

Robert Frost Public Charter School

Minutes for Jan. 10, 2019

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

Board Members Present: Tracy R Strout, Cathy Brings, Juliet Fleischer, Nicki Sclama, Belinda Kustan, Head of School Janine McLauchlan

Called to order at 9:03 am. Role Call. No Public in attendance.

Meeting Business: (T. Strout)

Minutes from December 13, 2018 approved with edits. Secretary and President should reformat to have consistency. J Felischer motion, N. Sclama second. Vote Unanimous.

Head of School Report (J McLauchlan)

- Enrollment – 41 students
- Call from Head start – Would like to do group tour. Need to get a packet of information about the school. Create brochures to leave with Library's, Preschools, etc.
- State Reporting – Janitor's closet will be tiled over and sealed. Milford Flooring \$350
 - Window Caulking is ok as it is outside.
- Staffing Update – We are still looking someone for Art. Tin Mountain will wrap up on January 25, 2019 with a field trip to snowshoe. The kindergarten and Lower Elementary will go to Mountain Music to start using instruments. Upper Elementary will go 2 weeks in a row with 1 week off. They will start with keyboard and violin.
- The email vote to hire Mrs. Nile was ratified. N Sclama motion, C Brings second. Vote Unanimous.
- Project Based Learning Focus – Welcome to New Hampshire

Treasurer's report: T Strout presented a summary of the current Treasurer's Report, B Kustan moved to accept as submitted, J Fleischer second. Vote Unanimous.

Budget Review

- Place ad on indeed for bookkeeper.
- Spectrum – See if we qualify for Public-School/Government rate.
- Plowing Expense Letter will be sent to Brown Church requesting 10% of cost share.
- Vote to empower HOS to move forward with Benefit Option – Full time and Part time employees will qualify for this option. The part time employee amount of benefit will be prorated according to the number of hours they work. J Fleischer Motion, C Brings Second, Vote Unanimous.

Program Items

- Grant Update – The grant request for Zeb's General Store Charity Foundation was sent. B Kustan will reach out to Amy Mahoney asking her to help us with grant writing.
- Fundraising – The next event will be held on Saturday, May 4, 2019. The theme will be "May the Fourth Be with You," a tribute to Star Wars. We will advertise, reach out to parents for talent, distribute "save the day flyers, reach out to local, state, and national organizations for raffle prizes, etc.
- HOS Eval. Paperwork – T Strout to finalize and present.

- Board Member Recruitment: B Kustan reached out to Ben Poitras to become a Board Member. He declined because of his busy schedule.

Public Comment No Public in attendance.

Non-Public Session:

N Sclama motioned to enter non-public session according to RSA 91-A:3 11 for he consideration of a personal and contractual matter. C Brings seconds the motion. Vote: Unanimous.

Roll Call/ Vote

T Strout	AYE
J Fleischer	AYE
C Brings	AYE
N Sclama	AYE
B Kustan	AYE
HOS J McLauchlan	AYE

Board entered non-public session at 10:10 am.

J Fleischer made a motion to move out of non-public session at 10:25 am. C Brings second.

Roll Call/ Vote

T Strout	AYE
J Fleischer	AYE
C Brings	AYE
N Sclama	AYE
B Kustan	AYE
HOS J McLauchlan	AYE

C Brings 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. N Sclama seconds the motion. Vote is unanimous.

Summary and Action Items:

- T Strout will work on flyers for fundraiser.
- J Fleischer will work on Pamphlet for Kindergarten Advertising
- N Sclama will approach Tyler as a possible board member.

T Strout adjourned the meeting at 10:30 am.

Next Meeting – Thursday, February 14, 2019 at 9:00 am.

Respectfully submitted by B. Kustan with editing help from T. Strout

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