



Windham Academy Public Charter School February Meeting Minutes

Windham Academy Public Charter School
1 Industrial Drive, Windham NH
Wednesday, February 13, 2019

I. Welcome/Call to order

Jim Fricchione (Chairman) called the meeting to order on Wednesday, February 13th, 2019 at 5:05pm.

In attendance:

Jim Fricchione (Chairman)	Karl Dubay (Vice-Chairman)	Melinda Labo (Director)
Meg Bedrick (Secretary: via-phone)	Caitlin Blundell (CPA)	Trixy Gardner (PTO)
Vinny Del Signore (Board Member)	Chris Baker (Treasurer)	Sean Donahue (Board Member)
Kim Golden (Business Manager)	Angelita Connell (Art Teacher)	Walter Cartwright (Parent)
Mike Brengola (Parent)	Lisa Murrell-Burzak (Grant writer)	

II. Public Opening

a) Pledge of Allegiance

The Pledge of Allegiance was said.

b) Approval of Previous Minutes

Approval of Minutes from January 9th, 2019

- Baker makes a motion to approve
- Del Signore seconds the motion
- Discussion Open:
Bedrick asked if we could please respond when she sends minutes out, it would be helpful.

On a roll call vote, motion passed unanimously 5-0

III. Chairman's update: (Jim Fricchione)

a) Building negotiations

Fricchione gave background updates regarding Al Sfier (potential developer). Process is going very well. LOI was issued, very broad, written with a detailed 15 year budget. Negotiations are moving forward nicely.

Baker offered to catch everyone up to what has been going on.

He gave explanation of the original 5-year lease... "a gentleman approached us (Al) offering to purchase the building and take on the expenses... with a long-term lease... a board discussion needed at the time to look at if this was the best route to go. Al and Bill Andreoli met and discussed the plan, and everyone will continue moving forward together, except that Al will be able to buy the building in the near future, spend his own capital, and this will allow us to be able to focus on our mission of building a world-class school. This is really a great opportunity for us at this time"

Gardner asked if this will give Al the opportunity to change any of the building plans.

Baker said no, Al would be very proud to be a part of our school and the creation of this school in the community.

Cartwright asked if Al will be part of the future expansion of the building. Baker responded, "yes... instead of the phases we've been looking at, we can look at the future of growth".



Windham Academy Public Charter School February Meeting Minutes

b) Board TA Challenge:

Fricchione is challenging everyone on the board/ requesting them to look into the future to come in and be a full day teacher's aide in the school. Jim had a wonderful experience. He spent a full day in second grade with Miss Stevens and her students. He wanted to hug each child before he left. He saw a lot of good things going on. He saw the love. He saw the smiles on their faces... and before he left he had 3 little ones hug him. Baker would like to come in on February 20th... full day.

c) Recognition and Thanks:

A big thank you to Jaime Slocum. A lot of the building negotiations came to be because of her introducing us to Al. Without her, these talks wouldn't even be a possibility.

IV. TREASURERS UPDATE

Baker shared that we are in the third week where Kim, Caitlin, and Chris meet to solidify policies, and are now putting together procedures. Kim is organized and doing a great job and there will be great progress when the auditors come back. They'll be impressed! Things are moving along nicely. We just received our March funds, it came as \$150,000... with \$15,400(Keno) \$22,362 balance. \$8,000 in checks due.

- **CPA Update**

Caitlin shared the Executive Summary, Profit & Loss Statement for period ending Jan. 31st
Fiscal Year ends on June 30th, 2019.

Capital Spending (handout given out for all to review)

- **Donations (board needs to formally accept)**

(Murrell-Burzak mentioned having a developing policy) you want to be able to take in any kind of securities, and have a committee (such as land)... you get to say NO. Or they'll give you something like jewelry.. (Chris said that we discussed this back when we wrote the 501C3) Lisa will send us information to draft out this type of action. Jim feels that there is a certain threshold.

