



The Windham Academy  
Board of Trustees

1 Industrial Drive  
Windham, NH 03087

**Virtual Meeting, Via Zoom**  
**Wednesday April 8<sup>th</sup> 2020 7-9pm**  
**Meeting ID: 712 060 660 Password: 358315**

**i. WELCOME / CALL TO ORDER**

Jim Fricchione (Chairman)

Kim Golden (Assistant Director)

Sabrina Crooks (PTO)

Melinda Labo (Director)

Walter Cartwright III (Board Member)

Sean Donahue (Board Member)

Meg Bedrick (Secretary)

Chris Baker (Treasurer)

Caitlin Blundell (CPA),

*Absent:* Karl Dubay (Vice-Chairman), Vinny DelSignore ( Board Member)

Jim Fricchione (Chairman) called the meeting to order on Wednesday, April 8, 2020 at 7:03pm.

**ii. PUBLIC OPENING**

- Pledge of Allegiance

The pledge of Allegiance was said.

- Approval of previous minutes from March 11th, 2020

Cartwright notes one edit to be made to the name of the building cleaners.

Donahue intends to abstain from the motion as he was absent during the last meeting.

*Baker makes a motion to approve, Cartwright seconds the motion. No discussion*

***Motion approved 4/0, Donahue abstains***

**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.

- **Monthly Charter Excerpt:**

*Diverse Learning spaces* Students will take courses at Windham Academy campus as well as in diverse learning environments, e.g., local courthouses, businesses, and research institutes. "School" and "schooling" will not always be based on place (page 14).

*Technology* Windham Academy will offer specific age-appropriate classes in computer science and graphic design as well as integrating information and communication technology. The school will strive to provide students access to current technology. Technology will be used intentionally as a tool to the learning experience. Teachers will plan accordingly and refer to best practices when using technology in the classroom. Students will have the option of attending enrichment programs that use technology in a more exploratory way in after-school and summer camp settings (page 15).



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- **Gratitude Spotlight:**

It goes without saying that there are two groups of people that we need to show gratitude for; the teachers and the parents. These days, both are going above and beyond to continue the children's education in light of some very unusual circumstances. Teachers are finding a way to teach and motivate in a new environment and new medium. I want to say thank you to every parent who is stepping up and rolling up their sleeves in their child's education.

**iv. DIRECTORS UPDATE**

- **Virtual learning update:**

Mrs. Labo shares, she is in constant communication with the state and that the commissioner of education is proud of everyone for the way New Hampshire is leading the way in remote instruction. Teachers are using the SeeSaw platform because it allows teachers to communicate and collaborate with one another. Our special education students are receiving the attention and support they need. Classroom assistants are helping out in every way they can. Families have been giving such positive feedback. The staff of Windham Academy are doing continuous check-ins of wellbeing. In regards to the continuation of remote learning, the governor does not want any decision made until April 17, 2020. The governor discussed the possibility for all New Hampshire schools to select a statewide end-of-the-year closing date. As a school, we at Windham Academy, will decide when we want to close our school for the school year. Mrs. Labo thanks our Chairman for our flag on the hill, "that was a wonderful touch".

- **Fall lottery & enrollment projections:**

Mrs. Labo states she is receiving emails from families wondering how remote instruction correlates with the rest of the school year to which she responds, "everyone is receiving instruction and doing what they can. Social and emotional health is most important now. We are here to help families. What does this look like for a child getting ready for next year? Our students will start our new school year with a clean slate". Mrs. Labo adds, "at the end of this school year, we might have a few families and teachers discussing retention because of where students were developmentally during the course of this school year". We also have prospective families who were waiting for tours and waiting to make their final enrollment decision after the tour. Unfortunately, we cannot host tours at this time. Mrs. Golden adds, there are not any new requests for tours but we are still adding names to the waitlist. Fricchione asks, "given the building is empty and no one is going to have tours, how about a virtual tour posted to the website?". Mrs. Labo responds, "we can walk through but it will be lacking the essence of a school with the students and staff within the building". Sabrina Crooks adds "the PTO wanted to put together something with the kids to represent the essence and the happiness of the kids; so families can see how much the kids love the school. Also, I've had a ton of parents ask me about retention". Fricchione asks, "are we still on track to have full classrooms next fall?". Mrs. Labo confirms we have not lost any students and we have growing waitlists. A parent asks, "will we still have access to the websites the students are using now, during the summer?" Mrs. Adaschik answers "we received access to those websites for free and they expire June 30". The parent also agrees with Fricchione's idea of a virtual tour.



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- **Fall staff and hiring:**

We have applicants coming in but the interviewing process will be through a virtual distance platform such as Zoom. Windham Academy currently has the following open positions; one fourth grade teacher, one fifth grade teacher, two second grade teachers, and the potential for a first or kindergarten teacher if a current kindergarten teacher moves grade levels. This teacher would like to loop with her current kindergarten students into first grade. We want to give parents this option but we also want to discuss this further when we get to that point. Windham Academy also has an open nurse position.

- **Anything else:**

Mrs. Golden shares that Windham Academy is moving forward with paperwork for families for next year and working with the communications committee to update the website. There is no hard due date on the paperwork for next year; we want to make it available to families soon and as we get closer to May and June, we will revisit getting those forms completed.

**v. PUBLIC COMMENT**

A parent shares her relief; “that answered a lot of questions for me. To hear you talk about next year took a lot of anxiety off my plate. I can attest it is going smoothly. I am so grateful”. A second parent asks, “who decides on retention? Is it the school or the parents?” to which Mrs. Labo responds, “it is decided as a team after hearing thoughts from all parties”.

