



**Windsor**   
**CHARTER ACADEMY**  
GROWING LIFE-LONG LEARNERS

**EXECUTIVE BOARD REGULAR SESSION**

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## EXECUTIVE BOARD MEMBERS

|                   |                |
|-------------------|----------------|
| Sherry Bartmann   | President      |
| Elaine Hungenberg | Vice-President |
| Donna James       | Treasurer      |
| Jenny Ojala       | Secretary      |
| John Feyen        | Member         |
| Carolyn Mader     | 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 BOARD-PULLED CONSENT AGENDA ITEMS
- 8.0 MEMBERSHIP-PULLED CONSENT AGENDA ITEMS
- 9.0 EXECUTIVE SESSION
- 10.0 ADJOURNMENT



## VISION & MISSION

Windsor Charter Academy's vision is "where students are educated, empowered, and equipped to reach their highest potential."

Windsor Charter Academy's mission is "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."



### **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



MARCH 28, 2024 MINUTES TO BE APPROVED AT THE APRIL 2024 REGULAR SESSION

## March 28, 2024 REGULAR SESSION



### 1.1 Call to Order

The meeting was called to order at 6:04 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 (arrived at 6:19 p.m.)  
Jenny Ojala, Executive Board Secretary  
John Feyen, Executive Board Member  
Carolyn Mader, Executive Board Member

#### **Staff Present**

Rebecca Teeples, Executive Director  
Jessica Wilson, Director of Elementary School Education  
Kala Malawi, Executive Director Assistant

### 1.3 Pledge of Allegiance

### 1.4 Mission Statement

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

### 1.5 Adoption of Agenda

A motion to approve the agenda for the March 28, 2024 Regular Session was made by John Feyen and seconded by Jenny Ojala. Members voted the following: Feyen; aye, Hungenberg, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

### 1.6 Adoption of the Minutes

A motion to approve the minutes for the February 22, 2024 Regular Session was made by Elaine Hungenberg and seconded by Carolyn Mader. Members voted the following: Feyen; aye, Hungenberg, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

**1.1 Call to Order**

The meeting was called to order at 6:02 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  
 Carolyn Mader, Executive Board Member

**Staff Present**

Rebecca Teeples, Executive Director  
 Kelly Seilbach, Director of Middle School Education  
 Kala Mawlawi, Executive Director Assistant

**1.4 Pledge of Allegiance****1.5 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.

**1.6 Adoption of Agenda**

A motion to approve the agenda for the February 22, 2024 Regular Session was made by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

**1.7 Adoption of the Minutes**

A motion to approve the minutes for the January 25, 2024 Regular Session and the February 6, 2024 Special Session was made by Jenny Ojala and seconded by Donna James. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

**2.0 Citizen Communication**

There were no parents/guardians that spoke during Citizen Communication at the Executive Board Regular Session.

**3.1 Executive Director Report****Bi-Annual Report on Exit Survey Data**

There were 10 separations between July and Dec 2023. 6 staff members were eligible for an exit interview. 5 staff members completed interviews.

The following were rationale on why 4 did not receive an offer to interview:

- One was a student position that only worked two days and had scheduling issues.
- One staff member passed away.
- One staff member resigned but was about to be terminated.
- One staff member resigned on the start date,

From the 5 staff members that participated in an exit interview the following data was captured:

1. Do you feel you received adequate support from your fellow teachers and administrators at WCA?
  - a. WCA is an amazing school; staff and administration are all supportive. I never would have left but I moved.
  - b. WCA is a wonderful school. I didn't want to leave.

2. Were there contributing factors that we could improve upon for new WCA teachers/employees?
  - a. Communication for coaches needs to be improved. I didn't know I was supposed to be coaching debate in the 23-24 year.
  - b. Part-time positions can be very time consuming; communicate this up front.
3. Did you feel the training you received was adequate?
  - a. Training for coached needs to be improved, especially as a new program gets built.
  - b. Yes
4. Did you feel that you understood the job requirements when you were hired and what would be expected of you?
  - a. I didn't realize I was expected to be a head coach of debate. I would have preferred to be an assistant coach the first year.
  - b. Yes, more training on specific food service equipment, like the skillet.
  - c. Yes, for a part time position there's a lot that needs to happen
5. What are the primary reasons that you are leaving WCA?
  - a. Lack of time and communication
  - b. Health reasons
  - c. Opportunity to start my own business
  - d. Going back to school

### **Firebird Facility**

As of Mid-February, we have the following updates:

- The second-floor concrete decks have been completed and the exterior wall framing and sheeting has commenced.
- The roof is underway and over 50% complete.
- Interior the MEPF roughs are continuing.
- We anticipate work on the soccer field to start first of March.
- We anticipate the balance of the parking lot work to start as soon as school is out, late May.
- Currently we have experienced seven contractual weather days for the building. On time, completion is still expected (Aug '24). July 24 contractually.
- We are on budget for the project and continue to explore options to enhance the spaces and make it the best building possible. We are carrying \$225k in contingency.
- We have finalized our furniture layouts and are prepared to place the order.
- The rec space came in a little below anticipated budget and is proceeding.
- The soccer field came in on budget and is proceeding.
- We are still finalizing the impacts of the grandstands not arriving in time for fall sports and the best solutions around that issue. Currently the end zone will be done, and we use a temporary solution for the grandstand location. We are trying to find a solution that ensures bleachers are available for basketball.

### **Gaggle and GoGuardian**

In-house firewalls and filtering, along with *Gaggle* and *GoGuardian* are used in our schools to monitor the safety and wellbeing of students who access online resources and tools for their education. *Gaggle* and *GoGuardian* allow teachers and administrators to be made aware of any concerning situations, gather information, evaluate details, and establish plans to avoid potentially harmful situations.

Over the course of the school year, our technology department has offered two sessions of *GoGuardian* professional development consisting of four after-school modules each, to support teachers with the use of *GoGuardian* during instructional time to monitor student activity. In addition, quarterly "Tech Talks" are presented to elementary, middle and high school staff during staff meetings where a variety of tech tools are shared to support teachers. Providing ongoing professional development for our teachers helps to ensure our tech-rich environment is safe, and that technology is used to foster learning experiences that promote problem solving, collaboration, creativity, critical thinking and communication.

### **Billboard**

If you have driven down Hwy 257 over the last few months, you have seen a WCA billboard! We have commissioned this billboard two years in a row during enrollment season. This is an opportunity for WCA to be top-of-mind for our community, as well as an opportunity to showcase some of our amazing

students. This year, Yaletzy Tena was featured on our billboard. Yaletzy is a stand-out WCA student who has truly been a WCA success story. Mrs. Dellanini reports that Yaletzy initially struggled at WCA, but after support and mentorship from our teachers and staff members, Yaletzy will be the first in her family to go to college. We were excited to celebrate Yaletzy and honor her hard work and commitment!

**Parent Information Webinars:** *In January, we hosted three webinars:*

- ES Parent Information Webinar
- MS Parent Information Webinar for 5th Grade Families
- HS Registration Night for 8th Grade Families

The attendance numbers were on par, if not greater, than in years past. This is also the case for our school tours. Our elementary school tour for the month of February was so full that we had to close the sign-ups for the tour! February also saw the highest attendance of the year for our middle and high school tours.

### **ES Parent Teacher Conferences and Mid-Year Data**

Spring conferences were conducted with many elementary families to discuss student progress, needs and celebrations around growth. Parents were able to view all data collected during mid-year benchmark assessments on student data sheets sent home at the end of January.

### **Honor Roll Assembly**

3rd, 4th and 5th grade families were invited to celebrate the achievements of students who made the honor roll and high honor roll for second quarter. Students were honored with certificates and a special honor roll pencil.

### **ES Mid-Year Evaluations**

During the month of January, all certified and classified staff had the opportunity to meet with administration to reflect on their professional goals and mid-year data. Each certified staff member is responsible for a goal around strengthening student writing outcomes through AVID Writing to Learn implementation and a work life balance goal. Goal reflections and mid-year data conversations helped to support our school-wide goals in math achievement and growth and reading achievement.

### **ES Candy Gram Sales**

The fifth graders in the elementary Student Council sold Valentine candy grams to raise money for Children's Hospital. Parents were invited to purchase festive lollipops to be delivered to their children and selected teachers.

### **ES Battle of the Books**

Students are participating in Battle of the Books and gearing up for competition in March. This is a fun Family Feud-style competition where teams of students compete against peer schools to test their knowledge of a selection of books.

### **Teacher Spa Day**

In appreciation for paras and teachers during two busy weeks of conferences, teachers were invited to a relaxing, treat filled time to relax and unwind with their teams in the spa-inspired lounge while the admin and counseling team created "Why We Love Our Teacher" booklets with students back in the classrooms.

### **MS & HS Mid-Year Evaluations**

During the month of January, all certified and classified staff had the opportunity to meet with administration to reflect on their professional goals and mid-year data.

### **MS & HS AVID Coaching Visit**

Two representatives from AVID visited our MS and HS last month to help us prepare for the rigorous process to become an AVID National Demonstration School. AVID National Demonstration Schools are centers of teaching and learning that also serve as models for those interested in learning about the AVID College Readiness System. They clearly demonstrate an ongoing pursuit of excellence, both in the AVID Elective and AVID Schoolwide, to ensure college and career readiness for all AVID Elective students and improved academic performance for all students based on increased opportunities and support for success. A National Demonstration School exhibits a college and career readiness system that is evident across the campus through rigor and high expectations for all students. There is significant evidence of AVID impact schoolwide, particularly with the infusion of AVID methodologies in content-area classrooms.

### **MS Spring Conferences**

Teachers held individual and group conferences for students needing additional support. This was a great opportunity to partner with families to ensure a successful second semester.

### **HS Winter Dance**

Our student council hosted a winter dance and we had a great turnout. It was a Sadie Hawkins dance where the girls asked the boys to the dance. They had a great time!

### **HS Wellness Challenge**

Over half of our staff have opted into our wellness challenge for the month of February. They committed to five daily tasks to prioritize their health this month. They are entered into a weekly raffle for their participation.

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### **3.1 Executive Board Reports**

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

- Sherry Bartmann: Special Session, Board Walkthrough w/ Weld RE-4, Bi-monthly Meeting with Executive Director, & Coffee @ Coffee House 29
- Elaine Hungenberg: Special Session & Bi-monthly Meeting with Executive Director, Spring Conferences, ES Honor Roll Assembly, & Executive Director Evaluation
- John Feyen: Special Session
- Donna James: Special Session, Coffee with Leadership, Finance Committee, & Election Committee
- Jenny Ojala: Special Session, Construction Planning & OAC Meeting, & Board Walkthrough w/ Weld RE-4
- Carolyn Mader: Special Session & Strategic Plan Committee

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### **4.1 Items for Information Executive Board Elections**

Donna James presented information regarding the upcoming Executive Board elections.

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### **4.2 High School Weight Room**

Dr. Teeple presented on a plan for a high school weight room in the Firebird Facility. During phase 1 of the building, the exterior athletic storage room will be converted to a weight room.

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### **5.1 Items for Action Designation of Official Posting Notice Location**

A motion to approve the elementary and middle school lobbies as the official posting notice location was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

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### **5.2 JROTC Program**

A motion to approve a JROTC Program at Windsor Charter Academy was made by Donna James and seconded by Elaine Hungenberg. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

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### **5.3 Furniture for Firebird Facility**

A motion to approve the furniture bid from OfficeScapes for the Firebird Facility was made by Donna James and seconded by Carolyn Mader. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

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### **5.4 Sex Education Waiver**

A motion to approve the sex education waiver was made by Carolyn Mader and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

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### **5.5 Bylaw Revisions**

A motion to table the bylaw revisions until the new board was seated was made by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

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**6.1 Personnel****6.1.1 Appointments**

- 6.1.1.1** Chloe Burke- Technology Assistant
- 6.1.1.2** Kala Mawlawi- Executive Administrative Assistant
- 6.1.1.3** Brayden Kelly- Instructional Paraprofessional
- 6.1.1.4** Dalton Avinger- AVID Tutor
- 6.1.1.5** Amelia Hatch- Substitute Teacher
- 6.1.1.6** Abigail Shoemate- Substitute Teacher
- 6.1.1.7** Megan Trauernight- Substitute Teacher
- 6.1.1.8** Sarah Hamilton- AVID Tutor
- 6.1.1.9** Aaron Johnon- AVID Tutor
- 6.1.1.10** Doralee Modesto- Facilities Custodian
- 6.1.1.11** Maranda Serna- Instructional Paraprofessional

**6.1.2 Terminations/Resignations**

- 6.1.2.1** Ashley Meusch- Substitute Teacher

**6.1.3 Transfers**

- 6.1.3.1** Lori Plechaty- Instructional Paraprofessional to Middle School Receptionist
- 6.1.3.2** Jaime Boyle- Middle School Receptionist to Athletic Secretary
- 6.1.3.3** Eliza Ekstrand- Substitute Teacher to High School Teacher

**6.2 Policies**

- 6.2.1** Policy GCIE Professional Development, First Read
- 6.2.2** Policy GCC Employee Leaves, Second Read

The motion was made by was made by Elaine Hungenberg and seconded by Carolyn Mader to approve the consent agenda. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

**7.0 Executive Board-Pulled Consent Agenda****8.0 Member-Pulled Consent Agenda**

Carolyn Mader left the Regular Session at 8:45 p.m.

**9.0 Executive Session**

A motion was made to go into Executive Session by Carolyn Mader based on the following citations:

- 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)

The motion was seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

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)

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## 10.0 **Adjournment**

The Executive Board left Executive Session at 9:35 p.m.

A motion was made to renew the Executive Director's contract for the 2025-2026 school year with a salary increase of 6.6%. The motion was made by Donna James and seconded by Jenny Ojala. Members voted the following: Hungenberg, aye; James, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

The motion was made by was made by Elaine Hungenberg and seconded by Donna James to adjourn. Members voted the following: Hungenberg, aye; James, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 9:51 p.m.

## 2.0 Citizen Communication

There were no parents or community members that spoke during Citizen Communications.

## 3.1 Executive Director Report

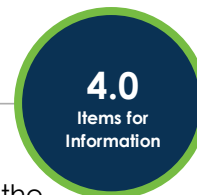
- **WCA Summer Institute**  
Windsor Charter Academy is offering a unique professional development opportunity through our Summer Institute! Summer Institute is an opportunity for teachers to take professional development courses at a minimal cost. Summer Institute offers three days of learning that include a robust lineup of offerings that support the development of the whole child including, Love & Logic, trauma-sensitive classrooms, EduProtocols, and AVID WICOR strategies. We are also thrilled to welcome math consultant, Chrissy Hopkinson. She will engage participants in professional development focused on increasing rigor, higher-order thinking, and discourse in math classrooms. Teachers may use the credits earned by attending classes at Summer Institute towards licensure renewal hours and horizontal advancement. Sessions will be facilitated by one of our very own teacher leaders, instructional coaches, or administrators.
- **Colorado League of Charter Schools**  
On February 28<sup>th</sup> the Director of Communications presented at the Annual Conference of the Colorado League of Charter Schools. The presentation, entitled "Culture on Purpose: Increase Engagement with Intention," was well-received by attendees. In addition, representatives from two charter schools have reached out for more information based on what was presented.
- **Board Elections**  
Board election will occur in April! The deadline for Board Candidate Applications was March 6<sup>th</sup>. During the month of March, approved candidates will attend a Board Candidate Training and present their campaign speech during the March 28<sup>th</sup> Board Meeting. Candidate information will also be sent to WCA stakeholders.
- **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.
- **ES Gifted and Talented Student Outreach**  
Third through fifth grade students in Michelle Ammirati's gifted and talented classes attended an exciting volunteer opportunity at the Weld County Food Bank. Students learned the processes of sorting and packaging food and were able to help create their own packaged items.
- **ES SAC Survey Review and Action Items**  
The Elementary Building Leadership team analyzed parent and staff SAC survey data in order to create goals around supporting staff and families for the 2024-2025 school year.
- **Kindergarten through Second Grade Spring Concerts**  
Mrs. Seyboldt hosted a wonderful night of music this month. We have so much appreciation for Mrs. Seyboldt and for all of her hard work on developing strong music programs at WCA!
- **MS SAC Survey Review and Action Items**  
The middle school Building Leadership Team analyzed parent, student, and staff SAC survey data in order to create action items based on the identified priority improvement areas.
- **MS Vex Robotics**  
Middle school Vex Robotics team qualified for the world competition in Texas.
- **MS Sources of Strength and Crew Assembly**  
Crews engaged in a dodgeball competition. Students learned about the importance of giving others grace. The finale of the assembly was a staff vs. Sources of Strength dodgeball competition. The students dominated.

- **HS SAC Survey Review and Action Items**  
The high school staff and Building Leadership Team analyzed parent, student, and staff SAC survey data in order to create action items based on the identified priority improvement areas.
- **HS Vex Robotics**  
High school Vex Robotics team qualified for the world competition in Texas.
- **HS Athletics**  
Our winter sports season wrapped up this month. Congratulations to our basketball teams for their great seasons. The boys finished their season with a 17-6 record and the girls finished with a 13-9 record. Both teams made the playoffs and we are proud of their accomplishments! Our spring season has now started with boys' volleyball and girls' soccer so come out to support our Firebirds this season.

### 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: Coffee with Leadership, CLCS Conference, ES Walkthrough, Coffee House 29, Executive Director meeting, ES Board Walkthrough, RE-4 District Meeting, HS Soccer Game
- Elaine Hungenberg: CLCS Conference, ES Music Concert, SAC Committee Meetings, ES Walkthrough, Executive Director meeting
- John Feyen: Finance Committee Meeting,
- Donna James: Finance Committee, ES Board Walkthrough, Election Committee Work, Boys' HS Volleyball
- Jenny Ojala: CLCS Conference, Firebird Facility Planning & OAC Meetings, ES Walkthrough
- Carolyn Mader: Safety Committee Meeting & ES Walkthrough



### 4.1 Addendum to Charter Contract: School's Use of Armed School Personnel

Dr. Teeple presented information about armed school personnel, and the addendum to the Charter Contract.

### 4.2 Board Candidate Speeches

Candidates vying for Executive Board positions were provided with the chance to express their aspirations and plans as potential board members.

### 4.3 Town Hall Questions

Stakeholders had the opportunity to ask Board candidates questions about their plans as potential Board members.



### 5.1 Executive Board Vacancy Appointment

A motion to move forward to fill the Executive Board vacancy appointment was made by John Feyen and seconded by Jenny Ojala. Information was to be sent out to parents on Monday, April 8<sup>th</sup>, outlining the vacancy, with letters of intent due to the Executive Board President by April 22<sup>nd</sup>. Members voted the following: Feyen; aye, Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

### 5.2 2022 Form 990

Donna James, Executive Board Treasurer, presented information on the Form 990.

A motion to approve the 2022 Form 990 was made by John Feyen and seconded by Carolyn Mader. Members voted the following: Feyen; aye, Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

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### **5.3 High School Dean of Students**

Dr. Rebecca Teeple, Executive Director, presented information on the potential position for a High School Dean of Students, beginning the 2024-2025 school year.

A motion to approve the position for a High School Dean of Students was made by Carolyn Mader and seconded by John Feyen. Members voted the following: Feyen, aye; Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously.

