



# Windham Academy Public Charter School

## September Meeting Minutes

Windham Academy Public Charter School  
1 Industrial Drive Windham, NH  
Wednesday, September 12<sup>th</sup> 2018

### I. Opening

Welcome / Call to Order

*Jim Fricchione (Chairman) called the meeting to order at 7:02 pm on September 12th, 2018.*

#### Present:

Jim Fricchione (Chairman)	Karl Dubay (Vice-chairman)	Chris Baker (Treasurer)
Meg Bedrick (Secretary)	Sean Donahue (Board member)	Debbie Mackenzie (Board member)
Vinny Del Signore (Board member)	Melinda Labo (Director)	Caitlin Blundell (CPA)
Rebecca Pomet (Teacher)	Shannon Stevens (Teacher)	Jennifer Bragg (Teacher)
Deanne Adaschik (Teacher)	Patty Miloro (Teacher)	

#### a) Pledge of Allegiance

The Pledge of Allegiance was said.

#### b) Consent Agenda and approval of meeting minutes

Approval of minutes from July 31st meeting.

- Bedrick makes a motion to approve.
- Baker seconds the motion.

*On a roll call vote, motion passed unanimously.*

### II. Director's Report (given by Mindy Labo)

#### a) First Week Summary

Congratulations on completing our first week. Teacher and staff are still in the process of getting everything settled and up and running. As of today, 94 students enrolled. This number has gone up and down over the last few weeks. Over the past week, lots of people slowly driving by the school most likely out of curiosity. We (staff, board and parents) are all in this together. We are working with district to get everything moving more smoothly.

#### b) Pick up and Drop off

Drop off and Pick ups going smoother by the day. Baker adds, that the school has gotten positive reviews on the change. Kids are learning guidelines and procedures. Parents and children are learning the process. Kids are beginning to learn how to follow the rules as well as learning routine and structure.

#### c) Discovery Program

There are about 10 kids in Discovery AM program and ten or more for the Discovery PM program. AM will continue to be run by WA staff. \*New! The Salem Boys and Girls Club has offered to take on Discovery PM which is an exciting partnership. Staff from the Salem Boys and Girls Club will come to Windham Academy from 3:00 pm and they will run a scheduled program until 6pm (this gives parents an extra 30 minutes in the afternoon). There will be



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a \$125 flat fee for families per month. Not only is this a huge help for the staff at Windham Academy, but the partnership with the Boys and Girls club adds benefits such as child care offered during vacation week as well other programs and discounts throughout the year. Labo will look into part time aftercare as well as if the program will change from Discovery PM to something different.

### **d) Immediate Needs**

WA needs Custodial and Janitorial service as well as a fulltime/parttime facilities manager. Teachers are wearing many hats to take over many jobs. WA is still looking for an art teacher. The Build- U program has been dropped. Teachers are anxiously awaiting aids and helpers in their classrooms.

- Need parental involvement (the hold up may be due to fingerprinting). Parents need to read and sign confidentiality agreement and get fingerprints before a parent can volunteer. A paper/packet as well as an email will go home to parents asking for volunteers inside and outside of classroom. Options can include handyman, janitorial help, assist in classroom, help organize office and supplies, fundraising. Then, someone needs to manage those volunteer positions and be in charge of assigning and organizing those parents. WA will form committees and PTA for parents to become involved in.
- Board is working hard to get WA staff more help in a daily basis for the entire day.
- IT - WA has beautiful chromebooks and they need to get set up. Within the next few days we will have a full time 24/7 IT man that will help anytime.
- Teachers will create a list of what they need help with for carpentry work and they will give that list to Baker.
- Sign up Genius went out last week, yet not many slot were filled. This is partly because parents are waiting to have their fingerprinting appointments.

### **e) Staff Updates**

- SNHU said that they would give Teacher Assistants to us, but the dean helping set this up, is no longer there prolonging the process. Everything we had in place before has been lost. Fricchione is working hard on getting that back up and running.
- Rivier College is still willing to help.
- Special Education Coordinator (Patty Simard) will reach out to the sending district and go over IEPs from children's previous schools. The sending district needs to provide those services if WA is unable to meet those needs. Simard will be evaluating children beginning soon.

