

# Robert Frost Public Charter School

## Minutes for July 25, 2019

Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

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

**Board Members Absent:** Nicki Sclama

**Visitor:** Patricia McMurry

**Called to order** at 9:15am. Roll Call. No Public in attendance.

### Meeting Business:

**Minutes** from July 11, 2019 meeting approved. C Brings motion, J Fleischer second, vote unanimous.

### Finance Report:

- NH HEFA Direct Loan Approved 7/22/19
- Treasurers Report: Motion to accept, J Fleischer, B Kustan seconds. Vote unanimous.

### Administration:

- Monthly Snapshot: 2019/2020 Enrollment is currently 55 students.
  - K – 9
  - 1 / 2 – 13
  - 3 / 4 – 16
  - 5 / 8 – 16
- Amerigas – Staff is reaching out to businesses to ask for receipts for “School Days” program.
- Annual Progress Reports in process.
- Inspections.
- DOE 25

### Program Items:

- Fundraising Calendar & Planning.
  - P. McMurry suggested reaching out to Alumni and past sponsors, supporters.
  - Calendar Raffle – places to request donations discussed, Tracy will update and email with donation request letter.
  - Yard Sale – Sept. 21<sup>st</sup> - Discussed sending email “save the date”, creating flyer, placing ad in the paper.
- Open House – Sept. 12<sup>th</sup>
  - Discussed organizations we will invite as family resources (Library, Girl Scouts, N. Conway Rec., Crossings, White Mtn. Comm Health)
- Date/Time of Meetings 2019/2020 School Year
  - 4<sup>th</sup> Tuesday of the Month – 6:15pm
- Offer of Advisory Board Membership to P. McMurry.
- Intent to apply for Board Position received from J. Champagne.

### Training Opportunities

- Every Student Succeeds Summer Leadership Summit 8/13 & 8/14 (Janine & Tracy to attend)

- Charter School Fiscal Management Training 8/20/19

**Summer Work:**

- Adjusting Classroom Walls – Tracy, Chris, Owen (Volunteer)
- Rearranging Classrooms – Tracy, Kimberly, Brenda, Kathleen, Juliet (Volunteer)
- Bringing Library Upstairs – Belinda, Tracy (Volunteer)
- Sorting/Organizing –
- Garden – Weeding – Tracy (Volunteer)

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

**Non-Public Session:** None

**Summary and Action Items:**

- Next Meeting Aug. 27, 2019 – 6:15pm

Meeting adjourned at 10:50am

Respectfully submitted by T. Strout

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