

Windsor



CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

April 2023 Regular Session
April 27, 2023

**Elementary
School**

*680 Academy Ct.
Windsor, CO 80550*

**Middle
School**

*810 Automation Dr.
Windsor, CO 80550*

**Early
College
High School**

*810 Automation Dr.
Windsor, CO 80550*

April 27, 2023
Regular Session @ 6:00 p.m.

Executive Board

Sherry Bartmann, President
Elaine Hungenberg, Vice President
Donna James, Treasurer
Jenny Ojala, Secretary
John Feyen, Member
Carolyn Mader, Member
Jenny Ojala, Member
Holly Stephens, Member

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

Agenda

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

VISION STATEMENT

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

MISSION STATEMENT

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



MINUTES TO BE APPROVED AT THE MAY 2023 REGULAR SESSION

**Executive Board Minutes
April 27, 2023**

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:07 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Kelly Seilbach, Director of Middle School Education
Hannah Mancina, Director of High School Education
Jeannine Davison, Director of Food Services
Courtney Stone, Director of Curriculum, Instruction & Innovation
Cody Mason, Head of School Security

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made by Donna James and seconded by Holly Stephens to approve the April 2023 Regular Session agenda. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes.

A motion to approve the minutes for the March 23, 2023 Regular Session Regular Session and the April 4, 2023 Special Session was made by Donna James and seconded by Holly Stephens. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 2 parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

- o Kami Anderson: Kami Anderson, a parent for 4 years at Windsor Charter Academy, would like to see an emphasis placed on conservative values. Additionally, she would also like to see a greater emphasis placed on accountability for parents and their volunteer hours. One example could be a requirement for parents of HS athletes to be a part of Athletic Boosters Club. Lastly, Kami shared her concerns about the low stipends for coaches with growing athletic programs.
- o Veronica Hortt: Veronica Hortt is thankful that MS Spanish is a part of the curriculum at the middle school level. She shared concerns about a video on Nicaragua that was recently shared in MS Spanish that perpetuated a stigma of Nicaragua and a culture of drugs. She requested that videos of countries highlight the beautiful contributions of their societies.

3.0 Reports

3.1 Executive Director Report

● Induction Program

Our 2-year Induction program assists new educators in transitioning to the culture, expectations, and Core Knowledge and early college curricula at Windsor Charter Academy. The program strengthens the educator's understanding of the Colorado Academic Standards, research-based instructional practices, and the teacher quality standards. This year, the Instructional Coaches and assigned mentors supported 14 elementary, middle and high school teachers with an initial or alternative licensure and 4 highly-qualified high school teachers with opportunities for professional development and coaching to promote teacher effectiveness and foster a positive classroom environment. Two elementary teachers, two middle school teachers, and two high school teachers will complete the 2-year Induction Program and will receive their completion certificate at our Induction Celebration on May 15th. By completing our state-approved Induction program, these teachers will be able to apply for a professional teaching license from the Colorado Department of Education.

● READ Act Training

The Colorado State Board of Education requires all school districts to ensure that teachers, reading interventionists, special education teachers, and instructional coaches who provide literacy instruction to students in grades K-3 complete evidenced-based training in teaching reading by August 1, 2023. As of this month, 100% of K-3 teachers, interventionists, special education teachers and the instructional coach have completed the required training and submitted their updated Colorado teaching license with READ Act endorsement. The Colorado State Board of Education recently revised the READ Act statute to expand the number of teaching positions required to complete evidenced-based training in teaching reading. The new requirement has been communicated with fourth and fifth grade teachers,

as well as secondary reading interventionists and special education teachers to ensure we are in compliance with the requirement by the 2024-2025 school year.

- **Weld RE-4 District Communication**

The Director of Communications for WCA and Weld RE-4 are working together to create an updated set of email and text templates to be used in the event of a crisis. A variety of templates are being created to ensure that similar messaging is sent out in the event of a crisis.

- **Parking Spot Auction**

The Parking Spot Auction is in full swing! This annual auction is an important fundraiser for our school. With the update to our new parking lot at the MS/HS building, having a closer parking spot to the school will be a valuable option for families. We are excited to see how much money we raise!

- **Fun Run**

This year, there will be a MS and HS Fun Run. The MS Fun Run will not be a fundraiser; rather, a culture-building event for our MS students. Our students are excited to participate! We are in the third of a five-year campaign for our ES Fun Run. Funds raised at the ES will be used to install turf next to the mulched playground. We are hopeful that we will be able to meet and exceed our \$65,000 fundraising goal this year!

- **Board Elections**

Board elections will begin on April 25th! During March and April, Board candidate information was sent to WCA stakeholders. All parents/guardians with a child currently enrolled at WCA will receive a unique link to vote. Election results will be announced at the end of the month!

- **Annual Stakeholder Surveys**

Teachers and the Building Leadership Team analyzed the data from the annual stakeholder surveys, identified celebrations, and created action items to address priority challenges.

- **ES CMAS Assessments and Kick-Off Assembly**

Players from the Northern Colorado Hailstorm soccer team helped students get excited and ready for the CMAS exams by talking about living out the 8 Keys of Excellence on the soccer field and in the classroom. Third through fifth grade students are finishing up CMAS assessments in the areas of math, reading and 5th grade science. After their hard work, students will get to enjoy popcorn and movie parties with their classmates.

- **Author's Teas**

Kindergarten and second grade families were welcomed into classrooms to enjoy handwritten student stories. Students presented their masterpieces complete with illustrations and enjoyed tea and treats with their loved ones.

- **First Grade Field Trip**

First grade students traveled to the Museum of Nature and Science in Denver. Students and teachers were so excited for this great off-campus learning opportunity.

- **MathCounts Competition**

Camball S., an 8th grader, competed in the MathCounts state competition. He placed 16th out of more than 750 MathCounts students across Colorado. In Windsor Charter Academy's long history with MathCounts, no student has placed higher than Camball in the state competition.

- **MS CMAS Kick-Off Assembly**

Athletes from the Northern Colorado Owlz and Northern Colorado Hailstorm FC players spoke to our students about commitment, dedication, and focus, encouraging them to bring those skills when taking their CMAS assessment.

- **Battle of the Books**

Our middle school students won first place at the Battle of the Books District Competition.

- **MS Cheer Showcase**

Our middle school cheer team hosted their first annual Cheer Showcase.

- **NHS Induction**

Our National Honor Society proudly inducted 17 new members this month. These students went through a rigorous application process and were chosen through a process in which our Council of Five rates their applications blind. Parents, students, and staff all celebrated the achievement and high character these students represent during our induction ceremony.

- **PSAT/SAT Testing**

We completed our school-day testing for all 9th-11th grade students. We are so proud of how they did their best to show how they have met grade-level standards this year!

- **School Visit**

Hannah Mancina and Mia Dellanini visited D'Evelyn Jr/Sr School to talk with their school administrators about their academic success. We specifically talked with them about their outstanding math scores and what they are doing to achieve these results. We have met with our math department to discuss some possible changes for the future.

- **College Counselors**

Our students had the final visit with our college counselors, Jessica and Sawyer. This month they talked with our juniors about their college essays and how to prepare for these over the summer. We are grateful for the relationship they have created with our students and the valuable information they share about the college application process with our students and parents.

Mu Alpha Theta – Out of State Travels:

Arkansas – team competition

Nevada – Leadership travel

Students presented on the opportunity to attend and travel with Mrs. Holt.

3.2 Executive Board Reports

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: Bi-Monthly Meetings; Coffee with Leadership; RE-4 District Meetings; Girls' Soccer Games; Campaign Training; Town Hall, Title IV Training; MS Fun Run; RE-4 Board President Meeting
- John Feyen: Title IV Training
- Donna James: Finance Committee Meeting
- Jenny Ojala: Firebird Facility Meetings
- Carolyn Mader: Title IV Training & Soccer Senior Night
- Holly Stephens: Title IV Training, Election Committee; Coffee with Leadership; ES Dance, HS Volleyball Coach Interviews; Chaperone for 9th Grade Top Golf Field Trip, NHS Induction Ceremony

4.0 Items for Action

A motion was made to move the HS out-of-state trips from 4.4 and 4.5 to 4.1 and 4.2 by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

A motion to approve 4.1 & 4.12 was made by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.1: HS Mu Alpha Theta Out-of-State Trip for Competition in Arkansas

4.2 HS Mu Alpha Theta Out-of-State Trip for Competition in Nevada

4.3 Job Description: Technology Specialist

A motion to approved the job description for Technology Specialist was made by Jenny Ojala and seconded by Carolyn Mader. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.4 Facilities Merit Pay Program:

A motion to approve the Facilities Merit Pay Program was made by Jenny Ojala and seconded by Carolyn Mader. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.5 Healthy Meals for All Opt-In Program

A motion to approve the Healthy Meals for All Opt-In Program was made by Jenny Ojala and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.6 2023-2024 General Budget

A motion to approve the 2023-2024 General Budget on first read was made by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

A break was taken from 8:19 p.m. and ended at 8:31 p.m.

5.0 Consent Agenda

Jenny Ojala requested that 5.2 Clarification on Language on Teacher Merit Pay Program be pulled from the Consent Agenda. Holly Stephens asked if the following policies be pulled from the Consent Agenda:

- Policy JFB Enrollment at Windsor Charter Academy Schools, First Read
- Policy IK Grading, First Read
- Policy IKF Graduation Requirements, Second Read

5.1 Personnel

- 5.1.1 Appointments
 - 5.1.1.1 Kaylie Rawlings: HS Volleyball Coach
- 5.1.2 Terminations/Resignations
 - 5.1.2.1 Deanne Erskine: Substitute Teacher
 - 5.1.2.2 Elizabeth Fisher: ES Teacher
 - 5.1.2.3 Andrea Shustella: MS Teacher

5.2 Policies

- 5.2.1 Policy GCC Employee Leave, First Read
- 5.2.2 Policy GBEE Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, Second Read
- 5.2.3 Policy GBEE-R Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, Second Read
- 5.2.4 Policy JECD-R, E Assignment of Transfer Students to Classes and Grade Levels, Second Read
- 5.2.5 Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students, Second Read
- 5.2.6 Policy JS-R Appropriate Use of Windsor Charter Academy and Personal Technology by Students—Regulation, Second Read

5.3 Financials

- 5.3.1 March 2023

The motion was made by Donna James and seconded by John Feyen to approve the Consent Agenda with the exception of the pulled items. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.0 Executive Board-Pulled Consent Agenda Items

6.1 Clarification on Language on Teacher Merit Pay Program

The Merit Pay Program provides options for teachers to select. One of the options focuses on parent volunteer work. It was recommended to updated language for clarity. The verbiage would change

from “Offer opportunities for parents to complete 300 parent service hours for your classroom’s activities or after school events that you coordinate and participate in” to “Volunteers complete 300 hours of service that support activities or events coordinated by the applicant.”

A motion to approve clarification on language for Teacher Merit Pay Program was made by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.2 Policy JFB Enrollment at Windsor Charter Academy Schools, First Read

Discussion on the addition of language for “grandchildren” occurred. Language was also added to include legal guardianship of children.

A motion to approve Policy JFB Enrollment at Windsor Charter Academy Schools was made by Donna James and seconded by John Feyen. Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.3 Policy IK Grading, First Read

Definitions for assessments were updated in the policy. Additional changes to grading practices were also addressed in the policy on grading.

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

6.4 Policy IKF Graduation Requirements, Second Read

This policy had no revisions between first and second read.

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

7.0 Membership-Pulled Consent Agenda Items

8.0 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 Charter’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 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)

A motion was made by Donna James and seconded by Carolyn Mader to go into Executive Session based on the following citations. The motion included an invitation for Rebecca Teeples, Executive Director, and Kelly Seilbach, Director of Middle School Education, to join the Board in Executive Session.

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

Members voted the following: Feyen, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Board entered Executive Session at 9:17 p.m. and exited upon completion of the session.

9.0 Adjournment

The Executive Board adjourned at 10:40 p.m.



Appendix

1.0 March 2023 Executive Board Regular Session Minutes

Executive Board Minutes March 23, 2023

1.0 Opening of the Meeting

1.1 Call to Order

The meeting was called to order at 6:05 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Elaine Hungenberg, Executive Board Vice-President (6:50 p.m.)
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member (6:10 p.m.)
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Jessica Wilson, Director of Elementary School Education (7:00 p.m.)

1.3 Pledge of Allegiance

1.4 Mission Statement

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

1.5 Adoption of Agenda

A motion was made by Donna James and seconded by Jenny Ojala to approve the March 2023 Regular Session agenda. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

1.6 Adoption of the Minutes.

A motion to approve the minutes for the February 23, 2023 Regular Session Regular Session minutes was made by Donna James and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 Citizen Communication

There were 2 parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

- Cheree Myatt: Cheree, a substitute teacher and cheer coach, shared how thankful she was for the athletic programs at Windsor Charter Academy. She gave a shout out to Lindsay Yost for all of her hard work. She's proud of the great things that are happening and loves seeing college-level recruitment occurring for our athletes.
- Melinda Stroud: Melinda echoed Cheree's comments about the athletic program and also thanked Cheree for her work as a cheer coach. She was proud of the great athletic programming that was occurring at our schools.

3.0 Reports

5.4 Executive Director Report

- **Book Studies for Staff Professional Development**

In an effort to support teachers in behavior management and student engagement, our Instructional Coaches are offering professional development through two book studies during the second semester. The first professional development opportunity explores the book, [From Behaving to Belonging](#) by Julie Causton and Kate MacLeod. The book details how teachers can shift from a "behavior management" mindset to an approach that supports all students, even the most challenging ones, with kindness, creativity, acceptance, and love. The second book study is a close examination of the book [50 Strategies to Boost Cognitive Engagement](#) by Rebecca Stobaugh. This book focuses on how to transform classroom culture from passive knowledge consumption to active learning and student engagement. Strategies aim to build a culture of thinking that emphasizes 21st-century skills. Included in the book are 50 teacher-tested instructional strategies that nurture cognitive abilities across all thinking levels. Teachers who complete the requirements of each book study will earn 1.0 professional development credit that can be used towards horizontal advancement.

- **Colorado League of Charter Schools**

On March 1st, the Director of Communications presented at the Annual Conference of the Colorado League of Charter Schools. The presentation, entitled "Liquid Expectations: Transform Your Marketing Through Strong Branding, Liquid Storytelling, and Audience Connection" was well-received by attendees. Representatives from the communications team at the League indicated that it was one of their most informative presentations at the conference. In addition, Prospect Ridge Academy has reached out for more information on WCA's communications practices.

- **Board Elections**

Board elections will occur in April! The deadline for Board candidate applications was Monday, March 13th. During the month of March, approved candidates will attend a Board Candidate Training and present their campaign speech during the March 23rd Board Meeting. Candidate information will also be sent to WCA stakeholders.

- **Safety Events & Webinars**

Our Safety Committee has organized a series of webinars this spring. On March 9th, Carolyn Mader presented "The Threat of Pornography: How to Talk to Your Teen About Porn." This

webinar was well-received by attendees. We are excited to offer our families information on these important topics!

- **5th Grade Science Fair**
In mid-February, our fifth-grade students worked hard to create innovative science fair experiments and projects. Students presented their projects to peers and parents.
- **1st Grade Mexico Core Knowledge Celebration**
First grade students participated in different activities that supported and enriched the Core Knowledge curriculum and tied to their learning around the culture of Mexico as part of their unit on modern civilizations.
- **National Read Across America Day**
Students celebrated Dr. Seuss's birthday and Read Across America Day at the beginning of March by dressing like their favorite book character and having the opportunity to meet up with their cross-grade level Key Buddy to read books together.
- **Student Council Outreach and Leadership Conference**
Fifth grade student council members attended an exciting volunteer opportunity at Brunner Farm Park. Students helped to pull weeds, spread mulch, cut tall grass and clean up the park to prepare it for the spring season. Fifth graders then spent time at Windsor Town Hall with Mayor Rennemeyer who spoke to students about what it's like to run a town and ways in which it is similar to their role as student council leaders.
- **ES SAC Survey Review and Action Items**
Teacher teams and the Elementary Building Leadership team analyzed parent and staff SAC survey data in order to create goals around supporting staff and families for the 2023-2024 school year.
- **MS Colorado Open Cup Stacking Tournament**
Saturday March 4th, Clayton M. and Tayla F. competed in the WSSA Colorado Open Cup Stacking Tournament in Castle Rock. Clayton placed 6th overall in his division and Tayla placed 4th! Both students performed very well in their first tournament. Congratulations, Clayton and Tayla! A huge thank you to Mr. Hill for introducing cup stacking and inspiring these students to join the competition.
- **Middle School Crews**
Middle school students met in their cross-grade level Crews. They participated in a team builder and completed their Crew Crest. Students attending the Firebird on Fire assembly where they competed in their crews.
- **MS SAC Survey Action Items**
Teachers reviewed SAC survey data and created action items to address the identified goals for parents, students, and teachers for the 2023-2024 school year.
- **HS Boys' Basketball**
Our boys' basketball team placed 4th in the state for the 3A division this year. This amazing group of athletes and coaches made history by making it to the Final Four during our first year as a CHSAA-sanctioned school.
- **HS Vex Robotics**
We had three teams qualify for the state Vex Robotics tournament (two high school and one middle school). One of our teams made it all the way to the quarterfinals and we are proud of all of our students who participated this year.
- **ThinkFast Interactive Assembly**
Our high school students participated in an assembly on safe driving hosted by ThinkFast Interaction. This was paid for by a grant through CDOT. The assembly was set up like a game show where students answered questions about pop culture and driving using handheld devices.
- **HS Academic Lettering Breakfast**
We honored our many high school students who earned an academic letter by getting a 3.95 or higher for two semesters in a row this month. We had many parents and students join us to celebrate their academic achievements!
- **HS College Counselors**
Our college counselors visited all of our juniors this month to discuss how to build an activity list for their college applications. We appreciate their insights into the college application process. They have hosted parent webinars also throughout the year and these recordings are posted to our website.

3.2 Executive Board Reports

The Executive Board members shared that they attended the following events in support of Windsor Charter Academy Schools:

- Sherry Bartmann: Annual Colorado League of Charter School Conference, Board walk, Coffee with Leadership, K-12 Reunification Drill, Weld RE-4 District Board meeting, bi-monthly Executive Director meeting, and soccer games. Sherry also gave a shout out to our high school students that volunteer in our community.
- John Feyen: John attended last month's board meeting.
- Elaine Hungenberg: Board walk, Coffee with Leadership, bi-monthly Executive Director meeting, ES music concert, Author's Tea, SAC meeting, and Bring Your Parent to PE Week.
- Donna James: Annual Colorado League of Charter School Conference, Board walk, Coffee with Leadership, HS Academic Lettering Celebration, and Finance Committee.
- Jenny Ojala: Annual Colorado League of Charter School Conference, Board walk, boys' basketball finals, Bring Your Parent to PE Week, and Firebird Facilities planning meetings.
- Carolyn Mader: Annual Colorado League of Charter School Conference, led a safety webinar for parents on the harms of pornography, and attended the girls' basketball playoffs. She emphasized that both the boys's and girls high school basketball teams made history this year with their performance and level of competition in an inaugural year in CHSAA.
- Holly Stephens: Annual Colorado League of Charter School Conference, Board walk, Coffee with Leadership, K-12 Reunification Drill, Weld RE-4 District Board meeting, 4th grade Core Knowledge celebration, and the Election Committee work in preparation for board elections. Holly gave a shout out to the work that is occurring to build the athletic program. She thanked Lindsay for all of her work as Athletic Director. She also was grateful to the coaches that work with students. She shared that the high school boys' basketball banquet was a great culminating event. It was evident that the coaches knew each of the athletes and sincerely cared about each of them and their growth as individuals.

4.0 Items for Action

4.1 2021 Form 990

A motion to approve the Form 990 for 2021 was made by Elaine Hungenberg and seconded by Jenny Ojala. SarahGennie Colazio, Director of Finance & HR reviewed the purpose of a Form 990 and highlighted Part VIII Statements of Revenue and Part IX Statements of Functional Expense. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

4.2 Sex Education Waiver

A motion was made to move forward with a request for a Sex Education Waiver from Weld RE-4 and the State was made by Jenny Ojala and seconded by Donna James. Carolyn shared that she would be abstaining from the voted. It was a conflict of interest, given that she was a counselor that addressed areas Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, abstain; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

5.0 Consent Agenda

Jenny Ojala requested that the Food Services Bid for MSHS Walk-in Freezer be moved to 6.0 Executive Board Consent Agenda Items. Elaine Hungenberg requested that Policy JECD-R Assignment of Transfer Students to Classes and Grade Levels on first read be moved to 6.0 Executive Board Consent Agenda Items.

