



The Windham Academy  
Board of Trustees

1 Industrial Drive  
Windham, NH 03087

**Windham Town Hall  
Wednesday March 11<sup>th</sup> 2020 6-8pm**

**i. WELCOME / CALL TO ORDER**

Jim Fricchione (Chairman)

Melinda Labo (Director)

Karl Dubay, (Vice-Chairman)

Meg Bedrick (Secretary)

Vinny DeSignore (Board Member)

Kim Golden (Assistant Director)

Walter Cartwright III (Board Member)

Chris Baker (Treasurer)

*Absent:* Sean Donahue (Board Member), Caitlin Blundell (CPA), Sabreina Crooks (PTO)

Jim Fricchione (Chairman) called the meeting to order on Wednesday, March 11, 2020 at 6:05pm.

**ii. PUBLIC OPENING**

- Pledge of Allegiance

The pledge of Allegiance was said.

- Approval of previous minutes from February 12th, 2020

*Cartwright makes a motion to approve, Bedrick seconds the motion. No discussion*

***Motion approved 6/0***

**iii. CHAIRMANS UPDATE**

- **WA Shuttle Busing Update:**

WA has filed an appeal with the department of education. WA is not giving up on the bussing issue.

- **WA Volunteers (recommended amendment):**

For the 2020-2021 academic year, WA anticipates 250 students with a wait list for nearly every class. Therefore, WA is seeking committed volunteers to assist in routine support.

- **Monthly Charter Excerpt:**

Leadership Strand Leadership will be introduced in an age-appropriate manner, and explored across the curriculum and through all aspects of school life, such as school governance, community projects, and extra-curricular activities. Social Studies/History classes will include but not limited to age-appropriate study of great leaders of the past, understanding what made them great leaders, and what traits students can incorporate into their own lives, and what flaws/mistakes to avoid, to become great leaders themselves. Other topics such as Ethics, Constitutional Studies, History and Civics, and Economics will focus on leadership in the modern world, calling on the resources of state and local leaders in the areas of government, business, technology, current affairs, philanthropy, health, and education, among others. It will also include short studies and special presentations on current issues. (page 16)

- **Gratitude Spotlight:**



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As our monthly tradition, Mrs. Labo thanked the board for trusting her in the role of directing our school and committing to a long-term contract with WA. Mrs. Labo shares her gratitude for Mrs. Golden for being by her side to help out in every way necessary.

**iv. DIRECTORS UPDATE (Melinda Labo)**

**- Day to day updates:**

Spirit week was last week with positive feedback from families. The spirit week helped with the transition back to school for students, allowing for a fun atmosphere. Monday was our in-house field trip, Curious Creatures. Yesterday, we had a teacher workshop day led by Ms. Noel for CPI training; safe choices to keep all children and staff safe when working through difficult times. Upcoming events: so many tours, many families on the waitlist. We are full for next year.

**- Fall lottery & enrollment projections:**

Mrs. Golden presented our current waitlist numbers per grade: K-51, G1 - 15, G2 - no waitlist, G3 - 15, G4- 5, G5- 7. We are in the process of confirming enrollment with students/families from the lottery night. Fricchione made note to confirm the classroom size for grades 1-and-up will be 21 students per class. For families on the waitlist, just know the waitlist does move throughout the spring and summer.

**- WA Employee Handbook:**

Mrs. Labo intends to edit the table of contents of the WA Employee Handbook.

*Cartwright makes a motion to approve the employee handbook pending the table of content edits, Bedrick seconds the motion.*

***The motion passes 6/0.***

**- 2020-2021 School Calendar:**

Labo passes out copies of a draft of the next year's calendar. We need 945 hours of education and we are meeting that requirement. The proposed calendar includes adjusted start and end times to lengthen the school day. As a result, the first day of school for the 2020-2021 school year would fall on September 2, 2020 and the last day of school would fall on June 8, 2021.

- In relation to the last day of school discussion, Baker asks if there was enough Blizzard Bag participation for all of the snow days we had this year to be counted as school days. Mrs. Labo confirms we have met the participation for all blizzard bags this year. Baker asks who creates the blizzard bags? Labo confirms the blizzard bags are teacher-created materials.

- Del Signore confirms teacher workshop dates.

- Dubay asks if the month of June should have a number in the corner of the calendar to confirm the number of school days in June. Golden confirms the exact school days that month depend on our number of snow/blizzard bag days.

*Bedrick makes a motion to approve the 2020-2021 school calendar. Baker seconds.*

***The motion is approved 6/0.***

**- Fall staff and hiring:**



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Mrs. Labo shares that if no teachers change grade level, we need to hire 5 teacher assistants, a part-time nurse, janitorial services, two second grade teachers, and a fifth grade teacher. How many people are on the WA team? Next year, there will be about 30 staff and 250 students.

- **Anything else:**

Bedrick expresses thanks to Mindy for giving many many tours; in 2-weeks she had 18 tours. Labo states next year, the students will be assisting in the tours. During spirit week, Bedrick states "it was amazing to see the creativity from the students...I really enjoyed having it after vacation to help ease the transition back to school and for parents to potentially work on their outfits during break."

