

**Robert Frost Public Charter School**  
**MINUTES for Oct. 21, 2020 – 4pm (Remote)**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

1: Called to Order at 4:06 pm. No Public members in attendance.

Roll call: Board members in attendance:

Tracy Strout, Juli Champagne, Kimberly Lee, Juliet Fleischer, and Janine McLauchlan (HOS)

Members Absent:

Miranda Sandahl, Cathy Brings, Belinda Kustan, Patricia McMurray (Advisory member)

2: Meeting Business

- J. Fleischer moved to accept minutes from September 2020. J. Champagne seconded. Approved.
- B. Kustan and P. McMurray continue to work on Suicide Prevention Plan.

3: Administration

The Head of School reported the following:

- No changes in enrollment - total = 40. No changes in the number of on-site (33) and remote (7) students we are serving.
- State Reporting
  - B.O.Y. completed, submitted and had been certified.
  - Free/reduced lunch report submitted, certified (3 dropped from 20 last year to 16 now).
  - Linda Thompson helped J. McLauchlan with Title 1A Grant.
  - 990 signed and audit report is complete. HOS will be reaching out to Sylvia (auditor) for advice about PPE reimbursement.
- Staffing
  - J. Champagne moved to ratify email vote to hire Mr. Jeff as custodian starting Oct. 19. K. Lee seconded. Approved.
  - LeeAnn Petire submitted resignation notice. Last day will be Oct. 25.
  - Kelly Foley will move from 3-4 class assistant to 1-2 class assistant to take Petrie's place.
  - Currently advertising for teacher assistant in 3-4 classroom.
- Learning Management System – CANVAS
  - Onboarding complete. Beginning slow transition to CANVAS from Google Classroom.
- Staff Benefits
  - 401(K) Plan is being implemented and is working well.
- Facility
  - Difficulties with maintenance services have driven us to care for lawn in house, headed by R. Bushy. Opportunity offered to purchase a lawn tractor from C. Strout for \$350.00.
  - J. Fleischer moved to accept purchase. J. Champagne seconded. Approved.
- Programming

- Spanish – we now have Chromebooks for all students so Homeschool Spanish Academy will be starting soon.
- Fall trimester PBL driving question: How Do Insects Benefit Our World?
- Field Trip to Grand View Farms on Oct. 14 went well.
- Hybrid model of shortened week – 12:30 dismissal on Wednesdays – to begin Nov. 4. This allows needed additional planning time for teachers due to demands of remote learning flexibility and transition to CANVAS. Consensus of agreement by full board.
- Greatly reduced ESSC program services due to COVID19 pandemic make it very difficult and costly for us to participate this year. Also, benefits to students greatly reduced. Board consensus to NOT participate in ESSC for 2021 season.

#### 4: Finance Report

The President and acting Treasurer reported the following:

- Treasurer’s Report
  - Now that all 2019/20 per student money from the State has been received, we will be paying back HEFA loan we took out last summer.
  - Written reports submitted for review and explained. Questions answered.
  - K. Lee moved to approve treasurer’s report. J. Fleischer seconded. Approved.
- Fundraising
  - Photo fund raiser planned for Oct. 29.
  - November calendar raffle is underway.
  - Turkey Trot not feasible due to COVID19 pandemic. May consider a jog-a-thon variation with students gathering pledges.
  - Other ideas needed to make up our financial short fall due to under-enrollment.
- Enrollment
  - Ideas to market the school to increase enrollment included:
    - Purchasing ad space in Conway Daily Sun.
    - Constructing Pumpkin People with Superhero theme.
    - Car window stickers or clings to pass out to families and BOD.
    - Video series of RFPCS daily operations to post on social media.

#### 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

- Next Meeting – \_\_November 19, 2020 at 4 p.m.\_\_\_\_\_

#### 10. Adjournment

- T.Strout adjourned the meeting at 6:24 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*