5.1 Personnel

5.1.1 Appointments

- 5.1.1.1 Zoe Avery: Substitute Teacher
- 5.1.1.2 Madison Byers: HS Cheer Coach
- 5.1.1.3 Sophia Fokken: Custodian
- 5.1.1.4 Angela Hollingsworth: Substitute Teacher
- 5.1.1.5 Nicole Kellengarger: Instructional Paraprofessional
- 5.1.1.6 Thomas Kulawiak: HS Volleyball Coach
- 5.1.1.7 Chloe Miller: MS Volleyball Coach
- 5.1.1.8 Isaac Toman: Substitute Teacher

5.1.2 Terminations/Resignations

- 5.1.2.1 Mandi Murtaugh: Instructional Paraprofessional
- 5.1.2.2 Erin Leahy: Substitute Teacher
- 5.1.2.3 Ashley Meusch: Substitute Teacher
- 5.1.2.4 Gwendolyn Schulte: Substitute Teacher
- 5.1.2.5 Debra Childress: Substitute Teacher
- 5.1.2.6 Lindsay Guard: Substitute Teacher
- 5.1.2.7 Mandi Henderson: Substitute Teacher
- 5.1.2.8 Summer Allred: Substitute Teacher
- 5.1.2.9 Naomi Kephart: Substitute Teacher
- 5.1.2.10 Danielle Peterson: Substitute Teacher

5.2 Job Descriptions

- 5.2.1 Technology Manager

5.3 Policies

- 5.3.1 Policy GBEE Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, First Read
- 5.3.2 Policy GBEE-R Appropriate Use of WCA & Personal Technology by Non-Student Stakeholders, First Read
- 5.3.3 Policy IKF Graduation Requirements, First Read
- 5.3.4 Policy JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students, First Read
- 5.3.5 Policy JS-R Appropriate Use of Windsor Charter Academy and Personal Technology by Students—Regulation, First Read
- 5.3.6 Policy ECAF-R Use of Video and Audio Monitoring—Regulation, Second Read
- 5.3.7 Policy JEB Entrance Age Requirements, Second Read
- 5.3.8 Policy JF Student Admissions to Windsor Charter Academy, Second Read
- 5.3.9 Policy JRCB Privacy and Protection of Confidential Student Information, Second Read
- 5.3.10 Policy JRCB-R Privacy and Protection of Confidential Student Information—Regulation, Second Read
- 5.3.11 Policy IHEDA Concurrent Enrollment, Second Read

5.4 Financials

- 5.4.1 February 2023

The motion was made by John Feyen and seconded by Holly Stephens to approve the Consent Agenda. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.0 Executive Board-Pulled Consent Agenda Items

6.1 Food Services Bid for MSHS Walk-in Freezer

Jenny Ojala asked for clarifications on the bids to ensure that each bid had installation costs tied to the bid to ensure an equitable comparison. Once confirmed, a motion to approve the Stateside Services was made by Jenny Ojala and seconded by Carolyn Mader. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

6.2 Policy JECD-R,E Assignment of Transfer Students to Classes and Grade Levels, First Read

Elaine Hungenberg asked for clarifications on the policy on prioritization of full-time student enrollment versus part-time student enrollment. Once confirmed that prioritization for full-time students was outlined, a motion to approve the policy was made by Elaine Hungenberg and seconded by Jenny Ojala. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

7.0 Membership-Pulled Consent Agenda Items

8.0 Items for Information

8.1 Board Candidate Speeches

8.2 Town Hall Questions

9.0 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 Charter'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 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)

A motion was made to go into Executive Session by Carolyn Mader and seconded by John Feyen based on the following criteria:

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

Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The Executive Board entered Executive Session at 9:25 p.m. The Executive Session ended at 9:54 p.m.

10.0 Adjournment

The motion was made by John Feyen and seconded by Holly Stephens to approve adjourn. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting adjourned at 9:54 p.m.



2.0 April 2023 Executive Board Special Session Mi



2.0 April 2023 Executive Board Special Session Minutes

Executive Board Agenda April 4, 2023

Special Session: 7:15 p.m.

1.0 Opening of Meeting

1.1 Call to Order

The meeting was called to order at 7:15 p.m.

1.2 Roll Call

Executive Board Members Present

Sherry Bartmann, Executive Board President
Elaine Hungenberg, Executive Board Vice-President
Donna James, Executive Board Treasurer
Jenny Ojala, Executive Board Secretary
John Feyen, Executive Board Member
Carolyn Mader, Executive Board Member
Holly Stephens, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director
SarahGennie Colazio, Director of Finance & HR
Jessica Wilson, Director of Elementary School Education

1.3 Pledge of Allegiance

1.4 Mission Statement

1.5 Adoption of Agenda

A motion was made by John Feyen and seconded by Donna James to approve the April 2023 Special Session agenda. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

2.0 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:

10. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
11. Conduct conferences with the Charter's attorney for the purpose of receiving legal advice on a particular matter, C.R.S. §24-6-402(4)(b)
12. 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)
13. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
14. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
15. 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)
16. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
17. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)

A motion was made by Donna James and seconded by Holly Stephens to go into Executive Session based on the following citation. The Board invited Executive Director Teeples, Principal Hannah Mancina, Assistant Principal Mia Dellanini, and Head of School Security Cody Mason.

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

Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously.

The Board entered Executive Session at 7:21 p.m. Jenny arrived at 7:22 p.m. and joined the Executive Session. The Board exited Executive Session at 8:45 p.m.

3.0 Adjournment

A motion was made by John Feyen and seconded by Elaine Hungenberg to adjourn the April 2023 Special Session. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Stephens, aye; Bartmann, aye. The motion passed unanimously. The meeting ended at 8:46 pm.



3.0 Job Descriptions



JOB DESCRIPTION

Technology Specialist

Summary

Provide technical support and troubleshooting to staff, students and families for school technology. Assist in the management and circulation of laptops and equipment. Maintain the order and functionality of school technology and databases. Work closely with staff to support educational objectives. Manage the copiers and repair coordination with the copier companies. Assist with configuration, maintenance, and troubleshooting of central communication and technology systems. Assist with set up and support for technology needs for school events.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Description of Job Tasks

- Provides support to the Technology Manager for:
 - central communication systems including phone, intercom, and network.
 - set up and maintenance of audio/visual equipment.
 - student safety, monitoring, and filtering software, including Gaggle, GoGuardian, and Device Management via Google Admin.
 - the installation, implementation and maintenance of school-owned technology equipment and devices.
 - improving system performance by identifying problems and recommending changes.
 - reporting technology issues and concerns to the Technology Manager.
 - professional development about digital applications, computer systems, and tech equipment to support technology integration as needed for staff.
- Manages school-wide technology and software, including:
 - data uploads and integration of software databases (including Active Directory, G Suite, etc.).
 - student account creation, password resets and maintenance.
 - copy machines and printers. Maintains inventory of necessary print supplies, troubleshoots issues and makes service calls.
 - inventory of student and staff devices
 - monitoring and maintenance of online safety and security programs.
 - classroom devices, such as TV displays, chromebooks, iPads, classroom audio systems, etc.
 - operation and maintenance of 3D printers
- Resolves Technology Support Requests by:
 - providing technical support and general troubleshooting to staff, students and families for school technology by identifying problems, researching answers, and guiding them through corrective steps.

- ensuring requests are completed efficiently and effectively.
 - supporting the Technology Assistant(s) when issues require a higher level skill or knowledge.
- Set up and provide support for events requiring technology, scheduled through Event Planning.
- Demonstrates a commitment to:
 - understand, appreciate, and make accommodations for student diversity;
 - include and engage families in the student's education;
 - support all Windsor Charter Academy policies, procedures, and expectations;
 - provide personal and professional excellence.
- Demonstrates professionalism by:
 - supporting the school's vision and mission.
 - understanding how to differentiate support and is professional when interacting with students, families and staff.
 - developing job knowledge by participating in educational opportunities and maintaining personal networks.
 - maintaining a clean and organized environment in technology office spaces.
 - providing clear and timely communication to all stakeholders.
 - attending appropriate professional development, building meetings, and/or school functions.
 - being punctual and reliable.
- Performs other duties as assigned by the Technology Manager and Director of Curriculum, Instruction & Innovation.

Education and Related Work Experience

- Associates Degree or higher preferred.
- Two to three years of related experience in school or other applicable technology.
- Equivalent combination of education and experience acceptable.

Licenses, Registrations or Certifications

- Criminal background check required for hire.
- CPR and first aid training will be required at hire.

Technical Skills, Knowledge & Abilities

- Possess the following skills:
 - Oral and written communication skills
 - Conflict resolution skills
 - English language skills
 - Math skills
 - Interpersonal relations skills
 - Critical thinking and problem-solving skills
- Maintain confidentiality in all aspects of the job.
- Work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Communicate effectively and efficiently with students, parents/guardians, staff and community members.
- Be a part of and work with a team.
- Manage multiple priorities.
- Manage multiple tasks with frequent interruptions.

- Maintain honesty and integrity in all aspects of the job.
- Adhere to attendance requirements, including regular and punctual employee presence.
- Communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Work independently and manage time effectively.
- Diffuse and manage volatile and stressful situations.

Materials and Equipment Operating Knowledge

- Personal computers, peripherals, and media equipment
 - Microsoft Word, PowerPoint, Excel, Adobe, and other software
 - Typical office equipment
-

Physical Requirements & Working Conditions

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Close vision at 20 inches or less				X
Distance vision at 20 feet or more				X
Peripheral vision				X
Ability to adjust to focus				X

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	



4.0 Merit Pay Programs

Minimum Requirements	Required Documentation	Authorizer	Signature
2 years of employment at Windsor Charter Academy	HR Files	SarahGennie Colazio	
"Accomplished" or "Exemplary" rating on end-of-year final evaluation	Final Effectiveness Rating Report	Ricky Wagner	
5 hours of participation in activities, committee work, or school events during non scheduled work time	Minimum-5 Hour Activity Log	Ricky Wagner	
Three Additional Requirements OR	Required Documentation	Authorizer	Signature
WCA employment milestone of 5 years, 10 years, 15 years, etc.	HR Files	SarahGennie Colazio	
Participate in 15 hours of additional school events during non-scheduled work time, beyond the minimum requirements of 5 hours	15-Hour Activity Log	Ricky Wagner	
Retain 15 hours or more of annual PTO at end of the yearly agreement	HR Files	Ricky Wagner	
Coach of a WCA athletic team or intramural club with a positive evaluation	Final Evaluation Rating	Lindsay Yost/Chrissy Jones	
Commit 15 hours or more to weekend cleaning events in a year	15-Hour Weekend Cleaning Log	Ricky Wagner	
15 hours of volunteer work at WCA	Volunteer Work Log	Ricky Wagner	
Complete 15 hours of overtime to cover for absent team members	Overtime Log	Ricky Wagner	
One quarter based on 3-month window without absences (9/30, 12/31, 3/31, 6/30)	HR Files	SarahGennie Colazio	
Golden Apple recipient award	Dated picture with Golden Apple	Ricky Wagner	
Significant achievement in education or training certification that adds value to Windsor Charter Academy	Achievement Summary	Ricky Wagner	

Clarification of Teacher Merit Pay Program

It is the recommendation to approve a change in language to ensure clarity and align with the original intent of the Merit Pay Program. Many years ago, the Board requested that a merit pay program was created to honor those teachers that go above and beyond every day. One request from the Board was to ensure that the merit pay program include language that supported the prioritization of parent volunteers in the classrooms and at activities. The intent of the criteria below has always been to have volunteers complete service in the classroom. The current below language could be interpreted differently.

The recommended clarification is:

Clarify language from

“Offer opportunities for parents to complete 300 parent service hours for your classroom’s activities or after school events that you coordinate and participate in”

to

“Volunteers complete 300 hours of service that support activities or events coordinated by the applicant.”



5.0 Healthy Meals for All Opt-In Program

Healthy School Meals for All

Windsor Charter Academy Farm to School Scratch Kitchen synopsis



Jeannine Davison

Director of Food Service

April 7th 2023

Windsor Charter Academy Scratch Kitchen Overview

Healthy School Meals for All

Healthy School Meals for All

Community and Family Resource



What is the Healthy School Meals for All program?

The Healthy School Meals for All program provides funding for Colorado public school districts to serve free, nutritious meals to all students beginning in school year 2023-24. Beginning in school year 2024-25, participating districts may also receive funds to purchase local food from Colorado farmers and ranchers, and to increase wages or provide stipends to staff who prepare and serve school meals.

What Families Need to Know

- There are no changes to food service operations for the remainder of school year 2022-23 and families should continue to complete school meal benefit applications, as needed, for the remainder of the school year
- Districts have the option to participate in Healthy School Meals for All program
- Districts must participate in the federal National School Lunch Program and/or the School Breakfast Program in order to participate in the Healthy School Meals for All program
- Under the National School Lunch and School Breakfast Programs, districts are reimbursed with federal funding for meals served that meet specific nutrition standards
- To maximize the use of available federal funds, families may still be required to complete meal benefit applications annually
- The state of Colorado will continue to cover the cost for reduced priced meals so families are not responsible for a co-pay
- Healthy School Meals for All will provide free meals to all students by covering the cost of meals provided to students that would otherwise pay full price for a meal

For More Information

Families should contact their district's nutrition service department with questions or for more information.

National School Lunch Program & School Breakfast Program

The NSLP and SBP provide nutritionally balanced, low-cost or no-cost meals to students each school day. All students can participate, but specific eligibility requirements allow students to receive a free or reduced-price meal based on their family's income or participation in certain federal assistance programs. Students who do not qualify for free or reduced-price meals pay for breakfasts or lunches.

What if my district does not opt in?

Districts that choose not to opt into the Healthy School Meals for All program will continue to receive reimbursement from the federal government and the reduced-price co-pay from the state of Colorado for meals served based on a student's eligibility.

This institution is an equal opportunity provider.



COLORADO
Department of Education
School Nutrition

What are the benefits of opting-in to the Healthy School Meals for All program?

- Community Eligibility Provision schools:
- Promotes equity and reduces stigma of school meals
- Eliminates unpaid meal debt once implementing
- Reduces administrative burden
- Increase in the number of students who eat breakfast and lunch each day
- Easier implementation of alternative serving models (e.g. breakfast in the classroom, kiosks, etc.)
- Simplifies the administrative review
- Promotes equity and reduces stigma of school meals
- Eliminates unpaid meal debt once implementing the program (see unpaid meal charges section for more details)
- Increase in the number of students who eat breakfast and lunch each day
- With our scratch made farm to school program model the majority of our students will be fed with nutritious food and this will be beneficial to the mental, physical and the emotional health of our students.

What should school food authorities do now and what additional factors should be considered for program implementation?

School food authorities opting into the program should start to think through and work with their administration on:

- Ensuring adequate meal times, length of meal time, number of lunch periods and time to serve the scratch meal components
- Staffing challenges, and equipment needs for the extra volume of dry and refrigerated products
- If applicable, to meet the needs of increased participation in their meal programs. SFAs should also begin communicating with their vendors to obtain estimates for food, milk, paper supplies, etc.

National School Lunch and School Breakfast Programs Overview

1. What are the National School Lunch and School Breakfast Programs? The National School Lunch Program (NSLP) and School Breakfast Program (SBP) are federal school meal programs that provide nutritionally balanced, low-cost or no-cost meals to students each school day. All students can participate, but certain eligibility requirements allow students to receive a free or reduced-price meal based on their family's income or participation in certain federal assistance programs. Students that do not qualify for free or reduced-price meals pay for breakfasts or lunches.

2. How are School Food Authorities reimbursed for meals served in the National School Lunch and School Breakfast Programs? School Food Authorities that participate in the National School Lunch or School Breakfast programs receive a per meal federal reimbursement for each reimbursable meal they serve. In the state of Colorado, families that qualify for reduced-price meals do not pay the \$0.30 co-pay for breakfast or the \$0.40 co-pay for lunch because the state reimburses eligible SFAs for meals claimed for all reduced-price students through Colorado's Start Smart Nutrition Program and the Child Nutrition Lunch Protection Act.

For SFAs that opt in, the Healthy School Meals for All program will provide free meals to all students by covering the cost of meals provided to students that would otherwise pay full price for a meal.

SFAs that choose not to opt into the Healthy School Meals for All program will continue to receive reimbursement from the federal government and the reduced-price co-pay from the state of Colorado for meals served based on a student's eligibility.

Healthy School Meals for All Program Overview

1. What is the Healthy School Meals for All program? The Healthy School Meals for All program provides funding opportunities to Colorado public school food authorities participating in the National School Lunch and School Breakfast Programs:

- o Reimbursement for meals provided to students that would otherwise pay full price for a meal (required to opt-in to the program)
- o Funding to purchase local food from Colorado farmers and ranchers (optional to apply for once opted into the program)
- o Funding to increase wages or provide stipends to staff who prepare and serve the meals (optional once opted into the program)

2. What does meal reimbursement mean? The Colorado Department of Education receives annual funding from the U.S. Department of Agriculture to reimburse school

food authorities (SFA) for meals served to students that meet federal nutrition standards. This funding helps SFAs pay for food, kitchen equipment, labor, etc. Reimbursement amounts are based on three income classifications. The free rate is the highest reimbursement amount, followed by reduced-price and paid reimbursement rates. For non-CEP schools, state funding will continue to cover the reduced-price co-pay for students so that students that qualify for reduced-price meals don't have to pay for those meals. State funding will cover additional reimbursement for students that pay full price for a meal to ensure all students receive meals for free.

3. What will the Healthy School Meals for All program cost the state of Colorado? A fiscal analysis estimates it will cost approximately \$100 million annually to fund the program.

Beginning in FY 2023-24, the state of Colorado will reimburse districts for meals based on the federal free reimbursement rate for each meal served, minus the amount a SFA receives from the federal and state meal reimbursement programs. In FY 2023-24, meal reimbursements are estimated at up to \$115.0 million, depending on actual federal reimbursement rates.

Meal reimbursements are estimated at between \$48.5 million and \$78.5 million in FY 2024-25, and subsequent years, based on projected meal counts and possible program participation rates. This cost is less than estimated for FY 2023-24 because of the direct certification of children in Medicaid to begin in SY 23-24, which will impact CEP eligibility in FY 2024-25. An increase in direct certification matches is estimated to increase Community Eligibility Provision (CEP) eligible sites which would increase federal reimbursement and reduce the state funding needed to provide free school meals to all.

4. When do Healthy School Meals for All program initiatives start? The portion of the program that provides reimbursement for meals provided to students that would otherwise pay full price for a meal will begin in School Year 2023-24 for participating school food authorities.

Other portions of the program including funding for pay increases and stipends for kitchen employees and incentives for local purchasing will begin in School Year 2024-25. SFAs will be required to opt-in annually to each portion of the program in which they plan to participate. In order to participate in the Healthy School Meals for All program, SFAs must provide free meals to all students at participating schools.

Funding for pay increases and stipends for kitchen employees and incentives for local purchasing are optional, and separate program initiatives, for SFAs implementing the program.

5. What are the timelines for opting in and implementing the Healthy School Meals for All Program? CDE School Nutrition will conduct trainings over the next several months to cover frequently asked questions about the program and how to implement the Community Eligibility Provision (CEP) for eligible schools. Training, resources and deadlines will be announced in the Dish e-newsletter.

Districts and schools that are not eligible for CEP will conduct operations as usual and notify CDE of their decision to participate in Healthy School Meals for All during the annual application submission process. Windsor Charter is not a CEP school.

We will run business as normal and opt in during our normal sponsor applications in May.



6.0 Out-of-State Trip Requests

Overnight Field Trip Request

The following must be completed for an overnight field trip:

1. Overnight Field Trip Request (send copy to Building Director and School Nurse)
2. Event Planning Form
3. Field Trip Form (either bus request or no transportation)
4. Send [Overnight Field Trip Medication Form](#) to all parents.

Please complete and submit all forms at least 90 days in advance of the proposed field trip. Incomplete requests will be returned. This Overnight Field trip Request form should be shared with the Building Principal and School Nurse.

