



## **January Regular Session**


January 25, 2018

### **Elementary School**

*680 Academy Ct.  
Windsor, CO 80550*

### **Middle & Early College High School**

*810 Automation Dr.  
Windsor, CO 80550*



January 25, 2018

**Work Session @ 5:30 p.m.**  
**Regular Session @ 6:30 p.m.**

### **Executive Board**

**Samual Penn, President**  
**Donna James, Vice President**  
**Paige Adams, Secretary**  
**Sherry Bartmann, Member**  
**Carolyn Mader, Member**  
**Matthew Meuli, 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 Agenda  
January 25, 2018

**Work Session: 5:30 p.m.**

- 1.0 2018 Board Assessment
- 2.0 2018-2019 Salary Schedule Review
- 3.0 2018-2019 Stipend Schedule Review
- 4.0 2018 Election Committee Discussion
- 5.0 Roll Call Process
- 6.0 Dress Code

**Regular Session: 6:30 p.m.**

**1.0 Opening of Meeting**

Call to Order  
Roll Call  
Pledge of Allegiance  
Adoption of Agenda  
Approval of Minutes  
    December 21, 2017 Regular Session Minutes  
    January 11, 2018 Work Session Minutes

**2.0 Citizen Communication**

This is an opportunity to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to five

minutes. Any person desiring to speak during this time should complete a comment card provided on the table near the entrance or from the Executive Board Secretary.

### **3.0 Reports**

#### Executive Director's Report

- Fund Development Update
- Elementary School Work
- Middle & Early College High School Work
- Technology Work
- Board Calendar

#### Executive Board Reports

- Sherry Bartmann, Member
- Carolyn Mader, Member
- Matthew Meuli, Member
- Jenny Ojala, Member
- Paige Adams, Secretary
- Donna James, Vice-President
- Samual Penn, President

### **4.0 Items for Information**

- 4.1** Executive Board Messages of Gratitude
- 4.2** 2018 Annual Board Assessment
- 4.3** Policy CBC Executive Session
- 4.4** 2018 Election Committee Appointment
- 4.5** Quarterly Strategic Plan Review

### **5.0 Items for Action**

- 5.1** Designation of Official Board Posting Site
- 5.2** 2018-2019 Salary Schedule, First Read
- 5.3** 2018-2019 Stipend Schedule, First Read
- 5.4** 2018 Election Committee Appointment
- 5.5** 2018-2019 New Staff Positions
- 5.6** Appointment of Executive Board Treasurer
- 5.7** High School Course Catalog Addendum

### **6.0 Consent Agenda**

- 6.1** Personnel
- 6.2** Financial Report

### **7.0 Executive Session**

A Board of Education, upon the affirmative vote of a quorum present, may convene in executive session at a regular or special meeting. The Board is not allowed to adopt any proposed policy, resolution, regulation, or take any formal action at an executive session that is not open to the public. Prior to convening in executive session, the Board

is required to refer to the specific citation to statute authorizing it to meet when it announces the session. The Board may hold an executive session to:

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the District's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the 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 District'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**



**JANUARY 25, 2018 REGULAR SESSION MINUTES TO BE  
APPROVED AT THE FEBRUARY 22, 2018 REGULAR SESSION**

## **1.0 Opening of the Meeting**

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### **Call to Order**

The January Regular Session was called to order at 6:39 p.m..

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### **Roll Call**

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

Samual Penn, Executive Board President  
Donna James, Executive Board Vice-President  
Paige Adams, Executive Board Secretary  
Sherry Bartmann, Executive Board Member  
Carolyn Mader, Executive Board Member  
Jenny Ojala, Executive Board Member

#### ***Executive Board Members Absent***

Matthew Meuli, Executive Board Member

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

Rebecca Teeples, Executive Director  
Jamie Zink, Administrative Assistant

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### **Pledge of Allegiance**

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### **Mission Statement**

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## Adoption of Agenda

A motion to approve the January 25, 2018 Regular Session Agenda to include additional Items for Information, 4.6 Roll Call Process and 4.7 Dress Code, was made by Sherry Bartmann and seconded by Jenny Ojala. The motion passed unanimously.

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## Adoption of the Minutes

A motion to approve the December 21, 2017 Regular Session Minutes as outlined in **Appendix 1.0** and the January 11, 2018 Work Session Minutes as outlined in **Appendix 2.0** was made by Carolyn Mader and seconded by Sherry Bartmann. The motion passed unanimously.

## 2.0 Citizen Communication

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Jessica Dizmang, parent at Windsor Charter Academy, spoke to the Executive Board on the importance of communication.

## 3.0 Reports

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### Executive Director's Report

#### *Enrollment*

Enrollment and wait lists for the 2018-2019 school year are as follows.

GRADE	2018-2019 WAIT LIST	2017-2018 Enrollment	Total Seats Per Grade	2018-2019 WORKING Enrollment	Openings 2018-2019
<b>K</b>	176	117	120	32	88
<b>1</b>	112	120	120	120	0
<b>2</b>	60	104	120	119	1
<b>3</b>	81	104	104	104	0
<b>4</b>	43	102	104	105	0
<b>5</b>	16	104	104	103	1
<b>6</b>	69	106	140	110	30
<b>7</b>	17	94	112	107	5
<b>8</b>	8	107	112	94	18
<b>9</b>	19	67	112	106	6
<b>10</b>	6	57	84	67	17
<b>11</b>	1	38	84	55	29
<b>12</b>	0	17	56	37	19
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## **Fund Development & Marketing Update**

The following work has occurred to address fund development through fundraising, student enrollment, and marketing.

- The Fund Development Manager supported the promotional efforts surrounding the middle and high school prospective parent and student information night. Working with directors, marketing materials were developed to promote the event among current families. Marketing efforts occurred externally through social media and a PSA placed with Town Square media. Digital ads were placed with AdRoll and also sent through our lottery email list.
- The Fund Development Manager assisted various staff in marketing for the 2018 WCA Summer Camp, solo/ ensemble competition, and our WCA Night at the Eagles game.
- Laying the ground work for our spring benefit event on April 14<sup>th</sup>, the Fund Development Manager worked with committee members in planning. Through cultivation of sponsors, Windsor Charter Academy has \$9000 commitments thus far. Integrated Dental Arts is this year's presenting sponsor. Event invitation will be sent home with families mid-January. Additionally, preparations to launch the web page/ store that support the event are occurring. Event planning efforts also include outlining activities, entertainment, menu, timeline, auction donations, etc. for the event.

## **Elementary School Work**

- *Excellence in Innovation*
  - The Elementary Director will participate in the Future of Education Technology Conference in January of 2018.
- *Excellence in Instruction*
  - The Colorado Department of Education awarded WCA Elementary the John Irwin Schools of Excellence Award. The John Irwin awards are given to schools that demonstrate exceptional academic achievement over time. These schools receive an Exceeds Expectations rating on the Academic Achievement indicator of the School Performance Framework reflecting exceptional performance in Math, English Language Arts and Science. WCA Elementary was the only school in Windsor school district to receive this award.
  - Professional Development: On January 8<sup>th</sup>, all teachers participated in Bully Prevention Training. Teachers in grades 2-5 participated in math data digs where they analyzed MAP data to determine student growth from the beginning of the year. Math groups were adjusted based on needs and tier II instruction to fill gaps was planned for. Teachers in grade K-1 used the numeracy math assessment to plan for centers.
  - Induction Work: Teachers learned how to unpack the grade level standards to gain a deeper understanding of what students should know and be able to do. They used backward planning to create lessons designed to meet the intended learning objective.
- *Excellence in Leadership*
  - In an effort to promote teacher leadership, WCA has partnered with the University of Northern Colorado's Educational Leadership Graduate Program. This program fosters the development of future educational

leaders in Weld County. The Weld County Leadership cohort draws teachers who are recommended by their administration for future school leadership. We are proud to announce that Chrissy Jones has been selected to be part of this cohort.

- Kristen Lockwood, AVID Regional Coordinator, visited our elementary and secondary school. She was so impressed by the implementation of AVID in our 4<sup>th</sup> and 5<sup>th</sup> grade classrooms that we have been invited to host an AVID in Action which invites other schools in Colorado to visit our school as an example of exemplary early AVID implementation.
- Administrators have observed instructional practices through classroom observations and met with each of the new teachers individually to support their growth through performance plans and goal setting. The elementary principal meets monthly with each new teacher to support them in the many challenges of being a first-year teacher.
- *Excellence in Culture and Climate*
  - On January 8th staff was treated to a yogurt parfait bar to welcome them back from their winter break.
  - Staff participated in "Mandatory Fun" as Dawn Ellis our P.E. teacher lead staff in a fun cup stacking competition.

### **Middle & Early College High School Work**

- *Excellence in Innovation*
  - Based on the feedback from teachers, the MS/ HS has been piloting a consolidated meeting schedule. The fourth Wednesday of each month, teachers choose one committee that they can participate in that are aligned to three of the four pillars of the strategic plan—Innovation, Instruction, Climate / Culture. New teachers participate in Induction work during the same time.
  - The Administration team is developing a team to compete at the Hewlett Packard CodeWars competition.
- *Excellence in Instruction*
  - The January professional development day included presentations—Assessment Practices Using the 5-Paragraph Essay Rubric, MAP Testing Data Analysis and AVID training.
  - MS/HS administrators continue to conduct formal observations with MS/HS staff. They are focused on observations with new teaching staff as well as those needing extra support to achieve their professional growth plans.
- *Excellence in Leadership*
  - The Administration worked with all staff to host the Prospective Parent Night, which was well attended by all teaching staff and hundreds of potential WCA families.
  - MTSS training: Valerie Perciante has worked collaboratively with teacher leaders to improve our current MS/HS MTSS process beginning in February.
- *Excellence in Culture and Climate*
  - Teachers completed Bully Prevention training at the January professional development day

### **Technology Work**

- *Excellence in Innovation*

- First grade students are using iPads regularly in classrooms for station rotations to practice spelling and math skills. Additional lessons are being tested in small groups and curriculum plans are being constructed to incorporate new applications and tools.
- *Excellence in Instruction*
  - All elementary teachers received professional development from the technology director on the SAMR model of technology integration. The opportunity to serve as a grade level representative for the newly formed elementary EdTech council was presented and meetings will begin in February. EdTech council members will receive technology professional development each month that they will be able to bring back to their grade level teams for further exploration and integration into the classroom.
  - The District Attorney's office will present information on Cyber Safety to 5<sup>th</sup> grade students on February 28<sup>th</sup>.
- *Excellence in Leadership*
  - The Technology Director, Elementary Education Director and MS/HS Assistant Principal will be attending the Future of Education Technology Conference in Orlando, Florida the week of January 22<sup>nd</sup>.
- *Excellence in Climate and Culture*
  - The Scholastic BOGO book fair was held December 15<sup>th</sup> through the 21<sup>st</sup> at the elementary school. The sales goal for this event was exceeded and the profits will be applied towards the Spring book fair total sales to help reach a higher percentage return on profits. Scholastic Dollars and the BOGO benefit were used to purchase over \$1 600 worth of new books for the Elementary and MS/HS Media Centers for less than \$200.

