



Windham Academy Public Charter School

December Meeting Minutes

Windham Academy Public Charter School
1 Industrial Drive Windham, NH
Wednesday, December 5th, 2018

I. Welcome / Call to Order

Jim Fricchione (Chairman) called the meeting to order at 6:02pm on Wednesday, December 5th 2018.

In Attendance:

Jim Fricchione (Chairman)	Sean Donahue (Board Member)	
Meg Bedrick (Secretary)	Caitlin Blundell (CPA)	Trixy Gardner (PTA)
Vinny Del Signore (Board member)	Kim Golden (Business Manager)	Karl Dubay (Vice chairman)

Absent:

Melinda Labo (Director)

II. Public Opening

a) Pledge of Allegiance

The Pledge of Allegiance was said.

b) Approval of previous minutes

Approval of meeting minutes from November 17th, 2018.

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

On a roll call vote, motion passed unanimously.

III. Chair Update (Jim Fricchione)

a) Statement of confidence and gratitude

A thank you to all the staff and administration. We are grateful and appreciate everything you have been doing to keep this school going as well as it is. A huge thank you and a formal recognition to Michael Weinbaum for his generous donation.

b) NH Rent Grant Application (40% for 2019)

The NH grant application will be submitted by December 31st. We are applying for this grant, but the grant is not always funded (by the legislature). People apply in hopes that it will be funded, yet that not always the case.



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c) **NHHEFA Opportunity** (501c3 and Audit)

WA is hoping for the \$200,000 loan, however we need our 501c3 and the audit completed in order to get it. We should have our approval by the end of the month (everything has been submitted). The NHHEFA needs the audit by next Wednesday and then the presentation would be the following week (in Concord).

d) **\$100,000 Security Grant** (Amy Clark)

We received this grant and we will apply this to the fit up. WA can spend this grant money on items such as shatter proof glass, door locking mechanisms, badge readers/card access systems, security cameras, secured entrances, intercom systems, two way radio systems, bollards, etc. If we want those items, they are paid for in that grant, but if there are other things that we need, we will have to check if they are included. Deadline for that money to be spent by is by April. You need to spend the money to get the money.

IV. **Director's Report (Melinda Labo, presented by Kim Golden)**

a) **2019 Enrollment estimates**

- Many parents enrolling their children for next year. Seven new students just applied today. We have many tours being given for next week. These tours are mainly just to talk to the director (not to tour the modular classrooms). Our total number of students that have applied for next year are: Fifty three Kindergarteners, three 1st grade, four 2nd grade, two 3rd graders, six 4th graders.
- We will need to discuss and vote if we want three Kindergarten classrooms for next year. Our current three kindergarten classrooms were assumed to move to two first grade classes. There is a possibility for three first grade classes. We will need to wait until the lottery and enrollment have been finalized before looking at the numbers and deciding on options for next year.
- As of Dec 17th, there will be twenty children in first grade and four pre enrolled for next year.
- We have one pre enrolled student from MA that would pay tuition. Labo reached out to inform family and we are awaiting their reply.
- Siblings- There are four total siblings coming to the school for next year that will automatically get in due to sibling preference.
- At teacher conferences, parents were asked if their students will be returning next year. About ten possibly may not return for next year. All current students will need to commit to coming back before the lottery is held. A letter will need to be sent out to parents.
- Lottery- Thoughts when/where the lottery should be held. Open enrollment is December and January (January 31st ends open enrollment). The lottery will be held in February. Information nights will be held in one of the modular classrooms. The info nights can be lead by a different staff/board member (for example- Labo leads one, Golden leads one, and Fricchione leads one). These will be held in January. Maybe put the powerpoint (and/or video) of the information session up on the WA website.

b) **BOE in Concord Presentation (Department of Education)**

BOE Presentation is a 15 presentation to update the department of education on our school. All charter schools need to do this presentation. We will have two WA students that will be joining Melinda Labo for the presentation next thursday December 13th at 10am. If this is recorded, we can put it up on our website.



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c) **Curriculum Development** – teacher nominee, board nominee

Patty Miloro has been nominated as the chair for the curriculum development. Vinny Del Signore will be the board representative.

- Baker makes a motion to vote that Patty Miloro will be chair and Vinny Del Signore will be the board representative.
- Donahue seconds the motion.
- Discussion - Any parent members that want to join this committee will be interviewed.

On a roll call vote, motion passed unanimously.

d) **Storage Facility**

The storage facility is being rented for \$100 per month. We are paid up to January 15th. We need a team to visit the facility and move items out of there and feed through the stuff to determine what we can use etc. We can use a signup genius to reach out to parents to see who can volunteer help. Tentative date is Saturday, January 12th to do this.

e) *Anything Else*

We need someone to professionally put up a Windham Academy sign. We should use the lit up sign and put up a decal. Chris Baker will look into doing this. Someone will remove the wooden posts in the grass area. Also, we need to remove some trees. Someone will reach out to Patty Simard's brother.