The Building Principal will share the form with the Executive Director for approval.

Please note: All out of state trips must also be approved by the WCA Executive Board of Directors.

School: Windsor Charter Academy

Sponsor: Lara Holt

Sponsor's Phone Number: 970-214-1611

Departure Date: Sunday, June 25th, 2023

Return Date: Friday, June 30th, 2023

Estimated Number of Student Participants: 10

Destination(s):

What class, program, or subject area is this field trip related to?

MuAlphaTheta; the Math National Honor Society

What is the destination for the field trip? If there are more than one destinations, please list them all.

University of Arkansas, Fayetteville, Arkansas

For detailed information for the entire convention, [click here](#)

Itinerary

Please outline a detailed itinerary of the trip that includes a breakdown of activities by the hour. (Please insert any additional rows needed to ensure a detailed itinerary.)

Sunday, June 25th 3:30 am - Depart WCA via bus 4:30 pm - Arrive at University of Arkansas

Sunday, June 25

Time	Event	Location
11:00 a.m.-5:30 p.m.	Registration	Adohi
5:00-7:15 p.m.	Dinner	Fulbright Dining Hall
6:00-7:15 p.m.	Dinner Meeting - Lead Coaches Only	Fulbright Dining Hall
7:30-8:30 p.m.	Scavenger Hunt	Greek Theatre
9:00-10:30 p.m.	Opening Ceremony	Fayetteville High School
11:15-11:30 p.m.	Curfew	Your own room

Get some rest! Tomorrow will be a LONG day and you need to sleep!

Monday, June 26

Time	Event	Location
6:00-7:00 a.m.	Yoga Stretch - bring mat or towel	Adohi
6:30-8:00 a.m.	Breakfast	Pomfret Dining Hall
	New Sponsor Breakfast	Pomfret Dining Hall
8:30-10:00 a.m.	TOPIC TEST 1	Hillside
Triangles - Theta Circles & Polygons - Theta Area and Volume - Theta	Analytic Geometry - Alpha Trigonometry - Alpha Matrices & Vectors - Alpha History of Math - Open	BC Calculus - Mu Limits & Derivatives - Mu Comprehensive - Mu
8:30-9:30 a.m.	Sponsors: Texas Instruments Tom Reardon	
10:00-10:15 a.m.	Disputes Open	Hillside
10:45-11:45 a.m.	Sponsors: Texas Instruments Tom Reardon	
10:30 a.m.-12:00 p.m.	Individual Tests: Mu, Alpha, Theta	Hillside
12:00-12:15 p.m.	Disputes Open	Hillside
12:15-1:30 p.m.	Lunch	1021 Dining Hall
	Delegate Meeting w/ lunch	Bell Engineering
1:30-2:30 p.m.	UA Campus Tour	TBA
1:40-2:30 p.m.	Mental Math then Speed Math	Hillside One after the other
2:45-4:30 p.m.	Ciphering	Hillside

5:30-7:30 p.m.	Governor's Meeting Kailin	Stem Center
5:00-7:00 p.m.	Dinner	Brough Dining Hall
7:30-9:30 p.m.	Interschool Test	Hillside
11:15-11:30 p.m.	Curfew	Your own room

Tuesday, June 27

Time	Event	Location
6:00-7:00 a.m.	Yoga Stretch - bring mat or towel	Adohi
6:30-8:00 a.m.	Breakfast	Pomfret Dining Hall
	New Sponsor Breakfast	Pomfret Dining Hall
8:30-10:00 a.m.	TOPIC TEST 2	Hillside
Theta Applications - Theta Equations & Inequalities - Theta Combinatorics & Probability - Theta	Alpha Applications - Alpha Equations and Inequalities - Alpha Combinatorics & Probability - Alpha Number Theory - Open	Mu Applications - Mu Integration - Mu Combinatorics & Probability - Mu
10:00-10:15 a.m.	Disputes Open	Hillside
10:30-11:30 a.m.	5 Speaker Sessions	5 rooms Bell Engineering
11:30 a.m.-1:00 p.m.	Lunch	Brough Dining Hall
	Delegate Meeting w/ lunch	Bell Engineering
1:15-4:15 p.m.	5 Speaker Sessions	Bell Engineering
2:30-5:30 p.m.	Chalk Talk Finals	
	Mu	Hillside larger room
	Alpha	Hillside smaller room
	Theta	TBC
	Holding Room	Bell 2273

5:45-7:00 p.m.	Dinner	1021 Dining Hall
7:30-8:45 p.m.	Hustle	Fayetteville High School Café
7:30-8:45 p.m.	Relay	Lecture Hall FHS
8:45-9:00 p.m.	Disputes Open	Fayetteville High School Café
9:00-10:15 p.m.	1st Awards Ceremony	Fayetteville High School
11:15-11:30 p.m.	Curfew	Your own room

Wednesday, June 28

Time	Event	Location
6:00-7:00 a.m.	Yoga Stretch - bring mat or towel	Adohi
7:00-8:30 a.m.	Breakfast	Pomfret
8:45-10:00 am	TOPIC TEST 3	Hillside
Analytic Geometry - Theta Logs & Exponents - Theta Sequence & Series - Theta	Complex Numbers - Alpha Math in Physics - Alpha Sequence & Serie - Alpha Discrete (Open)	Area and Volume – Mu Math in Physics – Mu Sequence & Series – Mu
10:00-10:15 a.m.	Disputes Open	Hillside
10:15 a.m.	Depart for Excursions	
6:30-8:00 p.m.	Dinner	Dining Hall
8:00-10:00 p.m.	Award Ceremony	FHS PAC
11:15-11:30 p.m.	Curfew	Your own room

Excursion – On Wednesday, June 28, students will have their choice of excursion destinations: [Crystal Bridges](#) [Museum of American Art](#) or an [outdoor excursion in the Ozarks](#) of biking and hiking. Transportation and lunch will be included.

Thursday, June 29

Time	Event	Location
6:00-7:00 a.m.	Yoga Stretch - bring mat or towel	Adohi
6:30-8:00 a.m.	Breakfast	Pomfret
8:30-9:45 a.m.	School Bowl (no 1-person teams)	Fayetteville High School Café
	*Gemini (non-school bowl)	Fayetteville High School
9:45-10:00 a.m.	Disputes Open	Fayetteville High School
11:30-1:30 p.m.	Lunch	Pomfret
11:00-1:00 p.m.	Delegate meeting w/ lunch (mtg starts at 11:30 a.m.)	Adohi
Verification sheets are due BEFORE 2:00 p.m.		
1:30-4:30 p.m.	Speaker Sessions/UofA tours	
5:00-7:00 p.m.	Dinner	Pomfret
7:30-10:00 p.m.	Final Awards - a dressy affair!	Fayetteville High School PAC
11:15-11:30 p.m.	Curfew	Your own room

Friday, June 30th
9:00 am Depart University of Arkansas
9:00 pm Arrive at WCA

Lodging

Describe your planned accommodations (e.g., hotel, on-site dormitories, camping):

University of Arkansas Dormitories
960 W Douglas St, Fayetteville, AR 72701

Accommodations (Different for 2023)

All member, sponsor, and chaperone accommodations will be in the dormitories at the University of Arkansas from June 25-30. Sponsors must list students and roommate designations on registration. In accordance with University of Arkansas (UofA) policy, males and females will be on separate floors. All fees for rooms and scheduled cafeteria dining will be included in the registration fee for 2023. Linens and towels will be provided, but each participant must bring their own toiletries. Keys will be issued to all participants at sign in and must be returned prior to departure. Schools will be financially responsible for a \$175 fee for any lost key/fob combination. Adohi dorm address: 187 S Stadium Dr, Fayetteville, AR 72701.

Student Roster

Overnight Medication Form?	Student Name	Grade
Complete, No Meds	Hayden Barrett	12
Complete, No Meds	Emmit Knutsen	12
Complete, No Meds	Sean Holt	11
Complete, No Meds	Lucas George	11
Complete, No Meds	Kaylee Weickert	11
	Raena Pientka	11
	Ethan Gopaul	10
	Kendall Albertsen	10
Complete, No Meds	Isha Sharma	10
	Emma Gopaul	9
	Hailey Looney	10 (maybe....)

Chaperones

Proposed number of adult chaperones: 2: Lara Holt and Darcie Pientka

The student participants will be (X one):

<input type="checkbox"/>	Males Only	<input type="checkbox"/>	Females Only	<input checked="" type="checkbox"/>	Both*
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* Please list the primary male and primary female sponsor/chaperone traveling with the group:

Male (X one):

<input checked="" type="checkbox"/>	Employee	<input checked="" type="checkbox"/>	Registered Volunteer	<input type="checkbox"/>	<input type="checkbox"/>
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If an employee (X one):

<input checked="" type="checkbox"/>	Certified	<input type="checkbox"/>	Classified	<input type="checkbox"/>	Administrator
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Female (X one):

<input checked="" type="checkbox"/>	Employee	<input checked="" type="checkbox"/>	Registered Volunteer	<input type="checkbox"/>	<input type="checkbox"/>
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Transportation

It is essential that you provide an accurate description of ALL anticipated modes of transportation, including transportation to, returning from, and during the duration of the field trip. Remember to include any transportation utilized during activities, or provided by other organizations and/or travel companies. A list of examples is provided to the right.

Examples

- School Bus
- Charter Bus
- Commercial Airline
- Private Vehicle
- Rental Vehicle
- Public Transportation
- Airport Shuttle
- Ferry
- Walking (from one destination to another)
- Parent/Guardian Responsibility

Will the sponsor be traveling with the group? Yes

How will you be traveling to your destination? (If you are using a commercial airline, please also indicate how you will be traveling to the airport):

Two students (Ethan and Emma Gopaul) will be traveling by personal vehicle to the convention with their parents and family, who are staying at a local hotel.

Sean Holt will be traveling with, Lara Holt on Sunday June 25th. They will either be driving by personal vehicle or will travel via plane (checking to see if plane flights drop below \$500)

The remaining students will be traveling via plane (Frontier) on Saturday, June 24th. They will stay at a hotel close to the airport with airport shuttle so they can shuttle back and forth to the airport on Saturday/Sunday. The convention provides buses to transport from the airport to the University of

Arkansas on Sunday only. It is significantly cheaper to fly into Fayetteville on Saturday and get a hotel than to fly in on Sunday. Darcie Bailey will fly in with these students. Chantelle Barrett and Lara Holt are making the travel arrangements and families will pay for the flights directly.

We will fly in on Saturday/Sunday. We are currently working on this and would schedule flights just prior to or just after Spring Break!

What type(s) of transportation will you be using during the duration of the field trip? (Please include ALL planned modes of transportation, even if it is arranged by another organization):

Possible methods of transportation:

- Commercial airline
- uber/lyft
- Public transportation
- Airport shuttle
- Walking
- Escooters (around campus)
- Bikes (around campus)
- Ebikes (around campus)

- Private vehicle - Gopaul Family, Holt family

How will you be returning from your destination? (If you are using a commercial airline, please also indicate how you will be traveling from the airport):

- If we travel via commercial airline, then parents will shuttle students to the airport in private vehicles or someone will drive us to and from the airport in one of our WCA busses.

If you plan to use private vehicles, please also indicate who will be driving. At least 3 people must be in an individual vehicle. All drivers must submit a letter from their personal auto insurance provider stating coverage limits in place.

- The gopauls will possibly driving their family, including Ethan and Emma, their children, who are part of the convention. The children may also be staying with their family at a hotel off-site, similar to what they did last year.
- Sean and Lara Holt may also be driving independently.

Provide a detailed proposed itinerary including planned and/or anticipated activities. Attach a separate sheet if necessary. If using a tour company, attach the detailed itinerary from the tour company.

- Please see the detailed itinerary outlined above or by clicking [here](#)

Is this an out-of-state field trip?

- Yes

In the event of an emergency, the sponsor must contact an administrator that is not traveling with the group. This individual should be available 24/7 during the trip and have access to the participants' emergency contact information at all times during the trip.

Name of Administrator: Hannah Mancina
Cell Phone:(970) 231-9437

Financial Responsibility Plan

Is there a need for cash handling during the trip?

Yes - for students to purchase food during our travel to and from the convention

Who will be responsible for safekeeping of funds?

- Students will self-carry their funds

Will reservations and payments be made through the school or by individual families?

- The convention costs will be paid through WCA - a check will be mailed
- Participant families will pay for transportation costs.

How will funds be raised for this trip?

- WCA grant
- Volunteering for Water Valley community events
- Candy Sales - Ms. Barrett
- Other as needed

Has a budget been developed for the trip?

- Yes

Medication Administration

All parents must complete the [Overnight Field Trip Medication Form](#) at least one month prior to the trip. The health office will track which students may need medication administered during the trip based on the form responses and meet with the advisor to delegate the medication, if necessary.

Do any participants have medications that will need to be administered by a WCA employee?

- No

If "Yes," please provide the name of the employee who has been delegated by the school nurse to administer medications:

First Aid and CPR

Pursuant to the Colorado Code of Regulations, provide the name(s) of the employee attending the trip certified in first aid?

- Lara K Holt

Provide the name(s) of the employee attending the trip certified in Cardiopulmonary Resuscitation (CPR)?

- Lara K Holt

Principal Review

<input checked="" type="checkbox"/>	Recommend Approval	<input type="checkbox"/>	Denying
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Principal's Signature: *Hannah Mancina*

Executive Director Review

<input type="checkbox"/>	Recommend Approval	<input type="checkbox"/>	Denying
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Executive Director's Signature:

Debbie Kopley

Overnight Field Trip Request

The following must be completed for an overnight field trip:

1. Overnight Field Trip Request (send copy to Building Director and School Nurse)
2. Event Planning Form
3. Field Trip Form (either bus request or no transportation)
4. Send [Overnight Field Trip Medication Form](#) to all parents.

Please complete and submit all forms at least 90 days in advance of the proposed field trip. Incomplete requests will be returned. This Overnight Field trip Request form should be shared with the Building Principal and School Nurse.

The Building Principal will share the form with the Executive Director for approval.

Please note: All out of state trips must also be approved by the WCA Executive Board of Directors.

School: Windsor Charter Academy

Sponsor: Lara Holt

Sponsor's Phone Number: 970-214-1611

Departure Date: Sunday, June 18th, 2023

Return Date: Tuesday, June 20th, 2023

Estimated Number of Student Participants: 2

Destination(s):

What class, program, or subject area is this field trip related to?

MuAlphaTheta; the Math National Honor Society

What is the destination for the field trip? If there are more than one destinations, please list them all.

Caesar's Forum (3911 S Koval Ln, Las Vegas, NV 89109)

For detailed information for the entire conference, [click here](#)

Itinerary

Please outline a detailed itinerary of the trip that includes a breakdown of activities by the hour. (Please insert any additional rows needed to ensure a detailed itinerary.)

Sunday June 18th

7:00 am Fly frontier to Las Vegas arrive 8am

10 am CCWomen Speaker's Brunch Caesar's Forum

Noon sightseeing

5pm ish Dinner at the Wicked Spoon Cosmopolitan (courtesy of Faye Austin)

7pmish - a Las Vegas show (haven't picked it yet)
Monday June 19th 8 am - breakfast 9am - 5:30 CCW Women's Summit AND Tech and Innovation Day 6:00 dinner 8:00 pm Welcome reception and party OR relaxing at hotel (we'll see how we feel)
Tuesday June 20th 8:12 am Fly Frontier to Denver arrive 11:15 am

Lodging

Describe your planned accommodations (e.g., hotel, on-site dormitories, camping):

Harrah's Hotel (3475 S Las Vegas Blvd, Las Vegas, NV 89109)

Student Roster

Overnight Medication Form?	Student Name	Grade
	Kaylee Weickert	11
	Raena Pientka	11

Chaperones

Proposed number of adult chaperones: 1: Lara Holt

The student participants will be (X one):

<input type="checkbox"/>	Males Only	<input checked="" type="checkbox"/>	Females Only	<input type="checkbox"/>	Both*
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* Please list the primary male and primary female sponsor/chaperone traveling with the group:

Male (X one):

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Registered Volunteer	<input type="checkbox"/>	
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If an employee (X one):

<input checked="" type="checkbox"/>	Certified	<input type="checkbox"/>	Classified	<input type="checkbox"/>	Administrator
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Female (X one):

x	Employee		Registered Volunteer		
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Transportation

It is essential that you provide an accurate description of ALL anticipated modes of transportation, including transportation to, returning from, and during the duration of the field trip. Remember to include any transportation utilized during activities, or provided by other organizations and/or travel companies. A list of examples is provided to the right.

Examples

- School Bus
- Charter Bus
- Commercial Airline
- Private Vehicle
- Rental Vehicle
- Public Transportation
- Airport Shuttle
- Ferry
- Walking (from one destination to another)
- Parent/Guardian Responsibility

Will the sponsor be traveling with the group? Yes

How will you be traveling to your destination? (If you are using a commercial airline, please also indicate how you will be traveling to the airport):

- The plan will be to either have someone shuttle us to and from the airport or just stay in Park DIA off-site shuttle parking or something of the like.
- We will be flying commercial airline Frontier

What type(s) of transportation will you be using during the duration of the field trip? (Please include ALL planned modes of transportation, even if it is arranged by another organization):

- Hotel shuttle bus
- uber/lyft

How will you be returning from your destination? (If you are using a commercial airline, please also indicate how you will be traveling from the airport):

- The plan will be to either have someone shuttle us to and from the airport or just stay in Park DIA off-site shuttle parking or something of the like.
- We will be flying commercial airline Frontier

If you plan to use private vehicles, please also indicate who will be driving. At least 3 people must be in an individual vehicle. All drivers must submit a letter from their personal auto insurance provider stating coverage limits in place.

- We do not plan to use any private vehicles

Provide a detailed proposed itinerary including planned and/or anticipated activities. Attach a separate sheet if necessary. If using a tour company, attach the detailed itinerary from the tour company.

- For detailed information for the entire conference, [click here](#). We will only be attending Day 1 of the conference, and our other trip details are indicated in the Itinerary field above

Is this an out-of-state field trip?

- Yes

Communication Plan

In the event of an emergency, the sponsor must contact an administrator that is not traveling with the group. This individual should be available 24/7 during the trip and have access to the participants' emergency contact information at all times during the trip.

Name of Administrator: Hannah Mancina
Cell Phone:(970) 231-9437

Financial Responsibility Plan

Is there a need for cash handling during the trip?

- Yes - for students to pay for the hotel room, purchase food, and pay for entertainment during the conference.

Who will be responsible for safekeeping of funds?

- Students will self-carry their funds

Will reservations and payments be made through the school or by individual families?

- Participant families will pay for transportation costs.

How will funds be raised for this trip?

- Donations by Benefactor and self-pay

Has a budget been developed for the trip?

- Yes

Medication Administration

All parents must complete the [Overnight Field Trip Medication Form](#) at least one month prior to the trip. The health office will track which students may need medication administered during the trip based on the form responses and meet with the advisor to delegate the medication, if necessary. Do any participants have medications that will need to be administered by a WCA employee?

- No

If "Yes," please provide the name of the employee who has been delegated by the school nurse to administer medications:

First Aid and CPR

Pursuant to the Colorado Code of Regulations, provide the name(s) of the employee attending the trip certified in first aid?

- Lara K Holt

Provide the name(s) of the employee attending the trip certified in Cardiopulmonary Resuscitation (CPR)?

