

# Robert Frost Public Charter School

## Minutes for August 27, 2019

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

**Board Members Present:** Tracy R Strout, Cathy Brings, Head of School Janine McLauchlan.  
Belinda Kustan joined by phone at 7pm.  
Advisory Board Member Present: Patricia McMurry

**Board Members Absent:** Nicki Sclama

**Called to order** at 6:15pm. Roll Call. No Public in attendance.

### Meeting Business:

**Minutes** from July 25, 2019 meeting approved with edits. C Brings motion, T Strout second, vote unanimous.

### Finance Report:

- NH HEFA Direct Loan: \$30,000 closed 8/1/19.
- Tracy R. Strout presented the monthly balance sheet, profit & loss and budget comparison. Motion to accept, C Brings, T Strout seconds. Vote unanimous.
- J McLauchlan gave an update of Title Programs
  - REAP Grant 2019/2020 \$18,000
  - Title II Grant for Attending Conference - \$311
  - Title II Grant for New Teacher Mentor Position (KL) 2 year, \$5,000 stipend.
  - Title IV Grant for Enrichment Program (SL) \$5,000

### Administration:

- Monthly Snapshot: 2019/2020 Enrollment is currently 53 students.
  - K – 10
  - 1 / 2 – 12
  - 3 / 4 – 16
  - 5 / 8 – 15
- Specials for 2019/2020 School Year:
  - Conway Library – Fall Nature Program – free
  - Saco Ranger Station – Reached out to create a program for our students.
  - Tin Mtn. – Programs available, JM looking at funding through Title IV
  - Mtn. Top Music – Small Group Instrumental Lessons.
  - Art – Will be integrated into daily curriculum
  - PE – Teachers will support seasonal programs
- Ratification of Employment Offers to:
  - K Foley – Teacher assistant for Upper El
  - M Breton – Teacher assistant for Kindergarten
  - L Petrie – Teacher assistant for Lower El 1
  - S Loomis – Enrichment Specialist

C Brings makes motion to ratify employment offers, B Kustan seconds, vote unanimous.

### Program Items:

**Family Handbook** reviewed. Discussion about seasonal holidays/celebrations wording. Board directed J McLauchlan to revise and email suggested edit for board approval. Otherwise C Brings motions to accept with language update, T Strout seconds, vote unanimous.

**Staff Handbook** reviewed, Whistleblower Policy added, recommendation to pay hourly staff for 6 national holidays that fall within the school year approved, no impact to budget, board praised the work and language used in this document. C Brings motions to approve Staff Handbook edits, T Strout seconds, vote, unanimous.

**Emergency Action Plan** was reviewed, B Kustan urged the HOS to implement training and drills to prepare our staff and students for any emergency situation (active shooter, weather, etc). HOS was directed to contact local law enforcement to prepare and execute training on EAP and drills. C Brings motions to accept, B Kustan seconds, vote, unanimous.

**Fundraising Update:**

Yard Sale – Sat. & Sun. Sept. 28 & 29<sup>th</sup>

Fall Fun Calendar Raffle – T Strout will finish and distribute to students first week of school.

**Letter of resignation** received from N Sclama. C Brings motions to accept resignation with thanks for service, B Kustan seconds, vote, unanimous.

**Public Comment:** No public in attendance.

**Non-Public Session:** None

**Summary and Action Items:**

- Next Meeting Tuesday Sept. 24, 2019 – 6:15pm

Meeting adjourned at 8:00pm

Respectfully submitted by T. Strout

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