

Robert Frost Public Charter School
Minutes – May 19, 2021 – 4pm (Remote)
Robert Frost Public Charter School * 110 Main Street * Conway, NH

Meeting Called to Order at 4:15 by T Strout.

Members in Attendance: J. Champagne, K. Lee, J. Boewe, T. Strout, B. Kustan, P. McMurry, J. McLauchlan, R. Darst (late arrival)

Members Absent: C. Brings, M. Sandahl, J. Fleischer,

2: Meeting Business - Acceptance of minutes from April 2021 – Motion made to accept as presented by K. Lee, seconded by J Boewe, vote – unanimous.

3: Administration

- Monthly Snapshot – see attached.
- Projected enrollment for 2021-2022 school year is 57.
- Spirit week will be the week of May 24.
- Suggestion made by P. McMurry to shorten HOS discussion/report and add the expectation that board members read HOS report and be prepared with questions.
- J McLauchan proposed a possible opportunity to provide health insurance through an organization called ClaimLinx. J McLauchan will reach out to The Conway Daily Sun and P McMurray will reach out to Crest Auto to see how the plan is working for them.
- A Hazard Bonus for the staff was proposed. Funded by ESSER Money. The proposal was approved for a 8% bonus for all of the staff. Motion made to approve by B. Kustan, seconded by J. Champagne, vote – unanimous.
- Staff evaluations are complete. We will need 1-2 aides for the upcoming school year.
- Salary recommendations were reviewed. Motion made to approve salary recommendations by B Kustan, second J Champagne, vote unanimous.

4: Finance Report - T. Strout presented Treasurer Report. B. Kustan moved to accept report, J. Champagne second, motion passed.

- BUDGET: Budget gone over in detail, some edits were made. R. Darst moved to approve budget with edits, J. Boewe second, vote unanimous.

5: Program Items:

- Ratify email vote to approve edited Parent Behavior Policy. B Kustan moved, R. Darst second, vote unanimous.
- Ratify email vote to approve Draft 2021/2022 Calendar and add teacher appreciation week, K. Lee moved, R. Darst second, vote unanimous.

- Expanding to offer grades 9-12. A survey was sent out to the 25 families and 21 participated, 17 would like to see our school expand to the higher grades. There will be a subcommittee formed to complete the Charter Amendment Process. J. McLauchlan will send invite to families for members. Will reach out to Lisa from N. Country Charter Academy for help.
- Space & Classroom arrangements for 21/22 school year: to be determined.
- School Re-Opening 21/22 Plan Committee: J. McLauchlan will reach out to previous re-opening committee for help with updating for 21/22 school year.
- Final Figures for May the 4th CyberSpace Auction - \$3,368.00
- Property Update – Tabled to next meeting.
- Grants/Fundraising needed for down payment: need to raise money toward the building fund.
- Letter of resignation received 5/14/21 from Miranda Sandahl. K. Lee moved to accept resignation, J. Boewe seconded, vote unanimous.

6: Public Comment – no public in attendance.

7: Non-Public Session – none needed.

8: Summary & Action Items – Executive positions re-organization meeting in June.

9: Next Agenda – Property Update

10: Adjournment – 6:27pm

Respectfully submitted by B. Kustan & T. Strout

*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.

*Academic Excellence * Operationally Sound * Financially Sound*
Driving us towards the path of excellence
Data Driven Decision Making

Head of School Report for May 2021 Board Meeting

- **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 students
 - Total enrollment is 41 (33 onsite and 8 remote)
- **Projected Enrollment – 2021/2022**
 - New Kindergarten enrollment
 - 12 completed enrollment packets received.
 - 3 additional inquiries – 1 will be on waitlist.
 - One initial application for a 2nd grader. Two on waitlist.
 - Two new applications for 3rd graders.
 - Four on waitlist for 5-8 classroom.
 - Projected enrollment is currently at 55.
 - 14 K / 14 LE1 / 9 LE2 / 20 Intermediate
- **State Reporting / Legislation**
 - Preparing for end of year reporting.
 - New/additional reporting for ESSER grants.
- **Staffing**
 - Staff evaluations almost complete.
- **Teacher Mentor**
 - Weekly meetings and ongoing support continue.
- **Programming/Curriculum**
 - State Assessments are happening this week.
- **Technology**
 - Lots of problems with WiFi connection. Andrea coming in on Friday.
- **Staff Benefits**
 - ClaimLinx discussion.
- **Facility**
 - Nothing new to report.
- **Special Events – Field trips, special visitors, etc.**
 - Visit to Grandview Farm to complement our PBL.
 - Visit from Conway Library to learn about summer reading program.
- **Special Services**
 - 2 active IEPs (4th & 8th grader)
- **COVID19 Funds / Programs**
 - Lots of additional reporting required for all funds!