## 4.1 ADDENDUM TO CHARTER CONTRACT

|  |  |
|--|--|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board  |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director  |
| <b>Date:</b>                             | March 15, 2024   |
| <b>Re:</b>                               | Addendum to Charter Contract: School's Use of Armed Personnel  |
| <b>Agenda Item:</b>                      | 4.1  |
| <b>Pertinent Background Information:</b> | The Weld RE-4 District would like to add an addendum to the charter contract that outlines the responsibility of a charter school when offering armed security in their schools. |
| <b>Financial Considerations:</b>         | NA   |
| <b>Recommendation(s):</b>                | NA   |
| <b>Attachments:</b>                      | Addendum to Charter Contract: School's Use of Armed Personnel  |

## FIRST ADDENDUM TO CHARTER SCHOOL CONTACT

### (Relating to School's Use of Armed School Personnel or Armed Security Guards)

This First Addendum to Charter School Contract ("Addendum") is made and entered into by and between Weld County School District RE-4 (the "District") and Windsor Charter Academy (the "School"), and shall become effective \_\_\_\_\_, 2024. This Addendum supersedes the Charter School Contract effective July 1, 2023 between the District and the School ("Contract") by adding to, deleting from and modifying the Contract as set forth herein. To the extent any such addition, deletion or modification results in any conflict or inconsistency between the Contract and this Addendum, this Addendum shall govern and the terms of the Contract that conflict with this Addendum or are inconsistent with this Addendum shall be of no force or effect.

### RECITALS

WHEREAS, the District and the School entered into the Contract pursuant to the Charter Schools Act, C.R.S. 22-30.5-101 et seq.; and

WHEREAS, the Charter Schools Act provides that the contract between a charter school and a school district may be amended or modified upon agreement of the parties; and

WHEREAS, the District's Board of Education ("Board") and the School agree that certain modifications to the Contract are necessary and appropriate.

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual understandings, releases, covenants, and payments described in the Contract and herein, the parties agree to amend the Contract as follows:

### AGREEMENT

1. Paragraph 2.2. is amended to add a new subsection N. as follows:

N. Requirements for School to Use Employed or Contracted Staff to Carry Firearms on the School's Campus. Schools may desire to use Armed School Personnel ("ASP"), whose primary duties are not providing security to the School, or Armed Security Guards ("ASG"), whose primary duty is to provide security to the School. If a school arms personnel on campus with ASP or ASG they must demonstrate it has met the following requirements:

- i. **Develop a Comprehensive Safety Plan:** The School must develop a Comprehensive School Safety Plan approved by the Charter Board that addresses:
  - o Building security
  - o School culture and climate

- Information sharing
  - Anonymous tip reporting
  - Threat assessment
  - Incident response planning and training
  - Interagency collaboration
- ii. **Receive Stakeholder Input.** Additional stakeholder input is not required for existing policy or current staffing. Input is required, should the School seek changes to their armed security posture, such as establishing an SRO program, arming ASP, or removing armed security staff from the school. At least 60 days in advance, the School must notify the District and the School's stakeholders, including the School's employed and contracted staff, volunteers, parents, legal guardians, students, neighbors of the School within a half-mile radius, local law enforcement and first responder agencies, of the date, time, and place of the Charter Board's meeting to hear public comment before it will consider taking action to approve the use of employed or contracted staff to carry firearms on the School's campus.
- iii. **Compliance with Insurance Carrier Requirements.** The School must comply with the School's liability insurance carrier's requirements to allow the School to maintain liability insurance coverage during any period of time where the School allows ASP or ASGs.
- iv. **Charter Board-Approved Policy.** The Charter Board must approve a policy that addresses:
- a. Identification of ASP and ASG job requirements, including education, training and experience required to hold the position.
  - b. Requirement that the individuals selected for the ASP and ASG positions are willing to carry and prepared to use a firearm, are insurable, and hold a conceal carry permit.
  - c. Identification of the circumstances under which an ASP or ASG may draw and use their weapon.
  - d. Notification to the Charter Board of the identity of each person acting as an ASP and ASG at the School.
- v. **Notice to District and Local Law Enforcement.** The School must provide the District and Local Law Enforcement the following information, which may be provided in a confidential communication:
- a. Identification of all ASP and ASGs approved by the School to be armed at the School.
  - b. Identification of the type of weapon and ammunition permitted.



- c. Description of how the weapon will be carried and how it will be stored.
- vi. **Compliance with Training Requirements.** Ensure ASP and ASGs satisfy all initial and renewal training requirements identified by the School, the School's liability insurance carrier, and local and state requirements, including at least the following training requirements:
- a. Prior to carrying, each new ASP and ASGs must complete a minimum of a 24 hours of firearms training within the preceding 12 months that includes:
    - i. 4 Hours of classroom instruction to include firearms safety, use of deadly force, legal principles, and weapons retention in a school environment.
    - ii. 14 Hours of live fire range training exercises including active shooter training concepts and be able to pass Peace Officer Standards & Training (POST) shooting range requirements, though POST certification is not required.
    - iii. 6 Hours of school active shooter training that includes classroom time and simulated training.
  - b. Annual requalifying requirements for ASP and ASGs include completing a minimum of 16 hours of training within the preceding 12 months that includes:
    - i. 8 Hours live fire range training including active shooter training concepts and be able to pass POST equivalent shooting range requirements, though POST certification is not required.
    - ii. 8 Hours school active shooter training that includes classroom time and simulated training.
  - c. Exceptions (WCA specific).
    - i. Current armed staff. Employees hired prior to this addendum (June XX, 2024) continue to comply with requalification standards in section b. Retroactive training is not required to fulfill section a. unless deemed necessary by the ASP/ASG supervisor.
    - ii. Availability of training. Should training be unavailable or available within a reasonable time frame to provide sufficient security within the School, the School may evaluate the employee's proficiency and previous equivalent training prior to arming. This exception should not be in lieu of demonstrated live fire proficiency administered through a POST weapons qualification.

- vii. **Notification of Incident.** The School shall immediately notify the District of any discharge of a firearm on the School’s campus and within seven (7) days provide the District with a comprehensive report describing the incident and all follow-up actions to be taken by the School.

IN WITNESS WHEREOF, each party has executed this Addendum as of the date written below.

**WINDSOR CHARTER ACADEMY,**  
A Colorado Non-Profit Corporation

By: \_\_\_\_\_  
President, Board of Directors

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

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of Directors

**WELD COUNTY SCHOOL DISTRICT RE-4**

By: \_\_\_\_\_  
Lance Nichols  
President, Board of Education

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

**ATTEST:**

\_\_\_\_\_  
Jennifer Hansen  
Secretary, Board of Education

|  |  |
|--|--|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board  |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director  |
| <b>Date:</b>                             | March 15, 2024   |
| <b>Re:</b>                               | 2022 Form 990  |
| <b>Agenda Item:</b>                      | 5.3  |
| <b>Pertinent Background Information:</b> | The 990 Form must be submitted annually to the IRS, serving as an informative document. It presents our audit findings in a format tailored to both existing and prospective donors. |
| <b>Financial Considerations:</b>         | NA   |
| <b>Recommendation(s):</b>                | It is the recommendation to the Executive Board to approve 2022 form 990.  |
| <b>Attachments:</b>                      | 2022 Form 990  |

Form **8453-TE**

# Tax Exempt Entity Declaration and Signature for Electronic Filing

OMB No. 1545-0047

For calendar year 2022, or tax year beginning **07/01/22**, and ending **06/30/23**

# 2022

Department of the Treasury  
Internal Revenue Service

For use with Forms 990, 990-EZ, 990-PF, 990-T, 1120-POL, 4720, 8868, 5227, 5330, and 8038-CP  
Go to [www.irs.gov/Form8453TE](http://www.irs.gov/Form8453TE) for the latest information.

|   |                                 |
|---|---------------------------------|
| Name of filer<br><b>Windsor Charter Academy</b> | EIN or SSN<br><b>84-1517346</b> |
|---|---------------------------------|

## Part I Type of Return and Return Information

Check the box for the type of return being filed with Form 8453-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line of the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). If you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

|  |  |     |                   |
|--|--|-----|-------------------|
| 1a Form 990 check here <input checked="" type="checkbox"/> | b Total revenue, if any (Form 990, Part VIII, column (A), line 12)     | 1b  | <b>18,518,405</b> |
| 2a Form 990-EZ check here <input type="checkbox"/>         | b Total revenue, if any (Form 990-EZ, line 9)                          | 2b  |                   |
| 3a Form 1120-POL check here <input type="checkbox"/>       | b Total tax (Form 1120-POL, line 22)                                   | 3b  |                   |
| 4a Form 990-PF check here <input type="checkbox"/>         | b Tax based on investment income (Form 990-PF, Part V, line 5)         | 4b  |                   |
| 5a Form 8868 check here <input type="checkbox"/>           | b Balance due (Form 8868, line 3c)                                     | 5b  |                   |
| 6a Form 990-T check here <input type="checkbox"/>          | b Total tax (Form 990-T, Part III, line 4)                             | 6b  |                   |
| 7a Form 4720 check here <input type="checkbox"/>           | b Total tax (Form 4720, Part III, line 1)                              | 7b  |                   |
| 8a Form 5227 check here <input type="checkbox"/>           | b FMV of assets at end of tax year (Form 5227, Item D)                 | 8b  |                   |
| 9a Form 5330 check here <input type="checkbox"/>           | b Tax due (Form 5330, Part II, line 19)                                | 9b  |                   |
| 10a Form 8038-CP check here <input type="checkbox"/>       | b Amount of credit payment requested (Form 8038-CP, Part III, line 22) | 10b |                   |

## Part II Declaration of Officer or Person Subject to Tax

11a  I authorize the U.S. Treasury and its designated Financial Agent to initiate an Automated Clearing House (ACH) electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

b  If a copy of this return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I certify that I executed the electronic disclosure consent contained within this return allowing disclosure by the IRS of this Form 990/990-EZ/990-PF (as specifically identified in Part I above) to the selected state agency(ies).

Under penalties of perjury, I declare that  I am an officer of the above named entity or  I am the person subject to tax with respect to (name of entity) \_\_\_\_\_, (EIN) \_\_\_\_\_, and that I have examined a copy of the 2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund.

|  |            |                      |
|--|------------|----------------------|
| Sign _____   | Date _____ | President            |
| Here Signature of officer or person subject to tax |            | Title, if applicable |

## Part III Declaration of Electronic Return Originator (ERO) and Paid Preparer (see instructions)

I declare that I have reviewed the above return and that the entries on Form 8453-TE are complete and correct to the best of my knowledge. If I am only a collector, I am not responsible for reviewing the return and only declare that this form accurately reflects the data on the return. The entity officer or person subject to tax will have signed this form before I submit the return. I will give a copy of all forms and information to be filed with the IRS to the officer or person subject to tax, and have followed all other requirements in Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns. If I am also the Paid Preparer, under penalties of perjury I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. This Paid Preparer declaration is based on all information of which I have any knowledge.

|                       |  |  |   |   |                                       |
|-----------------------|--|--|---|---|---------------------------------------|
| <b>ERO's Use Only</b> | ERO's signature  | Date   | Check if also paid preparer <input checked="" type="checkbox"/> | Check if self-employed <input type="checkbox"/> | ERO's SSN or PTIN<br><b>P00879543</b> |
|                       | Firm's name (or yours if self-employed), address, and ZIP code | <b>John L Cutler &amp; Associates</b><br><b>600 17th St S Ste 280 Denve CO 80202</b> |   |   | EIN<br><b>20-2011689</b>              |
|                       |  |  |   |   | Phone no. <b>303-634-2259</b>         |

Under penalties of perjury, I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer is based on all information of which the preparer has any knowledge.

|                               |                            |                      |      |   |            |
|-------------------------------|----------------------------|----------------------|------|---|------------|
| <b>Paid Preparer Use Only</b> | Print/Type preparer's name | Preparer's signature | Date | Check if self-employed <input type="checkbox"/> | PTIN       |
|                               | Firm's name                |                      |      |   | Firm's EIN |
|                               | Firm's address             |                      |      |   | Phone no.  |

For Privacy Act and Paperwork Reduction Act Notice, see back of form.

Form **8453-TE** (2022)

Form **990**

# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

**2022**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A For the 2022 calendar year, or tax year beginning 07/01/22, and ending 06/30/23**

|  |   |  |   |
|--|---|--|---|
| <b>B</b> Check if applicable:<br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> Name of organization<br><b>Windsor Charter Academy</b>   |  | <b>D</b> Employer identification number<br><b>84-1517346</b>  |
|  | Doing business as   |  | <b>E</b> Telephone number<br><b>970-674-5020</b>  |
|  | Number and street (or P.O. box if mail is not delivered to street address)<br><b>810 Automation Drive</b> |  | Room/suite  |
|  | City or town, state or province, country, and ZIP or foreign postal code<br><b>Windsor CO 80550</b>       |  | <b>G</b> Gross receipts\$ <b>18,518,405</b>   |
|  | <b>F</b> Name and address of principal officer:<br><b>Sherry Bartmann</b>                                 |  | <b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "No," attach a list. See instructions |

|  |  |   |
|--|--|---|
| <b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 | <b>J</b> Website: <b>www.windsorcharteracademy.org</b> | <b>H(c)</b> Group exemption number          |
| <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other              | <b>L</b> Year of formation: <b>2000</b>                | <b>M</b> State of legal domicile: <b>CO</b> |

## Part I Summary

|   |  |                           |                    |
|---|--|---------------------------|--------------------|
| <b>Activities &amp; Governance</b>  | <b>1</b> Briefly describe the organization's mission or most significant activities:<br><b>Windsor Charter Academy is a K-12 Charter School providing academic excellence, character development, and enthusiasm for life-long learning.</b> |                           |                    |
|   | <b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.   |                           |                    |
|   | <b>3</b> Number of voting members of the governing body (Part VI, line 1a)   | <b>3</b>                  | <b>7</b>           |
|   | <b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)   | <b>4</b>                  | <b>7</b>           |
|   | <b>5</b> Total number of individuals employed in calendar year 2022 (Part V, line 2a)  | <b>5</b>                  | <b>307</b>         |
|   | <b>6</b> Total number of volunteers (estimate if necessary)  | <b>6</b>                  | <b>278</b>         |
|   | <b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12   | <b>7a</b>                 | <b>0</b>           |
| <b>b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11     | <b>7b</b>  | <b>0</b>                  |                    |
| <b>Revenue</b>  | <b>8</b> Contributions and grants (Part VIII, line 1h)   | Prior Year                | Current Year       |
|   | <b>9</b> Program service revenue (Part VIII, line 2g)  | <b>1,795,358</b>          | <b>1,368,007</b>   |
|   | <b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)  | <b>13,436,738</b>         | <b>15,034,816</b>  |
|   | <b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)   | <b>24,978</b>             | <b>250,184</b>     |
|   | <b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)   | <b>15,416,876</b>         | <b>18,518,405</b>  |
| <b>Expenses</b>   | <b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)   |                           | <b>0</b>           |
|   | <b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)  |                           | <b>0</b>           |
|   | <b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)  | <b>5,217,566</b>          | <b>12,351,237</b>  |
|   | <b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)   |                           | <b>0</b>           |
|   | <b>b</b> Total fundraising expenses (Part IX, column (D), line 25)   | <b>0</b>                  |                    |
|   | <b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)   | <b>5,236,294</b>          | <b>4,477,251</b>   |
| <b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) | <b>10,453,860</b>  | <b>16,828,488</b>         |                    |
| <b>19</b> Revenue less expenses. Subtract line 18 from line 12                      | <b>4,963,016</b>   | <b>1,689,917</b>          |                    |
| <b>Net Assets or Fund Balances</b>  | <b>20</b> Total assets (Part X, line 16)   | Beginning of Current Year | End of Year        |
|   | <b>21</b> Total liabilities (Part X, line 26)  | <b>34,838,175</b>         | <b>37,722,907</b>  |
|   | <b>22</b> Net assets or fund balances. Subtract line 21 from line 20   | <b>48,388,815</b>         | <b>49,583,630</b>  |
|   |  | <b>-13,550,640</b>        | <b>-11,860,723</b> |

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

|                               |   |   |                         |   |                          |
|-------------------------------|---|---|-------------------------|---|--------------------------|
| <b>Sign Here</b>              | Signature of officer<br><b>Sherry Bartmann</b>                            | Date  |                         |   |                          |
|                               | Type or print name and title<br><b>President</b>                          |   |                         |   |                          |
| <b>Paid Preparer Use Only</b> | Print/Type preparer's name<br><b>John Cutler</b>                          | Preparer's signature<br><i>John L. Cutler</i> | Date<br><b>02/29/24</b> | Check <input type="checkbox"/> if self-employed | PTIN<br><b>P00879543</b> |
|                               | Firm's name<br><b>John L Cutler &amp; Associates</b>                      | Firm's EIN<br><b>20-2011689</b>               |                         |   |                          |
|                               | Firm's address<br><b>600 17th St S Ste 2800<br/>Denver, CO 80202-5428</b> | Phone no.<br><b>303-634-2259</b>              |                         |   |                          |

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: Windsor Charter Academy is a K-12 Charter School providing academic excellence, character development, and enthusiasm for life-long learning.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 10,035,792 including grants of\$ ) (Revenue \$ ) Windsor Charter Academy provides a challenging academic program based on Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

4b (Code: ) (Expenses \$ including grants of\$ ) (Revenue \$ ) N/A

4c (Code: ) (Expenses \$ including grants of\$ ) (Revenue \$ ) N/A

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of\$ ) (Revenue \$ )

4e Total program service expenses 10,035,792

**Part IV Checklist of Required Schedules**

|     |  | Yes | No |
|-----|--|-----|----|
| 1   | Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>   | X   |    |
| 2   | Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions  |     | X  |
| 3   | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>  |     | X  |
| 4   | <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>   |     | X  |
| 5   | Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>  |     | X  |
| 6   | Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>  |     | X  |
| 7   | Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>  |     | X  |
| 8   | Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>   |     | X  |
| 9   | Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>            |     | X  |
| 10  | Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>  |     | X  |
| 11  | If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.   |     |    |
| a   | Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>   | X   |    |
| b   | Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>  |     | X  |
| c   | Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>  |     | X  |
| d   | Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>   | X   |    |
| e   | Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>   | X   |    |
| f   | Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>  |     | X  |
| 12a | Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>  | X   |    |
| b   | Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>   |     | X  |
| 13  | Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>   | X   |    |
| 14a | Did the organization maintain an office, employees, or agents outside of the United States?  |     | X  |
| b   | Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i> |     | X  |
| 15  | Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>  |     | X  |
| 16  | Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>  |     | X  |
| 17  | Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>  |     | X  |
| 18  | Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>  |     | X  |
| 19  | Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>  |     | X  |
| 20a | Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>   |     | X  |
| b   | If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?   |     |    |
| 21  | Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>   |     | X  |

