



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Windham Academy Public Charter School
Windham Town Hall N Lowell Rd. Windham, NH
Wednesday, July 10th, 2019
5:04pm

July Monthly Board Meeting

In Attendance:

Jim Fricchione (Chairman)	Karl Dubay (Vice chairman)	Melinda Labo (Director)
Meg Bedrick (Secretary)	Chris Baker (Treasurer)	Kim Golden (Assistant Director)
Walter Cartwright (board member)	Caitlin Blundell (CPA)	

Others: Bushra Zawaydeh, Deanne Adaschik, Becca Bouchard, Mike Miloro, Sharon Mora, Mike Brengola, Jim Hirsch

Absent: Sean Donahue (board member) Vinny Del Signore (board member)

I. WELCOME / CALL TO ORDER

Jim Fricchione (Chairman) called the meeting to order on Wednesday, July 10th, 2019 at 5:04pm.

II. PUBLIC OPENING

- Pledge of Allegiance

The Pledge of Allegiance was said.

- Approval of previous minutes:
Approval of meeting minutes from June 18th, 2019.

- Dubay makes a motion to approve.
- Cartwright seconds the motion.
- Discussion. NONE.

On a roll call vote, the motion passed unanimously. 5-0

III. CHAIRMAN'S UPDATE

Staff / Trustee Reviews

- All staff and trustees need an annual review as learned from Windham Academy's state audit. We came out of the meeting knowing that reviews are necessary and they are in process. Staff reviews will be done in the next couple of weeks.
- Windham Academy is further along than other charter schools after 5 years.
- Baker: rating scale explained the rating chart. In each category, a M/D/NI is given. M=meets, D=developing, NI=needs improvement. Windham Academy received 42 points that met or exceeded the expectations. 10 points in the process of developing, and 5 that needed improvement (yet 3 of the 5 have been addressed already). Jane Waterhouse had said, "she was very impressed". Chris Baker explained the audit will take place every 5 years.



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Year End Staff Dinner

- Board wants to host an end of the year staff dinner to let staff know how appreciated they are completing our first year on a high note. Karl Dubay has offered to host this at his house and will reach out with a potential date within the week. Kim Golden will relay the date to the staff.

School Time Capsule

- This is Jim Fricchione's idea to have a school time capsule to be put under the new pavement of the school. The governor will be coming within the first few weeks of school for a ribbon cutting. Staff will create something in their classrooms to put inside it and it will be presented at the ribbon cutting. It is a nice way to commemorate the beginning of our great school. Parents might have ideas as well.

Long Term Strategy workshops

- The board will hold Strategic Planning workshops to discuss where we want to be 5-10 years from now. Needs Assessment is needed as well as looking at the full picture where the school is headed down the road. Jim will talk to Sean about getting it built up a little bit more in the next 30 days.

Recognition and Thanks

- Every month we like to take a moment to remember all the people who have stepped up and helped us. Today we want to extend our thanks to the parents. They are entrusting us to take on the education of their children. There are a lot of choices out there (various public school districts, and other charter schools) and we are thankful for all those who have chosen Windham Academy. It is incredible to see how the numbers have grown in just a year. The parents have been a consistent supporter and we are giving recognition and thanks to the parents of Windham Academy for not only selecting us, but being a supporter and leading us to be successful down the line.

IV. COMMITTEE UPDATES: We need to build these committees out. We have 180 students this coming fall, and we want to tap in to as many parents as possible to help us build these out. For next month, can we have a written out "blurb" about where we are at in the different committees.

Communications - Christie Cartwright sent along a hand-out.

Email Campaigns

Letter from the Chairman - 6/27

- Letter was sent to 107 people, opened by 86 people.

Uniforms Info - 7/3

- Letter was sent to 106, opened by 68 people.
- Need email addresses for parents for incoming school year

Social Media

- Facebook – engagement up 63%
- Instagram – we now have 99 followers

Committee Updates

- New communications committee member Melissa Santos. She has a very strong marketing background and will really be an asset to us. Christie is working on determining her responsibilities.

PTO Website

- Do we want to integrate the PTO site completely into our site so it is not separate? Board agrees yes, this may be a more efficient way for information to be seen.



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Email Addresses

- Will we have @windhamacademy.net emails set up for all staff and teachers by start of new year? We can easily set up in Wix, which works on G Suite. It's simple, easy and reliable.

Teacher Communication App

- Bloomz would be a good app for all teachers to be on board with, but we need to make sure all are on board. Labo is working with teachers to get them all set up on this platform.

UPCOMING EVENTS

- Sat 7/20 *Fundraiser at Club 14* – article printed in Windham Independent, flyers are up in Windham, Salem, Derry & Hampstead, need a big push next two weeks.
- Wed 8/7 *Ice Cream Social* – need more info to send an email invite. This will be promoted on social media.
- Sat 8/10 and Sun 8/11 from 8am to 4pm- *Moving Days*. Need to plan in advance for large volunteer effort, childcare, pizza party, etc. Make it fun!

Fundraising

- Next meeting is next week Baker and Walter Cartwright will be meeting to put together a WA Golf Tournament. The person they'll work with would like to remain anonymous. She comes to us with 30 years experience. She'll be able to point us in the right direction. This will be held next year.
- Dubai mentions teachers could create a wishlist of items that they need for their classrooms (separate from the list students will receive). These items could be put up on Donors Choose or through fundraising or PTO. We need to set up the match a donation through parent's work and promote the "donate now" button on our website.

