



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Windham Academy Public Charter School
Windham Town Hall N Lowell Rd. Windham, NH
Wednesday, August 14th, 2019
5:05 pm

Windham Town Hall
Wednesday, August 14th, 2019 5-7pm

In Attendance:

Jim Fricchione (Chairman)

Meg Bedrick (Secretary)

Walter Cartwright III (Board Member)

Karl Dubay (Vice Chairman)

Chris Baker (Treasurer)

Caitlin Blundell (CPA)

Melinda Labo (Director)

Absent: Sean Donahue (Board Member), Vinny Del Signore (Board Member), Kim Golden (Assistant Director)

I. WELCOME / CALL TO ORDER

Jim Fricchione (Chairman) called the meeting to order on Wednesday, August 14th, 2019 at 5:05pm.

II. PUBLIC OPENING

A. Pledge of Allegiance

The Pledge of Allegiance was recited.

B. Approval of Previous Minutes

Approval of meeting minutes from July 10th, 2019.

- Chris Baker makes a motion to approve.
- Walter Cartwright seconds the motion.
- No Discussion.

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

III. CHAIRMAN'S UPDATE

A. Staff / Trustee Reviews:

1. Staff reviews should be conducted on an annual basis to make sure there is positive constructive feedback from all areas. It was mentioned in the audit that we would need to have a way of evaluating the board/administration. This is in process.

B. Parental Involvement:



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

1. A lot of parents have jumped in and helped by participating on committees, volunteering, etc. The topic tonight is focusing on “How do we get more parents involved?” Donating money is great, but getting parents on board and having them join us in lots of different ways is also very important. Some new teachers have let us know their thoughts on how they can assist us this coming year. Baker shared a parent email regarding wanting to become more involved in fundraising and communications. Bedrick shared she has received some emails asking how they can help as well. Having more people filling out these committees is paramount. We have yet to gather a similar list of interest from families that were with us last year. Anyone who wants to volunteer, please reach out to us, and spread the word to others.
- C. Grand Opening Festivities (3rd week of Sept)
1. Ribbon Cutting: Windham Academy will host a Grand Opening and Ribbon Cutting to celebrate opening our beautiful building. We have invitations out to the Governor and the education commissioner. We may set up some booths with hot dogs, balloons, etc. Anyone with creative ideas please reach out to us!
 2. Windham Academy 20-Year Time Capsule: Building owner has okayed that we can bury a time capsule in which students can write a letter to themselves that they can read in 20 years. Board members will add letters, as well as staff. The building owner will write a letter to his family as well.
 3. Constitution Day (Sept 17th): This day is very important to our Board Chairman. We will try to choose this day as our Ribbon cutting day. We will need a new US flag and Windham Academy flag. Can we find a way to get a flag with meaning behind it? Can the governor bring us a flag? We would also like to do a Saturday date for parents to come and attend. Potential date: September 21st. More details to come.
- D. Recognition and Thanks
1. At this point in the meeting, we take time to thank those who have helped our little school on the hill. There are entities beyond the Windham Academy family who have helped us. We would like to thank Chris Hunt at Golden Brook School and those individuals helping us from the department of education. Thank you to people at the State of NH who have been a part of helping us every step of the way. Windham Academy just received an audit report card from the state of NH and we really shined. Thank you to the local school, district who has worked alongside us and also helped us with furniture. State Department of Education members like Jane Waterhouse have been such a great help and advocate along the way. Baker thanked everyone who came out and helped in gathering the furniture from Golden Brook School. Betsy Noel, MaryAnn Miccicce, Walter Cartwright, Chris Baker, Jim Fricchione, Bushra Zawaydeh, and Megan Wilcox all came out to help us gather up what we could.