**Part IV Checklist of Required Schedules (continued)**

|     |   | Yes | No |
|-----|---|-----|----|
| 22  | Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>  |     | X  |
| 23  | Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>   | X   |    |
| 24a | Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>   | X   |    |
| b   | Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?   |     | X  |
| c   | Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?  |     | X  |
| d   | Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?   |     | X  |
| 25a | <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>  |     | X  |
| b   | Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>  |     | X  |
| 26  | Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>   |     | X  |
| 27  | Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> |     | X  |
| 28  | Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):  |     |    |
| a   | A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>   |     | X  |
| b   | A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>  |     | X  |
| c   | A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>   |     | X  |
| 29  | Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>   |     | X  |
| 30  | Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>   |     | X  |
| 31  | Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>   |     | X  |
| 32  | Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>   |     | X  |
| 33  | Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>   |     | X  |
| 34  | Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>   |     | X  |
| 35a | Did the organization have a controlled entity within the meaning of section 512(b)(13)?   |     | X  |
| b   | If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>  |     |    |
| 36  | <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>  |     | X  |
| 37  | Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>  |     | X  |
| 38  | Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.  | X   |    |

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

|    |  | Yes | No |
|----|--|-----|----|
| 1a | Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable   |     |    |
| b  | Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable  |     |    |
| c  | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? |     |    |



| <b>Part V Statements Regarding Other IRS Filings and Tax Compliance</b> <i>(continued)</i> |  | Yes        | No         |          |          |
|--|--|------------|------------|----------|----------|
| <b>2a</b>  | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return  | <b>2a</b>  | <b>307</b> |          |          |
| <b>b</b>   | If at least one is reported on line 2a, did the organization file all required federal employment tax returns?   | <b>2b</b>  |            | <b>X</b> |          |
| <b>3a</b>  | Did the organization have unrelated business gross income of \$1,000 or more during the year?  | <b>3a</b>  |            |          | <b>X</b> |
| <b>b</b>   | If "Yes," has it filed a Form 990-T for this year? <i>If "No" to line 3b, provide an explanation on Schedule O</i>   | <b>3b</b>  |            |          |          |
| <b>4a</b>  | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | <b>4a</b>  |            |          | <b>X</b> |
| <b>b</b>   | If "Yes," enter the name of the foreign country<br>See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).   |            |            |          |          |
| <b>5a</b>  | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?  | <b>5a</b>  |            |          | <b>X</b> |
| <b>b</b>   | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?   | <b>5b</b>  |            |          | <b>X</b> |
| <b>c</b>   | If "Yes" to line 5a or 5b, did the organization file Form 8886-T?  | <b>5c</b>  |            |          |          |
| <b>6a</b>  | Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?                                    | <b>6a</b>  |            |          | <b>X</b> |
| <b>b</b>   | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?  | <b>6b</b>  |            |          |          |
| <b>7</b>   | <b>Organizations that may receive deductible contributions under section 170(c).</b>   |            |            |          |          |
| <b>a</b>   | Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?  | <b>7a</b>  |            |          | <b>X</b> |
| <b>b</b>   | If "Yes," did the organization notify the donor of the value of the goods or services provided?  | <b>7b</b>  |            |          |          |
| <b>c</b>   | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?   | <b>7c</b>  |            |          | <b>X</b> |
| <b>d</b>   | If "Yes," indicate the number of Forms 8282 filed during the year  | <b>7d</b>  |            |          |          |
| <b>e</b>   | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?  | <b>7e</b>  |            |          | <b>X</b> |
| <b>f</b>   | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?   | <b>7f</b>  |            |          | <b>X</b> |
| <b>g</b>   | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?   | <b>7g</b>  |            |          | <b>X</b> |
| <b>h</b>   | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?   | <b>7h</b>  |            |          | <b>X</b> |
| <b>8</b>   | <b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?   | <b>8</b>   |            |          |          |
| <b>9</b>   | <b>Sponsoring organizations maintaining donor advised funds.</b>   |            |            |          |          |
| <b>a</b>   | Did the sponsoring organization make any taxable distributions under section 4966?   | <b>9a</b>  |            |          |          |
| <b>b</b>   | Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?  | <b>9b</b>  |            |          |          |
| <b>10</b>  | <b>Section 501(c)(7) organizations.</b> Enter:   |            |            |          |          |
| <b>a</b>   | Initiation fees and capital contributions included on Part VIII, line 12   | <b>10a</b> |            |          |          |
| <b>b</b>   | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities  | <b>10b</b> |            |          |          |
| <b>11</b>  | <b>Section 501(c)(12) organizations.</b> Enter:  |            |            |          |          |
| <b>a</b>   | Gross income from members or shareholders  | <b>11a</b> |            |          |          |
| <b>b</b>   | Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)  | <b>11b</b> |            |          |          |
| <b>12a</b>   | <b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?  | <b>12a</b> |            |          |          |
| <b>b</b>   | If "Yes," enter the amount of tax-exempt interest received or accrued during the year  | <b>12b</b> |            |          |          |
| <b>13</b>  | <b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>  |            |            |          |          |
| <b>a</b>   | Is the organization licensed to issue qualified health plans in more than one state?<br><b>Note:</b> See the instructions for additional information the organization must report on Schedule O.   | <b>13a</b> |            |          |          |
| <b>b</b>   | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans  | <b>13b</b> |            |          |          |
| <b>c</b>   | Enter the amount of reserves on hand   | <b>13c</b> |            |          |          |
| <b>14a</b>   | Did the organization receive any payments for indoor tanning services during the tax year?   | <b>14a</b> |            |          | <b>X</b> |
| <b>b</b>   | If "Yes," has it filed a Form 720 to report these payments? <i>If "No," provide an explanation on Schedule O</i>   | <b>14b</b> |            |          |          |
| <b>15</b>  | Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?<br>If "Yes," see instructions and file Form 4720, Schedule N.                   | <b>15</b>  |            |          | <b>X</b> |
| <b>16</b>  | Is the organization an educational institution subject to the section 4968 excise tax on net investment income?<br>If "Yes," complete Form 4720, Schedule O.   | <b>16</b>  |            |          | <b>X</b> |
| <b>17</b>  | <b>Section 501(c)(21) organizations.</b> Did the trust, any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953?<br>If "Yes," complete Form 6069.  | <b>17</b>  |            |          |          |

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year; 1b Enter the number of voting members included on line 1a, above, who are independent; 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?; 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?; 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?; 5 Did the organization become aware during the year of a significant diversion of the organization's assets?; 6 Did the organization have members or stockholders?; 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?; 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?; 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body?; 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates?; 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?; 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?; 11b Describe on Schedule O the process, if any, used by the organization to review this Form 990.; 12a Did the organization have a written conflict of interest policy? If "No," go to line 13; 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?; 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done; 13 Did the organization have a written whistleblower policy?; 14 Did the organization have a written document retention and destruction policy?; 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?; 15a The organization's CEO, Executive Director, or top management official; 15b Other officers or key employees of the organization; 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?; 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

Table with 2 columns: Question, Answer. Rows include: 17 List the states with which a copy of this Form 990 is required to be filed None; 18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. [X] Own website [X] Another's website [X] Upon request [ ] Other (explain on Schedule O); 19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.; 20 State the name, address, and telephone number of the person who possesses the organization's books and records

Windsor Charter Academy Windsor

810 Automation Drive

CO 80550

970-674-5020

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A)<br>Name and title                                 | (B)<br>Average hours per week (list any hours for related organizations below dotted line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|---|--|---|-----------------------|---------|--------------|------------------------------|--------|---|--|---|
|   |  | Individual trustee or director  | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |   |  |   |
| (1) <b>John Feyen</b><br>Member                       | 2.00<br>0.00   | X   |                       |         |              |                              |        | 0   | 0  | 0   |
| (2) <b>Carolyn Mader</b><br>Member                    | 2.00<br>0.00   | X   |                       |         |              |                              |        | 0   | 0  | 0   |
| (3) <b>Donna James</b><br>Treasurer                   | 2.00<br>0.00   | X   |                       | X       |              |                              |        | 0   | 0  | 0   |
| (4) <b>Sherry Bartmann</b><br>President               | 2.00<br>0.00   | X   |                       | X       |              |                              |        | 0   | 0  | 0   |
| (5) <b>Jenny Ojala</b><br>Secretary                   | 2.00<br>0.00   | X   |                       |         |              |                              |        | 0   | 0  | 0   |
| (6) <b>Elaine Hungenberg</b><br>Vice President        | 2.00<br>0.00   | X   |                       | X       |              |                              |        | 0   | 0  | 0   |
| (7) <b>Rebecca Teeples</b><br>Executive Director      | 40.00<br>0.00  |   |                       |         | X            |                              |        | 170,310   | 0  | 36,446  |
| (8) <b>SarahGennie Colazio</b><br>Director of Finance | 40.00<br>0.00  |   |                       |         |              | X                            |        | 114,070   | 0  | 24,411  |
| (9) <b>Hannah Mancina</b><br>Dir of HS Education      | 40.00<br>0.00  |   |                       |         |              | X                            |        | 106,723   | 0  | 22,839  |
| (10) <b>Kelly Seilbach</b><br>Dir of MS Education     | 40.00<br>0.00  |   |                       |         |              | X                            |        | 106,723   | 0  | 22,838  |
| (11) <b>Courtney Stone</b><br>Dir of Curriculum       | 40.00<br>0.00  |   |                       |         |              | X                            |        | 103,062   | 0  | 22,056  |

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

| (A)<br>Name and title  | (B)<br>Average hours per week (list any hours for related organizations below dotted line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |                | (D)<br>Reportable compensation from the organization (W-2/1099-MISC/1099-NEC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|--|--|---|-----------------------|---------|--------------|------------------------------|----------------|---|--|---|
|  |  | Individual trustee or director  | Institutional trustee | Officer | Key employee | Highest compensated employee | Former         |   |  |   |
| <b>(12) Valerie Perciante</b>                                  | <b>40.00</b>   |   |                       |         |              |                              |                |   |  |   |
| <b>Asst Principal MS</b>                                       | <b>0.00</b>  |   |                       |         | <b>X</b>     |                              | <b>100,279</b> | <b>0</b>  | <b>21,460</b>  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
|  |  |   |                       |         |              |                              |                |   |  |   |
| <b>1b Subtotal</b>   |  |   |                       |         |              |                              | <b>701,167</b> |   | <b>150,050</b>   |   |
| <b>c Total from continuation sheets to Part VII, Section A</b> |  |   |                       |         |              |                              |                |   |  |   |
| <b>d Total (add lines 1b and 1c)</b>                           |  |   |                       |         |              |                              | <b>701,167</b> |   | <b>150,050</b>   |   |

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **6**

|  | Yes      | No       |
|--|----------|----------|
| <b>3</b> Did the organization list any <b>former</b> officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>  |          | <b>X</b> |
| <b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> | <b>X</b> |          |
| <b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>                       |          | <b>X</b> |

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A)<br>Name and business address | (B)<br>Description of services | (C)<br>Compensation |
|----------------------------------|--------------------------------|---------------------|
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

|  |   |   | (A)<br>Total revenue | (B)<br>Related or exempt<br>function revenue | (C)<br>Unrelated<br>business revenue | (D)<br>Revenue excluded<br>from tax under<br>sections 512-514 |  |
|--|---|---|----------------------|--|--------------------------------------|---|--|
| <b>Contributions, Gifts, Grants<br/>and Other Similar Amounts</b>      | <b>1a</b> Federated campaigns   | <b>1a</b>   |                      |  |                                      |   |  |
|  | <b>b</b> Membership dues  | <b>1b</b>   |                      |  |                                      |   |  |
|  | <b>c</b> Fundraising events   | <b>1c</b>   |                      |  |                                      |   |  |
|  | <b>d</b> Related organizations  | <b>1d</b>   |                      |  |                                      |   |  |
|  | <b>e</b> Government grants (contributions)  | <b>1e</b>   | 1,313,854            |  |                                      |   |  |
|  | <b>f</b> All other contributions, gifts, grants,<br>and similar amounts not included above  | <b>1f</b>   | 54,153               |  |                                      |   |  |
|  | <b>g</b> Noncash contributions included in<br>lines 1a-1f   | <b>1g</b>   | \$                   |  |                                      |   |  |
|  | <b>h Total.</b> Add lines 1a-1f   |   | 1,368,007            |  |                                      |   |  |
|  | <b>Program Service<br/>Revenue</b>  |   |                      | Business Code                                |                                      |   |  |
| <b>2a</b> Per Pupil Revenue  |   |   | 611710               | 13,937,971                                   | 13,937,971                           |   |  |
| <b>b</b> Tuition and Fees  |   |   | 611710               | 1,007,171                                    | 1,007,171                            |   |  |
| <b>c</b> Mill Levy   |   |   | 611710               | 89,674                                       | 89,674                               |   |  |
| <b>d</b>   |   |   |                      |  |                                      |   |  |
| <b>e</b>   |   |   |                      |  |                                      |   |  |
| <b>f</b> All other program service revenue                             |   |   |                      |  |                                      |   |  |
| <b>g Total.</b> Add lines 2a-2f  |   |   | 15,034,816           |  |                                      |   |  |
| <b>Other Revenue</b>   | <b>3</b> Investment income (including dividends, interest, and<br>other similar amounts)  |   |                      | 250,184                                      | 110,882                              | 139,302   |  |
|  | <b>4</b> Income from investment of tax-exempt bond proceeds   |   |                      |  |                                      |   |  |
|  | <b>5</b> Royalties  |   |                      |  |                                      |   |  |
|  | <b>6a</b> Gross rents   |   | (i) Real             |  |                                      |   |  |
|  |   | <b>6a</b>   | (ii) Personal        |  |                                      |   |  |
|  |   | <b>b</b> Less: rental expenses                        | <b>6b</b>            |  |                                      |   |  |
|  | <b>c</b> Rental inc. or (loss)  | <b>6c</b>   |                      |  |                                      |   |  |
|  | <b>d</b> Net rental income or (loss)  |   |                      |  |                                      |   |  |
|  | <b>7a</b> Gross amount from<br>sales of assets<br>other than inventory  |   | (i) Securities       |  |                                      |   |  |
|  |   | <b>7a</b>   | (ii) Other           |  |                                      |   |  |
|  |   | <b>b</b> Less: cost or other<br>basis and sales exps. | <b>7b</b>            |  |                                      |   |  |
|  | <b>c</b> Gain or (loss)   | <b>7c</b>   |                      |  |                                      |   |  |
|  | <b>d</b> Net gain or (loss)   |   |                      |  |                                      |   |  |
|  | <b>8a</b> Gross income from fundraising events<br>(not including \$<br>of contributions reported on line<br>1c). See Part IV, line 18 |   |                      |  |                                      |   |  |
|  |   | <b>8a</b>   |                      |  |                                      |   |  |
| <b>b</b> Less: direct expenses   | <b>8b</b>   |   |                      |  |                                      |   |  |
| <b>c</b> Net income or (loss) from fundraising events                  |   |   |                      |  |                                      |   |  |
| <b>9a</b> Gross income from gaming<br>activities. See Part IV, line 19 |   |   |                      |  |                                      |   |  |
|  | <b>9a</b>   |   |                      |  |                                      |   |  |
| <b>b</b> Less: direct expenses   | <b>9b</b>   |   |                      |  |                                      |   |  |
| <b>c</b> Net income or (loss) from gaming activities                   |   |   |                      |  |                                      |   |  |
| <b>10a</b> Gross sales of inventory, less<br>returns and allowances    |   |   |                      |  |                                      |   |  |
|  | <b>10a</b>  |   |                      |  |                                      |   |  |
| <b>b</b> Less: cost of goods sold                                      | <b>10b</b>  |   |                      |  |                                      |   |  |
| <b>c</b> Net income or (loss) from sales of inventory                  |   |   |                      |  |                                      |   |  |
| <b>Miscellaneous<br/>Revenue</b>                                       |   |   | Business Code        |  |                                      |   |  |
|  | <b>11a</b> Transfer From District   |   |                      | 1,458,329                                    | 1,458,329                            |   |  |
|  | <b>b</b> BC Revenue   |   |                      | 336,209                                      | 336,209                              |   |  |
|  | <b>c</b> Other  |   |                      | 70,860                                       | 70,860                               |   |  |
|  | <b>d</b> All other revenue  |   |                      |  |                                      |   |  |
| <b>e Total.</b> Add lines 11a-11d                                      |   |   | 1,865,398            |  |                                      |   |  |
| <b>12 Total revenue.</b> See instructions                              |   |   | 18,518,405           | 17,011,096                                   | 0                                    | 139,302   |  |

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

| <b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>  | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|--|-----------------------|---------------------------------|--|-----------------------------|
| <b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21  |                       |                                 |  |                             |
| <b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22   |                       |                                 |  |                             |
| <b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16  |                       |                                 |  |                             |
| <b>4</b> Benefits paid to or for members   |                       |                                 |  |                             |
| <b>5</b> Compensation of current officers, directors, trustees, and key employees  |                       |                                 |  |                             |
| <b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)  |                       |                                 |  |                             |
| <b>7</b> Other salaries and wages  | <b>7,959,252</b>      | <b>5,093,921</b>                | <b>2,865,331</b>                       |                             |
| <b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)  | <b>2,976,874</b>      | <b>1,741,539</b>                | <b>1,235,335</b>                       |                             |
| <b>9</b> Other employee benefits   | <b>1,291,985</b>      | <b>826,870</b>                  | <b>465,115</b>                         |                             |
| <b>10</b> Payroll taxes  | <b>123,126</b>        | <b>78,801</b>                   | <b>44,325</b>                          |                             |
| <b>11</b> Fees for services (nonemployees):  |                       |                                 |  |                             |
| <b>a</b> Management  |                       |                                 |  |                             |
| <b>b</b> Legal   | <b>39,923</b>         |                                 | <b>39,923</b>                          |                             |
| <b>c</b> Accounting  | <b>52,742</b>         |                                 | <b>52,742</b>                          |                             |
| <b>d</b> Lobbying  |                       |                                 |  |                             |
| <b>e</b> Professional fundraising services. See Part IV, line 7  |                       |                                 |  |                             |
| <b>f</b> Investment management fees  |                       |                                 |  |                             |
| <b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)  |                       |                                 |  |                             |
| <b>12</b> Advertising and promotion  | <b>2,754</b>          | <b>2,754</b>                    |  |                             |
| <b>13</b> Office expenses  | <b>173,744</b>        | <b>86,872</b>                   | <b>86,872</b>                          |                             |
| <b>14</b> Information technology   | <b>368,496</b>        | <b>184,248</b>                  | <b>184,248</b>                         |                             |
| <b>15</b> Royalties  |                       |                                 |  |                             |
| <b>16</b> Occupancy  | <b>562,428</b>        | <b>449,943</b>                  | <b>112,485</b>                         |                             |
| <b>17</b> Travel   |                       |                                 |  |                             |
| <b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials   |                       |                                 |  |                             |
| <b>19</b> Conferences, conventions, and meetings   |                       |                                 |  |                             |
| <b>20</b> Interest   | <b>986,600</b>        |                                 | <b>986,600</b>                         |                             |
| <b>21</b> Payments to affiliates   |                       |                                 |  |                             |
| <b>22</b> Depreciation, depletion, and amortization  | <b>492,543</b>        |                                 | <b>492,543</b>                         |                             |
| <b>23</b> Insurance  |                       |                                 |  |                             |
| <b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)                                      |                       |                                 |  |                             |
| <b>a</b> District Purch. Services  | <b>1,135,885</b>      | <b>908,708</b>                  | <b>227,177</b>                         |                             |
| <b>b</b> Supplies and Materials  | <b>276,425</b>        | <b>276,425</b>                  |  |                             |
| <b>c</b> Food Services   | <b>165,680</b>        | <b>165,680</b>                  |  |                             |
| <b>d</b> Other Expenses  | <b>142,522</b>        | <b>142,522</b>                  |  |                             |
| <b>e</b> All other expenses  | <b>77,509</b>         | <b>77,509</b>                   |  |                             |
| <b>25</b> Total functional expenses. Add lines 1 through 24e   | <b>16,828,488</b>     | <b>10,035,792</b>               | <b>6,792,696</b>                       | <b>0</b>                    |
| <b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) |                       |                                 |  |                             |

