

Robert Frost Public Charter School

Minutes for February 16, 2022 – 4pm

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

Meeting called to order by T. Strout at 4:16pm.

Members in Attendance: J. Boewe, T. Strout, B. Kustan, P. McMurry, J. McLauchlan, J. Fleischer, J. Champagne, C. Brings

Public in attendance: K. Orr

Members Absent: R. Darst

Business:

- B. Kustan motions to accept January minutes. J. Fleischer 2nd, vote, unanimous.

Administration:

- J. McLauchlan presented her monthly HOS Report (see attached).
- J. McLauchlan presented two policies that are required by our renewal program. “School Employee and Volunteer criminal history records check policy.” J. Boewe motions to approve, C. Brings 2nds, vote, unanimous. “Staff Conduct and Duty to Report” document. J. Fleischer motions to approve, C. Brings seconds, vote unanimous.
- J. McLauchlan proposes a discussion on Kindergarten eligibility date change. After discussion J. Fleischer moves to change the K eligibility date to Sept. 30th from Oct. 31. J. Champagne 2nds, vote unanimous.
- Covid update given by J. McLauchlan. (Letter from students read and discussed) J. Fleischer motions to reduce masking mandate to 5 days. 3 votes for, 2 votes against, motion passed.
- Charter renewal update given by T. Strout

Finance:

Finance Report: T. Strout presented the treasurer's report. Motion made to approve report made by J. Boewe, seconded by B. Kustan, vote, unanimous.

Program Items:

- 5 Year Charter Renewal details presented by T. Strout. Team: T. Strout, B. Kustan, J. Fleischer.
 - Notice needs to go in CDS, Facebook, etc.. It is required that all are invited to give feedback.
 - June 9th!!
- Fundraising -Black Cap Dine to Donate rescheduled to Thursday, May19, 2022. Calendar Raffle for April!
- Marketing Goal -
 - Facebook posts scheduled for the month of February.

Public Comment: None

Non-Public Session: None needed.

Summary and Action Items: None

- Next Meeting – Wednesday, March 16, 2022

Meeting adjourned at 5:54 by T. Strout

*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 February 2022 Board Meeting

For Discussion

- **Enrollment – 2021/2022**
 - Kindergarten – 8
 - 1/2 Classroom – ~~9~~8 (student now homeschooled)
 - 3/4 Classroom - 11
 - 5 – 8 Classroom – ~~17~~ 16 (student now homeschooled)
 - Total – 44 43
- **Staffing Update**
 - Search continues for a Classroom Assistant for Kindergarten
- **COVID-19 Update**
 - *As of 2/15/2022:* 1 student in quarantine (ends 2/16). 1 out awaiting test results.

For Your Information

- **Insurance Coverage**
 - PRIMEX Update: Risk Assessment call took place on 2/4/22.
 - Received quote. Waiting on some clarification of coverages.
- **Staff Benefits**
- **Special Services**
 - 1 active IEP
 - 2 referrals/Evaluations in progress
- **Programming/Curriculum**
- **Technology**
- **Facility**
- **Special Events – Field trips, special visitors, etc.**
 - Jane Waterhouse and Tal Bayer from the NH DOE visited the school as part of our Charter expansion and renewal applications.
- **COVID19 Funds / Programs**
 - Work in progress.
- **NHDOE Reporting / Legislation**
 - February 1st enrollment report submitted. Waiting on per pupil payment.
- **Annual Audit/Tax Filing**
 - Draft report approved by RFPCS.
 - Tracy is working on MD&A
 - Extension approved for our annual Form 990 filing.
 - With final audit, auditors will file Form 990.