## ***Board Calendar***

Date	Time	Event	Location
January 25	All Day	MS Science Fair	MS
January 25	5:30 p.m.	2 <sup>nd</sup> Grade "How to Presentations"	ES Gymnasium
January 26	8:15 a.m.	Coffee with Leadership	MS/HS Media Center
January 27	All Day	VEX Robotics Competition	MS/HS Gymnasium
January 29	3:00 p.m.	Executive Board Special Session	MS Media Center
February 1	5:30 p.m.	Senior Capstone Presentations	HS Classrooms (6)
February 5	3:30 p.m.	SAC Committee	ES Library
February 8	6:00 p.m.	Executive Board Work Session	ES Library
February 9	All Day	2 <sup>nd</sup> Grade Asian Celebrations	ES Classrooms
February 9	9:00 to 11:30 a.m.	5 <sup>th</sup> Grade Science Fair	ES Classrooms
February 12	3:30 p.m.	Student and School Safety Committee	ES Library
February 14	TBD	Valentine's Day Parties	ES Classrooms

February 15	4:00 p.m.	Finance Committee Meeting	HS Conference Room
February 19	7:00 p.m.	District Board Meeting	Weld Re-4 Office
February 21	4:00 p.m.	Education Committee Meeting	ES Library
February 22	6:00/7:00 p.m.	Executive Board Work/Regular Session	HS Commons

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## Executive Board Reports

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### ***Sherry Bartmann, Member***

Mrs. Bartmann attended the 2nd Annual WCA Safety Day at the MS/HS on Dec 21, 2017 and then enjoyed our winter break! Following the break, Mrs. Bartmann attended WCA Girls basketball games. She also attended a Special Session on January 11, 2018. The WCA Building and Student Safety Committee did not meet this month but will resume on Feb 12, 2018.

### ***Carolyn Mader, Member***

The Education Committee that Carolyn Mader serves as board liaison for did not meet in December. Carolyn Mader attended the fifth-grade holiday party held the day before break started. She also attended a Special Session held on January 11, 2018.

### ***Matthew Meuli, Member***

Mr. Meuli participated in the Special Session on Thursday, January 11, 2018. He is also working with the new school counsel to ensure that there will be a method for "emergency" contact and support should the need arise. He joins the Executive Board in reviewing bylaws to determine possible enhancements to efficiency and transparency and working through the learning modules required by the bylaws.

### ***Jenny Ojala, Member***

Mrs. Ojala had the opportunity to attend the elementary school Christmas lunches and holiday parties. These events were a big hit for the students and was a great way to celebrate before break. The lunches went really smoothly and it seems like the pre-registration really helps with special event check-in.

Mrs. Ojala began work on reviewing the School Accountability Committee Survey results in preparation for upcoming SAC meetings. Mrs. Ojala also attended the Special Session on January 11, 2018.

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### ***Paige Adams, Secretary***

Mrs. Adams attended the January Special Session meeting held by the Board and the Financial Committee meeting as board liaison. The committee reviewed the December 2017 financial statements.

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### ***Donna James, Vice President***

Ms. James attended the 5th grade holiday party. It was well-organized and well-run thanks to the many volunteers and the organizational skills of Stacey Kerns. Ms. James also attended the MS/HS information night, dividing her time between middle and high school presentations. She was impressed by the turn-out and how smoothly the evening went. Mrs. James also attended the Special Session on January 11, 2018.

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### ***Samual Penn, President***

Mr. Penn had the opportunity to attend the Weld RE-4 Board Meeting with Executive Director Teeple on January 8, 2018. He was also able to meet with Executive Director Teeple and Vice President James for a monthly discussion in preparation for the upcoming agenda preparation for the January 11, 2018 Special Session, January 25, 2018 Regular Session and February 8, 2018 Work Session. Mr. Penn and Executive Director Teeple also met with Weld RE-4 Superintendent Seegmiller and Board President Tempy Bowman on January 17, 2018. Mr. Penn has also continued efforts on 2018 Election preparation, CLCS conference prep, Executive Director evaluation and contract information review, as well as collection of items requiring review within the Bylaws.

## **4.0 Items for Information**

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### **4.1 Executive Board Messages of Gratitude**

**Sam Penn:** Mr. Penn thanked Sarah Heber and the Exchange Club of Greeley for their donation of 28 mounted beautiful historical American documents that supported our national freedoms. Documents from our Founding Fathers include the Declaration of Independence and the complete Constitution of the United States. The Exchange Club is a national organization that service in communities. Mr. Penn also thanked the facilities department and support staff—Theresa Tickler, Jamie Zink, Ricky Wagner, and Tony Belmont for putting the Freedom Wall together for the WCA community.

### **4.2 2018 Annual Executive Board Self-Assessment**

The Executive Board completed their annual board self-assessment. From the assessment, they targeted a few areas of growth. The Executive Board assessment can be found in Appendix 6.0.

### **4.3 Policy CBC Executive Session**

The Executive Board reviewed Policy CBC and Bylaws specific to Executive Sessions.

#### **4.4 2018 Election Committee Appointment**

The Executive Board discussed next steps to create an election committee for the upcoming Board elections in May 2018.

#### **4.5 Quarterly Strategic Plan Review**

The quarterly review of the strategic plan will occur at the next regular session.

#### **4.6 Roll Call Process**

The Executive Board discussed parliamentary procedures and the roll call process for votes.

#### **4.7 Dress Code**

The Executive Board reviewed the dress code specific to hair color, per parent request.

### **5.0 Items for Action**

#### **5.1 Designation of Official Board Posting Site**

It is the recommendation to the Executive Board to designate the display case in the lobby of the Windsor Charter Academy Elementary School, 680 Academy Ct., Windsor, and the display case in the lobby of Windsor Charter Academy Middle & High School, 810 Automation Dr., Windsor, as the Executive Board's official location for posting of public documents. Colorado Statutes require the Board to designate this location annually at its first meeting in January. A motion was made to approve the locations of the display case in the lobby of the Windsor Charter Academy Elementary School, 680 Academy Ct., Windsor, and the display case in the lobby of Windsor Charter Academy Middle & High School, 810 Automation Dr., Windsor, as the Executive Board's official location for posting of public documents by Sherry Bartmann. The motion was seconded by Donna James. The motion passed unanimously.

#### **5.2 2018-2019 Salary Schedule, 1<sup>st</sup> Read**

It is the recommendation to the Executive Board to approve the 2018-2019 salary schedule on 1<sup>st</sup> read. The 2018-2019 salary schedule can be found in **Appendix 3.0**. A motion was made to approve the 2018-2019 salary schedule on 1<sup>st</sup> read by Paige Adams. The motion was seconded by Jenny Ojala. The motion passed unanimously.

#### **5.3 2018-2019 Stipend Schedule, 1<sup>st</sup> Read**

It is the recommendation to the Executive Board to approve the 2018-2019 stipend schedule on 1<sup>st</sup> read. The 2018-2019 stipend schedule can be found in **Appendix 4.0**. A motion was made to approve the 2018-2019 stipend schedule on 1<sup>st</sup> read by Jenny Ojala. The motion was seconded by Donna James. The motion passed unanimously.

#### **5.4 2018 Election Committee Appointment**

A motion was made to table the 2018 Election Committee appointment until the January Special Session by Jenny Ojala. The motion was seconded by Carolyn Mader. The motion passed unanimously.

#### 5.5 2018-2019 New Staff Positions

It is the recommendation to the Executive Board to approve essential new positions for the 2018-2019 school year.

- 2<sup>nd</sup> Grade Teacher, 1.0 FTE
- Early College Academic Advisor, 1.0 FTE

It is the recommendation to the Executive Board to approve the 2018-2019 new staff positions as outlined. A motion was made to approve the 2018-2019 new positions as outlined by Donna James. The motion was seconded by Jenny Ojala. The motion passed unanimously.

#### 5.6 Appointment of Executive Board Treasurer

A motion was made to table the appointment of the Executive Board Treasurer and then was amended to table until the specified date of the February Regular Session by Donna James. The motion was seconded by Sherry Bartmann. The motion passed unanimously.

#### 5.7 High School Course Catalog Addendum

It is the recommendation to the Executive Board to approve a change in the 2018-2019 high school course catalog. The following recommendation addresses clarification of college-level class enrollment:

*Students may enroll in up to 14 credits of their choice online or at the Aims campus as 11th or 12th graders. Students who take courses off WCA campus must complete the Concurrent Enrollment Approval Form. All courses must meet associate degree and high school graduation requirements. Students will be responsible for transportation to and from their college classes if the course is not offered at Windsor Charter Academy. If a student drops the class after the 15% deadline or receives lower than a C- for the course, the student or the student's parent/guardian shall reimburse the school for tuition and fees paid by the school. Students who enroll in College Trigonometry can only enroll then in 11 credits of their choice either online or at the Aims campus. **All costs for pre-approved concurrent enrollment credits taken during the summer will be the responsibility of the family. Credits earned will be accepted per our outside credit approval process.***

A motion to approve recommended changes to the 2018-2019 high school course catalog was made by Carolyn Mader and seconded by Jenny Ojala. The motion passed unanimously.

## 6.0 Consent Agenda

## 6.1 Personnel

*There are no appointments or resignations at this time.*

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## 6.2 Financial Report

All financials can be found in **Appendix 5.0**.

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A motion was made to approve the Consent Agenda, as outlined by the financial report by Sherry Bartmann and was seconded by Donna James. The motion passed unanimously.

## 7.0 Executive Session

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



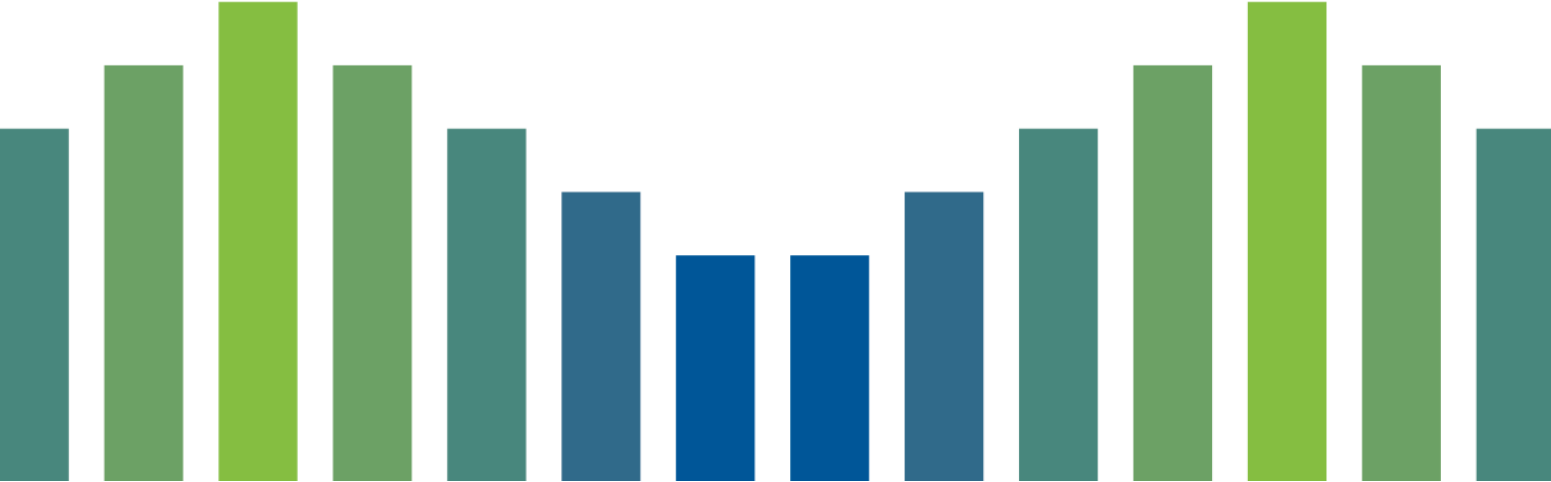
## **8.0 Adjournment**

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A motion to approve the adjournment of the January Regular Session was made by Caolyn Mader and seconded by Jenny Ojala. The motion passed unanimously. The meeting was adjourned at 9:21 p.m..



