

# Robert Frost Public Charter School

Minutes for June 28, 2018—9:30am

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

1. Call to order, Role Call & Welcome Public

Board members present: Tracy Strout, Nicki Selama, David Howes, Cathy Brings, Head of School  
Janine McLaughlin

Members of the Public:

Meeting call to order: 9:39

2. Meeting Business

\*Voted in and approved new trustee Juliet Fliescher

\*Acceptance of minutes from June 6, 2018 meeting

\*Agenda review

3. Administrative

\*Monthly Snapshot

Current enrollment 39. For 2018-2019 36 students. Would like to have 50-55.

Putting out flyers to local business and community sites

Ice Cream social at Trails End on June 27, 2018

Two or three tours at school

Buildup ---5 incoming kindergarteners

4. Finance Report

\*Questions for previous board

A. Petty Cash

B. Accounts Payable

C. Does report need to be condensed?

D Tracy wonders if we should switch to Quick Books

\*Time to Fund Raise

\*Tabled current budget report until next meeting

David and Nicki approved Treasury Report

5. Program Items

\*State Report—sent back final review.

\*DOE—due 8/1/18 DOE25 which is the End of Year report to state---yearly progress for entire program. Trying to review and send in prior to 8/1/18.

\*Staffing Kimberly lower level attended end of year field day and staff day. Involved in trainings.

Continue to look for upper level teacher.

Advertisement in Carroll County Independent (pay for two weeks and get four weeks), Granite

State Ledger, Indeed have had two responses.

Substitute list include Ellen, Ava, Linda , Juliana. Would be great to have more

Training for staff on 6/18/18 included

A. First Aid and CPR

B. Technology

C. Round table of Montessori Philosophy

\*Last Week Activities included: musical, bird feeders with Mr. Brooks, field day

\* Results for 5/6 testing will come in August or September

\*Facility

A. Floors cleaned

B. Brown Church and Historical Society are talking about putting a “pathway” or “parking lot” in the green space. Janine will look into our lease and what is being planned. Board discussed language in lease

C. Play Set - Plan to set up soon in the green space. Cathy will check with Home Depot to see if will donate.

\*Board Recruitment—Need to create a plan.

Ideas included getting various professionals such as accountant, legal, paraprofessional.

Marketing, teacher, business

Should review the contact list and get invitations out there.

Flyers and post cards being sent out to Rec Programs, Day Cares, Dance Companies, Kids Theatre, Children Museum, in and around towns

\*Website being rebuilt.

Tracy started the update. Content same but in a different format. All board members requested to review to be discussed next meeting.

Next meeting will vote on who will be charge of this.

\*Annual Appeal - Do not know where donations go through when come from website.

Go into “Pay Pal” account but where?

Nicki will check into.

\*Parent Group no information

6. Public Comment - none

7. Non-public section - none

8. Summary and Action Items

\*Set date and time for next meeting

\*Thursday 8/2/18 9:00am

9. Next agenda

10. Adjournment

Nicki Sclama moved that we adjourn our meeting. David Howes seconded this motion. Vote was unanimously in favor.

Tracy Strout adjourned the meeting at 10:52 am.

\*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 e mail the board at [trustees@robertfrostcharter school.org](mailto:trustees@robertfrostcharter school.org).

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