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

|   |  | (A)<br>Beginning of year     |                    | (B)<br>End of year           |
|---|--|------------------------------|--------------------|------------------------------|
| <b>Assets</b>   | <b>1</b> Cash—non-interest-bearing   | <b>5,415,667</b>             | <b>1</b>           | <b>6,494,932</b>             |
|   | <b>2</b> Savings and temporary cash investments  | <b>3,097,213</b>             | <b>2</b>           | <b>3,380,482</b>             |
|   | <b>3</b> Pledges and grants receivable, net  |                              | <b>3</b>           |                              |
|   | <b>4</b> Accounts receivable, net  | <b>513,138</b>               | <b>4</b>           | <b>892,059</b>               |
|   | <b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons |                              | <b>5</b>           |                              |
|   | <b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)   |                              | <b>6</b>           |                              |
|   | <b>7</b> Notes and loans receivable, net   |                              | <b>7</b>           |                              |
|   | <b>8</b> Inventories for sale or use   |                              | <b>8</b>           |                              |
|   | <b>9</b> Prepaid expenses and deferred charges   |                              | <b>9</b>           |                              |
|   | <b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D   | <b>10a</b> <b>26,968,716</b> |                    |                              |
|   | <b>b</b> Less: accumulated depreciation  | <b>10b</b> <b>4,538,421</b>  | <b>21,394,387</b>  | <b>10c</b> <b>22,430,295</b> |
|   | <b>11</b> Investments—publicly traded securities   |                              | <b>11</b>          |                              |
|   | <b>12</b> Investments—other securities. See Part IV, line 11   |                              | <b>12</b>          |                              |
|   | <b>13</b> Investments—program-related. See Part IV, line 11  |                              | <b>13</b>          |                              |
|   | <b>14</b> Intangible assets  |                              | <b>14</b>          |                              |
|   | <b>15</b> Other assets. See Part IV, line 11   | <b>4,417,770</b>             | <b>15</b>          | <b>4,525,139</b>             |
| <b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) | <b>34,838,175</b>  | <b>16</b>                    | <b>37,722,907</b>  |                              |
| <b>Liabilities</b>  | <b>17</b> Accounts payable and accrued expenses  | <b>105,281</b>               | <b>17</b>          | <b>508,724</b>               |
|   | <b>18</b> Grants payable   |                              | <b>18</b>          |                              |
|   | <b>19</b> Deferred revenue   | <b>39,593</b>                | <b>19</b>          | <b>20,824</b>                |
|   | <b>20</b> Tax-exempt bond liabilities  | <b>25,329,500</b>            | <b>20</b>          | <b>24,935,000</b>            |
|   | <b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D  |                              | <b>21</b>          |                              |
|   | <b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons     |                              | <b>22</b>          |                              |
|   | <b>23</b> Secured mortgages and notes payable to unrelated third parties   |                              | <b>23</b>          |                              |
|   | <b>24</b> Unsecured notes and loans payable to unrelated third parties   |                              | <b>24</b>          |                              |
|   | <b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D  | <b>22,914,441</b>            | <b>25</b>          | <b>24,119,082</b>            |
|   | <b>26 Total liabilities.</b> Add lines 17 through 25   | <b>48,388,815</b>            | <b>26</b>          | <b>49,583,630</b>            |
| <b>Net Assets or Fund Balances</b>                                  | <b>Organizations that follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>   |                              |                    |                              |
|   | <b>27</b> Net assets without donor restrictions  |                              | <b>27</b>          |                              |
|   | <b>28</b> Net assets with donor restrictions   |                              | <b>28</b>          |                              |
|   | <b>Organizations that do not follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 29 through 33.</b>  |                              |                    |                              |
|   | <b>29</b> Capital stock or trust principal, or current funds   |                              | <b>29</b>          |                              |
|   | <b>30</b> Paid-in or capital surplus, or land, building, or equipment fund   |                              | <b>30</b>          |                              |
|   | <b>31</b> Retained earnings, endowment, accumulated income, or other funds   | <b>-13,550,640</b>           | <b>31</b>          | <b>-11,860,723</b>           |
| <b>32</b> Total net assets or fund balances                         | <b>-13,550,640</b>   | <b>32</b>                    | <b>-11,860,723</b> |                              |
| <b>33</b> Total liabilities and net assets/fund balances            | <b>34,838,175</b>  | <b>33</b>                    | <b>37,722,907</b>  |                              |

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

|           |  |           |                    |
|-----------|--|-----------|--------------------|
| <b>1</b>  | Total revenue (must equal Part VIII, column (A), line 12)  | <b>1</b>  | <b>18,518,405</b>  |
| <b>2</b>  | Total expenses (must equal Part IX, column (A), line 25)   | <b>2</b>  | <b>16,828,488</b>  |
| <b>3</b>  | Revenue less expenses. Subtract line 2 from line 1   | <b>3</b>  | <b>1,689,917</b>   |
| <b>4</b>  | Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))                      | <b>4</b>  | <b>-13,550,640</b> |
| <b>5</b>  | Net unrealized gains (losses) on investments   | <b>5</b>  |                    |
| <b>6</b>  | Donated services and use of facilities   | <b>6</b>  |                    |
| <b>7</b>  | Investment expenses  | <b>7</b>  |                    |
| <b>8</b>  | Prior period adjustments   | <b>8</b>  |                    |
| <b>9</b>  | Other changes in net assets or fund balances (explain on Schedule O)   | <b>9</b>  |                    |
| <b>10</b> | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) | <b>10</b> | <b>-11,860,723</b> |

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

|           |   | Yes      | No       |
|-----------|---|----------|----------|
| <b>1</b>  | Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other<br>If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.   |          |          |
| <b>2a</b> | Were the organization's financial statements compiled or reviewed by an independent accountant?<br>If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:<br><input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis |          | <b>X</b> |
| <b>2b</b> | Were the organization's financial statements audited by an independent accountant?<br>If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:<br><input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis                | <b>X</b> |          |
| <b>2c</b> | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?<br>If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.   | <b>X</b> |          |
| <b>3a</b> | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?   |          | <b>X</b> |
| <b>3b</b> | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits  |          |          |



**SCHEDULE A  
(Form 990)**

**Public Charity Status and Public Support**

OMB No. 1545-0047

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

**2022**

Department of the Treasury  
Internal Revenue Service

Attach to Form 990 or Form 990-EZ.

Open to Public  
Inspection

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

**Windsor Charter Academy**

Employer identification number

**84-1517346**

**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2  A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9  An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....
- 10  An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations .....
  - g Provide the following information about the supported organization(s). .....

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-10 above (see instructions)) | (iv) Is the organization listed in your governing document? |    | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|---|---|----|---|---|
|                                    |          |   | Yes   | No |   |   |
| (A)                                |          |   |   |    |   |   |
| (B)                                |          |   |   |    |   |   |
| (C)                                |          |   |   |    |   |   |
| (D)                                |          |   |   |    |   |   |
| (E)                                |          |   |   |    |   |   |
| <b>Total</b>                       |          |   |   |    |   |   |

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Table with 7 columns: Calendar year (or fiscal year beginning in), (a) 2018, (b) 2019, (c) 2020, (d) 2021, (e) 2022, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Tax revenues levied for the organization's benefit; 3 The value of services or facilities furnished by a governmental unit; 4 Total. Add lines 1 through 3; 5 The portion of total contributions by each person; 6 Public support. Subtract line 5 from line 4.

Section B. Total Support

Table with 7 columns: Calendar year (or fiscal year beginning in), (a) 2018, (b) 2019, (c) 2020, (d) 2021, (e) 2022, (f) Total. Rows include: 7 Amounts from line 4; 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 9 Net income from unrelated business activities; 10 Other income. Do not include gain or loss from the sale of capital assets; 11 Total support. Add lines 7 through 10.

12 Gross receipts from related activities, etc. (see instructions) 12
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f) divided by line 11, column (f)) 14 %
15 Public support percentage from 2021 Schedule A, Part II, line 14 15 %
16a 33 1/3% support test—2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization
b 33 1/3% support test—2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization
17a 10%-facts-and-circumstances test—2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization
b 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: Calendar year (or fiscal year beginning in), (a) 2018, (b) 2019, (c) 2020, (d) 2021, (e) 2022, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 7c Add lines 7a and 7b; 8 Public support.

Section B. Total Support

Table with 7 columns: Calendar year (or fiscal year beginning in), (a) 2018, (b) 2019, (c) 2020, (d) 2021, (e) 2022, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included on line 10b; 12 Other income; 13 Total support; 14 First 5 years.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 3 columns: Description, Value, Percentage. Row 15: Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f)) = 15 %; Row 16: Public support percentage from 2021 Schedule A, Part III, line 15 = 16 %

Section D. Computation of Investment Income Percentage

Table with 3 columns: Description, Value, Percentage. Row 17: Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f)) = 17 %; Row 18: Investment income percentage from 2021 Schedule A, Part III, line 17 = 18 %

19a 33 1/3% support tests—2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box on line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

|     |  | Yes | No |
|-----|--|-----|----|
| 1   | Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>   |     |    |
| 2   | Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>  |     |    |
| 3a  | Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>   |     |    |
| 3b  | Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>  |     |    |
| 3c  | Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>   |     |    |
| 4a  | Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>  |     |    |
| 4b  | Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>   |     |    |
| 4c  | Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>  |     |    |
| 5a  | Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i> |     |    |
| 5b  | <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?   |     |    |
| 5c  | <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?  |     |    |
| 6   | Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>   |     |    |
| 7   | Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>   |     |    |
| 8   | Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>   |     |    |
| 9a  | Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>   |     |    |
| 9b  | Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>   |     |    |
| 9c  | Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>  |     |    |
| 10a | Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>   |     |    |
| 10b | Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>  |     |    |

**Part IV Supporting Organizations (continued)**

|            |   | Yes | No |
|------------|---|-----|----|
| <b>11</b>  | Has the organization accepted a gift or contribution from any of the following persons?   |     |    |
| <b>a</b>   | A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization? |     |    |
| <b>11a</b> |   |     |    |
| <b>b</b>   | A family member of a person described on line 11a above?  |     |    |
| <b>11b</b> |   |     |    |
| <b>c</b>   | A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>                              |     |    |
| <b>11c</b> |   |     |    |

**Section B. Type I Supporting Organizations**

|          |  | Yes | No |
|----------|--|-----|----|
| <b>1</b> | Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i> |     |    |
| <b>1</b> |  |     |    |
| <b>2</b> | Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>   |     |    |
| <b>2</b> |  |     |    |

**Section C. Type II Supporting Organizations**

|          |   | Yes | No |
|----------|---|-----|----|
| <b>1</b> | Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i> |     |    |
| <b>1</b> |   |     |    |

**Section D. All Type III Supporting Organizations**

|          |  | Yes | No |
|----------|--|-----|----|
| <b>1</b> | Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? |     |    |
| <b>1</b> |  |     |    |
| <b>2</b> | Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>   |     |    |
| <b>2</b> |  |     |    |
| <b>3</b> | By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>  |     |    |
| <b>3</b> |  |     |    |

**Section E. Type III Functionally Integrated Supporting Organizations**

|           |  |  |  |
|-----------|--|--|--|
| <b>1</b>  | Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).  |  |  |
| <b>a</b>  | <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.  |  |  |
| <b>b</b>  | <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.   |  |  |
| <b>c</b>  | <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).   |  |  |
| <b>2</b>  | Activities Test. Answer lines 2a and 2b below.   |  |  |
| <b>a</b>  | Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i> |  |  |
| <b>2a</b> |  |  |  |
| <b>b</b>  | Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>  |  |  |
| <b>2b</b> |  |  |  |
| <b>3</b>  | Parent of Supported Organizations. Answer lines 3a and 3b below.   |  |  |
| <b>a</b>  | Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>  |  |  |
| <b>3a</b> |  |  |  |
| <b>b</b>  | Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>   |  |  |
| <b>3b</b> |  |  |  |

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

**1**  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

| <b>Section A – Adjusted Net Income</b> |  | (A) Prior Year | (B) Current Year (optional) |
|--|--|----------------|-----------------------------|
| <b>1</b>                               | Net short-term capital gain  | <b>1</b>       |                             |
| <b>2</b>                               | Recoveries of prior-year distributions   | <b>2</b>       |                             |
| <b>3</b>                               | Other gross income (see instructions)  | <b>3</b>       |                             |
| <b>4</b>                               | Add lines 1 through 3.   | <b>4</b>       |                             |
| <b>5</b>                               | Depreciation and depletion   | <b>5</b>       |                             |
| <b>6</b>                               | Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | <b>6</b>       |                             |
| <b>7</b>                               | Other expenses (see instructions)  | <b>7</b>       |                             |
| <b>8</b>                               | <b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)  | <b>8</b>       |                             |

| <b>Section B – Minimum Asset Amount</b> |   | (A) Prior Year | (B) Current Year (optional) |
|---|---|----------------|-----------------------------|
| <b>1</b>                                | Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): |                |                             |
| <b>a</b>                                | Average monthly value of securities   | <b>1a</b>      |                             |
| <b>b</b>                                | Average monthly cash balances   | <b>1b</b>      |                             |
| <b>c</b>                                | Fair market value of other non-exempt-use assets  | <b>1c</b>      |                             |
| <b>d</b>                                | <b>Total</b> (add lines 1a, 1b, and 1c)   | <b>1d</b>      |                             |
| <b>e</b>                                | <b>Discount</b> claimed for blockage or other factors ( <i>explain in detail in Part VI</i> ):                                  |                |                             |
| <b>2</b>                                | Acquisition indebtedness applicable to non-exempt-use assets  | <b>2</b>       |                             |
| <b>3</b>                                | Subtract line 2 from line 1d.   | <b>3</b>       |                             |
| <b>4</b>                                | Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).                                  | <b>4</b>       |                             |
| <b>5</b>                                | Net value of non-exempt-use assets (subtract line 4 from line 3)  | <b>5</b>       |                             |
| <b>6</b>                                | Multiply line 5 by 0.035.   | <b>6</b>       |                             |
| <b>7</b>                                | Recoveries of prior-year distributions  | <b>7</b>       |                             |
| <b>8</b>                                | <b>Minimum Asset Amount</b> (add line 7 to line 6)  | <b>8</b>       |                             |

| <b>Section C – Distributable Amount</b> |   |          | Current Year |
|---|---|----------|--------------|
| <b>1</b>                                | Adjusted net income for prior year (from Section A, line 8, column A)   | <b>1</b> |              |
| <b>2</b>                                | Enter 0.85 of line 1.   | <b>2</b> |              |
| <b>3</b>                                | Minimum asset amount for prior year (from Section B, line 8, column A)  | <b>3</b> |              |
| <b>4</b>                                | Enter greater of line 2 or line 3.  | <b>4</b> |              |
| <b>5</b>                                | Income tax imposed in prior year  | <b>5</b> |              |
| <b>6</b>                                | <b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions). | <b>6</b> |              |

**7**  Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

| <b>Section D – Distributions</b> |   | <b>Current Year</b> |
|----------------------------------|---|---------------------|
| <b>1</b>                         | Amounts paid to supported organizations to accomplish exempt purposes   | <b>1</b>            |
| <b>2</b>                         | Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity               | <b>2</b>            |
| <b>3</b>                         | Administrative expenses paid to accomplish exempt purposes of supported organizations   | <b>3</b>            |
| <b>4</b>                         | Amounts paid to acquire exempt-use assets   | <b>4</b>            |
| <b>5</b>                         | Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i> )   | <b>5</b>            |
| <b>6</b>                         | Other distributions ( <i>describe in Part VI</i> ). See instructions.   | <b>6</b>            |
| <b>7</b>                         | <b>Total annual distributions.</b> Add lines 1 through 6.   | <b>7</b>            |
| <b>8</b>                         | Distributions to attentive supported organizations to which the organization is responsive ( <i>provide details in Part VI</i> ). See instructions. | <b>8</b>            |
| <b>9</b>                         | Distributable amount for 2022 from Section C, line 6  | <b>9</b>            |
| <b>10</b>                        | Line 8 amount divided by line 9 amount  | <b>10</b>           |

| <b>Section E – Distribution Allocations</b> (see instructions)   | <b>(i)<br/>Excess Distributions</b> | <b>(ii)<br/>Underdistributions<br/>Pre-2022</b> | <b>(iii)<br/>Distributable<br/>Amount for 2022</b> |
|--|-------------------------------------|---|--|
| <b>1</b> Distributable amount for 2022 from Section C, line 6  |                                     |   |  |
| <b>2</b> Underdistributions, if any, for years prior to 2022 (reasonable cause required— <i>explain in Part VI</i> ). See instructions.  |                                     |   |  |
| <b>3</b> Excess distributions carryover, if any, to 2022   |                                     |   |  |
| <b>a</b> From 2017 .....   |                                     |   |  |
| <b>b</b> From 2018 .....   |                                     |   |  |
| <b>c</b> From 2019 .....   |                                     |   |  |
| <b>d</b> From 2020 .....   |                                     |   |  |
| <b>e</b> From 2021 .....   |                                     |   |  |
| <b>f</b> <b>Total</b> of lines 3a through 3e   |                                     |   |  |
| <b>g</b> Applied to underdistributions of prior years  |                                     |   |  |
| <b>h</b> Applied to 2022 distributable amount  |                                     |   |  |
| <b>i</b> Carryover from 2017 not applied (see instructions)  |                                     |   |  |
| <b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from line 3f.  |                                     |   |  |
| <b>4</b> Distributions for 2022 from Section D, line 7: \$   |                                     |   |  |
| <b>a</b> Applied to underdistributions of prior years  |                                     |   |  |
| <b>b</b> Applied to 2022 distributable amount  |                                     |   |  |
| <b>c</b> Remainder. Subtract lines 4a and 4b from line 4.  |                                     |   |  |
| <b>5</b> Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions. |                                     |   |  |
| <b>6</b> Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.                        |                                     |   |  |
| <b>7</b> <b>Excess distributions carryover to 2023.</b> Add lines 3j and 4c.   |                                     |   |  |
| <b>8</b> Breakdown of line 7:  |                                     |   |  |
| <b>a</b> Excess from 2018 .....  |                                     |   |  |
| <b>b</b> Excess from 2019 .....  |                                     |   |  |
| <b>c</b> Excess from 2020 .....  |                                     |   |  |
| <b>d</b> Excess from 2021 .....  |                                     |   |  |
| <b>e</b> Excess from 2022 .....  |                                     |   |  |





SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization

Employer identification number

Windsor Charter Academy

84-1517346

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include total number of funds, aggregate values, and compliance questions.