# Appendix





## 1.0 December 21, 2017 Regular Session Minutes

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### 1.0 Opening of the Meeting

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Call to Order at 6:35 p.m.

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#### Roll Call

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

Samual Penn, Executive Board President  
Donna James, Executive Board Vice-President  
Paige Adams, Executive Board Secretary  
Sherry Bartmann, Executive Board Member  
Carolyn Mader, Executive Board Member  
Matthew Meuli, Executive Board Member  
Jenny Ojala, Executive Board Member

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

Rebecca Teeples, Executive Director  
Jamie Zink, Administrative Assistant

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#### Pledge of Allegiance

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## Mission Statement

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### Adoption of Agenda

A motion to approve the December 21, 2017 Regular Session Agenda with amendment of moving 4.4 Executive Board Election and Committee Processes to 4.1 was made by Donna James and seconded by Matt Meuli. The motion passed unanimously.

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### Adoption of the Minutes

A motion to approve the November 30, 2017 Regular Session Minutes was made by Matt Meuli and seconded by Donna James. The motion passed unanimously.

## 2.0 Citizen Communication

There were no WCA stakeholders that addressed the Executive Board during Citizen Communication.

## 3.0 Reports

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### Executive Director's Report

#### ***Celebration of Students' Work in Jazz Combo***

The Jazz Combo class played *Santa Claus is Coming to Town* arranged by Haven Gillespie. Two soloists, Sahil Bhaskaran playing the alto saxophone, and Samantha Mahoney playing the flute performed for the Executive Board. The Jazz Combo group also included Hayden Chadwick, Dylan Prokuski and Maggie Acheson.

Jazz Combo, a past option as a before school club, is now part of curriculum at Windsor Charter Academy for the 2017-2018 school year. The Jazz Combo class is a mix of high school and middle school students. Students not only perform in two annual concerts, but play at the Greeley Jazz Festival in April and the Elitch's Music Festival in May.

#### ***John Irwin School of Excellence Award***

Windsor Charter Academy was the recipient of the John Irwin School of Excellence award for our elementary school. The Colorado Department of Education grants schools the John Irwin School of Excellence award that demonstrate exceptional academic achievement over time. Schools must receive a rating of Exceeds

Expectations on the Academic Achievement indicator of the state School Performance Frameworks. This reflects exceptional performance in English language arts, math and science.

### ***Fund Development Update***

Emily Land, Fund Development Manager, has focused actively on promoting enrollment both internally and externally and laying the groundwork for the spring benefit. The benefit committee meets bi-monthly and is finalizing invitations, navigating new event management software, reaching out to sponsorship prospects, and working on key product donations to off-set event cost.

### ***Elementary School Work***

- *Excellence in Innovation*
  - Future of Education Technology Conference (FETC): Kelly Seilbach, Elementary Education Director, will participate in the FETC conference in January of 2018.
  - STEM Club: Lego Robotics, a STEM club, is offered to 3-5th grade students as an after- school program.
- *Excellence in Instruction*
  - Professional Learning Communities (PLC)
    - Writing PLC Work: During monthly PLCs, teachers analyzed second quarter post-assessments for writing. Administrators and teachers analyzed pre- and post-assessment data to determine areas of growth and inform future instruction.
    - Math PLC Work: Administrators and teachers collaborated together to analyze data from pre- and post-assessments to determine next action steps for instruction.
    - Reading PLC Work: Grade-level teachers and administrators analyzed progress monitoring data to determine the effectiveness of Tier II interventions and make any necessary changes to student placement and/or pacing.
  - Professional Development
    - Peer Observations: At our staff meeting, we read professional articles on best practices for peer observations. Teams brainstormed answers to the following questions:
      - How can peer observations help us to increase student achievement at WCA
      - How can peer observations support ongoing professional development?
      - At WCA, how will we establish a culture of productive peer to peer observations?
  - Induction Work
    - Mid-Year Professional Goals: New teachers meet monthly as a group to strengthen best practices. The induction program focuses on instructional strategies, procedures that maximize instructional time, and action steps that enhance communication and collaboration. New teachers updated professional goals prior to mid-year evaluations.

- *Excellence in Leadership*
  - The AVID Site Team meets monthly to ensure 4<sup>th</sup> and 5<sup>th</sup> grade is on track to completing the goals identified in the 2017-18 Site Team Plan.
  - AVID ADL5: Rebecca Teeples, Courtney Stone and Jeremy Schriener attended AVID ADL5 training and have been able to share this learning with other staff members. Leadership have implemented procedures to more explicitly align the work of AVID with Windsor Charter Academy's strategic plan.
- *Excellence in Culture and Climate*
  - Our whole staff Christmas party was held at the Summit. This event brought elementary, middle and high school staff together.
  - The Sunshine Committee organized Secret Santa and the December staff meeting was focused on holiday activities that strengthened culture and climate.

### **Middle & Early College High School Work**

- *Excellence in Innovation*
  - STEM Distinction: The technology department has worked collaboratively with the MS/HS administration to develop an innovative program which will provide recognition for students to graduate from Windsor Charter Academy Early College High School with a STEM (Science, Technology, Engineering and Math) distinction.
  - STEM Lab: A variety of our elective classes have taken advantage of the 3D printer in the STEM lab. Several students in the Household Engineering elective choose to utilize the 3D printer to create a wing for their airplane.
- *Excellence in Instruction*
  - AVID Visit: Our AVID instructional leadership team (Rebecca Teeples, Jeremy Schriener, Hannah Mancina, Kelly Seilbach, Courtney Stone, Robyn Koperski) were joined by the regional representative from AVID for walk-through observations in the upper elementary and middle school to determine the progress of our AVID implementation. Kristin with AVID was impressed with the progress of this program after only a few years of implementation.
  - Collegial Instructional Feedback: The teachers in the MS/HS teachers' council proposed a way in which teachers who conduct voluntary walk-throughs can be recognized for highlighting other teachers and will receive a small token of appreciation from the administration. This program will begin in January based on teacher recommendation.
  - Formal and Informal Observations: MS/HS administrators continue to schedule formal observations with MS/HS staff. They are focusing on observations with our new teaching staff as well as those needing extra support to achieve their professional growth plans.
  - Team Planning Days: Teachers had the opportunity to apply for professional development funds that would cover the cost of substitute teachers. This opportunity would support instructional teams as they met to curriculum map. Several teams have participated in curriculum mapping, including science, English, history, music, art and Spanish departments, as well as the ICAP team. Educators have collaborated and planned vertically and horizontally, as well as collaborate on their goals and visions as teams.
- *Excellence in Leadership*
  - AVID ADL5: Rebecca Teeples, Jeremy Schriener and Courtney Stone attended AVID ADL5 training and have been able to share this learning with other staff members. Leadership have implemented procedures to more explicitly align the work of AVID with Windsor Charter Academy's strategic plan.

- ALICE Training: Jeremy Schriener attended two ALICE trainings (active shooter response training) the end of month and is making plans to present the information to both elementary and MS/HS staff at upcoming professional development days.
- MTSS training: Valerie Perciante attended a MTSS training and is using this new information to revamp our current MS/HS MTSS process. She has been working with teacher leaders to increase the effectiveness of our MTSS process throughout second semester.
- Teacher Council: Participation in our teacher councils is growing! This past council had 11 teachers participate and their innovative ideas and leadership have contributed to exciting changes with many of our MS/HS procedures. At the most recent meeting, teachers and administration discussed school-wide expectations for hall passes, meeting schedules, and our new teacher induction program.
- *Excellence in Culture and Climate*
  - Staff Sunshine Committee: This committee continues to meet encourage a positive staff culture in our building.
  - HYPE: Our administrative and counseling teams have invited students to participate in HYPE (Harnessing Your Positive Energy) once a month to spread positivity around our school. We had over 50 students interested in joining us for both our October and November activities.
  - Safety Day was on December 21<sup>st</sup> and was open to parents to attend. The District Attorney talked to parents and students about the new sexting laws.
  - Bully Prevention: All teaching staff will be participating in professional development regarding bully prevention throughout the year.

## **Technology Work**

- *Excellence in Innovation*
  - iPads for 1st grade classrooms have been deployed and are being utilized to enhance instruction in the classroom.
  - Students have begun 3D printing in the MS/HS STEM lab and are testing various models and formats for projects.
- *Excellence in Instruction*
  - The Battle of the Books program for 3<sup>rd</sup> through 5<sup>th</sup> grade students began practice in November with students testing their knowledge on a series of novels. Students demonstrate advanced literacy skills in reading and interpreting text for this competition.
- *Excellence in Leadership*
  - The Technology Director attended the Tech Talk Quarterly event on November 10th hosted by the Colorado League of Charter Schools.
- *Excellence in Climate and Culture*
  - The 2017 Barnes and Noble Book Fair was held November 14<sup>th</sup> through the 16<sup>th</sup>. The event was a great success with the help of parent volunteers and was able to raise over \$1,400 which will be used for books in our libraries.
  - The opportunity to host a Scholastic BOGO book fair was offered and will be available to parents from December 15th-21st. This is a reward to our parent community for the hard work they put in to support our school's libraries.