**vi. TREASURERS UPDATE**

- **March Financial Statements:**

See financials provided by Caitlin Blundell or email Chris Baker for an additional copy; CBaker@tcwendys.com. Windham Academy receives four major fundings through the course of the year. We have received our first 3 payments, and are expecting our last one to be approximately \$125,000 in June. The funding will be based on the current number of students enrolled at Windham Academy. There should not be any changes or impacts to funding due to being forced to close and move to remote teaching. All payments, including rent, have been made. Payments towards two loans that the school received through NH HEFA have been deferred by three months at their request. They will extend the term of the loan by three months. We are right on track with the budget with expenses and revenue. Our expenses are under budget and we are staying within budget with all of our items with the only exception being in revenue. Windham Academy has applied for the Paycheck Protection Program (PPP) for small businesses, provided through the stimulus package. We can use the PPP loan for lease payments, payroll, and utilities.; as long as we utilize the loan for those purposes, it will be forgiven, otherwise we would pay back the loan over two years at a 1% interest rate. Payments begin after 6 months of the loan originating. The PPP loan allows us to keep all of our staff employed and helps us to make our mortgage payment. The loan could be funded within the next week. The Federal Loan Application is completed through the Bank of New England.



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- **Skype Doctors for Staff (w Kim):**

The My Telemedicine program is for all school staff and their immediate dependents. This program allows staff access to primary care, urgent care, and prescriptions through video calls. There is no copay, no cost to the employee, and the total cost to the school is \$50/mo. It has been submitted, countersigned, and should be in place by April 15, 2020.

- **Windham Tax Abatement update:**

Baker shares that the Board of Selectmen had a meeting on Monday night, we were on the agenda to make a presentation for the abatement. However, they did not have the ability to offer a Zoom call so we asked the abatement be pushed off for two weeks or rescheduled in hopes for an in person meeting. The board of selectman agreed to postponing so we are awaiting further information on that.

- **Anything Else:**

We eliminated the cleaning service with Majestic Cleaners. We also paused our trash pick-ups since it is not necessary at this time.

## **vii. COMMITTEE UPDATES**

- **PTO:**

Sabrina Crooks shared the PTO canceled future fundraisers for this year and are instead putting their efforts towards fall fundraisers. In the meantime, the PTO has been trying to come up with fun things to do at a distance. The PTO members have been reading books and posting to the Families of Windham Academy Facebook page. Families are specifically requesting Mrs. Labo to post a video of her reading a book. The rock garden by the flagpole is growing and the PTO hopes to continue this garden into the 2020-2021 school year. The PTO waived the grant application for teachers this year and upped the amount to \$100. Teachers will receive their grants at the end of May as well as the money from their coin drives. Lastly, the PTO is planning a teacher appreciation week.

- **Communications:**

Cartwright shares the communication committee is working on website updates to get ready for next year such as school applications. Fricchione asks if there are any brochures or flyers as an outreach to parents? To which Cartwright responds, "those are on hold, we are pausing spending on those items during this time". Donahue asks if we could have the families share their success stories with others in the school in regards to their experience with remote learning and what has worked for them in an effort to keep the content and the vibe going while keeping the community engaged. Donahue also adds, "I do web meetings for a living. I want to commend all who are on this meeting for being better than the people who I do this with on a daily basis. Being cognoscente on a web meeting, you all did very well".



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- **Fundraising:**

Cartwright shares the fundraising committee is currently halting its efforts and are speculating moving the golf tournament to the fall. We hit a home run this year with fundraising. Fricchione asks, is it possible to do any online fundraising? To which Cartwright responds, we could discuss it, kick around some ideas and get some feedback. Baker would like to recognize the Underwood family for their donation to the school. Baker adds, dress-down-days and box tops generated \$233.90 in fundraising. Donahue adds, "I agree with Walter that Windham Academy did an amazing job with fundraising. At this time we should support the families and I would not feel right asking them for more money towards fundraising. Other types of fundraising would be okay such as corporate". Fricchione adds, Caitlyn could come up with a list of businesses that donated to Windham Academy because they believed in us. We could put out those names to the Windham Academy community and request families support those businesses to give back during this time by buying a gift card.

- **Facility – 2nd floor update:**

Fricchione asks, if everything is still on for construction on the second floor? Cartwright responds, we are on hold, but are in a good position based on previous planning discussions with contractors. We need to set up a strategic planning meeting to get pricing and finalize the budget. The building owner is still on pace to build the elevator. Baker suggests meeting to discuss the budget to prioritize how to strategically budget towards fit-up in the most cost-effective manner. Cartwright states, the trades that are still working during this time have slashed prices. The sooner we can get together as a board to plan, the better chance we have to save some money. It would be worth it to us to figure out the funding now. Baker adds the windows on the first floor were tinted as a recommendation from a security standpoint. Fricchione states, the building owner "is an awesome partner of ours. He has been great, he has helped us out. We are a very good tenant because we are funded by the state. We can feel confident in our funding. I hope he is doing okay at this time". To which Baker replies, "I spoke with him and we did discuss how he is doing; he seems very comfortable".

**Next Meeting: May 13, 2020 via Zoom. Time TBD**

**viii. ADJOURN**

*Donahue makes a motion to adjourn; Bedrick seconds the motion.*  
**The motion is approved unanimously 5/0.**

Meeting adjourned at 8:13PM