



The Windham Academy  
Board of Trustees

1 Industrial Drive  
Windham, NH 03087

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Windham Academy Public Charter School  
Windham Town Hall N Lowell Rd. Windham, NH  
Wednesday, June 18th, 2019  
5:05pm

**In Attendance:**

Jim Fricchione (Chairman)	Karl Dubay (Vice chairman)	Melinda Labo (Director)
Meg Bedrick (Secretary)	Chris Baker (Treasurer)	Kim Golden (Assistant Director)
Vinny Del Signore (Board member)	Caitlin Blundell (CPA)	
Sean Donahue (Board Member on the phone)		

Parents: Peterson Family, Brengola Family, Cartwright Family

**i. WELCOME / CALL TO ORDER**

*Jim Fricchione (Chairman) called the meeting to order on Wednesday, June 18th, 2019 at 5:05pm.*

**ii. PUBLIC OPENING**

**A. Pledge of Allegiance**

The Pledge of Allegiance was said.

**B. Approval of previous minutes**

Approval of meeting minutes from May 8th, 2019.

- Del Signore makes a motion to approve.
- Baker seconds the motion.
- Discussion. NONE.

***On a roll call vote, the motion passed unanimously. 5-0 (Dubay was absent from meeting)***

**iii. CHAIRMAN'S UPDATE (Jim Fricchione)**

**A. Year End Staff/Trustee Dinner**

- Board would like to host a thank you to Mindy Labo and the WA staff to celebrate the completion of our first year. Fricchione and Baker will coordinate.
- Dubay would also like to host a Pool/BBQ/Cocktail party. He will send out dates/times for a possible Saturday or Sunday.



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### **B. Building Grand Opening Dates**

- Trustees would like to have a grand opening (ribbon cutting) a few weeks after the 2019/2020 school year has begun in our new building. This could include a BBQ and the governor would be in attendance. Potential date is 3rd week in September. We can coordinate with the Chamber of Commerce.

### **C. Long Term Strategy Workshops**

- Donahue will host workshops to discuss our current and future plans and strategies. This will include our 5 year plan and a long term plan. Goals (and how to complete them), objectives, budget, facilities, hiring etc will be discussed. The first potential date will be June 27th at 6pm meet possibly at the Windham library.

### **D. Trustee Growth and Retention**

- The Board of Trustee has six members, but the charter allows up to nine. The three open spots could go to parents, business leaders, community members, and or educators. To be appointed as a trustee, is encouraged to volunteer as well as believe in the school's mission.
- From Fricchione, Walter Cartwright has stepped up physically and emotionally. He has read through the charter document, become very involved, and has proven himself over the last few months. Fricchione would like to nominate Walter Cartwright as trustee.
  - Dubai makes motion seconded by Del Signore.
  - Discussion: Walter (a father to a WA kindergarten student) has been very active in the school. He and his wife, Christie have come on strong and proven themselves by joining and leading a committee and physically on site working on the facilities. Mr. Cartwright is ready to jump in any time to help and has proven his emotion and physical strength. He understands the marketing aspect and implements his knowledge. We are very fortunate him finding us.
  - All in favor to bring Walter on the Board of Trustees for the Windham Academy.

***On a roll call vote, the motion passed unanimously. 6-0***

- If anyone is interested in becoming a member, please reach out to a trustee.

### **E. Recognition and Thanks**

- This is our monthly tradition when we recognize someone that we truly believe deserves a public thank you. We would like to officially recognize Karl Dubay. He has been working on making WA a reality for years. He has done sketches to be brought to the planning board, he utilizes his own team to help volunteer on the facilities of the school, and he helped us find this building. His wife even worked at WA. On behalf of the board we would like to recognize Karl, his family and his



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business. He has saved us time and money and has poured his heart into creating this school. Thank you!

#### iv. COMMITTEE UPDATES

##### A. Communications Committee (Christie Cartwright)

- Mrs. Cartwright has been running the school's social media (facebook and instagram). Construction updates are typically posted every tuesday with photos. If anyone has photos and if anyone wants to help take these photos please reach out or send photos to Christie Cartwright. She has started creating a newsletter and posting it through our website to send out to parents. She is working with the fundraising committee to help market the summer fundraiser at Club 14 on July 20th. Board is on an app Whatsup to have board communication better. She will put board meeting dates/times up on social media.

##### B. Fundraising Committee (Walter Cartwright)

- Latest meeting was yesterday. They discussed needing to raise money to help decorate the interior of the building. The goal is to raise 100,000. There is a form ready to send out for parents, businesses, and community members to help ask for a donation. Club 14 is the next fundraiser on July 20th.
- We need a volunteer grant writer. Please reach out to a board member if you can assist.
- Walter is now a board member, therefore the Facilities Committee will need a chairman for that committee.

