

# Robert Frost Public Charter School

## Minutes for August 2, 2018—9:00am

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

### 1. Call to order, Role Call & Welcome Public

Board members present: Tracy Strout, David Howes, Cathy Brings, Juliet Fleischer, Head of School Janine McLauchlan

Members of the Public: No public present

Meeting call to order: 9:09 a.m.

### 2. Meeting Business

\*Acceptance of minutes, as amended, from July 2018 meeting

- Motion made to approve July minutes, seconded. Approved

\*Agenda review – reviewed with no changes

### 3. Administrative

- HOS Monthly Snapshot

- Enrollment

- Current enrollment 39. Continuing to advertise open enrollment.
- Putting out flyers to local business and community sites, ad in Summer Guide, page on Chamber of Commerce website, etc.

- State reporting

- Final EOY report submitted.
- End of year financial reports due to DOE by 9/1/18
- Annual progress report due by 9/1/18

- Staffing

- Recommendation for lead teacher for grade 5-8 classroom submitted for approval.

- Professional Development

- Planning in progress

- Facility / Storage

- We are investigating various options for walls. Pricing will be a big factor in the decision.
- Storage units have been emptied. Storage container onsite to be emptied.
- Asbestos inspection of lower level completed. Awaiting report.
- Safety/security assessment completed by NH Dept. of Homeland Security. Awaiting report.

- Summer Work

- Making progress on administrative matters.

- Curriculum

- Met with new Director of Mt. Top Music to discuss 2018/2019 program.

- Recommendation to hire Melanie Hodge as Lead Teacher for 5-8 classroom
  - Motion made to approve hire, seconded. Approved.
- Final approval of Staff Handbook for 2018/2018
  - Motion made to approve, seconded. Approved.
- Recommended update to CORI Policy
  - Changes reflect update to state policy. Motion made, seconded. Approved.

#### 4. Finance Report

- Treasurers Report
  - Provided by David and Tracy. Motion made to accept the Treasurers report, seconded. Approved.
- Review of 2018/2019 budget
- Proposal to use QuickBooks Online for access and convenience.
  - Approx. cost is \$420 per year. Allows more access and efficiency with the hopes of saving some costs with Debit One. Motion to approved made, seconded. Approved.

#### 5. Program Items

- Housekeeping
  - Bylaws for Board of Trustees
    - The Board will clarify Board Terms at their next meeting.
  - Conflict of Interest Policy for Board of Trustees
    - Signed by TS, JF, DH (CB had to leave meeting early).
- Board Recruitment and Transition
  - Application from Belinda Krustan as new Trustee
    - Reviewed. Motion made to accept as new Trustee, seconded. Approved.
  - Resignation from David Howes
    - Today is David's last meeting. He is moving out of the area. Motion to accept David's resignation, seconded. Approved.
  - Bylaws require a minimum of 5 Trustees, Charter requires a minimum of 7
    - There was a discussion about members reaching out to the community to try and recruit new members.
- Enrollment 2018/2018 – Update
  - Signage – our school signs are in storage. Tracy spoke with Ken of the Conway Historical Society about which space can be used for our signs.
  - Postcards – Tracy ordered postcards that we can use to place at various places around town to help with enrollment recruitment.
  - Website – Tracy is working on updates to the site.
- Fundraising
  - Line item on Budget – we need to start planning
- HOS Annual Review & Renewal of Contract – plan needs to be made

6. Public Comment
  - a. none
7. Non-public section
  - a. none
8. Summary and Action Items
  - \*Set date and time for September meeting
    - a. Next meeting is September 12, 2018 at 5:30 p.m.

9. Next agenda

10. Adjournment

Tracy Strout, acting Chair, declared the meeting adjourned at 10:36 a.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 e mail the board at [trustees@robertfrostcharter school.org](mailto:trustees@robertfrostcharter school.org).

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