- **Motion to formally thank the 5 current donors:**

Luke Underwood	\$50
Mason Gardner	\$100
Box Tops of Education	\$60.50
Simriti Kaur	\$100.00
Adam Lankford	\$1,000.00

Baker motioned

Del Signore seconded

Discussion open:

Fricchione thanked all personally

... we need to create WA personal thank-yous for all board members to sign

Cartwright mentioned having a Student branded card. Kids draw a card... and everyone will sign it at the meeting.

motion passed unanimously 5-0



Windham Academy Public Charter School February Meeting Minutes

- **Operating Budget 2018-2019**

Baker explained how we are backed up a bit since we are just getting this rolling now.
Blundell went over the packet (explained how it is to be used like a family budget)

Baker made a motion to approve the WA 2019 proposed operating budget
Del Signore seconded

Discussion open:

Fricchione asked when will this take place each year... Caitlin explained it has to be approved earlier than June. Gardner asked, does this have to be approved before work agreements for teachers are signed? Are some of the items in the budget for teachers to begin planning for next year? Yes.

Motion passed unanimously 5-0

- **Policies and Procedures (handed out)**

Blundell explained changes recommended by the auditors

Baker made a motion for proposed changes to existing policy

Del Signore seconded

Discussion open:

Donahue mentioned that we can vote to approve the proposed changes... but feels we should be voting on the completed policy? Caitlin pointed out the added language is in quotations. We are approving the policy with the changes as outlined in summary of proposed changes.

Motion passed unanimously 5-0

V. Grant strategy

Lisa Murrell-Burzak (fundraising consultant)... re-introduced to us. She joined us early on, but we were not ready yet as we were waiting for our 501c3 status.

- first thing: infrastructure grant

Westinghouse has no deadlines.

Biggest thing Lisa found out is there are lot of conflicts... Westinghouse switched avenues on how to go about the grant money. Lisa really wants to know what we need. Foundations can take 3 months, they can take a year or more.

She worked on the \$100,000 security grant

Started on the BAE... they will not let Lisa submit. Chris asked if she can re-submit now. However, we have to know what we would need for STEM... we have to apply for specific items.

Donahue questioned Robotics?

Kelloggs...

Musical Instruments...

Westinghouse wants to support STEM

Do we need microscopes? (look forward to the next steps...)

Fricchione requested that we get a status update at our next board meeting? Can we have copies of what Lisa has done thus far? Can Lisa show us any submissions? Lisa shared that research takes an awful lot of time.

She has a lot of resources that we can look at. Connell pointed out that she works for Target... and mentioned



Windham Academy Public Charter School February Meeting Minutes

that planning out for months ahead... but it would be very beneficial for her to be able to plan ahead for her art program. Jim said that at our next meeting there will be an opportunity for us to “lobby” for what we need. Lisa is being invited to our next meeting with general concepts/ideas. Sean mentioned if you bring us a few ideas of where to look... and then we can look deeper at what we might be able to gather.

Jim: Are you interested in working where you can be part of some of our victories? Lisa said she can't because she is part of a company where she wouldn't be able to accept any of that.

- CCLC Grant (education system) March 9th is the deadline.

Once you're in line and approved, they'll work with you.... she'll need to update us on some items she sent out to us. Lisa feels one of the best ways for us to get money is an annual campaign. Debbie Mackenzie and Lisa had talked about having a gala at the end of the season. But, if we were to do something (STEM project) and bring everyone in... with a big door prize basket... signed names/emails... we can start to get all of the people involved.

- Cartwright asked if there is a matching gift program.

He asked if there could be an information packet letting incoming families know what they might be able to in regards to companies. Golf tournament? We need a fundraising committee...

VI. PTO Update

Fricchione thanked Trixy and the PTO for everything they do.

- Tall/Small Dance: 1st school event. This Saturday. 114 people attending. More than 50% of our school attending. Jim asked... do we make money from this? No, however, Trixy said we'll be selling food to generate some money. This year its mostly just for the fun of it.
 - a) Parents are donating food and drinks and ready to help.
 - b) DJ donated.
 - c) Pizza donated.
 - d) Boys and Girls Club donated the space...

