

Robert Frost Public Charter School

Minutes for December 15, 2021 – 4pm

Robert Frost Public Charter School * 110 Main Street * Conway, NH

Meeting called to order by T. Strout at 4:14pm.

Members in Attendance: R. Darst, J. Boewe, T. Strout, J. Champagne, B. Kustan, P. McMurry, J. McLauchlan, J. Flesicher (4:30pm)

Members Absent: C. Brings, K. Lee

Public in attendance: K. Randall (3/4 teacher)

Business:

- October 2021 Meeting Minutes: R. Darst Motions to approve minutes as presented, B. Kustan seconds, vote, unanimous.
- November 2021 Meeting Minutes: B. Kustan motions to approve minutes as presented, J. Champagne seconds, vote, unanimous.
- Board received resignation request from K. Lee. B. Kustan moves to accept, R. Darst seconds, motion passes.
- Discussion had in regards to inviting teachers to attend Board Meetings. Invitation will be extended.

Administration:

J. McLauchlan presented her monthly HOS Report (see attached).

Classroom Assistant Position – advertising in the CDS and on Indeed as well as the street sign.

Finance:

Finance Report: R. Darst presented the treasurers report. Motion made to approve report made by J. Boewe, seconded by J. Champagne, vote, unanimous.

Program Items:

- Re-Entry plan wording was updated, J. McLauchlan went over changes, J. Fleischer motions to approve edits to Re-Entry Plan, B. Kustan seconds, vote, unanimous.
- High School Expansion: Charter Amendment application in the process. B. Kustan and T. Strout will finalize and re-submit to the DOE.
- Fundraising - Upcoming - Black Cap Dine to Donate – January 13, 2022. Discussed offering a raffle or 50/50 drawing. Will reach out to Black Cap to see what is allowed due to COVID.

21/22 School Year Openings and arrangement

- Re-enrollment for current families due by January 31, 2022.
- Enrollment discussion had regarding space and planning.
- Discussion had regarding planning and the time required to put a high school program into place. Concerns about rushing discussed. Team required to implement program once approved by state.

Marketing Goal – increasing community knowledge about Robert Frost.

- *Done – Announcement in CDS regarding openings. Cost \$12
- Play on Facebook Live – Dec. 23, 2021
- Monthly write ups for the Conway Daily Sun.
 - J. Fleischer created one for Turkey Trot and submitted, will do one for play.
- Flyers/Brochures at local businesses.
 - Daycares, Saco Valley Gym, Dance Studios, Community Centers, Karate Classes, Libraries.

Public Comment: Public was able to make comments throughout meeting.

Non-Public Session: None needed.

Summary and Action Items: None

- Next Meeting – Wednesday, January 19, 2022

Meeting adjourned at 5:44pm

*The public comment section of our agenda is an opportunity for community members to comment on the work of the board. Members of the board are interested in hearing views from individuals, but will be unable to respond to comments immediately in this forum. They will, however, receive serious consideration, and may warrant discussion at a later date. Please limit your comments to 2 minutes to allow time for others to speak. For lengthier comments, please feel free to submit a letter to the board or email the board at trustees@robertfrostcharterschool.org.

*Academic Excellence * Operationally Sound * Financially Sound*

Driving us towards the path of excellence

Data Driven Decision Making

Head of School Report for December 2021 Board Meeting

For Discussion

- **Enrollment – 2021/2022**
 - Kindergarten – ~~10~~ 9 (one student moved to new school)
 - 1/2 Classroom – 9
 - 3/4 Classroom - 11
 - 5 – 8 Classroom – 17
 - Total – 47 46
- **Staffing Update**
 - Search continues for a Classroom Assistant
- **COVID-19 Update**
 - *As of 12/13/2021:* 7 students currently out of school waiting on tests results due to close contact/household member. 1 staff member out waiting on results for household member.
 - 13 total recovered cases this school year.
 - No known active cases as of 12/14/2021.

For Your Information

- **Insurance Coverage**
 - Have contacted PRIMEX, an insurance group that specializes in public/municipality insurance, for a quote on our business insurance policies.
- **Staff Benefits**
 - Nothing new to report.
- **Special Services**
 - 1 active IEP
 - 3 referrals in progress (1 additional since Nov. report)
- **Programming/Curriculum**
 - Nothing new to report.
- **Technology**
- **Facility**
 - Nothing new to report.
- **Special Events – Field trips, special visitors, etc.**
 - ESSC volunteer count is a moving target.
- **COVID19 Funds / Programs**
 - Work in progress. Recent proposed activities approved.
- **NHDOE Reporting / Legislation**
 - Actively working on Civil Rights Data Collection (CRDC) report
- **Annual Audit/Tax Filing**
 - Awaiting final report from auditors
 - Extension approved for our annual Form 990 filing.