



*Windsor Charter Academy  
680 Academy Court  
Windsor, Colorado 80550*

**BUILDING ACCREDITATION REPORT  
2008-2009**

**► Advisory Council Members and Title**

<b>Name:</b>	<b>Title/Position:</b>
Tracy Stanford	Principal
Jamie Powell	Board of Director Member, Parent
Belle Lucas	Parent
Donna James	Parent
Kristen Christiansen	Parent
Ann Marie Freeborn	Parent
Heather Kenney	Parent
Lynn Gormley	Parent

**► Accreditation Review Committee**

<b>Nmae:</b>	<b>Title/Position:</b>
Karen Trusler	Superintendent
Jeanne Findley	Director of Instruction
Jay Tapia	Principal, Middle School #2
Dan Seegmiller	Principal, Tozer Primary School
Dan Cox	Principal, Mountain View Elementary
Tammy Seib	Principal, Skyview Elementary School
Dave Grubbs	Principal, Grandview Elementary School
Doug Englert	Principal, Windsor Middle School
Rick Porter	Principal, Windsor High School
Tracy Stanford	Principal, Windsor Charter Academy
Karolyn McDonald	Accountability Committee, Non-Parent Taxpayer
Ali Zapf	Accountability Committee, Tozer Parent
Jennifer Ranum	Grandview Elementary School Teacher
Jamie Powell	Windsor Charter Academy Parent
Belle Lucas	Windsor Charter Academy Parent
Donna James	Windsor Charter Academy Parent
Kristen Christiansen	Windsor Charter Academy Parent

## **WCA Board Goals 2008-2009 School Year**

### **Increase Student Achievement:**

- WCA will have no students scoring at the Unsatisfactory and Partially Proficient level on the Reading, Writing, and Math CSAP.
- WCA will have a 5% increase of Proficient and/or Advanced on the Reading CSAP. (12.3% increase from 2007-2008 Reading CSAP scores)
- WCA will have a 5% increase of Proficient and/or Advanced on the Math CSAP. (13.5% increase from 2007-2008 Math CSAP scores)
- WCA will have a 5% increase of Proficient and/or Advanced on the Writing CSAP. (5% increase from 2007-2008 Writing CSAP scores)
- WCA will have a 5% increase of Proficient and/or Advanced on the 5<sup>th</sup> and 8<sup>th</sup> grade Science CSAP. (31.5% increase from 2007-2008 Science CSAP scores)
- WCA will be looking at each individual student and creating individual goals for students to make at least a 5% individual increase on all the CSAP tested areas.
- WCA will implement two new assessments; NWEA/MAPS testing or Galileo and DIBELS testing. WCA students will be tested with the NWEA/MAPS testing and DIBELS in the Fall, Winter, and Spring of every school year, so that we are constantly monitoring student progress.
- WCA will have at least 80% NPR as a baseline on our new NWEA/MAPS or Galileo testing that will be done in the Fall of 2008-2009 school year.
- WCA will identify all students that are considered below grade level on literacy skills as seen by two of our identified assessments. (CSAP, DIBELS, BRI, NWEA/MAPS)
- WCA will implement pilot items to support challenging all students. These items are a Math placement exam, promoting students to their highest level in math from 5<sup>th</sup> grade on, the Renzulli program, and increased Enrichment classes at the middle school level.
- WCA will review all of our Character Education programs and select a solid research-based Character Education model.
- WCA will pilot a middle school portfolio driven graduation standard which is measured by 8<sup>th</sup> grade students doing an interdisciplinary culminating project.
- WCA will focus on Science and Spanish curriculum improvement.

### **Increase Teacher Pay, Quality and Retention:**

- WCA will increase teacher pay  $\geq 5\%$  for the 2009-2010 budget.
- 100% of all WCA Teachers will design personal Professional Development plans that directly address the highest student need areas within their classroom. Ninety percent of these plans will result in measurable increases in student achievement.
- 50% of WCA staff will have or pursue an advanced degree.
- 100% of staff will take advantage of some learning opportunity relating to Core Knowledge curriculum.
- WCA will promote health and wellness programs to increase teacher attendance.
-

**Improved Communications:**

- Full implementation of Infinite Campus and training for staff, students, and parents.
- Increase broadcast email capability that can be tailored to classroom level, volunteerism level, board level, committee level, etc.
- Designate a staff member and improve WCA's website to provide the most current information.
- Continue to promote the Parent Code of Conduct.
- Design and implement an improved Volunteer Communications process. WCA will work on creating a database in order to utilize our volunteers in the best capacity possible.
- Improve Volunteer Program by creating a Volunteer Committee.
- Study the expansion of the Board of Directors from 9 members to 11.
- Designate room parents for specials/electives teachers.

**Increase Enrollment:**

- WCA will maintain 100% enrollment in grades K-8 for the 2008-2009 school year.

**Finance, Facilities and Governance:**

- WCA will design and implement new fundraising guidelines.
- WCA will complete new gymnasium, lunchroom, classrooms, remodel of library, and remodel of the office area by October of 2008.
- Implement the new hot lunch program by October 2008.
- WCA will plan for a new playground.
- WCA will develop a master plan for the remaining space on Lot #9.
- WCA will work on a five year projection with our budget.
- WCA will look at a creative fundraising structure.

