



The Windham Academy
Board of Trustees

1 Industrial Drive
Windham, NH 03087

Virtual Meeting, Via Zoom
Wednesday September 16th 2020 7PM
Meeting ID: 883 7731 2242 Password: 667569

i. WELCOME / CALL TO ORDER

Walter Cartwright (Chairman)
Meg Bedrick (Vice Chair)
Chris Baker (Treasurer)
Jim Fricchione (Board
Member)

Sean Donahue (Secretary)
Karl Dubay (Board Member)
Vinny DeSignore (Board
Member)

Mindy Labo(Director)
Kim Golden (Assistant Director)
Sabrina Crooks (PTO)
Brandie Shydo (Communications)

Absent: Caitlin Blundell (CPA)

Walter Cartright (Chairman) called the meeting to order on Wednesday, September 16, 2020 at 7:06PM.

ii. PUBLIC OPENING

- Pledge of Allegiance
The Pledge of Allegiance was said
- Approval of previous minutes from .

Baker makes a motion to approve the August minutes, Del Signore seconds, no discussion.

Motion approved 7/0

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 Mrs. Labo, Mrs. Golden, all of our teachers, their family members and spouses who worked to set up classrooms and get the school open this September. Things are going smoothly. It wouldn't be possible without the teachers and their families who came together for our school in an amazing fashion. The school board would also like to recognize Mike Brengola for setting up some shelving units for our school as well as recognize Mike Cuomo and Warf Industries who gave us our sign in the parking lot. Baker adds appreciation for Nicole from Serve Pro who came to the school to drop off an electrostatic sprayer for us to use once-a-week to sanitize the building.

- Monthly Charter Excerpt:



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***Active Engagement:** Students will be actively engaged in learning and have experiences that require different kinds of thinking. Windham Academy will use a STREAM Instructional Model to develop and strengthen students' understanding and encourages more hands-on learning. Using best practices, students will be expected to play an active role in their learning environment. Teachers will plan instruction to encourage higher level thinking across-curricula while challenging students to push their cognitive boundaries. Their assignments will include age appropriate written analysis of their own and others' work, reflective journals, quantitative and qualitative studies, projects, and oral presentations.*

- **Signature for General Assurances Vote:**

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

Motion approved 7/0

iv. **DIRECTORS UPDATE**

- **First Week Back To School Update:**

We are just so excited to be back together and we have survived our first week of being in school during a pandemic. Morning health checklists are new for families and we want to thank you all for taking it seriously. Families are following through and keeping their child(ren) home to keep a watchful eye and it is comforting to see you are understanding the need to support one another. In class, teachers have the rooms set up to support social distancing and students are learning to wear and use their masks appropriately. There is consistent washing of hands, materials, and surfaces throughout the day. Specials have begun this week; music, art, and YMCA. Students are also visiting our library to explore books. Tomorrow is constitution day; this year it will look differently due to the safety precautions we must take this year. Students are invited to wear red, white, and blue to celebrate. Remote Learning looks differently for each classroom. Some classrooms are waiting on waivers to be returned before filming within the classroom can take place. Please keep in mind each teacher is different and activities are different based on the needs of the classroom; how remote learning is structured in one room may differ from another or grade level. Dismissal is getting smoother, color coded pick-up shifts allow us to social distance students and cars are numbered to help match students to their vehicle. We have 200 cars now and the shift system is helping to manage traffic on the road. Lastly, procedures are being updated as things change within the state on a daily basis. We must keep the state in the know with who is absent and their symptoms.

- **Current Enrollment and Waitlist:**

Mrs. Golden shares our grade levels are full or we have sent emails and phone calls to waitlisted families to fill spots that have recently opened up. We have lengthy waitlists in each grade level and are receiving phone calls daily inquiring about enrollment and open spots. Our current waitlist count is as follows; 52 in Kindergarten, 3 in first grade, 4 in second grade, 23 in third grade, 6 in fourth grade, and 8 in fifth grade.

v. **PUBLIC COMMENT**



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No comment.

vi. **TREASURERS UPDATE**

- **August Financial Statements:**

To access an additional copy of the Windham Academy financial highlights provided by Caitlin Blundell, please email Chris Baker; CBaker@tcewendys.com. Please continue to support Windham Academy Public Charter School through Amazon Smiles.

- **Updated Budget:**

Chris Baker would like to present a revised physical year 2020-2021 budget to be voted on. We had to make some adjustments to the previously approved budget from April 2020. We updated the budget to accurately reflect per pupil aid. Our original utilities budget did not include electricity because the building owner was paying the electricity at the time. Windham Academy has since taken over the utility bill and we have had to reflect that within the budget. Lastly, rent for the building; there was an error in the original budget. The new proposed budget indicates net cash surplus for the year. No other items on the budget have changed.

Bedrick makes a motion to approve the newly revised budget, Donahue seconds, no discussion.

Motion approved 7/0

vii. **COMMITTEE UPDATES**

- **PTO:**

The PTO has provided folders for classrooms, a special education grant to our special education staff, and the keychain and sticker fundraiser will be distributed this week and continues to be an ongoing fundraiser. A coffee and coffee mug fundraiser will be coming up shortly. Art to Remember with Mrs. Wilcox was just announced. Lastly, discussions are underway for planning a Halloween Trunk-or-Treat or other celebration. The next PTO meeting is September 28, at 6:30PM.

- **Communications:**

The website has been updated with new procedures and time changes, we are posting updates to social media to spread the word on the happenings here at Windham Academy. Some changes have been made to the website to add quick-links to information and announcements. We continue to work on a press release that will be ready for next week about our first day of school. We are adding an event calendar to the website which is different from the official school calendar. The event calendar will include committee meeting dates, fundraisers, dress down days, etc. Lastly, there is a new email address for the Communications Committee; communications@windhamacademy.org.

- **Facility – 2nd floor update :**

Our second floor is up and operating. Our elevator is in the process of being built.



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- **Fundraising:**

The committee will be sending out a family survey to see what sort of areas families would like to take an active role within our school. Our next meeting will be about two weeks out. Baker adds he is thankful to have a relationship with The Bank of New England and the DeLuca family. Tony DeLuca has agreed to join our school and establish a Community Outreach Committee to connect Windham Academy to local business for partnership.

Bedrick makes a motion to establish a Community Outreach Committee with Tony DeLuca serving as Committee Chairman, Dubai seconds. Fricchione asks what would be considered successful outreach over a 90-day period? Baker suggests creating a committee description with goals and objectives. Dubai requests to hear from Tony DeLuca. DeLuca shares he has lived in Windham his whole life and has children in town who will intend to enroll at Windham Academy in the future. DeLuca shares he hopes to bring in some of his business contacts to obtain additional donations and introduce others to our school. Baker and Cartwright share their support for the DeLuca family as being a great asset to our school community.

Motion approved 7/0

Next Meeting: October 14, 2020.

viii. ADJOURN

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

Meeting adjourned at 7:50PM