

**Robert Frost Public Charter School**  
**MINUTES for Sept. 23, 2020 – 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.

Members in Attendance:

Tracy Strout, Juli Champagne, Kimberly Lee, Juliet Fleischer, Miranda Sandahl, and Janine McLauchlan (HOS)

Members Absent:

Cathy Brings, Belinda Kustan, Patricia McMurray (Advisory member)

2: Meeting Business

- Acceptance of minutes from August 2020.
  - Motion by M. Sandahl. Second by K. Lee. Approved.
- Set a stable day/time for meetings for school year \_
  - Board members agreed to set the Third Wednesday of every month at 4:00 p.m. for Board of Trustee meetings for the remainder of the current school year.

3: Administration (30 Min)

The Head of School reported the following:

- Enrollment Total = 40
  - Kindergarten: \_8\_\_
  - First & Second: \_9\_
  - Third & Fourth: \_9\_\_
  - Fifth – Eighth: \_14\_\_
  - There at a total of 7 students learning remotely
- State Reporting
  - Just over \$31,000 in Grant activities via Title I, II, IV, and ESSER have written and approved.
  - All other state reporting is up to date.
- Staffing
  - We continue to advertise for a part-time custodian.
  - We are advertising on Indeed and on our school sign. We are also trying to get it active on the NH Job Works site.
- Learning Management System – CANVAS
  - Still in onboarding/implementation stage.

- Staff Benefits
  - Working with the HR Generalists and Safety Specialist at Paychex on Staff Handbook and Safety Manual.
  - 401(K) Plan is in implementation stage. Enrollment meeting is scheduled for Sept. 24<sup>th</sup>.
  - ERISA Bond is needed for our 401(k) plan. Paychex can provide a 3-year bond for \$127.
- Facility
  - Annual Fire Inspection went well. Chief Solomon will complete the report to be submitted to the Dept. of Ed.
- Special Services
  - 2 students with IEPs
  - 1 student to be referred this week
- Programming
  - Spanish – we received a quote from the Homeschool Spanish Academy.
  - They can provide small group (each classroom is a group) lessons remotely.
  - These are live lessons.
  - Weekly lessons for the entire year for all classrooms will be \$2,605.
  - REAP funding can be used for this program.
  - Motion to allocate REAP funds for Homeschool Spanish Academy program.
    - Motion by M. Sandahl. Second by J. Fleischer. Approved.

#### 4: Finance Report (20 Min)

- Treasurer's Report
  - Presented by T. Strout.
  - Motion to approve treasurer's report by J. Fleischer. Second by M. Sandahl. Approved.
- Enrollment lower than budgeted for (loss of \$107,820).
  - Our budget is very lean. We need to increase enrollment to increase revenue from State.
  - Marketing RFPCS more aggressively may help.
  - Openings in K-4 grades.

#### 5: Program Items (30 min)

- Officer Positions Open – Secretary & Treasurer
  - The members would share the role of Secretary on a rotating meeting basis for now.
  - T. Strout will continue to assume the Treasurer role with some help.
    - M. Sandahl and J. Fleischer will help with deposits.
    - T. Strout will prepare financial reports for the Board meetings.

- Fundraising
  - We will put together a November raffle calendar.
  - Student Photos will still happen for this year.
    - J. Champagne volunteered to help Miss Bushey with this task.
- Enrollment
  - Ideas to market the school to increase enrollment included:
    - Drive Time on the radio
    - Posting flyers
    - Creating a separate Facebook page dedicated to information about the school and marketing the school. Our current Facebook page will remain as the page for current families to see photos, reminders, etc.
- Building Committee Update
  - Our most recent meeting with Mike Black of Continuum went in a different direction than expected. Mike presented a proposal to sell the school land and build a building for the school. The total cost was close to \$4 million and would be about \$16,000 a month. That cost is out of our price range. Our Realtors have gone back to Mike to ask for a straight lease rate.
  - We toured a building on Hobbs St. The total sf of the building is 46k. We asked to lease a portion. The Realtor representing the owner followed up the next day to say that the owner would not lease less than 20k sf. That is too much space and cost for us.
  - We continue to keep an eye out for other options.

#### 6: Public Comment (10Min)

- There was no public in attendance.

#### 7: Non-Public Session (If Needed)

- There was no non-public session needed.

#### 8: Summary and Action Items

- Next Meeting – \_\_October 21, 2020 at 4 p.m.\_\_\_\_\_

#### 9. Next Agenda (5 min)

#### 10. Adjournment

- T.Strout adjourned the meeting at 6:06 p.m.

\*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](mailto:trustees@robertfrostcharterschool.org).

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*Driving us towards the path of excellence*  
*Data Driven Decision Making*