

Robert Frost Public Charter School

Minutes - June 16, 2021

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

1: Call to Order, Role Call

Members in Attendance: *K. Lee, R. Darst, J. Boewe, C. Brings, B. Kustan, J. McLauchlan*

Members Absent: *J. Champagne, J. Fleischer, P. McMurry*

2: Meeting Business:

Motion made to accept minutes from May 2021 by K. Lee, C. Brings second, vote, unanimous.

3: Administration:

- *Monthly snapshot was presented by J. McLauchlan (see attached).*
- *Request was made to allow the 3rd/4th classroom & the 5-8 classroom to combine and co-teach due to anticipated numbers for the 21/22 school year. Board offered support to this plan.*
- *Claim Linx was presented as an additional option to support staff with medical insurance options. Board directed HOS to get additional information.*

4: Finance Report

- *T. Strout presented financial report, J. Boewe motions to accept, R. Darst seconds, vote unanimous.*
- *T. Strout recommends seeking to draw from the NHHEFA \$30,000 revolving loan fund to cover anticipated summer cash flow shortage. B. Kustan motions to move forward with this plan, C. Brings seconds, vote unanimous.*

5: Program Items

Annual Executive Position Review/Vote

Re-organization beginning 7/1/2021 T. Strout – Chair J. Fleischer – Vice Chair

R. Darst – Treasurer (w/assistance from T. Strout) J. Boewe – Secretary

Property Update: T. Strout & J. McLauchlan continue to work closely with Jim Ford, the consultant from USDA Community Loan Fund. Attorney is working with TD Attorneys to finalize P&S for signing.

6: Public Comment – *No Public*

7: Non-Public Session – *None needed.*

8: Summary and Action Items

- *Next Meeting – July 21, 2021 – 4pm at Robert Frost*

9. Next Agenda

10. Adjournment – *5:35pm*

Head of School Report for June 2021 Board Meeting

For Discussion

- **Projected Enrollment – 2021/2022**
 - Kindergarten - 14
 - 1/2 Classroom – 13
 - 3/4 Classroom - 8
 - 5 – 8 Classroom – 17 (4 students on waitlist)
 - Total – 52
- **Classroom Configuration**
 - Thoughts to combine grades 3-8 with 2 co-teachers and 2 assistants. Total in room would be 25 and we could take the 4 students on the waitlist for a total of 29. This would bring our total enrollment to 56.

For Your Information

- **Enrollment - Current**
 - Enrollment by classroom
 - K – Mrs. Nile – 8 students
 - 1/2 – Miss Burney – 9 students
 - 3/4 – Miss Randall – 10 students
 - 5-8 – Miss Kimberly – 14 studentsTotal enrollment is 41.
- **Staffing Update**
 - Offer letters for 2021/2022 school year have been presented to staff.
- **Staff Benefits**
 - ClaimLinx discussion planned.
- **Special Services**
 - 2 active IEPs (4th & 8th grader)
- **Teacher Mentor** - Nothing new to report.
- **State Reporting / Legislation**
 - Ongoing
- **Programming/Curriculum** - Nothing new to report.
- **Technology** - Nothing new to report.
- **Facility** - Nothing new to report.
- **Special Events – Field trips, special visitors, etc.**
- **COVID19 Funds / Programs**
 - 2021/2022 Opening Plan on our website for public comment period.

*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
Data Driven Decision Making*