- Lara K Holt

Principal Review

<input checked="" type="checkbox"/>	Recommend Approval	<input type="checkbox"/>	Denying
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Principal's Signature: *Hannah Mancina*

Executive Director Review

<input type="checkbox"/>	Recommend Approval	<input type="checkbox"/>	Denying
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Executive Director's Signature:

Debbie Staples



7.0 General Budget, First Read

Windsor Charter Academy Budget- 5 Year

Windsor Charter Academy Budget- 5 Year						
General Fund	<u>2022-2023</u>	<u>2023-2024</u>	<u>Per Pupil</u>	<u>Change</u>	<u>% of Budge</u>	
PPR Base	\$ 9,074.00	\$ 9,618.44		6.0%		
FTE	1536.0	1537.9		1.9		
Revenues						
Per Pupil Revenue	\$ 13,937,664	\$ 14,792,391	\$1,537.92	\$ 854,727	85.5%	
Mill Levy 2007	\$ 90,000	\$ 90,000	\$9.36	\$ -	0.5%	
Mill Levy 2016	\$ 462,614	\$ 462,614	\$48.10	\$ -	2.7%	
Mill Levy 2022	\$ 456,000	\$ 912,000	\$94.82	\$ 456,000	5.3%	
Interest	\$ 10,000	\$ 10,000	\$1.04	\$ -	0.1%	
Student Fees	\$ 82,944	\$ 83,048	\$8.63	\$ 104	0.5%	
Building Rental	\$ 64,000	\$ 67,200	\$6.99	\$ 3,200	0.4%	
Other Revenue	\$ 3,280	\$ 3,346	\$0.35	\$ 66	0.0%	
Fundraising Revenue	\$ 55,000	\$ 60,000	\$6.24	\$ 5,000	0.3%	
READ Act Grant Revenue	\$ 14,000	\$ 14,000	\$1.46	\$ -	0.1%	
Concurrent Enrollment Grant	\$ 45,000	\$ -	\$0.00	\$ (45,000)	0.0%	
Capital Construction	\$ 440,832	\$ 430,618	\$44.77	\$ (10,214)	2.5%	
Title II Grant Revenue	\$ 14,983	\$ 26,738	\$2.78	\$ 11,755	0.2%	
Title IV Grant Revenue	\$ 2,386	\$ 2,395	\$0.25	\$ 9	0.0%	
ESSER Funds Revenue	\$ 83,699	\$ -	\$0.00	\$ (83,699)	0.0%	
O&G Revenue from Building Corp	\$ 14,400	\$ 10,000	\$1.04	\$ (4,400)	0.1%	
Total Revenues	\$ 15,776,802	\$ 16,964,349	\$ 1,764	\$ 1,187,547		
Transfers/Use of Reserves	\$ 246,000	\$ 342,000				
Total Revenues and Reserves	\$ 16,022,802	\$ 17,306,349	\$1,799.29	\$ 1,283,547		

Windsor Charter Academy Budget- 5 Year

General Fund	<u>2022-2023</u>	<u>2023-2024</u>	<u>Per Pupil</u>	<u>Change</u>	<u>% of</u>	<u>Budge</u>
Expenditures						
Salaries & Benefits						
Salaries	\$ 7,531,500	\$ 8,409,266	\$874.29	\$ 877,766	48.6%	
ESSER Salaries & Stipends	\$ 53,648	\$ -	\$0.00	\$ (53,648)	0.0%	
Substitute Salaries	\$ 165,000	\$ 181,500	\$18.87	\$ 16,500	1.0%	
Extra Duty/Stipends Salaries	\$ 115,753	\$ 198,000	\$20.59	\$ 82,247	1.1%	
Salaries Total	\$ 7,865,901	\$ 8,788,766	\$913.74	\$ 922,865	50.8%	
Medical	\$ 1,103,498	\$ 1,395,955	\$145.13	\$ 292,457	8.1%	
Dental	\$ 55,911	\$ 66,794	\$6.94	\$ 10,883	0.4%	
Vision	\$ 8,011	\$ 9,570	\$0.99	\$ 1,559	0.1%	
Life/AD&D/LTD	\$ 35,225	\$ 53,691	\$5.58	\$ 18,466	0.3%	
Medicare	\$ 114,056	\$ 127,437	\$13.25	\$ 13,382	0.7%	
Sick Bank/Short Term Disability	\$ 17,850	\$ 18,743	\$1.95	\$ 893	0.1%	
ESSER benefits (PERA, Medicare, Suta, Health)	\$ 24,186	\$ -	\$0.00	\$ (24,186)	0.0%	
PERA	\$ 1,632,761	\$ 1,880,796	\$195.54	\$ 248,035	10.9%	
Benefits Total	\$ 2,991,497	\$ 3,552,985	\$369.39	\$ 561,488	20.5%	
				\$ -		
Purchased & Technical Services				\$ -		
Prof Services-Background Checks, Interpreter, Translations	\$ 8,200	\$ 14,614	\$1.52	\$ 6,414	0.1%	
College Consulting	\$ 10,000	\$ 10,200	\$1.06	\$ 200	0.1%	
Accounting Software/Payroll	\$ 46,000	\$ 46,920	\$4.88	\$ 920	0.3%	
Audit/990 Prep	\$ 7,000	\$ 7,140	\$0.74	\$ 140	0.0%	

Windsor Charter Academy Budget- 5 Year

General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budge	
Legal	\$ 15,000	\$ 30,600	\$3.18	\$ 15,600	0.2%	
Purchased & Technical Services Total	\$ 86,200	\$ 109,474	\$11.38	\$ 23,274	0.6%	
Facilities & Property Services						
Gas	\$ 36,029	\$ 62,573	\$6.51	\$ 26,544	0.4%	
Electricity	\$ 170,000	\$ 173,400	\$18.03	\$ 3,400	1.0%	
Water/Sewer	\$ 32,958	\$ 33,617	\$3.50	\$ 659	0.2%	
Trash	\$ 10,455	\$ 10,664	\$1.11	\$ 209	0.1%	
Facility Repairs & Maintenance	\$ 219,361	\$ 164,948	\$17.15	\$ (54,413)	1.0%	
Bldg Lease Payments	\$ 1,485,213	\$ 1,485,213	\$154.41	\$ -	8.6%	
Field Rental 2023-2024		\$ 26,000	\$2.70	\$ 26,000	0.2%	
Facilities & Property Services Total	\$ 1,954,016	\$ 1,956,415	\$203.40	\$ 2,400	11.3%	
General Fund	2022-2023	2023-2024		Change	% of Budge	
Other Purchased Services						
Special Ed District Charge	\$ 925,520	\$ 981,051	\$102.00	\$ 55,531	5.7%	
AIMS Fees	\$ 5,000	\$ 9,500	\$0.99	\$ 4,500	0.1%	
Professional Development/ AVID	\$ 29,537	\$ 37,127	\$3.86	\$ 7,591	0.2%	
Board PD	\$ 4,000	\$ 4,000	\$0.42	\$ -	0.0%	
Security Software	\$ 1,300	\$ 6,300	\$0.65	\$ 5,000	0.0%	
Title II Grant Exp Prof Dev	\$ 14,983	\$ 26,738	\$2.78	\$ 11,755	0.2%	
Title IV Grant Expenses	\$ 2,386	\$ 2,395	\$0.25	\$ 9	0.0%	
District Admin Charges	\$ 278,753	\$ 295,848	\$30.76	\$ 17,095	1.7%	
Infinite Campus	\$ 16,358	\$ 16,456	\$1.71	\$ 97	0.1%	

Windsor Charter Academy Budget- 5 Year

General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budge
Property/Liability Insurance	\$ 95,758	\$ 97,673	\$10.15	\$ 1,915	0.6%
SUTA	\$ 15,625	\$ 17,578	\$1.83	\$ 1,953	0.1%
Worker's Comp Insurance	\$ 41,930	\$ 44,026	\$4.58	\$ 2,096	0.3%
ESSER Apex	\$ 4,000	\$ -	\$0.00	\$ (4,000)	0.0%
(Tech) Copier Lease	\$ 73,962	\$ 73,962	\$7.69	\$ -	0.4%
Tech Support	\$ 1,210	\$ 1,210	\$0.13	\$ -	0.0%
Tech Repair/Maintenance	\$ 5,700	\$ 8,010	\$0.83	\$ 2,310	0.0%
Tech Software/Licensing	\$ 47,921	\$ 52,897	\$5.50	\$ 4,976	0.3%
Facilities Fire/Intercom/Security	\$ 6,630	\$ 6,763	\$0.70	\$ 133	0.0%
Tech Internet/Phone/Comm	\$ 70,840	\$ 80,590	\$8.38	\$ 9,750	0.5%
Concurrent Enrollment Grant	\$ 45,000	\$ -	\$0.00	\$ (45,000)	0.0%
Job Advertising	\$ 10,000	\$ 10,200	\$1.06	\$ 200	0.1%
Marketing Enrollment	\$ 22,000	\$ 22,440	\$2.33	\$ 440	0.1%
Other Purchased Services Total	\$ 1,718,412	\$ 1,794,763	\$186.60	\$ 76,351	10.4%
Educational Supplies & Materials					
Curriculum	\$ 181,094	\$ 113,341	\$11.78	\$ (67,753)	0.7%
Resources	\$ -	\$ 104,492	\$10.86	\$ 104,492	0.6%
Assessments/Testing	\$ 42,349	\$ 50,785	\$5.28	\$ 8,436	0.3%
Summer School Credit Recovery	\$ -	\$ 1,500	\$0.16	\$ 1,500	0.0%
General/Office Supplies	\$ 20,804	\$ 21,428	\$2.23	\$ 624	0.1%
Media Center Supplies	\$ 2,200	\$ 2,266	\$0.24	\$ 66	0.0%
Security Supplies	\$ 6,200	\$ 17,236	\$1.79	\$ 11,036	0.1%
Paper	\$ 13,000	\$ 13,390	\$1.39	\$ 390	0.1%
Dues & Fees	\$ 31,035	\$ 36,000	\$3.74	\$ 4,965	0.2%
Health Supplies	\$ 6,200	\$ 6,386	\$0.66	\$ 186	0.0%
Teacher Classroom Budgets	\$ 9,180	\$ 9,455	\$0.98	\$ 275	0.1%
School Event Budgets	\$ 18,500	\$ 19,055	\$1.98	\$ 555	0.1%

Windsor Charter Academy Budget- 5 Year

General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budge
Facility Supplies	\$ 40,800	\$ 42,024	\$4.37	\$ 1,224	0.2%
Title IV Supplies	\$ 1,386	\$ -	\$0.00	\$ (1,386)	0.0%
Facility On Call and Interns	\$ 4,950	\$ 5,099	\$0.53	\$ 149	0.0%
PTC	\$ 7,500	\$ 7,500	\$0.78	\$ -	0.0%
School Club Scholarship Fund	\$ 5,000	\$ 5,000	\$0.52	\$ -	0.0%
Anniversary Gifts	\$ 1,900	\$ 1,957	\$0.20	\$ 57	0.0%
Exec Dir/Staff Culture	\$ 10,000	\$ 10,300	\$1.07	\$ 300	0.1%
Educational Supplies & Materials	\$ 402,099	\$ 467,214	\$48.57	\$ 65,116	2.7%
Equipment					
Tech Equipment	\$ 224,070	\$ 245,463	\$25.52	\$ 21,393	1.4%
Facilities Equipment	\$ 5,000	\$ 1,500	\$0.16	\$ (3,500)	0.0%
Vehicles purchased	\$ 35,000	\$ -	\$0.00	\$ (35,000)	0.0%
Furniture & Instruction Equipment	\$ 12,000	\$ 63,890	\$6.64	\$ 51,890	0.4%
Total Property/Equipment	\$ 276,070	\$ 310,853		\$ 34,783	1.8%
Other					
Bank Fees	\$ 10,100	\$ 10,700	\$1.11	\$ 600	0.1%
Trustee Fees	\$ 18,000	\$ 22,000	\$2.29	\$ 4,000	0.1%
Vehicle Expenses	\$ 3,500	\$ 14,000	\$1.46	\$ 10,500	0.1%
Fundraising Expenses	\$ 55,000	\$ 60,000	\$6.24	\$ 5,000	0.3%
Athletics Deficit	\$ -	\$ -	\$0.00	\$ -	0.0%
Other Total	\$ 86,600	\$ 106,700	\$11.09	\$ 20,100	0.6%
Total Expenditures	\$ 15,380,794	\$ 17,087,171	\$1,776.50	\$ 1,706,377	

Windsor Charter Academy Budget- 5 Year

General Fund	2022-2023	2023-2024	Per Pupil	Change	% of Budget
Net Surplus/Deficit	\$ 642,008	\$ 219,178		\$ (422,830)	
Required Surplus for DS Coverage	\$ 148,521	\$ 148,521			
Surplus over DS requirement	\$ 493,487	\$ 70,657			
General Fund Balance- Beginning	\$ 5,350,197	\$ 5,836,205			
Appropriation	\$ (156,000)	\$ -			
Net Surplus/Deficit	\$ 642,008	\$ 219,178			
Fund Balance- Ending	\$ 5,836,205	\$ 6,055,384			
Ending Fund Balance Detail					
Unrestricted Fund Balance	\$ 5,419,338	\$ 5,587,325			
Restricted for Leave Liability					
TABOR Reserves	\$ 416,867	\$ 468,059			
Total Projected Ending FB	\$ 5,836,205	\$ 6,055,384			
Total Revenues	\$ 16,022,802	\$ 17,306,349			
Total Expenditures less DS and one time	\$ 13,895,581	\$ 15,601,958			
Net Available for Debt Service	\$ 2,127,221	\$ 1,704,391			
Projected Debt Service	\$ 1,485,213	\$ 1,485,213			
Net Surplus	\$ 642,008	\$ 219,178			
Bond Covenant Requirement to Maintain 1.10 X Debt Service	\$ 1,633,734	\$ 1,633,734			
Actual Ratio	143.23%	114.76%			
Actual Surplus plus Debt Service	\$ 2,127,221	\$ 1,704,391			

Windsor Charter Academy Budget- 5 Year

General Fund	<u>2022-2023</u>	<u>2023-2024</u>	<u>Per Pupil</u>	<u>Change</u>	<u>% of Budge</u>
Diff Over/(Under)	\$ 493,487	\$ 70,657			
Required Surplus to Maintain DS Coverage	\$ 148,521	\$ 148,521			
Daily Operating Expenses Less Capital Outlay and Debt Service	\$ 38,070	\$ 42,745			
Projected Days Cash on Hand Including TABOR Restraints	149.0	\$139			
	\$ 158.56				



8.0 First Read Policies



EMPLOYEE LEAVE

1. Jury Duty

Staff shall be granted leave with full pay when called to jury duty, under the condition that employee shall turn over to Windsor Charter Academy their jury duty fees, but not their mileage or transportation allowance.

2. Bereavement Leave

Staff members eligible for benefits shall be allowed up to five (5) days' leave with full pay per death for immediate and extended family members.

Immediate and extended family is defined as spouse, children, parents, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister, brother-in-law, sister-in-law, daughter-in-law and son-in-law. Said leave is not cumulative. Any portion of a day, up to and including one (1) full day with pay shall be allowed for death of a close friend or other relative/person not identified above. An employee may request additional leave not to exceed five (5) days. Such additional bereavement leave must be approved in advance by the Executive Director and such additional days shall be deducted from the employee's PTO leave account if available. If not, pay shall be deducted at the employee's current daily contract rate, whether or not a substitute is hired.

3. Paid Time Off (PTO) Leave

PTO leave allows continuation of full base pay plus benefits when an eligible staff member is required to be absent from work. PTO hours are awarded up front on the date of hire, or the first employment day each year.

PTO Leave Schedule for Full-Time Employees

Contract Days	PTO Leave
≤ 190	10 days
191-210	11 days
211-239	12 days
≥ 240	13 days

Part-time employees will be awarded PTO at the rate of one (1) hours per thirty (30) hours of work, up to a maximum of forty-eight (48) hours per employment year.

Unused PTO leave may be accumulated to the maximum of thirty (30) days for each employee. When PTO leave is exhausted, the deduction for an approved absence will be based on the employee's current daily contract rate.

When PTO leave days exceeds four (4) consecutive working days in relation to a specific illness, a written report from the attending physician must be filed with the Executive Director confirming the need for additional days off the job for recovery because of abnormal and involuntary complications, so long as such documentation can be obtained in reasonable time and without added expense, otherwise the employee's signed certification may be requested. When the need for sick and safety leave is foreseeable, employees should make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements.

PTO may be used for the following "sick and safety leave" reasons, including other personal purposes not listed below.

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care or treatment related to such illness, injury or condition; or needs to obtain preventive medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care.
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

During a Public Health Emergency, upon the date a public health emergency is declared a full-time employee will be granted up to 80 hours of paid sick leave, including any existing accrued sick time. Part-time employees will be granted the amount they are scheduled to work in a two-week time frame, including any existing accrued sick time. The following are additional allowable reasons qualifying as “sick and safety leave” during a public health emergency:

- Employee need to self-isolate and care for oneself because of a diagnosis or experiencing the symptoms of a communicable illness connected to the cause of the public health emergency or to care for a family member who has to self-isolate for those reasons.
- To see preventative care for, or medical diagnosis, care, or treatment for symptoms of a communicable illness that is the cause of the public health emergency or to care for a family member for those reasons.
- When a public official, health authority of employer (of the employee or the employee’s family member) determined the employee’s or employee’s family member’s presence on the job or in the community would jeopardize the health of others because of the individual’s’ exposure to- or exhibiting symptoms of- the communicable illness that is the cause of the public health emergency (whether diagnosed or not).
- Care of a child or other family member when the individual’s child care provider is unable due to a public health emergency, or if the child’s of family member’s school or place of care is closed by a public health emergency (including if it is physically closed but providing remote instruction).
- An employee’s inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

After the four-week period following a public health emergency, any remaining public health emergency leave time will be removed from the employee’s leave total.

In the event that state or federal orders supersede these provisions, such orders will govern if warranted. This policy and any accompanying regulations should be read and understood in

Policy GCC

conjunction with the entirety of the Colorado Healthy Families and Workplaces Act. Any definitions, requirements, or details of the CHFVA shall supersede this policy.

If PTO leave is to be used for a serious health condition, the birth or care of a newly-born child, the placement for adoption or foster care of a child, or to care for a covered military service member, certification will be required pursuant to the Windsor Charter Academy's FMLA policy. Accumulated PTO leave must be used concurrently as part of the staff member's FMLA leave upon physician certification.

Accumulated PTO leave balances must be used concurrently with parental leave.

If employment is terminated before the employment agreement has been fulfilled, an adjustment will be made to PTO on a prorated basis based on the days scheduled versus the days worked. Accumulated PTO will be paid at the employee daily rate upon separation of employment for those that have been employed for more than three years. For those employees that separate for three years or less, accumulated PTO will be paid at the substitute teacher rate.

Windsor Charter Academy will retain records for each employee for a two-year period, documenting hours worked, paid sick leave accrued, and paid sick leave used. Windsor Charter Academy will provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental public health emergency leave. Information may be requested once per month or when the need for paid sick leave arises.

Windsor Charter Academy will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee's or an employee's family member's health information as a condition of providing paid sick leave. Any health or safety information possessed by Windsor Charter Academy regarding an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information; be treated as confidential medical records; and not be disclosed except to the affected employee or with the express permission of the affected employee.

Use of PTO for a reason qualifying as sick and safety leave will not be counted as an "absence" that may result in termination or any other kind of

adverse action. An employee will not be required to find a substitute or job coverage when taking paid leave for a reason qualifying as sick and safety leave. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick leave (up to a maximum of 48 hours) that the employee had accrued but not used during the employee's previous employment.

4. Parental Leave of Absence

Parental leave of absence is available to all full-time personnel. Parental leave may be taken to provide care for a newly born, adopted or foster-placed child.

Parental leave of absences are unpaid and intended to supplement leave available under the Family and Medical Leave Act (FMLA). Accumulated PTO leave must be used concurrently with parental leave of absence.

Parental leave of absence may be granted for a maximum of one school year; however, return date shall be designated as the beginning of a semester.

When a staff member returns to duty from a parental leave of absence of one year or less, the employee will be reassigned to their previous position. Salary, position and unused accrued PTO leave earned prior to the leave of absence shall be retained. Staff employment status as defined in CRS 22-63- 101 will not be altered as a result of this leave.

A staff member requesting parental leave shall submit a written request to the Executive Director at least 30 calendar days prior to the commencement of the leave. The request shall be accompanied by a physician's statement giving the expected date of delivery.

The beginning date and length of parental leave shall be determined by the employee and his/her supervisor, subject to approval by the Executive Director.

An employee whose parental leave extends over the summer months and who expects to return for the opening of school shall notify Windsor Charter Academy of their intent to return by April 1 preceding the ensuing school year.

