



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Windham Town Hall
Wednesday, September 11th 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)

Vinny DeSignore (Board Member)

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

i. WELCOME / CALL TO ORDER

Jim Fricchione (Chairman) called the meeting to order on Wednesday, September 11th, 2019 at 5:07pm.

ii. PUBLIC OPENING

- Pledge of Allegiance & Moment of Silence
- Approval of previous minutes
- Approval of meeting minutes from August 14th, 2019
 - Baker makes a motion to approve
 - DeSignore seconds the motion
 - No discussion
 - Motion approved 5/0

iii. CHAIRMAN'S UPDATE

- Jim Fricchione discussed the Grand Opening & Ribbon Cutting festivities on Sept 17th from 9am to 10am. Salem Chamber will bring scissors to facilitate the ribbon cutting and there will be a flag raising. Karl handed off some names of local veterans who would like to help. Students will be singing as well. There will be a time capsule. Can teachers submit a classroom picture for this? Each classroom can submit a whole page. Teachers were thinking about thumb drive but may be obsolete in the future. They can talk about students favorites right now. Maybe write a letter to themselves and address it with stamp? Teachers can take more time to bury the capsule for their classrooms. Tuesday 9am-10am, Saturday 11-1pm. Tours for family members and visitors.
 - i. Attendees: Drew Cline, Chairman of the Board of Education, who is the person overseeing everything handling education all over the state of NH. Al Sfier has been invited as well as Chief of Police and Fire Chief. Media also invited.
 - ii. Punch list items remaining: Try to secure Honor Guard, get a new WA flag.
 - iii. 10yr & 25yr Time Capsules: One to be buried during the ceremony with items from the Board, Mindy Labo, and Al Sfier.
 - iv. Betsy Noel sent out a picture of how to show items from the ribbon cutting ceremony.
 - v. Vinny mentioned that the time capsule is really nice. Could we keep the nice capsule in a special place in the lobby with the key leading people to the buried capsule.
- Building Lease Review and Discussion: One of the areas we've been talking about is how we can partner in some of the areas, ie. cost efficiency with our heat. Jane Waterhouse gave information on a grant application for solar changes moving forward on the building.



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- Federal / NH Grant Update: A \$42 million grant was awarded to the state of New Hampshire. The state will divide the money up between existing schools and new schools. It could mean a lot and it could mean a little. There will be decisions made by the end of October.
- Recognition and Thanks: Giving recognition and thanks is a tradition our board meetings every month. Thank you to all the Windham Academy families who have donated to our school. We will get much better at thanking families. A thank you from Windham Academy will be sent to:

Adam Lankford
Baker Family
Balistreri Family
Bank of N.E.
Barbosa Family
Bedrick Family
Box Top Education
Bregola Family
Brittsan Family
Crooks Family
Del Signore Family
Donahue Family
Etheridge Family
Flockton Family
Foley Family
Gallagher Family
Gardner Family
Harris Family
Hawes Family
Hoogendyk Family
Guild Family
Jillian Family
Kaur Family
Labo Family
Mackenzie Family
Muldoon Family
Pawlyk Family
Pentucket Bank
Reddivari Family
Riley Family
Rodzianko Family
Sambataro Family
Skinner Family
Slocum Family
The Founders Academy
Foundation
Timothy Family
Underwood Family
Peterson Family



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Parent comments:

- Can we have a Donors Wall with names of donors placed where all can see. Baker mentioned that this is being thought of and in the works.
- Can we make sure people who are donating their time to be recognized as well.