## **Board Calendar**

Date	Time	Event	Location
January 12	2:30 p.m.	MS/HS Character Education Assembly	MS/HS Gymnasium
January 15	7:00 p.m.	Weld Re-4 Board Meeting	District Office
January 18	4:00 p.m.	Finance Committee	HS Conference Room
January 22	3:30 p.m.	School Accountability Committee	ES Library
January 24 & 25	8:00 to 4:00 p.m.	Science Classrooms	MS/HS Gymnasium
January 25	3:45 p.m.	2 <sup>nd</sup> Grade "How-To" Presentations	ES Gymnasium
January 25	5:30/6:30 p.m.	Executive Board Meeting	ES Library

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## Executive Board Reports

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### ***Sherry Bartmann, Member***

Sherry Bartmann attended Coffee with Leadership following the November board meeting, as well as the elementary school's "Sweets with Santa" event, the high School's winter dance, and the musical *Bye Bye Birdie*. Mrs. Bartmann also attended & volunteered at events in the Windsor community including Windsor Wonderland and the Windsor Chamber of Commerce Holiday Celebration. She participated in the Community Adopt-A-Family giving tree at WCA, sponsored by WCA NHS. Mrs. Bartmann also attended the Safety Committee meeting. In December, twelve members were in attendance. The committee focused on further investigation of a new integrated visitor management system designed by Raptor Technologies. Visitor management systems would allow WCA the ability to manage background checks and other visitor requirements, ensuring that all who entered WCA facilities were identified and had met the requirements to enter WCA schools. The committee also discussed the Annual WCA Safety Day agenda and the activities on December 21<sup>st</sup>. Parents have been encouraged to attend two presentations from 10:50 to 1 p.m. The committee has requested additional parent notification for this event.

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### ***Carolyn Mader, Member***

Mrs. Mader attended elementary holiday parties and the middle school musical *Bye Bye Birdie*.

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### ***Matthew Meuli, Member***

Mr. Meuli completed onboard training as the newest member of the Executive Board, both with the Executive Board and Executive Director. Training covered a wide range of topics that are foundational for effective board governance.



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**Jenny Ojala, Member**

Mrs. Ojala attended the third grade Roman Day celebration last month. The kids enjoyed this celebration of the end of their unit on the ancient Rome. Mrs. Ojala also attended the School Accountability Committee meeting on December 13<sup>th</sup>. At this meeting, the committee reviewed the Elementary and Middle School Unified Improvement Plans.

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**Paige Adams, Secretary**

Mrs. Adams attended Sweets with Santa, the middle school musical performance of *Bye Bye Birdie*, and the Finance Committee meeting as board liaison. The Finance Committee reviewed November financial statements, the proposed amended 2017-2018 budget and the facilities 5-year budget proposal.

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**Donna James, Vice President**

Mrs. James attended the *Bye Bye Birdie* musical. Mrs. James also attended Safety Day and appreciated the presentation by the DA Weld County office. She enjoyed spending time at the special holiday luncheon for elementary students. Working with SAC, members worked on preparations for the survey results, as well as finalizing the Unified School Improvement Plans.

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**Samual Penn, President**

Mr. Penn worked with the Executive Director on preparations for the December Executive Session.

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## 4.0 Items for Information

### 4.1 Executive Board Election Committee Processes

Sarah Brown shared some of the challenges of potential changes in election options for voting online. One complication arises when not every parent has an email or parents/guardians share a joint email. Dialogue on how to promote candidates and ways to increase voter turnout occurred. The Executive Board discussed steps that needed to occur over the next month to determine the process of forming the 2018 Election Committee.

### 4.2 Executive Board Messages of Gratitude

**Paige Adams:** Mrs. Adams recognizes and thanks Mr. Lorimer, high school foreign language educator, for his creativity, energy, enthusiasm and use of humor to engage his students in the classroom.

**Carolyn Mader:** Mrs. Mader would like to thank each of the crossing guards who work diligently step out in traffic each day to keep our students safe. Our crossing guards are patient and professional, regardless of the level of respect in interactions with our Windsor Charter Academy parents.

**Jenny Ojala:** Mrs. Ojala would like to say thank you to Kelly Seilbach and Jeremy Schriener for their work on these plans. This is no small task. Mrs. Ojala appreciates the patience with which they help SAC committee members understand reports. They address all committee members' questions and any concerns. They do an excellent job!

**Donna James:** Mrs. James wanted to say thank you for all of the work that Robert Lighthall as he worked with students in the recent *Bye Bye Birdie* musical performance. She also wanted to recognize Serena Schmidt for all of her work on costumes and support in the musical. She worked tirelessly to support students.

#### **4.3 Executive Board Meeting Location**

The Executive Board discussed a possible location change to 810 Automation Drive. The Bylaws specifically outlines the location of board meetings. If a location change were to occur, the Bylaws would need to be updated. The Executive Board requested that this item be added to January's agenda as an Item for Action.

#### **4.4 Policy BC Executive Board Member Conduct**

The policy BC Executive Board Member Conduct was reviewed. Items outlined were discussed to determine if language addressed the need for a high bar of ethics.

### **5.0 Items for Action**

#### **5.1 2018-2019 Registration**

The Administration recommended an increased cap of overall students registered for the sixth-grade class, beginning the 2017-2018 school year. Currently, student enrollment caps at roughly 104 students. Administration recommends that the sixth-grade class move to a sixth-grade class with roughly 130 students. A motion was made to approve the recommendation of increasing the number of students in the sixth-grade class to 130 students by Donna James and was seconded by Matt Meuli. Matt Meuli withdrew his second for the motion. No other board members seconded the motion. Matt Meuli made an additional motion to have the Executive Board hold a Special Session on January 11, 2018, to discuss further potential actions on increasing

sixth grade student enrollment. Jenny Ojala seconded the motion. The motion passed unanimously.

## **5.2 2018-2019 Student Fees**

A motion was made to approve the 2018-2019 student fees by Donna James and seconded by Jenny Ojala. The motion passed unanimously.

## **5.3 2018-2019 Middle School Course Catalog, 2<sup>nd</sup> Read**

The 2018-2019 Windsor Charter Academy middle school course catalog summarizes the course offerings for middle school students. A motion was made to accept the 2018-2019 Windsor Charter Academy middle school course catalog on second read by Donna James and was seconded by Carolyn Mader. The motion passed unanimously.

## **5.4 2018-2019 Early College High School Course Catalog, 2<sup>nd</sup> Read**

The 2018-2019 Windsor Charter Academy high school course catalog summarizes the course offerings for high school students, as well as additional information on high school graduation. A motion was made to accept the 2018-2019 Windsor Charter Academy early college high school course catalog on second read by Donna James and was seconded by Jenny Ojala. The motion passed unanimously.

## **5.5 Primary Legal Counsel for Windsor Charter Academy**

It is the recommendation to the Executive Board to accept the Law Office of Brad A. Miller, LLC as primary counsel for Windsor Charter Academy. A motion was made to accept the Law office of Brad A. Miller, LLC as primary counsel for Windsor Charter Academy by Sherry Bartmann and seconded by Donna James. The motion passed unanimously.

## **5.6 2018 Dates for Parent Membership Meetings**

It is the recommendation to the Executive Board to host the bi-annual membership meetings for 2018 on April 12<sup>th</sup> and November 15<sup>th</sup> in the high school commons at 810 Automation Dr. The motion to approve the dates outlined for 2018 for bi-annual membership meetings and the proposed location of 810 Automaton Dr. was made by Donna James and seconded by Sherry Bartmann. The motion passed unanimously.

## **5.7 School Unified Improvement Plans**

It is the recommendation to the Executive Board to accept the elementary and middle/early college unified school improvement plans (UIP) as recommended by the School Accountability Committee. The motion to approve both school unified improvement plans was made by Donna James and seconded by Paige Adams. The motion passed unanimously.

## **5.8 Raptor Technologies Visitor/Volunteer System**

Raptor Technologies has a management system that integrates technology solutions designed to protect students, faculty and staff. The system would support efficiency during check-in while screening backgrounds of visitors and volunteers. It is the recommendation of the Student and School Safety Committee to the Executive Board to approve the Raptor Technologies Visitor/Volunteer System for the 2018-2019 school

year. A motion to approve the Raptor Technologies Visitor/Volunteer System was made by Sherry Bartmann and seconded by Carolyn Mader. The motion passed unanimously.

## **6.0 Consent Agenda**

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### **6.1 Personnel**

*There are no appointments or resignations at this time.*

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### **6.2 Second Reading Policies**

JFB Enrollment at Windsor Charter Academy Schools  
JICA Dress Code  
JICDE Bullying Prevention and Education  
IKF High School Graduation Requirements

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### **6.3 Financial Report**

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A motion was made to approve the Consent Agenda, as outlined by 2<sup>nd</sup> read policies and the financial report by Matt Meuli and was seconded by Donna James. The motion passed unanimously.

## **7.0 Executive Session**

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

## **8.0 Adjournment**

A motion was made to adjourn by Donna James and was seconded by Jenny Ojala. The meeting was adjourned.



## 2.0 January 11, 2018 Special Session Minutes

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### 1.0 Opening of the Meeting

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Call to Order at 5:35 p.m.

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#### Roll Call

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

Samual Penn, Executive Board President (Via Phone)  
Donna James, Executive Board Vice-President  
Paige Adams, Executive Board Secretary  
Sherry Bartmann, Executive Board Member  
Carolyn Mader, Executive Board Member  
Matthew Meuli, Executive Board Member  
Jenny Ojala, Executive Board Member

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

Rebecca Teeples, Executive Director

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#### Pledge of Allegiance

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## **Mission Statement**

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### **Adoption of Agenda**

A motion to approve the January 11, 2018 Special Session Agenda was made by Carolyn Mader and seconded by Jenny Ojala. The motion passed unanimously.

## **2.0 Citizen Communication**

Parent Tracey Scheer shared her concerns and questions with the Executive Board on 6<sup>th</sup> grade growth.

## **3.0 Items for Action**

### **3.1 2018-2019 6<sup>th</sup> Grade Enrollment**

A motion to move forward with the proposed cluster of 130-150 students for 6<sup>th</sup> grade enrollment for the 2018-2019 school year was made by Matt Meuli and seconded by Carolyn Mader. Donna James proposed amending the motion to include a cap. Administration would come to the Executive Board for approval before exceeding total student enrollment of 140 students. Matt Meuli accepted the amendment and Carolyn Mader seconded the motion again with the amendment. The motion with amendment carried with 5 aye, 2 nay, and no abstentions.

## **4.0 Executive Session**

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

- Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
- Conduct conferences with the District's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)

- Discuss matters which are required to be kept confidential by federal or state law, rules or regulations. In such cases, the 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 District'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)

## **5.0 Adjournment**

A motion to adjourn the Special Session was made by Jenny Ojala and seconded by Sherry Bartmann. The motion passed unanimously. The meeting adjourned at 6:57 p.m.