*In accordance with Weld County School District RE-4 Strategic Plan Goals, Windsor Charter Academy will develop a building accreditation plan that addresses and measures the areas of student achievement, highly qualified staff, communication/collaboration with the neighborhood community, a safe learning environment and effective use of resources to support student instruction.*

**DEMOGRAPHICS (based on October Count 2008):**

		Total Enrollment	Gender		Disaggregated Population				
			Male	Female	Minority	White	SES	ELL (NEP, LEP)	IEP
2007-08		333	166	167	36	297	50	0	32
2008-09		389	181	208	40	349	66	1	52
2008-09 breakout	KG	50	26	24	5	45	5	0	15
	1 <sup>st</sup>	50	22	28	7	43	1	0	5
	2 <sup>nd</sup>	49	25	24	6	43	16	0	5
	3 <sup>rd</sup>	50	25	25	6	44	6	1	10
	4 <sup>th</sup>	51	18	33	2	49	5	0	2
	5 <sup>th</sup>	49	24	25	5	44	11	0	4
	6 <sup>th</sup>	41	20	21	5	36	12	0	7
	7 <sup>th</sup>	24	9	15	3	21	4	0	4
	8 <sup>th</sup>	25	12	13	1	24	6	0	0
% increase/decrease over previous year		14%	8%	20%	10%	15%	24%	negligible	38%

School Accountability Report:

NCLB AYP Goals for 2006-07:

Did the school meet AYP in reading? YES

Did the school meet AYP in math? YES

NCLB AYP Goals for 2007-08:

Did the school meet AYP in reading? YES

Did the school meet AYP in math? YES

### **BUILDING ACADEMIC GOALS FOR 2008-09 SY:**

- 1) Windsor Charter Academy will demonstrate one year's growth or more in Reading, Writing, Math, and Science for all students as measured by DIBELS, CSAP, and Galileo assessments throughout the 2008-2009 school year.
- 2) The number of Windsor Charter Academy students who scored Unsatisfactory and Partially Proficient on the Reading, Writing, Math, and Science CSAP will decrease by 10% or more.
- 3) Windsor Charter Academy will decrease their ILP/WILP students by 10% as identified by 2 of 3 assessments (CSAP, STAR, DIBELS, BRI, or Galileo).

### **ADDITIONAL BUILDING GOAL FOR 2008-09 SY:**

- 1) Windsor Charter Academy will be reviewing their Character Education and focusing on a school-wide implementation with common language and consistency among all K-8 classes.

**2008-09 GOALS MATRIX:**

**Goal # 1: Windsor Charter Academy will demonstrate one year’s growth in reading, writing, and math by all students as seen by CSAP and other assessment measures.**

<b>Measurable Objectives:</b>	<b>Strategy:</b>	<b>Evaluation Plan:</b>
<p>1) One year’s growth or more for all of our 3<sup>rd</sup>-8<sup>th</sup> grade students on the 2008-09 CSAP assessment.</p>	<ul style="list-style-type: none"> <li>• Analysis of CSAP and additional assessments such as DIBELS and Galileo for individual students, by grade level, and by sub-groups such as Advanced and IEP students.</li> <li>• Progress Monitoring will be done by Literacy Specialists and Teachers by utilizing portfolios and various data collections.</li> <li>• Create and implemented an Advisement class for all Middle School (6<sup>th</sup>-8<sup>th</sup> grade) students as a support for academic growth.</li> <li>• Create SCOPE classes for middle school students as an Intervention for students that scored Partially Proficient and Unsatisfactory on all areas of the CSAP.</li> <li>• Supplemental services by our Literacy Specialist and Special Education Teacher have been identified for students that may need additional support.</li> <li>• Early Release Mondays have been established for the 2008-09 SY in order to have data discussions on all students.</li> <li>• WCA will be working on common language, rubrics, and assessments.</li> </ul>	<p>-WCA will examine scores from the following assessments:</p> <ul style="list-style-type: none"> <li>• CSAP</li> <li>• DIBELS</li> <li>• STAR Reading Test</li> <li>• BRI’s</li> <li>• Galileo</li> <li>• Unit/Placement tests from classroom texts</li> <li>• Common grade-level assessments and rubrics</li> </ul>

**Goal # 2: The number of Windsor Charter Academy students who scored Unsatisfactory and Partially Proficient on the Reading, Writing, Math, and Science CSAP will decrease by 10% or more.**

<b>Measurable Objectives:</b>	<b>Strategy:</b>	<b>Evaluation Plan:</b>
<p>1) One year’s growth or more for our students scoring Partially Proficient and Unsatisfactory on the CSAP in 2007-08 as compared to the 2008-09 CSAP assessment.</p>	<ul style="list-style-type: none"> <li>• Analysis of CSAP and additional assessments such as DIBELS and Galileo for the identified students who scored Partially Proficient and Unsatisfactory in all areas of the CSAP.</li> <li>• Create a Mentor Program for all 4<sup>th</sup>-8<sup>th</sup> grade students scoring Partially Proficient and Unsatisfactory on the CSAP.</li> <li>• Progress Monitoring will be done by Literacy Specialists and Teachers by utilizing portfolios and various data collections.</li> <li>• Create SCOPE classes as an Intervention for students that scored Partially Proficient and Unsatisfactory on all areas of the 2007-08 CSAP.</li> <li>• Supplemental services by our Literacy Specialist and Special Education Teacher have been identified for students that may need additional support.</li> <li>• Early Release Mondays have been established for the 2008-09 SY in order to have data discussions on the identified students scoring Partially Proficient and Unsatisfactory on the 2007-08 CSAP.</li> </ul>	<p>-WCA will examine scores from the following assessments:</p> <ul style="list-style-type: none"> <li>• CSAP</li> <li>• DIBELS</li> <li>• STAR Reading Test</li> <li>• BRI’s</li> <li>• Galileo</li> <li>• Unit/Placement tests from classroom texts</li> <li>• Common grade-level assessments and rubrics</li> </ul>

**Goal # 3: Windsor Charter Academy will decrease their ILP/WILP students by 10% as identified by 2 of 3 assessments (CSAP, STAR, DIBELS, BRI, or Galileo).**