PTO

- - We're looking to find someone to spear-head it for this next year. No takers as of yet. Meg said we will be starting something. We'll go over all the old materials from last year and put something together. PTO FB page, added Kim to help Meg accept new names to the FB page. Meg puts important dates and information on the page. Meg said there will be something set up at the ice cream social. Christie said that she'd help with that as well.

Curriculum

- Meetings are postponed through the summer. Patty Miloro, Vinny Del Signore and Sean Donahue are on this committee.

Overall Parental Involvement

- Every meeting we have a few dedicated parents come to the meetings and step up and be involved. In the current application, there is a page where parents checked off "help/donate/both". The second sheet was asking for a profile of what parents want to do to help out. Can we get a break-out person who would like to look at skill sets and find out where peoples' interests are. All new families filled one out, but we need to give all current families the same sheet when school starts. Jim Fricchione offered to organize those forms and put the information into an Excel sheet Dubai asked Kim if she could pull the sheets out of the applications, he'll scan them, and the board can go through them.
- Chris Baker has volunteered to do a Donor's Dinner inviting everyone who has donated money or mentioned that they'd like to. First step is to gather the information.

V. DIRECTORS UPDATE

Classroom Totals and waitlist



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- We have 175- 180 students for year two. Breakdown as: KKK,1st1st1st,2nd,3rd,4th. As of today, there are two open seats in first grade. The kindergarten waitlist grew by a few students since last month.

Hiring Update

- We have finished interviews for the fourth grade position. The new teacher will be announced soon. Betsy N is interviewing for an assistant for special education. Betsey has already stepped in and has been reaching out to parents this summer. She is looking forward to meeting the kids. She has sat with Patty Simard and has been reaching out to the sending districts. She has taken on rolling out the Title 1 program and will attend a training.
- We are looking for an art teacher for next year. We will reach out to Let's Play Music and teach Art.
- Our newest hire is a STEM teacher: Beth Sommers. She is an expert in her field and has training teachers in project lead the way. She teaches teachers and students at the museum of science, and she has STEM training. She left her school district because the position was not being offered anymore. She will be with each classroom once a week, but she will also assist teachers in their lessons. Christie will update the website and put on the new teachers and bios plus put this up on social media or even a press release.

Town Hall Meetings

- Possible date is July 31st for "Information Session" at the Town Hall. This may help to build out waitlist, let families know about open seats, and promote the new teachers and STEM teacher. Parents can come learn about the school. get the latest building update and set expectations for parents that we want them to be involved.

NH Policy Paperwork

- - The board needs to read through these and approve them. These can be put up on our website.

HR Policy/ Onboarding

Mindy and Kim have gone to training and have met with someone who is helping change/add to our existing policy. Need to set up 401ks and reach out to give a bonus to give to teachers.

Uniform Update

- Parents have all been notified through email/social media. We have been getting a lot of feedback both positive and negative as well as many questions. Board is working on an official Policy to roll out. The Lands End website is up and running. When ordering, be aware of sales and promotions to get the best deals. Lands End is working on a contract for us. Some families have asked if they can get their logos done in other ways. This question will be answered after the contract is set up. Uniforms have been known to be beneficial for both the school and parents. Examples: 1) uniformity- students feel important and they are not dealing with clothing/status symbols. 2) Easier to dress your child in the morning. 3) Dress code control 4) Discipline. 5) Decrease of bullying 6) School spirit/camaraderie. We chose uniforms because we felt it was important and reflects a school of excellence and pride in our school.
- Next year, we will be able to work out a "trade-in."
- A policy will be developed detailing uniform information.

VI. TREASURERS UPDATE

June Summary

- Overview of the year -Handed out to all present. Baker explained how much money was brought in, and explained the Accrual Profit and Loss

June Financial Statements/ Recent Fit Up Bids

- Currently two fit up bids. Board is waiting on total cost before making a decision.
- WPD did a walk through with Chris Baker and Mindy Labo.



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- Board is happy with the new security system. There is a new intercom system, speakers, cameras, etc.
- Cartwright has a quote for the flooring. This will be placed before next month.
- Dubay will attend the Planning Board meeting next Wednesday 7:00pm.

Pod Removal & Building Transition Status - A lot going on.

- Increased the line of credit with Bank of New England. A lot of expenses are going to come along.
- Vote to approve the new line of payments for 2019.
 - Baker makes a motion to approve.
 - Bedrick seconds the motion.
 - Discussion. Fricchione tweaked the motion to state that these recurring payments are okay until needing to be changed. Assuming the dollar range does not exceed the budgeted amount and if it does, the board needs to vote.

On a roll call vote, the motion passed unanimously. 5-0

- Upstairs demolition starts this Friday. The building owner and his team are working hard. Very exciting to watch each step being completed.

VII. ADJOURNMENT

Walter Cartwright makes a motion to adjourn the meeting seconded by Meg Bedrick. All in favor.

Meeting adjourned at 7:11pm.

Respectfully Submitted,
Meg Bedrick
Windham Academy Public Charter School Secretary