



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

**Windham Academy Board Meeting
Wednesday September 8th 2021 7-9PM**
Meeting ID: 858 3487 9130
Password: 777291

i. WELCOME / CALL TO ORDER

Walter Cartwright (Chairman)
Meg Bedrick (Vice Chair)
Chris Baker (Treasurer)
Sean Donahue (Secretary)
Vinny DelSignore (Trustee)

Jim Fricchione (Trustee)
Al Sfeir (Trustee)
Mindy Labo (Director)
Kim Golden (Assistant Director)
Patty Miloro (Curriculum Director)
Caitlin Blundell (CPA)

Committees:
Tony Deluca (Community Outreach)
Rob Skyvera (Fundraising)
Brandie Shydo (Communications)

Absent: Kristin Bohne (PTO), Deb Waitt (Family Outreach), Karl Dubay (Trustee), Christy Donahue (Curriculum)

Walter Cartright (Chairman) called the meeting to order on September 8, 2021 at 7:02PM.

ii. PUBLIC OPENING

- Pledge of Allegiance
- The Pledge of Allegiance was said
- Approval of previous minutes from August 11, 2021.

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

Motion approved 6/0, Donahue abstains

iii. CHAIRMANS UPDATE

- **Gratitude Spotlight:**

Over the past month we had some financial donations. I would like to thank those families;
Thank you to the Pedro family, Carlstrom family, Lamparelli family, The Dubey Group, and the Sfeir family.

The Sfeir family donated materials; insulation, fencing and mulch all for our new playground in the back of the school. We would not be able to do it without them.

I would like to thank Mrs. Wilcox. Mrs.Bragg, and the Shydo family for all their work putting the STEM area together. The Lamparelli and The Dubey Group were generous with donations to support the STEM area.

- **Monthly Charter Excerpt:**



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Method of Coordinating with a Pupil's Local Education Agency (LEA) for Matters Pertaining to Special Education Programs or Services

As an open enrollment chartered public school, Windham Academy will accept applications from any student who is a New Hampshire resident. In accordance with New Hampshire law RSA 194-B:8, Windham Academy will not discriminate against any student with a disability as defined in RSA 186-C. Under New Hampshire's charter school statute, RSA 194-B:11, III, when a child with disabilities attends a chartered public school, all current options available to the parent and the school district are retained. Windham Academy will operate in compliance with all state and federal laws.

Pursuant to RSA 194-B:11, III, the decision-making responsibility for the special education process for children with disabilities attending a public charter school, remains with the student's resident district. In addition, RSA 194-B:11, III provides that the resident district remains responsible for the funding for children with disabilities attending a chartered public school.

Windham Academy will work closely with a student's LEA to facilitate a smooth transition and will review all documentation pertaining to the student's educational needs. In the event that a student comes with a 504 Accommodation Plan or an Individualized Education Plan, Windham Academy's Special Education Representative will meet with the LEA's special education team at scheduled meetings to review and adjust educational goals and upon request from the student's LEA Windham Academy will make available a representative to be included in the IEP team. The resident district will be required to provide Windham Academy with a complete copy of each student's IEP for implementation and monitoring purposes.

The Special Education Representative will:

*Act as liaison between Windham Academy Charter School and public school of origin.
Meet with LEA to review all documentation pertaining to the student's educational needs.
Participate in student's IEP/504 review team meetings.
Meet with teachers and professionals of Windham Academy and LEA to ensure IEP/504 plans are implemented (p.25-26).*

- **Monthly Quote:**

*"We cannot always build the future for our youth
but we can build our youth for our future"
- Franklin D. Roosevelt*

iv. DIRECTORS UPDATE

- **Summer Update:**

I can't believe I am telling you the school year has started! We finished off the summer with meet-and-greets; families met with the teacher one-on-one to talk about how children and families are feeling about starting school. It made the kids feel more comfortable on the first day knowing they had some time with the teacher and knew where the classroom was. If



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anyone hasn't had a chance to walk the halls the building looks incredible! Our first day of school was Tuesday; drop-off and pick-up were a little dicey but today was much smoother. Thank you all for helping with following the procedure. We are now underway and with that comes utilizing the first couple of weeks for the teacher to get to know students, administering beginning-of-the-year assessments, and making sure we have what we need as the year gets going. For now, children are playing on the old playground and are excited about the structures they can see being assembled for the new playground. Tomorrow, I am going to the state to speak at the Department of Education regarding our charter amendment. We are growing so fast that we are already over 300 students. We are expanding faster than we ever imagined. Our original charter included a 376 student cap. As we look to build our middle school, we need to adjust our student cap in the charter to reflect our growth.