<b>Measurable Objectives:</b>	<b>Strategy:</b>	<b>Evaluation Plan:</b>
<p>1) There will be a decline of ILP's and WILP's by 25% or more from 2008-2009 school year to the 2009-2010 school year.</p>	<ul style="list-style-type: none"> <li>• Analysis of CSAP and additional assessments such as DIBELS and Galileo for individual students identified on an ILP or WILP.</li> <li>• Progress Monitoring will be done by Literacy Specialists and Teachers by utilizing portfolios and various data collections.</li> <li>• Create SCOPE classes as an Intervention for students that scored Partially Proficient and Unsatisfactory on all areas of the 2007-08 CSAP.</li> <li>• Supplemental services by our Literacy Specialist and Special Education Teacher have been identified for students that may need additional support.</li> <li>• Early Release Mondays have been established for the 2008-09 SY in order to have data discussions on the identified ILP and WILP students.</li> <li>• WCA will be working on common language, rubrics, and assessments.</li> </ul>	<p>-WCA will examine scores from the following assessments:</p> <ul style="list-style-type: none"> <li>• CSAP</li> <li>• DIBELS</li> <li>• STAR Reading Test</li> <li>• BRI's</li> <li>• Galileo</li> <li>• Unit/Placement tests from classroom texts</li> <li>• Common grade-level assessments and rubrics</li> </ul>

**Goal # 4: Windsor Charter Academy will be reviewing their Character Education and focusing on a school-wide implementation with common language and consistency among all K-8 classes.**

<b>Measurable Objectives:</b>	<b>Strategy:</b>	<b>Evaluation Plan:</b>
<p>1) There will be a thorough review of WCA’s current Character Education programs and work towards a school-wide plan.</p>	<ul style="list-style-type: none"> <li>• The Education Committee will start work on a thorough review of the three current Character Education Programs that are currently implemented within WCA.</li> <li>• Staff will actively participate in this review process through the Early Release Mondays and grade level meetings.</li> <li>• WCA will design and implement one school-wide Character Education plan, discipline procedures, and common language.</li> <li>• Utilize our part-time school counselor to help train and support WCA students with good positive behavior.</li> <li>• Explore Positive Behavior Support (PBS) as one research-based way of creating and implementing a school-wide plan.</li> <li>• Utilize various activities to promote a zero tolerance for no bullying.</li> </ul>	<p>-WCA will survey, students, parents and staff regarding the three Character Education Programs currently within WCA.</p> <ul style="list-style-type: none"> <li>• Quantum Learning</li> <li>• Character Counts</li> <li>• Boys &amp; Girls Town</li> </ul>

## INDIVIDUAL LITERACY PLANS:

### State Reported Individual Literacy Plans

Individual Literacy Plans (ILPs) are developed to meet the literacy needs of students who are not reading at grade level as determined by the Colorado Basic Literacy Act (CBLA). The child, parent, and teachers work together to develop a personalized plan for each student. Throughout the school year, the ILP is followed to help students achieve grade level reading success. The table below shows a body of evidence including CSAP, the Terra Nova, the Basic Reading Inventory (BRI), Star Reading Tests, running records, and other classroom assessments that are used to determine reading achievement. All data is recorded in the student's literacy folder and kept by the classroom teacher.

Body of Evidence	
<b>CSAP</b>	Standardized test, administered grades 3-8, annually. Measures word recognition, comprehension, and vocabulary.
<b>BRI</b>	Individual test, administered grades 1-8, tri-annually. Measures phonemic awareness, word recognition, vocabulary, comprehension, and fluency.
<b>Star Reading Test</b>	Computer test, administered grades 1-8, quarterly. Measures word recognition, vocabulary, and comprehension.
<b>Running Records</b>	Individual, informal assessment, administered grades 1-8, weekly. Measures phonemic awareness, word recognition, and fluency.
<b>Galileo</b>	Computer test, administered K-8, quarterly. Measures Reading and Math skills.

At the beginning of the 2006-2007 school year, thirty-eight students were placed on Individualized Literacy Plans at Windsor Charter Academy. The following table shows the progress of these students for the 2007-2008 school year. Fifty-eight students developed ILPs in September of the 2008-2009 school year. After testing and CSAP results, the body of evidence will be examined to determine which students are reading at grade level and have met the requirements to graduate from their Individual Literacy Plans.

State Reported Individual Literacy Plans for Windsor Charter Academy 2007-2008					
Windsor Charter Academy Student Enrollment	Number of students on ILPs September 2006	Number of these students who left the school	Number of these students on ILPs September 2007	Number of these students who graduated	Percent of students who graduated
333	38	3	26	9	26%

## Windsor Individual Literacy Plans

Windsor Individual Literacy Plans (WILPs) are developed to meet the literacy needs of students who are not reading at grade level as determined by the Colorado Basic Literacy Act (CBLA). These plans differ from the State Reported ILPs because they allow students to be added after fourth grade. All State Reported ILPs at Windsor Charter Academy are also included in WILPs. The child, parent, and teachers work together to develop a personalized plan for each student. Throughout the school year, the WILP is followed to help students achieve grade level reading success. The table below shows a body of evidence including CSAP, the Terra Nova, the Basic Reading Inventory (BRI), Star Reading Tests, running records, and other classroom assessments that are used to determine reading achievement. All data is recorded in the student's literacy folder and kept by the classroom teacher.

<b>Body of Evidence</b>	
<b>CSAP</b>	Standardized test, administered grades 3-8, annually. Measures word recognition, comprehension, and vocabulary.
<b>BRI</b>	Individual test, administered grades 1-8, tri-annually. Measures phonemic awareness, word recognition, vocabulary, comprehension, and fluency.
<b>Star Reading Test</b>	Computer test, administered grades 1-8, quarterly. Measures word recognition, vocabulary, and comprehension.
<b>Running Records</b>	Individual, informal assessment, administered grades 1-8, weekly. Measures phonemic awareness, word recognition, and fluency.
<b>Galileo</b>	Computer test, administered K-8, quarterly. Measures Reading and Math skills.