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**3.0    2018-2019 Salary Schedule**

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**2018-2019 Windsor Charter Academy Salary Schedule**

Salaried Positions:

2018-2019

	Position Grouping	Position Titles	Approximate Work Days/Year	Hrly Equiv		Pay Range	
<b>Administration</b>	Directors:	Executive Director of Education	215	\$ 52.81	\$ 75.58	\$ 90,833	\$ 130,000
		Finance Director	220	\$ 42.61	\$ 62.50	\$ 75,000	\$ 110,000
		Elementary Education Director	215	\$ 42.22	\$ 58.14	\$ 72,625	\$ 100,000
		Secondary Education Director	215	\$ 46.51	\$ 63.95	\$ 80,000	\$ 110,000
		Technology/Media Director	220	\$ 41.26	\$ 56.82	\$ 72,625	\$ 100,000
<b>Certified Leadership</b>	Assistant Principals/Specialists:	Elementary Assistant Principal	207	\$ 36.34	\$ 47.10	\$ 60,175	\$ 78,000
		Secondary Assistant Principal	207	\$ 39.25	\$ 50.12	\$ 65,000	\$ 83,000
		Instructional Coach	207	\$ 31.33	\$ 42.27	\$ 51,875	\$ 70,000
<b>Classified Leadership</b>	Managers:	Technology/Media Manager	240	\$ 16.70	\$ 33.85	\$ 32,059	\$ 65,000
		Business Manager	230	\$ 21.74	\$ 35.33	\$ 40,000	\$ 65,000
		Fundraising Manager	210	\$ 13.10	\$ 26.79	\$ 22,000	\$ 45,000
		Facilities Manager	250	\$ 23.00	\$ 32.50	\$ 46,000	\$ 65,000
<b>Classified Staff</b>	Classified	Receptionist	198	\$ 11.00	\$ 18.94	\$ 17,424	\$ 30,000
		Administrative Assistant	207	\$ 12.00	\$ 21.14	\$ 19,872	\$ 35,000
		Registrar	220	\$ 15.00	\$ 23.86	\$ 26,400	\$ 42,000
		Athletic Director	195	\$ 12.00	\$ 32.05	\$ 30,000	\$ 50,000
		Instructional Aide (PARA)	174	\$ 11.00	\$ 14.32	\$ 15,312	\$ 19,931
		Media/Technology Aide	185	\$ 11.00	\$ 15.90	\$ 16,280	\$ 23,539
		Media/Technology Assistant	185	\$ 12.00	\$ 19.04	\$ 17,760	\$ 28,176
		Health Aide	185	\$ 12.00	\$ 16.82	\$ 17,760	\$ 24,890
		Repair/Maintenance Technician	260	\$ 15.00	\$ 19.23	\$ 31,200	\$ 40,000
		Lead Custodial	260	\$ 11.00	\$ 15.38	\$ 22,880	\$ 32,000
		Custodial	260	\$ 11.00	\$ 13.46	\$ 22,880	\$ 28,000

\*Classified substitute rate will be \$10.20/hour

Position Grouping

Position Titles

**Administration**

Directors:

Executive Director of Education  
Finance Director  
Elementary Education Director  
Secondary Education Director  
Technology/Media Director

**Certified Leadership**

Assistant Principals/Specialists:  
Elementary Assistant Principal  
Secondary Assistant Principal  
Instructional Coach

ademy Salary Schedule

1.03%

Approximate Work Days/Year	Hrly Equiv		Pay Range	
			From:	To:
215	\$ 52.81	\$ 75.58	\$ 90,833	\$ 130,000
220	\$ 42.61	\$ 62.50	\$ 75,000	\$ 110,000
215	\$ 42.22	\$ 58.14	\$ 72,625	\$ 100,000
215	\$ 46.51	\$ 63.95	\$ 80,000	\$ 110,000
220	\$ 41.26	\$ 56.82	\$ 72,625	\$ 100,000

207	\$ 36.34	\$ 47.10	\$ 60,175	\$ 78,000
207	\$ 39.25	\$ 50.12	\$ 65,000	\$ 83,000
207	\$ 31.33	\$ 42.27	\$ 51,875	\$ 70,000

**2018-2019 Windsor Charter Academy Salary Schedule**

**Certified Staff**

New Staff Beginning for the 2018-2019 Year

1.5 % increase annually  
3% increase for horizontal movement

Years Exp.	Bachelors + 0	Bachelors + 10	Bachelors + 20	Bachelors +30	Bachelors +50/MA	BA +60/MA +10	MA +20	MA +30	MA +40	MA +50
0-1	\$ 31,798	\$ 32,751	\$ 33,734	\$ 34,746	\$ 35,788	\$ 36,862	\$ 37,968	\$ 39,107	\$ 40,280	\$ 41,489
2	\$ 32,274	\$ 33,243	\$ 34,240	\$ 35,267	\$ 36,325	\$ 37,415	\$ 38,537	\$ 39,694	\$ 40,884	\$ 42,111
3	\$ 32,759	\$ 33,741	\$ 34,754	\$ 35,796	\$ 36,870	\$ 37,976	\$ 39,115	\$ 40,289	\$ 41,498	\$ 42,743
4	\$ 33,250	\$ 34,247	\$ 35,275	\$ 36,333	\$ 37,423	\$ 38,546	\$ 39,702	\$ 40,893	\$ 42,120	\$ 43,384
5	\$ 33,749	\$ 34,761	\$ 35,804	\$ 36,878	\$ 37,984	\$ 39,124	\$ 40,298	\$ 41,507	\$ 42,752	\$ 44,034
6	\$ 34,255	\$ 35,283	\$ 36,341	\$ 37,431	\$ 38,554	\$ 39,711	\$ 40,902	\$ 42,129	\$ 43,393	\$ 44,695
7	\$ 34,769	\$ 35,812	\$ 36,886	\$ 37,993	\$ 39,133	\$ 40,307	\$ 41,516	\$ 42,761	\$ 44,044	\$ 45,365
8	\$ 35,290	\$ 36,349	\$ 37,439	\$ 38,563	\$ 39,720	\$ 40,911	\$ 42,138	\$ 43,403	\$ 44,705	\$ 46,046
9	\$ 35,820	\$ 36,894	\$ 38,001	\$ 39,141	\$ 40,315	\$ 41,525	\$ 42,771	\$ 44,054	\$ 45,375	\$ 46,737
10	\$ 36,357	\$ 37,448	\$ 38,571	\$ 39,728	\$ 40,920	\$ 42,148	\$ 43,412	\$ 44,714	\$ 46,056	\$ 47,438
11	\$ 36,902	\$ 38,009	\$ 39,150	\$ 40,324	\$ 41,534	\$ 42,780	\$ 44,063	\$ 45,385	\$ 46,747	\$ 48,149
12	\$ 37,456	\$ 38,580	\$ 39,737	\$ 40,929	\$ 42,157	\$ 43,422	\$ 44,724	\$ 46,066	\$ 47,448	\$ 48,871
13		\$ 39,158	\$ 40,333	\$ 41,543	\$ 42,789	\$ 44,073	\$ 45,395	\$ 46,757	\$ 48,160	\$ 49,604
14		\$ 39,746	\$ 40,938	\$ 42,166	\$ 43,431	\$ 44,734	\$ 46,076	\$ 47,458	\$ 48,882	\$ 50,349
15			\$ 41,552	\$ 42,799	\$ 44,083	\$ 45,405	\$ 46,767	\$ 48,170	\$ 49,615	\$ 51,104
16			\$ 42,175	\$ 43,441	\$ 44,744	\$ 46,086	\$ 47,469	\$ 48,893	\$ 50,360	\$ 51,870
17				\$ 44,092	\$ 45,415	\$ 46,777	\$ 48,181	\$ 49,626	\$ 51,115	\$ 52,648
18				\$ 44,754	\$ 46,096	\$ 47,479	\$ 48,903	\$ 50,371	\$ 51,882	\$ 53,438
19					\$ 46,788	\$ 48,191	\$ 49,637	\$ 51,126	\$ 52,660	\$ 54,240
20					\$ 47,489	\$ 48,914	\$ 50,382	\$ 51,893	\$ 53,450	\$ 55,053
21						\$ 49,648	\$ 51,137	\$ 52,671	\$ 54,252	\$ 55,879
22							\$ 51,904	\$ 53,461	\$ 55,065	\$ 56,717
23							\$ 52,683	\$ 54,263	\$ 55,891	\$ 57,568
24								\$ 55,077	\$ 56,730	\$ 58,432
25								\$ 55,903	\$ 57,581	\$ 59,308
26									\$ 58,444	\$ 60,198
27									\$ 59,321	\$ 61,101

If 1.5 increase to base- then a 2nd year teacher would make only \$100 more than a new teacher

Years Exp.	Bachelors + 0	Bachelors + 10	Bachelors + 20	Bachelors +30	Bachelors +50/MA	BA +60/ MA +10	MA +20	MA +30	MA +40	MA +50
0-1	\$ 32,164	\$ 33,129	\$ 34,122	\$ 35,146	\$ 36,201	\$ 37,287	\$ 38,405	\$ 39,557	\$ 40,744	\$ 41,966
2	\$ 32,646	\$ 33,626	\$ 34,634	\$ 35,673	\$ 36,744	\$ 37,846	\$ 38,981	\$ 40,151	\$ 41,355	\$ 42,596
3	\$ 33,136	\$ 34,130	\$ 35,154	\$ 36,208	\$ 37,295	\$ 38,414	\$ 39,566	\$ 40,753	\$ 41,975	\$ 43,235
4	\$ 33,633	\$ 34,642	\$ 35,681	\$ 36,752	\$ 37,854	\$ 38,990	\$ 40,159	\$ 41,364	\$ 42,605	\$ 43,883
5	\$ 34,137	\$ 35,161	\$ 36,216	\$ 37,303	\$ 38,422	\$ 39,575	\$ 40,762	\$ 41,985	\$ 43,244	\$ 44,542
6	\$ 34,649	\$ 35,689	\$ 36,760	\$ 37,862	\$ 38,998	\$ 40,168	\$ 41,373	\$ 42,614	\$ 43,893	\$ 45,210
7	\$ 35,169	\$ 36,224	\$ 37,311	\$ 38,430	\$ 39,583	\$ 40,771	\$ 41,994	\$ 43,254	\$ 44,551	\$ 45,888
8	\$ 35,697	\$ 36,768	\$ 37,871	\$ 39,007	\$ 40,177	\$ 41,382	\$ 42,624	\$ 43,902	\$ 45,220	\$ 46,576
9	\$ 36,232	\$ 37,319	\$ 38,439	\$ 39,592	\$ 40,780	\$ 42,003	\$ 43,263	\$ 44,561	\$ 45,898	\$ 47,275
10	\$ 36,776	\$ 37,879	\$ 39,015	\$ 40,186	\$ 41,391	\$ 42,633	\$ 43,912	\$ 45,229	\$ 46,586	\$ 47,984
11	\$ 37,327	\$ 38,447	\$ 39,600	\$ 40,789	\$ 42,012	\$ 43,273	\$ 44,571	\$ 45,908	\$ 47,285	\$ 48,704
12	\$ 37,887	\$ 39,024	\$ 40,194	\$ 41,400	\$ 42,642	\$ 43,922	\$ 45,239	\$ 46,596	\$ 47,994	\$ 49,434
13		\$ 39,609	\$ 40,797	\$ 42,021	\$ 43,282	\$ 44,580	\$ 45,918	\$ 47,295	\$ 48,714	\$ 50,176
14		\$ 40,203	\$ 41,409	\$ 42,652	\$ 43,931	\$ 45,249	\$ 46,607	\$ 48,005	\$ 49,445	\$ 50,928
15			\$ 42,031	\$ 43,291	\$ 44,590	\$ 45,928	\$ 47,306	\$ 48,725	\$ 50,187	\$ 51,692
16			\$ 42,661	\$ 43,941	\$ 45,259	\$ 46,617	\$ 48,015	\$ 49,456	\$ 50,939	\$ 52,468
17				\$ 44,600	\$ 45,938	\$ 47,316	\$ 48,736	\$ 50,198	\$ 51,704	\$ 53,255
18				\$ 45,269	\$ 46,627	\$ 48,026	\$ 49,467	\$ 50,951	\$ 52,479	\$ 54,053
19					\$ 47,326	\$ 48,746	\$ 50,209	\$ 51,715	\$ 53,266	\$ 54,864
20					\$ 48,036	\$ 49,477	\$ 50,962	\$ 52,491	\$ 54,065	\$ 55,687
21						\$ 50,220	\$ 51,726	\$ 53,278	\$ 54,876	\$ 56,523
22							\$ 52,502	\$ 54,077	\$ 55,699	\$ 57,370
23							\$ 53,290	\$ 54,888	\$ 56,535	\$ 58,231
24								\$ 55,712	\$ 57,383	\$ 59,104
25								\$ 56,547	\$ 58,244	\$ 59,991
26									\$ 59,117	\$ 60,891
27									\$ 60,004	\$ 61,804

