



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Virtual Meeting, Via Zoom
Wednesday May 13th 2020 6-8pm
Meeting ID: 81910739550 Password: 843110

i. WELCOME / CALL TO ORDER

Jim (Chairman)
Meg Bedrick (Secretary)
Chis Baker (Treasurer)
Walter Cartwright (Board Member)

Sean Donahue (Board Member)
Mindy (Director)
Kim (Assistant Director)
Sabrina Crooks (PTO)

Absent: Karl Dubay (Vice-Chairman), Vinny DelSignore (Board Member), Caitlin Blundell (CPA)

Jim Fricchione (Chairman) called the meeting to order on Wednesday, May 13, 2020 at 6:05PM.

ii. PUBLIC OPENING

- Pledge of Allegiance
The Pledge of Allegiance was said
- Approval of previous minutes from April 8, 2020.

Cartwright makes a motion to approve, Baker seconds, no discussion.

Motion approved 5/0

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.
- **Monthly Charter Excerpt:**
Board of Trustees The Board of Trustees will establish a set of policies and procedures defining the responsibilities and authority of the School Administration. In accordance with RSA 194-B:5, Windham Academy will be governed by up to nine (9) members of the Board of Trustees. The Board will have general supervisory control and authority over operations of the charter school.

Trustees will be selected based on personal and professional background and a commitment to the school's mission, support, and sustainability. Trustees shall represent a diversity of stakeholders not to exceed the following guidelines:

One (1) representing the professional/educational community (external member, one year term)



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Five (5) founders or major contributors to the school (three year terms)

Three (3) parents (two of which may also serve on the parent steering committee, three year terms)

The Board of Trustees shall maintain no more than a nine (9) member board, and in addition can establish ex officio board members and/or advisors who will be non-voting. The board is not required to maintain nine (9) members but once the school officially opens for business shall strive to maintain at all time a board of at least five (5) board members. All decisions made by the Board of Trustees will be determined by majority vote (page 7).

- **Gratitude Spotlight:**

Everyone has been rising to the occasion with remote instruction; teachers, parents, and the children. This month we would like to recognize Betsy Noel, our Special Education Director. She has been doing some great things on behalf of the school. Parents and staff rave about Ms. Noel. Thank you! Baker would also like to thank those from within the community. Current and future families are reaching out and asking how they can help during this time. "I really appreciate that, we are all doing our very best to manage and navigate remote learning".

- **Advancing Rigor at WA:**

Fricchione shares, "we are in our 2nd year of school with 175 students and 35 staff members. Now is the time we want to start building out our curriculum to continue to grow as a school of excellence in our third year." Baker adds, "we are still figuring out how to deliver upon our mission, specifically STEM. We have decided to change how we will deliver STEM and the process is still being developed. We want STEM to become a part of what the students do in the classroom every day, integrated by the teachers". Mrs. Miloro shares, "we want a STEM curriculum with a much more authentic delivery across curriculum areas. We will focus on STEM habits of mind and how we bring perseverance into all subject areas. We will bring in coding, the design process, engineering tasks, making sure our math and science curriculum is strong. These are the bookends to a solid science and math program. We seek the right materials, programs, and individuals". Baker adds, "we are investing into curriculum, specifically into STEM. We are doing some research on how to bring in some consultation from the STEM fields to partner with Windham Academy to give us ideas on how we can become a cutting edge STEM school".

A parent asks, "what happened to Mrs. Sommers, you were excited about having her?". To which Mrs. Labo responds, "she brought a lot of wonderful things to our school and we had a great year but when we sat down to look at where we want to go as a school, we had two different visions for that".

- **Trustee, Board, and Committee Chairs:**

Windham Academy is seeking to bring in new trustees. Elections will be held next month in June, during the Board of Trustees annual meeting. Fricchione proposes creating a policy where any trustee candidate that we consider, takes a visible spot on a committee. Any candidates



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must go through a period where they volunteer for the school on some behalf on a committee or role. This will insure from a community perspective that this person is a good fit. Next month will be our annual meeting where we look at trustee candidates and board positions. Baker shares his support, "I like the idea to know who we are working with. We need to make sure the folks who round out our boards are able to make sacrifices and commit their time to being a part of the Windham Academy family. I'd be hesitant to vote on a policy today because you never know how a situation will turn out". Fricchione responds, "I would like for it to be a policy and we can make exceptions for specific situations but for the long term survival of the board, I think this is a good plan to ensure this person has the best interest of the school at heart". Cartwright adds, "my only concern is voting on this without a formal written disclosure. Do we need something in writing prior to a vote, to protect us long-term if it is published?". To which Fricchione agrees, "we will write it up, post it to the website, and vote on it next month".

iv. DIRECTORS UPDATE

- **Virtual learning update, and year end:**

Mrs. Labo shares, "we have a giving group of families, we are almost like the Bugs Bunny chipmunks who are trying to be kinder than the other! I can't say thank you enough for teacher appreciation week; families were driving miles out of their way to drop off surprise gifts to teachers. I have never ever seen anything like we are witnessing. Sabrina, that was incredible last week. We also have the birth of Elijah Baker!" In regards to remote learning, the governor has created a task force to look at how we will open schools in the fall and what that will look like. There are some students who flourish during remote learning and others for whom this is very difficult. We need to look at all of that before we decide what the fall will look like. How can we meaningfully end this year for students to have closure? Yesterday, at a staff meeting, we discussed the most meaningful way for teachers to share with parents how each student is doing at the end of the year. Teachers will offer conferences via zoom or phone, a report card with a written comment discussing what they have seen as growth or progress, and what to work on over the summer. There is also a 1-3 scoring rubric to evaluate a student's participation in remote learning. Staff is looking into how we can best put this into a report card. Closing for our year, on Friday May, 29th, we would like to invite families to attend a parade in the Windham Academy parking lot to have an end of the year "goodbye" to the families and kids. Mrs. Labo confirms that everyone on the board is okay with this procedure for the end of the year. The beginning of next year will be a time where we assess students and begin review. Students will receive instruction at their level.

