

Windsor Charter Academy Executive Board Work Session Minutes

No action is taken at Executive Board Work Sessions.

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

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

Executive Board Members: Kourtney Carnahan, Elaine Hungenberg, Daniel Miera, Jenny Ojala, Matt Powell

1.0 Opening of Meeting

1.1 Call to Order

The meeting was called to order at 5:00 p.m.

1.2 Roll Call

Executive Board Members Present

Kourtney Carnahan, Executive Board President

Matt Powell, Executive Board Vice President

Jenny Ojala, Executive Board Treasurer

Daniel Miera, Executive Board Secretary

Elaine Hugenberg, Executive Board Member

Staff Present

Rebecca Teeples, Executive Director

Terra Moore, Executive Administrative Assistant

1.3 Pledge of Allegiance

1.4 Mission Statement

2.0 2024 Form 990

Lauren Miller, Finance Manager, presented the 2024 Form 990 to the Executive Board and provided clarification on the Board members' questions. Board member Elaine Hungenberg asked whether executive salaries must be redacted on the Form 990.

Ms. Miller will research the requirement and report back to the Board. The Board agreed to move the approval of the 2024 Form 990 to the Consent Agenda for the March 19, 2026, Regular Session.

3.0 Auditor Recommendation

Lauren Miller, Finance Manager, presented background information regarding the auditor transition, including the rationale for changing firms, an overview of the interview and selection process, and the auditor recommendation to the Executive Board. Board members asked questions about transition support, first-year contract costs, the number of charter school clients the firm serves, and errors identified in the previous audit. Lauren Miller provided clarification in response to the Board members' questions. The Board agreed to move the Auditor Recommendation to the Consent Agenda for the March 19, 2026, Regular Session.

4.0 Salary Placement Matrices

Hannah Mancina, Human Resources Manager, presented information on educator retention in Colorado, teacher shortages, hard-to-fill positions, and the updated Salary Placement Matrices to the Executive Board. Board member Elaine Hungenberg asked about the criteria used for teacher placement. Ms. Mancina explained the criteria and methodology used to calculate placement, and Dr. Teeple clarified that the matrices represent placement structures, with teachers also receiving annual increases through the Per Pupil Rate (PPR). The Board requested that a clarification statement describing how placement is calculated be added to the matrices. Additional discussion included the Food Services department operating under a separate budget, the determination and history of Per Pupil Rate (PPR) increases at Windsor Charter Academy, professional development and longevity incentive programs, and employee benefits. The Board agreed to move the Salary Placement Matrices to the Consent Agenda for the March 19, 2026, Regular Session.

5.0 Executive Director Contract

Dr. Teeple and the Executive Board reviewed and discussed the Executive Director's Continuity Plan and contract, making edits and providing clarification where needed.

6.0 Scope of Legal Services: Student Facilities, Privacy, and Colorado Law

Elaine Hungenberg provided an overview and historical background of the proposed Scope of Work (SOW) to the Board. Jenny Ojala shared information from her research with Alliance Defending Freedom, including their recommendations related to the matter. The Board discussed and collaboratively refined the SOW, which will be forwarded to legal counsel for review. Elaine Hungenberg expressed that she was not in favor of sending the SOW to legal counsel.

7.0 Executive Board Refinement Process

Discussion focused on three primary areas: strengthening governance structure, improving transparency and communication, and increasing accountability. Each Executive Board member was assigned a specific area to research and present, including board bylaws, officer roles and responsibilities, the Executive Board Handbook, committee structure, the defined roles of the Executive Director and Executive Board, and opportunities for board professional development. Additional discussion addressed communication and transparency efforts, including live streaming and recording meetings, Board Connect branding, the Board Connect website and newsletter, and the overall board communication structure.

8.0 Legal Counsel

The Executive Board discussed general legal matters across multiple points.

7.0 Adjournment

The Executive Board Work Session adjourned at 10:30 p.m..