

Robert Frost Public Charter School
Minutes for April 28, 2020 – 9:00AM Meeting (Remote)
Robert Frost Public Charter School * 110 Main Street * Conway, NH

Board Members Present: Tracy R. Strout, Belinda Kustan, Juliet Fleischer, Miranda Sandahl, Cathy Brings, Juli Champagne, Patricia McMurry, HOS Janine McLauchlan.

Called to order at 9:08 AM. Roll Call. No Public in attendance.

Minutes from March 2020 accepted as presented, motion to accept by M Sandahl, second by J Champagne, vote unanimous.

Meeting Business:

Administration: J. McLauchlan

HOS Duties have included additional work applying for PPP Loan, Grants, Conference Calls, etc.

Move Up Ceremony: Ms Bushey is going to put together an “End of the Year” slideshow of pictures and possibly a video yearbook.

Monthly Snapshot: Next year enrollment is currently 54 students. 11- Kindergarten; 8-First and 8-Second; 4-Third and 9-Fourth; 4-Fifth, 5-Sixth, 2-Seventh and 3 Eighth.

Update on Remote Learning: Governor has extended Remote Learning to the end of the school year. Since Robert Frost follows instructional hours instead of instructional days there may be some flexibility as to when the last day of school will be held. One option could be to finish the Core Learning May29 and have the first two weeks in June as enrichment weeks with projects and/or community service. J McLauchlin had a Zoom Meeting with the parents and there were mixed feelings as to what the families wanted to do. We need laptops for the teachers.

Audit has been completed with the annual financial report. A few suggestions were made and are being processed. Board voted to authorize J McLauchlan to sign the 990-tax return when it is ready and to move forward to make any adjustments needed. Motion to accept, B Kustan, M Sandahl, seconds, Vote unanimous.

Finance Report:

Treasurer Report: T. Strout presented the monthly balance sheet, profit & loss and budget comparison. Motion to accept, M Sandahl, J Fleischer seconds. Vote unanimous.

Program Items:

PPP Loan & Other Funding: The application was submitted immediately to the bank, but the funding ran out.

Classroom set up the 2020/2021 school year: We may move the First/Second grade upstairs to accommodate the larger number of students. J Fleischer will be leaving, but she will remain on the board. We will advertise for a new Lead Teacher

Evaluations: T. Strout will develop an evaluation for HOS. She will reach out to the staff for help completing the evaluation. Staff evaluations will be completed by HOS.

T. Strout will be taking back the treasurer responsibilities.

Public Comment: No public in attendance.

Non-Public Session: None

Summary and Action Items:

- Next Meeting: May 26, 2020 at 9:00 am

Meeting adjourned at 10:35 am.

Respectfully submitted by B. Kustan

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