iv. DIRECTORS UPDATE

- Update on First 2 Weeks: Still standing! Everyone is moved in and settled. Teachers/admin are doing a great job. and classrooms got ready quickly. We are hearing wonderful comments from parents who have seen the building.. School has started and learning is happening. There are some side issues of procedures. We have a huge parking lot and pick-up/drop-off is going smoothly. Having the buses out in the road is helpful. Buses have also been leaving school earlier (the last bus left at 3:30pm which is improvement).
- Current Enrollment / Grade by Grade Dashboard: Currently 172 enrolled. We have openings in 1st and 3rd grade. Waitlist families were called all summer and parents called all summer to check in on their spot. Many families pulled their students at the last-minute. Six students dropped from 1st grade the weekend before school started. That equals \$7,000 that the school loses if a student does not come last-minute and we do not want this to happen again as it really hurts the school. Those on the waitlist weren't able to come since some schools had already started and parents did not want to switch schools. Students dropping out is to be expected, but we could improve this process. Maybe 7-10 days ahead, parent needs to reach out to admin saying they are definitely coming. Fricchione asked if we can have a refundable donation to secure a spot for a student and to prove families are truly interested in coming to the school. Baker will email our attorney Bob Best to check in with that.
- Uniform Update Everyone loves the uniforms. Everyone has their own style, crazy socks, etc. and it looks great. There are a few that have not jumped on board. Can we maybe get patches? We are being as flexible as possible. Maybe the school can order them and sell them for parents to put on themselves? First half of the year is a transition. Kids are feeling school spirit. Maybe we tighten it up a bit? Maybe we also sell decals for the cars? Parents are happy. It saves minutes in the morning when getting dressed and is one less thing to worry about. Logan's mom said he used to go to Derry Village and he hated to go to school every day. He loves it now. He gets excited on Sunday nights. It is a whole new world at our house. He's actually happy. Meg Bedrick said she has tried to look into making sure that we are handling "sensory" issues. She has heard that some of the logos are a little rough on the inside. I have heard that there are tear-away linings that will soften in time. A heat transfer can be added in to the polos. We also have not signed the contract with Lands End. If we don't sign a contract, we won't make our cut from what we have sold, but it gives us flexibility to allow some of the families who are making their own shirts. Karl Dubay recommended that if Lands End does contact us, we say, "We just opened... and we're getting things underway". Just punt it forward. Meg said we'll need to make decisions in the future as to what we're going to do. There is a sale for 40% off next week that Meg got an email for. We need to send to Christie to put on Social Media.
- Constitution Studies: This is very important to Jim Fricchione and it has been given to the teachers. He strongly believes in the constitution and feels it is very important. Teachers are taking his thoughts and their ideas and creating lesson plans, learning songs, and doing projects around it.
- Busing Discussion/Update: We are very lucky that the bus company moved away from the shuttle. Windham students get on the bus and Windham Academy is now a stop. The morning is going fine, but the afternoon is not great yet. Unfortunately, timing was off with Golden Brook also opening their new large building. Families were at home waiting for children for a long time. There are a lot of traffic issues around the district schools and this should be fixed in time. Windham Academy is not getting complaints, they are just curious if this will be the norm. To fix the problem, there was an idea to put the shuttle back in, but that idea was not something Windham Academy was hoping for. As of now, we are in a holding pattern. It is the law that charter schools be given the same treatment on busing as any district student on the bus. The shuttle worked last year because Windham Academy



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was a new school and it would be temporary. Windham Academy will be working hard not to implement the shuttle again for this year. More conversations need to be had. All schools are just hoping the best for their students.