5. Professional Leave

~~Professional leave by the definition of this policy shall apply to staff who plan to be absent from their regular duties to attend educational conventions, conferences, clinics, seminars, or other activities related to their duties or responsibilities.~~

~~Application to attend any of the above-mentioned activities shall be initiated by discussion with the Executive Director, taking in to consideration the following:~~

- ~~1. Will the experience be worthwhile to the employee and subsequently enhance or improve education within Windsor Charter Academy?~~
- ~~2. Is a satisfactory substitute available to assume the duties of the employee while they are on professional leave? Have adequate plans been made by the employee to ensure that the substitute is able to carry on a qualified program of instruction?~~
- ~~3. The applicant shall outline a summary of expenses to be borne by Windsor Charter Academy, including the number of days a substitute will be required.~~
- ~~4. The application shall be finalized in writing and submitted in advance of required registration deadlines to obtain administrative approval. This means that the application shall have been made to the Executive Director sufficiently in advance of the required registration date to obtain approval as may be required by Executive Board policy.~~

~~Approval or rejection of the application shall be made by the Finance Director with an administrative recommendation. The Finance Director will consult with the Executive Director prior to approving or rejecting the recommendation.~~

~~Appropriate reports shall be made to the Executive Board from time to time by the Executive Director about the number of leaves approved for staff as well as the purpose and cost of each activity.~~

6.5. Worker's Compensation Benefits

Employees temporarily absent from work and unable to perform their duties as a result of a work-related injury for which they are eligible for worker's compensation benefits, will be paid their full salary (until the individual employee's PTO leave is exhausted) less the amount of any

worker's compensation payment benefits, or awards made for temporary disabilities due to said injury, during the period of such temporary absence from the date of said injury. If the employee is entitled to any PTO leave benefits from Windsor Charter Academy in addition to that employee's salary, the amount of the additional PTO leave benefits shall also be reduced by the amount of any worker's compensation received by the employee. Employees receiving worker's compensation benefits are not eligible to use PTO leave bank time.

The Executive Board shall have the right to have such employee examined by a physician designated by the Board to assist in determining the length of time the employee is temporarily unable to perform duties, and that the disability is attributable to the injury involved.

7.6. Family and Medical Leave

Eligible staff are entitled to unpaid leave under the Federal Family Medical Leave Act (FMLA). The conditions for such leave are outlined in School Policy GBGF.

Windsor Charter Academy Executive
Board Adopted: May 2001
August 2007
September 2009
June 2010
February 2016
December 2020
June 2022
May 2023

Legal References

Family and Medical Leave Act of 1993 and Implementing Regulations

Cross References

GBGF Family Medical Leave



ENROLLMENT AT WINDSOR CHARTER ACADEMY SCHOOLS

Students shall be considered for admission without regard to race, creed, color, national origin, sex, sexual orientation, marital status, religion, ancestry, or disability.

Waiting Lists

The waiting list is determined by the date and time that a completed Letter of Intent is submitted to the Windsor Charter Academy registrar.

District Residency

Proof of residency for in-district or out-of-district status will be provided to Windsor Charter Academy at the time of submission of Letter of Intent. If a parent/guardian has a change of residency from out-of-district to in-district prior to admission to Windsor Charter Academy, their Letter of Intent date will be changed to reflect the day in-district documentation is provided and they will be added to the in-district waitlist appropriately.

Age Requirement

An applicant must be five (5) years of age by ~~August 15th~~ **October 1st** for admission to kindergarten. Letters of Intent will not be accepted for unborn children.

Letter of Intent

Parents/guardians of the applicant are responsible for updating the Letter of Intent, i.e. notifying the registrar of change of address, phone number, etc. If Windsor Charter Academy cannot contact an applicant's family due to change of contact information, the school is not responsible to search for the applicant's parent guardian. The applicant will be removed from the waiting list.

Lottery Procedures

1. The Lottery has five tiers for each grade.
 - Tier ONE for each grade includes students **and grandchildren** of staff members and Executive Board members.

- Tier TWO for each grade includes students residing in the Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - Tier THREE for each grade includes students residing out of Weld Re-4 School District with a sibling attending Windsor Charter Academy.
 - Tier FOUR for each grade includes students residing in the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
 - Tier FIVE for each grade level includes students residing out of the Weld Re-4 School District without a sibling attending Windsor Charter Academy.
2. Children **and grandchildren** of current staff will be placed in a grade level for enrollment.
 3. Siblings of current students will be placed in a grade level for enrollment.
 4. From the remaining spots available at each grade level, 50% of the openings will be filled on a first-come first-served basis based on the Letter of Intent date of submission, beginning with Tier One and moving through Tier Five to fill the 50% of spots. Grade-level openings will be filled beginning with 12th grade and moving down. As families accept positions in upper grades for their students, siblings of that family move to Tier One or Tier Two depending on residence.
 5. Once children of current staff, siblings of current students, and 50% of openings have been filled from the Letter of Intent on a first-come, first-served premise from the Letter of Intent date of submission, the lottery process will begin on the third (3rd) Tuesday in January of each year to fill the remaining open spots, beginning with Tier One and moving through Tier Five.

After open spots are filled, the waiting list in grades that have no more remaining openings will be established. Siblings of students enrolled in other grade levels will be placed at the front of each grade level waiting list in the order in which their enrolled siblings were drawn or enrolled. In the event that multiple siblings apply in the same grade level, the order will be decided by a lottery drawing involving only the siblings in that situation. All names of the remaining applicants will be drawn at random. Each will be placed on the waiting list in that order until every name is drawn.

48-Hour Decision

If enrollment is offered to an applicant, the school requires a decision within 48 hours. If enrollment is not accepted or confirmed within 48 hours, the applicant will be removed from the waitlist. If an applicant wishes to reapply, a new Letter

of Intent must be completed and the applicant will be placed on the waiting list based on the date and time recorded on this new form.

Mid-Year Decision

If enrollment is offered during the school year, the applicant will be allowed to either accept or decline the available position. If the position is declined related to mid-year concerns, the applicant will retain their position on the waitlist and the next available applicant will be offered the mid-year position until the position is filled or the wait list has been exhausted for the available position.

Windsor Charter Academy Executive Board
Adopted 2001
December 2017
January 2016
June 2022
May 2023





Windsor

CHARTER ACADEMY

GROWING LIFE-LONG LEARNERS

GRADING

Windsor Charter Academy's vision is to create an academic environment “where students are educated, empowered, and equipped to reach their highest potential.” We support our mission for students that “achieve academic excellence through critical thinking, character development, and a love for lifelong learning.”

Windsor Charter Academy Beliefs

The following beliefs guide teachers in supporting student learning:

1. All students are consistently held to high expectations that support the vision.
2. Grades are based on multiple and various assessments over time.
3. Grading practices yield grades that reflect student proficiency.
4. Grading practices are fair and support effective teaching and learning.

Guiding Premises

Teachers at Windsor Charter Academy are partners with students and families to help every student demonstrate mastery of the Core Knowledge and Colorado State Standards .

Gradebooks will reflect student mastery of standards through a range of types of formative and summative assessments.

- Formative assessments are part of the instructional process to provide information needed to adjust teaching and learning while they are happening. **and improve student learning during instruction on a topic.** Examples include practice assignments and quizzes.
- Summative assessments measure **the student's independent level of proficiency** ~~what students know and can do at a point in time~~ **after instruction on a topic.** Examples include end-of-unit tests and projects.

Body of Evidence

Grade books will show a body of evidence to show a comprehensive picture of the level of student proficiency.

- Formative and summative assessments will comprise 80% of the quarter/**semester** grade. The course final, if administered, should be approximately equal to a unit exam.
- ~~Teachers will share with parents the ratio of formative/summative grades that determine the final grade.~~
- No single assignment or assessment will account for more than 20% of the overall course grade for any grading period. ~~College credit bearing courses are a possible exception to this.~~
- ~~Homework~~ **Practice work** will comprise 20% of the quarter/semester grade.

Grading scales are reflected as follows for kindergarten:

A	Advanced	P	Proficient	PP	Partially Proficient
		N	Needs Improvement		

Grading scales are reflected as follows for first and second grade:

A	90 to 100%	B	80 to 89.9%	C	70 to 79.9%
N	Needs Improvement	P	Pass	FL	Fail

Grading scales are reflected as follows for third through twelfth grade:

A+	90.5 to 100%	BA	92.580 to 96.489.9%	A-C	89.570 to 92.479.9%
B+	86.5 to 89.4%	B	82.5 to 86.4%	B-	79.5 to 82.4%
C+	76.5 to 79.4%	C	72.5 to 76.4%	C-	69.5 to 72.4%
D+	66.5 to 69.4% 60 to 69.9%	D	62.5 to 66.4%	D-F	0 to 59.959.5 to 62.4%

Assessment of student learning will separate student behaviors from grades given for assignments. This means:

- Student behavior should not contribute to academic grades.

Grades on college transcripts and high school transcripts may be different for concurrent enrollment courses. High school transcripts will align with the Windsor Charter Academy scale. College transcripts will align with the college department policies and will be outlined in each individual course syllabus.

Non-GPA Weighted Grades

- Work--ethic grades will reflect students work habits in the classroom, based on a work ethic rubric. Students will receive a work--ethic grade for each class taken. Work--ethic grades will not affect GPA.
- **At the elementary school, the math-fluency and spelling are also non-GPA weighted grades. Both reflect proficiency in specific foundational skills. The grades will not affect GPA.**
- ~~Math fluency grades reflect proficiency in a skill. This guides students and parents in understanding the needs for foundational skills. Math fluency grades will not affect GPA.~~

Weighted and Unweighted Grades

A cumulative GPA is calculated for all courses based on the number of credits received utilizing a 4.0 (unweighted) and 5.0 (weighted) scale. Weighted grades represent the higher-level work that occurs with honors and college courses. Windsor Charter Academy uses cumulative GPAs to determine class rank and graduation honors, eligibility for the National Honor Society, awarding of scholarships, and as part of the admission criteria for colleges. The GPA for honors courses will be awarded an additional weighting of 0.5. The GPA for college courses will be awarded an additional weighting of 1.0.

- Unweighted courses are calculated on a 4.0 scale.
- Honors courses are calculated on a weighted 4.5 scale.
- College courses are calculated on a weighted 5.0 scale.

Work--Habits Grade

Students will also receive a work--habits grade based on participation and effort. This grade will not be part of a student GPA.

Work Habits Grading Rubric

Indicators	4 (A) Consistently Exceeds Expectations	3.5 (B+) Frequently Meets Expectations	3 (C) Sometimes Meets Expectations	2 (F) Rarely Meets Expectations
I AM PREPARED	I am consistently prepared. I am on time to class	I am frequently prepared. I am on time to class	I am sometimes prepared. I am sometimes tardy	I am rarely prepared. I am late to class often

Policy IK

	and am prepared at the start of the lesson. I consistently bring needed materials to class an am ready to work.	and am prepared at the start of the lesson. I frequently bring needed materials to class an am ready to work.	to class or not prepared at the start of the lesson. I sometimes bring needed materials to class an am ready to work.	and am rarely prepared at the start of the lesson. I rarely bring needed materials to class an am ready to work.
I DEMONSTRATE POSITIVE CLASSROOM BEHAVIOR	I consistently stay focused on the task and what needs to be done. I am self-directed. I consistently have a positive attitude and demonstrate the 8 Keys of Excellence/ Habits of Mind.	I frequently stay focused on the task and what needs to be done. I am self-directed. I frequently have a positive attitude and demonstrate the 8 Keys of Excellence/ Habits of Mind.	I sometimes stay focused on the task and what needs to be done. I sometimes am self-directed. I sometimes have a positive attitude and demonstrate the 8 Keys of Excellence/ Habits of Mind.	I rarely stay focused on the task and what needs to be done. I am rarely self-directed. I rarely have a positive attitude and demonstrate the 8 Keys of Excellence/ Habits of Mind.
I PARTICIPATE	I consistently participate. I share information or ideas when participating in discussions or groups. I am an effective collaborator.	I frequently participate. I frequently share information or ideas when participating in discussions or groups. I am often an effective collaborator.	I sometimes participate. I sometimes share information or ideas when participating in discussions or groups. I am sometimes an effective collaborator.	I rarely participate. I rarely share information or ideas when participating in discussions or groups. I rarely am an effective collaborator.
I AM PRODUCTIVE	I am consistently productive. I am punctual turning in assignments. I consistently utilize classroom time effectively.	I am frequently productive. I am punctual turning in assignments. I frequently utilize classroom time effectively.	I am sometimes productive. I am sometimes punctual turning in assignments. I sometimes utilize classroom time effectively.	I am rarely productive. I am rarely punctual turning in assignments. I rarely utilize classroom time effectively.

Classes Receiving Only Work Habits Grade

Classes that are not based on Core Knowledge standards or high school state standards will not receive a grade for the class. A work habits grade will be given on the report card. An example of a class that falls under this category would be study hall.

High School Academic Lettering

Policy IK

To letter, a student must have a weighted GPA of **3.95** or higher for both semesters of one school year **prior to the lettering ceremony.** ~~to letter.~~

Honor Roll

Students at Windsor Charter Academy will receive academic recognition each quarter based on the following criteria:

Honor Roll					
Elementary Grades 3 through 5					
Honor	3.60—3.79	High Honor	3.80—4.00		
Middle & High School					
Honor	3.60—3.79	High Honor	3.80—3.94	Dean's List	3.95—4.00

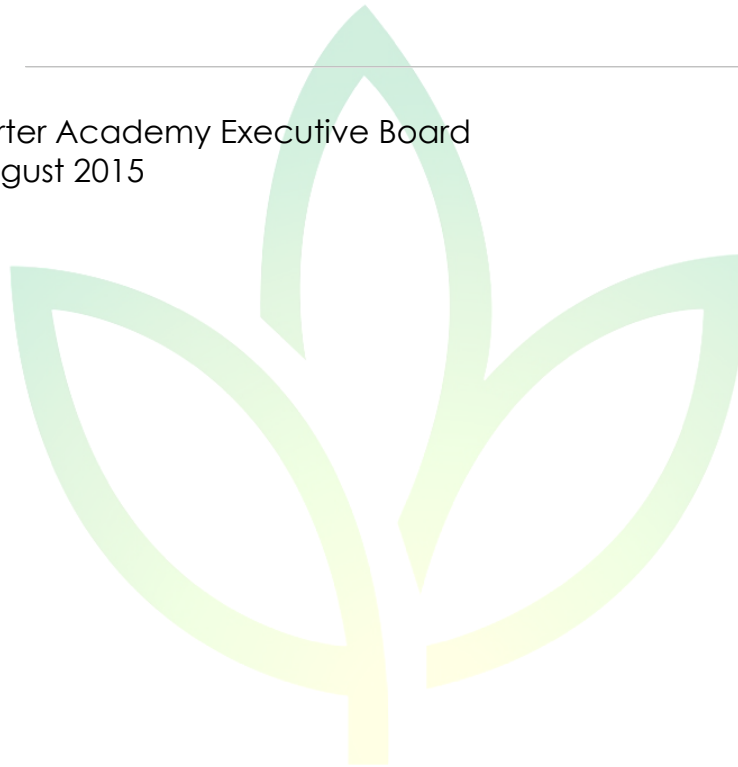
Windsor Charter Academy Executive Board

Adopted: August 2015

July 2018

August 2021

May 2023





9.0 Second Read Policies



APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY NON-STUDENT STAKEHOLDERS

Introduction

Windsor Charter Academy offers staff, Executive Board members, substitute teachers, student teachers, parent volunteers, and other non-student, adult stakeholders (hereafter referred to as “user” or “users”) access to Windsor Charter Academy’s network, servers, computers, communication systems (i.e. email, VOIP, and audience response systems), hardware, software, operating systems, and an array of other emerging technologies (hereafter referred to as “Windsor Charter Academy technology”) to promote educational excellence. Each user is responsible for her/his use of technology, whether personal (i.e. computers/laptops, cell phones, portable digital assistants (PDAs), wireless email devices, and other digital devices) (hereafter referred to as “personal technology”) or Windsor Charter Academy provided. While using technology on or near school property, in school vehicles, and at school sponsored activities, as well as using Windsor Charter Academy technology resources via off-campus remote access or with Windsor Charter Academy-owned equipment, each user is expected to act in an appropriate manner consistent with school, Windsor Charter Academy, and legal guidelines.

Using Windsor Charter Academy Internet and Communications Systems

Use as a Privilege

Windsor Charter Academy technology is provided to users to conduct research, communicate with others, and fulfill other job responsibilities. Use of, and access to, Windsor Charter Academy technology is a privilege, not a right. Users must comply with Windsor Charter Academy standards when accessing and using Windsor Charter Academy technology. To protect the integrity of Windsor Charter Academy technology, system administrators (hereafter referred to as “Windsor Charter Academy technology staff”) will determine whether Windsor Charter Academy technology is used appropriately and may suspend, limit, or deny user access and use at any time. Windsor Charter Academy technology staff may also suspend user access and use to Windsor Charter Academy technology at any time for maintenance and repair purposes. Determinations of inappropriate use of Windsor Charter Academy technology may be appealed to the Director of Innovation. Additionally, employee users who use Windsor Charter Academy technology in an inappropriate manner and who are found to be in violation of this policy may be subject to additional disciplinary action according to other Executive Board policies or state and federal statutes. Violation of this policy may also be cause for referral to outside

agencies for additional investigation.

Information as Windsor Charter Academy Property

All digital storage on Windsor Charter Academy technology is property of Windsor Charter Academy and Windsor Charter Academy retains the right to retain, review, and disclose all information sent via, or stored on, Windsor Charter Academy technology for any legally permissible reason, including: to determine whether such information is a public record, to determine whether such information is discoverable in litigation, to access Windsor Charter Academy information in the employee's absence, and to determine whether Windsor Charter Academy technology is being used in a manner that complies with Windsor Charter Academy policy/regulation and law. Users should not expect files stored on, or sent via, Windsor Charter Academy technology to be private. Furthermore, users should understand that if such files qualify as public records, they may be open for inspection by individuals and entities unaffiliated with Windsor Charter Academy (i.e. to the media, for court purposes, etc.).

