



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Virtual Meeting, Via Zoom
Wednesday April 14th 2020 7-9PM
Meeting ID: 38 3009 9436 Password: 166099

i. WELCOME / CALL TO ORDER

Walter Cartwright (Chairman)
Meg Bedrick (Vice Chair)
Chris Baker (Treasurer)
Vinny DelSignore (Trustee)

Jim Fricchione (Trustee)
Karl Dubay (Trustee)
Caitlin Blundell (CPA)

Mindy Labo (Director)
Kim Golden (Assistant Director)
Sabrina Crooks (PTO)

Absent: Sean Donahue (Secretary), Brandie Shydo (Communications), Tony Deluca (Fundraising)

Walter Cartwright (Chairman) called the meeting to order on Wednesday, April 14, 2020 at 7:04PM.

ii. PUBLIC OPENING

- Pledge of Allegiance
The Pledge of Allegiance was said
- Approval of previous minutes from March 10, 2021.

Bedrick makes a motion to approve, Fricchione seconds, no discussion.

The motion is approved 5/0

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:

This month we would like to recognize Mr. Greg, our custodial engineer. He joined us mid-year and has been taking on tasks such as new paint in the foyer, a new chandelier, and a child-made american flag created by the first-grade with the guidance of Mrs. Wilcox that you will see as you enter our building. If you have a chance to stop by please be sure to see the flag and chandelier. We would also like to recognize the Cuomo family who donated paper to classrooms today.



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- **Monthly Charter Excerpt:**

Mission

The Windham Academy Public Charter School will focus on STEM Prep education incorporating reading and art to provide a well-rounded STREAM educational experience for its learners within a culture that incorporates the excitement of project-based learning, the satisfaction of subject mastery in areas of literacy, numeracy and social studies, and lasting values through civic understanding and personal character.

Vision

The Windham Academy Public Charter School will excite, inspire, and empower our children to embrace the wonders of science, technology, reading, engineering, arts, and mathematics (p.4).

iv. DIRECTORS UPDATE

- **Campus Update:**

Here in April things are changing; we have hit every season in a week! Families have been invited to check out our lost-and-found which has now been cleared, washed, and moved to a collection bin. The VIP fundraiser was a success and our VIPs are taking their spot at the front of the line for drop-off and pick-up! Thank you everyone who so graciously donated.

We are getting a lot of medical calls due to the allergy season. Please remember we are not doctors, you need to call your primary care for guidance.

- **Returning Update:**

Next Monday, April 19, we will be following the Governor's executive order; our remote students will be invited back for in-person learning. For the most part, everyone will be in person with the exception of Wednesday, April 21, 2021 as a remote day due to staff vaccinations the previous evening. After vacation we will return to a 5-day in-person model. YMCA is in place at school for Wednesday after school care.

Cartwright adds to keep an eye out for policies to be approved at upcoming meetings such as Proof of Residency, Weapons on School Property, and Student Discipline policies.

v. PUBLIC COMMENT

Sub Text

vi. TREASURERS UPDATE



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- **March Financial Statements:**

See financials provided by Caitlin Blundell or email Chris Baker for an additional copy;
CBaker@tcwendys.com.

We are in line with our budget and are observing an increase in the revenue compared to last year due to the number of students we have enrolled. Revenue items under budget include fundraising. Over budget items include special education and donations to the school. Cartwright notes *"the deficit in fundraising has not negatively affected us as it should have because we were able to pick up some of our expenses in our last fiscal year"*. There was an unexpected expense for Title-1 materials. However, we will be reimbursed \$32,000 for those materials. We are solid and have not needed to draw on our line of credit. The final 10% payment from our unrestricted grant from the state comes in at the end of June. Donations from the month of March include Proto Part Inc. (\$200), dressdown/staff donations (\$306.79), Benevity Community Impact Fund (\$1.46), and Lands End (\$968.50). Totaling \$1,476.75. The PTO Fund balance stands at \$3,630 and the Uniform Assistance Fund has a balance of \$1,599.

- **Salaries Tab for FY 2022:**

We do need to vote on salaries and hourly wage expenses as a part of the overall fiscal year 2022 budget. Cartwright notes *"the reason we are going through this portion of the budget this evening and not waiting until the budget is finalized is because our team has contract rollover. As everyone is aware, we will have more teachers next year with the addition of two more third grades and so on and so forth. So we don't get behind and can post those job listings, we need to find out which team members are returning or leaving. That is why you are not seeing the full budget laid out; it is just this one section"*

Dept. Name	Dept. #	Proposed FY22					FY21	Variance
		Salary Expense Budget	Hourly Wage Expense	Payroll Tax	Total			
Instructional Teacher	1100	\$ 650,289	\$ 14,553	\$ 50,860	\$ 715,702	\$ 495,277	\$ 220,425	
Paraprofessional	1100	-	\$ 321,300	\$ 24,579	\$ 345,879	\$ 328,676	\$ 17,203	
Temporary Employee	1100	-	\$ 12,600	\$ 964	\$ 13,564	\$ -	\$ 13,564	
Special Education	1200	\$ 84,000	\$ 16,800	\$ 7,711	\$ 108,511	\$ 76,656	\$ 31,855	
Health Services	2130	-	\$ 30,135	\$ 2,305	\$ 32,440	\$ 18,085	\$ 14,355	
School Administration	2400	\$ 211,590	\$ 22,050	\$ 17,873	\$ 251,513	\$ 158,970	\$ 92,543	
Operation of Plant	2600	-	\$ 30,135	\$ 2,305	\$ 32,440	\$ 50,186	\$ (17,746)	
Grand Total		\$ 945,879	\$ 447,573	\$ 106,599	\$ 1,500,051	\$ 1,127,850	\$ 372,201	

New Positions:

Special Education Director/Guidance Counselor
Foreign Language/STEM Teacher
Curriculum Director
6th Grade Teacher
3rd Grade Teacher
3rd Grade Teacher
Full Time Instructional Aide
SPED Teacher
Discovery Program Instructor
Discovery Program Instructor
Receptionist



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Baker makes a motion to approve the dollar amounts associated with the line items or departments on the fiscal year 2022 budget which include; Instructional Teacher, Paraprofessional, Temporary Employee, Special Education, Health Services, School Administration, and Operation of Plant totaling \$1,500,051.00, Del Signore seconds,
The motion is approved 5/0 - Dubay abstains

vii. COMMITTEE UPDATES

- PTO:

The PTO is seeking new members for next year and has kicked off a Raffle Basket Fundraiser. Information on the Raffle Basket Fundraiser went home on Tuesday. This fundraiser supports updates and improvements for the auditorium. Some basket themes include a beach basket, Italian, outside fun, Lego, etc. Teacher Appreciation Week is approaching. The PTO has begun planning activities for that week which we will disclose as we get closer. May 13, 2021 is our next meeting at 6:30PM.

- Facility:

The elevator is still in process. Miscommunication between local and state inspector has briefly stalled progress. The building owner is on top of it and in the process of having the elevator completed. We are excited and look forward to the expansion of our campus; that process is moving along.

- Fundraising:

Raffle tickets are available online; Winners will receive \$1,500, \$1,000 and \$500 prizes. The drawing will be held on May 21, 2021. Ticket prices are \$10 each or 3 for \$25.

viii. Quote

- *"If you're offered a seat on a rocket ship, don't ask what seat! Just get on."* - Sheryl Sandberg

Next Meeting: May 12, 2021

ix. ADJOURN

Baker makes a motion to adjourn; Fricchione seconds the motion.
The motion is approved unanimously 6/0.

Meeting adjourned at 7:35PM