**Robert Frost Public Charter School**

**Minutes October 11, 2018 – 9:00 am**

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, and Cathy Brings.

**Board Members Absent:** Nicki Sclama

**Welcome Public**

**Call to Order:** Tracy R. Strout called meeting to order at 9:09 am

**Meeting Business**

* Minutes from September 2018 will be reviewed at Nov. Meeting.

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

Enrollment is 38 students. One kindergartener is coming.

The State DOA-25 is complete.

SL has joined the staff as the physical education teacher as well as a teacher’s aide.

CH put together an Art program to supplement.

Still looking for a part time Spanish Teacher.

Professional development this month will be provided by J. Fleischer/Montessori training.

Parent Conferences will be held October 31st. There will be no school.

October 24th the school will be going to Sherman Farm.

We have three active IEP’s.

**Criminal History Records Check**

Currently a record check is done every year for the staff and every other year for volunteers.

Recommendation was made to conduct record checks every 5 years for both staff and volunteers and to start this from the most recent background check.

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

**Snow Days**

Recommendation was made to allow staff to work from home on Snow days with 6 hours of work logged.

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

**Plowing**

Recommendation was made to charge Brown Church at least 10% of the sanding/plowing cost. The contract with Burnam has been signed. Recommendation to ask for seasonal cost. This may be lower. Janine will take care of this. Tabled for Nov. Meeting.

**Snack Program**

Memorial Hospital will Sponsor Healthy Snack Program. Specific snacks will be purchased. Check list will be sent to families so they can “opt-out.”

**Kindergarten Age**

Recommendation to change age cutoff date from December 31st to October 31st.

C Brings made motion to accept. J Fleischer seconds, vote – unanimous.

**Time off Policy for Hourly Employees.**

Tabled for Nov. Meeting

**Treasurers Report**

J. Fleischer made motion to accept. C Brings seconds, vote – unanimous.

**Recommendations for additional board members:**

Parents in attendance will consider joining the board due to morning meeting time.

A board member can also be a PTA member.

L King is interested in becoming an advisory member.

**Fundraising**  Board needs to raise $25,000.00 to balance budget.

**Fall:**  Harvest Festival. Ideas and supporters discussed.

**Winter/Spring** Fundraisers: The board is thinking about ideas.

**Black Cap**

Raffle made about $200.00. % of sales unknown.

**Public Comment**

Expressed concern about Outdoor Learning.

Suggested one big fundraiser.

**Non-Public Session**

Non-Public Session: Employee & Contractual Matter T. Strout 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 seconded the motion. VOTE: Unanimous in favor

Roll Call Vote: Tracy R. Strout Juliet Fleischer Cathy Brings Belinda Kustan Janine McLauchlan (HOS)

The board entered into non-public session at 10:35 AM.

T. Strout moved to come out of non-public session at 10:43 AM. J. Fleischer seconded the motion. VOTE: Unanimous in favor

Roll Call Vote: Tracy R. Strout Juliet Fleischer Cathy Brings Belinda Kustan Janine McLauchlan (HOS)

C. Brings 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. B. Kustan seconded the motion. VOTE: Unanimous in favor

Meeting adjourned at 10:45 am

Respectfully Submitted by Belinda Kustan & Tracy R. Strout