

Robert Frost Public Charter School
March 17, 2021 MINUTES for– 4pm (Remote)
Robert Frost Public Charter School * 110 Main Street * Conway, NH

1: Call to Order, Role Call & Welcome Public (2 min) *Read Public Comment Statement.

- *T Strout called the meeting to order at 4:05 p.m.*

Members in Attendance:

- *T Strout, J Champagne, J McLauchlan Head of School, B Kustan, K Lee, P McMurray, J Fleischer, R Darst.*

Members Absent:

- *M Sandahl, C Brings.*

2: Meeting Business

- Acceptance of minutes from February 17, 2020 meeting.
 - *Motion by K Lee to accept the minutes. Motion seconded by K Champagne. Approved.*
 - *Ratify Email Vote to Welcome New Board Member – Rose Darst - Motion by J Fleischer to accept the Rose Darst as new Board Member. Motion seconded by K Lee. Approved*

3: Administration (30 Min)

- Monthly Snapshot
 - *See attached report.*
- Staff Vaccination Update:
 - *SAU 9 has reached out to our staff to be vaccinated possibly March 27 or April 24.*
 - *Our COVID policy will remain the same. We will make adjustments as more information becomes available.*

4. Finance Report

- Treasurer's Report was reviewed.
 - *Motion by K Lee to accept the Treasurer's Report. Motion seconded by J Fleischer. Approved*
- 2nd PPP Loan
 - *The school is eligible for \$65,000.00. Application is complete. It just needs to be signed.*
- Splitting Payroll Reports by "Teaching". "Admin", and Janitorial

5. Program Items

- Staff Handbook
 - Edits: Update Tracy's email.*

Remove Affirmative Action in the "Equal Opportunity" section.

Page 20: Family First Coronavirus Response Act allows us to continue to pay employees. The funding is through tax credits. This expires March 30, 2021. Board decided to continue to opt-in until September 30, 2021.

Motion to accept edits made by J Fleischer. Motioned second by K Lee. Approved.

- New Policies Recommended by Auditors:
 - Crowd Funding – reviewed and accepted.
 - Purchasing Policy – reviewed and accepted.
 - Fund Balance Policy – GASB-54 – reviewed and accepted.
 - Gift & Donation Policy – reviewed and accepted.

- Bookkeeper – motion made to keep Laura on as a remote bookkeeper through the end of the fiscal year and then decide whether we would like to continue the arrangement.

- May the 4th Cyberspace Auction
 - Donations to the auction are being received, entered into the 32auctions website.
 - Thank you cards being created.
 - BK will purchase yard signs and banners from Ben at the Handcrafters Barn.
 - Radio Station – Drive Time Interview scheduled for April 23rd at 11am.
 - Press Release & Ads will be sent to the paper.
 - Board voted to join Valley Promotions to help advertise & promote the school.
- Board Member Recruitment
 - Variety of talents represented.
- Property Search Update
 - Brief update of where we are in the search for a building or property for the school.

6: Public Comment (10Min)

- *No public in attendance*

7: Non-Public Session (If Needed)

- *None required.*

8: Summary and Action Items

- Next Meeting – April 21, 2021 at – 4pm (Zoom)

9. Next Agenda (5 min)

10. Adjournment

- *The meeting was adjourned at 5:42pm.*

*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.

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