

Robert Frost Public Charter School
MINUTES for Dec. 16, 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.

- *TS called the meeting to order at 4:06 p.m.*

Members in Attendance:

- *Tracy Strout (TS), Miranda Sandahl (MS), Cathy Brings (CB), Juliet Fleischer (JF), Juli Champagne (JC), Janine McLauchlan (JM)*

Members Absent:

- *Belinda Kustan, Kimberly Lee, Patricia McMurray*

2: Meeting Business

- Acceptance of minutes from Nov. 2020.
 - *Motion by CB to accept the minutes of the November 20, 2020 meeting. Motion seconded by MS. Approved.*

3: Administration (30 Min)

- Monthly Snapshot
 - *See attached report.*
- Ratify email vote regarding 2-week Remote Learning period directly following Christmas Break.
 - *Motion by JF to ratify the email vote regarding 2-week remote learning period following Christmas break. Motion seconded by MS. Approved.*

4: Finance Report (20 Min)

- Treasurer's Report
 - *Tracy reported that, overall, we are on track with our budget. Any expenditures that are out of the ordinary, i.e., technology purchases, are offset by grant dollars.*
 - *Due to lower-than-expected enrollment, revenue is down.*
 - *Motion by CB to accept the Treasurer's report as presented. Motion seconded by MS. Approved.*
- Audit & MD&A
 - *TS reviewed the MD&A and also explained its purpose.*
- DOE25
 - *TS noted that some changes are necessary to the DOE25. The accountants reported expenses related to 7th and 8th grade as "middle school" expenses. However, our Charter is for a K-8 elementary school and therefore we do not have middle school expenses. The accountants are working on an updated DOE25 to correct this issue.*

5: Program Items (30 min)

- Fundraising
 - *Future fundraising ideas were discussed. Ideas include online auction, student art auction, furniture (decorated by the students) auction.*
 - *JM will check with the Realtor organization to see who helped them with their recent online auction.*
- Enrollment
 - *A marketing strategy was discussed. We need to let people know who we are, what we do, what Montessori means. TS will find some videos that help with this goal.*
- Suicide Prevention Plan
 - *Draft is complete. In review by JM and AR (our student support specialist).*

6: Public Comment (10Min)

- *No public in attendance*

7: Non-Public Session (If Needed)

- *None required*

8: Summary and Action Items

- *Next Meeting – ___January 20, 2020___*

9. Next Agenda (5 min)

10. Adjournment

- *The meeting adjourned at 5:07 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.

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Driving us towards the path of excellence
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