**v. TREASURERS UPDATE**

- **February Financial Statements:**

2020-2021 school year budget. Baker pointed out that we are almost at 2 million dollars revenue. We are within \$1000 of anticipated funds we expected to receive. The anticipated funds go towards school fit-up for the upstairs of our school; paint, floors, cabinetry, sinks, etc.

- Fundraising brought in additional funds.
- WA also received donations from a memorial fund of a WA family member.
- Amazon Smile donations are now recognized. Fricchione suggested we spread the word once again to families about Amazon Smile in the form of a flyer.
- Uniform assistance fund is at \$971.
- The PTO fund currently has \$3852.87.

- **Building Cleaners (Temp) Solution:**

Baker states, "we currently hire Majestic Cleaners at \$3,395/mo. This number will double when we add in the upstairs. It makes more sense to hire an internal janitorial service". Cartwright recommends using his company, Brother's Realty and Construction LLC, to be that janitorial service. Baker checked with Caitlin if this would be a conflict of interest. If the board discusses it at a meeting and they agree that it would not be a conflict of interest, they could vote to allow Cartwright to bring in this janitorial service. Fricchione agrees that we would be saving money and in order to avoid a conflict of interest, Cartwright should not vote and excuse himself from that vote. Cartwright's company is a temporary solution to get us through June.

*Baker makes a motion to allow Brother's Realty and Construction LLC to perform the duties that Brother's Realty currently fulfills from 4/1/2020 - 6/30/2020 at a cost of \$2,700/mo. while the board formally advertises and looks for a full-time janitorial position". Del signore seconds.*

***The motion passes 5/0, Cartwright abstains from voting.***

- **Windham Tax Abatement update:**

Dubay states, "tax abatement requests were due March 1, 2020. We provided the request including the RSA required forms and the supplemental information. We worked closely with the owner of the property, the director, and treasure. The next step would be the assessor reviews the application and he/she makes a recommendation to the selectman. The selectman may or may not request additional information from us. In the near future, we would be called



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to a hearing for a presentation of our case, the assessor would provide their recommendation and they can choose to abate 100% or partial". Fricchione adds, "if they say no to us then we look into buying the building". The board thanks Mr. Dubay for leading the effort in the tax abatement issue.

#### vi. COMMITTEE UPDATES

- **PTO:**

Bedrick states, "Pencils for Pals made \$600, they spent \$100 on supplies, with a net profit of \$500". The top pencil-earning staff member was Mrs. Labo, runner-up was Mrs. Golden. Funds earned from Pencils for Pals supports bus transportation for field trips. The PTO also supplied snacks and love-notes for staff on Valentine's Day. The PTO is currently running the Change Challenge where each teacher has until March 13 to fill their pot. The PTO will meet again on Monday March 16. The tall-small dance will be on April 18; Baker is in talks with Rigatonies about providing food for the tall/small dance. The cost of the dance is \$15 per tall/small. Teacher appreciation is coming up. PTO wants to make their facebook page public.

- **Curriculum:**

Del Signore met with Miloro about curriculum updates. The next workshop will be about STEM. The curriculum committee is aiming to finish up presentations by May 15 to allow for a break for summer.

- **Communications:**

Cartwright states the Communications Committee continues to seek volunteers. Specifically, those comfortable with design and posting on social media.

- **Fundraising:**

Cartwright reports the current sale of lottery tickets with approximately 30 tickets remaining for sale. Raffle calendars will be rolling out in April. In April we will also collect donations for calendars. Calendar winners will be chosen in May. The golf tournament will be June 6th at Windham Country Club with a 1pm golf ball drop and 1:30pm shotgun start. There will be prizes including a \$2500 prize for closest to the hole. Mrs. Labo adds that we have not forgotten about the school store; we are going to give it a few days. Cartwright and Ms. Golden agreed to a Facebook live session on St. Patrick's Day to announce the 50/50 raffle winners potentially at 3:30PM.

- **Facility – 2<sup>nd</sup> floor update:**

Cartwright states, we need the elevator in before we can have the public in the school. Discussions have begun for flooring, wall covering, sinks, and cabinetry. These decisions go hand-in-hand with budgeting decisions. Fricchione asks if HEFA would be an option for funding construction. Baker confirmed that could be an option and "it might help". Dubay suggested prioritizing based on what is a necessity to get the second floor up and running. Cartwright identified doorknobs, paint, flooring, etc. as being necessities. Dubay offered to provide quotes



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to get these construction tasks completed. Fricchione noted the elevator is essential to obtain a CO.

- **Public comment:**

A parent asked for an update on the Robotics Donors Choose project. Baker relays a message from Caitlin Blundell that Donors Choose donations become property of the school. Mrs. Golden confirms she is sending an itemized list of donations to Caitlyn. Baker states, “we are working on the logistics of accepting the robotics grant”.

**Next Meeting: April 8, 2020 7PM-9PM via Zoom.**

**vii. ADJOURN**

*Cartwright makes a motion to adjourn; Bedrick seconds the motion*  
***The motion is approved unanimously 6/0.***

Meeting adjourned at 7:35PM

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Respectfully Submitted,  
Meg Bedrick  
Windham Academy Public Charter School Secretary