractional shares of a single class as well as adjustments in the total number of shares outstanding from time to time without changing their proportionate beneficial interest in the Trust in order to permit the Trust to maintain a constant net asset value of \$1.00 per share. All shares participate equally in distributions and have equal liquidation and other rights. The shares have no preference, conversion, exchange or preemptive rights. For all matters requiring a vote of Participants, each Participant, through its Designee, is entitled to one vote with respect to each matter, without regard to the number of shares held by the Participant.

Responsibility of Trustees, Officers and Agents.

No member of the Board, officer, or employee of the Trust is individually liable to the Trust, a Participant, an officer, an employee, advisor, consultant, or an agent of the Trust, for any action unless it is taken or omitted in bad faith or constitutes willful misfeasance, gross negligence, or reckless disregard of their duties. The Trust will indemnify, to the extent of the earnings of the Trust, each Trustee and such officers or employees of the Trust designated by the Board to receive such indemnification, to the extent permitted by law, against all claims and liabilities to which they may become subject by reason of serving in such capacities for the Trust except in certain circumstances set forth in the Indenture.

The name "Colorado Local Government Liquid Asset Trust" is the designated name of the Trust under its Indenture. The Board is authorized to use other designations, including "COLOTRUST" and it may adopt such other name or names for the Trust as it deems proper, and the Trust may hold property and conduct its activities under such designations or names. All persons dealing with the Trust must look solely to Trust property for enforcement of any claims since the Trustees, officers, agents, and Participants do not assume any personal liability for obligations entered into on behalf of the Trust.

Termination of the Indenture.

The Trust may be terminated by the vote of a majority of the Participants entitled to vote. Upon the termination of the Trust and after paying or adequately providing for the payment of all of its liabilities, and upon receipt of such releases, indemnities, and refunding agreements as it deems necessary for the Trust's protection, the Board may distribute the remaining Trust property, in cash, among the Participants according to their respective proportionate beneficial interest.

Amendment of the Indenture.

The Indenture may be amended by the vote of a majority of the Participants. The Board may, from time to time, by a two-thirds vote of the Trustees, and after 45 days prior written notice to the Participants, amend the Indenture without the vote or assent of the Participants, which the Board, in good faith, deems necessary or convenient for the administration and operation of the Trust or to the extent deemed by the Board necessary to conform the Indenture to the requirement of applicable laws or regulations, or any interpretation thereof by a court or other governmental agency but the Board shall not be

liable for failing to do so. However, no amendment may be made which would change any rights with respect to a Participant's shares, lessen the investment restrictions, change the limitations on personal liability of the Trustees or change the prohibition of assessments upon the Participants.

THE INVESTMENT ADVISOR AND ADMINISTRATOR

Pursuant to an agreement with the Trust, Public Trust Advisors, LLC (Public Trust) serves as the Investment Advisor and Administrator of the Trust.

As Investment Advisor, Public Trust provides investment services to the Board. Public Trust is an investment advisory firm located in Denver, Colorado.

Public Trust is registered with the Securities and Exchange Commission as an investment advisor under the Investment Advisers Act of 1940.

As Administrator, Public Trust services all Participant accounts in the Trust, determines and allocates income of the Trust, provides certain written confirmation of the investment and withdrawal of funds by Participants, provides administrative personnel and facilities to the Trust, determines the net asset value of the Trust on a daily basis, and performs all related administrative services for the Trust. At least quarterly, the Administrator provides the Board with a detailed evaluation of the performance of the Trust based upon a number of factors. This evaluation includes a comparative analysis of the Trust's investment results in relation to industry standards, such as the performance of comparable money market mutual funds and various indices of money market securities.

The Agreement with Public Trust is not assignable and may be terminated without penalty on 45 days written notice at the option of the Trust or Public Trust.

The Trust is prohibited from buying securities from and selling securities to Public Trust and any of its affiliates.