- **Fall Status:**

Mrs. Miloro shares, "It is great to see everyone back! I love my new role, I get to see all of the kids in every classroom. It feels like we've been back in school for weeks already. Teachers were given a binder on the staff workshop day with curriculum documents, checklists, assessments, suggestions, etc. I also created a google drive folder for teachers which is consistently updated with links to vetted activities and lesson plans from sources like NASA. The teachers room is pretty much done; there is an area being organized with curriculum resources available to teachers. They can also see me anytime for additional curriculum support. I would like to give a shout-out to Melissa Phillips; she is taking on a *huge* volunteer project that she has already posted about on Facebook. This is an enormous project that will help the teachers with lesson plans for new reading kits that were purchased through grant money."

- Cartwright adds, "at this point I would like to ask for a motion to approve the curriculum"

Sfeir makes a motion to approve the curriculum, Del Signore seconds, Donahue opens discussion;

Donahue: throughout the science strand there is talk about the scientific method. I suggest expanding this strand to contain research, experiment, and analysis. Secondly, when the curriculum mentions the structure of the human body in grade six, there is mention of how vaccines work to prevent infection. I think this is great but could also be a potential slippery slope. I would like to discuss this area of the curriculum more so that we can be careful about how we discuss topics around those sorts of things. I had a parent reach out to me at the beginning of the week with similar concerns with the current climate.

Mrs. Miloro: It is not meant to cause controversy, but rather thinking of it in terms of "what is a vaccination". For the time being, let's let that go, focus on the immune system, virus and bacteria, how the immune system keeps up healthy. We can table vaccinations for now and instead focus on the history of the discovery of viruses and bacteria.

Cartwright: The motion dies and a supplemental motion is required to proceed.



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Fricchione: Patty, in reference to constitutional studies, can you reference some things that are in the curriculum that speak to that?

Mrs. Miloro: The American history sequence begins in first grade where it touches upon the beginnings of self-government through pilgrims and the Mayflower Compact. As grades go on each year we touch upon those topics again (colonization and how each colony had a charter). As we move to grades five and six, students begin studying the Bill of Rights, the Civil War and westward expansion.

Fricchione: Is there anything in the curriculum for the younger grades to be taught, referenced, or be read the Bill of Rights?

Mrs. Miloro: It was in the original document but not in the Core Knowledge Sequence but I can add that back in. Celebrations of Constitution Day are incorporated into the beginning of the year. Many classrooms sign a classroom constitution as a nice tie-in. I will add specific language of reading the Bill of Rights and the Preamble.

Donahue summarizes the plan to update the science strand to update the scientific method to include question, research, hypothesis, experiment, analysis, and conclusion. Additionally, the plan is to strike vaccinations from the curriculum until the climate around vaccinations improves.

Baker makes a motion to approve to approve the curriculum with the stipulation on amending the curriculum to include reading the Constitution, Bill of Rights, and the Preamble in an age appropriate manner, strike vaccinations from science strand, as well as amend the scientific method to include question, research, hypothesis, experiment, analysis, and conclusion.

Sfeir seconds. No Discussion.

Motion approved 7/0

Mrs. Terrio shares that she is reaching out to corresponding LEA's in regards to identified new students joining us this year to review their IEP and ensure their services are in place. All LEA's for which we have identified students receiving special education, have been sent an agreement to allow our special education staff to implement relevant services. Those agreements are in the process of being reviewed, signed, and returned. Within the building, I have been making rounds to each classroom, observing and getting to know our students as well as seeing the familiar faces of my former students!

v. Policies:

The draft policies have been posted on the website for the last 30 days. Today we need to make motions to approve those policies.

Del Signore makes a motion to approve the Computer Use Policy JICL, Donahue seconds.



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No discussion.
Motion approved 7/0

Baker makes a motion to approve the Bullying Policy also references as BZB Pupil Safety and Violence Prevention, Bedrick seconds, Donahue opens discussion: We need more information or perhaps education as to when bullying outside of school becomes something that is a responsibility of the school and when it is, how will the school deal with it, what are the guidelines?

Mrs. Labo clarifies by adding, "We had a situation previously; if it happens on school property that's one thing, off of school property the situation doesn't involve us. However, if it happens off school property but is an act of bullying or violence against someone tied into the school we need to take action and involve the authorities. It would need to be left up to the school community member to pursue further action".

Motion approved 7/0

Donahue makes a motion to approve the policy, JH Attendance Absenteeism and Truancy, Bedrick seconds, no discussion.

Motion approved 7/0

Delsignore makes a motion to approve the policy, JBAA Sexual Harassment and Violence in Regards to Students, Sfeir seconds, Donahue opens discussion: This is specifically related to students? Cartwright confirms and adds, "this is related to the student handbook". Donahue adds, "this mentions employment, can we edit out "employment" from numbers one, two, and three, under section II? Baker clarifies, "our students would not reach the age of employment with eighth grade being the maximum student grade level".

Donahue makes a motion to approve the policy, JBAA Secual Harassment and Violence in Regards to Students with removal of reference to "employment" in paragraph 2.1 2.2 and 2.3. Delsignore seconds. No discussion.