### **f) Anything Else**

- Golden Brook needs help getting kids off the morning bus to help kids get into the WA shuttle bus. They would like parents or staff to help with WA students at Golden Brook. Labo will reach out to parents (again) and ask them to help with the bussing situation. Bedrick will go to the school this coming Thursday and Becky Del Signore will go Monday, Wednesday, and Friday.
- Applications for 2019-2020 enrollment will be available Oct 1st, 2018. We are also getting transfer students. Our total is 94 students enrolled currently.
- WMUR is coming to visit WA (tba).
- Looking to redesign and revamp our website. This would be a volunteer position.

## **III. Public Comment**

None

## **IV. Fundraising Efforts**

### **a) \$50- \$1000 Parental Ideas (by Fricchione and Dubay)**

Need ideas on how to get the parents to donate money and raise money for the school. Working on strengthening the relationship with Embroider Me for "swag items" for students (this will help bring in some money). They offer many different options such as clothes, hats, backpacks, etc. WA will host a parent gathering and/or open house to talk about fundraising and have parents be able to view the classrooms and meet the teachers. Mackenzie has ideas for raffle items and other ways to fundraise.

### **b) \$1,000+ (Baker and Donahue)**



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501c3 is still pending which is holding us up on donations. Donahue has donors ready for when this is officially approved, hopefully by the end of this month.

c) Grant Writing (All)

Grants are written, but need to wait until we have the 501c3 in order to be submitted.

d) *Anything else*

Nothing else.

### V. Finance Policies ( Caitlin Blundell CPA)

Board members have reviewed and made edits.

Audited in October by Audit Firm: Plodzick & Sanderson

It was created by looking into other local charter schools have have taken the best practices from all.

The policy has been reviewed by NH Dept. Of Ed Bureau of Federal Compliance Administrator: Tim Carney. He has asked to use our policy to help serve as a model for other school.

Once the policy has been finalized, then it will be presented to the board for its final approval.

### VI. Board Member Comments/ Discussions

a) Recurring Trustee Meetings (Jim)

Meeting holds every second Wednesday on site 1 Industrial Drive.

b) Budget Update ( Chris)

We have used all our federal funding money using up all our start up money. We should be getting more funding money within a few days. We have about \$4,000 in our bank account. We will continue to working on getting more fundraising money. Need to do a financial accounting (get deposit on lease).

c) Possible Building Strategies ( Karl/ Chris)

Baker shows off tentative drawing plans for classrooms. There are 18 classrooms. find ways to have a theater, computer lab, library etc. First step is the full build design then work backwards from there. There will be an area unfinished to work on during the summer. Demolition will begin soon. Plan is to move into the building in February. Classrooms will move into the building as it is ready to move kids into the building as fast and efficient as possible.

d) *Anything Else*

- Kids are learning the crosswalk procedure -Stop at a crosswalk and look both ways before crossing the street. Cars are parked back there as well as deliveries being dropped off and everyone needs to be aware.
- Event -Wednesday, September 19th hosted by Jane Waterhouse in Concord Noon to 3pm. This is sponsored by the department of education and is a networking for charter school.
- Substitute Teachers: Deb Waitt has given a few people who would like to be on the list. We are in need of more people.
- Work to partnership with other local charter schools and share resources.
- NEXT WA EVENT: Open house is September 24th at 6pm. Parents will come in to meet teachers and go over schedule in classrooms. Kids are not encourage to attend as to have an adult meeting.

### VII. Adjournment

Motion to adjourn meeting made by Debbie Mackenzie and is seconded by Sean Donahue.

**On a roll call vote, motion passed unanimously.**

Meeting adjourned at 9:06pm



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Respectfully Submitted,  
Meg Bedrick  
Windham Academy Public Charter School Secretary