**Robert Frost Public Charter School**

**Minutes Sept 11, 2 2018 – 6:00PM**

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

**Board** **Members Present:** Tracy R. Strout, Juliet Fleischer, Belinda Kustan, Head of School Janine McLauchlan present. Cathy Brings via call in from 6:18 – 6:50pm

**Call To Order:** Tracy R. Strout called meeting to order at 6:06pm.

**Meeting Business**

* Minutes from August 2018 meeting approved as submitted.

**Head of School** **Report**

* Enrollment – 39 students, space available in K & 5-8 classes.
* Annual report – J. McLauchlan & T. Strout will finalize this week.
* Overview of Special Ed. – SAU requests school hire para professional to provide services and they would reimburse. Board will consider – no vote taken.
* Music Program – 2 options reviewed, weekly & biweekly. Board opted for biweekly option with supplementation on off weeks by school staff.

C. Brings recommends, J. Fleischer seconds, vote – unanimous.

* Review of Program Assurances (Title I, Title II, Title III)

J. Fleischer motion to approve, B. Kustan seconds, vote – unanimous.

* Staffing – 4 teaching positions filled, 1 aid, still looking for PE teacher. J. McLauchlan reached out to area Rec. Depts., following up on referral.
* Playset installation, still waiting for installer to show up. Consider alternatives such as Cedar Playset which includes installation for comparable cost.
* Occupancy permit finalized & displayed.

**Treasurers Report**

B. Kustan moved to accept treasurer’s report, J. Fleischer seconds, vote – unanimous.

**Program Items**

* Board Executive Positions – motion made to table for next meeting.
* Fundraising – 3 large events per year. Fall – Harvest Festival Saturday Oct. 27

School Gear Sales, Grants, B. Kustan has some Grant writing experience. Look at creating Fundraising Committee/Team (board recruitment). Dine to Donate Oct. 2nd at Black Cap, include 50/50 raffle.

* HOS Annual Review & Renewal of Contract – T. Strout will put together and circulate via email for review.
* Theme for 2018/2019 school year – Humble & Kind. Looking to incorporate “Spirit of Peace”, add to curriculum, offer community outreach, etc.

**Next Meeting** – October 11, 2018 – 9am

**Adjournment** Meeting adjourned by Tracy R. Strout 7:42pm

Respectfully submitted by Juliet Fleischer and Tracy R. Strout.