

**Robert Frost Public Charter School**  
**Minutes Sept. 24, 2019 – 6:15PM**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

**Board Members Present:** Tracy R Strout, Juliet Fleischer, Belinda Kustan, Head of School Janine McLauchlan.

**Absent:** Cathy Brings, Advisory Member - Patricia McMurry

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

**Meeting Business:**

**Minutes** from August 2019 accepted as presented, motion by J Fleischer, second, B Kustan, vote unanimous.

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

**DOE 25** Reviewed and approved. Motion to accept J Fleischer, second, B Kustan, vote unanimous.

**Administration:**

- **Monthly Snapshot** - 2019/2020 Enrollment is currently 52 students.
  - K – 9
  - 1 / 2 – 12
  - 3 / 4 – 16
  - 5 / 8 – 15
- (5) active IEPs, (1) 504, (1) IEP in referral
- Staffing – Still looking for Para 2 for Title II Money
- Teacher/Mentor position going well.
  
- **State Reporting**
  - Annual Progress Report
  - Initial Student Roster
  - Free & Reduced Lunch
  - Beginning of Year Report
  - Emergence Action Plan (Chief Soloman has it)
- **Auditor Change** – Recommendation made to change auditor to Plodzik & Sanderson due to updates required in accounting and reporting. This firm currently services many NH Charter School and comes highly recommended. Motion J Fleischer, second B Kustan, vote unanimous.

- **Updates:**
  - Title IV (2018/2019) funds to be used for Music & Miss Sher.
  - Spanish will resume on Wednesday afternoons.
- **Facility Update:**
  - Cedar Playset transported to school by parents, needs to be put together.
  - Signage needed to student safety for entry to driveway.

**Program Items:**

- Fundraising
  - Calendar Raffle
  - Yard Sale
- Harvest Festival
  - Pumpkins from Foxdale Farm, Veggies from Grandview Farm (Tracy will ask)
  - Donuts from Leavitts (Tracy will ask)
  - Juliet will paint faces
  - Lincoln (Miss Kimberly's son) will do Balloon Animals
  - Need more raffle prizes (Belinda will ask)

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

**Non-Public Session:** None

**Summary and Action Items:**

- Next Meeting Tuesday Sept. 24, 2019 – 6:15pm

Meeting adjourned at 7:55pm

Respectfully submitted by T. Strout

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