Attire? Dress in whatever you want... \$5 per person

Walter mentioned... a hash-tag thought. Windham Academy.. looping it all together. Ties it all back to Windham Academy when it's out there on social media. Need to explore Twitter? Instagram? Utilize the best platforms

- Next PTO meeting is Monday 2/18

• Fundraising:

Bertuccis raised \$308.88

Looking at a way to rally the school to do community service with a social media campaign.

Next meeting we can maybe have an update from the PTO as to new ideas they come up with

- a) Virtual Giving Tree? Looking for people to bring services in...
- b) Outside of PTO we have committees we've talked about establishing. We haven't quite started setting those up. Cartwright expressed the thought of how to maybe set up a “framework” for people to see the ideas of what we truly need in regards to helping us grow.



Windham Academy Public Charter School February Meeting Minutes

Trixy feels horrible that they can't commit to the 5 needs we discussed. PTO needs to be working on their own budget... they want to focus their attention to Parents/Teachers. Chris said that it shouldn't fall on the PTO shoulders.

- c) Expenses: Trixy asked if we spend money (balloons for an event)... how do they get approved to spend that money? Use a Purchase Order, Kim would make note for Caitlin... and they could pull it from PTO funds.

Public Comment:

- Walter Cartwright (General Contracting) ... loves what the school is all about. How can I be an asset? He wants to avoid mass e-mailing. Jack of all trades. He has done fundraising. Been on rotary. Ran a day care for 5 years. Golf Tournaments.
- Vinny feels we should continue to throw out our ideas/needs into an I-Cloud... and keep it up to letting families see what is still out there that is needed. Would be great to have someone in charge. A living Google Doc.
- Mike Brengola spoke about the fact that we aren't tapping in to the parents enough. We need to get more parents involved. It always seems to be the same parents who are helping. The Birches continually hammered the parents to either donate time or money. Baker spoke that we are growing very quickly. We are now truly working on getting these committees underway.
- Sean feels the committees will drive the parents to take part. We need to make sure that some of these parents are joining and helping for the right reasons. Put some time in to the wording of what is needed from each committee. Chris feels it will take years to get these committees.

VII. After-Lottery Application process:

Jim, Shawn, and Chris all want to move up the commitment date for families to hold a seat by a certain date. There is no need to wait more than a couple of weeks for families to decide. We have a long waiting list, and we need to allow time for movement of those on the wait list if parents decide not to complete the application.

We need to get an email out tomorrow. We have to give family to Monday March 4th... where we'll be staying late in the day to help families fill these out. Kim and Mindy have offered different blocks of time for families to come in to school to pick up an application and/or ask any questions they may have. They will also put the documents on the website for families to download, fill out, and send in as well.

In the future, it needs to be clearly stated at lottery... "If you don't fill application out by the deadline, you'll lose your spot on the wait list"

VIII. Director's Update:

- Mindy update 100th Day of School was awesome!
- Lottery..173 seats filled for next year.
- Curriculum committee met last week. Many moving parts to a committee. Patty Miloro and Mindy going through resources/materials to find a direction of the school. "Where do we want to go"
- Busing discussions...survey went home to families today about current bus situations. Online survey went out to committed 2019-2020 families seeing their interest in a bus for next year. Early dismissal



**Windham Academy Public Charter School
February Meeting Minutes**

was called because the little ones being on the bus too long is just not ideal. Karl wants input from families before going to the SAU.

Public Discussion:

- Sean ran into Debbie Mackenzie and wants her name removed from the PayPal account. Caitlin will look into it.
- Walter wants to get involved...how can we get him involved.
- Mindy asked when are we going to tell parents about the new plan for the building? Chris is meeting with Steve Brady to get approval for State Fire Marshall. The board needs to communicate to families about when we are moving into the building and updates.
- Next meeting: Wednesday, March 13th
- On docket: more info on committees and grant writing.

IX. Adjournment

Donahue motions to adjourn the meeting. Seconded by Baker.

Motion passes unanimously 5-0

Meeting adjourned at 7:15pm

~~~~~  
Respectfully Submitted  
Melinda Labo

Windham Academy Public Charter School, Director