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include purpose of easements, total acreage, and monitoring expenses.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include reporting requirements for art and historical treasures.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

**3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a**  Public exhibition
- b**  Scholarly research
- c**  Preservation for future generations
- d**  Loan or exchange program
- e**  Other .....

**4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

**5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

**1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

**b** If "Yes," explain the arrangement in Part XIII and complete the following table:

- c** Beginning balance .....
- d** Additions during the year .....
- e** Distributions during the year .....
- f** Ending balance .....

|           | Amount |
|-----------|--------|
| <b>1c</b> |        |
| <b>1d</b> |        |
| <b>1e</b> |        |
| <b>1f</b> |        |

**2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

**b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

|   | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|---|------------------|----------------|--------------------|----------------------|---------------------|
| <b>1a</b> Beginning of year balance .....                     |                  |                |                    |                      |                     |
| <b>b</b> Contributions .....                                  |                  |                |                    |                      |                     |
| <b>c</b> Net investment earnings, gains, and losses .....     |                  |                |                    |                      |                     |
| <b>d</b> Grants or scholarships .....                         |                  |                |                    |                      |                     |
| <b>e</b> Other expenditures for facilities and programs ..... |                  |                |                    |                      |                     |
| <b>f</b> Administrative expenses .....                        |                  |                |                    |                      |                     |
| <b>g</b> End of year balance .....                            |                  |                |                    |                      |                     |

**2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment ..... %
- b** Permanent endowment ..... %
- c** Term endowment ..... %

The percentages on lines 2a, 2b, and 2c should equal 100%.

**3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

|   | Yes | No |
|---|-----|----|
| <b>(i)</b> Unrelated organizations .....  |     |    |
| <b>(ii)</b> Related organizations .....   |     |    |
| <b>b</b> If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ..... |     |    |

**4** Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property  | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value    |
|--|--------------------------------------|---------------------------------|------------------------------|-------------------|
| <b>1a</b> Land .....   |                                      | <b>3,302,779</b>                |                              | <b>3,302,779</b>  |
| <b>b</b> Buildings .....   |                                      | <b>23,340,420</b>               | <b>4,358,523</b>             | <b>18,981,897</b> |
| <b>c</b> Leasehold improvements .....  |                                      |                                 |                              |                   |
| <b>d</b> Equipment .....   |                                      | <b>325,517</b>                  | <b>179,898</b>               | <b>145,619</b>    |
| <b>e</b> Other .....   |                                      |                                 |                              |                   |
| <b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) ..... |                                      |                                 |                              | <b>22,430,295</b> |

**Part VII Investments – Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

| (a) Description of security or category<br>(including name of security)   | (b) Book value | (c) Method of valuation:<br>Cost or end-of-year market value |
|---|----------------|--|
| (1) Financial derivatives   |                |  |
| (2) Closely held equity interests   |                |  |
| (3) Other   |                |  |
| (A)   |                |  |
| (B)   |                |  |
| (C)   |                |  |
| (D)   |                |  |
| (E)   |                |  |
| (F)   |                |  |
| (G)   |                |  |
| (H)   |                |  |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.) |                |  |

**Part VIII Investments – Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

| (a) Description of investment   | (b) Book value | (c) Method of valuation:<br>Cost or end-of-year market value |
|---|----------------|--|
| (1)   |                |  |
| (2)   |                |  |
| (3)   |                |  |
| (4)   |                |  |
| (5)   |                |  |
| (6)   |                |  |
| (7)   |                |  |
| (8)   |                |  |
| (9)   |                |  |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.) |                |  |

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

| (a) Description   | (b) Book value   |
|---|------------------|
| (1) <b>Deferred Outflows Related to Pension</b>                           | <b>4,342,645</b> |
| (2) <b>Deferred Outflows Related to OPEB</b>                              | <b>182,494</b>   |
| (3)   |                  |
| (4)   |                  |
| (5)   |                  |
| (6)   |                  |
| (7)   |                  |
| (8)   |                  |
| (9)   |                  |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) | <b>4,525,139</b> |

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

| 1. (a) Description of liability   | (b) Book value    |
|---|-------------------|
| (1) Federal income taxes  |                   |
| (2) <b>Net Pension Liability</b>  | <b>17,520,377</b> |
| (3) <b>2021 Bond Premium</b>  | <b>2,166,027</b>  |
| (4) <b>2020 Premium</b>   | <b>1,266,391</b>  |
| (5) <b>Deferred Inflows Related to Pension</b>                            | <b>1,079,372</b>  |
| (6) <b>Net OPEB Liability</b>   | <b>596,911</b>    |
| (7) <b>Accrued Salaries and Benefits</b>                                  | <b>589,349</b>    |
| (8) <b>Other Liabilities</b>  | <b>339,464</b>    |
| (9) <b>Accrued Interest Payable</b>                                       | <b>337,481</b>    |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) | <b>24,119,082</b> |

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|          |  |           |           |                   |
|----------|--|-----------|-----------|-------------------|
| <b>1</b> | Total revenue, gains, and other support per audited financial statements                       |           | <b>1</b>  | <b>18,518,405</b> |
| <b>2</b> | Amounts included on line 1 but not on Form 990, Part VIII, line 12:                            |           |           |                   |
| <b>a</b> | Net unrealized gains (losses) on investments   | <b>2a</b> |           |                   |
| <b>b</b> | Donated services and use of facilities   | <b>2b</b> |           |                   |
| <b>c</b> | Recoveries of prior year grants  | <b>2c</b> |           |                   |
| <b>d</b> | Other (Describe in Part XIII.)   | <b>2d</b> |           |                   |
| <b>e</b> | Add lines <b>2a</b> through <b>2d</b>  |           | <b>2e</b> |                   |
| <b>3</b> | Subtract line <b>2e</b> from line <b>1</b>   |           | <b>3</b>  | <b>18,518,405</b> |
| <b>4</b> | Amounts included on Form 990, Part VIII, line 12, but not on line 1:                           |           |           |                   |
| <b>a</b> | Investment expenses not included on Form 990, Part VIII, line 7b                               | <b>4a</b> |           |                   |
| <b>b</b> | Other (Describe in Part XIII.)   | <b>4b</b> |           |                   |
| <b>c</b> | Add lines <b>4a</b> and <b>4b</b>  |           | <b>4c</b> |                   |
| <b>5</b> | Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.) |           | <b>5</b>  | <b>18,518,405</b> |

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|          |   |           |           |                   |
|----------|---|-----------|-----------|-------------------|
| <b>1</b> | Total expenses and losses per audited financial statements                                      |           | <b>1</b>  | <b>16,828,488</b> |
| <b>2</b> | Amounts included on line 1 but not on Form 990, Part IX, line 25:                               |           |           |                   |
| <b>a</b> | Donated services and use of facilities  | <b>2a</b> |           |                   |
| <b>b</b> | Prior year adjustments  | <b>2b</b> |           |                   |
| <b>c</b> | Other losses  | <b>2c</b> |           |                   |
| <b>d</b> | Other (Describe in Part XIII.)  | <b>2d</b> |           |                   |
| <b>e</b> | Add lines <b>2a</b> through <b>2d</b>   |           | <b>2e</b> |                   |
| <b>3</b> | Subtract line <b>2e</b> from line <b>1</b>  |           | <b>3</b>  | <b>16,828,488</b> |
| <b>4</b> | Amounts included on Form 990, Part IX, line 25, but not on line 1:                              |           |           |                   |
| <b>a</b> | Investment expenses not included on Form 990, Part VIII, line 7b                                | <b>4a</b> |           |                   |
| <b>b</b> | Other (Describe in Part XIII.)  | <b>4b</b> |           |                   |
| <b>c</b> | Add lines <b>4a</b> and <b>4b</b>   |           | <b>4c</b> |                   |
| <b>5</b> | Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.) |           | <b>5</b>  | <b>16,828,488</b> |

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**Part X - Other Liabilities Continued**

| Description                       | Book Value |
|-----------------------------------|------------|
| Deferred Outflows Related to OPEB | 223,710    |



**SCHEDULE E**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Schools**

**Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.**  
**Attach to Form 990 or Form 990-EZ.**  
**Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2022**

**Open to Public Inspection**

**Windsor Charter Academy**

Employer identification number

**84-1517346**

**Part I**

|  | YES      | NO       |
|--|----------|----------|
| <b>1</b> Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? .....   | <b>X</b> |          |
| <b>2</b> Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? .....  | <b>X</b> |          |
| <b>3</b> Has the organization publicized its racially nondiscriminatory policy on its primary publicly accessible Internet homepage at all times during its tax year in a manner reasonably expected to be noticed by visitors to the homepage, or through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II ..... | <b>X</b> |          |
| <b>4</b> Does the organization maintain the following?   |          |          |
| <b>a</b> Records indicating the racial composition of the student body, faculty, and administrative staff? .....   | <b>X</b> |          |
| <b>b</b> Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? .....   | <b>X</b> |          |
| <b>c</b> Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? .....   | <b>X</b> |          |
| <b>d</b> Copies of all material used by the organization or on its behalf to solicit contributions? .....  | <b>X</b> |          |
| If you answered "No" to any of the above, please explain. If you need more space, use Part II. ....  |          |          |
| <b>5</b> Does the organization discriminate by race in any way with respect to:  |          |          |
| <b>a</b> Students' rights or privileges? .....   |          | <b>X</b> |
| <b>a</b> Admissions policies? .....  |          | <b>X</b> |
| <b>b</b> Employment of faculty or administrative staff? .....  |          | <b>X</b> |
| <b>c</b> Scholarships or other financial assistance? .....   |          | <b>X</b> |
| <b>d</b> Educational policies? .....   |          | <b>X</b> |
| <b>f</b> Use of facilities? .....  |          | <b>X</b> |
| <b>g</b> Athletic programs? .....  |          | <b>X</b> |
| <b>h</b> Other extracurricular activities? .....   |          | <b>X</b> |
| If you answered "Yes" to any of the above, please explain. If you need more space, use Part II. ....   |          |          |
| <b>6a</b> Does the organization receive any financial aid or assistance from a governmental agency? .....  | <b>X</b> |          |
| <b>b</b> Has the organization's right to such aid ever been revoked or suspended? .....  |          | <b>X</b> |
| If you answered "Yes" on either line 6a or line 6b, explain on Part II. ....   |          |          |
| <b>7</b> Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, as modified by Rev. Proc. 2019-22, 2019-22 I.R.B. 1260, covering racial nondiscrimination? If "No," explain on Part II .....  | <b>X</b> |          |

**Part II** **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information. See instructions.

**Sch E - Financial Aid or Government Assistance Explanation**

**Governmental Financial Aid:** Windsor Charter Academy operates under a charter granted by the Weld County School District RE-4. Windsor Charter Academy is funded based on the level of per pupil revenue (PPR) as determined by the Colorado State Legislature each year multiplied by the number of full time equivalent (FTE) students.

SCHEDULE J (Form 990)

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Department of the Treasury
Internal Revenue Service
Name of the organization

Windsor Charter Academy

Employer identification number
84-1517346

Part I Questions Regarding Compensation

- 1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.
First-class or charter travel
Travel for companions
Tax indemnification and gross-up payments
Discretionary spending account
Housing allowance or residence for personal use
Payments for business use of personal residence
Health or social club dues or initiation fees
Personal services (such as maid, chauffeur, chef)

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

- 3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.
Compensation committee
Independent compensation consultant
Form 990 of other organizations
Written employment contract
Compensation survey or study
Approval by the board or compensation committee

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a Receive a severance payment or change-of-control payment?
b Participate in or receive payment from a supplemental nonqualified retirement plan?
c Participate in or receive payment from an equity-based compensation arrangement?
If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a The organization?
b Any related organization?
If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a The organization?
b Any related organization?
If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Table with 3 columns: Question ID, Yes, No. Rows correspond to questions 1a, 1b, 2, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, 8, 9. 'X' marks are present in the 'No' column for 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, 8, and 9.



**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)–(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

| (A) Name and Title                                    |      | (B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation |                                     |                                     | (C) Retirement and other deferred compensation | (D) Nontaxable benefits | (E) Total of columns (B)(i)–(D) | (F) Compensation in column (B) reported as deferred on prior Form 990 |
|---|------|--|-------------------------------------|-------------------------------------|--|-------------------------|---------------------------------|---|
|   |      | (i) Base compensation  | (ii) Bonus & incentive compensation | (iii) Other reportable compensation |  |                         |                                 |   |
| 1 <b>Rebecca Teeples</b><br><b>Executive Director</b> | (i)  | 170,310  | 0                                   | 0                                   | 36,446   | 0                       | 206,756                         | 0   |
|   | (ii) | 0  | 0                                   | 0                                   | 0  | 0                       | 0                               | 0   |
| 2   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 3   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 4   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 5   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 6   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 7   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 8   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 9   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 10  | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 11  | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 12  | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 13  | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 14  | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 15  | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
| 16  | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |



**SCHEDULE K  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information on Tax-Exempt Bonds**  
 Complete if the organization answered "Yes" on Form 990, Part IV, line 24a. Provide descriptions,  
 explanations, and any additional information in Part VI.  
 Attach to Form 990.  
 Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2022**

**Open to Public  
Inspection**

Name of the organization **Windsor Charter Academy** Employer identification number **84-1517346**

**Part I Bond Issues**

| (a) Issuer name               | (b) Issuer EIN | (c) CUSIP # | (d) Date issued | (e) Issue price | (f) Description of purpose | (g) Defeased |          | (h) On behalf of issuer |          | (i) Pooled financing |          |
|-------------------------------|----------------|-------------|-----------------|-----------------|----------------------------|--------------|----------|-------------------------|----------|----------------------|----------|
|                               |                |             |                 |                 |                            | Yes          | No       | Yes                     | No       | Yes                  | No       |
| <b>A 2020 Refunding Bonds</b> | 27-3534321     | 19645UUE0   | 08/29/20        | 10,305,000      |                            |              | <b>X</b> |                         | <b>X</b> |                      | <b>X</b> |
| <b>B 2021 Refunding Bonds</b> | 27-3534321     | 19645UJZ8   | 10/01/21        | 15,280,000      | Refund 2016 Bonds          |              | <b>X</b> |                         | <b>X</b> |                      | <b>X</b> |
| <b>C</b>                      |                |             |                 |                 |                            |              |          |                         |          |                      |          |
| <b>D</b>                      |                |             |                 |                 |                            |              |          |                         |          |                      |          |

**Part II Proceeds**

|  | A                 |          | B                 |          | C   |    | D   |    |
|--|-------------------|----------|-------------------|----------|-----|----|-----|----|
| <b>1</b> Amount of bonds retired   |                   |          |                   |          |     |    |     |    |
| <b>2</b> Amount of bonds legally defeased  |                   |          |                   |          |     |    |     |    |
| <b>3</b> Total proceeds of issue   | <b>11,686,516</b> |          | <b>17,508,109</b> |          |     |    |     |    |
| <b>4</b> Gross proceeds in reserve funds   | <b>1,533,693</b>  |          | <b>1,500,833</b>  |          |     |    |     |    |
| <b>5</b> Capitalized interest from proceeds  |                   |          |                   |          |     |    |     |    |
| <b>6</b> Proceeds in refunding escrows   |                   |          |                   |          |     |    |     |    |
| <b>7</b> Issuance costs from proceeds  | <b>532,271</b>    |          | <b>5,257,482</b>  |          |     |    |     |    |
| <b>8</b> Credit enhancement from proceeds  |                   |          |                   |          |     |    |     |    |
| <b>9</b> Working capital expenditures from proceeds  |                   |          |                   |          |     |    |     |    |
| <b>10</b> Capital expenditures from proceeds   |                   |          |                   |          |     |    |     |    |
| <b>11</b> Other spent proceeds   |                   |          |                   |          |     |    |     |    |
| <b>12</b> Other unspent proceeds   |                   |          |                   |          |     |    |     |    |
| <b>13</b> Year of substantial completion   |                   |          |                   |          |     |    |     |    |
|  | Yes               | No       | Yes               | No       | Yes | No | Yes | No |
| <b>14</b> Were the bonds issued as part of a refunding issue of tax-exempt bonds (or, if issued prior to 2018, a current refunding issue)? |                   | <b>X</b> |                   | <b>X</b> |     |    |     |    |
| <b>15</b> Were the bonds issued as part of a refunding issue of taxable bonds (or, if issued prior to 2018, an advance refunding issue)?   |                   | <b>X</b> |                   | <b>X</b> |     |    |     |    |
| <b>16</b> Has the final allocation of proceeds been made?  | <b>X</b>          |          | <b>X</b>          |          |     |    |     |    |
| <b>17</b> Does the organization maintain adequate books and records to support the final allocation of proceeds?                           | <b>X</b>          |          | <b>X</b>          |          |     |    |     |    |

**For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

**Part III Private Business Use**

|   | A   |          | B   |          | C   |    | D   |    |
|---|-----|----------|-----|----------|-----|----|-----|----|
|   | Yes | No       | Yes | No       | Yes | No | Yes | No |
| <b>1</b> Was the organization a partner in a partnership, or a member of an LLC, which owned property financed by tax-exempt bonds? .....   |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>2</b> Are there any lease arrangements that may result in private business use of bond-financed property? .....  |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>3a</b> Are there any management or service contracts that may result in private business use of bond-financed property? .....  |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>b</b> If "Yes" to line 3a, does the organization routinely engage bond counsel or other outside counsel to review any management or service contracts relating to the financed property? .....   |     |          |     |          |     |    |     |    |
| <b>c</b> Are there any research agreements that may result in private business use of bond-financed property? .....   |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>d</b> If "Yes" to line 3c, does the organization routinely engage bond counsel or other outside counsel to review any research agreements relating to the financed property? ..  |     |          |     |          |     |    |     |    |
| <b>4</b> Enter the percentage of financed property used in a private business use by entities other than a section 501(c)(3) organization or a state or local government .....  |     |          |     |          |     |    |     |    |
| <b>5</b> Enter the percentage of financed property used in a private business use as a result of unrelated trade or business activity carried on by your organization, another section 501(c)(3) organization, or a state or local government ..... |     |          |     |          |     |    |     |    |
| <b>6</b> Total of lines 4 and 5 .....   |     |          |     |          |     |    |     |    |
| <b>7</b> Does the bond issue meet the private security or payment test? .....   |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>8a</b> Has there been a sale or disposition of any of the bond-financed property to a nongovernmental person other than a 501(c)(3) organization since the bonds were issued? .....  |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>b</b> If "Yes" to line 8a, enter the percentage of bond-financed property sold or disposed of .....  |     |          |     |          |     |    |     |    |
| <b>c</b> If "Yes" to line 8a, was any remedial action taken pursuant to Regulations sections 1.141-12 and 1.145-2? .....  |     |          |     |          |     |    |     |    |
| <b>9</b> Has the organization established written procedures to ensure that all nonqualified bonds of the issue are remediated in accordance with the requirements under Regulations sections 1.141-12 and 1.145-2? .....                           |     | <b>X</b> |     | <b>X</b> |     |    |     |    |

**Part IV Arbitrage**

|   | A   |          | B   |          | C   |    | D   |    |
|---|-----|----------|-----|----------|-----|----|-----|----|
|   | Yes | No       | Yes | No       | Yes | No | Yes | No |
| <b>1</b> Has the issuer filed Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate? ..... |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>2</b> If "No" to line 1, did the following apply? .....  |     |          |     |          |     |    |     |    |
| <b>a</b> Rebate not due yet? .....  |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>b</b> Exception to rebate? .....   |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| <b>c</b> No rebate due? .....   |     | <b>X</b> |     | <b>X</b> |     |    |     |    |
| If "Yes" to line 2c, provide in Part VI the date the rebate computation was performed .....                                 |     |          |     |          |     |    |     |    |
| <b>3</b> Is the bond issue a variable rate issue? .....   |     | <b>X</b> |     | <b>X</b> |     |    |     |    |





**SCHEDULE O  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2022**

**Open to Public Inspection**

Name of the organization

**Windsor Charter Academy**

Employer identification number

**84-1517346**

**Form 990, Part III, Line 4d - All Other Accomplishments**

Windsor Charter Academy provides a challenging academic program based on Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

**Form 990, Part VI, Line 11b - Organization's Process to Review Form 990**

The process to review the form 990 includes a presentation of the form to the Board of Directors. The 990 is an agenda item and details are recorded in the minutes. The Finance Committee reviews the 990 and recommends approval to the Board of Directors.

**Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy**

The conflict of interest policy is monitored at each Board meeting when decisions are made. If there is a conflict of interest or potential conflict of interest, the member abstains from voting.

**Form 990, Part VI, Line 15a - Compensation Process for Top Official**

The Board of Directors determine compensation using approved salary schedules and market analysis.

**Form 990, Part VI, Line 15b - Compensation Process for Officers**

The Board of Directors determine compensation using approved salary

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2022

Name of the organization

Employer identification number

**Windsor Charter Academy**

**84-1517346**

**schedules and market analysis.**

**Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation**

**The organizing documents were created by the founding members of the Charter School and are available upon request. The conflict of interest policy and financial statements are posted on the school's website as required by the Financial Transparency Act.**



## 5.3 HIGH SCHOOL DEAN OF STUDENTS

|  |  |
|--|--|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board  |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director  |
| <b>Date:</b>                             | March 15, 2024   |
| <b>Re:</b>                               | New Position: High School Dean of Students   |
| <b>Agenda Item:</b>                      | 5.2  |
| <b>Pertinent Background Information:</b> | The elementary and middle school has a Principal, Assistant Principal, and Dean of Students. The high school has a Principal and Assistant Principal. It does not have a Dean of Students.   |
| <b>Financial Considerations:</b>         | The financial cost implications for an administrative position as Dean of Students is as follows: <ul style="list-style-type: none"><li>• Salary Range: \$71,176 to \$102,423</li><li>• PERA: 21.4% of salary</li><li>• Benefits: \$12,840</li></ul> |
| <b>Recommendation(s):</b>                | It is the recommendation to the Executive Board to approve the new position of a High School Dean of Students  |
| <b>Attachments:</b>                      | 5.2 High School Dean of Students   |

## 5.3 HIGH SCHOOL DEAN OF STUDENTS

The following timeline outlines the thoughtful planning of administrative growth that aligned with the increase of student enrollment.

- The high school opened during the 2015-2016 school year with one administrative team of a Principal & Assistant Principal.
- During the 2019-2020 school year the administrative teams were divided to become a middle school administrative team and a high school administrative team with a Principal and Assistant Principal each.
- During the 2020-2021 school year, the middle school and high school shared a Dean of Students and Athletic Director. (Note: Because of the increased enrollment over the last several years and the increase in athletic programming, the responsibilities and the needs had a heavier focus on Athletics across the building. The Assistant Principals covered many of the responsibilities of student behavior.
- During the 2021-2022 school year, the middle school added a Dean of Students position. The prior position of MS & HS Dean of Students/Athletic Director became a MS/HS Athletic Director for the middle and high school.
- Since the 2019-2020 school year when the middle and high school were divided into two separate schools with two state codes, the enrollment has increased by 48%.
- The high school has not had an active Dean of Students position. A Dean of Students was added to the middle school when the enrollment was at 336. The high school's enrollment is currently 412.5 and will be at 446 for the upcoming school year.
- Additional Data to Consider
  - The high school Assistant Principal is also the Title IX Coordinator for all K-12 student cases. This role has an impact on the level of support for the administrative team throughout the school year.
  - Truancy has increased significantly with 95 students with 10+ absences currently for this school year. This has a potential impact on graduation rates and academic success. The administrative team plays an active role in supporting students that have a negative learning impact based on absences.
  - Student support needs have increased as enrollment has increased. 130 students are on the D&F list. This list fluctuates in numbers over the school year. The administrative team plays an active role in supporting interventions for students.
  - Dress code slips have been given to 164 students this school year as of mid-March.
  - With an increase in enrollment, there is an increase in testing, additional support with increasing Work Keys graduation pathways, and follow up on make-up work.
  - There has been a 7% increase in bullying based on SAC feedback. Additional support is needed to address student needs.

| Year                                       | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Enrollment</b>                          | 61.0      | 125.0     | 176.0     | 251.0     | 302.0     | 336.0     | 359.0     | 375.0     | 412.5     | 446.0     |
| <b>Percentage Increase from Prior Year</b> |           | 105%      | 41%       | 43%       | 20%       | 11%       | 7%        | 4%        | 10%       | 8%        |

Elaine Hungenberg pulled 6.2.1 Policy GBEB Staff Personal Security and Safety, First Read, moving it to 7.1. to discuss as an Executive Board.

**6.1 Personnel**

**6.1.1 Appointments**

- 6.1.1.1 Rhandee Hubbard- Lunch Monitor
- 6.1.1.2 Gavin Milburn- Substitute Teacher
- 6.1.1.3 Kristy Morris – Substitute Teacher
- 6.1.1.4 Melissa Warehime – Substitute Teacher
- 6.1.1.5 Calvin Reder – Substitute Teacher
- 6.1.1.6 Aaron Aldrich – Substitute Teacher
- 6.1.1.7 Nicole Goddard – HS Assistant Volleyball Coach
- 6.1.1.8 Nicole Harris – HS Assistant Volleyball Coach
- 6.1.1.9 Danielle May – ES Intramurals Coach

**6.1.2 Terminations/Resignations**

- 6.1.2.1 Liz VeuCasovic - Substitute Teacher

**6.2 Policies**

- 6.2.1 Policy GBEB Staff Personal Security and Safety, First Read
- 6.2.2 Policy JFABB Admission of Non-Immigrant Foreign Exchange Students, First Read
- 6.2.3 Policy GCIE Professional Development, Second Read

**6.3 MS VEX Worlds 2024 Trip**

**6.4 HS VEX Worlds 2024 Trip**

**6.5 February 2024 Financials**

The motion was made by was made by John Feyen and seconded by Elaine Hungenberg to approve the consent agenda with the exception of 6.2.1 that was pulled and moved to 7.1. Members voted the following: Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Feyen; aye, Bartmann, aye. The motion passed unanimously.

## 6.2.1 POLICY GBEB

|  |  |
|--|--|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board  |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director  |
| <b>Date:</b>                             | March 15, 2024   |
| <b>Re:</b>                               | Policy GBEB Staff Personal Security & Safety   |
| <b>Agenda Item:</b>                      | 6.2.1  |
| <b>Pertinent Background Information:</b> | The policy revisions outlines the requirement for prompt notification of all employees by Windsor Charter Academy regarding colleagues placed on administrative leave due to circumstances posing potential safety risks or concerns in the workplace. |
| <b>Financial Considerations:</b>         | NA   |
| <b>Recommendation(s):</b>                | It is the recommendation to the Executive Board to approve Policy GBEB   |
| <b>Attachments:</b>                      | Policy GBEB Staff Personal Security & Safety   |



**Windsor**  
CHARTER ACADEMY  
GROWING LIFE-LONG LEARNERS  
**STAFF CONDUCT AND RESPONSIBILITIES**

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of Windsor Charter Academy.

As representatives of Windsor Charter Academy and role models for students, all staff must demonstrate and uphold high professional, ethical and moral standards. In conduct and interpersonal relationships, all staff members must recognize that they are in a position of trust and are being continuously observed by students and the community. Their manner, dress, courtesy, actions, and attitudes, both on and off campus, serve as models that influence the development of young people. The Windsor Charter Academy Executive Board and Administration expect staff members to be exemplary models. Staff members must conduct themselves in a manner that is consistent with the educational mission of Windsor Charter Academy and must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

### **Rules of Conduct**

Each staff member must observe rules of conduct established in law which specify that a school employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.

3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern. It is not considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Executive Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

The following behaviors should be avoided by staff:

- a. Being alone with an individual student out of the view of others, unless indicated on a student's individualized education plan (IEP), 504 plan or required service (e.g. vision or health screening).
- b. Inviting or allowing individual students to visit the staff member's home.
- c. Visiting a student's home or meeting the student at another location outside of school for non-educational purposes.

## **Child Abuse**

# Policy GBEB

All employees of Windsor Charter Academy who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The Executive Director is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is an employee of Windsor Charter Academy. Such information must remain confidential except that the Executive Director must notify the Colorado Department of Education of the child abuse investigation.

## **Possession of Deadly Weapons**

The provisions of the Executive Board's policy regarding public possession of deadly weapons on school property or in school buildings also applies to employees of Windsor Charter Academy. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

## **Felony/Misdemeanor Convictions**

If, subsequent to beginning employment with Windsor Charter Academy, Windsor Charter Academy has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, Windsor Charter Academy must make inquiries to the Department of Education for purposes of screening the employee.

In addition, Windsor Charter Academy must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Windsor Charter Academy must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-

based criminal history record check provide relevant information. Non-licensed employees must be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees must not be charged fees for processing fingerprints under these circumstances.

### **Unlawful Behavior Involving Children**

The Executive Board may make an inquiry with the Department of Education concerning whether any current employee of Windsor Charter Academy has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

### **Notification Concerning Arrests**

Windsor Charter Academy employees must notify Windsor Charter Academy when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation. Windsor Charter Academy must notify students' parents/guardians when employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

### **Personnel Addressing Health Care Treatment for Behavior Issues**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

### **Notification to Personnel**

**It is the policy of Windsor Charter Academy to promptly notify its employees when a colleague has been placed on administrative leave due to circumstances that could potentially impact the safety or well-being of the work environment. Administrative leave may be imposed in situations where an**



employee is under investigation for alleged misconduct, pending disciplinary action, or for any other reason deemed necessary by the administration to ensure the safety and integrity of the workplace.

## **Notification Procedure**

Upon placing an employee on administrative leave, the Human Resources Department or designated administrative authority shall promptly inform all relevant personnel, including supervisors and co-workers who may be directly impacted by the absence of the employee.

The notification shall be delivered in a timely manner, considering the urgency and sensitivity of the situation. Whenever possible, notification shall be made in person or via direct communication channels to ensure clarity and confidentiality.

The notification shall include relevant information regarding the reason for the administrative leave, the expected duration of the leave, and any interim arrangements or adjustments to workload or responsibilities necessitated by the absence of the employee.

In cases where the nature of the administrative leave involves potential safety concerns or other significant risks to the work environment, the administration may provide additional guidance or resources to assist employees in managing any associated challenges or concerns.

Employees receiving notification of a colleague's administrative leave are expected to respect the confidentiality of the situation and refrain from discussing or sharing information about the matter with unauthorized individuals.

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Windsor Charter Academy Executive Board

Adopted: September 2017

January 2019

October 2021

December 2021

**April 2024**

Legal References

C.R.S. 18-12-105.5

C.R.S. 18-12-214 (3)(b)

C.R.S. 19-3-308 (5.7)  
C.R.S. 22-32-109 (1)(ee)  
C.R.S. 22-32-109.1 (8)  
C.R.S. 22-32-109.7  
C.R.S. 22-32-109.8 (6)  
C.R.S. 22-32-109.9  
C.R.S. 22-32-110 (1)(k)  
C.R.S. 24-18-104  
C.R.S. 24-18-109  
C.R.S. 24-18-110

#### Cross References

JLC Student Health Services and Records  
JLF Reporting Child Abuse/Child Protection  
KDBA Parent Notification of Employee Criminal Charges  
KFA Public Conduct on Windsor Charter Academy Property

## 6.2.2 POLICY JFABB

|  |   |
|--|---|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board   |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director   |
| <b>Date:</b>                             | March 15, 2024  |
| <b>Re:</b>                               | Policy JFABB Foreign Exchange Students  |
| <b>Agenda Item:</b>                      | 6.2.2   |
| <b>Pertinent Background Information:</b> | The current policy will be adjusted so there are no restrictions for foreign exchange students with a J-1 visa as long as district residents have priority. |
| <b>Financial Considerations:</b>         | NA  |
| <b>Recommendation(s):</b>                | It is the recommendation to the Executive Board to approve Policy JFABB Admission of Non-Immigrant Foreign Exchange Students on first read.                 |
| <b>Attachments:</b>                      | Policy JFABB Admission of Non-Immigrant Foreign Exchange Students   |



## ADMISSION OF NON-IMMIGRANT FOREIGN EXCHANGE STUDENTS

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

**Windsor Charter Academy recognizes the education and cultural value of international exchange programs and foreign exchange students and authorizes the admission of a limited number of non-immigrant foreign exchange students to the education programs offered in Windsor Charter Academy's schools in accordance with this policy. Windsor Charter Academy reserves the right to deny admission to any student in accordance with applicable law. Foreign exchange students shall not be considered candidates for high school diplomas from the Windsor Charter Academy. However, these students may be awarded a certificate of completion and participate in graduation ceremonies. This policy applies to non-immigrant foreign exchange students who temporarily reside without their parents/legal guardians for the purpose of attending school and who qualify for a J-1 visa under regulations issued pursuant to the Immigration and Naturalization Act.**

**Students accepted in accordance with this policy must reside with a legal adult resident. This policy applies to students classified as either J-1 visa holders. This policy does not apply to resident aliens, political exiles, or students from other countries residing with their parents/legal guardian. To protect the interests of Windsor Charter Academy, its schools and students, only foreign exchange students from an exchange program designated by the United States Department of State will be considered approved exchange programs shall be admitted. Approved exchange programs are those classified as Designated Sponsor Organizations by the United States Department of State. Foreign exchange students admitted as part of an approved program are considered wards of the families with whom they reside. Foreign exchange students on J-1 visas are not required by law to pay tuition or reimburse Windsor Charter Academy for the annual unsubsidized per student cost for educating the student.**

## **Academic Requirements**

No student will be admitted who has already graduated from the equivalent of twelfth grade or who has reached the age of eighteen years and six months on or before the date of enrollment in Windsor Charter Academy. The student must have above average grades in school. Additionally, the student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. Students should have at least a score of 4 or 5 on an ELTIS proficiency test or a proficient score on other assessments provided by the foreign exchange company. Admission to concurrent enrollment programs will be based on the agreement between Windsor Charter Academy and cooperating institutions. Currently, foreign exchange students are not eligible for concurrent enrollment credit.

## **General Requirements**

- A. Foreign exchange students are responsible for complying with all Windsor Charter Academy policies, including eligibility requirements of the Colorado High School Activities Association.
- B. Foreign exchange students are expected to pay for meals, books, athletic and student activity feed, yearbook costs, and all other fees and expenses normally borne by students of Windsor Charter Academy, unless the student is considered indigent and/or determined eligible for free or reduced lunch price meals.
- C. The sponsor host family and a local program representative (if any) must maintain personal contact with the school and must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems, including the early return of the student if personal, family, or school difficulties cannot be resolved.
- D. If Windsor Charter Academy deems a student's grades, attendance, or conduct unsatisfactory, the student may be withdrawn, and the Department of Homeland Security will be notified through the Student Exchange Visitor Information System (SEVIS).
- E. Notwithstanding compliance with the English Language requirements for admission, if at any time the student's English proficiency is found to be insufficient to function in the regular instructional program without special assistance, the exchange program or private sponsor must provide a tutor or make other educational arrangements for the student at their expense. If the program or sponsor fails to do so, the student will be withdrawn and

the U.S Department of Homeland Security will be notified through the Student Exchange Visitor Information System (SEVIS).

- F. Foreign students are expected to be registered as full-time students with the appropriate number of classes required for full-time status. Foreign students are expected to maintain passing grades in all classes.

## Admissions Process

- Approval for admission must be obtained through normal registration processes at Windsor Charter Academy for the following academic year.
- The decision to admit a student outside of these guidelines and under unusual circumstances is at the sole discretion of Windsor Charter Academy.
- The principal or designee must screen all applicants before they are approved and the student is admitted to the Windsor Charter Academy.
- Enrollment of international exchange students in J-1 status is limited to no more than three foreign exchange students per building.
- Additional students may be approved at the principal's discretion, subject to available space.

## Students Are Prioritized

- Upon the student's arrival at Windsor Charter Academy, the adult sponsor (host family and/or local representative of the exchange program) and student must come to the school to complete the enrollment process. Students must arrive on the first day of school with sufficient time for attendance.
- In addition to Windsor Charter Academy's general admission requirements, foreign exchange students requesting admission must submit:
  1. Birth certificate or other proof of age.
  2. Recent official transcript with English translation reflecting courses taken and grades earned.
  3. Records showing required immunizations.
  4. A letter of application written in English that provides pertinent information about the student, including the student's name, age, birth date, home address, phone number, level of education, reasons for wanting to attend Windsor Charter Academy, and the projected duration of enrollment.
  5. The names address, and phone numbers of the foreign exchange student's own parents/guardians, the host family, and the local exchange program representative.

6. A current notarized temporary custody or temporary guardianship agreement between the student's parents/guardians and the host family.
  - a. If the foreign exchange agency cannot produce a custody or guardianship documents, they must attest that all legal requirements for custody or guardianship has been verified and completed by the company. This attestation should be submitted as part of the enrollment process and submitted to Windsor Charter Academy.

### **Admission Requirements for Non-Immigrant Foreign Exchange Students**

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

- A. No student will be admitted who has already graduated from the equivalent of twelfth grade or who has reached the age of 21 years on or before the date of enrollment at Windsor Charter Academy.
- B. The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. All students must have achieved an advance score on the SLEP to qualify.
- C. The student must have average or above average grades in school in their home country and must not require special education services in order to function in the regular academic program.
- D. Students who have previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in J-1 visa status may be considered under this policy.
- E. The principal or designee must screen all applicants before they are approved and the student is admitted at Windsor Charter Academy.

