

# Robert Frost Public Charter School

## Minutes for March 16, 2022 – 4pm

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

**Meeting called to order** by T. Strout at 4:06pm.

**Members in Attendance:** J. Boewe, T. Strout, B. Kustan, J. McLauchlan, J. Fleischer, J. Champagne

**Public in attendance:** K. Randall, B. Burney, K. Lee, M. Barnes

**Members Absent:** P. McMurry, C. Brings

### Business:

- J. Champagne motions to accept February minutes. J. Fleischer 2nd. minutes accepted.

### Administration:

- J. McLauchlan presented her monthly HOS Report (see attached).
- J. McLauchlan presented seven policies that are required by our renewal program. J. Boewe motions to accept “Cash Handling policy.” B. Kustan seconds. Motion passed. J. Fleischer motions to approve “Capital Asset Policy.” B. Kustan seconds. Motion passed. J. Champagne motions to accept “Financial Reporting Policy.” B. Kustan seconds. Motion passed. J. Fleischer motions to approve “General IT policy.” B. Kustan seconds. Motion passed. J. Boewe moves to accept “Due Process Policy.” J. Champagne seconds. Motion passed. J. Boewe moves to accept “Limited Uses of Child Restraint Practices Policy.” J. Fleischer seconds. Motion passed. J. Champagne motions to accept “Reporting of Suspected Child Abuse or Neglect Policy.” J. Boewe seconds. Motion passed.
- Covid update given by J. Mclauchlan.

### Finance:

- Finance Report
  - Motion made to approve February finance report made by B. Kustan. J. Champagne seconds. Motion passed.
- T. Strout presents a financial report and expresses concern for loss in enrollment and presents thoughts on possible solutions.
  - Discussion was had regarding High School expansion.
  - Discussion held regarding financial feasibility with current enrollment numbers.
  - Public/Staff shared many concerns in response to both the idea of adding HS in the fall in order to increase enrollment and about changing classroom/staff breakdown (as mentioned in financial feasibility discussion).

### Program Items:

- 5 Year Charter Renewal details presented by T. Strout. Team: T. Strout, B. Kustan, J. Fleischer.
  - To be completed and delivered by March 25, 2022. Site visit and interviews April 21, 2022.
- Fundraising
  - Black Cap Dine to Donate rescheduled to Thursday, May19, 2022.
  - Calendar Raffle for April!
  - Possibility of a paint night was discussed.

**Public Comment:** Public comments were made throughout the discussion following the financial report.

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

**Summary and Action Items:** Staff safety plan (agenda item for April).

- Next Meeting – Wednesday, April 20, 2022

Meeting adjourned at 6:49 by 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 March 2022 Board Meeting

### For Discussion

- Enrollment – 2021/2022
  - o Kindergarten – 8
  - o 1/2 Classroom – 8
  - o 3/4 Classroom – 11 10 (move to JFES)
  - o 5 – 8 Classroom – 16
  - o Total – 43 42
- Projected Enrollment for 2022/2023
  - o K – 7 / 1<sup>st</sup> – 8 / 2<sup>nd</sup> – 7 / 3<sup>rd</sup> – 2 / 4<sup>th</sup> – 8
  - o 5<sup>th</sup> – 3 / 6<sup>th</sup> – 6 / 7<sup>th</sup> – 5 / 8<sup>th</sup> – 3
  - o Total = 49
- Staffing Update
  - o Search continues for a Classroom Assistant for Kindergarten o JF's availability is limited after March
- COVID-19 Update
  - o *No current active cases.*

### For Your Information

- Insurance Coverage
    - o PRIMEX quote will be shared with BOT at April meeting
  - Staff Benefits
  - Special Services
    - o 3 active IEPs – 1 504 Plan
  - Programming/Curriculum
    - o Charter Expansion request approved.
  - Technology
  - Facility
  - Special Events – Field trips, special visitors, etc.
    - o Planning to “re-open” the school to visitors, in a limited capacity, after April vacation week.
  - COVID19 Funds / Programs
    - o Work in progress.
  - NHDOE Reporting / Legislation
    - o 2022-2023 school calendar is drafted – will be shared with BOT at April meeting
  - Annual Audit/Tax Filing
    - o Complete
- o Copy forwarded to NH DOE on 3/11/2022, as required.