

**Robert Frost Public Charter School**  
**Minutes for Dec. 13, 2018 – 9:00 am**

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

**Board Members Present:** Tracy R. Strout, Cathy Brings, Juliet Fleischer, Belinda Kustan, Nicki Sclama, Head of School Janine McLauchlan.

**Called to order** at 9:00 am. Role Call. Public in attendance – J Damon.

**Meeting Business:** (T. Strout)

**Minutes** from November 8, 2018 approved with edits. J Fleischer motion, N Sclama second. Vote Unanimous.

**Head of School Report** (J. McLauchlan)

- **Enrollment** – 41 (9 K, 17 lower el, 15 upper el) 2 more k expected.
- **Special Services** – 3 active IEPs, 1 504, 2<sup>nd</sup> 504 pending.
- **Staff Update** – Spanish Teacher and additional aide for K interviewed.
  - Spanish Teacher approved N Sclama motioned, C Brings second, Vote unanimous.
  - Aide approved C Brings motioned, J Fleischer second Vote unanimous.
  - Still looking for Art teacher.
  - Tin Mountain and Music Programs will continue.
  - Ski Program all set for Tuesdays. There will be staff training in the afternoon.
- **Special Events** –
  - PLPs go home Friday
  - Dec. 21<sup>st</sup> - Frost Forum will be a Holiday Sing Along followed by PTA Cookie Walk & Social.
- **Benefit Option** was reviewed. Tracy will check the budget and it will be discussed at the January Meeting.

**Treasurer's report** – T Strout presented a summary of the current Treasurer's Report, B Kustan moved to accept as submitted, N Sclama second. **Vote** unanimous.

**Program Items**

- **Plowing Cost Share** - Brown Church has paid a portion in past. Tracy will develop a letter requesting they pay 10% of the cost.
- **Enrollment Form Reviewed** – J Fleischer motioned, B Kustan second. Vote unanimous.
- Open Enrollment and Re-enrollment begin at the end of December.
- **Grant Update** - Several grants are being submitted. The most recent was to the Gibson Charitable Foundation. A grant proposal will be presented to the Zeb Country Store Charitable Program for the January 15, 2019 deadline. The board is looking for an individual with grant writing skills to review the grant proposal and advise on any changes or additional information that may be needed.
- **Fundraising** – Goal is \$15,000.00. Proposed Spring Festival and additional Dine to Donate.
- **HOS Eval. Paperwork:** There are forms to come in. Tracy will send out any additional forms needed for the board.
- **Board Member Recruitment** – J McLauchlan will reach out to the School community and families.

**Public Comment:**

Expressed need for aide for Kindergarten class.

**Non Public session:**

C. Brings made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a personal and contractual matter. J Fleischer seconds the motion. Vote: Unanimous.

**Roll Call/Vote:**

T. Strout	AYE
J. Fleischer	AYE
C. Brings	AYE
N. Sclama	AYE
B. Kustan	AYE
HOS J. McLauchlan	AYE

Board entered non-public session at 10:30am

C. Brings made a motion to move out of non-public session at 10:35am, J. Fleischer seconds. J. Fleischer made a motion to seal the minutes from non-public session according to RSA 91-A:3, II as releasing information would render a proposed board action ineffective. C. Brings seconds the motion. Vote: Unanimous.

**Roll Call/Vote:**

T. Strout	AYE
J. Fleischer	AYE
C. Brings	AYE
N. Sclama	AYE
B. Kustan	AYE
HOS J. McLauchlan	AYE

T. Strout adjourned the meeting at 10:36am.

Next meeting – Thursday, January 10<sup>th</sup> at 9:00am.

Respectfully submitted by B. Kustan with editing help from T. Strout.

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