



## Windham Academy Public Charter School

Windham Academy Public Charter School  
Windham Town Hall N Lowell Rd. Windham, NH  
Wednesday, April 10th, 2019  
5:01pm

### **In Attendance:**

Jim Fricchione (Chairman)	Karl Dubay (Vice chairman)	Melinda Labo (Director)
Meg Bedrick (Secretary)	Chris Baker (Treasurer)	Kim Golden (Assistant Director)
Rebecca Pommet (Teacher/Fundraising)	Vinny Del Signore (Board member)	

Parents: Zawaydeh family, Cartwright family, and Brengola family.

### **Absent:**

Sean Donahue (Board Member)      Trixy Gardner (PTO)      Caitlin Blundell (CPA)

### **i. WELCOME / CALL TO ORDER**

*Jim Fricchione (Chairman) called the meeting to order on Wednesday, April 10th, 2019 at 5:01pm.*

### **ii. PUBLIC OPENING (5pm)**

#### **A. Pledge of Allegiance**

The Pledge of Allegiance was said.

#### **B. Approval of previous minutes**

Approval of meeting minutes from March 13th, 2019.

((Edit: Add in that each board member could sponsor a child for uniforms for next year.))

- Dubay makes a motion to approve.
- Baker seconds the motion.
- Discussion. Add in edit about uniforms. Check the mobile app when logging onto our website particularly for the layout of the board meeting minutes; make sure they are readable by phone.

***On a roll call vote, motion passed unanimously. 4-0***

### **iii. CHAIRMAN'S UPDATE (Jim Fricchione)**

#### **A. Building Negotiations (LOI and lease drafting)**

- The Board is finalizing the long term lease with the new building owner to secure our opening in the main building for this coming fall. The closing will take place within the week (goal being before April vacation). Once that takes place, there will be immediate build out of the entire building. Plans have already been given to the fire marshal's office to be signed off on (they have been scrutinizing our plans and looking at every detail to make sure everything is up to code).



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- Golden will post the newest plans on the Windham Academy website for parents to view. Dubai suggests we give tours in the building (to let the children see how the school is being created).
- Next month's board meeting may include a presentation on the new building layout (in hopes that our architect and new building owner can attend). This can be a Q&A for parents. We are hoping for a large turn out for this meeting.

### **B. Recognition and Thanks**

It is our monthly tradition, as a board, to formally recognize certain exceptional individuals who are helping our school. This month the chairman singled out Meg Bedrick for the many contributions to our school. When the Windham Academy was in the very early phases of being established, Meg Bedrick was referred to him by several local and national school choice proponents. This was itself impressive. Upon meeting Meg, she stepped up and became an invaluable member of the Academy's Founding Board. Meg is not only a board member - but *an officer of the Board of Trustees*, assuming the role of Secretary. She acts as the board liaison for the WA PTO, and volunteers to research and gather information regarding possible school uniforms. And as if all this is not enough - Meg runs the schools early morning "Discovery Program", and has two children attending the Academy this next year. It is for these reasons and many more that the board formally recognized Meg this month. She is upbeat, positive, and can always be seen around Windham Academy offering her assistance in as many ways as she can. We are so lucky and blessed to have her as part of our WA family!

### **C. Parental Contributions, Committee Development, Trustee Search**

#### **• Trustee Search**

The six of us [trustees] are working hard and are looking to expanding our board. Our charter allows up to nine trustees, which leaves room for 3 new parents to join us on the board. If you are interested, please reach out to us. The first step is reading our charter (on the website) and then joining a committee. This is a very special position and we are looking forward to welcoming new members.