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

### **Admission Requirements Specific to J-1 Visa Holders**

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

## **General Requirements for All Non-Immigrant Foreign Exchange Students**

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

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



## Policy JFABB

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

---

Windsor Charter Academy Executive Board  
Adopted: November 2019  
December 2022

## 6.2.3 POLICY GCIE

|  |  |
|--|--|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board  |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director  |
| <b>Date:</b>                             | March 15, 2024   |
| <b>Re:</b>                               | Policy GCIE  |
| <b>Agenda Item:</b>                      | 6.2.3  |
| <b>Pertinent Background Information:</b> | Teachers and eligible personnel can increase their salary through professional development, or additional school credits. Staff will work with the Director of Curriculum, Instruction, and Innovation to determine the relevant credit hours submitted and answer any questions about requirements. Staff must provide official transcripts or proof of successful completion of hours to the Director of Curriculum, Instruction, and Innovation to determine the credits or hours earned. The policy revisions aim to provide clear guidelines on the criteria for credit approval and submission deadlines, enhancing transparency and understanding among stakeholders. |
| <b>Financial Considerations:</b>         | Staff will be able to increase their yearly salary through this policy. Additionally, staff is provided with relevant professional development throughout the year, as well as professional development opportunities.   |
| <b>Recommendation(s):</b>                | It is the recommendation to the Executive Board to approve Policy GCIE Professional Development on second read.  |
| <b>Attachments:</b>                      | Policy GCIE Professional Development   |



**Windsor**  
CHARTER ACADEMY  
GROWING LIFE-LONG LEARNERS  
**PROFESSIONAL DEVELOPMENT**

## **Credit Hours**

Teachers and other eligible personnel will have an opportunity to increase their salary by earning professional development credit.

The following credits are eligible for salary advancement.

1. Credit hours from a college and/or university.  
Up to two credit hours for supervision of a student teacher that is a semester in length; up to one credit for supervision of a practicum teacher. Supervision of a student teacher that is shared with one or more teachers shall have the credit hours prorated based on the number of supervising teachers during the semester.
2. Credit hours from professional development course offerings provided by Windsor Charter Academy.
3. Credit hours from professional development course offerings provided by external organizations that are approved in advance by the Director of Curriculum, Instruction, and Innovation.

Up to two credit hours of experiential learning (i.e. study abroad programs) can be applied for every 10 credits that are earned within three years of application for salary advancement. Credit hours are determined by the number of hours in experiential learning and not time for travel. Experiential learning must be specific to the content that the individual teaches.

Fifteen contact hours of professional development equals 1.0 credit. Course offerings eligible for credit approval must meet a minimum threshold of 0.25 credits. Professional development credits will be granted in increments of 0.25 credits only.

## **Approval of Credits**

A teacher or counselor must complete and submit a Windsor Charter Academy

Horizontal Advancement Application by March 31<sup>st</sup> to be considered for eligibility for the following school year.. The Director of Curriculum, Instruction, and Innovation will assess the submitted application to determine whether it includes a plan to complete ten credits that align with the relevant professional quality standards.

Eligible teachers and counselors must provide official transcripts or proof of successful completion, indicating the hours/credits earned, to the Director of Curriculum, Instruction, and Innovation by September 1st of the current school year.

The Director of Curriculum, Instruction, and Innovation shall review the request for advancement and make a determination on relevant credit hours submitted for licensure. Professional development course offerings must have relevance to the appropriate professional quality standards. In the case where the applicant disagrees with the decision of accepted credit hours, the Executive Director shall cause a review team to review the request for advancement. The review team shall consist of the Executive Director, Director of Curriculum, Instruction & Innovation, Director of Finance & HR, one Board Member, and one teacher or counselor. If, in the opinion of the review team, credits are not deemed sufficient with regard to relevance to appropriate licensure standards, the team may deny such credits toward advancement. If the review team finds in favor of the individual making the request, the credits shall count toward advancement. The findings of the team shall be final. In the case where a majority of the members of the review team cannot reach a decision, the team shall refer the decision to the Executive Board President and the decision of the Executive Board President shall be final.

## **Pay Increases**

Advancement granted in March shall be paid on the next contracted school year and be evident in the September payroll.

## **Other Considerations**

Teachers or counselors that are hired with a bachelor's or an advanced degree, but are not certified teachers or counselors, may wish to complete an alternative licensing program. Credit hours from professional development course offerings provided by external organizations for alternative licensing must be approved in advance by the Director of Curriculum, Instruction, and Innovation to be considered for horizontal movement.

Once a bachelor's degree or master's degree is obtained, hours for salary advancement must be earned after the date the degree was granted.

Credit for advancement shall not be granted for course work or other professional development activities completed more than seven (7) years prior to the date of the request for advancement.

---

Windsor Charter Academy Executive Board  
September 2007  
February 2016  
November 2017  
March 2021  
April 2022  
March 2023



## 6.3 MS VEX WORLDS 2024 TRIP

|  |   |
|--|---|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board   |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director   |
| <b>Date:</b>                             | March 15, 2024  |
| <b>Re:</b>                               | MS VEX World's 2024 Trip  |
| <b>Agenda Item:</b>                      | 6.3   |
| <b>Pertinent Background Information:</b> | The MS VEX Robotics Team has qualified for the World's 2024 Competition.                                    |
| <b>Financial Considerations:</b>         | There is no financial implication for Windsor Charter Academy. The club members are responsible for travel. |
| <b>Recommendation(s):</b>                | It is the recommendation to the Executive Board to approve the MS VEX Robotics World 2024 trip.             |
| <b>Attachments:</b>                      | VEX Robotics World 2024 Out-of-State Travel Request Form  |

## 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 MS**

Sponsor:

Sponsor's Phone Number:

Departure Date: **April 27, 2024**

Return Date: **May 1, 2024**

Estimated Number of Student Participants: **5**

---

**Destination(s): Dallas Texas vex worlds**

What class, program, or subject area is this field trip related to? **VEX Robotics club**

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

---

### 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.)

| Time     | Location                               | Activity (including transportation)  |
|----------|--|--------------------------------------|
| 4/27 TBD | Denver Intl Airport                    | Flight to Dallas, TX                 |
| 4/27 TBD | Hotel, Dallas, TX                      | Uber from airport to hotel           |
| 4/27-5/1 | Kay Bailey Hutchison Convention Center | Walk to/from convention center/hotel |
| 5/1      | Dallas Ft Worth Airport                | Flight to Denver                     |
|          |  |                                      |
|          |  |                                      |
|          |  |                                      |
|          |  |                                      |
|          |  |                                      |

---

### Lodging

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

#1 Lodging Dates: **April 24-27, 2024**  
 Business Name: **Fairfield Inn and Suites, Dallas Downtown**  
 Phone Number: **214-573-6555**  
 Business Address: **555 Evergreen St, Dallas, TX 75201**  
**TBD Final location**

---

### Student Roster

| Overnight Medication Form? | Student Name    | Grade |
|----------------------------|-----------------|-------|
| No medications needed      | Ryker Lind      | 7     |
| No medications needed      | Ryan Marini     | 7     |
|                            | Joshua Castillo | 7     |
|                            | Jack Jacobson   | 7     |
|                            | Asher Gutzman   | 7     |



---

### Chaperones

Proposed number of adult chaperones: 2 min - 5 Expected by parents

The student participants will be (X one):

|                                     |            |                          |              |                          |       |
|-------------------------------------|------------|--------------------------|--------------|--------------------------|-------|
| <input checked="" type="checkbox"/> | Males Only | <input type="checkbox"/> | Females Only | <input type="checkbox"/> | Both* |
|-------------------------------------|------------|--------------------------|--------------|--------------------------|-------|

\* Please list the primary male and primary female sponsor/chaperone traveling with the group:

Male (X one): **Gerald Castillo**

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

If an employee (X one):

|                                     |           |                          |            |                          |               |
|-------------------------------------|-----------|--------------------------|------------|--------------------------|---------------|
| <input checked="" type="checkbox"/> | Certified | <input type="checkbox"/> | Classified | <input type="checkbox"/> | Administrator |
|-------------------------------------|-----------|--------------------------|------------|--------------------------|---------------|

Female (X one): **Casey Hicks**

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

If an employee (X one):

|                                     |           |                          |            |                          |               |
|-------------------------------------|-----------|--------------------------|------------|--------------------------|---------------|
| <input checked="" type="checkbox"/> | Certified | <input type="checkbox"/> | Classified | <input type="checkbox"/> | Administrator |
|-------------------------------------|-----------|--------------------------|------------|--------------------------|---------------|

---

### 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? **No**

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): **Commercial airline- parents will drive kids to the airport**

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): **Uber for transportation between airport and hotel, otherwise walking, Possible Rental SUV.**

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): **Commercial airline- parents will pick up from the airport**

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.

|   |              |  |                      |  |         |
|---|--------------|--|----------------------|--|---------|
| X | WCA Employee |  | WCA Parent Volunteer |  | Student |
|---|--------------|--|----------------------|--|---------|

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.

**April 27 - flight to Dallas, Uber to hotel, check in at convention center**  
**April 28 - competition at convention center**  
**April 29 - competition at convention center**  
**April 30 - competition at convention center**  
**May 1 - flight to Denver**

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? **No**

Who will be responsible for the safekeeping of funds? **N/A**

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

**School**

How will funds be raised for this trip? **TBD- Sponsorship & Individuals**

Has a budget been developed for the trip? **Yes ([Here](#))**

---

### 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?

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? **Gerald Castillo**

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

---

---

**Principal Review**

|                          |                    |                          |         |
|--------------------------|--------------------|--------------------------|---------|
| <input type="checkbox"/> | Recommend Approval | <input type="checkbox"/> | Denying |
|--------------------------|--------------------|--------------------------|---------|

Principal's Signature:

*Kelly Seilbach*

---

**Executive Director Review**

|   |                    |                          |         |
|---|--------------------|--------------------------|---------|
| X | Recommend Approval | <input type="checkbox"/> | Denying |
|---|--------------------|--------------------------|---------|

Executive Director's Signature:

*Rebecca Staples*

## 6.4 HS VEX WORLDS 2024 TRIP

|  |   |
|--|---|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board   |
| <b>From:</b>                             | Dr. Rebecca Teeples, Executive Director   |
| <b>Date:</b>                             | March 15, 2024  |
| <b>Re:</b>                               | HS VEX World's 2024 Trip  |
| <b>Agenda Item:</b>                      | 6.4   |
| <b>Pertinent Background Information:</b> | The HS VEX Robotics Team has qualified for the World's 2024 Competition.                                    |
| <b>Financial Considerations:</b>         | There is no financial implication for Windsor Charter Academy. The club members are responsible for travel. |
| <b>Recommendation(s):</b>                | It is the recommendation to the Executive Board to approve the HS VEX Robotics World 2024 trip.             |
| <b>Attachments:</b>                      | VEX Robotics World 2024 Out-of-State Travel Request Form  |

## 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: **?**

Sponsor's Phone Number: **?**

Departure Date: **April 24, 2024**

Return Date: **April 28, 2024**

Estimated Number of Student Participants: **5**

---

### Destination(s):

What class, program, or subject area is this field trip related to? **VEX Robotics club**

What is the destination for the field trip? If there are more than one destination, please list them all. **Destination: Dallas, TX**

---

### 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.)

| Time     | Location                               | Activity (including transportation)  |
|----------|--|--------------------------------------|
| 4/24 TBD | Denver Intl Airport                    | Flight to Dallas, TX                 |
| 4/24 TBD | Hotel, Dallas, TX                      | Uber from airport to hotel           |
| 4/25-27  | Kay Bailey Hutchison Convention Center | Walk to/from convention center/hotel |
| 4/28     | Dallas Ft Worth Airport                | Flight to Denver                     |
|          |  |                                      |

\*Parents will drive to/from airport

---

### Lodging

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

#1 Lodging Dates: **April 24-27, 2024**

Business Name: **Fairfield Inn and Suites, Dallas Downtown**

Phone Number: **214-573-6555**

Business Address: **555 Evergreen St, Dallas, TX 75201**

---

### Student Roster

| Overnight Medication Form? | Student Name      | Grade |
|----------------------------|-------------------|-------|
|                            | Kendall Albertsen | 11    |
|                            | Ethan Majchrowski | 11    |
|                            | Jonathan Southam  | 11    |
|                            | Matthew Beckage   | 11    |
|                            | Alexander Loftin  | 11    |

---

### Chaperones

Proposed number of adult chaperones: **2**

The student participants will be (X one):

|                                     |            |                          |              |                          |       |
|-------------------------------------|------------|--------------------------|--------------|--------------------------|-------|
| <input checked="" type="checkbox"/> | Males Only | <input type="checkbox"/> | Females Only | <input type="checkbox"/> | Both* |
|-------------------------------------|------------|--------------------------|--------------|--------------------------|-------|

\* Please list the primary male and primary female sponsor/chaperone traveling with the group:

Male (X one): **Jerry Castillo**

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

If an employee (X one):

|                          |           |                          |            |                          |               |
|--------------------------|-----------|--------------------------|------------|--------------------------|---------------|
| <input type="checkbox"/> | Certified | <input type="checkbox"/> | Classified | <input type="checkbox"/> | Administrator |
|--------------------------|-----------|--------------------------|------------|--------------------------|---------------|

Female (X one): **Casey Hicks**

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

If an employee (X one):

|                                     |           |                          |            |                          |               |
|-------------------------------------|-----------|--------------------------|------------|--------------------------|---------------|
| <input checked="" type="checkbox"/> | Certified | <input type="checkbox"/> | Classified | <input type="checkbox"/> | Administrator |
|-------------------------------------|-----------|--------------------------|------------|--------------------------|---------------|

---

### 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? **No**



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): **Commercial airline- parents will drive kids to the airport**

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): **Uber for transportation between airport and hotel, otherwise walking**

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): **Commercial airline- parents will pick up from the airport**

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.

|                          |              |                          |                      |                          |         |
|--------------------------|--------------|--------------------------|----------------------|--------------------------|---------|
| <input type="checkbox"/> | WCA Employee | <input type="checkbox"/> | WCA Parent Volunteer | <input type="checkbox"/> | Student |
|--------------------------|--------------|--------------------------|----------------------|--------------------------|---------|

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.

- April 24 - flight to Dallas, Uber to hotel, check in at convention center**
- April 25 - competition at convention center**
- April 26 - competition at convention center**
- April 27 - competition at convention center**
- April 28 - flight to Denver**

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? **No**

Who will be responsible for the safekeeping of funds? **N/A**

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

**School**

How will funds be raised for this trip? **TBD- Sponsorship & Individuals**

Has a budget been developed for the trip? **Yes ([Here](#))**

---

### 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?

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? **Casey Hicks**

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

---

---

**Principal Review**

|   |                    |  |         |
|---|--------------------|--|---------|
| X | Recommend Approval |  | Denying |
|---|--------------------|--|---------|

Principal's Signature: *Hannah Mancina*

---

**Executive Director Review**

|  |                    |  |         |
|--|--------------------|--|---------|
|  | Recommend Approval |  | Denying |
|--|--------------------|--|---------|

Executive Director's Signature: *Rebecca Staples*

## 6.5 FINANCIALS

|  |  |
|--|--|
| <b>Memorandum To:</b>                    | Windsor Charter Academy Executive Board  |
| <b>From:</b>                             | SarahGennie Colazio, Director of Finance & HR  |
| <b>Date:</b>                             | March 15, 2024   |
| <b>Re:</b>                               | February 2024 Financials   |
| <b>Agenda Item:</b>                      | 6.5  |
| <b>Pertinent Background Information:</b> | The Finance Committee reviewed the February 2024 financials.   |
| <b>Financial Considerations:</b>         | The recommended February 2024 financials show that Windsor Charter Academy is on track for its 2023-2024 budget. |
| <b>Recommendation(s):</b>                | It is the recommendation of the Finance Committee to approve the February 2024 financials.                       |
| <b>Attachments:</b>                      | February 2024 Financials   |

---

## Committee

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

Paige Adams, Member  
Matt Meuli, Member- absent  
Sara Bakula, Member

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

---

## Agenda 3.20.24

### Meeting called to order at 4:02pm

1. Review February Financials
  - a. Rev & Exp
  - b. Balance Sheet
  - c. Student Fund Financials
  - d. Credit Card Statement
  - e. Purchases Detail (Check Debit Register)
  - f. Motion to recommend February financials to Board by John; second by Donna.  
motion passes unanimously.
2. Review 2024-2025 Proposed Budget
3. Next Meeting **Wednesday April 17th, 4:00pm.**

### Meeting adjourned at 4:53pm

# Rev and Exp as of 2.29.24

Printed: 3/19/2024 3:07 PM  
Windsor Charter Academy

| Charter School 11       |   |                         |                      |                      |               |                |
|-------------------------|---|-------------------------|----------------------|----------------------|---------------|----------------|
| Account Type            | I   | Revenue                 |                      |                      |               |                |
| Source of Revenue/Objec | 1500  | Earnings on Investments |                      |                      |               |                |
| Description             |   | Y.T.D. Activity         | Amended Budget       | Budget Balance       | % of Budget   |                |
| 1500                    | Earnings on Investments                       | 153,540.15              | 57,502.00            | (96,038.15)          | 267.02        |                |
| 1700                    | Pupil Activities                              | 83,210.00               | 84,186.00            | 976.00               | 98.84         |                |
| 1900                    | Other Revenue from Local Sources              | 5,323,001.64            | 16,130,546.00        | 10,807,544.36        | 33.00         |                |
| 3000                    | Revenue from State Sources                    | 167,850.00              | 167,850.00           | 0.00                 | 100.00        |                |
| 3900                    | Other Revenue From State Sources              | 372,013.23              | 673,425.00           | 301,411.77           | 55.24         |                |
| 5200                    | Interfund Transfers                           | 0.00                    | 1,040,000.00         | 1,040,000.00         | 0.00          |                |
| 5600                    | Direct Allocations                            | 11,491,202.33           | 17,110,488.00        | 5,619,285.67         | 67.16         |                |
| I                       | Revenue                                       | <u>17,590,817.35</u>    | <u>35,263,997.00</u> | <u>17,673,179.65</u> | <u>49.88</u>  | * Account Type |
| 0100                    | Salaries                                      | 5,626,662.46            | 9,515,268.00         | 3,888,605.54         | 59.13         |                |
| 0200                    | Employee Benefits                             | 1,758,205.88            | 3,764,444.00         | 2,006,238.12         | 46.71         |                |
| 0300                    | Purchased Professional and Technical Services | 62,024.33               | 118,691.00           | 56,666.67            | 52.26         |                |
| 0400                    | Purchased Property Services                   | 1,240,801.33            | 1,975,274.00         | 734,472.67           | 62.82         |                |
| 0500                    | Other Purchased Services                      | 1,434,597.48            | 1,837,583.00         | 402,985.52           | 78.07         |                |
| 0600                    | Supplies                                      | 355,894.90              | 658,480.36           | 302,585.46           | 54.05         |                |
| 0700                    | Property                                      | 6,616,285.75            | 16,891,013.00        | 10,274,727.25        | 39.17         |                |
| 0800                    | Other Objects                                 | 47,902.88               | 113,381.00           | 65,478.12            | 42.25         |                |
| X                       | Expense                                       | <u>17,142,375.01</u>    | <u>34,874,134.36</u> | <u>17,731,759.35</u> | <u>49.15</u>  | * Account Type |
| 11                      | Charter School                                | <u>(448,442.34)</u>     | <u>(389,862.64)</u>  | <u>58,579.70</u>     | <u>115.03</u> | Fund           |