Proper and Acceptable Use of Technology

Users must comply with the following security expectations:

- Adhere to, and comply with, all Windsor Charter Academy policies and local, state, and federal laws regarding data security.—
- With the exception of Windsor Charter Academy technology staff, or their designees, who may access Windsor Charter Academy technology in accordance with this policy to troubleshoot and determine appropriate use, users shall not access the accounts of other users without the express consent of such other users, nor access any other account other than that to which they have been assigned.—
- To protect privacy, users shall not transfer and save personal, student, or employee information stored in electronic format on Windsor Charter Academy servers on to a laptop or other external device and take it off of school property, nor transmit such information outside of Windsor Charter Academy unless Windsor Charter Academy data security procedures are followed to allow for effective file encryption.—
- When outside Windsor Charter Academy network, users shall not allow others to access their Windsor Charter Academy issued laptops or other Windsor Charter Academy technology without a technology protection measure in place.—
- Only connect personal technology to approved Windsor Charter Academy wireless networks, and never connect personal technology to Windsor Charter Academy's wired LAN.—
- Immediately notify Windsor Charter Academy technology staff of any suspected Windsor Charter Academy technology security issues without demonstrating the problem to others.—
- Protect login and password information and avoid public posting or sharing of access with anyone, including co-workers, student teachers, students, parents, or volunteers.—
- Avoid prolonged, repeated use of generic user login ID's.—
- Ensure that workstations are locked when left unattended.—

Furthermore, any use, transmission, storage, or publication of any material in violation of law, and/or Windsor Charter Academy policy is prohibited. Such use includes, but is not limited to the following activities in which users must not engage:—

- ~~Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that:
 - ~~Are threatening, promote violence, or advocate the destruction of property.~~
 - ~~Are pornographic, obscene, or sexually oriented (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form).~~
 - ~~Advocate or promote violence or hatred against particular individuals or groups of individuals or advocate or promote the superiority of one racial, ethnic, or religious group over another; and/or—~~
 - ~~Can be construed to be political activity (state law prohibits the use of any public funds for political activities).—~~~~
- ~~Using profane, obscene, and/or inappropriate language, images, and/or other materials.~~
- ~~Representing Copyright ©, Registered ®, and/or Trademark TM materials as one's own work.~~
- ~~Using software, media, or digital content contrary to licensing or fair use copyright restrictions.~~
- ~~Circumventing or intentionally compromising Windsor Charter Academy security measures.~~
- ~~Using Windsor Charter Academy technology to install or utilize software or executable files that are beyond the scope of the educational objectives of Windsor Charter Academy, and/or installing such software or executable files onto Windsor Charter Academy technology.~~
- ~~Using USB, bootable CDs, or other devices to alter the function of Windsor Charter Academy technology, including, but not limited to, a Windsor Charter Academy computer or a network; and/or—~~
- ~~Damaging Windsor Charter Academy technology to modify their intended functionality.—~~
- ~~Intentionally or neglectfully transmitting viruses or other destructive computer files.~~
- ~~Obtaining unauthorized access to Windsor Charter Academy or external computers (i.e. cracking).—~~
- ~~Intentionally bypassing Windsor Charter Academy filters without authorization.—~~
- ~~Using Windsor Charter Academy technology for commercial purposes, personal financial gain, or fraud.~~
- ~~Using Windsor Charter Academy technology in such a way that Windsor Charter Academy will incur an expense unless spending authority has been granted by the appropriate administrator.~~
- ~~Using Windsor Charter Academy or personal technology to violate the privacy of others, including taking unauthorized photos of others.—~~

- ~~Using Windsor Charter Academy or personal technology to improperly disclose of any student's or staff member's name, image, likeness, home address, phone number, or other personal information.~~
- ~~Using Windsor Charter Academy technology for non-educational uses such as gaming, inappropriate role playing multi-user environments, or gambling; issuing junk mail, chain mail, or raffles.~~
- ~~Engaging in any activity that violates Windsor Charter Academy policy, school rules, or law.~~
- ~~Disrupting the operation of any Windsor Charter Academy technology, including, but not limited to, any school network.~~
- ~~Using Windsor Charter Academy communication systems in an inappropriate manner.~~
- ~~Purposely failing to report flagrant abuse of this policy to a Windsor Charter Academy technology staff.~~

Student and Employee Information

~~Maintenance of privacy and adherence to confidentiality laws, including, but not limited to the Family Educational Rights and Privacy Act (FERPA) is required. Therefore, users shall not electronically transmit, publish, or distribute confidential information pertaining to students, parents/guardians, or Windsor Charter Academy employees. Additionally, users may not use Windsor Charter Academy technology for confidential matters or privileged communications (i.e. transferring student records) unless appropriate encryption measures are taken to ensure confidentiality and maintain appropriate privilege. Access to information that is not legally protected but is sensitive in nature shall only be given on a "need to know" basis. Users shall handle all employee and student records in accordance with policies GBJ (Personnel Records and Files), JRA/JRA-R/JRC (Student Records and Release of Information Concerning Student Records/Student Records and Release of Information Concerning Students—Regulation/Colorado Open Records Law), and applicable law.~~

No Warranty

~~Windsor Charter Academy does not expressly or implicitly warrant Windsor Charter Academy technology it provides to users. Therefore, Windsor Charter Academy is not responsible for any damage or loss incurred through use of Windsor Charter Academy technology including, but not limited to, damage or loss caused by non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of Windsor Charter Academy technology and reliance on any information obtained via Windsor Charter Academy technology is at a user's own risk and Windsor Charter Academy specifically denies any responsibility for the reliability of such use or accuracy and quality of information obtained through the use of Windsor Charter Academy technology including Windsor Charter Academy provided Internet access.~~

~~Also, Windsor Charter Academy assumes no responsibility for any loss or damage to personal property including personal technology.~~



APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY NON-STUDENT STAKEHOLDERS

The Internet, various forms of electronic communications, and other Windsor Charter Academy technology resources have vast potential to support curriculum and learning. Accordingly, the Executive Board of Directors believes these resources should be used in schools as a learning resource to educate and to inform.

The Executive Board of Directors supports the use of the Internet, electronic communications, and other Windsor Charter Academy technology by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which the Windsor Charter Academy staff may access materials and information from many sources. Staff members shall take responsibility for their own use of Windsor Charter Academy technology resources while on or off of the Windsor Charter Academy network, as well as use of personal devices while connected to the Windsor Charter Academy network, in accordance with this policy. Windsor Charter Academy technology resources must be used only for educational purposes, or to perform assigned job responsibilities.

Filtering

Web filtering technology that blocks or filters material and information that is unsuitable for students as defined by federal and state law and Board policy shall be deployed by Windsor Charter Academy. Staff must report access (their own or that of a student or other staff member) to material or information that is unsuitable for students as defined by federal and state law, professes a threat of violence or self-harm, or otherwise in violation of this policy, to their supervisor or Windsor Charter Academy administration and the Windsor Charter Academy technology department.

No Expectation of Privacy

Windsor Charter Academy technology resources are owned by Windsor Charter Academy and are intended for educational purposes, Windsor Charter Academy business and performance of assigned job responsibilities at all times. Staff members shall have no expectation of privacy while using Windsor Charter Academy technology resources. Windsor Charter Academy reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of Windsor Charter Academy technology resources, including, but not limited to, all Internet, network, application, and electronic communications access and transmission/receipt of materials and information, including such activity on personal devices while connected to the Windsor Charter Academy network. Windsor Charter Academy reserves the right to utilize and apply decryption technology to such activity within Windsor Charter Academy (at any time and without prior notice) to the extent allowable by law. All material and information accessed/received

through Windsor Charter Academy technology resources shall remain the property of the Windsor Charter Academy.

Public Records

Electronic communications sent and received by Windsor Charter Academy staff may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All staff electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law and Windsor Charter Academy policy.

Unauthorized and Unacceptable Use

Staff members must use Windsor Charter Academy technology resources, as well as personal technology resources while connected to the Windsor Charter Academy network, in a responsible, efficient, ethical and legal manner and in accordance with applicable law and Windsor Charter Academy policy. Use of Windsor Charter Academy technology resources, systems, and networks for personal gain is prohibited.

Because technology and ways of using technology are constantly evolving, every unacceptable use of Windsor Charter Academy technology resources cannot be specifically described in policy. Therefore, examples of unacceptable uses are detailed in the accompanying regulation.

Intentional access or attempt to access material defined in the accompanying regulation, or defined as unsuitable elsewhere in this policy or in state or federal law, is considered a direct violation of this policy and may subject the staff member to disciplinary action, up to and including termination, and/or criminal or other legal action.

Security

Information security is a high priority for Windsor Charter Academy. Windsor Charter Academy is dedicated to adhering to the most current industry standard information security best practices and continuous improvement of its security posture. Staff members who identify abuse, in violation of policy or otherwise, or a security risk or vulnerability while using Windsor Charter Academy technology resources must immediately notify a supervisor, the Windsor Charter Academy technology department, and Windsor Charter Academy administration. Staff members must not communicate or demonstrate the problem to other users. Utilization of credentials other than those assigned to the user for their own exclusive use is strictly prohibited. Account names or credentials used in the Windsor Charter Academy shall not be duplicated or reused for any purpose external to Windsor Charter Academy. Access privileges are subject to the principle of least privilege; in addition, access to sensitive data may be subject to the requirement of need to know.

Because technology and related security issues are constantly changing, not every practice that could jeopardize Windsor Charter Academy's technology resources and systems can

be described in policy. Therefore, examples of security risks that violate Windsor Charter Academy's policies are detailed in the accompanying regulation.

Staff are prohibited from accessing, storing, or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by Windsor Charter Academy on any device other than that which has been assigned for exclusive use by the staff member, or has been explicitly designated as an administrative or staff use only device.

Any device, application or other Windsor Charter Academy technology resource storing or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by Windsor Charter Academy must not be left unattended while logged in; devices must employ a configured and enabled lock screen mechanism triggered by a timer, inactivity, or both; and web-based applications must employ an auto-logout mechanism triggered by inactivity.

Any user identified as a security risk, or as having a history of problems with other technology resources, may be denied access to Windsor Charter Academy systems, networks and other technology.

Confidentiality

Staff members shall not access, receive, transmit or retransmit data or any other material regarding students, parents/guardians, Windsor Charter Academy staff or Windsor Charter Academy affairs that is protected by confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act, unless such access, receipt, or transmittal is in accordance with their assigned job responsibilities, applicable law and Windsor Charter Academy policy. In order to maintain data confidentiality and compliance, data subject to confidentiality laws, as well as any other data designated as sensitive by Windsor Charter Academy, shall employ the use of encryption. It is imperative that staff members who store and share confidential student information in digital form understand how to do so in a safe and secure manner, so that confidential records are not inadvertently shared with the wrong party or made publicly available in any other manner. Staff members who disclose student records or other confidential student information in a manner inconsistent with applicable law and Windsor Charter Academy policy may be subject to disciplinary action, up to termination, and/or criminal or other legal action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material.

Data Handling

Storage of Windsor Charter Academy data, in any form, is restricted to Windsor Charter Academy issued technology resources. Staff are prohibited from storing Windsor Charter

Academy data, in any form, on personal devices. Storage of Windsor Charter Academy data in unsanctioned external storage providers or applications is strictly prohibited.

Staff members are required to configure and utilize multi-factor authentication for any Windsor Charter Academy sanctioned application where data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by the Windsor Charter Academy will be stored or processed.

Any device, including but not limited to stationary workstations, mobile devices, permanently attached or approved removable storage, storing or processing data protected by the Family Educational Rights and Privacy Act (FERPA), the Student Data Transparency and Security Act or otherwise deemed sensitive in nature by Windsor Charter Academy shall employ encryption technology to maintain confidentiality of data.

Staff connecting any personal devices, such as cell phones (including cell phones where a stipend is provided), laptops or tablets, to Windsor Charter Academy sanctioned applications are required to utilize a screen lock mechanism with an automatic screen lock timeout configured.

All Windsor Charter Academy data or data created by Windsor Charter Academy staff while performing their assigned responsibilities, including email, must be securely destroyed when the data no longer maintains value or valid purpose to Windsor Charter Academy and in accordance with law and the Windsor Charter Academy's record retention schedule. Windsor Charter Academy reserves the right to securely reclaim, remove access, or destroy data not meeting value or validity standards (to include email and other electronic communications) at any time and without prior notice.

Use of Social Media

Staff members may use social media in accordance with Windsor Charter Academy Board policy GBEEA: Staff Use of Social Media for School-Related Purposes, for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school-related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications. Staff members must receive prior approval before any social media platform may be used on behalf of Windsor Charter Academy or for student educational purposes. Approval of the use of social media must be resubmitted annually for review. Staff who would like to use social media as an educational tool are required to create and utilize a professional account for exclusive use for Windsor Charter Academy educational purposes.

Online or electronic conduct resulting in a negative impact to the educational environment or other conduct in violation of Windsor Charter Academy policy may form the basis for disciplinary action, up to and including termination, and/or criminal or other legal action.

Windsor Charter Academy-Owned Technology Hardware

Staff-issued Windsor Charter Academy technology resources are the sole responsibility of the staff member. Theft, loss, or damage of all staff-issued hardware devices must be replaced or reimbursed by the staff member, with the exception of theft within a Windsor Charter Academy building where clear evidence is present and a police report has been filed. Staff members must report the incident to Windsor Charter Academy administration, their supervisor, and the Windsor Charter Academy technology department.

Unauthorized Software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration, licensing, and payment of any fees owed has been deemed unacceptable by the Windsor Charter Academy, or otherwise does not comply with Windsor Charter Academy policy or state and federal laws.

Staff Member Use is a Privilege

Use of Windsor Charter Academy technology resources, Internet and electronic communications requires personal responsibility and an understanding of an agreement to the acceptable and unacceptable uses of such tools as defined in this policy. Provisioning of Windsor Charter Academy technology resources for use by staff is a privilege, not a right. Availability to and use of Windsor Charter Academy technology resources by staff is contingent upon acceptance of and compliance with this policy. Failure to follow the use procedures and requirements contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action, up to and including termination, and/or criminal or other legal action. Windsor Charter Academy may deny, revoke or suspend access to Windsor Charter Academy technology or close accounts at any time.

Staff members are required to follow the Technology Policies and Expectations outlined in the staff handbook.

Windsor Charter Academy Makes No Warranties

Windsor Charter Academy makes no warranties of any kind, whether express or implied, related to the use of Windsor Charter Academy technology resources, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Windsor Charter Academy of the content, nor does Windsor Charter Academy make any guarantee as to the accuracy or quality of information. Windsor Charter Academy is not responsible for any damages, losses or costs a staff member or student suffers in using the Internet and electronic communications. This includes loss of data

and service interruptions. Use of any information obtained via Windsor Charter Academy technology resources is at the staff member's own risk.

Definition

As used in this policy, the terms "staff," "staff member" and "Windsor Charter Academy staff" include any person employed by the Windsor Charter Academy, student teachers, interns, volunteers, contractors, or any other third party under contract to perform work or services or process data for Windsor Charter Academy.

Windsor Charter Academy Executive Board

May 2018

April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

C.R.S. 24-72-204.5 (monitoring electronic communications)

Cross References

AC and subcodes, Non-Discrimination/Equal Opportunity

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

GBEEA Staff Use of Social Media for School-Related Purposes



STAFF USE OF WINDSOR CHARTER ACADEMY TECHNOLOGY, THE INTERNET, AND ELECTRONIC COMMUNICATIONS—REGULATION

All employees of Windsor Charter Academy must sign and abide by the Windsor Charter Academy Technology Policies and Expectations outlined in the staff handbook indicating their knowledge of and agreement to terms and conditions of use of Windsor Charter Academy technology resources. Each staff member is responsible for her/his use of technology, whether personal or Windsor Charter Academy-provided. While using Windsor Charter Academy and personal technology resources on or near school property, in school vehicles and at school sponsored activities, as well as using Windsor Charter Academy technology resources off campus or through the use of VPN access, each staff member must act in an appropriate manner consistent with Windsor Charter Academy policies, and conform to any compulsory state or federal law or other legal requirements. Failure to follow the acceptable use policies will result in the loss of the privilege to use Windsor Charter Academy technology resources and may result in disciplinary action, up to and including termination, and/or referral to law enforcement.

Employees leaving Windsor Charter Academy must surrender all Windsor Charter Academy-issued technology resources and Windsor Charter Academy data. Upon end of employment or termination, staff must discontinue use of all Windsor Charter Academy technology resources.

Accounts

All windsorcharteracademy.org accounts are the property of Windsor Charter Academy. Upon leaving Windsor Charter Academy, employee access to accounts will be terminated and may be deleted after a period of inactivity. Certain files, folders, or accounts may be retained for future Windsor Charter Academy use.

Password Requirements

Staff are required to create strong passwords for accessing Windsor Charter Academy technology resources. Requirements for strong passwords include:

1. At least 12 characters in length; and
2. They must satisfy 3 of the 4 following requirements:
 - a. At least one uppercase character
 - b. At least one lowercase character

- c. At least one number
 - d. At least one special character (a special character is anything other than a letter or number)
3. Must not have been used previously
 4. Must not contain identifiable characteristics (e.g., the employee's name)

Staff are required to change their password annually.

Unauthorized and Unacceptable Use

Examples of unacceptable uses include, but are not limited to, the following:

No staff member shall access, create, transmit, retransmit or forward material, information, or other data:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is not related to Windsor Charter Academy education purposes.
- That contains pornographic, obscene or other sexually oriented material or information, either as pictures or writing, or is otherwise inappropriate as defined by state and federal law and Windsor Charter Academy policy
- That harasses, threatens, demeans, or promotes violence or hatred. against another person or group of persons in violation of Windsor Charter Academy's nondiscrimination policies.
- For personal profit, financial gain, advertising, commercial transaction or political purposes.
- That plagiarizes the work of another.
- That uses inappropriate, derogatory, or profane language likely to be offensive to others in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person's reputation.
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including personally identifiable information defined and protected by confidentiality laws including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act.
- That impersonates another individual, group, or organization.

Intentional access or attempt to access material defined above, or defined as unsuitable elsewhere in this policy or in state or federal law, is considered a direct violation of this policy and may subject the staff member to disciplinary action, up to and including termination, and/or criminal or other legal action.

Security

Examples of security risks that violate Windsor Charter Academy's policies include, but are not limited to, the following:

- Gaining unauthorized access to Windsor Charter Academy technology resources, data, networks or systems and by extension, third party data, networks, or systems integrated with Windsor Charter Academy.
- Reading, altering, copying, exfiltrating, destroying, or otherwise harming any data outside the user's own authorized scope of access, to include but not limited to, any official file or record of Windsor Charter Academy or data of another user.
- Attacking, destroying, or disrupting the functionality of Windsor Charter Academy technology resources, systems, or networks, including but not limited to denial-of-service attacks, or the unauthorized alteration of hardware or software.
- Performing reconnaissance efforts including but not limited to network, system, or vulnerability scanning or any other method utilized to identify or execute security vulnerabilities to obtain unauthorized access to any system or data or for any other purpose.
- Reading, altering, or modifying network packets.
- Exploiting any security vulnerability in an effort to gain unauthorized access accounts, systems or data.
- Downloading, storing, installing, or utilizing malicious software.
- Deploying or utilizing any malicious hardware.
- Bypassing or evading security or filtering measures by use of a proxy, virtual private networking, tunneling, or any other method.
- Employing any type of social engineering effort to gain unauthorized access to Windsor Charter Academy systems, data, or accounts or data of other users.
- Posting, sharing, or otherwise making available account, system, or network information that would provide access to unauthorized parties, or increase the likelihood of access by unauthorized parties.
- Performing any other action that will increase the level of vulnerability, risk, or exposure to threats to Windsor Charter Academy technology resources, networks, systems, or data.

- Use of any Windsor Charter Academy technology resource, system, or network performing any of the aforementioned activities against any network or system external to Windsor Charter Academy.
- Allowing others to access their Windsor Charter Academy-issued laptops or other Windsor Charter Academy technology without a technology protection measure in place when outside Windsor Charter Academy network.
- Allowing non-Windsor Charter Academy personnel access to staff-issued technology devices.
- Staff are prohibited from the use of cellular hotspots while on Windsor Charter Academy property with the exception of the event of an emergency or outage which requires use.

Email Retention

Deleted emails may be purged immediately.

Definitions

As used in this regulation, the terms “staff”, “staff member”, and “Windsor Charter Academy staff” include any person employed by Windsor Charter Academy, student teachers, interns, volunteers, contractors, or any other third party under contract to perform work or services or process data for Windsor Charter Academy.

Windsor Charter Academy Executive Board
April 2023

Legal References

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Cross References

AC and subcodes, Non-Discrimination/Equal Opportunity
JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students
GBEEA Staff Use of Social Media for School-Related Purposes

Windsor 
CHARTER ACADEMY
GROWING LIFE-LONG LEARNERS
GRADUATION REQUIREMENTS

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

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

Minimum Units of Credit Needed to Graduate

All students must complete the necessary credit requirements outlined in the graduation requirements below to participate in the graduation ceremony. Courses taken outside of the district will be evaluated to determine if credit will be granted. Please note that any courses placed on a transcript will reflect the official record of that student and will not be removed, edited, or adjusted unless the record is inaccurate or otherwise violates the student's privacy rights. Any exception should align with the student's official Individual Career and Academic Plan (ICAP). Credits shall be granted for grades of D and above. The exception to this requirement shall be "social graduations" for certain students with disabilities. Foreign exchange students are not eligible for an authorized diploma from Windsor Charter Academy.

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

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

- ICAP—2.0 credits
- Electives—9.5 credits

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

College and Career-Prepared Demonstration of Competency Needed to Graduate

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

Reading, Writing & Communicating Minimum Scores	Math* Minimum Scores
470 on Evidence-Based Reading and Writing on SAT	500 on Math for SAT
18 on English for ACT	19 on Math for ACT
241 on Reading Comprehension OR 236 on Writing Next Generation Accuplacer	255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS) Next Generation Accuplacer
C or higher for Semester-Transcribed Grade in Concurrent Enrollment Course for ENG 121 Level or Above (or Equivalent)	C or higher for Semester-Transcribed Grade in Concurrent Enrollment Course at the MAT 120 Level or Above
2 on Language and Composition, Literature and Composition, Seminar, Research, Modern World History, Psychology, Government or U.S. History for Advanced Placement (AP)	2 on Statistics, Calculus AB or Calculus BC, Biology, Chemistry or Physics for Advanced Placement (AP)
Earned National Career Readiness Certificate through ACT Work Keys	Earned National Career Readiness Certificate through ACT Work Keys
31 on the AFQT for ASVAB	31 on Math on the AFQT for ASVAB

College Preparation

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

- College Readiness Benchmarks on SAT
 - 480 in Evidence-Based Reading and Writing
 - 530 in Math
- College Readiness Benchmarks on ACT
 - 18 in English
 - 22 in Math
- College Readiness Cut Scores for Accuplacer
 - 80 in Reading Comprehension
 - 95 in Sentence Skills
 - 85 in Elementary Algebra
- Advanced Placement Scores for College Credit
 - 3 or Higher
- AVAB
 - 50 in AFQT

Students on Individualized Education Plans

Students whose IEP may supplant required graduation requirements may still earn a diploma if they are able to demonstrate minimum competency measures by meeting one or more of the assessment thresholds listed above. Students requiring curricular modifications may earn a diploma if able to demonstrate minimum proficiencies outlined by this policy and/or the Colorado Department of Education.