	Position Grouping	Position Titles
<b>Classified Leadership</b>	Managers:	<ul style="list-style-type: none"> <li>Technology/Media Manager</li> <li>Business Manager</li> <li>Fundraising Manager</li> <li>Facilities Manager</li> </ul>
<b>Classified Staff</b>	Classified	<ul style="list-style-type: none"> <li>Receptionist</li> <li>Administrative Assistant</li> <li>Registrar</li> <li>Athletic Director</li> <li>Instructional Aide (PARA)</li> <li>Media/Technology Aide</li> <li>Media/Technology Assistant</li> <li>Health Aide</li> <li>Repair/Maintenance Technician</li> <li>Lead Custodial</li> <li>Custodial</li> </ul>

## emy Salary Schedule

Approximate Work Days/Year	Hrly Equiv		Pay Range	
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240	\$ 16.70	\$ 33.85	\$ 32,059	\$ 65,000
230	\$ 21.74	\$ 35.33	\$ 40,000	\$ 65,000
210	\$ 13.10	\$ 26.79	\$ 22,000	\$ 45,000
250	\$ 23.00	\$ 32.50	\$ 46,000	\$ 65,000

198	\$ 11.00	\$ 18.94	\$ 17,424	\$ 30,000
207	\$ 12.00	\$ 21.14	\$ 19,872	\$ 35,000
220	\$ 15.00	\$ 23.86	\$ 26,400	\$ 42,000
195	\$ 12.00	\$ 32.05	\$ 30,000	\$ 50,000
174	\$ 11.00	\$ 14.32	\$ 15,312	\$ 19,931
185	\$ 11.00	\$ 15.90	\$ 16,280	\$ 23,539
185	\$ 12.00	\$ 19.04	\$ 17,760	\$ 28,176
185	\$ 12.00	\$ 16.82	\$ 17,760	\$ 24,890
260	\$ 15.00	\$ 19.23	\$ 31,200	\$ 40,000
260	\$ 11.00	\$ 15.38	\$ 22,880	\$ 32,000
260	\$ 11.00	\$ 13.46	\$ 22,880	\$ 28,000





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**4.0    2018-2019 Stipend Schedule**

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# Windsor Charter Academy Stipend Schedule 2018-2019

**Total Budget for 2018-2019**

**\$50,800.00**

ELEMENTARY SCHOOL		MIDDLE & HIGH SCHOOL		MIDDLE & HIGH SCHOOL	
<i>Lead Teachers</i>	<i>Amount</i>	<i>Lead Teachers</i>	<i>Amount</i>	<i>MS Athletics</i>	
Kindergarten	\$400	Counseling & Advising	\$250	Boys Basketball Assistant	\$500
1st Grade	\$400	English Lead Teacher	\$250	Boys Basketball Head Coach	\$1,000
2nd Grade	\$400	History Lead Teacher	\$250	Boys Soccer Assis. Coach	\$500
3rd Grade	\$400	Math Lead Teacher	\$250	Boys Soccer Head Coach	\$1,000
4th Grade	\$400	Fine Arts Lead Teacher	\$250	MS/HS CC Head Coach	\$1,000
5th Grade	\$400	Science Lead Teacher	\$250	MS/HS CC Asst Coach	\$1,000
Specials	\$400	<b>Lead Teachers</b>		Girls Basketball Head Coach	\$1,000
AVID	\$200	6th Grade	\$250	Girls Basketball Assis Coach	\$250
<b>Mentor Teachers</b>		7th Grade	\$250	Girls Basketball Assis. Coach	\$250
Mentor Teacher #1	\$250	8th Grade	\$250	Girls Soccer Assis Coach	\$500
Mentor Teacher #2	\$250	9th Grade	\$250	Girls Soccer Head Coach	\$1,000
Mentor Teacher #3	\$250	10th - 12th Grades	\$250	Girls Volleyball Assis Coach	\$500
Mentor Teacher #4	\$250	<b>Mentor Teachers</b>		Girls Volleyball Head Coach	\$1,000
Mentor Teacher #5	\$250	Mentor Teacher #1	\$250	Track Assis Coach	\$500
<b>Inductee Developer</b>		Mentor Teacher #2	\$250	Track Head Coach	\$1,000
Inductee Teacher #1	\$450	Mentor Teacher #3	\$250	<b>HS Athletics</b>	
Inductee Teacher #2	\$450	Mentor Teacher #4	\$250	Boys Basketball Head Coach	\$2,500
Inductee Teacher #3	\$900	Mentor Teacher #5	\$250	Boys Basketball Assis Coach	\$1,000
Inductee Teacher #4	\$450	Mentor Teacher #6	\$250	Girls Basketball Head Coach	\$2,500
Inductee Teacher #5	\$450	Mentor Teacher #7	\$250	Girls Basketball Assis Coach	\$1,000
Inductee Teacher #6	\$450	Mentor Teacher #8	\$250	Boys Soccer Head Coach	\$2,500
<b>Club Advisors</b>		<b>MS Club Advisors</b>		Boys Soccer Assistant Coach	\$1,000
Choir	\$500	NJHS	\$500	Girls Soccer Head Coach	\$2,500
Allocated for Future Use	\$650	<b>HS Club Advisors</b>		Girls Volleyball Assis Coach	\$1,000
Band	\$500	NHS	\$500	Girls Volleyball Head Coach	\$2,500
Art Club	\$500	Student Council	\$500	MS Dance	\$500
Lego Robotics	\$500	Math Counts	\$500	HS Dance	\$500
Student Council	\$500	<b>Extra Duty</b>		<b>ATHLETIC STIPENDS</b>	<b>\$28,500</b>
<b>Intramural Athletics</b>		VEX Robotics	\$1,000		
Basketball Coach	\$250	VEX Robotics	\$1,000		
Soccer Coach	\$250	Musical Theater Assistant	\$1,000		
Track Coach	\$250	Props / Scenery	\$1,000		
Volleyball Coach	\$250	<b>MSHS STIPENDS</b>	<b>\$10,750</b>		
<b>ELEM STIPENDS</b>	<b>\$11,550</b>				



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## 5.0 Financials

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**Committee**

Dean Moyer, Chair

Sara Bakula, Member

Paige Adams, Board Secretary

Brian Mader, absent

SarahGennie Colazio, Finance Director

Linda Debo, Member

Rebecca Teeples, absent

Lauren Miller, Business Manager

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**Minutes 1.18.18**

**Meeting Called to Order at 4:00pm**

1. Review December 2017 Financial Statements (20 min)
  - a. Review Balance Sheet and Statement of Revenues & Expenditures, Student Fund Rev & Exp
  - b. Review check/debit register
  - c. **Motion to approve financials by Dean second by Sara, passes unanimously**
2. Review upcoming months agenda's
  - a. January- review draft 18-19 budget- moved to February Meeting
  - b. February 1<sup>st</sup> read on 18-19 budget
  - c. March- 2<sup>nd</sup> read on 18-19 budget
    - i. Possible amended 17-18 budget
    - ii. Review 5 year projection
  - d. July meeting canceled each year
3. Next Meeting – Thursday February 15th, 4:00pm
4. **Meeting adjourned at 4:38pm**



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## Financial Highlights 12.31.17

As of December 31st, 2017 we are 6 months through the year, revenues and expenditures should be approximately 50% of budget.

We are on track for expected revenues and expenditures for this time of year.

- **Total GF Revenue is \$4,857,944 (50.09%)**
  - Revenue is in line with expected at this time of year
- **Total GF Expenses are \$4,132,706 (43.82%)**
  - Expenses are in line with expected at this time of year
- **"Surplus" to date of \$ 725,238**
- **Balance Sheet Notes**
  - GF Checking Account Balance: \$2,840,579
  - SF Checking Account Balance: \$73,636

The Finance Committee will be reviewing the 990 informational return in February, for presentation and approval of the Board at the February meeting.

We will review the first draft of the 18-19 Proposed Budget at the February meeting as well, for presentation to the Board for first read. The finalized 18-19 Budget will be presented for approval at the March meeting.

# Balance Sheet

Printed: 1/12/2018 10:45 AM  
Windsor Charter Academy

Charter School 11					
Account Class	8100	Current Assets			
Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>					
Bingo Checking Acct		650.11	0.00	650.11	11-950-00-0000-8101-000-0000
General Fund Checking		2,769,744.85	70,834.78	2,840,579.63	11-950-00-0000-8102-000-0000
MSHS Petty Cash		300.00	0.00	300.00	11-950-00-0000-8103-000-0000
Elem Petty Cash		0.00	0.00	0.00	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
Bond/Expansion Reimb Receivable		44,292.69	783.00	45,075.69	11-950-00-0000-8153-000-0000
Accounts Receivable GF		4,360.00	0.00	4,360.00	11-950-00-0000-8153-000-0000
Prepaid Expenses		11,967.36	0.00	11,967.36	11-950-00-0000-8181-000-0000
Prepaid Insurance		510.00	0.00	510.00	11-950-00-0000-8182-000-0000
Food Service Petty Cash		133.00	0.00	133.00	11-950-31-0000-8103-000-0000
<b>8100 Current Assets</b>		<b>2,831,977.18</b>	<b>71,617.78</b>	<b>2,903,594.96</b>	* Account Class
<b>Liabilities</b>					
17-18 Kinder Tuition Deposits		(20,700.00)	0.00	(20,700.00)	11-901-00-0000-7481-000-0000
Accounts Payable		(80,645.62)	(43,344.66)	(123,990.28)	11-950-00-0000-7421-000-0000
Accrued Salaries		0.10	0.00	0.10	11-950-00-0000-7461-000-0000
GARNISHMENT		(1,330.16)	(500.00)	(1,830.16)	11-950-00-0000-7471-000-0000
Rental Deposits Liability		(800.00)	0.00	(800.00)	11-950-00-0000-7491-000-0000
PERA & Life Liab		(456.00)	0.00	(456.00)	11-950-04-0000-7471-000-0000
Health/Dental/Vision Liab		(1,207.28)	9.92	(1,197.36)	11-950-05-0000-7471-000-0000
401K/457 Liab		1,196.94	(27.00)	1,169.94	11-950-06-0000-7471-000-0000
<b>7400 Liabilities</b>		<b>(103,942.02)</b>	<b>(43,861.74)</b>	<b>(147,803.76)</b>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>					
Tabor Reserve		(218,590.00)	0.00	(218,590.00)	11-950-00-0000-6721-000-0000
Unreserved Fund Balance		(1,799,704.73)	0.00	(1,799,704.73)	11-950-00-0000-6770-000-0000
Non Spendable FB- Prepays		(12,258.16)	0.00	(12,258.16)	11-950-00-0000-6770-000-0000
Gen Fund Net Income/Loss		(697,482.27)	(27,756.04)	(725,238.31)	11-950-00-0000-6775-000-0000
<b>6100 Reserved Co Dept of Ed use only.</b>		<b>(2,728,035.16)</b>	<b>(27,756.04)</b>	<b>(2,755,791.20)</b>	* Account Class
<b>11 Charter School</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Fund

