



Windham Academy Public Charter School

October Meeting Minutes

Windham Academy Public Charter School
1 Industrial Drive Windham, NH
Wednesday, October 10th 2018

I. Welcome / Call to Order

Jim Fricchione (Chairman) called the meeting to order at 7:04 pm on Wednesday October 10th 2018.

In attendance:

Jim Fricchione (Chairman) Karl Dubay (Vice chairman) Melinda Labo (Director)
Meg Bedrick (Secretary) Debbie Mackenzie (Board member) Caitlin Blundell (CPA)
Vinny Del Signore (Board member) Jennifer Bragg (Teacher) Rebecca Pomet (Teacher)

Absent Board Members:

Sean Donahue (Board member) Chris Baker (Treasurer)

a) Pledge of Allegiance

The Pledge of Allegiance was said.

b) Approval of previous minutes

Approval of meeting minutes from September 12th, 2018.

- Dubai makes a motion to approve.
- Del Signore seconds the motion.

On a roll call vote, motion passed unanimously.

II. Director's Report (given by Melinda Labo)

a) First Month Summary

Another milestone- Windham Academy has completed its first month! Progress reports by teachers are being sent home this weekend. Programs ("specials") such as YMCA, Mindfulness and Movement, Let's Play Music (teaching students how to play the ukulele!), Appreciation of Reading, and Art (run by the Boys and Girls Club) have all begun. Students are enjoying having these each week. Aftercare has begun run by the Boys and Girls Club with its new time of 3pm to 6pm. Parents are receiving this well. Discovery AM is run by Meg Bedrick.

b) Disciplinary Policy discussion



Windham Academy Public Charter School

Draft Discipline Policy handout is provided by Melinda Labo. She created this by taking the best practices from other local charter schools. The handout is to be read by all board and staff members. It will be discussed and approved at the next board meeting. A possible workshop (a half hour before the next board meeting) may be needed to discuss and decide on the best policy and any other ideas to be added. Labo will get teacher feedback and be ready to discuss ideas by the next board meeting. Fricchione adds to the discussion that we need a policy that follows what is written in the WA charter. Incident reports need to be kept and all behavioral issues need to be documented. Currently, our school is ages 5 to 9 and we need to keep in mind the developmental age and cater to that. The policy will be followed closely as our guidelines. Once approved, this will be then posted to the website.

c) Staff & TA Updates

- Currently there are 6 Teacher staff, 1 paid full day assistant, 1 three day full day assistant (Monday, Wednesday, Friday), Mrs. Dubay (daily assistant), 2 two day temporary paid assistants (Tuesday and Thursday), 3 college interns, 2 frequent parent volunteers, and 4 occasional parent volunteers. Staff needs more assistance in the school between the hours of 11am-2pm -not just helping out in the classrooms, but instead, to float around to cover staff breaks. Staff has begun teacher meetings once per week.
- Majestic Cleaners have begun! They clean the office building and modulars every night.
- Fricchione is attempting to actively engage other universities looking for more assistance in the school. Next meeting with SNHU is on Oct 23rd, 2018. We are hoping for a partnership on Robotics and for them to send interns/grad students as we had originally accounted for.
- Rivier University is keeping open communication going. When they send their students, those interns will phase in and out throughout the year.

d) *Anything Else*

As of today, there are 26 pre enrolled students for next year! Many parents have been calling wanting to pre enroll for their two and three year olds (not an option yet, but it's exciting to know how much parents are anxious to get their preschool children enrolled).

III. Public Comment

NONE.

IV. Finance (Caitlin)

a) Auditor Update

- Plodzick and Sanderson began WA's financial statement audit on October 2nd. This is an independent audit required by the State of NH and the audited financial statements are expected to be issued by the end of the year. There is not a significant volume of transactions to audit since the school began operations last Spring, so the auditors are focusing on WA's policies and procedures.



Windham Academy Public Charter School

- Chris Baker and Caitlin Blundell met with Tim Carney from the NH Dept. of Education who is responsible for overseeing that Federal Funds passed through the State as grants are spent correctly. The purpose of the meeting was to make sure WA was keeping appropriate documentation to support federal grant expenditures. Tim was very impressed by WA's recordkeeping and organization. The meeting was informal and did not serve as a formal audit. Tim mentioned that he is available as a resource to WA to help the school remain in compliance with federal and state grant requirements.

b) Budget Update

Chris Baker (WA Treasurer) is absent and unable to give the financial update. Budget update will be discussed at next meeting with Blundell and Baker presenting.

c) Policy Discussion and approval

Blundell had discussed the Finance Policy at our September meeting, but with new information, there is more work to be done and we will revisit the policy after completed.

V. Fundraising Efforts (Jim)

a) NHHEFA Presentation on Oct 18th

NHHEFA stands for New Hampshire Health and Education Facilities Authority. This is a presentation brought to our attention by Matt Southerton with the sole purpose to help fund charter schools. NHHEFA offers loans at 1 % and when you pay back the money, they give it back out other schools that need it. WA is asking for \$200,000 and WA will lead a presentation on October 18th on why we could use this money. The 501c3 still pending which might hold back getting our loan.

