

**Robert Frost Public Charter School**  
**Minutes November 26, 2019 – 6:15PM**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

**Board Members Present:** Tracy R Strout, Juliet Fleischer, Belinda Kustan, Miranda Sandahl, Juli Champagne, Head of School Janine McLauchlan., Advisory Member - Patricia McMurry

**Absent:** Cathy Brings

**Called to order** at 6:15 pm. Roll Call. No Public in attendance.

**Meeting Business:**

**Minutes** from October 2019 accepted as presented, motion by M.Sandahl, second, J. Champagne, vote unanimous.

**Administration:**

- **Monthly Snapshot** - 2019/2020 Enrollment is currently 52 students.
  - K – 9
  - 1 / 2 – 12
  - 3 / 4 – 15
  - 5 / 8 – 13

- **Special Services:** (6) active IEPs, (1) in process, (1) in referral.

- **State Reporting**

Middle of the year report completed.

On November 1, 2019, the student allotment was received.

Monthly financial report of Title I grants has been completed.

Title I aide allotment of \$20,000.00 may provide for two part time aides.

Positions have been posted and we will advertise on the sign in front of the school.

**Updates**

Tin Mountain Fall program ended with the students making solar ovens.

Our next program will be on December 13 with the NH Energy Education.

The focus will be on Conservation, Electricity and our Environment.

ESSC: We do not have enough volunteers for instructors. Juli could possibly volunteer for downhill skiing. Forms for students are in. King Pine's program for Kinders is more expensive. Miranda will reach out to Michael Bastista at the Waldorf School concerning the Knee-High program. Skating is another option with Conway L. There are 10 students interested.

### **Facility Update**

Conway Rec Center has ordered signs for the parking lot, waiting for them to arrive.

**Finance Report:** Tracy R. Strout presented the monthly balance sheet, profit & loss and budget comparison. Motion to accept, M Sandahl, Second B Kustan Vote unanimous.

**Treasurer Position:** M. Sandahl has expressed a willingness to take on the treasurer position with assistance. J Fleischer motioned to accept M. Sandahl as the new Treasurer for the Board of Trustees of Robert Frost Public Charter School. J. Champagne seconds the motion. Vote is unanimous.

**Second Signer for bank:** J. Champagne motions to remove N. Sclama as the Second Signer for bank accounts at Northway Bank and replace with Treasurer, Miranda Sandahl, B. Kustan seconds. Vote unanimous.

Auditor Update: On site visit went well, extension was still required.

### **Program Items:**

MWVEC Membership renewal of \$200.00 was declined by the Board.

- Fundraising Updates
  - Coffee at Settler's Green – Raised \$200.00 for Capital Campaign.
  - Calendar Raffle – Next one will be in April, proceeds will go to the Capital Campaign.
  - Possible Spring Festival in May at the North Conway Recreational Center

- January 7, 2020 the school will participate in the Red Parka BINGO fundraiser. We will need small prizes.
- March 24, 2020 there will be a fundraising event at Flatbread.
- Calendar of Events
  - December 17 – Board Meeting
  - December 20 – Swap and Choral Production, Frost Forum

Capital Campaign/Building Update

The Board will reach out to the Tech Village representative for answer to questions we are concerned about before we consider the property.

Ed Poloquin (Consultant) has started the process of developing a plan for the expense report for the project.

Case Study: Miranda will reach out to Tim Scott to assist with the Fund-Raising part of the Capital Campaign.

Grant Applications:

USDA should be able to provide a grant for 55 – 70% of the project.

We will qualify for low interest loans. Our relationship with the New Hampshire Health Financial Authority will benefit us greatly with the grant funding.

**Public Comment:** No public in attendance.

**Non-Public Session:**

M. Sandahl motioned to dismiss from session. J Fleischer second. Vote Unanimous

B. Kustan motioned to enter non-public session according to RSA 91-A:3 11 for the consideration of a personal and contractual matter. T. Strout seconds the motion. Vote: Unanimous.

Roll Call/ Vote

T Strout	AYE
J Fleischer	AYE
B Kustan	AYE
M. Sandhal	AYE
J Champagne	AYE
HOS J McLauchlan	AYE

Board entered non-public session at 7:58 pm.

B Kustan made a motion to move out of non-public session at 8:25 PM. J Fleischer second. J Champagne made motion to seal the minutes from non-public session according to RSA 91-A:3, 11 as releasing information would render a proposed board action ineffective. T Strout seconds the motion. Vote is unanimous.

Roll Call/ Vote	
T Strout	AYE
J Fleischer	AYE
B Kustan	AYE
M. Sandhal	AYE
J Champagne	AYE
HOS J McLauchlan	AYE

**Summary and Action Items:**

T. Strout will make a list of duties of Chair Position.

M, Sandahl will reach out to Tim Scott and Mike Bastista

T Strout and M Sandahl will meet to transfer Signing and Co Signing on Board's bank accounts.

J Champagne will send note to parents for Cookie Swap.

Next meeting: December 17, 2019

**Next Agenda:**

- Summer Program

Adjournment: 8:30 pm

Respectfully submitted by Belinda Kustan.

*Academic Excellence \* Operationally sound \* Financially Sound Driving us toward the path of excellence \* Data Driven Decision Making*