#### **• Committee Development and Parental Involvement**

1. We need more parents to be involved in our school. Many hands make light work and this will benefit our school greatly. Parents have the option to donate their time or donate money. Golden has offered to create a "ways to contribute" page for parents. This will be a menu listing what parents can do for the school. Del Signore adds, that the direct result of a successful charter school is based on parental involvement. Being invited and encouraged to volunteer at be an active part of this school is an honor that many schools don't even offer. A charter school operates under a tight budget (limited funds) and we need the help of our families. It takes a lot to operate a successful school and that information needs to be relayed to parents.
2. How can this be implemented? Cartwright suggests that maybe teachers can give out at handout at the parent teacher conferences or add this in to the weekly email. Brengola suggests that at the next board meeting, committees can set up tables where parents can visit, ask questions, and are encouraged to sign up. Baker adds that there are a few families that do not have time or extra money to spend, but there are parents who can help and we are asking them. Fricchione states that we are a charter school based on



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parental involvement. Parents are choosing to have their children attend the school, therefore they can decide how they will be involved. On the student's application, parents need to check off donate time or donate money for the application to be complete. He also adds that a parent can interview to be a committee chair. Those individuals will be voted on by the board and if elected, they become "ex officio board members." Those members are non voting, but their children get privilege into the school and can surpass a waitlist. Dubai asks for someone to create a paper (to be sent home in the Friday folder) listing all ways parents can be involved for next year and that paper will be returned to teachers.

- Baker makes a motion to deem an student application incomplete if the parental involvement page has not been filled out and further coordination will be expected to follow up for completion.
- Del Signore seconds the motion.
- Discussion: Administration will reach out to the parents if they have not completed this portion of the application. If further communication is needed, a board member will reach out to the family. In the future, the application will be worded differently to better explain the importance of parental involvement and to make sure there is a process in place to make sure this is implemented.

***On a roll call vote, motion passed unanimously. 4-0***

### **iv. TREASURERS UPDATE (Chris Baker)**

#### **A. March Financial Statement**

Copies of financial highlights passed out to those in attendance. Anyone who wants a copy of these, can email a board member to get these notes. Baker reviews the financial highlights. We have a great team of people working together to make sure our financial statements are organized and correct. If we get audited, we are in a very comfortable place. We would like to ask those who have contributed to the school to invite them to see the school and it's progress. No comments/ questions from public.

#### **B. Fundraising Committee Update (Rebecca Pommet)**

- A. The fundraising committee had their first meeting last week (4/4/19). In attendance was four teachers and four parents. Once there are 5-7 people in the committee, the board will vote on a committee chair. At the meeting, they went over ideas, annual goals moving forward, setting expectations for parents, spoke about possible large fundraising events for next year (four per year moving forward), and finishing out this year with a small event. Possible future fundraising ideas include: Scholastic Book Fair, Harvest Fest, Winter Wonderland, 5k, Dueling Pianos, Golf Tournament, Silent Auctions, Monthly Raffle Calendars, Chili Cookoff, Box Seats at TD Garden, Corporate Sponsorships, Fill Your Cup, and Spring Fling. The committee put out a survey to all current WA parents and received some responses. Some parents were willing to join the committee and some offered to donate money. The next meeting will be TBA after more parents complete the survey and they find the best time that works for most. The committee needs an approval to proceed with their first event.
- Baker makes a motion to approve the May Calendar Raffle for the committee to use at their first fundraiser.
  - Del Signore seconds.
  - Discussion: None.

***On a roll call vote, motion passed unanimously. 4-0***



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B. Fricchione says thank you to the staff for taking this on and thank you to the parents for joining and participating. The survey was helpful and can be sent out periodically to parents. Baker suggests that the fundraising committee could help with the purchase of lockers. Next year we will have approximately 174 students who will need lockers. Each unit of five lockers is \$250; we will need 35 units of lockers for next year. Parents can sponsor a unit (maybe we can put up plaques as a thank you).

### C. Side notes:

- -Fricchione will follow up with Amazon (Amazon Smile). According to the Amazon website, AmazonSmile is a website operated by Amazon with the same products, prices, and shopping features as Amazon.com. The difference is that when you shop on AmazonSmile, the AmazonSmile Foundation will donate 0.5% of your purchase price of eligible products to the charitable organization of your choice. To sign up, visit <https://smile.amazon.com/> and find Windham Academy as your charity.
- -Cartwright mentioned parents could also donate to the school and the school could supply pavers, benches, or lockers in their name.
- -Bregola added that through his work his company will match a donation. Del Signore (IBM) also has that through his work. We have our 501c3 and it's possible more parents are able to utilize this through their work.