At the beginning of the 2006-2007 school year, forty-six students were placed on Windsor Individualized Literacy Plans at Windsor Charter Academy. The following table shows the progress of these students for the 2007-2008 school year. Sixty-nine students developed WILPs in September of the 2008-2009 school year. After testing and CSAP results, the body of evidence will be examined to determine which students are reading at grade level and have met the requirements to graduate from their Windsor Individual Literacy Plans.

<b>Windsor Individual Literacy Plans for Windsor Charter Academy 2006-2007</b>					
Windsor Charter Academy Student Enrollment	Number of students on WILPs September 2006	Number of these students who left the school	Number of these students on WILPs September 2007	Number of these students who graduated	Percent of students who graduated
333	46	4	28	14	33%

## STUDENT ACHIEVEMENT RESULTS:

### 2008 CSAP RESULTS: PERCENT AT OR ABOVE PROFICIENCY

	WCA 2005-2006	WCA 2006-2007	WCA 2007-2008	WCA % Difference	Weld RE-4 2007-2008	% Difference WCA-Weld RE4 2007-2008	% Difference WCA-State 2007-2008	State of Colorado 2007-2008
3 Reading	92%	96%	100%	4%+	84%	16%+	30%+	70%
3 Writing	88%	92%	88%	4%-	69%	19%+	38%+	50%
3 Math	96%	96%	96%	0%	87%	9%+	26%+	70%
4 Reading	96%	88%	84%	4%-	79%	5%+	18%+	66%
4 Writing	88%	84%	67%	17%-	67%	0%	15%+	52%
4 Math	92%	96%	84%	12%-	80%	4%+	16%+	68%
5 Reading	96%	83%	88%	5%+	83%	5%+	18%+	70%
5 Writing	74%	58%	81%	23%+	68%	13%+	22%+	59%
5 Math	87%	67%	77%	10%+	74%	3%+	12%+	65%
5 Science	43%	21%	69%	48%+	62%	7%+	25%+	44%
6 Reading	95%	84%	84%	0%	82%	2%+	13%+	71%
6 Writing	73%	76%	88%	12%+	73%	15%+	28%+	60%
6 Math	55%	68%	88%	20%+	75%	13%+	27%+	61%
7 Reading	67%	88%	88%	0%	74%	14%+	23%+	65%
7 Writing	25%	75%	69%	6%-	65%	4%+	11%+	58%
7 Math	25%	38%	54%	16%+	51%	3%+	8%+	46%
8 Reading	88%	63%	87%	24%+	73%	14%+	20%+	67%
8 Writing	75%	38%	60%	22%+	61%	1%-	7%+	53%
8 Math	81%	0%	47%	47%+	49%	2%-	0%	47%
8 Science	81%	38%	53%	15%+	49%	4%+	7%+	46%

### WCA LONGITUDINAL DATA: CSAP PERCENTAGES PROFICIENT & ADVANCED

	WCA 2005-2006	WCA 2006-2007	WCA 2007-2008
3 Reading			100% (3 <sup>rd</sup> )
4 Reading		96% (3 <sup>rd</sup> )	84% (4 <sup>th</sup> )
5 Reading	92% (3 <sup>rd</sup> )	88% (4 <sup>th</sup> )	88% (5 <sup>th</sup> )
6 Reading	96% (4 <sup>th</sup> )	83% (5 <sup>th</sup> )	84% (6 <sup>th</sup> )
7 Reading	96% (5 <sup>th</sup> )	84% (6 <sup>th</sup> )	88% (7 <sup>th</sup> )
8 Reading	95% (6 <sup>th</sup> )	88% (7 <sup>th</sup> )	87% (8 <sup>th</sup> )

	WCA 2005-2006	WCA 2006-2007	WCA 2007-2008
3 Writing			88% (3 <sup>rd</sup> )
4 Writing		92% (3 <sup>rd</sup> )	67% (4 <sup>th</sup> )
5 Writing	88% (3 <sup>rd</sup> )	84% (4 <sup>th</sup> )	81% (5 <sup>th</sup> )
6 Writing	88% (4 <sup>th</sup> )	58% (5 <sup>th</sup> )	88% (6 <sup>th</sup> )
7 Writing	74% (5 <sup>th</sup> )	76% (6 <sup>th</sup> )	69% (7 <sup>th</sup> )
8 Writing	73% (6 <sup>th</sup> )	75% (7 <sup>th</sup> )	60% (8 <sup>th</sup> )

	<b>WCA 2005-2006</b>	<b>WCA 2006-2007</b>	<b>WCA 2007-2008</b>
3 Math			96% (3 <sup>rd</sup> )
4 Math		96% (3 <sup>rd</sup> )	84% (4 <sup>th</sup> )
5 Math	96% (3 <sup>rd</sup> )	96% (4 <sup>th</sup> )	77% (5 <sup>th</sup> )
6 Math	92% (4 <sup>th</sup> )	67% (5 <sup>th</sup> )	88% (6 <sup>th</sup> )
7 Math	87% (5 <sup>th</sup> )	68% (6 <sup>th</sup> )	54% (7 <sup>th</sup> )
8 Math	55% (6 <sup>th</sup> )	38% (7 <sup>th</sup> )	47% (8 <sup>th</sup> )

**Summary of strengths/weaknesses: Provide objective data to support summary.**

- Windsor Charter Academy has a very strong parent connection. We ask that our families volunteer a minimum of 35 hours a school year.
- Windsor Charter Academy has implemented a number of instructional strategies to support student achievement.
- Windsor Charter Academy is committed to their Core Knowledge curriculum.
- WCA's Science scores improved significantly from 2006-2007 school year as compared to the 2007-2008 school year. The 5<sup>th</sup> grade scores improved by 48% and the 8<sup>th</sup> grade scores increased by 15%. This was an area of strong focus for WCA.
- WCA's 3<sup>rd</sup> grade students were 100% Proficient and Advanced on the Reading CSAP for 2007-2008 school year. WCA was one of five schools in the state of Colorado.
- One positive area of focus for the 2007-2008 school year was to watch the growth from 5<sup>th</sup> to 6<sup>th</sup> grades. The Reading CSAP shows a 1% increase, Writing was a 30% increase, and Math was 21%.