The NHHEFA are asking for specific requirements to be implemented. Board needs to authorize (and approve) the chairman and or Treasurer permission to execute documents with NHHEFA authority for a loan through the direct loan program of up to 200,000 at 1% interest for a term of 5 years to finance the fit up of the 1 Industrial Drive facility. This was signed by the Secretary of WA, Meg Bedrick.

- Dubai makes a motion to approve.
- Mackenzie seconds motion.

On a roll call vote, motion passed unanimously.

b) Parent/Committee Ideas (Submitted by Sean)

- A handout written by board member, Sean Donahue, is passed out to all present. Dubai suggests that every committee should have a member of the board and a staff member tied to it. All committees should be under the umbrella of the director.
- Facilities Committee (overseen by Dubai), Fundraising committee (overseen by Fricchione), Curriculum Committee (overseen by Melinda Labo), Marketing and Outreach (overseen by Debbie Mackenzie), and PTA (overseen by Meg Bedrick).
- The first meeting for the WAPTA (Windham Academy Parent Teacher Association) will be next Thursday night (10/18/18). Bedrick, few teachers, and parents of WA students will be in



Windham Academy Public Charter School

attendance. There are two parents ready to head this up and discuss a few fun activities. Their mission is creating fun activities and events for the Windham Academy “family.” Fricchione asked for anyone meeting - please review the charter before that meeting. Fun activities include Father Daughter Dance, Fall fair etc. We need to excite the parent volunteers to get them engaged and enthusiastic to be a part of the school.

Our charter states:

The WAPTA will seek to be comprised of business professionals and highly engaged parents. It will jointly develop with parents a school-parent compact that outlines how parents, the school staff, and students will share responsibility for funding and improved student achievement.

c) Fundraising Ideas (Debbie Mackenzie)

WA should have one fundraising project per month.

1. We are signed up for the Harvest Fest this Saturday from 12-3pm at Griffin Park. One parent came up with a craft that will be set up at our table. We will pass out the brochure at the table. Mackenzie and Bedrick will be there as well as the parent volunteer.
2. Should we put a scarecrow up at the Windham Commons scarecrow contest?
3. We could submit a tree to the Festival of Trees in Methuen
4. Embroidme is going to set up a page (link will be on our website) with things to buy such as sweatshirt, caps, etc. This will also go into a parent email. Maybe we can send a paper home to parents including those available options with different items to purchase.
5. We need to sell all of our t shirts that we have stocked.
6. Cookies! As a fundraising idea, parents can order sheets of 40 cookies 40 for \$18. WA makes \$14 per order. Two week time frame for ordering. We could get this up and running within a week or so and there is no upfront cost. First, we want to beta test the cookies (Bragg will taste test the brand that she has). Checks are made out to WA and then WA buys the cookies.
7. We could have an annual Halloween Hustle or Bunny Hop race (or some type of non religious spring race).
8. 50/50 Raffle. Money for Money.
9. Restaurant Night. See if our school can get a percentage of everyone’s order.

VI. Board Member Comments/ Discussions

a) Playground

- Securing the swingset and stabilizing it. It currently wobbles, therefore we have discontinued using this until it is more secure. Maybe tie in the fundraising (cookies) and show parents that money donated to school will help build and add to our playground.
- Address the playground specifically. Cookies for playground. Define which playground we want to buy. Send a paper out to parents that we need x amount of cookies to get our new playground. For example, if it is 2,000 for ‘this’ new swingset, we need x amount of boxes of cookies sold. We need to get something bigger and better.

b) Building – Next Steps (Jim/ Karl)

Timeline



Windham Academy Public Charter School

Moving upstairs/moving into storage-->demo-->fit up-->inspection. Complete by February

- The general contractors will help move things upstairs. Little things can be moved by volunteers/board/staff. We have space to move upstairs directly above us plus Fricchione will rent a uhaul to move other items into our storage facility.
- We need to know the timeline on when all storage items need to be moved upstairs.
- Design is being created right now. Plans have been sent out as they are completed. Then we have to go to the planning board for approval. Tentative move into the building date is those 9 Days during February vacation in which we will do the switch over into the building and out of the modulars.

c) Windham Woods – Mixer on Nov 13th

Anyone from school staff/board is offered to attend. Windham Woods is a private school for k-8. They are offering us their athletic field to use! We are excited to share resources and partnership with this school down the street. The director, Ryan Dejoy, is offering to share fundraising ideas as well. The mixer will have wine/cheese and will be a presentation on “Executive Function Skills & Strategies For Your Child -An Evening With Dr. William Mautz.”

d) Halloween Hustle 2019 (Jim)

A run (5k?) in costumes as a yearly event. Patty Simard knows 4 companies that would be willing to set this up and sponsor this. Too late to do it this year, but a possibility for next year.

e) Anything Else

NONE.

VII. Adjournment

Motion to adjourn the meeting first by Mackenzie and is seconded by Dubai.

On a roll call vote, motion passed unanimously.

Meeting adjourned at 9:01pm.

Respectfully Submitted,
Meg Bedrick

Windham Academy Public Charter School Secretary



Windham Academy Public Charter School