Bedrick makes a motion to approve the AC Nondiscrimination policy. Donahue seconds.
No discussion.
Motion approved 7/0

Baker makes a motion to approve the policy, ADD Safe Schools. Bedrick seconds. Donahue opens for discussion; "There is a lot of mention of training for staff and students throughout. How are we planning to meet those training requirements?". Mrs. Labo clarifies, "we practice safe school protocol with all students. Nurse Barth had to take part in a training for school safety relocation procedures. In other schools, staff take part in various training such as ALICE but students do not participate in the training but they do practice drills. It is nothing anyone wants to face but as they get older it is more of a responsibility. There are areas of crisis prevention on the state guidelines per grade level to prepare for safety protocol. As a school, we can define how much we want students involved in these training and preparations. At our current grade levels this looks like practicing fire drills, reverse evacuations, etc. Older students, middle school and beyond, do take part in the relocation piece". Cartwright adds,



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"the last paragraph mentions how the director compiles annual safety reports, as we review those reports on our side, we need to revisit this policy to ensure we are following state guidelines".

Motion approved 7/0

Cartwright would like to add that the Board of Trustees had an e-vote with the Board of Trustees, giving Cartwright the authority to sign the EPO (emergency operations procedures) and our reopening plans.

- **Enrollment:**

Mrs. Golden shares our enrollment status: We are full in Kindergarten with forty-five students between three classrooms. There are sixty-six first grade students between three classrooms, in second grade there are two open spots and we will be reaching out to the waitlist to fill those spots. Third grade has sixty-two students with some spots available and no waitlist. Fourth grade is full at twenty-two students, fifth grade is full at twenty-one students, and sixth grade is full at twenty-two students.

vi. PUBLIC COMMENT

No Comment.

vii. TREASURERS UPDATE

- **August Financial Statements:**

See financials provided by Caitlin Blundell or email Chris Baker for an additional copy; CBaker@tcewendys.com. We are within our most difficult time of year as summer funding includes the smallest payments and we need to wait until after the headcount process to receive another round of funding in another 30 days. We have a deficit of \$124,000.00 but that will quickly change as the first payment is expected to be in the \$600,000.00 range. We have \$82,000.00 in the bank. \$90,000.00 is drawn on our line of credit and that will be paid off after the first round of funding. Expenses over the past month include rent, payroll, utilities, and curriculum. This amount is well under the budgeted number for the year. We anticipate a healthy surplus for this fiscal year.

viii. COMMITTEE UPDATES

- **PTO:**

Bedrick delivers the PTO update; welcome back teacher boxes were delivered to staff with treats such as candy, cough drops, chocolate dipped pretzels, etc. We also provided homework folders for all grades; Thank you Lindsay Baker and Melissa Phillips for your help with the folders. PTO will be providing coffee and beverages for the teachers room each month. The PTO's first meeting for the new school year will be held 9/9/21 at 6:15PM at the school with a Zoom link available on the PTO facebook page. During the first meeting we will draft the PTO calendar for the year.



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- **Communications:**

The Communications Committee is updating the website with new procedures and new school year information. Check out the website, there is a lot of good information there. There is a news page where newsletters are also posted. I will be updating the event calendars with committee meetings, dress down days, etc. If you see something missing let me know and I will add it. I worked with Mrs. Labo to get out the new email system that integrates better with the website so we can add those to the newpage easily. There is a page for volunteer committees to have their information easily accessible for those looking to join. Fundraiser information will be posted soon for upcoming fundraising events.

- **Facility:**

Inside things are running smoothly. Mr. Greg is finessing things that need attention. The playground expansion is coming along swimmingly. Photos will be available shortly. Students will soon be able to access the new playground.

- **Fundraising:**

The Fundraising Committee met yesterday for a monthly meeting. We meet the first Monday of each month at 7pm. We are solidifying the date for an upcoming golf tournament. Planning for a 10k challenge annual event. Cartwright adds, "we had a great call last night, thank you to those who were willing to give up another night for another call. In order to give more time to publicize the event, we are moving forward with the date of Monday, October 25, with a shotgun start at noon. We hope announcing the date will drive attendance and get the word out to get sponsorship as well".

- **Community Outreach:**

Most focus this month is working with Rob and the Fundraising Committee. Much of the Community Outreach Committee's work intertwines with fundraising. I am trying to get more volunteers by getting more parents and family members involved.

- **Family Outreach and Coordination:**

Cartwright shares on behalf of Deb Waitt; outreach calls have continued. There is no set meeting date as of yet but when they do set a date they will let Brandie on the Communications Committee know. Be ready, they will call and ask again to get your involvement; helping to remind families how important they are to our success.

Del Signore takes a moment to thank Christy Donahue and Patty Miloro for all of their work on the curriculum. Their work really helped to tie up some loose ends. They continue to work on the curriculum to make a lot of progress and it shows. Parental involvement is really important to a child's education.

Next Meeting: October 13, 2021



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ix. ADJOURN

*Bedrick makes a motion to adjourn; Sfeir seconds the motion.
The motion is approved unanimously 7/0.*

Meeting adjourned at 7:57PM