



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Virtual Meeting, Via Zoom
Wednesday November 11th 2020 7PM
Meeting ID: 811 7404 7199 Password: 244558

i. WELCOME / CALL TO ORDER

Walter Cartwright (Chairman)
Meg Bedrick (Vice Chair)
Jim Fricchione (Trustee)
Sean Donahue (Secretary)

Karl Dubay (Trustee)
Vinny DeSignore (Trustee)
Mindy Labo (Director)
Kim Golden (Assistant Director)

Caitlin Blundell (CPA)
Sabrina Crooks (PTO)
Brandie Shydo (Communications)

Absent: Chris Baker (Treasurer)

Walter Cartright (Chairman) called the meeting to order on Wednesday, November 11, 2020 at 7:02PM.

ii. PUBLIC OPENING

- Pledge of Allegiance
The Pledge of Allegiance was said
- Approval of previous minutes from October 14, 2020.

Bedrick makes a motion to approve, Donahue seconds, no discussion.

Motion approved 5/0, Fricchione abstains

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.
- **Gratitude Spotlight:**
This month we would like to recognize families who have donated to the 10k challenge; Cyr, Booth, Daley, Swanson, Comeau, Del Signore, Saulnier, Calo, and Aimee Duquette.
- **Monthly Charter Excerpt:**
Officers of the Board of Trustees of the Windham Academy: Initial officers shall be appointed by the Founding Board and include:
Chairperson, Vice

Chairperson, Secretary, and Treasurer of Windham Academy. Officers of the board shall be elected by majority vote of the board of trustees at the annual organizational meeting to be held in June of each year and shall serve until the next annual organizational meeting. If a replacement officer is needed, the



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replacement officer will be selected by a majority vote and will serve out the unexpired term of the departing officer.

The Chairman shall:

Prepare the agenda for all meetings.

Open each Board meeting at the scheduled time by calling the members to order.

Announce the business before the Board in the order in which it is to be acted upon.

Recognize members entitled to the floor.

State and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings

Announce the result of any vote.

Protect Board meetings culture, integrity and effectiveness.

Assist in expediting all business in every way compatible with the rights of the members by:

a) Managing and/or limiting the flow of remarks when motions are pending.

b) Calling a recess to permit restoration of order or clarification of an unclear point. c) Guiding the members when engaged in a debate to stay within the rules of order.

d) Ensuring on all occasions the observance of order and decorum among the members.

e) Deciding all questions of order (subject to an appeal by any two (2) members) unless s/he prefers to submit the question for the decision of the Board.

f) Informing the Board on a point of order, or practice pertinent to pending business.

g) To authenticate by his/ her signature, when necessary, all acts, orders, and proceedings as directed by vote of the Board.

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and any other powers and duties assigned by the Board.

The Secretary shall keep a true record of each Board meeting, make any required reports to the State of New Hampshire, and carry out duties as required by law.

The duties of the Treasurer of the Windham are outlined in the New Hampshire statutes relating to public schools.

(Pages 6 and 7 of the Windham Academy Charter)

- **Veteran's Day Observation:**

As a board we wanted to recognize that today is Veterans Day. We humbly thank all veterans of the past, present, and future.

- **STEM Lab Donation and Think Tank.**

Karl Dubay has offered to spearhead putting together a STEM lab within our school. Mr. Dubay invites all those interested in collaborating and idea sharing to participate. Those interested can reach out by connecting with Mrs. Labo or Mrs. Golden in the main office.



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iv. DIRECTORS UPDATE

- **Campus Update:**

We are still going day to day, we are happy upon our hill. Staff and students are busy. Classes are bustling. We have become accustomed to our new routines and schedules. Most students are in person with numbers in the mid-twenties for remote students. We are approaching the end of our first quarter. Teachers are busy preparing for parent-teacher conferences. You all have the option of coming in person or remotely. Report cards will be going home this friday.

- **Health Concerns:**

Thank you to all families who have been patient and understanding in regards to the day-to-day changes. Communication sent home to families is in relation to contact tracing. We are so thankful for the warm comments and emails of support. It helps us feel good as we move forward. Things are changing in regard to travel and states in which you must quarantine after visiting from. We have our algorithm and are following state guidelines.

- **Pre Enrollments:**

Windham Academy currently has 150 pre-enrollments for next year and pre-enrollments continue to come in everyday. Many families are checking-in to confirm we received their pre-enrollment. A good amount of pre-enrollments include siblings. Families have until the end of December for pre-enrollments and then we will shift our focus on Intent to Return forms and lottery.

v. PUBLIC COMMENT

No comment.

vi. TREASURERS UPDATE

- **October Financial Statements:**

See financials provided by Caitlin Blundell. The majority of items on the budget are on track with the exception of fundraising and donations but with the current fundraising opportunities we have going on we hope to see some growth. Expenses are on budget. Please note there were three payrolls in October instead of the typical two.

vii. COMMITTEE UPDATES

- **PTO:**

Our Pumpkin fundraiser where the Booth family donated 40 pumpkins for the kids to decorate brought in over \$1000. Current fundraisers include Art to Remember (now available for purchase through the Art to Remember website), the November food drive; benefiting Families in Transition, Manchester through November 20, 2020, and the Giving Tree through teacher amazon wishlists and monetary donations. The PTO is planning on a gift to teachers. Come December we will be announcing Lollipop Grams; kids will be able to send gourmet lollipops to their friends throughout the school. Pencils for Pals will be in February. Our PTO calendar has been updated with all upcoming fundraisers under the PTO section. The next PTO meeting will be November 18, at 6PM (every Wednesday after board meeting weeks).



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- **Communications:**

The communications committee is keeping the website updated and posting social media announcements. Press releases for pre-enrollments were sent to 6 surrounding communities. Our 10k challenge has been announced on social media. There is a web page under “events” to track donations towards the 10k challenge. Gift Card Raffle fundraiser announcements were also sent out. Lastly, all of the policies as far as what was drafted or approved has been updated on the website.

- **Facility:**

Windham Academy is working hard to keep the school clean. Extra cleaning attention has been made with the help of Mrs. Labo and her husband, janitors, night cleaners, and ECOLAB sprays. The elevator is pending as it is currently waiting on the elevator company and state inspectors.

- **Fundraising:**

Current fundraisers include the 10K challenge and gift card collection towards the Calendar Raffle. Families can expect phone calls from Mr. Cartwright to spread the word on the fundraisers. The fundraising committee continues to branch out into the community to establish connections beyond our school community.

Next Meeting: December 9, 2020.

viii. ADJOURN

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

The motion is approved unanimously 6/0.

Meeting adjourned at 7:31PM