V. **PTO launch and Update (Trixy Gardner and Amanda Etheridge)**

a) **Upcoming events**

- Tentative event calendar has been sent to Melinda Labo.
- October/November - was the food drive. 577 items were donated from 6 classrooms. We are now at \$610 that families have donated for just the sandbox. We are looking how to purchase one. Parents have ideas on the type of sand the children play with. There is 'playground' sand that could be purchased with the money. For the sandbox, we will need about 12/14 inches of sand, pressure treated lumber, and possibly need a cover. It should cost about \$200 to do the sandbox and \$50 for sand. The PTO can send a thank you to parents with picture of the tentative design. The sandbox project might wait to be built until the spring because the sand is frozen.
- Another idea for outdoor items- Buy an outdoor storage box to keep balls/ and other outdoor shovels etc.
- PTO sponsored the christmas giving tree. In the front lobby, there is a decorated christmas tree with different "ornaments" that have possible gift ideas. A label maker was already donated because of this. PTO is hoping to raise money for the school this way.
- Chunky's Fundraiser: Parents are buying movie tickets at cost from Chunkys (the collection of money is due by Monday 12/10). Parents buy the tickets for \$7 then WAPTO purchases the tickets from Chunkys for \$3.50. The extra profit will got to help raise money for the PTO fund.
- Other ideas include Spirit night/clean up items for next year.
- PTO set up a secret santa for the staff. We announced that 1pm there is something special for all teachers from the PTO. There were personalize gifts for each teacher. Teachers were blown away. It was more than they expected. They were so happy.



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- PTO sponsored a Thanksgiving luncheon for the staff. It went great. Lots of families help to donate for the luncheon. All teachers were able to eat together which they all loved.
- Maybe the PTO should have a newsletter to send out to families to showcase all the great things happening. PTO has 25 families following on facebook.
- 66 families submit thank yous to the staff and the PTO compiled them.
- PTO is thinking of doing a mural of the founding WA students somewhere in the main building. This could be handprints, a mural, decorated floor, etc.
- Auditors recommendation was that the PTO be independent. Fricchione suggests that the PTO be part of the WA family instead of a separate entity. Our CPA, Blundell, already tracks any money that comes in and she can also track anything that the PTO raises money for. Blundell can make sure that funds are spent as they should. We need to create guidelines and policies to have formal means on how we are spending the money that is raised. The PTO will need to spend the money as it was intended (money raised for the sandbox will all go towards the sandbox). Caitlin can help create a policy where the PTO is protected.
- Elections will be held in April for the following school year. Until the election happens, Amanda Etheridge or Trixy Gardner will attend a board meeting.
- Moving forward, the PTO and board will work together to come up with (4) items that the school needs (as well as raising money). Baker's idea is the Everblock system. Each family can sponsor a block and those blocks can be used in the makerspace. Another item that the PTO can help raise money for is student lockers.
- We can look into local charter schools to see how they help fundraised for their schools.

VI. Public Comment

NONE.

VII. Finance (Chris Baker/ Caitlin Blundell)

a) Overview of Financials

Blundell passes out a hand out of the Profit and Loss Statement to review and our current financial reports. The Profit and Loss Statement breaks down expenditures by function to be consistent with State Reporting Guidelines. The largest expenditures include \$222,391 for Capital Expenditures mostly related to the construction project and also teacher salaries. The reports provided also included a list of donations for the fiscal year which total \$14,985. Other income includes the Federal Start Up Grant for \$202,906 and State Funding received in September & November based on the number of enrolled students which totals \$355,007.

- Baker makes a motion to for the board to approve recurring payments to some of the vendors.
- Motioned is seconded by Donahue.
- Discussion: Per Fricchione, we are referring to the seven recurring items (Schiavi Leasing Corporation, FDI Realty, Just Breathe Yoga, Let's Play Music, Majestic Cleaners, Northpoint Outdoors, and Blundell Accounting Solutions). This for the school as of current. We will have to update this each year as things change.

vote count 5-0

Motion passed unanimously

A vote is needed to approve the current Policy and Procedures.

- Baker makes a motion to accept the most recent version of the Windham Academy Finance Policies and Procedures.
- Motion seconded by Donahue.



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- Discussion: Fricchione requests that the policy (with added changes) is emailed to the board.

vote count 5-0

Motion passed unanimously

VIII. Board Member Comments/ Discussions

a) Building – Next Steps (Chris Baker)

We have a quote from Circle G to do the underground plumbing, prep trenching, and backfill for 24,000. Baker will send out a full quote for the board to vote on. Upon approval, they will start right away.

- i. Local (Planning, Fire dept., CO.)
Baker met with Steve Brady and everything checked out. Baker will reach out to the police department to look into security. Karl Dubay submitted the WA site plans to the planning board.
- ii. State (State Fire Marshal, etc..)
Public water to be used to supply and support the sprinkler system will not be here by the spring as was hoped. Steve Brady has given us until 2020, but we need to check with the State to make sure this allowed.
- iii. Anything Else

Vote to formally accept the donation of 5,000 from Michael Weinbaum.

- Baker makes the motion to accept the check donation on behalf of Weinbaum for the amount of \$5,000.
- Donahue seconds motion.
- Discussion: The check will be delivered after it is cleared from Founders Academy.

Motion passes unanimously.

5-0

- Final thoughts, we missed Melinda Labo tonight!

IX. Adjournment

Meeting adjourned at 8:13pm.

Respectfully Submitted,

Meg Bedrick

Windham Academy Public Charter School Secretary