

Robert Frost Public Charter School
Minutes for January 19, 2021 – 4pm
Robert Frost Public Charter School * 110 Main Street * Conway, NH

Meeting called to order by T. Strout at 4:11pm.

Members in Attendance: J. Boewe, T. Strout, B. Kustan, P. McMurry, J. McLauchlan, J. Fleischer, J. Champagne

Members Absent: C. Brings, R. Darst

Business:

- December 2021 Meeting Minutes: Edit made to say “Board Position Resignation from Kimberly”
B. Kustan motions to approve minutes as edited, J. Fleischer seconds, vote, unanimous.

Administration:

- J. McLauchlan presented her monthly HOS Report (see attached).
- Classroom Assistant Position – Shifted Miss Megan to ¾. Searching for K assistant.
- Covid update given by J. Mclauchlan.
- Policies: 2 policies presented by J. Mclauchlan that are required by our renewal program. Records retention and Daily Physical Activity to add to Policy Manual. J. Fleischer moves to approve Data Records. J. Boewe second, vote, unanimous. J. Champagne moves to adopt Daily Physical Activity policy. J. Fleischer second, vote, unanimous.

Finance:

Finance Report: T. Strout presented the treasurer's report. Motion made to approve report made by J. Fleischer, seconded by B. Kustan, vote, unanimous.

Program Items:

- Re-entry plan updates have been submitted to the state.
- 5 Year Charter Renewal details presented by T. Strout. Team: T. Strout, B. Kustan, J. Fleischer.
 - Notice needs to go in CDS, Facebook, etc.. It is required that all are invited to give feedback.
 - **June 9th** is the date for onsite visit & interviews with board, staff, families & students.
 - Sample questions needs to be given to those who participate.
- High School Expansion: Submitted to Jane Waterhouse @DOE Jan. 11, 2022.
- Fundraising -Black Cap Dine to Donate rescheduled to Thursday, May19, 2022.
 - P. McMurry recommends reaching out to Kiwanis and Rotary to present about the school
- Marketing Goal -
 - Facebook posts were made the first 2 weeks of January.
 - Announcement in CDS regarding openings. Cost \$12
 - Play on Facebook live Dec. 23, 2021. Press release written by J. Fleischer and emailed.

- Monthly write ups for CDS (Turkey trot and play- J. Fleischer)
- Brochure to go to Daycares, Saco Valley Gym, Dance Studios, Community Centers, Karate Classes, Libraries. – J. Boewe said she could bring some around town. J. Fleischer offered to drop some at Timbernook, Lilliputian, and Bartlett area.

Public Comment: None

Non-Public Session: None needed.

Summary and Action Items:

For next meeting:

- Summer Program
- Kindergarten Eligability date
- Pre K program

Next Meeting – Wednesday, February 16, 2022

Meeting adjourned: 5:27pm

*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 2022 Board Meeting

For Discussion

- **Enrollment – 2021/2022**
 - Kindergarten – 9 8 (student now homeschooled)
 - 1/2 Classroom – 9
 - 3/4 Classroom - 11
 - 5 – 8 Classroom – 17 16 (student now homeschooled)
 - Total – 46 44
- **Staffing Update**
 - Search continues for a Classroom Assistant for Kindergarten
- **COVID-19 Update**
 - *As of 1/18/2022*: 2 students currently out of school waiting on tests results due to symptoms. 3 students out due to household contact.
 - 17 total recovered cases this school year.
 - One new positive case reported 1/18/2022.

For Your Information

- **Insurance Coverage**
 - Have contacted PRIMEX, an insurance group that specializes in public/municipality insurance, for a quote on our business insurance policies.
Update: All requested documents sent to PRIMEX and I am waiting for response.
- **Staff Benefits**
- **Special Services**
 - 1 active IEP
 - 3 referrals/Evaluations in progress
- **Programming/Curriculum**
- **Technology**
- **Facility**
- **Special Events – Field trips, special visitors, etc.**
 - Our first ski day was yesterday, January 17th
- **COVID19 Funds / Programs**
 - Work in progress.
- **NHDOE Reporting / Legislation**
 - Actively working on Civil Rights Data Collection (CRDC) report and Health Education report
- **Annual Audit/Tax Filing**
 - Awaiting final report from auditors
 - Should have by Monday, January 24th for our final review
 - Once we approve, final audit/report can be filed
 - Extension approved for our annual Form 990 filing.
 - With final audit, auditors will file Form 990.