

**Robert Frost Public Charter School**  
**Minutes for November 18, 2020 – 4pm (Remote)**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

1: Called to Order at 4:05 pm. No Public members in attendance.

- Roll call: Board members in attendance:

Tracy Strout, Juli Champagne, Kimberly Lee, Juliet Fleischer, Miranda Sandahl, Belinda Kustan, and Patricia McMurray (Advisory member)

Members Absent: Janine McLauchlan (HOS) Cathy Brings.

2: Meeting Business

- Miranda Sandahl moved to accept minutes from September 2020. Kimberly Lee seconded.  
Approved.

3: Administration:

The Head of School reported the following:

- Enrollment
  - K – Mrs. Nile as lead teacher – 8 students
  - 1/2 – Miss Burney as lead teacher – 8\* students
  - 3/4 – Miss Randall – 9 students
  - 5-8 – Miss Kimberly as lead teacher – 14 students
  - Total: 39\* – 32 onsite, 7 remotes
  - \*One 1<sup>st</sup> grader transferred to Conway El
- State Reporting / Legislation
  - Up to date
- Staffing
  - Classroom Aide for 3/4 classroom hired – Sam Hanson
- Teacher Mentor
  - Weekly meetings with each teacher
- Programming
  - Spanish – Begins Tuesday, November 17<sup>th</sup>
- Technology
  - All students have been assigned a Chromebook and headset
  - Charging carts are in service
- Learning Management System – Canvas
  - Fully onboarded/implemented
  - Miss Kimberly has been “testing” the system
- Staff Benefits
  - 401(k) plan - 8 of 11 employees enrolled in the plan
- Facility
  - No new updates
- Special Events – Field trips, special visitors, etc.
  - Turkey Trot is Friday, November 20<sup>th</sup>
- Special Services
  - 2 active IEPs (4<sup>th</sup> & 8<sup>th</sup> grader)

- 3 referrals in process (1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> grader)
- COVID19 Funds
  - Additional funding from NHDOE – received 11/13/2020 - \$10,400
  - No grant writing necessary but, we must document how the funds were used for COVID related expense
  - Must be “used” by 12/30/2020
  - If not used, must be returned
  - Can “trade” with ESSER funds to extend deadline of usage to 9/30/2021

Ratified email vote to hire Sam Hanson as the new Classroom Aide.

#### 4: Finance Report

The Chair and acting Treasurer reported the following:

- Treasurer’s Report
- MD&A in progress.
- We are going to delay putting in PPP loan forgiveness request and have our account do it.

J. Fleischer moved to approve treasurer’s report. B Kustan seconded. Approved.

#### 5: Program Items:

- Fundraising: Discussed having a silent “Art Auction” in the Spring. The students will be encouraged to submit their art and creations. Some suggestions included quilts, potholders, a classroom chair painted by the students, etc.

Discussed having a Social Party at the end of the year!

- Enrollment: Need to do better with marketing/advertising.
- Suicide Prevention Plan: The first draft has been sent to the Head of School and the Student Support Specialist. The deadline for having the plan in place and staff training is May 31, 2021. The next step will be meeting with Janine and Abby to get their input.

#### 6: Public Comment

- There was no public in attendance.

#### 7: Non-Public Session

- There was no non-public session needed.

#### 8: Summary and Action Items:

- Ideas on Upcoming Fundraisers and Enrollment.
- Next Meeting scheduled for December 16, 2020 at 4 p.m

## 10. Adjournment

- T. Strout adjourned the meeting at 5:17 p.m.

\*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](mailto:trustees@robertfrostcharterschool.org).

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*Driving us towards the path of excellence*

*Data Driven Decision Making*