- NH Policies: On the last Wednesday of every month for about an hour, the board will meet to discuss and go over 5-10 policies. In the future, when the agenda is posted, these policies will also be posted so they do not take up time reading them aloud at the board meeting. The following policies have been read by the board:
 - i. BBB: School Member Selection (how we would like to have a complication of our school board - made up of parents, educators, non parent board members) Karl D: at the end where it talks about terms? When does one start? A lot of us have started at different times. Is there a way we can track that? Walter motion to accept as it stands. Meg seconded. Discussion: Chris: Under recruiting: "can it say "officer" instead of "executives"? More appropriate? Clerk has been removed. Jim: I'd like to put "parents" as number one. Walter: It will change the verbiage further in. Karl: motion should be made to "approve"... not "accept". Karl is concerned about the posting issues. If they weren't... we don't want to be challenged. We could post them as amended... have them on the website for the obligatory 10 to 15 days to allow comments from the public. Baker: Can we discuss them? Voting is the formality... approve them at the next meeting. Jim: We will discuss them... Vinny will make the hard copy changes. Chris: under Additional considerations- questioning "parents" or "non-parents".... are we focusing on the ratio of parents and non-parents?? Can we eliminate this paragraph? We need at least three parent trustees. (See Vinny for final change made to BBB) Jim: These 3 year terms are spelled out in our Charter.
 - ii. BAAA: School Board Policies and Admin Procedures
 - iii. BBAA: Board Member Authority (ie. don't micro-manage the administrator or the educators)
 - iv. BBA: School Board Powers and Duties
 - v. BB: Board of Trustees Legal Status, redundant to BBA
 - vi. BBBE: Unexpired Term Fulfillment
 - vii. BBBC: Board Member of District Officer Resignation
 - viii. BBBA: Board Member Qualifications
 - ix. BBBD: Board Member Removal From Office
- These will be finalized, fine-tuned by Vinny Del Signore and put on the website.

v. COMMITTEE UPDATES

- Facility & Open items (Walter/Chris): Reviewing quotes on some security items. Computers in the office showing the cameras. Mindy has been working with PD/Homeland security regarding tinting windows. We have a new sandbox!!! Outdoor play structures need some changing. We need to earmark the money towards what is needed to be done in the updates that are needed in the playground. Chris mentioned we're not in any violations with our playground. We met with our insurance company to get their input on what needs to happen in our playground. Can we ask PTO to redirect their funds to new safety features in our playground (ie. Rubber mulch for underneath our equipment)? Walter has made some changes towards what the insurance company requested.
- Communications (updated sent by Christie Cartwright): Communications Committee currently consists of parents Melissa Santos and Brandie Shydo, working with the existing chair, Christie Cartwright. The committee will split up tasks of editing the website, posting news on social media, creating email campaigns, writing press releases for events, etc. The PTO website has been completely integrated with the Windham Academy website, so there will be only one website. The committee will be communicating an October fundraising campaign where dollars will be matched up to \$10K.
- Fundraising (Walter Cartwright): Our biggest push is through the month of October since we have a match of up to \$10K.



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- PTO Updates (Meg Bedrick): 1st meeting is Sept 17th at 6pm at the school in Miss Lemay's classroom. Meg is heading up the meeting but she does not want to continue on. Vanessa Aghoubi has a student in the school and is

interested in taking over. Meg will work with her and assist her in getting things going. Meg saved everything from last year and will create an agenda. She's looking forward to seeing how it goes. Jim Fricchione asked about all the new parents and wondered if any of them are interested. He stressed that we get the word out with newsletter and social media.

- Curriculum (Vin, Sean and Patty): Beth Sommers is focusing on STEM with the little ones. She is introducing technology to students, introducing "what is an engineer", etc.? Students are building/creating in teams and LOVING what they are doing as they are learning about what STEM is. Beth and Mindy will work together to create some sort of "newsletter" to let families know what is happening in STEM.

vi. TREASURERS UPDATE

\$334,828 Keno: another \$16,000 (4 funds per year)

- August Summary: See Chris/Caitlin's numbers
- August Financial Statements: See Chris/Caitlin's numbers
- NHHEFA Visit to WA: We received the ability to get a loan from NH Hospital and Education Fiscal Authority. We invited them to our school. Their feedback was that they didn't know what to expect when they were driving here, but we didn't expect to see what they did. When they saw the kids learning and when they saw the magic happening, they could not believe what they were seeing. They said, "When can we give you more money?" There are caps as to how much they can give with an extremely low interest rate. We have been invited back in November, hoping we can get more money to help us out as we are growing.
- Building Status: Karl discussed what we might be able to do with the roof. He is hoping to tap into the

vii. ADJOURN

Bedrick makes a motion to adjourn the meeting seconded by Del Signore.

All in favor 6-0

Meeting adjourned 7:04pm