

Robert Frost Public Charter School

Minutes for April 20, 2022 – 4pm

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

Meeting called to order by T. Strout at 4:13pm.

Members in Attendance: T. Strout, J. McLauchlan, J. Boewe, J. Fleischer, C. Brings, P. McMurray (4:30), J. Champagne

Public in attendance: None

Members Absent:

Welcome public notice read by T. Strout

Business:

- J. Fleischer motions to accept March minutes. C. Brings 2nd. Minutes accepted. ● J. Fleischer motions to accept March 21st (additional meeting) minutes. C. Brings 2nd. Minutes accepted.
- T. Strout makes a note that we need to post minutes within 5 days. (Will double check to make sure that is 5 days from acceptance and teach J. Boewe how so that either can do so.)

Administration:

- J. McLauchlan presented her monthly HOS Report (see attached).
- No policies to present.
- J. McLauchlan shares General Assurances documents to be read by board and signed by Chair. ● J. McLauchlan presented the proposed 22/23 calendar. J. Fleischer motions to approve calendar with edit of adding an x on Sept. 2nd, J. Champagne seconds, and the calendar is approved.

Finance:

- Finance Report presented by T. Strout with a note that fundraising and individual business contributions are low but revenue is up and the budget is fine.
 - Motion made to approve March finance report made by J. Champagne and C. Brings seconds. Motion passed.
- T. Strout walks us through budget discussion line by line using examples of changes in preparation for setting next year's budget.

Program Items:

- 5 Year Charter Renewal
 - Onsite visit 10:15 Thursday April 25th.
 - J. McLauchlan speaks to the collection of data being done to provide to the state because with our small numbers many things are suppressed.
- Board Duties
 - T. Strout presents an overview and volunteers to provide info. session on charter/board duties if interest is there.
- Classroom Configurations
 - Discussion was had on classroom configurations for the 22/23 school year. The majority suggests Janine presents the idea of three groups in k-8 (k-2, 3-5, 6-8) to teachers and reports back with their thoughts/feedback.
- ESSER Funds
 - J. McLauchlan proposes using ESSER funds to award staff a bonus. J. Champagne motions to use ESSER funds to award the staff a 10% bonus. J. Fleischer seconds and motion is approved.
- Summer Program
 - J. Fleischer volunteers to put together ideas.
- Board member resignations
 - J. Fleischer motions to accept R. Darsts resignation from the board. J. Champagne

- seconds and board approves.
- J. Fleischer moves to accept B. Kustans resignation from the board. J. Champagne seconds and board approves.
- Fundraising
 - Black Cap Dine to Donate rescheduled to Thursday, May19, 2022.
 - Calendar Raffle \$1890
 - Spirit wear- quality issue. T. Strout looking into other options.
 - T. Strout talks about the 10 year birthday and expansion celebration if/when the charter renews.
 - Hannaford book bin.

Public Comment: Nonre

Non-Public Session: None needed.

Summary and Action Items:

- May meeting Budget and prep for next year.
- Staff assignment recommendations from J. McLauchlan
 - Final Classroom configurations.
- June: Assignment and changes of board duties.

Next meeting May 18th, 2022.

Meeting adjourned at 6:05 by T. Strout

*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 April 2022 Board Meeting

For Discussion

Enrollment – 2021/2022

Kindergarten – 8

1/2 Classroom – 8

3/4 Classroom – 10

5 – 8 Classroom – 16

Total – 42

Projected Enrollment for 2022/2023

K – 7 / 1 st – 7 / 2nd – 7 / 3rd – 1 / 4th - 8 o 5 th – 3 / 6th – 6 / 7th – 5 / 8th – 3 o Total = 47

- Staffing Update
 - Annual evaluation process ongoing.
- COVID-19 Update
 - No current active cases.
- Charter Renewal Committee
 - Onsite visit is April 21st

For Your Information

- Insurance Coverage
 - PRIMEX
- Staff Benefits
- Special Services
 - 3 active IEPs – 1 504 Plan
- Programming/Curriculum
 - Work in progress for addition of high school grades.
- NH Assessments – Week of May 16th for 3rd – 8 th grade students.
- Technology
- Facility
 - Spring Clean Up day is May 10th – 2pm – 4pm
- Special Events – Field trips, special visitors, etc.
 - Frost Forum and Student Showcase – April 21st @ 2:30 pm
 - Trip to Planetarium in Portland, ME – May 24th
 - End of Year Trip to Story Land – June 10th
- COVID19 Funds / Programs
 - Work in progress.
- NHDOE Reporting / Legislation
- 2022-2023 school calendar drafted – BOT review and approval needed
- Annual Audit/Tax Filing