

Robert Frost Public Charter School
Minutes October 23, 2019 – 6:15PM
Robert Frost Public Charter School * 110 Main Street * Conway, NH

Board Members Present: Tracy R Strout, Juliet Fleischer, Belinda Kustan, Cathy Brings, Miranda Sandahl, Juli Champagne, Head of School Janine McLauchlan.

Absent: Advisory Member - Patricia McMurry

Called to order at 6:20 pm. Roll Call. No Public in attendance.

Meeting Business:

Minutes from September 2019 accepted as presented, motion by B Kustan, second, J Fleischer, vote unanimous.

Ratification of email vote to accept new board members Miranda Sandhal and Juli Champagne, motion by J Fleischer, second B Kustan, vote unanimous.

Finance Report: T Strout presented the monthly balance sheet, profit & loss and budget comparison. Motion to accept, J Champagne, second M Sandhal, vote unanimous.

- **Auditors:** A motion was made to accept the Terms of Engagement letter from Plodzick & Sanderson for the audit of 2018/2019 financials. J Champagne moves, M Sandahl seconds, vote unanimous.

Administration:

- **Monthly Snapshot** - 2019/2020 Enrollment is currently 52 students.
 - K – 9
 - 1 / 2 – 12
 - 3 / 4 – 16
 - 5 / 8 – 15
- (5) active IEPs, (1) 504, (2) IEP in referral
- Staffing – Still looking for Para 2 which would be paid for with Title II allotment.
- Teacher/Mentor program is going well. Adding classroom aid meeting once a month.

- Health Trust: RFPCS has been approved as a public entity which qualifies the school to participate in their insurance programs. Cost is still too high to add into budget.
- **State Reporting**
 - Beginning of Year Report Complete.
 - Student Roster for State assessments complete.
 - Free & Reduced Lunch Report complete. 15 students are eligible for free lunch and 5 students are eligible for reduced lunch.
 - Emergency Action Plan done and submitted.
 - Fire inspection complete and passed.

Updates:

- Spanish will resume on Wednesday, November 6, 2019.
- Tin Mountain's Fall Program will begin Friday, October 25th.
- N H Energy Education Project will be presented to the students in December.
- Looking into Remick Farms programs for the future.

Facility Update:

Cedar Playset transported to school by parents, needs to be put together.

Signage is needed in the driveway and parking lot for student safety. Conway Rec has offered to provide funds for the signs. The board will take steps to have signs in place as soon as possible. Motion by M Sandhal, second J Fleischer. Vote unanimous.

Program items:

Fundraising Updates: Calendar Raffle, Yard Sale, Harvest Festival.

The board will, again, reach out to the parents, to become class parents to help with communication about the events in the school and participate in upcoming fundraising efforts.

Calendar of Events:

October 25 – Frost Forum

November 1 – School Harvest Festival for the students

For kids who were not able to attend the Harvest Festival to enjoy the games.

November 22 – Turkey Trot.

Need 8 turkeys. Sign-up sheet will be distributed at the Frost Forum on October 25th.

November 26 – Board Meeting

December 17 – Board Meeting

December 20 – Cookie Walk

Public Comment: No public in attendance.

Non-Public Session: None

Summary and Action Items:

- Next meeting: November 26, 2019

Next Agenda:

- Winter Program
- Summer Program

Adjournment: 8:05 pm

Respectfully submitted by Belinda Kustan.

*Academic Excellence * Operationally sound * Financially Sound Driving us toward the path of
excellence * Data Driven Decision Making*