# Balance Sheet

Printed: 1/12/2018 10:45 AM  
Windsor Charter Academy

Page 2 of 3  
Report as of: 12/31/2017

## Pupil Activity Fund 23

Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
<b>Current Assets</b>						
	Activity Account Checking		68,690.79	4,945.92	73,636.71	23-950-00-0000-8100-000-0000
<b>8100</b>	<b>Current Assets</b>		<u>68,690.79</u>	<u>4,945.92</u>	<u>73,636.71</u>	* Account Class
<b>Liabilities</b>						
	Bus Liab Due to GF		(525.75)	(616.50)	(1,142.25)	23-950-00-0000-7400-000-0000
	MSHS Activity Accts Payable		(3,415.61)	(595.98)	(4,011.59)	23-950-00-0000-7421-000-0000
<b>7400</b>	<b>Liabilities</b>		<u>(3,941.36)</u>	<u>(1,212.48)</u>	<u>(5,153.84)</u>	* Account Class
<b>Reserved Co Dept of Ed use only.</b>						
	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		11,430.87	0.00	11,430.87	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		(85,033.44)	(3,733.44)	(88,766.88)	23-950-00-0000-6775-000-0000
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>		<u>(64,749.43)</u>	<u>(3,733.44)</u>	<u>(68,482.87)</u>	* Account Class
<b>23</b>	<b>Pupil Activity Fund</b>		<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

# Balance Sheet

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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	
<b>Current Assets</b>						
	Def Loss on Refunding-2016	319,875.09	0.00	319,875.09	61-950-65-0000-8100-000-0000	
	Bldg Corp Interest Fund-2016	221,547.04	57,835.21	279,382.25	61-950-65-0000-8105-000-0000	
	Bldg Corp Reserve Fund-2016	1,230,393.77	1,152.17	1,231,545.94	61-950-65-0000-8105-000-0000	
	Bldg Corp Principal Fund-2016	7,712.99	696.96	8,409.95	61-950-65-0000-8105-000-0000	
	Bldg Corp Project Fund-2016	56,957.21	52.39	57,009.60	61-950-65-0000-8105-000-0000	
	Bldg Corp Interest Fund-2017	60,449.24	37.48	60,486.72	61-950-65-0000-8105-000-0000	
	Bldg Corp Project Fund-2017	235,888.03	(59,785.60)	176,102.43	61-950-65-0000-8105-000-0000	
<b>8100</b>	<b>Current Assets</b>	<u>2,132,823.37</u>	<u>(11.39)</u>	<u>2,132,811.98</u>	* Account Class	
<b>Fixed Assets</b>						
	Bldg Corp Land-Elem	692,451.00	0.00	692,451.00	61-950-00-0000-8211-000-0000	
	Bldg Corp Land-MSHS	1,060,000.00	0.00	1,060,000.00	61-950-00-0000-8211-000-0000	
	Bldg Corp Water Shares 2017	92,000.00	0.00	92,000.00	61-950-00-0000-8211-000-0000	
	Bldg Corp Building & Imp ELEM	9,422,223.94	0.00	9,422,223.94	61-950-00-0000-8231-000-0000	
	Bldg Corp Building & Imp MSHS	14,510,598.69	60,000.00	14,570,598.69	61-950-00-0000-8231-000-0000	
	Construction in Progress	1,956,198.98	0.00	1,956,198.98	61-950-00-0000-8231-000-0000	
	Bldg Corp Accum Depr ELEM	(1,493,265.71)	0.00	(1,493,265.71)	61-950-00-0000-8232-000-0000	
<b>8200</b>	<b>Fixed Assets</b>	<u>26,240,206.90</u>	<u>60,000.00</u>	<u>26,300,206.90</u>	* Account Class	
<b>Liabilities</b>						
	Bldg Corp Accounts Payable	(1,950,978.88)	0.00	(1,950,978.88)	61-950-00-0000-7421-000-0000	
	Bldg Corp Premium on Bonds	(225,992.15)	0.00	(225,992.15)	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	(329,242.00)	0.00	(329,242.00)	61-950-00-0000-7455-000-0000	
<b>7400</b>	<b>Liabilities</b>	<u>(30,651,213.03)</u>	<u>0.00</u>	<u>(30,651,213.03)</u>	* Account Class	
<b>Reserved Co Dept of Ed use only.</b>						
	Bldg Corp Unreserved Fund Bal	1,585,822.32	0.00	1,585,822.32	61-950-00-0000-6720-000-0000	
	Bldg Corp Net Income/Loss	692,360.44	(59,988.61)	632,371.83	61-950-00-0000-6775-000-0000	
<b>6100</b>	<b>Reserved Co Dept of Ed use only.</b>	<u>2,278,182.76</u>	<u>(59,988.61)</u>	<u>2,218,194.15</u>	* Account Class	
<b>61</b>	<b>Building Corporation</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund	
	<b>Report Total:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		



# A/P Check Register

Printed: 1/12/2018 10:51 AM

Windsor Charter Academy

Check Date: 12/1/2017 to 12/31/2017

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
21353	Aims Community College	4	12/07/2017	5095	20,185.12	0.00	20,185.12
217926	ANISIMOW, ALYSSA	5	12/07/2017	5096	100.00	0.00	100.00
21009	Brooms N More Inc	5	12/07/2017	5097	282.67	0.00	282.67
21015	Comcast Cable	5	12/07/2017	5098	977.71	0.00	977.71
21140	EON Office	5	12/07/2017	5099	2,107.20	0.00	2,107.20
21254	Gallegos Sanitation Inc	5	12/07/2017	5100	259.30	0.00	259.30
21028	H E S Elevator Services Inc	5	12/07/2017	5101	805.00	0.00	805.00
21035	Kutz and Bethke LLC	7	12/07/2017	5102	605.00	0.00	605.00
21092	Lincoln National Life Insurance	5	12/07/2017	5103	479.96	0.00	479.96
21109	Mail N Copy	7	12/07/2017	5104	220.56	0.00	220.56
217792	Manweiler Hardware Inc.	7	12/07/2017	5105	223.73	0.00	223.73
21724	Moonlight Carriage Company	5	12/07/2017	5106	400.00	0.00	400.00
21681	Snappy Holdings LLC	5	12/07/2017	5107	13.80	0.00	13.80
217608	ThyssenKrupp Elevator Corp.	5	12/07/2017	5108	675.00	0.00	675.00
21073	Tri Tech Security Inc	5	12/07/2017	5109	255.00	0.00	255.00
217638	UNCC	5	12/07/2017	5110	1.45	0.00	1.45
21078	Waste Management	7	12/07/2017	5111	236.97	0.00	236.97
21120	Weld RE-4 School District	5	12/07/2017	5112	511.29	0.00	511.29
21079	Wells Fargo Financial Leasing	5	12/07/2017	5113	3,026.41	0.00	3,026.41
21319	Elan	6	12/07/2017	5114	9,947.45	0.00	9,947.45
21009	Brooms N More Inc	11	12/14/2017	5115	114.54	0.00	114.54
21015	Comcast Cable	12	12/14/2017	5116	6,008.10	0.00	6,008.10
21140	EON Office	12	12/14/2017	5117	377.19	0.00	377.19
21032	Houghton Mifflin Harcourt	11	12/14/2017	5118	771.23	0.00	771.23
217851	Independent Interpreters of Northern CO LLC	12	12/14/2017	5119	240.00	0.00	240.00
21038	Lewan and Associates	12	12/14/2017	5120	242.68	0.00	242.68
21041	Manweiler Appliance Co Inc	11	12/14/2017	5121	783.00	0.00	783.00
217930	McGuffey, Luke and Kristina	12	12/14/2017	5122	20.10	0.00	20.10
21273	Meadow Gold - Greeley	11	12/14/2017	5123	1,414.94	0.00	1,414.94
217764	MILLER, LAUREN	14	12/14/2017	5124	75.00	0.00	75.00
21136	Supply Works	11	12/14/2017	5125	656.72	0.00	656.72
21704	Terminix	11	12/14/2017	5126	200.00	0.00	200.00
21072	Town of Windsor	12	12/14/2017	5127	1,628.78	0.00	1,628.78
21120	Weld RE-4 School District	11	12/14/2017	5128	20.30	0.00	20.30
21245	Absolute Shredding	20	12/21/2017	5129	110.00	0.00	110.00
21012	CenturyLink	20	12/21/2017	5130	104.04	0.00	104.04
217767	Christopher L Pederson	20	12/21/2017	5131	2,931.00	0.00	2,931.00
21312	Colorado Bureau of Investigation	20	12/21/2017	5132	79.00	0.00	79.00
21013	Colorado League of Charter Schools	20	12/21/2017	5133	4,100.00	0.00	4,100.00
217633	Diversified Underground Inc.	20	12/21/2017	5134	5.00	0.00	5.00
21183	Elite Awards and Trophies	20	12/21/2017	5135	20.75	0.00	20.75
21136	Supply Works	20	12/21/2017	5136	113.08	0.00	113.08
21624	TEC Integration	21	12/21/2017	5137	157.68	0.00	157.68
21071	Toledo Physical Education Supply Co	9353	12/19/2017	9361	(631.17)	0.00	(631.17)
<b>Void by FD on 12/19/2017</b>							
21264	Dana Weiss	5	12/07/2017	9363	360.00	0.00	360.00
21277	Kevin Castor	5	12/07/2017	9364	58.00	0.00	58.00
217924	Meining, Paul	5	12/07/2017	9365	68.00	0.00	68.00
217870	Norton, Tyler	5	12/07/2017	9366	58.00	0.00	58.00
21440	Perez, Jorge	5	12/07/2017	9367	68.00	0.00	68.00
217600	Saunders, Chad	5	12/07/2017	9368	68.00	0.00	68.00
217925	Speyer, Dirk	5	12/07/2017	9369	68.00	0.00	68.00
21319	Elan	6	12/07/2017	9370	2,919.61	0.00	2,919.61
21259	cash	14	12/14/2017	9371	200.00	0.00	200.00
21269	JW Pepper	14	12/14/2017	9372	28.95	0.00	28.95
217935	Cole, David	20	12/21/2017	9373	102.00	0.00	102.00