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

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

- Are ready and need community based part-time transition focused special education services.

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

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

Special education students participating in a social graduation shall receive a certificate of transition at the commencement ceremony in lieu of a diploma or certificate of completion. Once a student is no longer eligible to receive special education services (e.g., the student has reached the age of twenty-one), the student shall be issued either a diploma if the district diploma requirements as outlined above have been met or a certificate of completion if the district diploma requirements have not been met.

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

Windsor Charter Academy Executive Board

Adopted: December 2016

December 2017

April 2018

November 2018

May 2019

June 2020

April 2021

February 2022

April 2023





Assignment of Transfer Students to Classes and Grade Levels

Students transferring into Windsor Charter Academy shall present records of attendance, grade placement, and academic achievement.

Students entering grades two through twelve from public, parochial, and private schools that are accredited by a recognized accrediting agency or organization shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring.

The administration, through academic achievement tests and other evaluation/assessment measures shall determine the appropriate grade level/credit status of students transferring from home instruction that are not accredited by a recognized accrediting agency or organization ("non-accredited schools").

Grades 9-12 Enrollment and Placement

Home instruction students or students from non-accredited schools transferring to Windsor Charter Academy should enroll at least 30 days before the beginning of the school year. This will allow time for records and documentation to be submitted and evaluated and credit to be issued, where warranted, toward a Windsor Charter Academy high school diploma.

Students enrolling during the school year will be placed at the grade level and awarded credits after administration reviews the results of appropriate assessments. Students may be temporarily placed in a grade or class, subject to reassignment upon completion of assessments and consideration of results and review of submitted documentation.

The principal/designee will review completed course information and determine the number of transfer credits, if any, to be awarded based on a comparison to Windsor Charter Academy standards for the awarding of credit.

1. Windsor Charter Academy shall accept the transcripts from the home instructional program or a non-accredited school for its consideration. However, Windsor Charter Academy will determine, in its sole discretion, the amount of credit awarded and/or the grades recorded on the Windsor Charter Academy transcript for work done in a home instruction program or at a non-accredited school.

Grades from home instruction or a non-accredited school will be recorded as "S" (satisfactory) and "U" (unsatisfactory). The transcript will indicate if credit is awarded for work done other than at Windsor Charter Academy.

2. High school students enrolling from home instruction will be subject to Colorado High School Activities Association (CHSAA) regulations to qualify for athletics and activities.

Full-Time Enrollment

Students must be enrolled in Windsor Charter Academy Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the school system.

Exceptions are permitted only for:

1. Enrolled students attending another state-accredited institution such as a college or university for school credit;
2. Enrolled students taking the limited number of credits needed to graduate in the school year;
3. Enrolled students in need of modified school attendance as an accommodation for a disability or similar administration-approved unique circumstance;
4. Enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations
5. Non-public school students in accordance with the policies and procedures set forth in this policy; or
6. Tenth, eleventh and twelfth-grade students, in good standing, with a graduation plan that allows for open blocks.

Part-Time Enrollment of Non-Public School Students

Windsor Charter Academy Schools shall allow the part-time enrollment of students who are enrolled in a private, denominational, or parochial school or are home schooled, pursuant to section 22-33-104.5. Such students are referred to herein as "non-public school students." Windsor Charter Academy establishes the following guiding principles for the enrollment of non-public school students:

1. The primary school for a non-public school student is the student's private, denominational, parochial or home school.
2. Enrollment of a non-public school student in Windsor Charter Academy Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.

3. Non-public school students are not to be given priority over full-time students.
4. Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student, with a minimum enrollment of four courses at Windsor Charter Academy.

To be eligible to participate, non-public school students must be enrolled at Windsor Charter Academy and attending courses prior to October 1. Students may apply for part-time enrollment for a minimum of 90 hours of instruction for each semester, after applicants for full-time admission are accommodated. Approval will be subject to space availability, to other limitations for enrollment, and to the satisfaction of any prerequisites and other applicable school requirements for a particular course, as determined by Windsor Charter Academy.

Deadline for Part-Time Applications

Applications for part-time enrollment of non-public school students must be received by Windsor Charter Academy by September 1 and the student enrolled by October 1st. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that part-time enrollment of a non-public school student will be continued from one year to the next.

College Course Registration

Part-time students may not enroll in more than 2 college courses during any one semester.

Standards, Policies and Expectations

Non-public school students who are enrolled part-time are to be subject to the same standards, policies, and expectations as full-time enrolled students except where appropriate to reflect their part-time status.

Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of school policies including student conduct rules.

Presence on School Grounds

Part-time non-public school students are to be present on school grounds during the school day only at the times required for their attendance in the course(s) in which they are enrolled. Part-time non-public school students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

Academic Honors

Non-public school students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from Windsor Charter Academy Schools or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of Windsor Charter Academy's policies for such, including attainment of minimum credits and semesters of attendance.

Extracurricular Activities

Non-public school students enrolled on a part-time basis may be permitted at the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Colorado High School Activities Association (CHSAA) will be limited to those students who meet the CHSAA bylaws.

Compulsory Attendance

Part-time non-public school students must attend school in compliance with the Colorado Compulsory Attendance Law. Windsor Charter Academy Schools will take attendance for part-time students.

Grading and Instruction

The part-time non-public student will be graded for on the educational instruction received at Windsor Charter Academy Schools and is not responsible for delivering curricula or content which the student is not available to receive during normal instructional time while in attendance. Windsor Charter Academy will not make special arrangements to deliver curricula outside the scope of the part-time enrollment. Report cards will reflect the student's mastery of content taught during the student's instructional time school at Windsor Charter Academy Schools.

Retention/Loss of Credit/Delayed Graduation

A part-time non-public student may be subject to retention, loss of credit or delayed graduation. If the student is receiving instruction elsewhere (home-based program or private institution), the parent or guardian is responsible for providing the Windsor Charter Academy Schools with evidence of grades, progress reports, assessments, transcripts and other relevant information demonstrating academic achievement that would support promotion to the next grade level and/or award of credit. Failure to do so may result in retention, loss of credit or delayed graduation. If inadequate information is provided or the information provided demonstrates a failure to master certain content, Windsor Charter Academy Schools may (but is not required to) to perform its own assessments and/or review to determine grasp of content, grade placement and/or transfer credits. The determination about retention, loss of credit, and/or delayed graduation is Windsor Charter Academy's to make in its sole

discretion.

Schedules

Windsor Charter Academy Schools' instructional schedule is determined prior to the beginning of the school year and, therefore, the schools are not able to accommodate special schedule requests of students enrolled part-time. Part-time non-public school students are responsible for ensuring that they can complete the educational program in which they are enrolled. If the student cannot complete such a program, the student may face retention or late graduation.

School and State Assessments

Both full-time and part-time students are required to take school assessments for the subjects that they are enrolled in. Part-time non-public school students that are also enrolled in home school or private school do not need to take state assessments.

Windsor Charter Academy Executive Board
Adopted by WCA: May 2016
April 2023

Legal References
C.R.S. 22-33-104.5(4)

Cross References
IKF Graduation Requirements
JFB Enrollment at Windsor Charter Academy Schools



APPROPRIATE USE OF WINDSOR CHARTER ACADEMY AND PERSONAL TECHNOLOGY BY STUDENTS

The Windsor Charter Academy Executive Board of Directors believes that technology, including the Internet and electronic communications (email, chat rooms and others) have vast potential to support curriculum and student learning. Use of technology requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs. Windsor Charter Academy believes technology should be used in schools as a learning resource to educate and to inform.

Student Use is a Privilege

Use of technology, including the Internet and electronic communications, demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of technology, including the Internet and electronic communications, is a privilege, not a right. Students shall use Windsor Charter Academy computers, devices, computer systems, and technology resources in a responsible, ethical and legal manner. Failure to follow Windsor Charter Academy's policies and expectations may result in the loss of the privilege to use these tools, require restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Windsor Charter Academy may deny, revoke or suspend access to Windsor Charter Academy technology or close accounts at any time. Students and parents/guardians shall be required to sign Windsor Charter Academy's Acceptable Use of Technology Agreement upon initial enrollment and at the beginning of each school year. Failure to sign the Acceptable Use of Technology Agreement will result in suspension of the student's account until a signature is obtained.

Assigning Student Projects and Monitoring Student Use

Windsor Charter Academy will make reasonable efforts to see that technology, including the Internet and electronic communications, are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of technology, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

No Expectation of Privacy

Windsor Charter Academy technology and computer systems are owned by Windsor Charter Academy and are intended for educational purposes at all times. Students shall have no expectation of privacy when using Windsor Charter Academy technology, including Internet or electronic communications. Windsor Charter Academy reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of Windsor Charter Academy technology, including all Internet, network, application, and electronic communications access and transmission/receipt of materials and information, including such activity on personal devices while connected to Windsor Charter Academy network. Windsor Charter Academy reserves the right to utilize and apply decryption technology to such activity within Windsor Charter Academy (at any time and without prior notice) to the extent allowable by law. All material and information accessed/received through Windsor Charter Academy computers and computer systems shall remain the property of Windsor Charter Academy.

Unauthorized and Unacceptable Uses

Because technology and ways of using technology are constantly evolving, every unacceptable use of Windsor Charter Academy computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses are detailed in the accompanying regulation.

Security

Security on Windsor Charter Academy technology and systems is a high priority. Students who identify a security problem while using technology, including the Internet or electronic communications must immediately notify a Windsor Charter Academy employee. Students should not demonstrate the problem to any other users. Accessing Windsor Charter Academy technology with access privileges other than assigned is prohibited. Because technology and related security issues are constantly changing, not every practice that could jeopardize Windsor Charter Academy's technology resources and systems can

be described in policy. Therefore, examples of security risks that violate Windsor Charter Academy's policies are detailed in the accompanying regulation. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to Windsor Charter Academy's Internet, electronic communications, and/or Windsor Charter Academy technology resources.

Safety

In the interest of student safety, Windsor Charter Academy has procedures and curriculum in place for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Accessing Obscene, Pornographic and Harmful Information

Technology, including the Internet and electronic communications, present fluid environments in which students may access materials and information from many sources, including some that may be inappropriate for students. While it is impossible to predict with certainty what information students might locate or come into contact with, Windsor Charter Academy shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as determined by the Executive Board of Directors. Web and email filtering software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as determined by the Executive Board of Directors, shall be deployed on all Windsor Charter Academy computers utilized on Windsor Charter Academy property or checked out to students for take-home use. Students shall take responsibility for their own use of technology to avoid contact with material or information that may be harmful to minors. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member and shall encourage others to report when appropriate.

Windsor Charter Academy Makes No Warranties

Windsor Charter Academy makes no warranties of any kind, whether express or implied, related to the use of Windsor Charter Academy computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Windsor Charter Academy of the content, nor does Windsor Charter Academy make any guarantee as to the accuracy or quality of information received. Windsor Charter Academy shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic

communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

The student and his/her parent/guardian will indemnify and hold Windsor Charter Academy harmless from any losses sustained as the result of misuse or inappropriate access of Windsor Charter Academy technology resources by the student.

Windsor Charter Academy Executive Board
May 2018
April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)
C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

Cross References

AC and subcodes, Non-Discrimination/Equal Opportunity
JB Equal Educational Opportunities
JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students
JICDA, Student Conduct
JIHA, Searches
JK and subcodes, Student Discipline



Appropriate Use of Windsor Charter Academy and Personal Technology by Students—Regulation

Each student is responsible for their use of technology, whether personal or Windsor Charter Academy provided. While using Windsor Charter Academy and personal technology resources on or near school property, in school vehicles and at school- sponsored activities, as well as using Windsor Charter Academy technology resources via off- campus remote access when engaging in activity that has an impact on the school community, each student must act in an appropriate manner consistent with Windsor Charter Academy and legal guidelines. It is the joint responsibility of school personnel and parents and guardians to educate students about their responsibilities and to establish expectations when using technology. Use of Windsor Charter Academy technology resources, including hardware, software, Internet, and use of any form of electronic communication or applications while on Windsor Charter Academy network, are restricted to use for educational purposes only.

Account and Password Requirements

Account names or credentials used in Windsor Charter Academy must not be duplicated or reused for any purpose external to Windsor Charter Academy. Students are required to create strong passwords for accessing Windsor Charter Academy technology and email. Requirements for strong passwords include:

1. At least 8 characters in length; and
2. They must satisfy 3 of the 4 following requirements:
 - a. At least one upper case character
 - b. At least one lower case character
 - c. At least one number
 - d. At least one special character (a special character is anything other than a letter or number)
3. Must not have been used previously

4. Must not contain identifiable characteristics (e.g., the student's name)

Students are required to change their password annually.

Logging Out

Any device, application or other technology resource storing or processing data protected by state or federal law or otherwise deemed sensitive in nature by Windsor Charter Academy must not be left unattended while logged in; devices must employ a configured and enabled lock screen mechanism triggered by a timer, inactivity, or both; and applications must employ an auto logout mechanism triggered by inactivity.

Email Retention

Deleted emails may be purged immediately.

Unauthorized and Unacceptable Use

Examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information, or other data:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That is not related to Windsor Charter Academy educational purposes
- That contains pornographic, obscene or other sexually oriented material or information, either as pictures or writing, or is otherwise inappropriate as defined by state and federal law and Windsor Charter Academy policy
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of Windsor Charter Academy's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another
- That uses inappropriate, derogatory, or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation in violation of any federal or state

law or Windsor Charter Academy policy, including but not limited to copyrighted material and material protected by trade secret

- That contains personal information about themselves or others, including personally identifiable information defined and protected by confidentiality laws including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act
- That impersonates another individual, group, or organization or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator

Security

Examples of security risks that violate Windsor Charter Academy's policies include, but are not limited to, the following:

- Sharing Personal Identifiable Information (PPI)
- Using another person's password or any other identifier
- Gaining or attempting to gain unauthorized access to Windsor Charter Academy technology resources, data, networks or systems and by extension, third party data, networks, or systems integrated with Windsor Charter Academy attacking, destroying, or disrupting the functionality of Windsor Charter Academy technology resources, systems, or networks, including, but not limited to, denial-of-service attacks, or the unauthorized alteration of hardware or software
- Using or possessing software that has been downloaded without appropriate permissions, has not been approved through Windsor Charter Academy software approval process, or that otherwise does not comply with Windsor Charter Academy policy or state and federal laws.
- Performing reconnaissance efforts including but not limited to network, system, or vulnerability scanning or any other method utilized to identify or execute security vulnerabilities to obtain unauthorized access to any system or data or for any other purpose.
- Reading, altering, or modifying network packets
- Bypassing or evading security filtering measures by use of a proxy, virtual private networking, tunneling, or any other method

- Posting, sharing, or otherwise making available account, system, or network information that would provide access to unauthorized parties, or increase the likelihood of access by unauthorized parties.
- Using cellular hotspots while on Windsor Charter Academy property with the exception of the event of an emergency or outage which requires use
- Storing student PII or other sensitive school data on USB or other removable storage devices.

Safety

Students must not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students must not use their last name or any other information that might allow another person to locate him or her. Students must not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Windsor Charter Academy Executive Board
April 2023

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)
C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

Cross References

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JB Equal Educational Opportunities
JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students
JICDA, Student Conduct
JIHA, Searches
JK and Subcodes, Student Discipline



10.0 Financials

March 2023 Financial Highlights

As of March 31st, 2023, we are 9 months through the year, revenues and expenditures should be approximately 75% of budget

- **Total GF Revenue is \$12,078,052 (74.48%)**
 - PPR is at expected

- **Total GF Expenses are \$11,469,000 (70.71%)**
 - Expenses are running at expected
 - Insurance, curriculum, testing are front loaded expenditures
 - Legal is running high

 - **Firebird Facility Expenditures to date: \$515,543**
 - Architect/Design Costs: \$ 371,981
 - Owner's Rep Costs: \$24,725
 - Permits/Fees: \$118,032
 - Reimbursements will begin from the District in May

- **Balance Sheet Notes**
 - GF Checking Account Balance: \$ 1,345,151
 - Health Insurance Checking Balance: \$173,981
 - COLOTRUST Investment Balance: \$3,759,253
 - FirstBank Savings: \$ 757,948
 - SF Checking Account Balance: \$ 398,377

- **As of 3/31/23~ Days Cash on Hand: 158.56**

- **Check-Debit Register Notes (Reviewed monthly in detail by FC)**
 - Checks in the 1000 range are general fund
 - Checks in the 10111 range are actual medical costs
 - Checks in the 90000 range are student fund
 - Issuances beginning with a date (22821111) are auto pays or debits
 - American Fidelity, UMR, Delta, Lincoln, Eyemed, OptumRX are benefit payments
 - isolved, PERA, Security Benefit represent payroll items
 - Voided checks represent items over 12 months old

Rev and Exp as of 3.31.23

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Windsor Charter Academy

Charter School 11						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	87,329.02	16,680.74	10,000.00	(77,329.02)	873.29	
1600 Food Services	258,549.75	32,304.75	416,712.50	158,162.75	62.05	
1700 Pupil Activities	85,613.98	660.00	82,944.00	(2,669.98)	103.22	
1900 Other Revenue from Local Sources	95,073.84	10,629.00	185,780.00	90,706.16	51.18	
3900 Other Revenue From State Sources	683,915.32	102,234.14	769,697.35	85,782.03	88.86	
5200 Interfund Transfers	0.00	0.00	260,400.00	260,400.00	0.00	
5600 Direct Allocations	10,867,570.26	1,207,507.81	14,490,278.00	3,622,707.74	75.00	
I Revenue	12,078,052.17	1,370,016.44	16,215,811.85	4,137,759.68	74.48	* Account Type
0100 Salaries	5,426,250.29	661,237.56	8,075,530.97	2,649,280.68	67.19	
0200 Employee Benefits	2,224,253.61	316,940.70	3,118,113.85	893,860.24	71.33	
0300 Purchased Professional and Technical Services	83,252.55	10,759.41	93,200.00	9,947.45	89.33	
0400 Purchased Property Services	1,340,553.74	126,766.66	1,982,569.00	642,015.26	67.62	
0500 Other Purchased Services	1,513,861.15	141,523.63	2,073,927.00	560,065.85	72.99	
0600 Supplies	355,662.86	17,685.46	512,146.20	156,483.34	69.45	
0700 Property	184,481.95	1,201.25	277,570.00	93,088.05	66.46	
0800 Other Objects	340,684.59	15,221.78	86,600.00	(254,084.59)	393.40	
X Expense	11,469,000.74	1,291,336.45	16,219,657.02	4,750,656.28	70.71	* Account Type
11 Charter School	(609,051.43)	(78,679.99)	3,845.17	612,896.60		Fund

Rev and Exp as of 3.31.23

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Windsor Charter Academy

Pupil Activity Fund 23							
Account Type	I	Revenue					
Source of Revenue/Objec	1900	Other Revenue from Local Sources					
Description			Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget
1900 Other Revenue from Local Sources			576,002.72	36,554.58	0.00	(576,002.72)	0.00
I Revenue			576,002.72	36,554.58	0.00	(576,002.72)	0.00
0600 Supplies			201,794.31	39,854.19	447,692.54	245,898.23	45.07
X Expense			201,794.31	39,854.19	447,692.54	245,898.23	45.07
23 Pupil Activity Fund			<u>(374,208.41)</u>	<u>3,299.61</u>	<u>447,692.54</u>	<u>821,900.95</u>	