## v. PTO UPDATE (Notes from Trixy Gardner, presented by Meg Bedrick)

### • Altitude at Pelham:

Windham Academy Play date after testing week went well. About 50 jumpers came through and they raised \$173. They hope to do more of these events in the future (maybe as an end of year party).

### • PTO mini grants for 2018-2019

These rolled out last week. Each teacher can apply up to \$75 for curriculum initiatives to be used this academic year. 2019-2020 Mini Grants information will come out after June 10th. They hope to increase the amount and begin accepting applications before the start of the year (over the summer).

### • Raise Craze

This will start May 13th. They would love everyone's help communicating and spreading the word out on social media once information is shared. Stay tuned with how they will roll things out. The concept is pay it forward: friends and family will donate to the group and the students will pay it forward with random acts of kindness!

### • Next PTO meeting

The next meeting is *Wednesday*, April 17th 6:30pm at the Coach Stop in Londonderry. Appetizers will be served and members are welcome to stay after meeting to enjoy live music!

## vi. PUBLIC COMMENT

NONE.

## vii. DIRECTORS UPDATE (Melinda Labo)

### a. Classroom breakout totals

There are 47 students on the waitlist in Kindergarten for the 2019/2020 school year. There are 2 for first grade, 5 for second grade, 3 for third grade and 4 for fourth grade. To have a waitlist for our second year is something to be proud of. Dubay suggests that we try to build out our waitlist



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in first-fourth grade. We will cut off enrollment for kindergarten, but leave first through fourth open for at least a few months. We will be beginning to roll out marketing soon. A big thank you to our teachers for allowing an extra student each into their classrooms (classroom will cap at 19 students for the fall) to help with public demand.

### **b. Curriculum Committee Update**

Miloro (first grade teacher) and Del Signore (as trustee involvement) was able to work on this and they have begun to roll out language arts. Miloro will reach out to teachers and continue to work on getting research. Del Signore will meet with her next week.

### **c. Posting/ Hiring Process Discussion**

This is happening now. The first round was conducted by the interviewing team made up of teachers and parents. They have asked their questions and they gave their feedback to the second round. The second round was done by administration and board members. We have reached out and hired our student intern, Samantha Lemay, who is a natural and a great addition to our team. Now, we will have a second round to interview a few more teachers to fill the remaining teacher positions.

### **d. Busing/ SAU updates**

There was a meeting last week with Chris Hunt, Labo, Baker and Dubay. Our board shared that our current bussing situation is not ideal (the students are on the bus too long and the transfer to Golden Brook and then onto a seperate bus to WA is difficult). Many parents took a survey and expressed that they did not want to use this service as it is in currently. Ideally, we really need two busses for the school if we want to shorten these days for our students. With one bus, it is estimated that it would be about an hour commute for the first few stops. There is a meeting follow up scheduled for June. WA will provide the information (addresses and possible routes) to the SAU. Kim Golden will email Dubay the latest address of children in Windham so he can work out the most current bus route to send over.

## **viii. NEXT STEPS**

### **a. Uniforms**

Bedrick met with Cindy Turkington from Land's End to hear more about their uniform program. The company would build out a website with all our uniform options (the link could be on our own website) and the school would choose what colors/styles that will be available for purchase. The Link would provide options by gender and by age. The clothes are designed with 'kids' in mind, for example they have extra durable knees, materials that do not easily stain, and their uniforms are guaranteed and they will replace ripped/damaged items. There are many many options for different uniform materials and styles. They also have sensory/special needs features available, such as the "buttons" are really a magnetic type closure, tagless shirts, and soft materials. We can choose to add a spirit wear tab and they can also include clothes for teachers/staff/parents. Promotions/coupons from Land's End are available to use on uniforms and there is free shipping over \$75. WA will receive samples delivered to the school sometime next week and the board will meet again to discuss options.

### **b. Next Trustee meeting**

The May Trustee Meeting will be on Wednesday May 8th, 2019 and held above the Windham Town Hall. All are welcome and encouraged to attend.

## **ix. ADJOURNMENT**

Dubay makes a motion to adjourn the meeting seconded by Bedrick.



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Meeting adjourned at 7:04pm.

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Respectfully Submitted,  
Meg Bedrick  
Windham Academy Public Charter School Secretary