

**Robert Frost Public Charter School**  
**Minutes for July 26, 2020 – 8:30AM Meeting (Remote)**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

**Board Members Present:** Tracy R. Strout, Belinda Kustan, Juliet Fleischer (joined at 9:05 am), Cathy Brings (joined at 8:55 am), Juli Champagne (joined at 9:35 am) Kimberly Lee, Patricia McMurry – Advisory Member, HOS Janine McLauchlan.

**Board Members Absent:** Miranda Sandahl

**Called to order** at 8:40 AM. Roll Call. No Public in attendance.

**Meeting Business:**

**Minutes** from June 2020 accepted as presented with edit to reference discussion about Suicide Prevention organization in Moultonboro, motion to accept by B Kustan, second by C Brings, vote unanimous.

**Re-organization discussion and election of officers:**

T Strout presented a Board of Trustees Member and Advisory Board Members list.

Vote held for current positions:

- Chair – Tracy R. Strout
- Vice Chair – Juliet Fleischer
- Treasurer – Tracy Strout (Miranda may be able to help?)
- Secretary – Belinda Kustan

**Administration: HOS**

**Monthly Snapshot:**

Enrollment – Kindergarten 9, First & Second 12, Third & Fourth 11, Fifth – Eighth 14

**Facility – Parking agreement:** Wording was adjusted to include 10% of parking costs with a cap of \$600.00 per year. RFPCS will provide invoices and request the percentage at the end of each winter season.

- Annual Fire inspection Complete.
- Sprinkler System needs to be inspected – Fire Chief requires a different company than the one we have used in the past. J McLauchlan will send an email to the Historical Society.
- Security System Inspection and Update complete.

**State Reporting:**

- DOE 25 – Completed in the past by J McLauchlan & T Strout, very time consuming. Auditors are able to complete this for us for \$200 - \$300. Motion made to hire our auditors to prepare the DOE 25 for us made by J. Fleischer, seconded by C Brings, vote unanimous.

- Title IV money from last year will now carry over due to COVID.
- CARES ACT (ESSER Funds) RFPCS was allotted \$17,000.00 for COVID related expenses.
- Title I funds need to be exhausted. They will be used to purchase more ChromeBooks and Recruiting.

**Staffing:** Kim Randall has accepted the Lead Teacher position for 3<sup>rd</sup> and 4<sup>th</sup> grade.  
Motion to ratify new hire by C Brings, second by K Lee, vote unanimous.

**Finance Report:**

**Treasurer's report** was presented by T Strout. Motion to accept treasurer's report made by J Fleischer, C Brings seconds, vote unanimous.

**Program Items:**

**Suicide Prevention Plan (Policy in place):** B Kustan, C Brings and P McMurry will make up the committee. Miss Abby will also be invited to help.

**Professional Development:**

K. Lee will deliver Montessori training for the staff.

The staff will take a First Aid and CPR training online course.

The NH DOE has entered into a contract with Canvas, an online management and remote learning system. It will be hosted by the University of NH. There is no cost for the first 3 years and then there will be funding provided or it will be offered at a low cost.

The Governor has allowed an additional 3 days of planning for the upcoming school year. J McLauchan suggests we use the 3 days as a shorter week to give the students and staff more time to prepare & plan.

**2020/2021 Reopening Committee:** The committee consists of J McLauchan, Head of School, Board Members: T Strout, J Fleischer and B Kustan; Teachers: B Burney, K Lee; Parents: Heather Staples, Julie Boewe and Roxy Kupetz.

**Building Committee Update:** Our bid for lot 5 at the Tech Village was rejected. The committee walked Lot 4. The size of the lot can be changed and moved as needed and they will come up with a cost. There is no timeline set for a decision.

**Public Comment** – No public.

**Next Meeting** – Thursday, August 27, 2020 8:30am.

**Adjourned** – 10:49am

Respectfully submitted by B. Kustan & T. Strout

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excellence Data Driven Decision Making*