IV. DIRECTORS UPDATE

- A. NH Department of Education held it's first Annual Review of Windham Academy. It took place last week with Melinda Labo and Kimberly Golden. We received glowing remarks



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

- and comments. Windham Academy might mentor other charter schools because of how well we are doing. The board is very proud of Labo and staff. Great job.
- B. Town Hall Meetings: We are hosting information nights on 8/15 and 8/20 at 6:30pm at the Boys and Girls Club in Salem. This will allow us to answer questions for parents. It will also give us the opportunity to discuss what we have accomplished and what we are moving towards.
- C. NH Policy Discussion: We discussed how it takes years and years to get all of these policies incorporated into our school. Labo and Golden are collecting them and giving them to the board to review. Jane Waterhouse at DOE has given us a checklist of what policies are most important. Five specific policies were sent to the board for review which we can have a workshop or conference call to go over. Any policies need to be brought up during monthly board meetings and voted on. They need to be read publicly, put up as a motion and voted on. We could start with 5 or 10 off policies, go through them and vote on them. This will take a while, but needs to start now.
- D. Uniform Update: Meg Bedrick shared our sales to date. We've sent all the information out to parents about uniforms. Jim Fricchione shared the background information of how we came up with the uniform policy. We met with the DOE to share our feelings on the uniforms, they saw pictures and felt we are trendsetters for the state. Jim read the policy out loud. Karl Dubay shared 1) any adopted policies need a date 2) our attorney already reviewed it and we edited things to meet his concerns on wording, and 3) concern about the vendor naming in the policy (should it be omitted). Chantal Schreiner mentioned that using a certain vendor is difficult for those who could be financially struggling. Bedrick spoke about what we have been hearing from other families as well. Dubay mentioned that we need consistency. Dubay shared his feelings on the quality of the vendor's clothing and how uniforms can save money as they last longer. Fricchione would like to have the vendor's okay for us to utilize a "patch" that can be purchased to put on clothing from another vendor. Baker shared that the Windham Academy has helped some families who were finding uniforms difficult to pay for. Dubay asked if the uniform policy will be in place for the students starting school on September 3rd. We want to remove any confusion from parents preparing for school to start. Can we put wording in about flexibility? Baker mentioned that some people will be upset if they already purchased clothing from the vendor and suddenly some people are purchasing patches. Mr. Schreiner asked if it is "legal" to have families purchase from a specific vendor for a uniform. Mrs. Schreiner asked about why they wouldn't be able to spend 35 cents for a logo. Dubay mentioned that we stayed away from putting in certain clothing like shoes, ties and pressed shirts to make things easier. He stressed that if you need help financially, we are here to help. Jim shared the Uniform Policy. Baker asked if people really want to wear burgundy pants? Bedrick went to the Children's Place and found burgundy pants for boys. She looked at Lands End tops and they are "fine" to go together. Fricchione asked if this board would be okay to pass this as is. Baker asked if we can we remove the limitation. Dubay asked if we have we signed the Lands End contract yet and was told we have not. He asked if Lands End would be upset if we moved forward with logos Parents shared their thoughts asking if we can try to find a way to NOT have a Lands End "tie-in" agreement. Mr. Schreiner asked if we can re-word the vagueness of the tops and if we can have better wording for wearing something over



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

the logo like a cardigan. Fricchione asked the board to speak to Lands End and ask if we can reword things. Baker reiterated that as the treasurer of the school, Lands End is going to help us significantly with money. However, if parents and families let us know that things are tough, we as a board will sit down and relook at things. Teacher Rebecca Pommet mentioned that maybe the wording can be “as long as you are wearing a logo somewhere on your body”. Fricchione said that the first year we will have flexibility and there will be some bumps. In the second year, we may have to refine the policy. Perhaps Meg can come up with a list of FAQ for families to know more about the uniforms before school starts. Baker asked if we could vote on the policy in its current form, knowing that it will be contingent upon what we find out from Lands End.

