



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Virtual Meeting, Via Zoom
Wednesday February 10th 2021 7-9PM
Meeting ID: 817 6527 6654 Password: 626084

i. WELCOME / CALL TO ORDER

Walter Cartwright (Chairman)
Meg Bedrick (Vice Chair)
Chris Baker (Treasurer)
Jim Fricchione (Trustee)

Sean Donahue (Secretary)
Vinny DeSignore (Trustee)
Caitlin Blundell (CPA)
Mindy Labo (Director)

Kim Golden (Assistant Director)
Sabrina Crooks (PTO)
Brandie Shydo (Communications)

Walter Cartright (Chairman) called the meeting to order on Wednesday, February 10, 2021 at 7:01PM.

ii. PUBLIC OPENING

- Pledge of Allegiance
The Pledge of Allegiance was said
- Approval of previous minutes from January 13, 2021.
Baker makes a motion to approve, Donahue seconds, no discussion.
Motion approved 6/0

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 recognize all of the families who regularly support Windham Academy by donating Clorox sanitizer, spoons, forks, paper towels, etc. to classrooms in need. Our teachers are fortunate to have families that care so much for our school community. You are so appreciated and you make our operation that much easier. Thank you from the Trustees, admin and teachers. We could not do what we are doing without your support.



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- **Monthly Charter Excerpt:**

Admission Process Overview:

- *Prospective students and their families will be strongly encouraged to attend at least one informational meeting at which Windham Academy's educational approach and expectations of students and their families will be explained, prior to enrollment.*
 - *Windham Academy will create application packets for prospective students about the school, its philosophy and expectations of attending students, and their families. These and other student related policies will be posted and available online for the public.*
 - *Parents will be asked to sign an agreement indicating their understanding and acceptance of the School's Mission and other expectations as part of the admission process.*
 - *Interested families will then submit their application.*
 - *A committee will review applications for completeness.*
 - *Should applicants exceed the number of spaces available, a blind lottery, organized by grade will be held. Those not accepted in the lottery will be placed on a waiting list in the order determined by the lottery.*
 - *All accepted students would receive notification. Those who have been wait-listed will be notified.*
 - *Soon after the enrollment process is complete, Windham Academy will hold meetings for admitted students and their families and provide an orientation for students and families.*
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iv. **DIRECTORS UPDATE**

- **Campus Update:**

Today was a crazy day, thank you for your patience and understanding. In response to this week's events, we are changing some dates: Valentine's Day and 100th Day celebrations are being moved to Monday, February 15, 2021.

Our current phase will end the week of February vacation. When we return in March we will begin our next phase which will run through April vacation. Please let your teachers know if you will be in person or remote for the upcoming phase. Wednesday's will continue to be a flex day.

- **Health Concerns:**

We would like to acknowledge the single COVID-19 exposure within Windham Academy but will not be addressing any questions at this time. Everyone who needed to be notified has been notified. Any future communication about this will be addressed by Mrs. Labo when any pertinent information arises.

- **Lottery Recap:**

Our virtual lottery was held on February 9, 2021. We had 207 students pre-enrolled before our cutoff date. Since then, we have had over 100 families put their names in just for the waitlist.



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During the lottery, we had 27 spots available throughout the whole school. All 27 spots were filled and most of the lottery names went on waitlists. Siblings were automatically given a spot or were placed at the top of the waiting list. Today we reached out to everyone who obtained a spot. Families have two weeks to confirm their spots before we move onto the waitlist.

We are adding 6th grade to our school next year. We have come a long way since our modular classrooms in the parking lot; we are growing and it was amazing to see how many families are looking to join us. Baker adds how fortunate he feels to be a part of our school; "It is a special place and I don't want to ever forget that".

v. PUBLIC COMMENT

No Comment.

vi. TREASURERS UPDATE

- January Financial Statements:

See financials provided by Caitlin Blundell or email Chris Baker for an additional copy; CBaker@tcwendys.com. Thank you to Caitlin for updating our financial report format. Our cash on hand continues to grow each year. Our outstanding debt includes two loans with New Hampshire HEFA. We have not had to touch the line of credit this year nor do we anticipate needing to tap into the line of credit during the remainder of this school year or summer. Therefore, we are in a good position to carry over some cash into next year which will support us as we budget for next year. No concerns from a line items standpoint. As of January we have a net surplus of \$323,720. We expect our next round of funding (roughly \$570,000) towards the end of this month. Lastly, we would like to thank those individuals who have donated to Windham Academy through a Box Top donation of \$108.30 and an anonymous donation made in the amount of \$3692.49.

vii. COMMITTEE UPDATES

- PTO:

Pencils for Pals will now go out on Monday, February 15. Next month we will have a Change Challenge where students bring in their loose change that will go towards the classroom. We are in the process of looking into purchasing projector screens for classrooms that do not yet have one.

- Communications:

The Communications Committee is creating a Donor Information Packet as well as updating the website and information for new families.



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- **Facility:**

The elevator company has been in and the project is moving forward. We are awaiting inspections.

- **Fundraising:**

Our next fundraiser will be a raffle. The Fundraising Committee still has hopes for our spring golf tournament.

Next Meeting: March 10, 2021.

viii. ADJOURN

Donahue makes a motion to adjourn; Fricchione seconds the motion.

The motion is approved unanimously 6/0.

Meeting adjourned at 7:26PM