# A/P Check Register

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Windsor Charter Academy

Check Date: 12/1/2017 to 12/31/2017

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
217609	FHS Music Foundation	19	12/21/2017	9374	40.00	0.00	40.00
21119	Garretsons Sport Center	21	12/21/2017	9375	60.00	0.00	60.00
217936	Hampson, Christopher	20	12/21/2017	9376	58.00	0.00	58.00
217933	Homeless Gear	20	12/21/2017	9377	100.00	0.00	100.00
217937	Monson, Jeffrey	20	12/21/2017	9378	58.00	0.00	58.00
21365	Original Works Yours, Inc.	20	12/21/2017	9379	27.50	0.00	27.50
21440	Perez, Jorge	20	12/21/2017	9380	58.00	0.00	58.00
217932	Westwind Photography	20	12/21/2017	9381	200.00	0.00	200.00
217929	Your Sports Factory	20	12/21/2017	9382	491.40	0.00	491.40
21286	Voya Financial	9	12/31/2017	122917111	903.08	0.00	903.08
21088	American Fidelity	9	12/31/2017	122917222	198.60	0.00	198.60
21088	American Fidelity	9	12/31/2017	122917333	258.33	0.00	258.33
21459	CBIZ	9	12/31/2017	122917444	362.58	0.00	362.58
21459	CBIZ	9	12/31/2017	122917555	277,569.18	0.00	277,569.18
21459	CBIZ	9	12/31/2017	122917666	42,997.80	0.00	42,997.80
21084	PERA	9	12/31/2017	122917777	95,180.70	0.00	95,180.70
21233	TEXAS LIFE	9	12/31/2017	122917888	152.00	0.00	152.00
21154	Community Banks of Colorado	10	12/06/2017	120617000	9.00	0.00	9.00
217847	US Foods Inc.	10	12/06/2017	120617190	3,664.23	0.00	3,664.23
21331	Cigna Dental & Vision	10	12/12/2017	121217092	4,952.60	0.00	4,952.60
21443	Deluxe	10	12/13/2017	121317005	60.27	0.00	60.27
21443	Deluxe	10	12/13/2017	121317155	60.27	0.00	60.27
21156	Xcel Energy	7	12/15/2017	121517995	10,012.46	0.00	10,012.46
21154	Community Banks of Colorado	10	12/20/2017	122017000	9.00	0.00	9.00
217847	US Foods Inc.	10	12/20/2017	122017190	2,950.19	0.00	2,950.19
21085	Cigna Health	10	12/20/2017	122017961	65,847.90	0.00	65,847.90
21108	KSB Gov Finance-lease	10	12/21/2017	122117828	5,973.00	0.00	5,973.00
21154	Community Banks of Colorado	10	12/22/2017	122217000	9.00	0.00	9.00
21154	Community Banks of Colorado	10	12/22/2017	122217034	150.00	0.00	150.00
21154	Community Banks of Colorado	10	12/26/2017	122617000	9.00	0.00	9.00
217847	US Foods Inc.	10	12/27/2017	122717190	3,379.06	0.00	3,379.06
21154	Community Banks of Colorado	10	12/28/2017	122817000	9.00	0.00	9.00
21154	Community Banks of Colorado	10	12/28/2017	122817034	60.00	0.00	60.00
21636	HSA Bank	9	12/31/2017	122917121	6,192.85	0.00	6,192.85
21636	HSA Bank	10	12/31/2017	123112378	9.99	0.00	9.99
21636	HSA Bank	11	12/04/2017	124178885	(0.07)	0.00	(0.07)
<b>Report Total</b>					<b>\$586,927.06</b>	<b>\$0.00</b>	<b>\$586,927.06</b>

# Rev and Exp as 12.31.17

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Windsor Charter Academy

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Expense on & PO Date thru 12/31/2017

## Charter School 11

Account Type	I	Revenue				
Source of Revenue/Objec	1300	Tuition				
Description			Y.T.D. Activity	Budget	Budget Balance	% of Budget
1300	Tuition		117,860.00	207,000.00	89,140.00	56.94
1500	Earnings on Investments		0.00	200.00	200.00	0.00
1600	Food Services		158,782.69	367,185.00	208,402.31	43.24
1700	Pupil Activities		75,873.00	76,407.03	534.03	99.30
1900	Other Revenue from Local Sources		73,244.45	157,125.00	83,880.55	46.62
3000	Revenue from State Sources		124,732.70	274,983.00	150,250.30	45.36
3900	Other Revenue From State Sources		12,210.00	15,900.00	3,690.00	76.79
5600	Direct Allocations		4,295,241.76	8,598,812.00	4,303,570.24	49.95
I	Revenue		4,857,944.60	9,697,612.03	4,839,667.43	50.09
0100	Salaries		1,877,275.95	4,304,979.00	2,427,703.05	43.61
0200	Employee Benefits		704,914.18	1,738,129.00	1,033,214.82	40.56
0300	Purchased Professional and Technical Services		25,325.32	45,520.00	20,194.68	55.64
0400	Purchased Property Services		532,512.03	1,446,105.00	913,592.97	36.82
0500	Other Purchased Services		654,640.86	1,310,436.00	655,795.14	49.96
0600	Supplies		251,360.98	497,455.08	246,094.10	50.53
0700	Property		6,478.10	52,316.00	45,837.90	12.38
0800	Other Objects		62,231.35	11,000.00	(51,231.35)	565.74
0868	Overhead Costs		17,967.52	25,500.00	7,532.48	70.46
X	Expense		4,132,706.29	9,431,440.08	5,298,733.79	43.82
11	Charter School		(725,238.31)	(266,171.95)	459,066.36	272.47

\* Account Type

\* Account Type

Fund

# Rev and Exp as 12.31.17

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Expense on & PO Date thru 12/31/2017

## Pupil Activity Fund 23

Account Type I		Revenue			
Source of Revenue/Objec 1700		Pupil Activities			
Description		Y.T.D. Activity	Budget	Budget Balance	% of Budget
1700	Pupil Activities	0.00	50,000.00	50,000.00	0.00
1900	Other Revenue from Local Sources	139,753.23	0.00	(139,753.23)	0.00
I	Revenue	139,753.23	50,000.00	(89,753.23)	279.51
0600	Supplies	50,986.35	199,250.00	148,263.65	25.59
0868	Overhead Costs	0.00	80,000.00	80,000.00	0.00
X	Expense	50,986.35	279,250.00	228,263.65	18.26
23	Pupil Activity Fund	(88,766.88)	229,250.00	318,016.88	-38.72

\* Account Type  
\* Account Type  
Fund

# Rev and Exp as 12.31.17

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## Building Corporation 61

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

Description	Y.T.D. Activity	Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	14,922.59	15,000.00	77.41	99.48	
1900 Other Revenue from Local Sources	381,041.22	1,159,271.00	778,229.78	32.87	
2000 Revenue from Intermediate Sources	6,571.14	39,000.00	32,428.86	16.85	
I Revenue	402,534.95	1,213,271.00	810,736.05	33.18	* Account Type
0700 Property	0.00	200,000.00	200,000.00	0.00	
0800 Other Objects	1,034,906.78	859,436.00	(175,470.78)	120.42	
X Expense	1,034,906.78	1,059,436.00	24,529.22	97.68	* Account Type
61 Building Corporation	632,371.83	(153,835.00)	(786,206.83)	-411.07	Fund
Report Total:	181,633.36	190,756.95	9,123.59	95.22	



**6.0    2018 Annual Executive Board Self-Assessment**

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**2018**

### Charter School Executive Board Self-Assessment Template

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
<b>A Solid Foundation</b>				
School has a well-drafted charter contract with its sponsoring authorizer.	X			
School has well-drafted articles and bylaws.	X			
School's legal and financial status are clear and well-understood.	X			
Appropriate liability insurance and risk management practices are maintained at all times.	X			
School has developed a long-term/strategic plan and revisits/revises on an annual basis	X			
Long-term plans are translated into annual action plans/goals.	X			
<b>Board Operations/Relations</b>				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest).	X			
The Board has identified individuals that have the characteristics that are lacking on the Board and have developed a recruitment strategy that targets potential board members inside and outside of the organization to ensure a broad and appropriate range of expertise and experience.		X		
Board members receive orientation, regular training, and information about their responsibilities. Orientation includes information on the organization's mission, bylaws, policies, practices, programs, as well as their governance roles and responsibilities as board directors. Board members commit to those responsibilities by signing a Board commitment letter.	X			

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
Each board member has a board operations digital folder that summarizes responsibilities, including job descriptions for officers, and operation procedures. The digital folder includes a copy of the organization's bylaws.		X		
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.	X			
Board conducts annual self-evaluation.	X			
Meetings are well planned with clear agendas focused on appropriate policy and action items.	X			
Board chair is a strong, capable meeting facilitator.	X			
Board has developed meeting norms.		X		
Meetings are conducted pursuant to common ground rules (e.g.; Robert's Rules) that are well understood by all members.		X		
Board members prepare reports in advance of the meetings. Agenda and materials are given to the Board in advance of the meetings and Board members come prepared to discuss and make decisions.	X			
Individual board members prepare for meetings and participate constructively.	X			
Board has a process for addressing ineffective, destructive, or absentee board members.	X			
The meeting minutes are updated promptly after each board meeting on the school website.	X			
The Board has developed an annual meeting calendar with tasks that routinely need to be done at specific board meetings.	X			
<b>Relationship w/ School Executive Director</b>				
Board selects the Executive Director.	X			
Board develops performance goals/targets and evaluates Executive Director performance at mid-year and at the end of each year.		X		
Board has clear understanding with staff regarding where board responsibilities begin.	X			



Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
<b>Personnel &amp; Staffing</b>				
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws & regulations. Policies are updated at least every third year.	X 2017			
Clear job descriptions and staffing plans are in place.	X			
<b>Budget &amp; Finance</b>				
Board adopts an annual budget that maximizes the schools resources in support of mission/vision.	X			
Board monitors budget throughout the year.	X			
Board contracts with independent auditor each year, reviews audit report, and takes any needed follow up action.	X			
Board has considered a long-term (i.e., 5-year) financial plan in coordination with the school's overall long-term plans.	X			
Board has adopted a comprehensive set of fiscal management and controls policies.	X 2017			
<b>Instruction and Assessment</b>				
Board has adopted/approved the school's curriculum and instructional program.	X			
Board has adopted/approved student achievement goals/standards.	X			
A broad-based assessment system is in place to measure progress toward instructional goals/standards.	X			
Instructional program is in alignment with state requirements and terms of charter.	X			
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis.	X			
School reports on student achievement to charter authorizer on a regular basis as part of ongoing oversight and renewal process.	X			