Windsor Charter Academy Executive Board
Work Session Minutes

Date and Time: November 12, 2026, 5:00 p.m.

Location: Windsor Charter Academy Middle School Media Center
810 Automation Drive, Windsor, CO, 80550

Board Members: Kourtney Carnahan, Daniel Miera, Stephen Patterson, Matt Powell, Kristin Zacheis-Wimmer

Board Members-Elect: Jill Burrell, Donna James

1.0 Opening of Meeting

1.1 Call to Order
The Executive Board began the meeting at 5:01 p.m.

1.2 Roll Call

1.3 Pledge of Allegiance

2.0 Items for Discussion

2.1 HUB - Windsor Board Presentation

- Gary Clark from HUB International presented an overview of the health insurance costs for Windsor Charter Academy. The presentation covered the 2026 captive insurance structure, including savings and pricing.

2.2 Memorandum - 5.2 - 2026-2027 Amended Budget

- Lauren Miller presented the amended budget for 2026–2027. The adjustments reflect October count results, which showed enrollment up by 9 students. The amended budget was moved to the Consent Agenda at the November Regular Board Meeting.

2.3 Memorandum - 5.3 - Wheelchair-Accessible Bus

- Sean McCauley presented a memorandum recommending the purchase of a 15-passenger wheelchair-accessible bus. The proposal addresses Windsor Charter Academy's immediate need to transport a student-athlete who requires wheelchair-accessible transportation, as well as the school's long-term transportation needs given its aging fleet. Kourtney Carnahan suggested exploring grant funding, such as the Daniels Fund. This item will be discussed under Items for Action at the Regular Session Board Meeting.

2.4 Memorandum - 5.4 - Executive Director Evaluation Process

- Dr. Rebecca Teeples presented revisions to the Executive Director Evaluation Overview to align it with her Employment Agreement (2026–2031). The item will be moved to the Consent Agenda at the November Regular Board Session.

2.5 2026.11.19 - 6.2 - Policies

- Policies were reviewed and discussed.

2.6 Bylaw Review: Article 3, Sections 16-20

3.0 Adjournment

The Executive Board adjourned at 9:01 p.m.