



Windham Academy Public Charter School

November Meeting Minutes

Windham Academy Public Charter School
1 Industrial Drive Windham, NH
Wednesday, November 7th, 2018

I. Welcome / Call to Order

Jim Fricchione (Chairman) called the meeting to order at 7:02 pm on Wednesday November 7th 2018.

In attendance:

Jim Fricchione (Chairman)	Sean Donahue (Board Member)	Melinda Labo (Director)
Meg Bedrick (Secretary)	Caitlin Blundell (CPA)	Trixy Gardner (PTO)
Vinny Del Signore (Board member)	Kim Golden (Business Manager)	

Absent Board Members:

Karl Dubay (Vice chairman)

II. Public Opening

a) Pledge of Allegiance

The Pledge of Allegiance was said.

b) Approval of previous minutes

Approval of meeting minutes from October 10th, 2018.

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

On a roll call vote, motion passed unanimously.

III. Recognition of Staff (Jim Fricchione)

a) Statement of confidence and gratitude

Per Jim Fricchione, today is day 45 and it is the perfect time to recognize that 'we' are on the right path. He requests motion to formally recognize that the administration has done a tremendous job. He asks to recognize Kim Golden and Mindy Labo and all staff. They have truly weathered the storms. They have done a great job accessing the students on where they need to be and addressing individual needs and placing children accordingly. This is to formally recognize everything they have done and the continued great job they are doing.

- Baker makes a motion to agree upon the above statement.



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- Donahue seconds this motion.
- No discussion.

Motion approved unanimously.

IV. Director's Report (Mindy Labo)

a) Enrollment

- The Quarter 1 has been submitted and we are working on year 2 re-enroll process that began October 1st. As of November 1st, we are at 88 students which is a little off from where we started. We have 1st and 2nd grader that will start after thanksgiving. The new students seem great and their parents are making this move now so they can start in this school as soon as possible.
- We are receiving lots lots of pre registration for the next school year. Per Kim Golden, as of today, there are 34 new Kindergarteners, 2 new second graders, no new 3rd, 2 new for 4th grade. All equals 38.
- Lottery- Kim Lavalie was here today and gave advice about the lottery for next year and what charter schools do. There is a letter of intent that they send out to parents to see if students be coming back to the school next year. INSTEAD WA can send a friendly email to parents to see if kids will be coming back next year. We are hoping children aren't just here for the full day K. It would be nice to truly look into who is actually returning. Lots might say yes to hold the spot, but they might not return next year. When do we start lottery and when do we stop enrollment? Bedrick and Donahue believe to wait a little longer say January and February for the lottery. We will need to post a date to stop pre enrollment. Right now we have the pre registration process active and the deadline for registration will be January 31st to apply. Tentative - lottery will be held mid February.

b) Staff & TA Updates – coordination of TAs, and hiring needs

- Teachers are all still standing. There is one full day assistant (we move her around to help cover breaks or if a child needs to have more one-on-one assistance. We are learning which towns are helping to work with kids with IEPs and which towns are a little more relaxed.
- First grade teacher, Miloro, needs a full time assistant because she will be having two new students and needs an extra hand in the class. We have one person who has been a part time assistant and she is interested in that full time position.
- SNHU has an elementary student that is interested in being an intern in the school. We will meeting with this student next week to interview and to talk about hours.
- Kim Golden has been amazing at taking on website. She has been in contact with Embroid me and adding this to our website to collect orders. We will look into adding more items such as umbrellas and a rain jacket.
- Thanks to Golden, we are officially trademarked. Thank you!

c) Curriculum development

- Teachers had a teacher workshop yesterday and they discussed this. We are a school that is flexible where children can move around to a different grade if they showing signs of



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higher intelligence for their own grade. Teachers are recognizing that children are not all on the same page and they are doing their own shifting and collaborating.

- Assessing children, we need to find ways true ways to make sure we are covering their needs and students are where they should be. Screenings were done in the beginning of the year. To show assessment, it is mandatory by the state to do the SAS test (3rd grade and up). Teachers would like to do a winter assessment to get the best read on the student. We would continue assessing from winter to winter. We can choose our own assessment to show growth from year to year.
 - The school needs to make sure we have the computers and tools in order to take the SAS test. Labo will look more into the responsibilities on payment etc.
 - As of next year assessment will be easier. Teachers can talk to previous teachers to know students' strengths and weaknesses.
- The Board is planning on a curriculum committee and teachers are wondering what that looks like. Parents would be a part of this to help give ideas and thoughts. Fricchione believes this committee will be driven by professional educators and parents. The finished product then is shown to the board for approval. Teachers want to know how positions are decided. There would be one member of the board on the committee and the committee chair would lead the meeting and parents would be "applying" to be on this committee.
 - By the next meeting, Labo will determine the recommendation of the chairperson for the curriculum. The committee will include all the curriculum - math, reading etc.