##### C. PTO (Meg Bedrick)

- The last fundraiser was at Altitude. Thank you to Amy Alessandro, Tracey and Mike Brengola, Lindsay Baker and Trixy Gardener for helping to organize this event.
- Tracey Brengola organized an ice cream social where she reached out to Ben and Jerry's to donate ice cream for the students. If anyone has pictures, please send them to her. This was a huge hit and she will try to organize this again next year.
- Th PTO is looking for Officers for next year. All parents and teachers are encouraged to join this coming fall.
- Potential next PTO meeting is over the summer to start getting ready for the upcoming school year.
- Christie Cartwright will include the PTO in the newsletter to help gain new members.

##### D. Curriculum Committee (Vinny Del Signore)

- There have been ongoing workshops with Mindy Labo, Patty Miloro and Vinny Del Signore researching WA's curriculum. The focus right now is on science, math, engineering, and girls in STEM. Thank you to Patty Miloro for taking this on and spending a lot of time on this.

##### E. Overall Parental Involvement

- Though our newsletter, we are reaching out to parents to join committees (fundraiser, PTO, facilities, communications etc). Next year we will have more



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parents and hopefully more help. In the enrollment application, parents checked off a box either to volunteer or donate and we need to follow through with their responses. A letter of understanding will go out explaining the importance of parental involvement in a charter school. We will discuss this further at the next trustee meeting.

**v. DIRECTOR'S UPDATE (Melinda Labo and Kim Golden)**

**A. Classroom Totals and Waitlist**

- Enrollment: There is still a long waitlist for Kindergarten. Second, third, and fourth grade are full, but with a small waitlist. There are a few open spots in first grade at the moment. These numbers fluctuate every week. We will plan on at least one information session this summer.
- Hiring update: Samantha Lemay (first grade) and Rebecca Bourchard (first grade) have been hired. Patty Simard is moving on to a different school, but Betsey Noel is stepping in to her position. Still in the interview process for a 4th grade teacher. This coming year, we will be adding a stem piece (removing Mindfulness & Movement). This new hire is a stem professor and already has a curriculum ready to roll out. She is eager to be a part of our school.
- WA had our state audit done by Jane Waterhouse. Overall, the school excelled in almost all areas. There were few areas of improvement that the board will have workshop sessions to discuss. These include, creating a strategic plan with short and long term goals, finishing up the policies and procedures, trustee and director evaluations, and organizing our Title 1 data.

**B. NH Policy Paperwork**

- Labo and Golden have been working on these policies. Trustees will need to read through them and approve them.

**C. HR Policy/ Onboarding**

- The trustees voted on the HR policy and it has been approved. The document has been signed and we have agreed to use it for three months.

**D. Uniform Update**

- The board is working on a letter to send out to parents explaining and answering information about uniforms. This will be sent to parents within a week or so.
- Land's End has finished with creating the website for WA uniforms. Parents can start ordering right away, but are encouraged to sign up for promotions and coupons and look out for the July sales. On the website, parents and staff can order by gender, size, and grade. All styles on the website are WA approved.
- The board has offered to 'adopt a student' to assist in the payment for uniforms. A policy will be created and the chosen families will be discussed by the administration and board. This will be offered this coming school year only.
- In the fall, we will be offering a lunch program. Parents need to sign and return a slip to the school if they want to be included in this.



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**vi. TREASURES UPDATE (Chris Baker/ Caitlin Blundell)**

**A. May Summary**

Baker has been working with Bank of New England to get WA credit line increase. This should be finalized very soon. There is a preliminary meeting with auditors coming up in August.

**B. May Financial Statements**

Copies of financial statements were handed out to all present. If anyone wants detailed numbers, contact Caitlin Blundell or a board member for details.

**C. Pod Removal and Building Transition Status**

The first modular is set to be removed this coming Thursday. The other trailers will be split and wrapped, but we are waiting for confirmation on removal. There is not an added expense to have these removed and we anticipate getting our security deposit back since the pods are in better condition than when they were delivered to us. Baker is working on trying to sell the ramps that we had bought for the modulars.

**vii. ANNUAL VOTE**

**A. Proposed Officer Vote/ Annual Vote**

- Time to vote on spots within the Board of Trustees. Positions are Secretary, Treasurer, Vicechair and Chairman.
  - Dubay makes a motion that the current officers remain as such for continuity purposes. Del Signore seconds the motion.
  - Discussion: Since this was the first year, all board members will continue their officer positions, unless someone wants to change. Secretary is a time consuming position and Labo volunteers to take notes during the trustee meetings to let Bedrick be more active during meetings. Bedrick will still keep all data organized and remain in the secretary position.

*On a roll call vote, the motion passed unanimously. 6-0*

**viii. PUBLIC COMMENT**

Question from a parent: Will there be aftercare for next year?

Answer: Yes, Boys and Girls Club will be coming back again next year to our school and they are prepared for additional students.

**viii. ADJOURNMENT**

Del Signore makes a motion to adjourn the meeting seconded by Baker.

Meeting adjourned at 7:20pm

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Respectfully Submitted,



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Meg Bedrick

Windham Academy Public Charter School Secretary