**Discuss Instructional Strategies that support the above summary:**

- WCA focused on staff development for our Core Knowledge curriculum by having a trainer come in and train all new staff. All WCA teachers also attended the Regional Core Knowledge Conference held in Colorado Springs, Colorado November 8<sup>th</sup> & 9<sup>th</sup>, 2007.
- WCA has made a commitment to training all their teachers in Quantum Learning techniques and completed a book study.
- All WCA teachers looked at their CSAP scores and set individual goals for each student on their academic achievement.
- WCA Board members have made a strong commitment towards supporting WCA's growth through serving on committees and other activities.

## SAFE SCHOOLS PLAN:

“x” YES or NO

Action	“x” YES or NO		Comments
	YES	NO	
Building has a safe school plan?	X		<b>Location of plan:</b> In each classroom, the office area, the cafeteria, and the gymnasium.
Building has reviewed safe school plan and emergency procedures with staff?	X		<b>Date of review:</b> August 2004, 2008-2009 school year the plan will be reviewed.
Building has reviewed policies for conduct and discipline with staff?	X		<b>Date of review:</b> August 2008 when staff came back on duty.
Building has a mechanism for student to report anonymously on conduct that concerns them?	X		<b>Explanation:</b> WCA now has a part-time counselor who has developed a process for reporting conduct anonymously.
Building has emergency procedures posted in each classroom?	X		<b>Comments:</b> WCA’s Crisis plans are in the form of flip charts are posted in every area of the school.
Building has a threat assessment team to evaluate threats of violence reported by students, teachers, school staff or law enforcement personnel?	X		<b>Comments:</b> Our Student Assistance Team (STAT) is trained on how to assist and handle in the event of a crisis.

### Team members:

- Tracy Stanford, Principal
- Julie Claeys, Dean of Students
- Tori Fogg, Resource Specialist
- David Arnoff, STAT Coordinator, 3<sup>rd</sup> Grade Teacher
- Kaye Neufeld, 2<sup>nd</sup> Grade Teacher
- Jenelle Duvall, Middle School Language Arts Teacher
- Erica Koehler, School Counselor

### Building has an effective violence prevention program (list programs):

- All doors at Windsor Charter Academy are locked during school hours except for doors necessary for student entry.
- WCA added extra front doors that are completely secure during school hours. Entry requires either an escort at all times or a background check through the Colorado Bureau of Investigation (CBI).
- Every classroom has an emergency backpack and walkie-talkies.
- Practice fire drills are done monthly with all staff and students.
- Practice lock down and tornado drills are done twice a year with all staff and students.
- The evening custodian walks the perimeter of the school every evening when on duty.
- Boys & Girls Town, Character Counts, and Quantum Learning are practiced with all WCA students.

## Windsor Charter Academy Academic Goals: 2007-2008

### Goal 1: Student Academic Goals for the 2007-2008 SY: Increase student achievement.

#### Measure of Progress and Strategies:

- All students will attain or maintain a high level of achievement in the content standards as outlined by the State of Colorado, the Windsor School District, and the Core Knowledge Foundation. – *Windsor Charter Academy's 2008 CSAP scores were above Weld RE4 School District in all areas except 8<sup>th</sup> grade Writing and Math. WCA met or exceeded in all areas as compared to the entire State of Colorado.*

  - Daily training on organizational skills through planners and study skills. – *Ongoing. WCA has Premier coming in for training for all 2<sup>nd</sup> grade through 8<sup>th</sup> grade students and staff on Monday, November 10<sup>th</sup>, 2008.*
  - Note taking from Third Grade up, especially in outline format. – *Ongoing. WCA is working on this goal through their Early Release Mondays.*
  - Common language and standards are implemented at all grade levels. – *Ongoing. WCA is working on this goal through their Early Release Mondays.*
  - Continue to utilize the Homework Club for all grade levels with a classroom teacher hired to supervise. The Homework Club is intended for students not understanding the content and for students not completing the daily work. – *Completed. WCA has hired 1<sup>st</sup> Choice After School Kare (A.S.K.) to implement an after school tutoring and care program for the 2008-2009 school year.*
  - Implementation of Alpine Achievement through the Windsor School District, and the longitudinal data analysis with data on student achievement for every student 3<sup>rd</sup>-8<sup>th</sup> grade. – *Ongoing. WCA had a trainer come in and do staff development with every teacher on during our Monday, October 3<sup>rd</sup>, 2008 Early Release day. Each teacher now has their own code and access into Alpine Achievement.*
  - Continue challenging classes in content areas for students who excel, specifically, in reading and math by using a multi-grade plan for instruction. – *Ongoing. WCA has committed to having students in the 5<sup>th</sup> grade on up to being tested in mathematics based on their ability and placing students in the correct grade level math class.*
  - Continue to integrate the Core Knowledge curriculum. – *Ongoing. WCA is working on a curriculum alignment with all the Specials Teachers and K-8.*
  - Continue Middle School study hall and advisory time daily to receive help on school work. – *Ongoing.*
- Improve achievement in mathematics by scoring one year's academic growth or more on the 2008 CSAP. – *WCA exceeded all grade levels in Mathematics as compared to Weld RE4 School District except in 8<sup>th</sup> grade. WCA exceeded the entire State of Colorado in all grade levels.*

