

Robert Frost Public Charter School
January 20, 2021 MINUTES for– 4pm (Remote)
Robert Frost Public Charter School * 110 Main Street * Conway, NH

1: Call to Order, Role Call & Welcome Public (2 min) *Read Public Comment Statement.

- *TS called the meeting to order at 4:06 p.m.*

Members in Attendance:

- *Tracy Strout (TS), Miranda Sandahl (MS), Cathy Brings (CB), Juli Champagne (JC), Janine McLauchlan (JM) Belinda Kustan (BK), Kimberly Lee (KL)*

Members Absent:

- *Patricia McMurray (PM), Juliet Fleischer (JF),*

2: Meeting Business

- Acceptance of minutes from Dec. 16, 2020 meeting.
 - *Motion by CB to accept the minutes. Motion seconded by KL. Approved.*
- Acceptance of minutes from Special Meeting 1/15/2021.
 - *Motion by BK to accept the minutes. Motion seconded by CB. Approved.*

3: Administration (30 Min)

A brother of one of our students has tested positive for COVID 19. The student is in quarantine and is to be tested 1/21/2021. JM will send an email to our school community explaining the situation. She will keep the board aware of the situation.

- Monthly Snapshot
 - *See attached report.*

4: Finance Report (20 Min)

- Treasurer's Report
 - *Tracy reported that, overall, we are on track with our budget. Any expenditures that are out of the ordinary are covered by ESSER or COVID Money.*
 - *We have three new students. This will increase revenue.*
 - *Motion by JC to accept the Treasurer's report as presented. Motion seconded by MS. Approved.*

- PPP Loan – Second Round

Northway Bank is handling the PPP loans. The first loan must be forgiven by 12/31/2020. JM will let the board know when more information is available.

5: Program Items (30 min)

Summer STEAM CAMP

After a lengthy discussion, it was decided not to offer the program this year. The main reason is because of the uncertainty of the COVID situation.

Fundraising

- *The school will have an online auction starting April Vacation through May the 4th. JM checked with the Realtor organization to see who helped them with their recent online auction. There is an auction website called 32auctions.com. The organization does a great job, and it is free. The board will start collecting donations. The teachers will be encouraged to start art projects, etc. so the students' work can be auctioned.*

- Open Enrollment Feb – March
- Appeal Letter - *Write & send to community.*
- Suicide Prevention Plan – *well done. Motion made to approve as written by J. Champagne, K Lee seconds, vote unanimous.*
- Reminder to update minutes and post meeting announcements as per RSA.

6: Public Comment (10Min)

- *No public in attendance*

7: Non-Public Session (If Needed)

- *None required.*

8: Summary and Action Items

- Next Meeting – February 17, 2021 at – 4pm (Zoom)

9. Next Agenda (5 min)

10. Adjournment

- *The meeting adjourned 5:05pm*

*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 January 2021 Board Meeting

- **Enrollment**
 - Three new students started on Tuesday, January 19th
 - 1 first grader, 1 fourth grader, 1 seventh grader
 - Enrollment by classroom
 - K – Mrs. Nile as lead teacher – 8 students
 - 1/2 – Miss Burney as lead teacher – 9 students
 - 3/4 – Miss Randall – 10 students
 - 5-8 – Miss Kimberly as lead teacher – 14 students
 - Total enrollment is 41 (34 onsite and 7 remote)
- **State Reporting / Legislation**
 - Up to date
- **Staffing**
 - One classroom assistant in quarantine.
- **Teacher Mentor**
 - Nothing new to report.
- **Programming**
 - Nothing new to report.
- **Technology**
 - All Chromebooks returned with students after remote learning.
- **Staff Benefits**
 - Nothing new to report.
- **Facility**
 - Furnaces on lower level required services during 2-week remote learning period.
- **Special Events – Field trips, special visitors, etc.**
 - None scheduled.
- **Special Services**
 - 2 active IEPs (4th & 8th grader)
- **COVID19 Funds / Programs**
 - Additional funds for schools expected from new stimulus package. DOE is working on details and will notify schools when details are finalized.
 - PPP Loan Forgiveness Application submitted to Northway Bank. Awaiting word from Northway Bank regarding status of application.