CUSTODIAN

Wells Fargo Bank, N.A. serves as Custodian for the Trust pursuant to a Custodian Agreement. Wells Fargo Bank, N.A. acts as safekeeping agent for the Trust's investment portfolios and serves, in accordance with the statutes of the State of Colorado, as the depository in connection

with the direct investment and withdrawal mechanisms of the Trust. Wells Fargo does not participate in the Trust's investment decision-making process.

On occasion, the Trust uses other custodians for some permitted investments such as tri-party repurchase agreements.

The Custodian Agreements remain in effect until terminated by either the Trust or the Custodian. The Agreements are not assignable without the prior written consent of the Trust and may be terminated without penalty on 45 days written notice at the option of the Trust or the Custodian.

LEGAL COUNSEL

At the present time, Butler Snow, LLP serves as General Counsel to the Trust.

INDEPENDENT ACCOUNTANTS

At the present time, CliftonLarsonAllen, LLP serves as independent certified public accountants to audit the annual Financial Statements of the Trust. The audit contains statements of assets and liabilities, of operations and of changes in net assets of the Trust prepared in conformity with generally accepted accounting principles. The opinion of the independent certified public accountant on such financial statements is based on an examination of the books and records of the Trust made in accordance with generally accepted auditing standards.

HOW TO OPEN AN ACCOUNT

Any county, city and county, city, town, school district, special district, or other political subdivision of the state of Colorado, or department, agency, or instrumentality thereof, or any political or public corporation of the State of Colorado may join the Trust as a Participant and take advantage of the Trust's investment program.

Each local government must adopt, execute and provide to the Trust a certified copy of a resolution adopting the Indenture and naming a Designee to participate in the Trust. A model form of Resolution is contained on the back of the Trust Registration Form.

A local government which desires to become a Participant should mail a completed Trust Registration Form, together with the original or a certified copy of the Resolution described above to COLOTRUST, 717 17th Street, Suite 1850, Denver, Colorado 80202. Upon the Trust's receipt and acceptance of these documents, the Participant may make an initial investment of funds.

For more information regarding the use of any of the additional services available to Participants of the Trust, please call 303-864-7474 in Denver, or toll-free at 1-877-311-0219 outside Denver. The telefax number is 1-887-311-0220. Interested parties can also visit the Trust's web site at www.colotrust.com.

Adopted August 4, 2017



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clientservices@colotrust.com



Committee

Paige Adams, Chair

Sara Bakula, Member-absent

Donna James, Board Treasurer

Matt Meuli, Member-absent

Rebecca Teeples, Executive Director -absent

SarahGennie Casado, Finance Director

Lauren Miller, Business Manager

Minutes 9.20.18 meeting called to order 3:29pm

1. Review August 2018 Financial Statements (20 min)
 - a. Review Balance Sheet and Statement of Revenues & Expenditures, Student Fund Rev & Exp
 - b. Review check/debit register
 - i. **Motion to approve August Financials by Donna, second by Paige, motion passes unanimously**
2. Update on Capital Campaign plan- every month
3. Review Draft Audit
4. Review/recommend transfer of \$2,000,000 to COLOTRUST-
 - a. **Finance Committee recommends Board moves to approve investment in Colotrust**
5. Next Meeting – Thursday October 18th, 3:30pm
 - a. **Meeting adjourned at 4:45 pm**

Month by Month Plan

- b. October- Final Audit
- c. November- Amended 18-19 Budget
- d. December – initial draft 19-20 budget
 - i. Review final amended 18-19 budget for Board
 - ii. Facilities 5 yr plan review
- e. January- review draft 19-20 budget
 - i. Review of long term budget (5 year)
- f. February 1st read on 19-20 budget
 - i. Presentation by Financial Advisors
 - 1. Choice Advisors- Matt O'Meara
 - 2. Specialized Public Finance- Paul Jasin/Patti Glock
- g. March- 2nd read on 19-20 budget
 - i. Possible amended 18-19 budget
- h. April
- i. May
- j. June
- k. July meeting canceled each year