  - Follow grade level benchmarks in math. – *Ongoing.*
  - Review of the new math curriculum, Scott Foresman, which is more closely aligned to the Colorado state Math standards, since it has been implemented for a year now. – *Ongoing. WCA's Education Committee will be doing a thorough review of the Scott Foresman math text for the 2008-2009 school year.*

- Accelerate math instruction for advanced math students by moving to the next grade level with teacher recommendation from fourth grade on up. – *WCA has implemented this from the 5<sup>th</sup> grade on up with teacher recommendation and with placement tests being given at the middle school level. WCA’s Education Committee plans on working on a well defined process for acceleration of WCA students.*
  - All math content standards will be taught in grades K-8 for both the State of Colorado and Core Knowledge standards. – *Ongoing.*
  - There will be a Kindergarten assessment administered on a quarterly basis to identify number recognition, and simple addition/subtraction. – *Completed.*
3. Students will achieve one year’s growth or more in Literacy (AYP). – *WCA exceeded both Weld RE4 School District and the State of Colorado on the 2008 Reading CSAP at all grade levels. WCA’s 3<sup>rd</sup> grade students were 100% Proficient and Advanced on the Reading CSAP. WCA was one of five schools in the State of Colorado with 100% Proficiency!*
- Star Reading test, administered quarterly in Grades 1-8, will provide data on the number of students that are attaining an increase of at least one year’s growth or more yearly. – *Ongoing.*
  - Track each student’s progress in reading by utilizing guided reading, sustained silent reading, informal running records, and other classroom reading assessments on a quarterly basis. – *Ongoing. WCA is working on a school-wide common assessment plan.*
  - The use of Accelerated Reader in Grades K-8. – *Ongoing.*
  - Continue the Book It and Read Aloud program to increase fluency. – *Ongoing.*
  - Continue Parent/Child Book Clubs in the primary grades. – *Ongoing. One of WCA’s teacher’s has even implemented this at the middle school level.*
  - Increase the selection of reading material for Middle School. – *Ongoing.*
  - Continue vocabulary series in Grades 2-8, Sadlier-Oxford Vocabulary Workshop, to improve the understanding and knowledge of words while reading. – *WCA is assessing the use of these materials for the 2008-2009 school year.*
  - Continue to use the extensive resources available in literacy including Horizons Corrective Reading and the Language! Program. - *WCA is assessing the use of these materials for the 2008-2009 school year.*
  - Enhance advanced readers with the Junior Great Books. – *WCA is assessing the use of these materials for the 2008-2009 school year.*
  - Continue the Kindergarten Phonics Program, Jolly Phonics, to improve and enhance early literacy. The Jolly Phonics program is a researched-based literacy program from Great Britain. – *Ongoing.*
  - Improve non-fiction reading skills in Grades 5-8 across all content areas by teaching non-fiction comprehension strategies. – *Ongoing.*
  - Continue the use of reading logs. – *Ongoing.*
  - Continue to use comprehension cards as warm-ups. – *Ongoing.*
  - Encourage and teach visualization. – *Ongoing.*
  - K-1: Books sent home. Documentation made that books were read. – *Ongoing.*
  - Grades 2-8: Students summarize content of what they read. – *Ongoing.*

- Utilize CSAP released items to improve literacy skills for 3<sup>rd</sup>-8<sup>th</sup> grades. – *Ongoing.*
  - There will be a Kindergarten assessment administered on a quarterly basis to identify letter/sound recognition and word recognition. – *Ongoing.*
  - Track the growth of students on ILP's using the Basic Reading Inventory and Star Reading test. –*Ongoing.*
4. Student's will make one year or more growth on the CSAP Writing assessment in 2008. – *WCA exceeded both Weld RE4 and the State of Colorado on the 2008 Writing Assessment except in 3<sup>rd</sup>, 4<sup>th</sup>, and 7<sup>th</sup> grades.*
- A school-wide rubric will be created and implemented for consistent use throughout all content areas and in all grade level writing. –*Ongoing.*
  - Classroom teachers will continue to use the Step Up to Writing and Six Trait Writing process in all grade levels. – *Ongoing. WCA will look at having some continued staff development in these areas for the 2008-2009 school year.*
  - A school-wide writing assessment will be developed for utilization in the 2008-2009 school year. – *Ongoing.*
  - Continue using Rebecca Sinton Spelling in grades K-8 to improve the correct spelling of commonly misspelled words while writing. – *Ongoing.*
  - Utilize CSAP-style/released items as prompts for 3<sup>rd</sup>-8<sup>th</sup> grades. – *Ongoing.*
  - Teach test-taking skills; i.e. following directions with a prompt, etc. – *Ongoing.*
5. Fifth and eighth grade students will show improvement in the 2008 Science CSAP. – *WCA exceeded both Weld RE4 School District and the State of Colorado on the 2008 CSAP results. As compared to the previous 5<sup>th</sup> and 8<sup>th</sup> graders at WCA, huge gains were made with a 53% increase for 5<sup>th</sup> graders and a 15% increase by 8<sup>th</sup> graders.*
- Re-align Colorado State standards and Core Knowledge standards in Science with current teaching practices. – *Ongoing.*
  - The fifth and eighth grade teachers will utilize released Science CSAP questions as a review or transition with students on a daily/weekly basis. – *Ongoing. WCA made CSAP Science released notebooks and had regular meetings with the middle school science teacher and the 5<sup>th</sup> grade teacher during the 2007-2008 school year.*
  - Refine curriculum mapping in Science. – *Completed.*
  - Perform a curriculum audit of current Science instruction and resources, including all FOSS kits. – *Completed.*
  - Incorporate more Quantum Learning style methods into Science instruction. – *Ongoing. WCA has committed to Quantum Learning Training up to Phase 4 for the 2008-2009 school year.*
  - Increase amount of scientific investigation experiences across all grade levels. – *Ongoing.*