* Account Type

* Account type

Rev and Exp as of 3.31.23

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Windsor Charter Academy

Building Corporation 61						
Account Type	I	Revenue				
Source of Revenue/Objec	1500	Earnings on Investments				
Description	Y.T.D. Activity	M.T.D. Activity	Current Budget	Budget Balance	% of Budget	
1500 Earnings on Investments	73,761.89	11,000.82	96,000.00	22,238.11	76.84	
1900 Other Revenue from Local Sources	1,053,700.02	115,733.34	1,468,310.00	414,609.98	71.76	
2000 Revenue from Intermediate Sources	10,487.21	581.92	15,000.00	4,512.79	69.91	
I Revenue	1,137,949.12	127,316.08	1,579,310.00	441,360.88	72.05	* Account Type
0700 Property	0.00	0.00	525,000.00	525,000.00	0.00	
0800 Other Objects	1,384,725.95	505,030.09	1,455,000.00	70,274.05	95.17	
0900 Other Uses of Funds	0.00	0.00	111,000.00	111,000.00	0.00	
X Expense	1,384,725.95	505,030.09	2,091,000.00	706,274.05	66.22	* Account Type
61 Building Corporation	246,776.83	377,714.01	511,690.00	264,913.17	48.23	Fund
Report Total:	736,483.01	(302,333.63)	(963,227.71)	(1,699,710.72)		

Balance Sheet

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Windsor Charter Academy

Charter School 11						
Account Class	8100	Current Assets				
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity		State Account Number
Current Assets						
	Bingo Checking Acct	551.11	0.00	551.11		11-950-00-0000-8101-000-0000
	General Fund Checking 1stBANK	1,215,409.94	129,741.03	1,345,150.97		11-950-00-0000-8102-000-0000
	Health Insurance Checking 1stBank	325,417.49	(151,436.35)	173,981.14		11-950-00-0000-8102-000-0000
	COLOTRUST Account	3,743,772.61	15,480.67	3,759,253.28		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK	656,224.29	1,114.69	657,338.98		11-950-00-0000-8102-000-0000-9393
	Savings 1stBANK- CC	100,524.63	85.38	100,610.01		11-950-00-0000-8102-000-0000-9393
	MSHS Petty Cash	82.21	0.00	82.21		11-950-00-0000-8103-000-0000
	PTC/Booster Petty Cash	18.56	0.00	18.56		11-950-00-0000-8103-000-0000
	Accounts Receivable GF	(15,874.62)	(15,109.68)	(30,984.30)		11-950-00-0000-8153-000-0000
	Food Service Petty Cash	133.00	0.00	133.00		11-950-31-0000-8103-000-0000
	Due From Food Service	25,486.03	0.00	25,486.03		11-950-31-0000-8141-000-0000
	Accounts Receivable Food Service	50,285.03	13,398.88	63,683.91		11-950-31-0000-8153-000-0000
8100	Current Assets	6,102,030.28	(6,725.38)	6,095,304.90		* Account Class
Liabilities						
	Accounts Payable	(157,682.72)	100,691.23	(56,991.49)		11-950-00-0000-7421-000-0000
	Rental Deposits Liability	(800.00)	0.00	(800.00)		11-950-00-0000-7421-000-0000
	Accrued Salaries	0.00	0.00	0.00		11-950-00-0000-7461-000-0000
	Deferred Grant Revenue	(793.57)	0.00	(793.57)		11-950-00-0000-7482-000-0000-9393
	Tax Liabilities	0.86	0.00	0.86		11-950-01-0000-7471-000-0000
	PERA & Life Liab	1.78	0.30	2.08		11-950-04-0000-7471-000-0000
	Health/Dental/Vision Liab	(15,485.35)	(15,367.63)	(30,852.98)		11-950-05-0000-7471-000-0000
	Due to GF	(25,486.03)	0.00	(25,486.03)		11-950-31-0000-7402-000-0000
	TITAN Account Bal Liability- Food Service	(21,188.43)	51.72	(21,136.71)		11-950-31-0000-7481-000-0000-9665
7400	Liabilities	(221,433.46)	85,375.62	(136,057.84)		* Account Class
Reserved Co Dept of Ed use only.						
	Tabor Reserve	(415,000.00)	0.00	(415,000.00)		11-950-00-0000-6721-000-0000
	Unreserved Fund Balance	(4,935,195.63)	0.00	(4,935,195.63)		11-950-00-0000-6770-000-0000
	Gen Fund Net Income/Loss	(530,401.19)	(78,650.24)	(609,051.43)		11-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	(5,880,596.82)	(78,650.24)	(5,959,247.06)		* Account Class
11	Charter School	0.00	0.00	0.00		Fund

Balance Sheet

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Windsor Charter Academy

Pupil Activity Fund 23						
Account Class	8100	Current Assets				
	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets						
		SF Checking 1stBank	384,001.54	8,472.36	392,473.90	23-950-00-0000-8100-000-0000
		SF Checking Arbiter Athletic	3,905.76	1,998.32	5,904.08	23-950-00-0000-8100-000-0000
8100	Current Assets		<u>387,907.30</u>	<u>10,470.68</u>	<u>398,377.98</u>	* Account Class
Liabilities						
		MSSH Activity Accts Payable	(9,087.78)	(15,081.79)	(24,169.57)	23-950-00-0000-7421-000-0000
7400	Liabilities		<u>(9,087.78)</u>	<u>(15,081.79)</u>	<u>(24,169.57)</u>	* Account Class
Reserved Co Dept of Ed use only.						
		Activity Net Income/Loss	(377,908.02)	3,699.61	(374,208.41)	23-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.		<u>(377,908.02)</u>	<u>3,699.61</u>	<u>(374,208.41)</u>	* Account Class
23	Pupil Activity Fund		<u><u>911.50</u></u>	<u><u>(911.50)</u></u>	<u><u>0.00</u></u>	Fund

Balance Sheet

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Windsor Charter Academy

Building Corporation 61					
Account Class	8100	Current Assets			
	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Current Assets					
	Bldg Corp Gain on 2021 Refunding	(367,750.60)	0.00	(367,750.60)	61-950-00-5100-8193-000-0000
	Bldg Corp Reserve Fund-2020	1,403,218.81	5,500.36	1,408,719.17	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2020	226,764.80	(171,646.30)	55,118.50	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Reserve Fund-2021	969,506.26	0.00	969,506.26	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Interest Fund-2021	324,327.39	(248,445.49)	75,881.90	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Principal Fund-2021	202,811.82	33,080.14	235,891.96	61-950-65-0000-8105-000-0000-9393
	Bldg Corp Bond Reserve Fund	0.00	3,797.28	3,797.28	61-950-67-0000-8105-000-0000
8100	Current Assets	<u>2,758,878.48</u>	<u>(377,714.01)</u>	<u>2,381,164.47</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	14,261,329.03	0.00	14,261,329.03	61-950-00-0000-8231-000-0000
	Bldg Corp Accum Depr ELEM	(3,935,937.61)	0.00	(3,935,937.61)	61-950-00-0000-8232-000-0000
8200	Fixed Assets	<u>21,342,746.36</u>	<u>0.00</u>	<u>21,342,746.36</u>	* Account Class
Liabilities					
	Bldg Corp Premium on Bonds	(3,728,045.00)	0.00	(3,728,045.00)	61-950-00-0000-7443-000-0000
	Bldg Corp Loans Payable	(25,329,500.00)	0.00	(25,329,500.00)	61-950-00-0000-7451-000-0000
	Bldg Corp Accrued Interest	(337,483.35)	0.00	(337,483.35)	61-950-00-0000-7455-000-0000
7400	Liabilities	<u>(29,395,028.35)</u>	<u>0.00</u>	<u>(29,395,028.35)</u>	* Account Class
Reserved Co Dept of Ed use only.					
	Bldg Corp Unreserved Fund Bal	5,424,340.69	0.00	5,424,340.69	61-950-00-0000-6720-000-0000
	Bldg Corp Net Income/Loss	(130,937.18)	377,714.01	246,776.83	61-950-00-0000-6775-000-0000
6100	Reserved Co Dept of Ed use only.	<u>5,293,403.51</u>	<u>377,714.01</u>	<u>5,671,117.52</u>	* Account Class
61	Building Corporation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
	Report Total:	<u>911.50</u>	<u>(911.50)</u>	<u>0.00</u>	

A/P Check Register

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21127	ACT, Inc	2	03/06/2023	3394	12.25	0.00	12.25
21389	Arlun	2	03/06/2023	3395	6,300.00	0.00	6,300.00
218195	Bimbo Bakeries USA	2	03/06/2023	3396	331.10	0.00	331.10
219317	Blair, Jack and Joan	2	03/06/2023	3397	75.75	0.00	75.75
218383	Brown Property Services LLC	27	03/06/2023	3398	4,945.00	0.00	4,945.00
21323	Carol Vaughan Designs Architecture LLC	27	03/06/2023	3399	90,898.88	0.00	90,898.88
21012	CenturyLink	2	03/06/2023	3400	164.58	0.00	164.58
218808	CobraHelp	2	03/06/2023	3401	22.00	0.00	22.00
21017	Core Knowledge Foundation	2	03/06/2023	3402	1,420.69	0.00	1,420.69
21140	EON Office	2	03/06/2023	3403	668.82	0.00	668.82
21588	Indulge Chocolate Shop	2	03/06/2023	3404	922.00	0.00	922.00
21743	John Cutler & Associates	27	03/06/2023	3405	750.00	0.00	750.00
21616	Jostens	2	03/06/2023	3406	18.05	0.00	18.05
218363	K&W Printing, Inc.	2	03/06/2023	3407	40.25	0.00	40.25
21498	Purchase Power Pitney Bowes	2	03/06/2023	3408	402.50	0.00	402.50
219085	Royal Crest Dairy Inc.	2	03/06/2023	3409	2,600.84	0.00	2,600.84
219125	Shred Monster LLC	2	03/06/2023	3410	60.00	0.00	60.00
219083	SparksWillson, P.C.	27	03/06/2023	3411	3,792.50	0.00	3,792.50
217638	UNCC	2	03/06/2023	3412	29.67	0.00	29.67
21120	Weld RE-4 School District	2	03/06/2023	3413	126.00	0.00	126.00
218475	Zerzanek, Kearston	2	03/06/2023	3414	50.40	0.00	50.40
218535	FirstBank	1	03/06/2023	3415	16,199.61	0.00	16,199.61
21080	Ace Hardware WCA	8	03/15/2023	3416	456.96	0.00	456.96
218195	Bimbo Bakeries USA	8	03/15/2023	3417	139.05	0.00	139.05
21009	Brooms N More Inc	8	03/15/2023	3418	433.29	0.00	433.29
21015	Comcast Cable	8	03/15/2023	3419	1,297.65	0.00	1,297.65
217633	Diversified Underground Inc.	8	03/15/2023	3420	2,166.00	0.00	2,166.00
21140	EON Office	8	03/15/2023	3421	155.62	0.00	155.62
21136	Home Depot Pro	8	03/15/2023	3422	831.15	0.00	831.15
218817	InfoArmor, Inc.	13	03/15/2023	3423	89.75	0.00	89.75
21269	JW Pepper	13	03/15/2023	3424	152.93	0.00	152.93
21061	Security and Sound Design Inc	14	03/15/2023	3426	350.00	0.00	350.00
21093	Security Benefit	13	03/15/2023	3427	3,157.05	0.00	3,157.05
218862	Southern Exposure Landscape Management Inc	14	03/15/2023	3428	3,035.00	0.00	3,035.00
217892	T-Mobile	8	03/15/2023	3429	56.54	0.00	56.54
219237	University of Phoenix, Inc	8	03/15/2023	3430	2,294.66	0.00	2,294.66
21078	Waste Management	8	03/15/2023	3431	714.48	0.00	714.48
218684	Wotowey, Duncan	14	03/15/2023	3432	100.00	0.00	100.00
21552	Airgas USA LLC	16	03/20/2023	3433	36.71	0.00	36.71
21015	Comcast Cable	16	03/20/2023	3434	3,409.05	0.00	3,409.05
219326	Crash Champions #0628	16	03/20/2023	3435	2,857.37	0.00	2,857.37
21140	EON Office	16	03/20/2023	3436	463.42	0.00	463.42
21109	Mail N Copy	16	03/20/2023	3437	600.28	0.00	600.28
218610	My Office Etc.	16	03/20/2023	3438	1,280.50	0.00	1,280.50
21111	Philadelphia Insurance Companies	16	03/20/2023	3439	222.67	0.00	222.67
21177	Pinnacol	16	03/20/2023	3440	2,961.00	0.00	2,961.00
21254	Republic Services Inc.	16	03/20/2023	3441	584.99	0.00	584.99
219325	Rose, Kristin	16	03/20/2023	3442	10.00	0.00	10.00
21072	Town of Windsor	16	03/20/2023	3443	1,633.05	0.00	1,633.05
21120	Weld RE-4 School District	16	03/20/2023	3444	29.35	0.00	29.35
21079	Wells Fargo Financial Leasing	16	03/20/2023	3445	3,730.04	0.00	3,730.04
218195	Bimbo Bakeries USA	21	03/23/2023	3446	97.16	0.00	97.16
21009	Brooms N More Inc	21	03/23/2023	3447	1,224.98	0.00	1,224.98
218808	CobraHelp	21	03/23/2023	3448	65.00	0.00	65.00
219327	Colorado Utility Finders	21	03/23/2023	3449	2,180.00	0.00	2,180.00

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219140	Gold Star Foods- Colorado Division	21	03/23/2023	3450	172.75	0.00	172.75
219334	Hernandez, Tony	21	03/23/2023	3451	300.00	0.00	300.00
21136	Home Depot Pro	21	03/23/2023	3452	972.25	0.00	972.25
21131	Knowledge Bound	20	03/23/2023	3453	35.23	0.00	35.23
219125	Shred Monster LLC	21	03/23/2023	3454	100.00	0.00	100.00
21681	Snappy Holdings LLC	21	03/23/2023	3455	13.80	0.00	13.80
218953	Virtual College Counselors	21	03/23/2023	3456	1,000.00	0.00	1,000.00
218195	Bimbo Bakeries USA	23	03/24/2023	3457	424.70	0.00	424.70
21009	Brooms N More Inc	23	03/24/2023	3458	75.88	0.00	75.88
21012	CenturyLink	23	03/24/2023	3459	164.58	0.00	164.58
219322	Emge, Martin	23	03/24/2023	3460	3,384.00	0.00	3,384.00
21140	EON Office	23	03/24/2023	3461	21.82	0.00	21.82
21092	Lincoln National Life Insurance	23	03/24/2023	3462	3,188.57	0.00	3,188.57
219125	Shred Monster LLC	23	03/24/2023	3463	60.00	0.00	60.00
218208	OptumRX	7	03/06/2023	10675	12,763.00	0.00	12,763.00
218208	OptumRX	7	03/06/2023	10676	5.60	0.00	5.60
218208	OptumRX	7	03/20/2023	10677	1,553.18	0.00	1,553.18
218208	OptumRX	7	03/20/2023	10678	9.00	0.00	9.00
218207	UMR Health	7	03/20/2023	10679	17.98	0.00	17.98
218791	Medical Center of the Rockies	7	03/28/2023	10680	81,225.93	0.00	81,225.93
218960	Colorado In Motion	7	03/31/2023	10681	90.00	0.00	90.00
21706	Burts Logo Apparel	2	03/06/2023	90972	414.00	0.00	414.00
218736	Greeley Central High School	2	03/06/2023	90973	250.00	0.00	250.00
219316	Howell to Sports LLC	2	03/06/2023	90974	92.50	0.00	92.50
219312	Mountain Event Services LLC	2	03/06/2023	90975	1,231.00	0.00	1,231.00
218535	FirstBank	1	03/06/2023	90976	6,441.47	0.00	6,441.47
21183	Elite Awards and Trophies	8	03/15/2023	90977	42.00	0.00	42.00
219314	Patriots Care Inc.	8	03/15/2023	90979	300.00	0.00	300.00
219319	Thompson School District R2-J	14	03/15/2023	90980	422.75	0.00	422.75
218395	VEX Robotics	9	03/15/2023	90981	616.81	0.00	616.81
219324	O'Neal, Chris	16	03/20/2023	90982	377.28	0.00	377.28
21120	Weld RE-4 School District	16	03/20/2023	90983	198.65	0.00	198.65
219329	Aguiar de Souza, Gabriel	20	03/23/2023	90984	40.00	0.00	40.00
219271	Banner Health Physicians Colorado LLC	20	03/23/2023	90985	1,625.00	0.00	1,625.00
21124	Blick Art Materials	21	03/23/2023	90986	328.21	0.00	328.21
219330	Campana, Kimberlee	20	03/23/2023	90987	40.00	0.00	40.00
219318	Howlers and Growlers	21	03/23/2023	90988	1,510.34	0.00	1,510.34
219331	Johnson, Chelsey	20	03/23/2023	90989	40.00	0.00	40.00
218363	K&W Printing, Inc.	20	03/23/2023	90990	702.00	0.00	702.00
218839	McCutchen, Marcus	20	03/23/2023	90991	40.00	0.00	40.00
219323	Mile High League	21	03/23/2023	90992	200.00	0.00	200.00
218820	Searle, Stephanie	20	03/23/2023	90993	40.00	0.00	40.00
219332	Templeman, Bradley	20	03/23/2023	90994	40.00	0.00	40.00
219051	Threewitt, Amy	20	03/23/2023	90995	40.00	0.00	40.00
218135	Unruh, Jennifer	20	03/23/2023	90996	40.00	0.00	40.00
219333	Vinkmulder, Bruce	20	03/23/2023	90997	40.00	0.00	40.00
218215	Watkins, Myriah	20	03/23/2023	90998	40.00	0.00	40.00
217721	BSN Sports	23	03/24/2023	90999	1,611.47	0.00	1,611.47
21117	Carolina Biological	23	03/24/2023	91000	281.24	0.00	281.24
217669	Children's Hospital Colorado	23	03/24/2023	91001	750.00	0.00	750.00
217814	ExpressToll	23	03/24/2023	91002	13.66	0.00	13.66
21752	American Academy	5	03/31/2023	33123111	3,657.63	0.00	3,657.63
21088	American Fidelity	5	03/31/2023	33123222	1,070.81	0.00	1,070.81
21088	American Fidelity	5	03/31/2023	33123333	15,073.31	0.00	15,073.31
21084	PERA	5	03/31/2023	33123444	2,684.00	0.00	2,684.00
21084	PERA	5	03/31/2023	33123555	2,349.48	0.00	2,349.48

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219124	ISolved Inc.	5	03/31/2023	33123666	571,343.17	0.00	571,343.17
21084	PERA	5	03/31/2023	33123888	210,877.00	0.00	210,877.00
21088	American Fidelity	5	03/31/2023	33123999	110.00	0.00	110.00
218205	Delta Dental of Colorado	16	03/01/2023	030123115	6,242.75	0.00	6,242.75
218208	OptumRX	7	03/06/2023	030623967	1,696.47	0.00	1,696.47
218207	UMR Health	7	03/07/2023	030723362	50,751.28	0.00	50,751.28
218208	OptumRX	7	03/13/2023	031323044	4,049.41	0.00	4,049.41
218208	OptumRX	7	03/20/2023	032023001	945.58	0.00	945.58
21156	Xcel Energy	8	03/20/2023	032023888	20,938.76	0.00	20,938.76
218208	OptumRX	7	03/27/2023	032723119	5,365.58	0.00	5,365.58
218208	OptumRX	7	03/31/2023	033123761	855.98	0.00	855.98
218535	FirstBank	7	03/31/2023	033123803	62.00	0.00	62.00
218535	FirstBank	7	03/31/2023	033123804	24.00	0.00	24.00
217847	US Foods Inc.	7	03/31/2023	033123881	14,627.05	0.00	14,627.05
Report Totals					<u>\$1,202,757.50</u>	<u>\$0.00</u>	<u>\$1,202,757.50</u>

Committee

Donna James, Board Treasurer and Chair
Rebecca Teeples, Executive Director
SarahGennie Colazio, Finance Director

Paige Adams, Member
Matt Meuli, Member
Jim Zacheis, Member
Sara Bakula, Member

Lauren Miller, Business Manager~ attends as a resource to the Finance Committee

Agenda 4.19.23

Meeting called to order 4:01pm

1. Review March 2023 Financials
 - a. Rev & Exp
 - b. Balance Sheet
 - c. Student Fund Financials
 - d. Food Service Detail
 - e. Fundraising Detail
 - f. Credit Card Statement
 - g. Check and Debit Register
 - h. Motion to approve March financials by Donna, second by Sara , motion passes unanimously.
2. Review 23-24 Proposed Budget
3. Next Meeting **Wednesday May 17th, 4:00pm**

Meeting adjourned 4:37pm