- **Fall lottery & enrollment projections by class:**

There have not been any changes since the last school board meeting. Our classrooms will be full across the board with the exception of one spot available in grade two. The waitlist for Kindergarten is at 52. The upper grade waitlists range from 5-15. We will have 243 students for enrollment next year

- **Real Music:**



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As we are growing, we are looking to expand and acquire more for instruments and music within the building. We are looking into The Real School of Music in Derry. Mrs. Golden has had virtual meetings with them looking at their curriculum which is broken up by age/grade. We are looking at having 3 music teachers servicing our 12 classrooms once a week. The Real School of Music includes diverse musical backgrounds from Broadway to music therapy.

- **Fall staff and hiring:**

Fall staff and hiring candidates have gone through the first round of interviews with staff, admin, and board. Candidates were sent onto the second round which is where we are now. Decisions will be made in the next few days. At the next meeting, we will be able to announce our new staff members; a kindergarten teacher, two second grade teachers, a fourth grade teacher, and a fifth grade teacher, as well as paraprofessionals. Baker notes, "this year we have had to share paras and move them from class to class. Next year, we budgeted for a para for each classroom".

v. PUBLIC COMMENT

A parent asks, "are there teachers who are moving to a different grade?" Mrs. Labo responds, "Jen Morneau is moving to first grade from kindergarten. That is the only movement. Sam Thompson got married and is following her military husband and moving south. She will be here for our closing week".

vi. TREASURERS UPDATE

- **April Financial Statements:**

Caitlin Blundell, our CPA, had emergency surgery so please have her in our thoughts. See financials provided by Caitlin Blundell or email Chris Baker for an additional copy; CBaker@tcewendys.com. We are awaiting our last round of funding for June-July. We received the Paycheck Protection Program loan which was utilized for payroll with enough left to get us through 2 more pay cycles. There are no outstanding balances as of right now. The Windham Academy School Board reviewed the 2020-21 budget and are ready to approve it and put it up for discussion and a vote. 22thousand surplus.

- **Windham Tax Abatement update (w Karl):**

The abatement discussion has been postponed, as we are waiting to get on their agenda.

vii. COMMITTEE UPDATES

- **PTO:**

Sabrina shares, "we wrapped up teacher appreciation week. It was so fun for us. Huge thanks to Melissa Phillips who created signs, blankets ,and other gifts. Tina Balistereri, Amy Alessandro, Larua Brownell, Ayla Retelle, and Brandie Shydo went above and beyond, Mara Walker and



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everyone else on the PTO. Such a team effort! We hope to have our grant paperwork finalized and sent out to teachers soon and an end of the year project for each teacher from the PTO.

- **Curriculum:**

The curriculum committee had a goal of July 1, 2020 for all subject areas to be complete and then the pandemic hit. Presently, the curriculum committee is nearly done with math. Science is complete, and the committee will be ready for another workshop on math within the next week.

- **Communications:**

The communications committee continues to send messages, post on Facebook, and is updating the website. Brandie Shydo has been a crucial member of the communications committee and some discussions have taken place for or her to take over the chairperson seat. Fricchione shares, "I am very impressed with her". Mrs. Crooks adds, "I've been working with Brandi on the PTO and I am jealous that she will be working with communications. She will be perfect for that position. Fricchione confirms the current chair is okay with this decision, Cartwright confirms. Baker chooses to abstain from the vote without being a part of the interview process but fully supports the board's decision.

Bedrick makes a motion that Brandie Shydo is our new communications chair, beginning in June.

Cartwright seconds the motion. No further discussion.

Motion approved 4/0, Baker abstains

- **Fundraising:**

Unfortunately, due to the current pandemic, the fundraising committee is stagnate at the moment. The committee has a few ideas but with the current climate that we are in, we do not want to ask too much. Fricchione adds, "I would like to encourage members of the Windham Academy family to go to local businesses that are hurting because those local businesses helped to support our school as we were starting up. Windham Academy gives back".

- **Facility – 2nd floor update:**

The facility committee is obtaining quotes for fit-up items. The board will decide which contracts to go with over the next two weeks and begin the final phase of construction on June 1, 2020. The second foyer is being demolished in preparation for the elevator shaft and assembling the additional entrance. Ryan Simard will be relocating the security system at that entrance. Baker suggests voting on the budget tonight in order to approve it before the June meeting, before the fiscal year ends.

Baker makes a motion to approve the Windham Academy budget for fiscal year from the April 15, 2020 workshop. Donohue seconds the motion. No discussion.

The motion passes 5/0.



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Next Meeting: June 10, 2020 via Zoom. Time TBD

viii. ADJOURN

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

The motion is approved unanimously 5/0.

Meeting adjourned at 7:12PM