**Goal 2: Non Academic Goals for 2007-2008: Increase staff pay, quality, retention, and recruitment**

**Measure of Progress and Strategies:**

1. Increase staff pay until it meets or exceeds that of Weld RE 4 by the completion of the two track system in 2010. – *Ongoing.* *WCA Board of Directors has committed to increasing staff pay by 5% or more on a yearly basis.*
  - Implement the first major increase for staff salaries in the 2007-2008 school year by adding the additional 3<sup>rd</sup> and 4<sup>th</sup> grade classes. – *Completed.*
  - Plan the second incremental increase for staff salaries in the 2008-2009 school year by adding an additional 5<sup>th</sup> and 6<sup>th</sup> grade class. – *Completed.*
  - Forecast a budget for the next 3-5 years with the increase of salaries at the forefront. – *Ongoing.*
  - Continue to give stipends for additional staff assignments as needed. – *Ongoing.*
2. Retain 95% of the staff and recruit highly qualified staff. – *WCA retained 82% of its staff members for the 2008-2009 school year. There was only one staff member that resigned due to dissatisfaction. Two staff members left due to retirements, one due to maternity leave, and another staff member moved out of state. WCA expanded their staff with 9 new positions (25% increase) for the 2008-2009 school year.*
  - Explore a Late Start/Early Release Calendar in order to allocate time for teacher collaboration in content areas and across grade levels. – *WCA is implementing two Monday Early Release days a month for the 2008-2009 school year.*
  - Staff will be encouraged to pursue advanced degrees or additional training to provide continued improvement in instruction. – *Ongoing.*
  - Implement a scholarship/retention program for teachers who are working on advanced degrees or taking courses to improve their teaching. – *Completed.*
  - Constructive feedback offered on a consistent basis for staff members amongst themselves and by the administrator. – *Ongoing.*
  - Staff will be encouraged to give constructive feedback to each other and to receive constructive feedback. – *Ongoing.*
  - Include staff when designing the monthly agenda, assemblies, and staff development. – *Ongoing.*
3. Continue to provide teachers with the resources necessary for quality educational experiences. – *Ongoing.*
  - Student achievement will be the main consideration for teacher development plans with measurable results. – *Ongoing.*
  - CSAP data will be utilized to help direct the goals for the school year. – *Ongoing.*
  - Faculty will meet in content groups to plan and strategize the improvement of scores with the results shared and focused for the year. – *Ongoing.*
  - Training opportunities will be made available for staff throughout the school year with consideration of how it will improve student achievement. – *Ongoing.*

**Goal 3: Operational Goals for 2007-2008: WCA will remain a viable, well-managed organization.**

**Measure of Progress and Strategies:**

1. Maintain a balanced budget. – *Ongoing.*
  - WCA will utilize the expertise and experience of Weld RE-4 District's Finance Director. – *Ongoing.*

- WCA will extend their Business Manager's contract to reflect full time status. – **Completed.** *WCA has given the Business Manager a full-time contract for the 2007-2008 school year and also a raise for the 2008-2009 school year.*
  - WCA's Business Manager will participate in at least two of the Business Manager's Networking Meetings sponsored by the Schools of Choice Unit of the Department of Education as appropriate. – **Ongoing.**
  - Continue to monitor and maintain the current budget for the 2007-2008 school year. – **Completed.** *WCA is working on keeping a 3 to 5 year projected budget making sure to consider added needs and refinements.*
  - Create a sound budget for the 2008-2009 school year based on conservative enrollment estimates, which will meet the primary needs of the school and allow for necessary growth. – **Completed.**
  - Ensure that money is set aside on a yearly basis to encourage teachers to get advanced degrees and/or additional education. – **Completed.** *WCA created a \$5,000 scholarship fund on a yearly basis as funds are available in order to encourage staff to get advanced degrees.*
  - Budget input will be solicited from all committees and be prioritized. – **Ongoing.**
2. Increase overall school enrollment by 5 % each year until full capacity is reached and maintain a 95% retention of existing student enrollment. – **WCA increased their student enrollment by 15% for the 2008-2009 school year. WCA's enrollment for the 2007-2008 school year was 333 and the 2008-2009 school year there are 392 students.**
- Increase visibility and awareness of Windsor Charter Academy within the community through the coordination of the Public Relations Committee. – **Ongoing.**
  - Increase school visibility by adding signs, possibly at back of school along Garden Drive. – **Ongoing.**
  - Add a directional sign at the corner of Highway 257 and Garden Drive. – **Ongoing.**
  - Continue to provide informational meetings about the school and core knowledge, open to new enrollment. – **Ongoing.**
  - Continue the Harvest Festival to increase enrollment efforts. – **Ongoing.**
  - Continue the Back-to-School picnic prior to the start of the school year. - **WCA was unable to do the Back to School picnic for the beginning of the 2008-2009 school year due to their large construction project not being completed until September 2<sup>nd</sup>, 2008.**
  - Look at ways to promote school spirit and pride within the community and school. – **Ongoing.**
  - Continue to add meaningful after school and summer enrichment programs.- **Ongoing.** *WCA will look at this in depth for the summer of 2009.*
  - Maintain visibility in all local newspapers and media. – **Ongoing.**
3. Completion of short-term and long-term goals for WCA. –**Ongoing.**
- Develop a document with long and short term goals that functions as a guide for the progress of the school. – **Completed** *WCA Board goals for the 2008-2009 school year. They are seen on page 2 and 3 of this document.*
  - Perform yearly self reviews to examine current goals and create new goals as the needs of the school evolve. – **Ongoing.** *WCA's Accountability Committee performs a survey for parents, students and staff every March.*