- E. Baker makes a motion to amend the policy to add “burgundy” to all bottoms and vote to accept the policy as is.
- F. Bedrick seconded it. (With questioning about the logos, as long as one item of clothing has a visible logo.)
- G. Baker amends the motion to add only one logo to be present on a child’s wardrobe, and the rest of the wardrobe needs to be the school’s approved colors.
- H. Bedrick re-seconded it.
- I. Dubay said we need to clarify confusion. The FAQ’s will be important. He will only support it, as amended, as long as we get these out to parents to know what to expect.
- J. Chris Baker asked if we send the policy and FAQ’s out to parents.
- K. Dubay said we don’t want to get into a legal issue with Lands End. As part of the discussion, we need to allow a “phase in” contract. We are a first year school.
- L. Fricchione asked if we can we agree to just tighten this policy up after this first year? Maybe we can have a committee to work on it.
- M. All those in favor of the amended motion: 3-0-1 (Cartwright abstained)

V. COMMITTEE UPDATES

- A. Communications: No updates at this time.
- B. Fundraising: Cartwright stated that the matching program will be done in the month of October. We have a donor who is ready to match up to \$10,000 in donations. There will be more information coming out on that soon. At the beginning of the year, you’ll be getting more information on fundraising (along with everything else). We are looking for a full match-up as this is a very important piece at this time. We are looking at a few different activities coming up. Fricchione mentioned that Donors Choose has been wildly funded. Teacher Rebecca Pommet just had a project funded yesterday! Bushra Zawaydeh asked if there is a fundraiser at the Karate International. Cartwright shared that they are holding a “drop-off” for a competition to collect as many supplies as possible. There are 4 age groups, each group gets a box. Whichever 2 groups collect the most will be given a pizza party. Dubay spoke very positively about Karate International. Cartwright shared they helped sponsor our Club 14 fundraiser over the summer.
- C. PTO: Bedrick will set up a meeting early in September.
- D. Curriculum: Staff is working on it currently and rolling things out for science and social studies. They have also prepared things for 4th grade.



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

VI. TREASURERS UPDATE

- A. July Summary: Caitlin and Chris shared the current financial status of Windham Academy.
There is a chance we may get more funding if we have any students who qualify for F&R Lunch program. Fricchione thanked Caitlin Blundel and Chris Baker for all they've done with our audits, as well as keeping our finances in check in an amazing manner.
- B. Review July Financial Statements
- C. Building Status: Baker shared the "amazingness" of Al Sfier. He has gutted this building, and we would never have been able to do what has become "Windham Academy" without him. Cartwright shared that Mr. Sfier has been unbelievable. He has stepped up in a number of ways. If you have seen pictures on social media, you have been there in a sense. We held back on the Moving Days due the floor needing a drying process, as well as the building not being ready according to Al's standards. We had a moving company start today. Furniture and teacher items started arriving today. We have "clutter" right now but there are bigger picture things. Fire Safety is ready. Sprinkler System will be ready by the end of the week. We have passed 2 inspections so far, and we have one more coming up. We will be able to receive our Certificate of Occupancy after we have the bathroom partitions, the hand rails, and the sinks/cabinets for the classrooms. (The order was placed but the manufacturer did not come through with what we needed on the time). We are not worried about what we are waiting for at this time. The second floor is already gutted. We should have that done by mid-year.

Mr. Schreiner asked if we can explain the numbers on the financials regarding the NH Department of Education Aid. Baker explained. Fricchione explained the BOY funding given to us for each student attending school on day one. He also explained special education payments. We receive funds by billing out to collaborating districts who have students with us who are receiving assistance. Discovery Program is money made for students who attend morning care. Baker explained all expenses for Mr. Schreiner, and Caitlin assisted in giving details about the forecasted growth of the school.

There was a question about whether teachers have security training in Alice. Labo will attend a two day training on safety and security. Our building is being designed to be safe.

Bedrick asked if we will be having a different day set up as a Moving Day for parents. Cartwright said we'll probably have individual teachers set up times for help/assistance with their specific parents.

VII. ADJOURN

Bedrick makes a motion to adjourn the meeting seconded by Cartwright.
All in favor: 4-0



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Meeting adjourned at 7:02pm.

Respectfully Submitted,
Meg Bedrick
Windham Academy Public Charter School Secretary