# Rev and Exp as of 2.29.24

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Windsor Charter Academy

| Food Service Fund 21    |   |                         |                           |                            |                       |                |
|-------------------------|---|-------------------------|---------------------------|----------------------------|-----------------------|----------------|
| Account Type            | I   | Revenue                 |                           |                            |                       |                |
| Source of Revenue/Objec | 1600  | Food Services           |                           |                            |                       |                |
| Description             |   | Y.T.D. Activity         | Amended Budget            | Budget Balance             | % of Budget           |                |
| 1600                    | Food Services                                 | 1,392.86                | 0.00                      | (1,392.86)                 | 0.00                  |                |
| 1900                    | Other Revenue from Local Sources              | 21,731.65               | 37,000.00                 | 15,268.35                  | 58.73                 |                |
| 3100                    | Categorical Revenue                           | 3,870.43                | 0.00                      | (3,870.43)                 | 0.00                  |                |
| 3900                    | Other Revenue From State Sources              | 456,298.25              | 955,323.99                | 499,025.74                 | 47.76                 |                |
| I                       | Revenue                                       | <u>483,293.19</u>       | <u>992,323.99</u>         | <u>509,030.80</u>          | <u>48.70</u>          | * Account Type |
| 0100                    | Salaries                                      | 196,584.03              | 311,283.44                | 114,699.41                 | 63.15                 |                |
| 0200                    | Employee Benefits                             | 86,932.95               | 150,343.16                | 63,410.21                  | 57.82                 |                |
| 0300                    | Purchased Professional and Technical Services | (15.62)                 | 0.00                      | 15.62                      | 0.00                  |                |
| 0400                    | Purchased Property Services                   | 374.53                  | 1,000.00                  | 625.47                     | 37.45                 |                |
| 0500                    | Other Purchased Services                      | 16,722.35               | 47,750.00                 | 31,027.65                  | 35.02                 |                |
| 0600                    | Supplies                                      | 230,936.85              | 327,642.99                | 96,706.14                  | 70.48                 |                |
| 0700                    | Property                                      | (5,137.38)              | 1,600.00                  | 6,737.38                   | -321.09               |                |
| 0800                    | Other Objects                                 | 49,951.72               | 92,750.00                 | 42,798.28                  | 53.86                 |                |
| X                       | Expense                                       | <u>576,349.43</u>       | <u>932,369.59</u>         | <u>356,020.16</u>          | <u>61.82</u>          | * Account Type |
| 21                      | Food Service Fund                             | <u><u>93,056.24</u></u> | <u><u>(59,954.40)</u></u> | <u><u>(153,010.64)</u></u> | <u><u>-155.21</u></u> | Fund           |

# Rev and Exp as of 2.29.24

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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                  | Amended Budget    | Budget Balance    | % of Budget   |                |
| 1900                    | Other Revenue from Local Sources | 444,467.33                       | 0.00              | (444,467.33)      | 0.00          |                |
| I                       | Revenue                          | 444,467.33                       | 0.00              | (444,467.33)      | 0.00          | * Account Type |
| 0600                    | Supplies                         | 192,746.70                       | 364,785.75        | 172,039.05        | 52.84         |                |
| X                       | Expense                          | 192,746.70                       | 364,785.75        | 172,039.05        | 52.84         | * Account Type |
| 23                      | Pupil Activity Fund              | <u>(251,720.63)</u>              | <u>364,785.75</u> | <u>616,506.38</u> | <u>-69.01</u> | Fund           |



# Rev and Exp as of 2.29.24

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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         | Amended Budget      | Budget Balance        | % of Budget                 |
| 1500                    | Earnings on Investments           | 89,917.43               | 100,800.00          | 10,882.57             | 89.20                       |
| 1900                    | Other Revenue from Local Sources  | 925,766.62              | 1,485,213.00        | 559,446.38            | 62.33                       |
| 2000                    | Revenue from Intermediate Sources | 4,673.46                | 15,000.00           | 10,326.54             | 31.16                       |
| I                       | Revenue                           | <u>1,020,357.51</u>     | <u>1,601,013.00</u> | <u>580,655.49</u>     | <u>63.73</u> * Account Type |
| 0700                    | Property                          | 0.00                    | 525,000.00          | 525,000.00            | 0.00                        |
| 0800                    | Other Objects                     | 888,590.08              | 1,464,270.00        | 575,679.92            | 60.68                       |
| 0900                    | Other Uses of Funds               | 0.00                    | 115,800.00          | 115,800.00            | 0.00                        |
| X                       | Expense                           | <u>888,590.08</u>       | <u>2,105,070.00</u> | <u>1,216,479.92</u>   | <u>42.21</u> * Account Type |
| 61                      | Building Corporation              | <u>(131,767.43)</u>     | <u>504,057.00</u>   | <u>635,824.43</u>     | <u>-26.14</u> Fund          |
|                         | Report Total:                     | <u>738,874.16</u>       | <u>(419,025.71)</u> | <u>(1,157,899.87)</u> | <u>-176.33</u>              |

# Balance Sheet

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Windsor Charter Academy

| Charter School 11                       |   |                |                       |                     |                       |                                   |
|---|---|----------------|-----------------------|---------------------|-----------------------|-----------------------------------|
| Account Class                           | 8100                                    | Current Assets |                       |                     |                       |                                   |
|   | Description                             |                | Y.T.D. Bal.Frwd.      | M.T.D. Activity     | Y.T.D. Activity       | State Account Number              |
| <b>Current Assets</b>                   |   |                |                       |                     |                       |                                   |
|   | Bingo Checking Acct 1stBank             |                | 551.11                | 0.00                | 551.11                | 11-950-00-0000-8101-000-0000      |
|   | General Fund Checking 1stBANK           |                | 2,883,720.60          | (1,025,396.15)      | 1,858,324.45          | 11-950-00-0000-8102-000-0000      |
|   | Health Insurance Checking 1stBank       |                | 439,633.66            | (7,774.15)          | 431,859.51            | 11-950-00-0000-8102-000-0000      |
|   | COLOTRUST Account                       |                | 3,932,816.68          | 17,224.13           | 3,950,040.81          | 11-950-00-0000-8102-000-0000-9393 |
|   | Savings 1stBANK                         |                | 508,747.01            | 1,818.95            | 510,565.96            | 11-950-00-0000-8102-000-0000-9393 |
|   | Savings 1stBANK- CC                     |                | 102,368.34            | 200.81              | 102,569.15            | 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      |
|   | Food Service Petty Cash                 |                | 133.00                | 0.00                | 133.00                | 11-950-31-0000-8103-000-0000      |
|   | Due From Food Service                   |                | 266,127.74            | 34,584.40           | 300,712.14            | 11-950-31-0000-8141-000-0000      |
| <b>8100</b>                             | <b>Current Assets</b>                   |                | <u>8,134,198.91</u>   | <u>(979,342.01)</u> | <u>7,154,856.90</u>   | * Account Class                   |
| <b>Fixed Assets</b>                     |   |                |                       |                     |                       |                                   |
|   | Construction in progress                |                | 1,458,328.93          | 0.00                | 1,458,328.93          | 11-950-00-0000-8231-000-0000-9393 |
| <b>8200</b>                             | <b>Fixed Assets</b>                     |                | <u>1,458,328.93</u>   | <u>0.00</u>         | <u>1,458,328.93</u>   | * Account Class                   |
| <b>Liabilities</b>                      |   |                |                       |                     |                       |                                   |
|   | Accounts Payable                        |                | (311,000.53)          | 213,740.81          | (97,259.72)           | 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                        |                | (9,121.66)            | 9,121.66            | 0.00                  | 11-950-00-0000-7461-000-0000      |
|   | BOCES Tuition Deduction                 |                | 3,150.00              | (525.00)            | 2,625.00              | 11-950-00-0000-7471-000-0000      |
|   | Deferred Grant Revenue                  |                | (11,171.94)           | 0.00                | (11,171.94)           | 11-950-00-0000-7482-000-0000-9393 |
|   | Health/Dental/Vision Liab               |                | 0.00                  | (15,640.23)         | (15,640.23)           | 11-950-05-0000-7471-000-0000      |
| <b>7400</b>                             | <b>Liabilities</b>                      |                | <u>(328,944.13)</u>   | <u>206,697.24</u>   | <u>(122,246.89)</u>   | * Account Class                   |
| <b>Reserved Co Dept of Ed use only.</b> |   |                |                       |                     |                       |                                   |
|   | Tabor Reserve                           |                | (459,000.00)          | 0.00                | (459,000.00)          | 11-950-00-0000-6721-000-0000      |
|   | Unreserved Fund Balance                 |                | (7,583,496.60)        | 0.00                | (7,583,496.60)        | 11-950-00-0000-6770-000-0000      |
|   | Gen Fund Net Income/Loss                |                | (1,221,087.11)        | 772,644.77          | (448,442.34)          | 11-950-00-0000-6775-000-0000      |
| <b>6100</b>                             | <b>Reserved Co Dept of Ed use only.</b> |                | <u>(9,263,583.71)</u> | <u>772,644.77</u>   | <u>(8,490,938.94)</u> | * Account Class                   |
| <b>11</b>                               | <b>Charter School</b>                   |                | <u>0.00</u>           | <u>0.00</u>         | <u>0.00</u>           | Fund                              |

# Balance Sheet

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Windsor Charter Academy

| Food Service Fund 21                    |   |   |                     |                    |                     |                                   |
|---|---|---|---------------------|--------------------|---------------------|-----------------------------------|
| Account Class                           | 8100                                    | Current Assets                            |                     |                    |                     |                                   |
|   | Description                             |   | Y.T.D. Bal.Frwd.    | M.T.D. Activity    | Y.T.D. Activity     | State Account Number              |
| <b>Current Assets</b>                   |   |   |                     |                    |                     |                                   |
|   |   | Food Service Checking 1stBANK             | 171,885.42          | 22,019.44          | 193,904.86          | 21-950-00-0000-8102-000-0000-9393 |
|   |   | Accounts Receivable Food Service          | 118,878.33          | (56,979.93)        | 61,898.40           | 21-950-31-0000-8153-000-0000      |
| <b>8100</b>                             | <b>Current Assets</b>                   |   | <u>290,763.75</u>   | <u>(34,960.49)</u> | <u>255,803.26</u>   | * Account Class                   |
| <b>Liabilities</b>                      |   |   |                     |                    |                     |                                   |
|   |   | Accounts Payable- Food Service            | (15,781.38)         | 7,963.31           | (7,818.07)          | 21-950-00-0000-7421-000-0000      |
|   |   | Due to GF                                 | (266,127.78)        | (34,584.40)        | (300,712.18)        | 21-950-31-0000-7402-000-0000-9393 |
|   |   | TITAN Account Bal Liability- Food Service | (23,156.06)         | (1,710.79)         | (24,866.85)         | 21-950-31-0000-7481-000-0000-9393 |
| <b>7400</b>                             | <b>Liabilities</b>                      |   | <u>(305,065.22)</u> | <u>(28,331.88)</u> | <u>(333,397.10)</u> | * Account Class                   |
| <b>Reserved Co Dept of Ed use only.</b> |   |   |                     |                    |                     |                                   |
|   |   | Food Services Unreserved Fund Balance     | (15,462.40)         | 0.00               | (15,462.40)         | 21-950-00-0000-6770-000-0000      |
|   |   | Food Services Net Income/Loss             | 29,763.87           | 63,292.37          | 93,056.24           | 21-950-00-0000-6775-000-0000      |
| <b>6100</b>                             | <b>Reserved Co Dept of Ed use only.</b> |   | <u>14,301.47</u>    | <u>63,292.37</u>   | <u>77,593.84</u>    | * Account Class                   |
| <b>21</b>                               | <b>Food Service Fund</b>                |   | <u><u>0.00</u></u>  | <u><u>0.00</u></u> | <u><u>0.00</u></u>  | Fund                              |

# Balance Sheet

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Windsor Charter Academy

| Pupil Activity Fund 23                  |   |                              |                     |                    |                     |                              |
|---|---|------------------------------|---------------------|--------------------|---------------------|------------------------------|
| Account Class                           | 8100                                    | Current Assets               |                     |                    |                     |                              |
|   | Description                             |                              | Y.T.D. Bal.Frwd.    | M.T.D. Activity    | Y.T.D. Activity     | State Account Number         |
| <b>Current Assets</b>                   |   |                              |                     |                    |                     |                              |
|   |   | SF Checking 1stBank          | 247,964.31          | 8,577.81           | 256,542.12          | 23-950-00-0000-8100-000-0000 |
|   |   | SF Checking Arbiter Athletic | 5,010.81            | (1,725.00)         | 3,285.81            | 23-950-00-0000-8100-000-0000 |
| <b>8100</b>                             | <b>Current Assets</b>                   |                              | <u>252,975.12</u>   | <u>6,852.81</u>    | <u>259,827.93</u>   | * Account Class              |
| <b>Liabilities</b>                      |   |                              |                     |                    |                     |                              |
|   |   | Bus Liab Due to GF           | (209.25)            | 81.00              | (128.25)            | 23-950-00-0000-7400-000-0000 |
|   |   | MSHS Activity Accts Payable  | (9,184.88)          | 1,205.83           | (7,979.05)          | 23-950-00-0000-7421-000-0000 |
| <b>7400</b>                             | <b>Liabilities</b>                      |                              | <u>(9,394.13)</u>   | <u>1,286.83</u>    | <u>(8,107.30)</u>   | * Account Class              |
| <b>Reserved Co Dept of Ed use only.</b> |   |                              |                     |                    |                     |                              |
|   |   | Activity Net Income/Loss     | (243,580.99)        | (8,139.64)         | (251,720.63)        | 23-950-00-0000-6775-000-0000 |
| <b>6100</b>                             | <b>Reserved Co Dept of Ed use only.</b> |                              | <u>(243,580.99)</u> | <u>(8,139.64)</u>  | <u>(251,720.63)</u> | * Account Class              |
| <b>23</b>                               | <b>Pupil Activity Fund</b>              |                              | <u><u>0.00</u></u>  | <u><u>0.00</u></u> | <u><u>0.00</u></u>  | Fund                         |

# Balance Sheet

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Windsor Charter Academy

| Building Corporation 61                 |   |                        |                     |                        |                                   |
|---|---|------------------------|---------------------|------------------------|-----------------------------------|
| Account Class                           | 8100                                    | Current Assets         |                     |                        |                                   |
|   | Description                             | Y.T.D. Bal.Frwd.       | M.T.D. Activity     | Y.T.D. Activity        | State Account Number              |
| <b>Current Assets</b>                   |   |                        |                     |                        |                                   |
|   | Bldg Corp Gain on 2021 Refunding        | (339,463.60)           | 0.00                | (339,463.60)           | 61-950-00-5100-8193-000-0000      |
|   | Bldg Corp Reserve Fund-2020             | 1,392,367.83           | (535.08)            | 1,391,832.75           | 61-950-65-0000-8105-000-0000-9393 |
|   | Bldg Corp Interest Fund-2020            | 210,854.08             | 39,278.09           | 250,132.17             | 61-950-65-0000-8105-000-0000-9393 |
|   | Bldg Corp Reserve Fund-2021             | 990,943.86             | (20,030.59)         | 970,913.27             | 61-950-65-0000-8105-000-0000-9393 |
|   | Bldg Corp Interest Fund-2021            | 271,955.39             | 73,779.78           | 345,735.17             | 61-950-65-0000-8105-000-0000-9393 |
|   | Bldg Corp Principal Fund-2021           | 172,754.56             | 34,925.42           | 207,679.98             | 61-950-65-0000-8105-000-0000-9393 |
| <b>8100</b>                             | <b>Current Assets</b>                   | <u>2,699,412.12</u>    | <u>127,417.62</u>   | <u>2,826,829.74</u>    | * Account Class                   |
| <b>Fixed Assets</b>                     |   |                        |                     |                        |                                   |
|   | Bldg Corp Land-Elem                     | 692,451.00             | 0.00                | 692,451.00             | 61-950-00-0000-8211-000-0000      |
|   | Bldg Corp Land-MSHS                     | 1,060,000.00           | 0.00                | 1,060,000.00           | 61-950-00-0000-8211-000-0000      |
|   | Bldg Corp Water Shares 2017             | 92,000.00              | 0.00                | 92,000.00              | 61-950-00-0000-8211-000-0000      |
|   | Bldg Corp Building & Imp ELEM           | 9,172,903.94           | 0.00                | 9,172,903.94           | 61-950-00-0000-8231-000-0000      |
|   | Bldg Corp Building & Imp MSHS           | 14,261,329.03          | 0.00                | 14,261,329.03          | 61-950-00-0000-8231-000-0000      |
|   | Bldg Corp Accum Depr ELEM               | (4,428,480.61)         | 0.00                | (4,428,480.61)         | 61-950-00-0000-8232-000-0000      |
| <b>8200</b>                             | <b>Fixed Assets</b>                     | <u>20,850,203.36</u>   | <u>0.00</u>         | <u>20,850,203.36</u>   | * Account Class                   |
| <b>Liabilities</b>                      |   |                        |                     |                        |                                   |
|   | Bldg Corp Premium on Bonds              | (3,432,418.00)         | 0.00                | (3,432,418.00)         | 61-950-00-0000-7443-000-0000      |
|   | Bldg Corp Loans Payable                 | (24,935,000.00)        | 0.00                | (24,935,000.00)        | 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      |
| <b>7400</b>                             | <b>Liabilities</b>                      | <u>(28,704,901.35)</u> | <u>0.00</u>         | <u>(28,704,901.35)</u> | * Account Class                   |
| <b>Reserved Co Dept of Ed use only.</b> |   |                        |                     |                        |                                   |
|   | Bldg Corp Unreserved Fund Bal           | 5,159,635.68           | 0.00                | 5,159,635.68           | 61-950-00-0000-6720-000-0000      |
|   | Bldg Corp Net Income/Loss               | (4,349.81)             | (127,417.62)        | (131,767.43)           | 61-950-00-0000-6775-000-0000      |
| <b>6100</b>                             | <b>Reserved Co Dept of Ed use only.</b> | <u>5,155,285.87</u>    | <u>(127,417.62)</u> | <u>5,027,868.25</u>    | * Account Class                   |
| <b>61</b>                               | <b>Building Corporation</b>             | <u>0.00</u>            | <u>0.00</u>         | <u>0.00</u>            | Fund                              |
|   | <b>Report Total:</b>                    | <u>0.00</u>            | <u>0.00</u>         | <u>0.00</u>            |                                   |

**7.1** Policy GBEB Staff Personal Security and Safety, First Read  
The Executive Board discussed Policy GBEB Staff Personal Security and Safety, First Read. The Executive Board tabled it until the April 22 Executive Board meeting.



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:

1. Conduct discussions regarding the purchase, acquisition, lease, transfer or sale of property, C.R.S. §24-6-402(4)(a)
2. 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)
3. 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)
4. Discuss security arrangements or investigations, C.R.S. §24-6-402(4)(d)
5. Conduct discussions regarding the Charter's position, strategies, and bargaining instructions regarding collective bargaining negotiations, C.R.S. §24-6-402(4)(e)
6. 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)
7. To consider any documents which are protected from disclosure by the Colorado Open Records Act, C.R.S. §24-6-402(4)(g)
8. Discuss individual students where public disclosure would adversely affect the person or persons involved, C.R.S. §24-6-402(4)(h)



The motion was made by was made by John Feyen and seconded by Elaine Hungenberg to adjourn. Members voted the following: Feyen; aye, Hungenberg, aye; James, aye; Mader, aye; Ojala, aye; Bartmann, aye. The motion passed unanimously. The Executive Board adjourned at 9:53 p.m.