- Create a school-wide Assessment matrix. – *Ongoing. This document was created in the 2007-2008 school year, but will be refined and implemented for the 2008-2009 school year.*
  - Create an In-Common writing rubric and start to look at In-Common Assessments that will be utilized school-wide. - *Ongoing.*
  - Create a Curriculum/Program/Textbook Matrix with timelines for reviews. – *Ongoing. This document was created in the 2007-2008 school year, but will be refined and implemented for the 2008-2009 school year.*
  - Explore portfolios and student-led conferences. – *Ongoing. This is being explored with the help of the Education Committee.*
4. Inclusion in the next Weld RE-4 school bond election in 2007 to assist with the cost of our future growth. – *Completed.*
    - Increase awareness of the bond issue by providing updates in the newsletter and on the web page. – *Completed.*
    - Provide informational sessions by grade level at the beginning of the 2007-2008 school year regarding the bond/mill levy issue.
    - Encourage parent involvement and support with the next school bond election, working side-by-side with the district personnel for the benefit of all students within the Weld RE-4 District. – *Completed.*
  5. Work closely with the Weld RE-4 Windsor School District to ensure compliance with all school, district, state and federal requirements. – *Ongoing.*
    - Maintain open communication and a supportive relationship with Weld RE-4 District by attending leadership meetings and other committees. – *Ongoing.*
    - Completion of the required documents for Weld RE-4 School District as needed. – *Ongoing.*
    - Provide information from the District School Board meetings that pertains to WCA in the newsletter or at the Quarterly parent meetings. – *Ongoing.*
  6. The committees within WCA shall work in a synergistic manner. – *Ongoing.*
    - Develop a master calendar to coordinate committee events. – *Ongoing.*
    - A review and minutes will be provided at each WCA Executive Board meeting. – *Ongoing.*
  7. Increase Safety measures on WCA school grounds. – *Ongoing.*
    - Redesign the front entryway flow of traffic and install security doors. – *Completed.*
    - Enhance efficiency of the callout list. – *Ongoing.*
    - Incorporate an additional drop off/pick up location at WCA. – *Completed.*
    - Instill a right hand turn only during peak drop off and pick up periods on Academy Court. – *Completed.*

**Goal 4: Parent and Community Goals 2007-2008: WCA will encourage family participation in their student’s learning and growth. Improve the culture of learning and share school resources with the Windsor community.**

**Measure of Progress and Strategies:**

1. 70% of the school families will fulfill 35 hours of volunteer work for WCA. 85% of the school families will volunteer during the school year. – *Ongoing.*

- Continue to advertise volunteer needs in the school newsletter, classroom letters, office information board, e-mail and by volunteer coordinator phone calls. – **Ongoing.**
  - Develop a link for volunteer information on the web page. – **Ongoing.**
  - Continue to publish the total volunteer hours in the newsletter at the end of the school year. – **Ongoing.**
  - Continue to celebrate Volunteer Appreciation Week with special activities. – **Ongoing.**
  - Design a “volunteer column” in the monthly newsletter with opportunities to volunteer at the school and notes of appreciation. – **Ongoing.**
  - Continue use of “green sheets” to document volunteer hours. – **Ongoing.**
  - A Parent Code of Conduct has been developed in order to address parent concerns. – **Completed.**
  - Pursue additional areas of parental involvement (such as providing meals, cash donations, school supplies, school materials, etc.) that could count towards volunteer hours. – **Ongoing. This area will be pursued by the new Development and Volunteer Committee that will start up for the 2008-2009 school year.**
2. Semester parent meetings will increase by 10% in 2007-2008. – **Ongoing.**
- Change the structure of the meeting to include the committee activities and reports. – **Ongoing.**
  - Publish the agenda and send home with students prior to the meeting to encourage attendance. – **Ongoing.**
  - Provide child care at the meetings to increase parent attendance. – **Ongoing.**
  - Announce meeting on the informational sign out front. – **Ongoing.**
3. Successful relationship with 2 local community groups in Windsor. – **Ongoing.**
- Connect with the American Legion, the Windsor Senior Center or others organizations to complete a community project with the help of Student Council and/or National Junior Honor Society Students 5<sup>th</sup>-8<sup>th</sup> grades. – **Ongoing.**
  - Invite the community to school presentations, fairs and classes through cooperative advertising. – **Ongoing.**
  - Continue to partner with the senior citizens of the Windsor community by providing complimentary guests tickets for one of the scheduled drama or music performances. – **Ongoing.**
  - Recognize and honor Veterans in the community during the week of Veteran’s Day. – **Ongoing. This did not happen for the 2007-2008 school year, but is currently scheduled for the 2008-2009 school year.**
  - Partner with local businesses surrounding WCA in the Windsor community to share resources. – **Ongoing.**
    - Windsor Gymnastics
    - Windsor Baptist Church
    - Eastman Kodak
    - Windsor Parks and Recreation
4. 75% of the families will complete the parent survey for the school. – **Ongoing. WCA had 61% of the families participate in the parent survey, which was a significant increase.**
- Revise the survey to add 5 levels of evaluation (very satisfied, satisfied, neutral, dissatisfied, and very dissatisfied). – **Completed.**

- Disaggregate the surveys for elementary and middle schools. – ***Completed.***
- Communicate results of the parent survey. – ***Completed.***
- Distribute surveys in February through Survey Monkey. – ***Completed.***
- Set up the Computer Lab and/or Library computers for parents to access Survey Monkey during Parent Teacher Conferences. – ***Completed.***
- Develop an action plan based to communicate the results of the survey. – ***Completed.***