V. PTO launch and Update (Trixy Gardner)

a) Board gratitude & guidance

- Per Jim Fricchione, thank you Trixy Gardner and Amanda Etheridge (co-chairs for the WAPTO) for stepping up and taking this on. The PTO is important it is the core this school. We want our school parent driven. We thank you for organizing this and bringing parents together and we [the board] are here for guidance.
- Per Trixy Gardner, We had 25 parents at the first meeting as well as a few teachers. We are still forming officers and in April there will be formal elections. Right now there are co chairs and we are in the process of getting a few more chairs such as fundraising chair, classroom liaisons,, secretary, treasurer etc.
- The PTO are discussing how do we take all the ideas of excited parents and come together to make these ideas come to life. The PTO drafted up a survey to ask parents what they are willing to contribute (money, donations, serving on the committee, chair certain events). As of now, about 10 parents have filled out the survey and three parents want to chair and event or activity. The PTO has opened up a bank account. We need to figure out how we identify ourselves - Our charter says we are PTA, but we are looking into all options.
- Baker suggests that the PTO operates under the umbrella of the board instead of a separate entity. The fees and time it takes to set up the PTA can be expensive and take six months or more to set up. The PTO is just another committee of the school with Bedrick as the stand in Board member involved. Over communicate with the board for now with any questions. PTO will be independent, but has the help from board.
- Per Gardner, parents have already donated money. There has been \$234 pledged by parents to help with purchasing/ building the sandbox. This will cover to buy materials and labor to build the sandbox. As of now, we are awaiting teacher/board options for placement and shape for the sandbox.



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- Ideas for the PTO - Ice cream social and tie it into an event that's already happening at the school, holiday pageant or banquet where we bring families together and we can have a raffle.
- PTO needs from board- process and procedures. What steps to take. For now, they will bounce questions off Mindy Labo. Need to establish what teachers need and how to help teachers gather whatever supplies they need.
- Food drive is going amazingly. Please note, if someone wants to write a press release, they will first submit a draft over for review to the co chair then over to a board member/director for official approval. Fricchione will craft a letter showing the message that the co chairs (Etheridge/Gardner) are in charge and we all need to work as a team.
- PTO's second meeting is Monday, November 19th. It is on the website. PTO is creating a mission statement and working on the by laws.

VI. Keeping Academic Programs Unbiased (Jim Fricchione)

a) UNH/ WISE/ Lebanon (academics vs. social issues)

Per Fricchione, we need to keep our academics and social issues separate. He shared a recent article of a NH elementary school, which presented its 5th graders with a sexual preference survey. The survey was prepared and recommended by an area college, and delivered unknown by the children's parents. The backlash was significant. Per Fricchione, WA will always respect parental rights on such topics. He asked that we welcome the very best from our partners in higher education, state and federal government, but be cautious of any non-academic influences, otherwise not mandated. When in doubt on similar items, he instructed that the administration consult the board. Several board members voiced a strong agreement.

VII. Public Comment

NONE

VIII. Finance (Chris Baker and Caitlin Blundell)

a) Auditor Update

Per Baker, "Auditors love us.". The auditors have said that we are the most organized start up organization that they have seen. Caitlin Blundell put together a management report. Baker gave the school a loan to help the school.

b) Budget Update

- Three parents on the honor roll for their donations. We are hoping for more parent donations.
- Currently, the biggest drain is on the modulares. Baker has given the school a loan - Thank you Chris!
- Recently, we got a 10,000 donation.
- Management Report was handed out to all present by Caitlin Blundell.
- Next school year we will have two kindergarten classrooms, two first grade classrooms, two second grade classrooms, one third grade and one fourth grade. (Eight classrooms) Staff is hoping to up enrollment for third and fourth grade. Will we be adding health insurance next year for teachers?



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c) 501c3 update

As of a week ago, attorneys have followed up and our case has not been assigned to an agent to be looked at. There is no way to push or escalate this. 501c3 is still pending.

d) Policy Discussion and approval

- Any expenses exceeding \$1,000, two board signatures need to be on the actual check. Every month, Labo, Baker and Fricchione check to make sure everything is in order. The draft Policy and Procedure Manual requires that the Board Vote and Approve a Capitalization Policy. This policy sets a threshold, above which qualifying expenditures are recorded as fixed assets and below which they are charged to expenses as incurred.
 - Baker makes a motion to vote that expenditures \$1,000 or greater in value and with a useful life greater than 1 year will be capitalized as fixed assets.
 - Donahue seconds this motion.

On a roll call vote, motion passed unanimously.

e) Good news

The school has received a letter from Commissioner of Education that our application to the Public School Infrastructure Fund has been approved for \$100,000 (to be used by April 1st 2019). Big news!

- This will be used for security purposes only. We are looking to use money that we had already budgeted out first. This award money will help allow us to be most secure without cutting corners.
- This information will be announced in the Windy Indy.

IX. Board Member Comments/ Discussions (All)

a) Playground – (Chris Baker/ Jim Fricchione)

Five parents came to the school to help out with Baker, Fricchione, Kim Golden and her father to build the current playground. The swingset and climbing structure is set up. We have one more set still coming which will be the largest. Parents, kids, and teachers very happy.

b) Building – Next Steps (Chris Baker/ Karl Dubay)

- As of today, the demolition is 80/90% complete. Baker is salvaging some of metal and that money can be put back into the school.
- The next step is to trench.
- Then it is a waiting game to wait for complete building floor plans that will be sent to the state then those plans will be sent out for bids. Still intending on February to move into the building.

c) Windham Woods – Mixer on Nov 13, 2018



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All are invited to this event. Labo and Fricchione will attend on behalf of the school.

X. Adjournment

Motion to adjourn the meeting first by Donahue and is seconded by Baker.

On a roll call vote, motion passed unanimously.

Meeting adjourned at 9:18pm.

Respectfully Submitted,
Meg Bedrick
Windham Academy Public Charter School Secretary