



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Windham Academy Annual Meeting, Via Zoom
Wednesday June 10th 2020 6-7:30 pm
Meeting ID: 885 8985 9920 Password: 451482

i. WELCOME / CALL TO ORDER

Jim Fricchione (Chairman)	Sean Donahue (Board Member)	Sabreina Crooks (PTO)
Meg Bedrick (Secretary)	Karl Dubay (Vice-Chairman)	Brandie Shydo (Communications)
Chris Baker (Treasurer)	Vinny DeSignore (Board Member)	Caitlin Blundell (CPA)
Walter Cartwright (Board Member)	Mindy Labo (Director)	
	Kim Golden (Assistant Director)	

Jim Fricchione (Chairman) called the meeting to order on Wednesday, June 10, 2020 at 6:02PM.

ii. PUBLIC OPENING

- Pledge of Allegiance
The Pledge of Allegiance was said
- Approval of previous minutes from May 13, 2020.
Bedrick makes a motion to approve the May minutes, Baker seconds, no discussion.
Motion approved 7/0

iii. CHAIRMANS UPDATE

- **Recognition of Emergency per DOE:**
Pursuant to March 12th guidance issued by the Governor, the chairman of the Windham Academy School Board declares an emergency due to the ongoing pandemic. This allows for a virtual Trustee meeting. The chairman cited that it was made open to the public, with its agenda, location, and call in info posted well in advance.
- **Gratitude Spotlight:**
The Windham Academy School Board would like to recognize and thank everyone who has impacted the founding of Windham Academy.
- **Draft Policy Review:**



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Cartwright makes a motion to approve the Drug-Free Workplace Policy; Baker seconds the motion. No discussion.

Motion approved 7/0

Cartwright makes a motion to approve the GBED – Tobacco Products Ban Use and Possession in and on School Facilities and Grounds Policy; Baker seconds the motion.

Mrs. Labo discuss “vaping” to be written up on a secondary policy in the future.

Motion approved 7/0

Cartwright makes a motion to approve GBGAA – HIV/AIDS Policy; Baker seconds the motion, – no discussion.

Motion approved 7/0

Cartwright makes a motion to approve the Board Members Policy; Baker seconds the motion, no discussion.

Motion approved 7/0

Cartwright makes a motion to approve the Conflict of Interest Policy; Baker seconds the motion, no discussion

Motion approved 6/0, Bedrick abstains

iv. DIRECTORS UPDATE

- **Year-end update:**

We made it through a crazy year! Staff members had meetings last week to share our thoughts in regards to how things will look in the fall. Windham Academy has been monitoring reopening plans at the state level and has sent out surveys to obtain feedback from families. Mrs. Labo shares, “many of us want to get back to school in September. I can comfort you no matter what avenue we take, we will have everything in place; remote or physically”. The end-of-the-year parade touched us all so much that we want to keep doing that every year no matter what happens.

- **Fall staff and hiring:**

The interview process has been completed for five new teachers. During the first interview round, candidates met with seven staff members via zoom. Round two was conducted with the board, Mrs. Golden and I. We are happy to say we have five new



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staff members; Kendall King (kindergarten), Lyndsey England (second grade), Emma Alaimo (second grade), Ali Rooney (fourth grade), and Kyra Burns (fifth grade). We are still accepting applications for janitors and paraprofessionals.

v. PUBLIC COMMENT

- No comment from the public.

vi. TREASURERS UPDATE

- **May Financial Statements:**

See financials provided by Caitlin Blundell or email Chris Baker for an additional copy; CBaker@tcewendys.com. June funding has not yet arrived from the state, last year we received it on July 23, 2019. We presently have enough funds to get us through August. Windham Academy has access to a line of credit personally guaranteed by two members of the board. This line of credit agreement has been renewed for an additional year and will expire June 21, 2021. The Paycheck Protection Program loan went towards payroll and is expected to be forgiven this summer. Windham Academy has received donations and funding from the Underwood family, Amazon Smiles, the Uniform Assistance Fund, the PTO, and the Bill.com Gift Fund.

A parent suggests adding a link to the Windham Academy website to direct individuals to Amazon Smiles.

The annual audit is set to begin after July 16, 2020. The auditors will produce their results which we will then submit. Our 3-year contract with this particular auditing firm will expire this year and going forward, we will consider continuing with this auditing firm.

- **Windham Tax Abatement Update:**

Windham Academy's tax abatement presentation has previously been delayed. We have to request to be on the agenda in order to proceed.

vii. COMMITTEE UPDATES

- **PTO:**

Sabreina shares the \$100 grants have gone out to teachers and the PTO is in the preordering phase for Windham Academy keychains and car stickers.



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- **Curriculum:**

Miloro shares that the curriculum for core subjects are completed and have been shared with board and staff, in draft form. The next steps include designing a curriculum plan for “Technology and Engineering”. We aim to have technology and engineering become more of a global approach to teaching and learning at Windham Academy. We wish to cover the history of technology and its impact on culture. DelSignore requests a workshop on the Social Studies curriculum.

- **Communications:**

Brandie shares the Communications Committee is developing a press release about the end-of-year parade to the Windham Independent and is expected to be in the next issue. The Communications Committee aims to produce monthly press releases to get information out about Windham Academy to the community and to stress that we are a tuition-free public charter school. The next press release will be about board changes, building updates, and new hires. The Communications Committee is also working on website updates and a streamlined navigation throughout the website. On social media, we are communicating with the community on topics such as the uniform policy, after-school programs for new families, and collaboration with the Real School of Music. Lastly, the Communications Committee is collaborating with the PTO on Mabel's promotion.

- **Facility – 2nd floor update:**

Currently, there is construction on the foundation for the elevator shaft, steel has been delivered to enclose the exterior wall near the elevator, floors will be finished by Monday, June 22 and painting will also begin on June 22. We will be moving onto plumbing and moving in furniture around a tentative date of July 6 so teachers will be able to get classrooms ready. We were able to save \$30,000 this year compared to last year's fit-up process.

- **Fundraising:**

Windham Academy is actively seeking a fundraising chair. We have not elicited donations during this time as we are compassionate to the fact that many within our community have been impacted by these trying times. We will find a tactful and tasteful way to move forward with fundraising.



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- **Technology:**

Baker proposes, if we had to continue with remote learning fully or partially, what would that look like? Ideas include live streamed classroom lessons and recorded teacher lessons to be viewed at a later date. In order to further research these options, we will be assembling a Technology Committee to collaborate and put something together for remote learning possibilities.

viii. TRUSTEE OFFICER VOTING

- **Treasurer:**

Donahue makes a motion for Chris Baker to remain as Treasurer; DelSignore seconds the motion – no discussion.

Motion approved 6/0, Baker abstains

- **Secretary:**

Cartwright makes a motion for Sean Donahue to become Secretary; Bedrick seconds the motion – no discussion.

Motion approved 6/0, Donahue abstains

- **Vice Chair:**

Baker makes a motion for Meg Bedrick to become Vice Chair; Donahue seconds the motion - No Discussion.

Motion approved 6/0, Bedrick abstains

- **Chair:**

Donahue makes a motion for Walter Cartwright to become Chairman of the Board; Bedrick seconds the motion – no discussion.

Motion approved 6/0, Cartwright abstains

ix. ADJOURN

Donahue makes a motion to adjourn; DelSignore seconds the motion.

The motion is approved unanimously 7/0

Meeting adjourned at 7:06PM